

**CITY COUNCIL SPECIAL MEETING
300 WEST CROWELL STREET
MONROE, NORTH CAROLINA 28112
MARCH 24, 2020 – 4:00 P.M.**

AGENDA

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1. Request to Continue Action Item(s) Tabled to City Council Regular Meeting of April 7, 2020 for Zoning Map Amendment Request to Rezone Property Located at Intersection of Olive Branch Road and Morgan Mill Road from General Industrial (GI) to Conditional District “Scotch Meadows” and Text Amendment Request to Amend Code of Ordinances – Title XV: Land Usage, Chapter 156: Zoning Code, Section 156.106 titled “Official Zoning Map” and Section 156.98 titled “Conditional Districts Established” to City Council Regular Meeting of May 5, 2020 Without Further Advertising. ***(Public Hearing was Held and Closed on March 3, 2020)***
2. Request to Continue Public Hearing Scheduled for City Council Regular Meeting of April 7, 2020 to Consider Annexation and Zoning Map/Text Amendment Requests for 27.14 Acres Located Along Secrest Shortcut to be Rezoned from City of Monroe R-40 and Union County RA-40 to Conditional District “Stewarts Crossing” to City Council Regular Meeting of June 2, 2020 Without Further Advertising
3. Request to Continue Public Hearing Scheduled for City Council Regular Meeting of April 7, 2020 to Consider Downtown PRONTO Grant to Pranee Loffer for Thai Tamarind to City Council Regular Meeting of June 2, 2020 Without Further Advertising
4. Request to Continue Public Hearing Scheduled for City Council Regular Meeting of April 7, 2020 to Consider Zoning Map Amendment Request to Rezone Property Located Along Williams Road from General Industrial (GI) to Conditional District “EC Customs” and Text Amendment Request to Amend Code of Ordinances – Title XV: Land Usage, Chapter 156: Zoning Code, Section 156.106 titled “Official Zoning Map” and Section 156.98 titled “Conditional Districts Established” to City Council Regular Meeting of June 2, 2020 Without Further Advertising
5. Request to Continue Public Hearing Scheduled for City Council Regular Meeting of April 7, 2020 to Consider Zoning Map Amendment Request to Rezone Property Located Along Secrest Short Cut Road from Residential Low-Density (R-40) to Conditional District “Secrest Landing” and Text Amendment Request to Amend Code of Ordinances – Title XV: Land Usage, Chapter 156: Zoning Code, Section 156.106 titled “Official Zoning Map” and Section 156.98 titled “Conditional Districts Established” to City Council Regular Meeting of June 2, 2020 Without Further Advertising
6. Request to Continue Public Hearing scheduled for City Council Regular Meeting of April 7, 2020 to Consider Zoning Text Amendment Requests to Chapter 156: Zoning Code, Section 156.14 titled “Definitions of Basic Terms” and Section 156.110 titled “Table of Permissible Uses” to City Council Regular Meeting of June 2, 2020 Without Further Advertising

7. Cancellation of City Council Strategic Planning Meeting and Regular Meeting of April 7, 2020
8. Administrative Coronavirus (COVID-19) Plans and Programs
9. Temporary Change in Processing Fees for Utility Payments
10. Rules of Procedure for Electronic Meetings of Monroe City Council
11. General Update on Federal, State and Local Efforts on COVID-19



STAFF REPORT

TO: City Council

VIA: E.L. Faison, City Manager

DATE: March 24, 2020

FROM: Lisa Stiwinter, Planning and Development Director

PREPARED BY: Keri Mendler, Planner

SUBJECT: Request to Continue Action(s) tabled to City Council Regular Meeting of April 7, 2020 for the zoning map amendment request to rezone property located at the intersection of Olive Branch Road and Morgan Mill Road from General Industrial (GI) to Conditional District “Scotch Meadows” and text amendment request to amend Code of Ordinances – Title XV: Land Usage, Chapter 156: Zoning Code, Section 156.106 titled “Official Zoning Map” and Section 156.98 titled “Conditional Districts Established” to City Council Regular Meeting of May 5, 2020 without further advertising.
(Public Hearing was closed on March 3, 2020)

SUMMARY STATEMENT

Request to continue action(s) without further advertising

REVIEW

At the March 3, 2020 City Council Regular Meeting, City Council held and closed the public hearing in the above matter. At the conclusion of the public hearing, City Council tabled an Action(s) for the Scotch Meadows Rezoning to be taken at the April 7, 2020 Regular City Council Meeting. In light of the Governor of the State of North Carolina’s Executive Order 116 declaring a state of emergency in North Carolina and Mayor Bobby Kilgore’s Proclamation P-2020-04 declaring a state of emergency in the City of Monroe, Staff is requesting that the Action(s) of this matter be continued to the May 5, 2020 City Council Regular Meeting without further advertising.

RECOMMENDATION

Staff requests that Council continue Action(s) scheduled for the City Council Regular Meeting of April 7, 2020 for the Scotch Meadows Rezoning request to the City Council Regular Meeting of May 5, 2020 without further advertising.



STAFF REPORT

TO: City Council

VIA: E.L. Faison, City Manager

DATE: March 24, 2020

FROM: Lisa Stiwinter, Planning and Development Director

PREPARED BY: Doug Britt, Senior Planner

SUBJECT: Request to Continue Public Hearing Scheduled for City Council Regular Meeting of April 7, 2020 to Consider Annexation and Zoning Map/Text Amendment Requests for 27.14 Acres Located Along Secrest Shortcut to be Rezoned from City of Monroe R-40 and Union County RA-40 to Conditional District “Stewarts Crossing” to City Council Regular Meeting of June 2, 2020 Without Further Advertising

SUMMARY STATEMENT

Request to continue public hearing without further advertising.

REVIEW

At the March 3, 2020 City Council Regular Meeting, City Council approved a call for a public hearing to be held on April 7, 2020 to consider annexation and zoning map/text amendment requests for 27.14 acres located along Secrest Shortcut to be rezoned from City of Monroe R-40 and Union County RA-40 to Conditional District “Stewarts Crossing”. In light of the Governor of the State of North Carolina’s Executive Order 116 declaring a state of emergency in North Carolina and Mayor Bobby Kilgore’s Proclamation P-2020-04 declaring a state of emergency in the City of Monroe, Staff is requesting that the public hearing to consider this matter be continued to the June 2, 2020 City Council Regular Meeting without further advertising.

RECOMMENDATION

Staff requests that Council table the public hearing scheduled for the City Council Regular Meeting of April 7, 2020 to consider annexation and zoning map/text amendment requests for 27.14 acres located along Secrest Shortcut to be rezoned from City of Monroe R-40 and Union County RA-40 to Conditional District “Stewarts Crossing “to the City Council Regular Meeting of June 2, 2020 without further advertising.



STAFF REPORT

TO: City Council

VIA: E.L. Faison, City Manager

DATE: March 24, 2020

FROM: Brian J. Borne, Assistant City Manager

PREPARED BY: Bridgette H. Robinson, City Clerk

SUBJECT: Request to Continue Public Hearing Scheduled for City Council Regular Meeting of April 7, 2020 to Consider Downtown PRONTO Grant to Pranee Loffer for Thai Tamarind to City Council Regular Meeting of June 2, 2020 Without Further Advertising

SUMMARY STATEMENT

Request to continue public hearing without further advertising

REVIEW

At the March 3, 2020 City Council Regular Meeting, City Council approved a call for a public hearing to be held on April 7, 2020 to consider a Downtown PRONTO Grant to Pranee Loffer for Thai Tamarind. In light of the Governor of the State of North Carolina's Executive Order 116 declaring a state of emergency in North Carolina and Mayor Bobby Kilgore's Proclamation P-2020-04 declaring a state of emergency in the City of Monroe, Staff is requesting that the public hearing to consider this matter be continued to the June 2, 2020 City Council Regular Meeting without further advertising.

RECOMMENDATION

Staff requests that Council table the public hearing scheduled for the City Council Regular Meeting of April 7, 2020 to consider a Downtown PRONTO Grant to Pranee Loffer for Thai Tamarind to the City Council Regular Meeting of June 2, 2020 without further advertising.



STAFF REPORT

TO: City Council

VIA: E.L. Faison, City Manager

DATE: March 24, 2020

FROM: Lisa Stiwinter, Planning and Development Director

PREPARED BY: Keri Mendler, Planner

SUBJECT: Request to Continue Public Hearing Scheduled for City Council Regular Meeting of April 7, 2020 to Consider Zoning Map Amendment Request to Rezone Property Located Along Williams Road from General Industrial (GI) to Conditional District “EC Customs” and Text Amendment Request to Amend Code of Ordinances – Title XV: Land Usage, Chapter 156: Zoning Code, Section 156.106 titled “Official Zoning Map” and Section 156.98 titled “Conditional Districts Established” to City Council Regular Meeting of June 2, 2020 Without Further Advertising

SUMMARY STATEMENT

Request to continue public hearing without further advertising.

REVIEW

At the March 3, 2020 City Council Regular Meeting, City Council approved a call for a public hearing to be held on April 7, 2020 to consider zoning map amendment request to rezone property located along Williams Road from General Industrial (GI) to Conditional District “EC Customs” and text amendment request to amend Code of Ordinances – Title XV: Land Usage, Chapter 156: Zoning Code, Section 156.106 titled “Official Zoning Map” and Section 156.98 titled “Conditional Districts Established”. In light of the Governor of the State of North Carolina’s Executive Order 116 declaring a state of emergency in North Carolina and Mayor Bobby Kilgore’s Proclamation P-2020-04 declaring a state of emergency in the City of Monroe, Staff is requesting that the public hearing to consider this matter be continued to the June 2, 2020 City Council Regular Meeting without further advertising.

RECOMMENDATION

Staff requests that Council table the public hearing scheduled for the City Council Regular Meeting of April 7, 2020 to consider zoning map amendment request to rezone property located along Williams Road from General Industrial (GI) to Conditional District “EC Customs” and text amendment request to mend Code of Ordinances – Title XV: Land Usage, Chapter 156: Zoning Code, Section 156.106 titled “Official Zoning Map” and Section 156.98 titled “Conditional Districts Established” to the City Council Regular Meeting of June 2, 2020 without further advertising.



STAFF REPORT

TO: City Council

VIA: E.L. Faison, City Manager

DATE: March 24, 2020

FROM: Lisa Stiwinter, Planning and Development Director

PREPARED BY: Doug Britt, Senior Planner

SUBJECT: Request to Continue Public Hearing Scheduled for City Council Regular Meeting of April 7, 2020 to Consider Zoning Map Amendment Request to Rezone Property Located Along Secrest Short Cut Road from Residential Low-Density (R-40) to Conditional District “Secrest Landing” and Text Amendment Request to Amend Code of Ordinances – Title XV: Land Usage, Chapter 156: Zoning Code, Section 156.106 titled “Official Zoning Map” and Section 156.98 titled “Conditional Districts Established” to City Council Regular Meeting of June 2, 2020 Without Further Advertising

SUMMARY STATEMENT

Request to continue public hearing without further advertising.

REVIEW

At the March 3, 2020 City Council Regular Meeting, City Council approved a call for a public hearing to be held on April 7, 2020 to consider zoning map amendment request to rezone property located along Secrest Short Cut Road from Residential Low-Density (R-40) to Conditional District “Secrest Landing” and text amendment request to amend Code of Ordinances – Title XV: Land Usage, Chapter 156: Zoning Code, Section 156.106 titled “Official Zoning Map” and Section 156.98 titled “Conditional Districts Established”. In light of the Governor of the State of North Carolina’s Executive Order 116 declaring a state of emergency in North Carolina and Mayor Bobby Kilgore’s Proclamation P-2020-04 declaring a state of emergency in the City of Monroe, Staff is requesting that the public hearing to consider this matter be continued to the June 2, 2020 City Council Regular Meeting without further advertising.

RECOMMENDATION

Staff requests that Council table the public hearing scheduled for the City Council Regular Meeting of April 7, 2020 to consider zoning map amendment request to rezone property located along Secrest Short Cut Road from Residential Low-Density (R-40) to Conditional District “Secrest Landing” and text amendment request to amend Code of Ordinances – Title XV: Land Usage, Chapter 156: Zoning Code, Section 156.106 titled “Official Zoning Map” and Section 156.98 titled “Conditional Districts Established” to the City Council Regular Meeting of June 2, 2020 without further advertising.



STAFF REPORT

TO: City Council

VIA: E.L. Faison, City Manager

DATE: March 24, 2020

FROM: Lisa Stiwinter, Planning and Development Director

PREPARED BY: Doug Britt, Senior Planner

SUBJECT: Request to Continue Public Hearing Scheduled for City Council Regular Meeting of April 7, 2020 to Consider Zoning Text Amendment Request to Chapter 156: Zoning Code, Section 156.14 titled “Definitions of Basic Terms” and Section 156.110 titled “Table of Permissible Uses” to City Council Regular Meeting of June 2, 2020 Without Further Advertising

SUMMARY STATEMENT

Request to continue public hearing without further advertising.

REVIEW

At the March 3, 2020 City Council Regular Meeting, City Council approved a call for a public hearing to be held on April 7, 2020 to consider a zoning text amendment request to Chapter 156: Zoning Code, Section 156.14 titled “Definitions of Basic Terms” and Section 156.110 titled “Table of Permissible Uses”. In light of the Governor of the State of North Carolina’s Executive Order 116 declaring a state of emergency in North Carolina and Mayor Bobby Kilgore’s Proclamation P-2020-04 declaring a state of emergency in the City of Monroe, Staff is requesting that the public hearing to consider this matter be continued to the June 2, 2020 City Council Regular Meeting without further advertising.

RECOMMENDATION

Staff requests that Council table the public hearing scheduled for the City Council Regular Meeting of April 7, 2020 to consider a zoning text amendment request to Chapter 156: Zoning Code,

Section 156.14 titled “Definitions of Basic Terms” and Section 156.110 titled “Table of Permissible Uses” to the City Council Regular Meeting of June 2, 2020 without further advertising.



STAFF REPORT

TO: City Council

VIA: E.L. Faison, City Manager

DATE: March 24, 2020

FROM: Bridgette H. Robinson, City Clerk

PREPARED BY: Bridgette H. Robinson, City Clerk

SUBJECT: Cancellation of City Council Strategic Planning Meeting and Regular Meeting of April 7, 2020

SUMMARY STATEMENT

Request to cancel the City Council Strategic Planning Meeting and Regular Meeting of April 7, 2020.

REVIEW

In light of the Governor of the State of North Carolina's Executive Order 116 declaring a state of emergency in North Carolina and Mayor Bobby Kilgore's Proclamation P-2020-04 declaring a state of emergency in the City of Monroe, Staff is requesting that the City Council Strategic Planning Meeting and Regular Meeting of April 7, 2020 be cancelled.

RECOMMENDATION

Staff requests that Council cancel the City Council Strategic Planning Meeting and Regular Meeting of April 7, 2020.



STAFF REPORT

TO: City Council

VIA: E.L. Faison, City Manager

DATE: March 24, 2020

FROM: E.L. Faison, City Manager

SUBJECT: Develop and Implement Plans addressing COVID-19 related impacts on Employee Health and Welfare

SUMMARY STATEMENT

City Council is requested to authorize the City Manager to develop and implement administrative plans and programs to mitigate employee health and welfare that may suffer from the escalation of COVID-19.

REVIEW

The full impact of COVID-19 is unknown, City Staff is brainstorming various strategies to address employee health and welfare that may be negatively impacted should the virus' exposure and infection rates impact Union County. There are three strategies under development that involve these areas of employee health and welfare:

1. COVID-19 Administrative Paid Leave up to 14 days for City Directed Quarantine: in the event an employee or family member requires quarantine, the City Manager may direct a quarantine period for the individual to protect the health and safety of all employees. The use of administrative leave relieves the potential risk of exposure or infection to coworkers that may result if the incident remained unreported.
2. COVID-19 Paid Leave during city facility closure: in the event circumstances dictate the closure of city facilities, employees should continue receiving salary and wages. This strategy is anticipated to duplicate the practice of continuing payment of salary and wages that occurs during periods of severe inclement weather that has forced closure of city facilities.
3. Advance Pay: the cost on employees to prepare for the impact of COVID-19 may be experienced disproportionately greater on employees at the lower end of the pay scale than those at the upper end. This tool may provide a mechanism to ease the financial hardships

of unforeseen expenses such as unplanned day care, additional medical expenses, and the supplies needed during periods of self-isolation or quarantine. Advance pay could be processed, by request, with repayment on an installment basis for up to 12 months:

Allowing the City Manager to fully develop these strategies for immediate implementation will help to support the continuation of essential government services to the City of Monroe's community while assisting employees with additional flexibility to alleviate impacts from the COVID-19 pandemic.

RECOMMENDATION

City Council authorize the City Manager to enact administrative plans and programs for the purpose of mitigating employee health and welfare that may result from the escalation of COVID-19's spread and infection. Plans and program areas shall include:

1. COVID-19 Administrative Paid Leave up to 14 days for City Directed Quarantine
2. COVID-19 Paid Leave during city facility closure
3. Advance Pay by request, repayment on an installment basis up to 12 months



STAFF REPORT

TO: City Council

VIA: E.L. Faison, City Manager

DATE: March 24, 2020

FROM: Lisa Strickland, Finance Director

PREPARED BY: Bethany Hawver, Revenue Manager

SUBJECT: Temporarily Change in Processing Fees for Utility Payments

SUMMARY STATEMENT

City Council is requested to approve temporarily absorbing utility payment processing fees.

REVIEW

Currently & since March 2016 the individual credit / debit card processing fee of 2.5% has been passed on to the customer during the applicable transaction. While the public entrance is closed, during this unprecedented situation, Staff recommends temporarily absorbing payment processing fees to encourage online & by phone payments. Our vendor has assured us this change can take place within 48 hours after they receive notification. Due to the situation, this change will not affect our contract & can be set to revert on a certain date or within 48 hours of notification.

RECOMMENDATION

City Staff recommends Council consider approving temporarily absorbing utility payment processing fees to encourage online & by phone payments.



STAFF REPORT

TO: City Council

VIA: E.L. Faison, City Manager

DATE: March 24, 2020

FROM: S. Mujeeb Shah-Khan, City Attorney

PREPARED BY: S. Mujeeb Shah-Khan, City Attorney

SUBJECT: Electronic Meetings Rules of Procedure Proposal

SUMMARY STATEMENT

Council is asked to consider a set of Rules of Procedure that would allow the City Council to conduct meetings electronically when states of emergency or disasters have been declared.

REVIEW

North Carolina law contemplates that public bodies, like the City Council, may have attendees at a public meeting attend electronically (by phone or through a communications application [like Skype, Zoom, Google Hangout, or FaceTime]). City Council has not expressly permitted attendance at public meetings by its members electronically, and staff has not recommended electronic attendance by the Council or any City Board or Commission. However, with the COVID-19 virus outbreak, and subsequent declarations of a national emergency, state emergency, and local emergency, use of electronic meetings may be necessary. Executive Order 117, issued by Governor Roy Cooper, urged citizens to maintain social distancing of at least six feet from others along with prohibiting mass gatherings of 100 or more people. To that end, the City Attorney's Office prepared a proposed set of Rules of Procedure which should be used for electronic meetings of the City Council.

Here are several important highlights from the proposed rules:

- A member attending electronically is part of the calculation for determining if there is a quorum of Council for a meeting and also to act.

- If a member attending electronically disconnects from the meeting, the member is no longer part of the quorum (which can lead the Council to not have a sufficient quorum to meet or act).
- There will be a location where members of the public and the media may listen to the meeting (if no members are actually present in the chamber).
- This will only be available when an emergency or disaster is declared. The process should be used only in extreme circumstances, and is not recommended for the City's Boards and Commissions at this time.
- This will not allow a Councilmember to participate electronically in a quasi-judicial decision made by the Council (currently, Council does not act on quasi-judicial decisions, but this provision is here in the event Council needs to in the future).
- Members who attend and participate electronically and leave the meeting or are disconnected will not be counted as "yes" or affirmative votes in favor of items before Council. Under North Carolina General Statutes §160A-75, a member that leaves a meeting attended in person is typically counted as a "yes" or affirmative vote unless excused by Council.

If approved by Council, the Rules would be in effect for the next meeting the Council chooses to hold during the current emergency.

RECOMMENDATION

Staff requests that Council approve the attached rules for use.

Attachments: Rules of Procedure for Electronic Meetings of
Monroe City Council

**RULES OF PROCEDURE
FOR ELECTRONIC MEETINGS OF MONROE CITY COUNCIL
MARCH 24, 2020**

The City Council of the City of Monroe, North Carolina, recognizes that Article 33C of Chapter 143 of the North Carolina General Statutes contemplates that official meetings of public bodies, such as the Monroe City Council, may take place by electronic means. In fact, §143-318.10(d) of the North Carolina General Statutes states that an official meeting can, “mean[] a meeting, assembly, or gathering together at any time or place or the simultaneous communication by conference telephone or other electronic means of a majority of the members of a public body for the purpose of conducting hearings, participating in deliberations, or voting upon or otherwise transacting the public business within the jurisdiction, real or apparent, of the public body.” The Rules of Procedure for Electronic Meetings are a guide for how Council will conduct meetings featuring electronic participation.

1. Meetings to Which These Rules Apply

These Rules of Procedure for Electronic Meetings (“Electronic Rules”) shall apply only to meetings of the Monroe City Council, and not to any other public bodies existing under the authority of the City of Monroe. The Electronic Rules are supplemental to the Rules of Procedure approved by the City Council for its meetings. Electronic Meetings can take place for any regular, special, or emergency meeting of the Monroe City Council, subject to the conditions governing the use of Electronic Meetings.

2. Conditions Necessary for Electronic Meetings

The City Council agrees that electronic meetings will only be permitted when any of the following entities declare that a state of emergency or a disaster exists in an area including the City of Monroe: the federal government of the United States of America; the Government of the State of North Carolina through the Governor of the State of North Carolina or other method permitted by Chapter 166A of the North Carolina General Statutes; Union County, North Carolina; or the City of Monroe, through the Mayor or other methods permitted by Chapter 37 of the Monroe City Code. The state of emergency declaration or disaster declaration must be related to a distinct event that reasonable persons can agree directly affects the City of Monroe (for example, a determination that an emergency exists under the National Emergencies Act related to piracy conducted by Somali pirates would not reasonably be related to the City of Monroe and cannot support use of electronic meetings). If no state of emergency or disaster exists, then the Electronic Rules may not be used.

3. Definition of an Electronic Meeting

An Electronic Meeting is any meeting where one or more members of the City Council participates through telephonic communication, or a telecommunications application

which allows simultaneous communication by multiple parties, or other similar means that allows the members of the City Council to hold a meeting without all members being physically present in the same room.

4. Notice of Electronic Meeting

If an Electronic Meeting is necessary, a public notice of the electronic meeting shall be sent as part of any notice required by North Carolina General Statutes §143-318.12. The public notice, in addition to the information required by North Carolina General Statutes §143-318.12, shall provide:

- a. The location of the physical meeting (which is where any Councilmembers and Staff able to attend the meeting in person shall gather); and
- b. The location of where a member of the public, member of the media, or others, may listen to the Electronic Meeting in accordance with § 143-318.13 of the North Carolina General Statutes.

The notice shall be provided in the manner required by Article 33C of Chapter 143 of the North Carolina General Statutes. If the Electronic Meeting is being used for any part of a regular meeting that is on the meeting schedule adopted by the City Council, then the information required above shall be provided in a separate notice to be provided in accordance with Article 33C of Chapter 143 of the North Carolina General Statutes. Any notice provided may also be posted on the City of Monroe's bulletin board, website and social media accounts, if possible.

5. Quorum

Councilmembers present in person or electronically, shall be included in the calculation for determining if a quorum exists of the City Council. If a Councilmember who participates electronically withdraws from the meeting, the rest of the meeting may be completed provided there is still a quorum of the City Council present either in person or electronically. Any Councilmember withdrawing from the meeting shall no longer be included for purposes of the quorum calculation.

6. Process of Opening Meeting

Immediately prior to opening the meeting, the Mayor, Mayor Pro Tem, or other presiding officer shall communicate with the Councilmember(s) who is (are) participating electronically and ensure that he/she is prepared to go forward. From that time forward until the adjournment of the meeting, the communication line or application shall be kept open. At the start of the meeting, the Mayor, Mayor Pro Tem, or presiding official shall state which Councilmembers are participating electronically.

7. Voting and Discussion

Councilmembers present for the meeting through electronic means are eligible to vote for all items considered by the City Council during the meeting. However, Councilmembers present for the meeting through electronic means will not be permitted to vote on any quasi-judicial matters coming before the Council. Also, a member voting must indicate verbally with a “yes,” “no,” “yea,” “nay,” “or “abstain” (when that is permitted) such that the City Clerk or her designee may record the vote. Prior to taking a vote on any issue, the Mayor, Mayor Pro Tem, or other presiding officer shall inquire of the Councilmembers participating electronically if he or she has been able to adequately monitor the discussion, including comments from the public, if any, and shall allow those Councilmembers to make any comments he or she desires, if they chose to not avail himself or herself of the opportunity to discuss the matter before the vote. However, it is the responsibility of the member to gain the attention of the Mayor or the presiding officer in order to be recognized for discussion. A Councilmember attending through electronic means that withdraws from the meeting without being excused from further attendance shall not be considered an affirmative vote on items before Council. If a Councilmember attending through electronic means becomes disconnected from the meeting, the Councilmember will not be counted as an affirmative or negative vote.

8. Minutes

The minutes of the meeting shall designate the name of each Councilmember who participated electronically, the nature of the electronic communication, and the duration of the Councilmember’s participation.