

**CITIZENS APPOINTMENT COMMITTEE
REGULAR MEETING**

City Hall Conference Room
300 W. Crowell Street
Monroe, NC 28112

August 24, 2020 – 4:00 p.m.

AGENDA

1. Minutes of March 2, 2020
2. Consideration of Upcoming Appointments
3. Term Limits for Chairs and Vice-Chairs of Boards, Commissions, and Committees

**CITY OF MONROE
CITIZENS APPOINTMENT COMMITTEE
REGULAR MEETING
March 2, 2020
4:00 p.m.**

Present: Council Member Surluta Anthony (Chair), Council Member Freddie Gordon and Mayor Pro Tem Marion Holloway.

Absent: None.

Staff

Present: City Manager Larry Faison and City Attorney Mujeeb Shah-Khan.

Staff

Absent: Assistant City Manager Brian Borne and Assistant Attorney Ashley Duncan-Britt

Visitors: Margaret Desio, Charles Perry, Angelia James, (arrived at 4:11 p.m.) and Julian Garrett.

The Citizens Appointment Committee met in the City Hall Meeting Room at 4:00 p.m. on March 2, 2020. Council Member Anthony presided.

Item No. 1. Approval of Minutes of Citizens Appointment Committee Meetings of June 3, 2019 and December 2, 2019. Mayor Pro Tem Holloway moved to approve the Minutes of the Citizens Appointment Committee Meeting of June 3, 2019 and December 2, 2019. Council Member Anthony seconded the motion, which passed unanimously with the following votes:

AYES: Council Members Anthony, Gordon and Mayor Pro Tem Holloway
NAYS: None

Item No. 2. Consideration of Upcoming Appointments. Mayor Pro Tem Holloway moved to recommend the following applicants as Regular Members to the Board of Adjustment: William Draper, Julius Marsh, Jr. and current Alternate Member, Louis Philippi. Council Member Anthony seconded the motion, which passed unanimously with the following votes:

AYES: Council Members Anthony, Gordon and Mayor Pro Tem Holloway
NAYS: None

City Attorney Shah-Khan advised that the Committee could consider each committee separately or take one motion whichever they preferred.

Council Member Anthony (Chair) advised that she preferred voting on each one.

Mayor Pro Tem Holloway moved to recommend Hayden Desio-Munn to the Charlotte-Monroe Executive Airport Commission. Council Member Gordon seconded the motion, which passed unanimously with the following votes:

AYES: Council Members Anthony, Gordon and Mayor Pro Tem Holloway
NAYS: None

Mayor Pro Tem Holloway moved to recommend Hayden Desio-Munn to the General Services Committee. Council Member Gordon seconded the motion, which passed unanimously with the following votes:

AYES: Council Members Anthony, Gordon and Mayor Pro Tem Holloway
NAYS: None

Council Member Anthony advised that there was only one applicant for this committee and everyone needed to encourage people to apply because they wanted more citizens to have the opportunity to serve. She stated that she wanted Monroe to continue being an inclusive city.

Council Member Gordon advised that he did not have anything against any appointments that were being made at this point.

Council Member Anthony stated that she did not either.

Council Member Gordon advised that he felt the City should try and recruit the best possible qualified people to serve on these committees and to seek them out because he had previously served on this committee and it was a stretch to find people for vacancies and he was glad there was some interest.

City Attorney Shah-Khan asked Council Member Gordon for clarification whether or not his motion was to create a group that would work on recruiting people to consider applying because he thought that was what he was asking to do because the actual application process was dealt with by this Committee, but the suggestion was made to find ways to encourage interested individuals to apply for positions or to at least be made aware of those positions and hopefully have a pool to draw from.

Council Member Gordon stated that there seemed to be a difference concerning the individual's interest and the City's best interest at finding qualified people with some education, knowledge, and experience in these boards and committees. He felt that the City could do a better job in reaching out into the community and finding the best possible candidate and encouraging them to serve on the City's committees and boards.

Mayor Pro Tem Holloway stated that perhaps advertising on WIXE, posting on the City's Facebook page, and contacting organizations such as Rotary, Lions Club, and the Kiwanis.

Council Member Anthony suggested mentioning it at Council Meetings and it could be viewed on YouTube.

Council Member Gordon moved to recommend that Mayor Kilgore, City Council and the City Attorney consider forming a committee or an Advisory Board that could possibly recruit members to serve on the various City boards. Mayor Pro Tem Holloway seconded the motion, which passed unanimously with the following votes:

AYES: Council Members Anthony, Gordon and Mayor Pro Tem Holloway
NAYS: None

Council Member Anthony asked if the ETJ member for the Planning Board had to live within a mile of the City.

City Attorney Shah-Khan advised that they had to live in the ETJ within the one-mile zone that the City had but that Union County appointed the ETJ member as this Committee did not have the ability to appoint that position.

Mayor Pro Tem Holloway moved to recommend that Jennifer Smith as an Alternate Member to the Planning Board. Council Member Gordon seconded the motion, which passed unanimously with the following votes:

AYES: Council Members Anthony, Gordon and Mayor Pro Tem Holloway
NAYS: None

Council Member Anthony stated that the Public Safety Committee could have up to nine citizens.

Mayor Pro Tem Holloway advised that it was getting close to that and he felt that the committee had good chemistry and Council Member Anthony did a good job.

Mayor Pro Tem Holloway moved to recommend that Julian Garrett be considered for appointment to the Public Safety Committee. Council Member Gordon seconded the motion, which passed unanimously with the following votes:

AYES: Council Members Anthony, Gordon and Mayor Pro Tem Holloway
NAYS: None

Council Member Anthony moved to recommend Robert Yanacsek to the Public Safety Committee. She noted that he was not a popular person here and because he was not, she thought that was no reason for the Committee to exclude him from consideration. Council Member Anthony stated that he was a police officer and sometimes the best way to deal with difficulty was to give it responsibility.

City Attorney Shah-Khan advised that there did not appear to be a second, so the motion failed.

City Manager Faison advised that with the arrival of Council Member James (4:11 p.m.), there was a problem because three Council members were already present.

City Attorney Shah-Khan advised that City Manager Faison was correct; however, as long as Council Member James did not sit with the Committee or discuss matters with the group, then she could attend. He asked Council Member James to sit with the other visitors and as long as she kept separate then it was all fine.

City Attorney Shah-Khan requested that the minutes note that Council Member James arrived at 4:11 p.m. and she did not participate in the discussion of the Committee's work.

There being no further business, the meeting adjourned at 4:12 p.m.

Surluta Anthony, Chairman

03-02-2020

**ATTACHMENT “A”
RECOMMENDATIONS TO CITY COUNCIL**

Committees	Action	Effective Date	Date Term to Expire
Board of Adjustment	Appoint William Draper to Full Term Regular Member	01-01-2020	12-31-2022
Board of Adjustment	Appoint James Marsh, Jr. to Full Term Regular Member	01-01-2020	12-31-2022
Board of Adjustment	Appoint Louis Philippi to replace Purnell Sowell as Full Term Regular Member from Alternate Member	01-01-2020	12-31-2022
Charlotte-Monroe Executive Airport Commission	Appoint Hayden Desio-Munn to Full Term Member to replace Jim Plyler	01-01-2020	12-31-2022
General Services	Appoint Hayden Desio-Munn to Full Term Member	01-01-2020	12-31-2021
Planning Board	Appoint Jennifer Smith to Full Term as Alternate Member	01-01-2020	12-31-2023
Public Safety Committee	Appoint Julian Garrett to Full Term Member	01-01-2020	12-31-2021



STAFF REPORT

TO: Citizens Appointment Committee

VIA: E.L. Faison, City Manager

DATE: September 1, 2020

FROM: Bridgette H. Robinson, City Clerk

PREPARED BY: Sherry K. Hicks, Deputy City Clerk

SUBJECT: Consideration of Upcoming Appointments and Reappointments to Boards and Commissions

SUMMARY STATEMENT

Consideration of upcoming appointments and reappointments to Boards and Commissions.

REVIEW

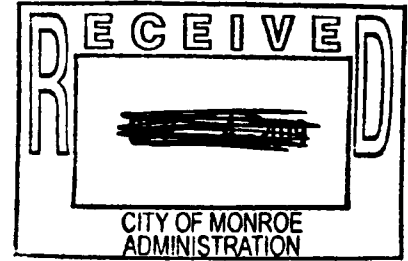
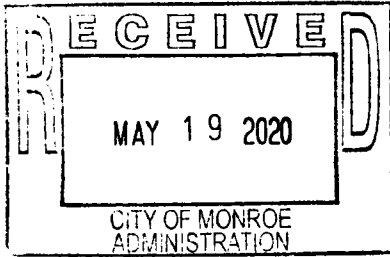
The Citizens Appointment Committee will meet on August 24, 2020 to consider the following applications:

Name of Board	Vacancies	Applicant(s)	Attended Committee Meeting
Monroe Historic District Commission	One Regular Member	Archie Morgan – Currently serves as an Alternate Member and requesting to become a Regular Member	Current Member
Parks and Recreation Advisory Board	Gail Marshall/Resigned Angelia James/Council Member	Tammy Millward *	Committee has not met
Public Enterprise Committee	Up to nine citizens	Jacqueline Hampton *	Committee has not met
Union County Historic Preservation Commission	One	John Dickerson	11-07-2019

*Due to COVID-19

RECOMMENDATION

Discussion and recommendation of appointment to City Council.



COMMITTEE APPLICATION

1. APPLICANT MUST ATTEND AT LEAST ONE COMMITTEE MEETING OF INTEREST BEFORE APPLICATION WILL BE CONSIDERED

2. COMMITTEE MEETING/DATE ATTENDED: ~~5/12/19~~ 5/12/19 *Regular*

3. APPLICATION WILL BE KEPT ON FILE FOR TWO YEARS

Committee:

①

②

~~Monroe Area Chamber of Commerce~~ *Monroe Area Chamber of Commerce*

Name:

ARCHIE MORRISON (Current Alternate member)

Address:

505 S. CHURCH ST. applying for REGULAR

Mailing Address:

(If different from above)

Monroe, NC 28112

Contact Info:

ARCHIE-931FMRGMAR.COM

Email Address

WIKELAGS

704-242-0477

Phone #

Employment Info:

MONROE BRIDGEMAN CO. INC.

Employer

President

Position

Residency Info:

Cit ☒ County ☐
y

Are you a United States Citizen? Yes ☒ No ☐

Please list education, experience and activities which relate to your interest in serving on the above Committee. State briefly why you are interested in serving on this Committee (use additional sheets if necessary).

Return to: Bridgette Robinson, City Clerk
City of Monroe

P.O. Box 69

Monroe, NC 28111-0069

E: brobinson@monroenc.org

P: 704/282-4502/F: 704/283-9098

Signature:

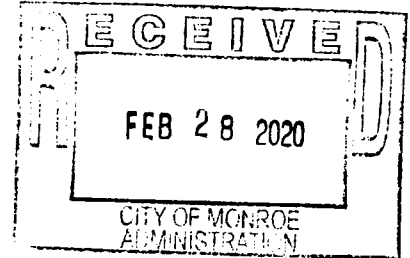
[Signature]

Date:

5/19/2020

Sherry Hicks

From: City of Monroe, NC <no-reply@monroenc.org> on behalf of no-reply@monroenc.org
Sent: Friday, February 28, 2020 10:35 AM
To: Sherry Hicks



Live Form

Committee Parks and Recreation Commission

Committee Meeting/Date Attended plan to attend 3/17/20

Applicant's Name Tammy Millward

Applicant's Address 505 Parker St
Monroe, North Carolina 28112
United States

Applicant's Email tammymillward@hotmail.com

Applicant's Phone 704-254-5765

Employer Atrium Health Union

Position Registered Nurse

Residency Information City

Are you a U.S. citizen? Yes

Please list education, experience, and activities which relate to your interest in serving on the above committee. State briefly why you are interested in serving on this committee.

[Please list education, experience, and activities which relate to your interest in serving on the above committee. State briefly why you are interested in serving on this committee.]

Signature Tammy Millward

Date 2-28-2020

Sherry Hicks

From: City of Monroe, NC <no-reply@monroenc.org> on behalf of no-reply@monroenc.org
Sent: Monday, March 02, 2020 12:22 PM
To: Sherry Hicks

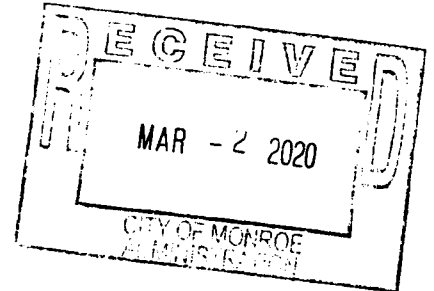
Live Form

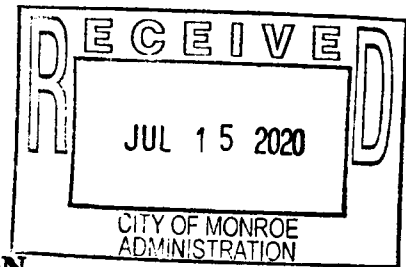
Committee Public Enterprise *
Committee Meeting/Date Attended
Applicant's Name Jacqueline Hampton
Applicant's Address 2312 Kingtree Drive
Monroe, NC 28112
United States
Applicant's Email jjordan101@live.com
Applicant's Phone 704-7807423
Employer USI Insurance Services
Position Account Executive
Residency Information City
Are you a U.S. citizen?

Please list education, experience, and activities which relate to your interest in serving on the above committee. State briefly why you are interested in serving on this committee.

[Please list education, experience, and activities which relate to your interest in serving on the above committee. State briefly why you are interested in serving on this committee.]

Signature Jacqueline Hampton
Date 3-2-2020





COMMITTEE APPLICATION

1. APPLICANT MUST ATTEND AT LEAST ONE COMMITTEE MEETING OF INTEREST WITHIN ONE YEAR PRIOR TO SUBMITTING APPLICATION BEFORE APPLICATION WILL BE CONSIDERED.

2. COMMITTEE MEETING/DATE ATTENDED: 11-07-2019

3. APPLICATION WILL BE KEPT ON FILE FOR TWO YEARS.

Committee:

Union County Historic Preservation Commission

Name:

John H. Dickerson

Address:

423 Ridgewood Drive, Monroe, NC 28112

Mailing Address:

(If different from above)

Contact Info:

jh.dickerson@frontier.com

Email Address

704-283-8268

Phone #

Employment Info:

J. H. Dickerson Architect

Employer

OWNER

Position

Residency Info:

City ☒

County ☐

Are you a United States Citizen? Yes ☒ No ☐

Please list education, experience and activities which relate to your interest in serving on the above Committee. State briefly why you are interested in serving on this Committee (use additional sheets if necessary).

Bachelor of Architecture and prior service on the
Historic Preservation Commission - term expired 2019.

Return to: Bridgette Robinson, City Clerk
City of Monroe
P.O. Box 69
Monroe, NC 28111-0069
E: brobinson@monroenc.org
P: 704/282-4502/F: 704/290-1818

Signature:

JH Dickerson

Date:

07/15/2020

STAFF REPORT

TO: Citizens Appointment Committee

VIA: E.L. Faison, City Manager

DATE: August 24, 2020

FROM: S. Mujeeb Shah-Khan, City Attorney

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

SUBJECT: Term Limits for Chairs and Vice-Chairs of Boards, Commissions and Committees

SUMMARY STATEMENT

On December 31, 2020, term limits for Chairs and Vice-Chairs will come into effect. Staff wishes to request the Committee's input on how to move forward with notification for succession planning purposes and also to consider requests from two City Departments to exempt two boards from the term limits.

REVIEW

In 2019, this Committee considered and approved removing the exemption from term limits for Chairs and Vice-Chairs that otherwise applied for all members of City Boards, Commissions and Committees where the members serve solely at City Council's pleasure. On July 16, 2019, following Committee approval, the City Council approved an ordinance amendment that removed a term-limit exemption for Chairs and Vice-Chairs of City boards, committees, and commissions effective December 31, 2019.

After the July 16, 2019 Council meeting, staff worked to determine which chairs and vice-chairs of boards, commissions, and committees would be affected by the exemption removal. With the exception of the Monroe Housing Authority and the Monroe-Union Economic Development Board of Advisors (which are governed by either state law or an interlocal agreement), virtually all chairs and vice-chairs of every City board, commission or committee would be required to leave those positions on December 31, 2019.

Given the impending loss of almost all of the chairs and vice-chairs, members of Council requested that staff draft an ordinance amendment to modify the effective date of the

exemption's removal to allow for a longer transition period. On August 20, 2019, Council approved an extension of the deadline to December 31, 2020.

As there are four months left before the deadline, the City Attorney wanted to bring this issue to the Committee's attention, as there is a need to advise the Chairs and Vice-Chairs to remind them that their terms will expire and there is a need for succession planning.

After advising the small group of City officials convened by the City Manager to address Covid-19 issues of the fact that this issue would come before the Committee, the Fire Chief (on behalf of the Fireman's Relief Committee) and the Assistant City Manager (on behalf of the Downtown Advisory Board) have requested that Chairs and Vice-Chairs of their boards impacted by the deadline be exempted. Their staff reports with those requests are attached.

Also attached is a listing of the Chairs and Vice-Chairs that serve at the Council's pleasure. With the exception of the Chair and Vice-Chair of the Historic District Commission (Rich Ali and Bob Bullard), the Vice-Chair of the Tourism Development Authority (Shelia Crunkleton), and the Chair and Vice-Chair of the Planning Board (Russ Asti and Mary Ann Rasberry) all of the other Chairs and Vice-Chairs will no longer serve as of December 31.

If the Committee wishes to not make changes, staff will send letters to all the affected Chairs and Vice-Chairs, and remind them that their terms will expire on December 31. The letters will also suggest that they work within their board, committee or commission to begin the process of recommending new Chairs and/or Vice-Chairs. However, if no recommendations are provided, staff will need to note the pending vacancies and solicit applications for the Committee's and Council's consideration.

RECOMMENDATION

That the Committee consider the issue, provide its input and direction as needed.

Attachments: Chair and Vice-Chair Listing
Staff Report from Fire Chief for
Fireman's Relief Board
Staff Report from Assistant City
Manager for Downtown Advisory
Board

**CHAIR and VICE-CHAIR
O-2019-35**

Board/Commission	Name	Chair/ Vice	Date Appointed	Term	Term Limit Reached (12/20)?	Appointment Dates	
Alcoholic Beverage Control Board	Steve Lowder	Chair	01-17-2012	3 yrs.	Yes	12-04-2018 04-05-2016 01-17-2012	Reappointed to Chair by City Council Reappointed to Chair by City Council Appointed to Chair by City Council
Alcoholic Beverage Control Board	Gil Rushing	Vice	11-06-2012	3 yrs.	Yes	12-06-2016 11-06-2012	Reappointed to Vice-Chair by City Council Appointed to Vice-Chair by City Council
Board of Adjustment	George Massey	Chair	10-15-2013	3 yrs.	Yes	10-15-2013 01-18-2012	Appointed to Chair by City Council Appointed to Vice-Chair by City Council
Charlotte-Monroe Executive Airport Commission	Lynn Keziah	Chair	N/A	N/A	N/A	N/A	
Charlotte-Monroe Executive Airport Commission	Cress Horne	Vice	01-09-2009	3 yrs.	Yes	01-09-2009	Appointed to Vice Chair
Downtown Advisory Board	Sheila Crunkleton	Chair	01-17-2012	3 yrs.	Yes	01-17-2012	Appointed to Chair by City Council
Downtown Advisory Board	James Lee	Vice	01-12-2012	3 yrs.	Yes	01-17-2012	Appointed to Vice-Chair by City Council
Fireman Relief Fund Board of Trustees	William Hall	Chair	01-17-2012	1 yr.	Yes	01-17-2012	Appointed to Chair by City Council
Fireman Relief Fund Board of Trustees	Billy Canupp, Jr.	Vice	01-01-2012	1 yr.	Yes	01-17-2012	Appointed to Chair by City Council
Monroe Historic District Commission	Rich Ali	Chair	12-05-2017	4 yrs.	No	12-05-2017	Appointed to Chair by Council
Monroe Historic District Commission	Bob Bullard	Vice	09-05-2017	4 yrs.	No	09-05-2017	Appointed to Vice-Chair by Council
Monroe Housing Authority	Fannie Young	Chair		N/A	N/A	The Authority is governed by the provisions of the "Housing Authorities Law" of the state.	
Monroe Housing Authority	Hilda Jones	Vice		N/A	N/A	The Authority is governed by the provisions of the "Housing Authorities Law" of the state.	

Board/Commission	Name	Chair/ Vice	Date Appointed	Term	Term Limit Reached (12/20)?	Appointment Dates
Monroe Tourism Development Authority	Bobby Kilgore	Chair	N/A		N/A	N/A
Monroe Tourism Development Authority	Sheila Crunkleton	Vice	01-20-2015	3 yrs.	No	01-20-2015 Appointed to Vice-Chair
Monroe-Union County Economic Development Board of Advisors					Interlocal Agreement	
Parks and Recreation Commission	Dan Shive	Chair	01-17-2012	3 yrs.	Yes	01-17-2012 Appointed to Chair by City Council
Parks and Recreation Commission	Moya Saltzgaber	Vice	01-17-2012	3 yrs.	Yes	01-17-2012 Appointed to Chair by City Council
Planning Board	Russ Asti	Chair	01-17-2012	5 yrs.	No	01-17-2012 Appointed to Chair by City Council 12-04-2009 Appointed to Chair
Planning Board	Mary Ann Rasberry	Vice	01-17-2012	5 yrs.	No	01-17-2012 Appointed to Vice-Chair by City Council 12-04-2009 Appointed to Chair
Public Safety	Bobby Jones	Vice	12-06-2016	2 yrs.	Yes	12-06-2016 Appointed to Vice-Chair
Union County Historic Preservation Commission					City Only Responsible for Filling Three City Representatives Positions	



STAFF REPORT

TO: Citizens Appointment Committee

VIA: Larry Faison, City Manager

DATE: August 24, 2020

FROM: Brian J. Borne, Assistant City Manager

PREPARED: Matthew Black, Downtown Coordinator

SUBJECT: Maintaining Downtown Advisory Board Members

SUMMARY STATEMENT

In light of a similar request, the City of Monroe's Downtown Department would like the Citizens Appointment Committee to consider keeping Sheila Crunkleton, Chair and James Allen Lee, Vice Chair on the Downtown Advisory Board, without term limits.

REVIEW

Sheila Crunkleton and James Allen Lee have been instrumental advocates towards the revitalization efforts of our downtown. Both board members have a clear understanding of the downtown master plan and the ways the city has moved forward with both existing and current projects. Maintaining institutional knowledge and consistent leadership is critical in moving revitalization efforts forward.

RECOMMENDATION

Allow Sheila Crunkleton, Chair and James Allen Lee, Vice-Chair to remain on the Downtown Advisory Board without term limits.

Attachment(s):

STAFF REPORT

TO: Citizen's Appointment Committee
VIA: Larry Faison, City Manager
DATE: August 24, 2020
FROM: Ronald D. Fowler, Fire Chief
PREPARED BY: Alice Williams, Administrative Assistant
SUBJECT: Council's Appointments to Firefighters Relief Fund Board

SUMMARY STATEMENT

Firefighters Relief Fund Board is requesting exception from the term limits for two of its Board members.

REVIEW

The Firefighters Relief Fund Board is made up of a total of five members; two appointed by Council, two elected by the Fire Department and one appointed by the Commissioner of Insurance. Chairman Bill Hall and Vice Chairman Bill Cannup, who are appointed by Council, will conclude their Council appointed board term limit effective 12/31/2020. The Firefighters Relief Fund Board respectfully requests an exception for these two Board members' regular term limit and request that Council reappoint them to the Board for another term. The reason for this request is to provide continuity of operations regarding ongoing initiatives of the current Board.

RECOMMENDATION

The Firefighters Relief Fund Board respectfully requests that the Citizen's Appointment Committee consider this request.