

**CITY OF MONROE
CITIZENS APPOINTMENT COMMITTEE MEETING
CITY HALL CONFERENCE ROOM
300 W. CROWELL STREET
MONROE, NORTH CAROLINA 28112
MARCH 8, 2021 – 3:30 P.M.
AGENDA**

In order to comply with the need for social distancing and to limit mass gatherings in accordance with Executive Order 195, total attendance at the meeting will be limited to 22 people which includes the members of the Committee and City Staff. Once total attendance reaches 22, no additional persons will be allowed into the meeting room.

1. Minutes of Citizens Appointment Committee Meeting of November 23, 2020
2. Consideration of Upcoming Appointments and Reappointment to Boards and Commissions
3. Citizens Appointment Committee Submittal Process and Concerns

**CITY OF MONROE
CITIZENS APPOINTMENT COMMITTEE
REGULAR MEETING
November 23, 2020
4:00 p.m.**

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

Absent: None.

Staff: City Manager Larry Faison, Assistant City Manager Brian Borne and City Attorney Mujeeb Shah-Khan, Communications and Tourism Director Pete Hovanec, and Deputy City Clerk Sherry Hicks.

Visitor: Michelle King.

The Citizens Appointment Committee met in the City Hall Meeting Room at 4:00 p.m. on November 23, 2020. Council Member Anthony presided.

Item No. 1. Approval of Minutes of Citizens Appointment Committee Meetings of August 24, 2020. Council Member Anthony (Chair) asked the Committee to review the minutes.

Mayor Pro Tem Holloway asked for clarification on (Item B.) Monroe Historic District Commission and (Item C.) Union County Historic Preservation Commission because the Committee appointed an individual on each of those on August 24, 2020, but the minutes reflected an effective date of January 1, 2020 and if the term was retroactive.

City Attorney Mujeeb Shah-Khan explained that for boards and commission it would have been retroactive because it was to fill a term that had started at that point in time, so the effective term was correct even if the person was unable or technically not been able to serve. He explained that the practical aspect was that the applicant began serving after their appointment, but their term was considered to have started on January 1, 2020 per (Ordinance O-2010-07 adopted May 4, 2010).

Mayor Pro Tem Holloway moved to approve the minutes of the Citizens Appointment Committee Meeting of August 24, 2020. 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

Item No. 2. Consideration of Upcoming Appointments.

A. Board of Adjustment. Council Member Anthony advised that two applications had been received from George Smith and Ken Deal requesting to become Regular Members of the Board of Adjustment.

Mayor Pro Tem Holloway made a motion to appoint George Smith as a Full Term Regular Member on the Board of Adjustment with an effective date of January 1, 2021 and term expiration date of December 31, 2023. 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 made a motion to appoint Ken Deal as a Full Term Regular Member on the Board of Adjustment with an effective date of January 1, 2021 and term expiration date of December 31, 2023. 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

B. Charlotte-Monroe Executive Airport Commission. Council Member Anthony advised that an application had been received from Gary Wilfong as a non-City resident for consideration for a position on the Charlotte-Monroe Executive Airport Commission to replace John Stephens.

City Attorney Shah-Khan advised that there were several seats on the Airport Commission that were held by outside City representatives and if the Committee chose to appoint him then he would only be eligible for the county seat.

Council Member Anthony advised that she wanted to make one correction because Mr. Wilfong was not replacing John Stephens as the county representative. She explained that he would take position as a county representative because people were not replaced as they did not own the seat and when they left the seat was vacant.

City Attorney Shah-Khan stated that Mr. Wilfong's term would be subject to the term limits and the seat that Mr. Stephens currently held that would expire on December 31, 2020 and he was not eligible for reappointment.

Mayor Pro Tem Holloway made a motion to appoint Gary Wilfong to a Full Term as a non-City resident to replace John Stephens on the Charlotte-Monroe Executive Airport Commission with an effective date of January 1, 2021 and term expiration date of December 31, 2023. 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

C. Downtown Advisory Board. Council Member Anthony advised that an application had been received from Caroline Brown for consideration of a reappointment to the Downtown Advisory Board. She questioned if there was only one applicant.

City Attorney Shah-Khan explained that there was only one applicant; however, Michele King had applied, but under your rules as modified in December 2019, an applicant was eligible if they attended a meeting of the board or commission within a year of appointment. He advised that when Ms. King's application was again provided to the City, she no longer met that requirement.

City Attorney Shah-Khan advised that there has been discussion over whether or not the Downtown Advisory Board met since 2020 due to Covid-19 and it had met on three different occasions: February, March and September. He advised that under your rules, Ms. King was ineligible for consideration at this time. City Attorney Shah-Khan advised that those of course, were your rules, but Staff was happy to discuss any concerns.

Council Member Anthony questioned if Ms. King would be able to reapply.

City Attorney Shah-Khan explained that Ms. King asked if she could reapply; however, she would be ineligible to reapply because she did not attend a meeting within one year of that application being submitted. He advised that she was eligible when she applied in 2019; however, she was not eligible when the application was provided to the City again a short time ago.

Council Member Gordon asked if the application came in after this packet was assembled.

City Attorney Shah-Khan stated that was correct, but because there had been an issue and the procedure was that all applications were kept for a two-year period and if they are then eligible for a committee, the application could then be put forward. He advised that Staff wanted to at least make sure that the Committee was aware of the issue.

City Attorney Shah-Khan advised that Ms. King was here as well and Staff had received the question from another council member concerning the issue and Staff had provided the answer to two items: (1) asking what meetings were held during 2020; and, (2) what was the rule that was in place and had it been modified during Covid-19. He explained that the answer was it had not been modified. City Attorney Shah-Khan explained that the Committee had, however, modified another rule which was the term exception limit issue due to Covid-19, but no one had raised the issue of the eligibility to apply due to a requirement to attend a committee meeting of the committee or board or commission.

Council Member Anthony questioned if a modification would have to go before Council.

City Attorney Shah-Khan explained that it was a rule of the Committee, so the answer was no; but, what Staff would point out was if the Committee decided to make that modification, Staff would ask that the Committee would need to modify it for anyone that would have applied for any board or commission during the same period of time from a fairness standpoint, if the Committee wished to make that modification. He explained that if the Committee did not wish to make that modification, there was no issue; however, if the Committee did wish to make that modification, then Staff would also ask the Committee to consider taking a look at what needed to be done with any other appointments made during the pandemic, because there were people that did not apply because they would have been told by the Clerk's office or others that they were ineligible due to not attending a meeting. City Attorney Shah-Khan advised that the Committee had seen, in fact,

Committee minutes that showed that there was an applicant whose application was declared ineligible due to a failure to attend a committee meeting in the year prior to applying.

Council Member Anthony advised that she remembered that.

Mayor Pro Tem Holloway explained that no one foresaw Covid-19 on the horizon and realized how many meetings would be cancelled. He understood that Ms. King had attended a meeting over a year ago.

Council Member Gordon advised that Ms. King attended a meeting on October 22, 2019 as per her application.

Mayor Pro Tem Holloway advised that she had attended a meeting enough to know that the Downtown Advisory Board was the committee she wanted to be on, so he would say in this instance and any others where the applicant had attended a meeting and now since Covid-19 had come along within the past year, then waive that requirement because she definitely had attended a meeting and felt the Committee should consider her if she had her application in and everything else was okay with it.

City Attorney Shah-Khan advised that he would note that as Mayor Pro Tem Holloway had pointed out that then the Committee would need to make sure that was then waived for everyone and would have to advertise it.

Mayor Pro Tem Holloway stated absolutely.

City Attorney Shah-Khan advised that if the Committee wished to do that, then it could go ahead and make this appointment if the members wished. He explained that Staff would also encourage you to then authorize staff to publicize the fact that anyone from March to the present who were unable to attend a meeting, would then be eligible to apply and the Committee would have to decide if they wanted to have that person or persons come back.

Council Member Anthony asked if the Committee would have to go back and reconsider those people that did not meet the qualifications.

City Attorney Shah-Khan advised that the Committee could recommend that because that would honestly be the fair thing to do, not just publicizing it, if Staff was aware of specific individuals that the Committee had turned down because of that issue. From a fairness standpoint, Staff would recommend doing it. But again, it was the Committee's rule; however, Staff did note there would be additional considerations if that change was made.

Mayor Pro Tem Holloway advised that as long as they had attended a meeting before.

Council Member Anthony advised that she did not think that they had attended in the time that was required. She questioned how many people would have to be reconsidered.

City Attorney Shah-Khan stated that Staff did not know. He advised that Staff only had information on some from the minutes and would have to check through emails to see if anyone had been advised so Staff could not tell you if that was five or 50 people because honestly did not know.

City Attorney Shah-Khan advised that the Committee could leave that spot open and encourage the applicant to attend the next meeting and while he did not know when the next meeting would be, the Committee could then fill that slot at the next Citizens Appointment Committee Meeting in March 2021, but then it was absolutely clear and had not made a change.

Council Member Anthony stated that would be her recommendation. She explained that would set a dangerous precedent if had to go back and reconsider everybody who has applied, then publicize it and so Ms. King still would be eligible in March and were not having another meeting until then.

Council Member Anthony asked when was the next Downtown Advisory Board meeting.

Assistant City Manager Brian Borne advised that it would be February 2021.

Council Member Anthony advised that Ms. King could attend the DAB meeting in February and become eligible.

City Attorney Shah-Khan advised that would be correct and then you could look at appointing Ms. King in March because the CAC meeting tends to be right before the March Council meeting.

Mayor Pro Tem Holloway made a motion to reappoint Caroline Brown to the Downtown Advisory Board with an effective date of January 1, 2021 and term expiration date of December 31, 2023. 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 Ms. King would have the opportunity to attend the February Downtown Advisory Board meeting and reapply.

City Attorney Shah-Khan explained that based on that action, a seat would then be kept open so Ms. King would have the opportunity to attend the February meeting and then the Committee would have the opportunity to appoint her in March, so it would not be that a seat would be lost as the seat would still be there even if it was vacant.

D. Monroe Historic District Commission. Council Member Anthony advised that two applications had been received from Susan Sganga, currently serving as an Alternate Member and requesting to become a Regular Member of the Monroe Historic District Commission and Bob Yanacsek who was a previous member and had applied for a Regular seat and advised that both were eligible.

Mayor Pro Tem Holloway made a motion to appoint Alternate Member Susan Sganga to a Regular Member on the Monroe Historic District Commission with an effective date of January 1, 2021 and term expiration date of December 31, 2022. 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 made a motion to appoint Bob Yanacsek to an Alternate Member on the Monroe Historic District Commission with an effective date of January 1, 2021 and term expiration date of December 31, 2024. 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

E. Monroe Housing Authority. Council Member Anthony advised that two applications had been received. Ms. Monique Holt to be considered for appointment and James Mungo to be considered for reappointment to the Monroe Housing Authority.

Council Member Anthony asked if cases like this could be made together.

City Attorney Shah-Khan advised that the two applicants could be consolidated and be done at the same time.

Deputy City Clerk Sherry Hicks explained that one of the positions was required to be a Monroe Housing Authority resident and neither of the applicants were eligible.

City Attorney Shah-Khan advised that there was only one seat and two applicants and neither one was required to be a Housing Authority resident and the other position required the applicant be a Monroe Housing Authority resident and were only asking you to fill the regular spot that was not a resident.

City Manager Faison advised that since Monique Holt was a police officer, was there any concern with that being a City employee serving on a board.

Council Member Anthony advised that might be a conflict of interest.

City Attorney Shah-Khan advised that in terms of the North Carolina Constitution someone could hold two appointed position, as long as they were not an elected official. As Ms. Holt is a police officer, which is an appointed position, she is eligible to be appointed to the Housing Authority as a member of the Board.

Council Member Anthony advised that it could be a plus because it might improve relationships if someone sees an officer that was actually among the people and serving the people and could see

them in a different light and that was a possibility; however, she was not suggesting that the Committee appoint her, but just wanted the Committee to look at all of the possibilities.

Mayor Pro Tem Holloway made a motion to reappoint James Mungo to the Monroe Housing Authority.

Council Member Anthony advised the motion died for lack of a second.

Council Member Gordon made a motion to appoint Monique Holt to the Monroe Housing Authority with an effective date of January 1, 2021 and term expiration date of December 31, 2025. 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

G. Monroe Tourism Development Authority. Council Member Anthony advised that three applications had been received from Cierra Fitzgerald (Hotel) and Gina Day (Hotel) for appointment and Lorayn Deluca (At-Large) for reappointment to the Monroe Tourism Development Authority.

Mayor Pro Tem Holloway made a motion to appoint Cierra Fitzgerald (Hotel) to replace Chris Redfern on the Monroe Tourism Development Authority with an effective date of January 1, 2021 and term expiration date of December 31, 2023. 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 made a motion to appoint Gina Day (Hotel) on the Monroe Tourism Development Authority with an effective date of January 1, 2021 and term expiration date of December 31, 2023. 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 made a motion to reappoint Lorayn Deluca on the Monroe Tourism Development Authority with an effective date of January 1, 2021 and term expiration date of December 31, 2023. 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

H. Monroe-Union County Economic Development Board of Advisors. Council Member Anthony advised that four applications had been received from Steven Coward, Jeff Duke, Chad Griffin, and Todd Shapiro requesting reappointment to the Monroe-Union County Economic Development Board of Advisors.

Mayor Pro Tem Holloway made a motion to reappoint Steven Coward to the Monroe-Union County Economic Development Board of Advisors with an effective date of January 1, 2021 and term expiration date of December 31, 2023. 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 made a motion to reappoint Jeff Duke to the Monroe-Union County Economic Development Board of Advisors with an effective date of January 1, 2021 and term expiration date of December 31, 2023. 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 made a motion to reappoint Chad Griffin to the Monroe-Union County Economic Development Board of Advisors with an effective date of January 1, 2021 and term expiration date of December 31, 2023. 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 made a motion to reappoint Todd Shapiro to the Monroe-Union County Economic Development Board of Advisors with an effective date of January 1, 2021 and term expiration date of December 31, 2023. 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

I. Parks and Recreation Commission. Council Member Anthony advised that two applications had been received from John Thomasson and Debbie Dillion requesting appointment to the Parks and Recreation Commission.

Mayor Pro Tem Holloway made a motion to appoint John Thomasson to the Parks and Recreation Commission with an effective date of January 1, 2021 and term expiration date of December 31, 2023. 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 made a motion to appoint Debbie Dillion to the Parks and Recreation Commission with an effective date of January 1, 2021 and term expiration date of December 31, 2023. 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

J. Public Enterprise Committee. Council Member Anthony advised that an application had been received from Loretta Melancon requesting appointment to the Public Enterprise Committee.

Mayor Pro Tem Holloway made a motion to appoint Loretta Melancon to the Public Enterprise Committee with an effective date of January 1, 2021 and term expiration date of December 31, 2022. 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

K. Public Safety Committee. Council Member Anthony advised that two applications had been received from Bob Yanacek and Charles Perry requesting appointment to the Public Safety Committee. She advised that there was a partial term to replace the seat of Mr. Vann Davis with term ending on December 31, 2021.

Mayor Pro Tem Holloway made a motion to appoint Charles Perry to a partial term to replace the seat of Vann Davis on the Public Safety Committee with an effective date of January 1, 2021 and term expiration date of December 31, 2021. 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

L. Union County Historic Preservation Commission. Council Member Anthony advised that two applications had been received. John Dickerson requesting reappointment and James Kerr requesting appointment to the Union County Historic Preservation Commission.

Mayor Pro Tem Holloway made a motion to reappoint John Dickerson to the Union County Historic Preservation Commission with an effective date of January 1, 2021 and term expiration date of December 31, 2024. 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 made a motion to appoint James Kerr to the Union County Historic Preservation Commission with an effective date of January 1, 2021 and term expiration date of December 31, 2024. 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

Item No. 3. Other. City Attorney Shah-Khan stated that Staff wanted to raise an issue for the Committee's consideration, although to be honest, it had now been taken care of by Governor Cooper's most recent executive order. He explained that Staff had heard some concerns from the committees about the wearing of masks during meetings.

City Attorney Shah-Khan explained that the Monroe Historic District Commission had imposed a mask rule and there was some ambiguity in the rule about when members needed to wear masks and not. He advised that Staff was going to bring it to the Committee as a question and for input, but Governor Cooper signed an Executive Order that would be effective on Friday requiring masks to be worn indoors if the people in that space were not people from your household. City Attorney Shah-Khan advised that Staff did not believe that a change was necessary because that was going to be in place until December 11, 2020 which would take us through the remainder of this year for many meetings and if there was still an issue in January, the issue could be heard by Council for clarification and direction depending on the progress of the pandemic.

There being no further business, Council Member Anthony moved to adjourn the Citizens Appointment Committee Meeting of November 23, 2020 at 4:35 p.m. 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

Surluta Anthony, Chairman

11-23-2020



STAFF REPORT

TO: Citizens Appointment Committee
VIA: E.L. Faison, City Manager
DATE: March 8, 2021
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

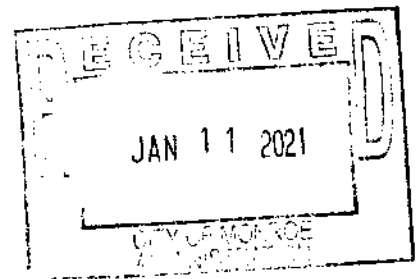
The Citizens Appointment Committee will meet on March 8, 2020 to consider the following applications:

Name of Board	Vacancies	Applicant(s)	Attended Committee Meeting
Charlotte-Monroe Executive Airport Commission	One – City	John Wiggins Robert Yanacsek	01-11-2021 03-09-2020
Downtown Advisory Board	One	Applicants did not meet the meeting requirement because cancellation of DAB due to COVID-19 restrictions as issued in the governor’s orders	
Monroe Housing Authority	One MHA Resident Two Regular	James Mungo – eligible to reapply	10-13-2020
Monroe Tourism Development Authority		Rescind appointment of Cierra Fitzgerald (no longer meets Hotel Rep. requirement)	
Planning Board	Four Regular	Margaret Desio Archie Morgan Jennifer Smith – Current Alternate Member	03-03-2021 03-03-2021 12-03-2020
Planning Board	Chair	Appoint Vice-Chair Mary Ann Rasberry to Chair to replace Russ Asti who resigned on	

		12-14-2020	
Planning Board		Appoint Richard Yercheck to Vice-Chair	
Public Safety		Walter Gibson Robert Yanacsek	02-15-2021 10-19-2020

RECOMMENDATION

Discussion and recommendation of appointment to City Council.



**CITY OF MONROE
COMMITTEE APPLICATION**

This application is a public record in accordance with Chapter 132 of the North Carolina General Statutes. The application and all of the information contained within it may be disclosed in connection with a public records request. The application will be kept on file for two years.

Applicant **must attend** at least one Committee Meeting of interest within one year prior to submitting application before application will be considered.

Committee: CHARLOTTE - MONROE EXECUTIVE AIRPORT

Committee
Meeting Date
Attended:

1/11/2021

Name: JOHN WIGGINS

Address: 108 S. WASHINGTON STREET, MONROE

Mailing Address:
(If different from above) 409 W. ROOSEVELT BLVD, MONROE

Contact Info: JOHN@URBANMONROE.COM 704-242-4393
Email Address Phone #

Employment Info: WIGGINS CONSTRUCTION CO. OF MONROE, INC. PRESIDENT
Employer 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).

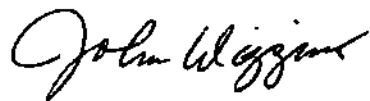
SEE ATTACHED.

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: John Wiggins
Date: 1/11/2021

John Wiggins:

I graduated with honors in American History from Wake Forest and received a M.A. in European History from the Free University, Berlin, Germany. A native of Union County, I have been active in Monroe since 2004. I am a General Contractor with a focus on industrial and commercial construction. I served on the DMI board, and I now push for the revitalization of our historic downtown area as a professional and personal interest. Our airport facility is key to local development, to our position within the Piedmont region and beyond. I would like to help grow that awareness.

A handwritten signature in black ink that reads "John Wiggins". The signature is written in a cursive, flowing style.

Sherry Hicks

From: City of Monroe <no-reply@monroenc.org>
Sent: Thursday, December 31, 2020 10:29 AM
To: Sherry Hicks
Subject: Committee Application

Committee Application Form

Committee Charlotte Monroe Executive Airport

Committee Meeting Attended (Mandatory) Charlotte Monroe Executive Airport Committee

Date Attended (Mandatory) 3-9-2020

Applicant's Name Robert Yanacsek

Applicant's Address 513 Everette St
Monroe, NC 28112

Applicant's Email bobformonroenc@gmail.com

Applicant's Phone (704) 2614222

Applicant's Employer City of Charlotte/FROST

Position Police Officer/Airshow Emergency Service Provider

Residency Information City

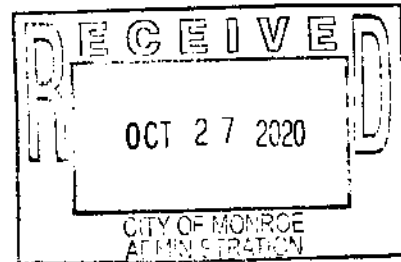
Are you a U.S. citizen? Yes

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.

I have always believed aviation is a critical part of any prosperous local economy. Experiences include : Commercial rated pilot, Co-founder of the Warbirds over Monroe Airshow, Line service employee for the city of Monroe, Board Member for the Southeast Council of Airshows, Member of the International Council of Airshows, Northeast Council of Airshows, Northwest Council of Airshows, Currently assigned to a Cat X airport, Owner of FROST providing emergency services to airports, numerous FEMA & Homeland security certifications for airport operations, pilot for paws pilot, member of EAA. My passion and experience in the field of aviation and airport operations can be an asset to help promote aviation in the city of Monroe.

Signature Robert Yanacsek

Date 12-31-2020



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: OCT. 13, 2020

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

Committee:

Monroe Housing Authority

Name:

James H. Mungo

Address:

1307 Cookley St Monroe, NC 28110

Mailing Address:

(If different from above)

Contact Info:

Email Address

704-283-5307

Phone #

Employment Info:

Retired

Employer

Commissioner

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).

Two years of College. I Am concern About housing AND I AM honored to be Able contriube to The well being of housing in this Area.

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

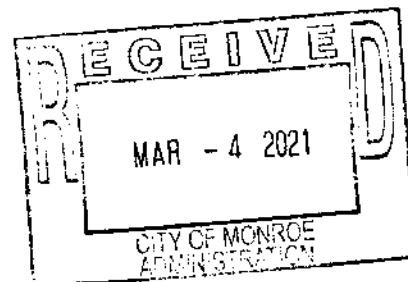
Signature:

James H. Mungo

Date:

OCT. 27, 2020

CITY OF MONROE
COMMITTEE APPLICATION



This application is a public record in accordance with Chapter 132 of the North Carolina General Statutes. The application and all of the information contained within it may be disclosed in connection with a public records request. The application will be kept on file for two years.

Applicant must attend at least one Committee Meeting of interest within one year prior to submitting application before application will be considered.

Committee: Planning Board

Committee Meeting Date Attended: March 3, 2021

Name: Margaret D. Desio

Address: 305 S. Washington St.

Mailing Address: Monroe, NC 28112
(If different from above)

Contact Info: Margaret@CarolinaAppraisalCo.com 704-282-7352
Email Address Phone #

Employment Info: Carolina Appraisal Co. Owner/President
Employer Position

Residency Info: City ☒ County ☐

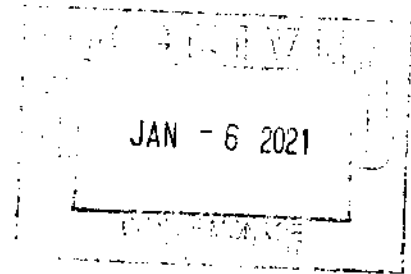
Are you a United States Citizen? Yes ☒ No ☐

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).

Graduated Monroe High School
" " Wingate University
Real Estate Appraiser in Union County for 43 years
Real Estate Broker -
Life Long Citizen of Monroe - City Council - 2009 - 2013

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: Margaret Desio
Date: 3/4/2021



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: 3/3/21 Am 1/3/21 1/4/21 1/5/21

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

Committee:

PLANNING BOARD

Name:

ARCHIE MORGAN

Address:

505 S. CHURCH ST. MONROE, NC 28112

Mailing Address:

(If different from above)

Contact Info:

ARCHIE931FMR@GMAIL.COM
Email Address

704-242-0477
Phone #

Employment Info:

WIXE RAGEL

Employer

PRESIDENT

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).

2 YEARS COLLEGE. CHAIRMAN OF A.C. 2050 PLAN FOR THE PROXY YEAR
PLANNING BOARD CHAIRMAN FOR THE NEXT 30 YEARS.
MEMBER OF: MONROE HISTORICAL DISTRICT COMMISSION + DOWNTOWN
MERCHANTS ASSOCIATION

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

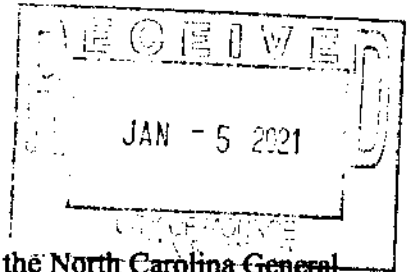
Signature:

[Signature]

Date:

1/3/21

CITY OF MONROE
COMMITTEE APPLICATION



This application is a public record in accordance with Chapter 132 of the North Carolina General Statutes. The application and all of the information contained within it may be disclosed in connection with a public records request. The application will be kept on file for two years.

Applicant **must attend** at least one Committee Meeting of interest within one year prior to submitting application before application will be considered.

Committee:

Planning Board

Committee
Meeting Date
Attended:

Jennifer Smith - Dec. 2nd ^{last meeting attended}

Name:

Address:

109 W. Houston St

Mailing Address:

(If different from above)

Monroe, NC 28112

Contact Info:

Cheliechasky@gmail.com
Email Address

704-582-2353
Phone #

Employment Info:

Retired Matysy Dyrkew
Employer

26 yrs
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).

Presently serving on the Historic Commission
26 yrs. as a Mtg. Leader
10 yrs. Real Estate Paralegal
To be involved in the development of
Monroe with continued growth

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:

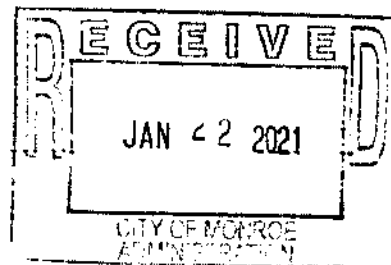
Jennifer Smith

Date:

1/5/21

1

CITY OF MONROE COMMITTEE APPLICATION



This application is a public record in accordance with Chapter 132 of the North Carolina General Statutes. The application and all of the information contained within it may be disclosed in connection with a public records request. The application will be kept on file for two years.

Applicant **must attend** at least one Committee Meeting of interest within one year prior to submitting application before application will be considered.

Committee:

PUBLIC SAFETY

Committee
Meeting Date
Attended:

2/15/2020

Name:

Walter Gibson

Address:

1711 White Store RD.

Mailing Address:
(If different from above)

Contact Info:

WF2gibson@aol.com
Email Address

704-283-8972-Ham
704-283-0285-work
Phone #

Employment Info:

TAMPAC RECORDS
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).

Monroe High School Graduate
Business owner since 1986, Enjoy working with people.
As a 3rd generation property owner I would love to see
Monroe City keep growing in a positive way.

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:

Walter Gibson

Date:

1/17/2021

Sherry Hicks

From: City of Monroe <no-reply@monroenc.org>
Sent: Tuesday, October 20, 2020 12:37 PM
To: Sherry Hicks
Subject: Committee Application

Committee Application Form

Committee Public Safety Committee

Committee Meeting Attended
(Mandatory) Public Safety Committee

Date Attended (Mandatory) 10-19-2020

Applicant's Name Robert Yanacsek

Applicant's Address 513 EVERETTE ST
Monroe, NC 28112

Applicant's Email bobformonroenc@gmail.com

Applicant's Phone (704) 2614222

Applicant's Employer City of Charlotte

Position Police officer

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.

Wingate College BS, Charlotte Meck Police 28 years of service, I believe in making Monroe the best it can be and that includes providing the best public safety services to all of its citizens. With well over 30 years of experience in the emergency services field I can assist the committee with the many challenges it faces.

Signature Robert Yanacsek

Date 10-20-2020



STAFF REPORT

TO: Citizens Appointment Committee

VIA: E.L. Faison, City Manager

DATE: March 8, 2021

FROM: Bridgette H. Robinson, City Clerk

PREPARED BY: Sherry K. Hicks, Deputy City Clerk

SUBJECT: Citizens Appointment Committee Submittal Process and Concerns

SUMMARY STATEMENT

Review and discuss the Rules on Boards and Commissions Policy (GA-05), the application for a City Committee, the application process and procedures of the appointment process.

REVIEW

By action taken by City Council during the January 13, 2021 City Council Strategic Planning Meeting, the Citizens Appointment Committee has been tasked with reviewing the Rules on Boards and Commissions Policy, the application, the submittal process, the appointment process and the general procedures of the process to determine if there are any changes or improvements that could be made.

City Council Members were asked to submit and suggested changes to be considered by the Citizens Appointment Committee. The following suggestions were received:

Name	Suggestion
Mayor Pro Tem Marion Holloway	• When an application is received, forward that to the chair of that committee for consideration/comment as he/she may know of a conflict, etc.; • Eliminate the one year meeting requirement for someone who has previously served on the committee they are applying for.
Council Member Angelia James	• Applications should have descriptions of the committee that's being applied for, for example if you apply for the Public Safety Committee then the qualifications should align with that committee;

Name	Suggestion
	• Also, if you want to switch and apply for another committee, you need to submit a new application. For example, you should not be allowed to cross out your application for Public Safety Committee and resend the same application for General Services Committee and that should not be permissible; • It would be nice to get the committee minutes before the appointment is made rather than voting on the appointment first then getting the minutes afterwards.
Council Member Franco McGee	• Citizens Appointment Committee members should be recused of voting for their own Committee appointment recommendation; • Committee terms including qualifications need to be noted on application so that constituents are informed of selection process; • Under no circumstances are applications to be altered. If an applicant is interested in serving on multiple boards and/or commissions, then he will need to submit specific applications with qualifications and skills to reflect for that particular board or commission; • Citizens Appointment Committee should have the opportunity to assure all applicants meet requirements before consideration for appointments; • Applications meet deadline, Citizens Appointment Committee receives all applications to review and approve for consideration, NEXT meeting Citizens Appointment Committee selects the appointees. This will also allow Council to see each member's applications to allow for an informed vote on approval; • To further promote diversity, equity and inclusion on City of Monroe Boards and Commissions, there should be a 24-month vacancy for former Council Members to serve on Committees/Boards to allow opportunities for other constituents to serve. This will also prevent other board members (non Council Members) to have a feeling of equity in decision making and offering of their perspectives without a sense of overstepping Council or one month removed as Council; • All new appointments should be done in January instead of December, allowing the new Council Members to have the duty to decide on applicants being appointed as opposed to possible Council Members exiting their seats to carry out that duty.

RECOMMENDATION

Review and discuss the Rules on Boards and Commissions Policy (GA-05), the application for a City Committee, the application process and procedures of the appointment process. An update is scheduled to be presented to City Council at the April 13, 2021 City Council Strategic Planning Meeting.

Attachment: Rules on Boards and Commissions Policy
(GA-05)

	Policy: Rules on Boards and Commissions	Effective Date: November 19, 2002
		Revision Effective Date: August 5, 2003, June 10, 2019
	Policy Number: GA-05	Page 1 of 5
	 E. L. Faison, City Manager	<u>General Administration</u> Responsible Department

RULES ON BOARDS AND COMMISSIONS

PURPOSE

The City of Monroe provides for continuous citizen input and advice through a wide variety of boards and commissions. Some of these are advisory in nature to the City Council, while others have distinct responsibilities that are established by law. The City Council encourages citizens to participate in their City government by volunteering to serve on these boards and commissions.

APPLICATION FOR APPOINTMENT

1. A description of all City boards and commissions is available in the City Clerk's office and is distributed widely in the community. An Interest Form which states the citizen's interest in serving on a board is a part of the packet and can be submitted to the City Clerk.
2. An application, along with a resume if desired, is required for consideration of an appointment to a City board or commission.
3. In some cases, the City Council may require an interview process prior to appointment.
4. Applicants must attend at least one meeting of a board or commission prior to applying and/or appointment to that board or commission. The application for appointment will require the applicant to specify the date of the meeting attended.
5. Once an application for an appointment has been filed with the City Clerk, it is placed on a resource list and remains active for a two-year period. At the end of that period of time, names are removed from the City's resource list unless an applicant specifically requests that they remain on the list for another two-year period.
6. The review of applications for appointments to boards or commissions shall be coordinated by the Citizen Appointment Committee. The Mayor shall appoint the Mayor Pro Tem and two (2) other City Council members to the Citizen Appointment Committee. The Mayor Pro Tem shall coordinate and preside over meetings. Regular meetings shall be scheduled on a quarterly basis or more frequently if needed, to review applicants and forward recommendations to City Council for action.
7. All appointments are made in an open session of the City Council. Discussion and consideration of appointments and interviews are also held in open session.

QUALIFICATIONS

1. Appointees to boards and commissions shall be residents of the City of Monroe, unless otherwise specified or provided for by law, ordinance, or Council action establishing said board or commission, or in the rules or bylaws of said board or commission, if approved by Council.
2. No citizen shall be eligible to hold concurrently more than two (2) Mayoral or City Council appointments to standing boards or commissions; this limitation shall not apply to ad hoc committees appointed by the Council.
3. Efforts are made to represent the diversity that we have in our community on all boards, and criteria for appointments may be established to achieve appropriate diversity, except that preference shall be given to appointment of residents of a specific area of town for which an ad hoc or advisory committee may be appointed.

TERMS

1. A term of service on all boards shall be limited to four (4) years or less, except on those boards for which a longer term of service has been established by the North Carolina General Assembly, or unless otherwise specified in the City Code of Ordinances.
2. A length of service on all boards and commissions shall be limited to two (2) full successive terms, or unless otherwise specified in the City Code of Ordinances. A member of any City Board or Commission shall be eligible for reappointment at the discretion of City Council one year after non-reappointment due to expiration of a term limit.
3. A member shall serve until the expiration of their term or until such time as a successor is appointed, whichever occurs later.
4. Reappointment to a second term is not automatic and will be based on circumstances to be determined by the City Council in each individual case.
5. In addition to regular members, City Council may appoint "Honorary Members" to a Board or Commission. Such Honorary Members shall be for life and shall be non voting members.

ATTENDANCE

1. Appointees to boards and commissions are expected to attend all meetings possible.
2. Any member of a City Board or Commission who misses more than three (3) consecutive regular meetings or more than half the regular meetings in a calendar year shall be subject to removal and replacement by City Council. Absences due to sickness, death or other emergencies of like nature shall be recognized as approved absences and shall not affect the

Policy No.: GA-05	Policy Name: Rules on Boards and Commissions	Page 3 of 5
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member's status on the Board; except, that in the event of a long illness or other such cause for prolonged absence, the member shall be replaced.

3. The board chairman via the Staff liaison shall be responsible for reporting on attendance to the City Clerk on a quarterly basis.

THE BOARD AT WORK

1. Each board receives its charge from the North Carolina General Statutes or from a City ordinance or resolution establishing the board.
2. The City Council may, from time to time, ask a board to consider specific items not in conflict with existing laws.
3. The chairman, working with the staff liaison, shall send copies of all minutes to the City Clerk.
4. The City Council may appoint a City Council person as an ex officio, non-voting member liaison to a board or commission and that member is entitled to receive all agendas, minutes, and other correspondence and be eligible to attend all meetings of the board including closed sessions. The role of the liaison shall be to serve as a direct communication link between the City Council and the board or commission. The liaison shall notify the board or commission of long-range issues and projects under consideration by the Council which would be of interest to that board or commission and shall likewise advise the Council of such matters under consideration by the board or commission.
5. Each board shall submit a written annual report to the City Council outlining their activities for the past year. The report shall be sent to the City Clerk by January 30 for the previous calendar year.
6. An orientation session will be conducted for all new appointees by the City staff liaison.
7. From time to time, additional training sessions for board members may be provided through City staff, the Institute of Government and other training groups and organizations. The City Council encourages members to take advantage of these opportunities.
8. A board or commission member who is not present at a meeting shall not be allowed to vote by proxy.
9. The requirements of the Open Meetings Law shall apply to all Boards or Commissions.

COMMITTEE ON BOARDS AND COMMISSIONS

1. The Mayor may request that the Citizen Appointment Committee evaluate the on-going need for each board and recommend to the City Council elimination of any for which there is no longer a need.

2. This Committee may also consider other items in regard to board structure, appointments or other items at the request of the Mayor and or the City Council.

CONFLICT OF INTEREST

1. A member of a board or commission shall not participate in the discussion or vote on any item involving their own official conduct or financial interest.
2. It is the responsibility of an individual board member to bring to the attention of the entire board any item for which there may be a conflict of interest.
3. It is up to the entire board to decide if a conflict exists and vote to excuse a member from considering a particular item.
4. Staff and legal assistance is available to all boards and commissions to help the board with decisions in this area.

RESIGNATIONS AND REPLACEMENTS

1. Any member of a board or commission who desires to resign shall do so in writing to the City Clerk.
2. When the City Council determines that a board or commission member should be removed due to a conflict of interest, failure to attend meetings, or for other good cause, and when removal by the Council is not otherwise prohibited by law, the Council may adopt a resolution removing any member of a board or commission before the expiration of their term and appointing a replacement.

AD HOC COMMITTEES

1. The City Council may appoint ad hoc committees to make recommendations regarding particular matters of interest within the City.
2. The foregoing rules on boards and commissions shall apply to ad hoc committees except where alternate provisions are made by the Council.

**CITY OF MONROE
COMMITTEE APPLICATION**

THIS APPLICATION IS A PUBLIC RECORD IN ACCORDANCE WITH CHAPTER 132 OF THE NORTH CAROLINA GENERAL STATUTES. THE APPLICATION AND ALL OF THE INFORMATION CONTAINED WITHIN IT MAY BE DISCLOSED IN CONNECTION WITH A PUBLIC RECORDS REQUEST.

- 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:** _____
- 3. APPLICATION WILL BE KEPT ON FILE FOR TWO YEARS.**

Committee: _____

Name: _____

Address: _____

Mailing Address:

(If different from above) _____

Contact Info: _____

Email Address

Phone #

Employment Info: _____

Employer

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).

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: _____

Date: _____