

**CITY COUNCIL STRATEGIC PLANNING MEETING**  
**300 WEST CROWELL STREET**  
**MONROE, NORTH CAROLINA 28112**  
**APRIL 13, 2021 – 4:00 P.M.**  
**AGENDA**  
**[www.monroenc.org](http://www.monroenc.org)**

Meeting will be conducted electronically with City Council following their adopted Electronic Meeting Rules. Members of the public will not be permitted to attend the meeting in person.

Meeting will be live-streamed on the City of Monroe YouTube channel at Monroe North Carolina Government - <https://www.youtube.com/channel/UCzrGKOKR72fmCEn7D0f9mlg>

1. Update by Union County Tax Administrator regarding 2021 Countywide Revaluation
2. Monroe Aquatics and Fitness Center COVID-19 Operational Impacts Update
3. Citizens Appointment Committee Submittal Process and Concerns Update
4. Monroe Science Center Exhibit Recognition of Dr. Christine Darden
5. Council Expectations
6. City Council Meeting Options for May 2021

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- **Agenda** is tentative and is subject to change up to and including the time of the meeting.
  - At the discretion of City Council, **Agenda Items** listed above that are not discussed at the Strategic Planning Meeting or moved at the request of Council, may be carried forward to the City Council Regular Meeting at 6:00 p.m. to be considered.



## **STAFF REPORT**

**TO:** City Council  
**VIA:** E.L. Faison, City Manager  
**DATE:** April 13, 2021  
**FROM:** Lisa Strickland  
**PREPARED BY:** Bethany Hawver  
**SUBJECT:** Revaluation Presentation

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### **SUMMARY STATEMENT**

The Union County Tax Administrator, Vann Harrell, will present an update on the 2021 countywide revaluation and general information relevant to the City of Monroe.

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### **REVIEW**

In January, the Union County Tax Administrator spoke about the countywide revaluation process that was underway at that time. Now complete, Mr. Harrell has asked to give an update on the revaluation and property values within the City of Monroe.

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### **RECOMMENDATION**

This report & presentation is for information purposes only and no recommendation is being requested.



## STAFF REPORT

**TO:** City Council

**VIA:** E.L. Faison, City Manager

**DATE:** April 13, 2021

**FROM:** Tonya Edwards, Parks & Recreation Director

**PREPARED BY:** Tonya Edwards, Parks & Recreation Director

**SUBJECT:** Monroe Aquatics and Fitness Center COVID-19  
Impacts/Operations Update

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### **SUMMARY STATEMENT**

The Monroe Aquatics and Fitness Center has experienced substantial impacts to both operations and revenues due to the COVID-19 pandemic. A presentation has been prepared to provide an update to Council in regards to our current status and the actions that have been taken to minimize impacts.

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### **REVIEW**

In March of 2020, due to the rapid spread of the COVID-19 virus, an Executive Order was issued by the Governor that restricted certain activities and business operations in an effort to protect the health and safety of the residents of North Carolina. All operations at the Monroe Aquatics and Fitness Center closed on March 17, 2020. This facility remained closed until June 15, 2020 when both the Water Park and Summer Day Camp Program reopened with limited capacities and modifications. On September 28, 2020 the Fitness Room and Group Fitness classes resumed, again with capacity restrictions and operational modifications. Staff has continued to open additional amenities as permitted and recommended by the Centers for Disease Control, North Carolina Health and Human Services Department, and local health officials. Currently all areas of the facility are open with the exception of the Steam Room and Sauna, which remain closed due to the inability to maintain the required social distancing in those areas. A presentation has been prepared to share information on our current operating status as well as the current and potential future financial impacts due to the pandemic.

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### **RECOMMENDATION**

No action required. Provided for informational purposes only.



## STAFF REPORT

**TO:** City Council

**VIA:** E.L. Faison, City Manager

**DATE:** April 13, 2021

**FROM:** Citizens Appointment Committee

**PREPARED BY:** Sherry K. Hicks, Deputy City Clerk

**SUBJECT:** Citizens Appointment Committee Submittal Process and Concerns Update

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### SUMMARY STATEMENT

Update on the submittal process and concerns of the Citizens Appointment Committee.

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### REVIEW

This item was referred to the Citizens Appointment Committee from the City Council Strategic Planning Meeting of January 13, 2021 to review the committee application and the process for considering appointment recommendations to City Council. In addition, the Committee also reviewed and discussed potential committee recommendations.

City Council was invited to offer suggestions to address the Citizen Appointment Process. The suggestions were received by the Citizens Appointment Committee and discussed at their March 8, 2021 meeting. The suggestions are a part of the Citizens Appointment Committee Meeting minutes of March 8, 2021.

Following a review of the proposed changes, the Citizens Appointment Committee recommended the following suggestions:

1. When an application is received, forward the application to the committee chair for consideration/comment as he/she may know of a conflict, etc.;
2. Citizens Appointment Committee Members should be recused of voting for their own committee appointment recommendation. Staff strongly suggested that the Committee advise that no action could be taken on an application from a Council Member serving on the Citizens Appointment Committee while the Council Member applying was still on Council;

3. Under no circumstances are applications to be altered. If an applicant is interested in serving on multiple committees, the applicant will need to submit a specific application with qualifications and skills to reflect for that particular committee;
4. Applications for committee must meet deadline. The CAC receives applications to review/approve for consideration. At the following CAC meeting, the committee selects the recommended appointees and Council could see each application to allow for an informed vote on approval. There was considerable discussion over this item; however, a consensus whether to refer this item as a Committee recommendation did not appear to be achieved;
5. To further promote diversity, equity and inclusion on City of Monroe Committees, there should be a three-month lapse of time between the end of a Council Members term of office and being considered to serve on a committee. The passage of time would allow an opportunity for other constituents to be considered and to serve. This will allow 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.

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### **RECOMMENDATION**

The Citizens Appointment Committee recommends that Council amend the Rules on Boards and Commissions Policy GA-05 to reflect the suggested changes noted above.

Attachments:

Draft Minutes of Citizens Appointment Committee Meeting of March 8, 2021  
Rules on Boards and Commissions Policy GA-05  
Council Members Suggestions  
Citizens Appointment Committee Revised Suggestions

**CITY OF MONROE  
CITIZENS APPOINTMENT COMMITTEE  
REGULAR MEETING  
March 8, 2021  
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: Bob Yanacsek.

The Citizens Appointment Committee met in the City Hall Conference Room at 4:00 p.m. on March 8, 2021. Council Member Anthony presided.

**Item No. 1. Minutes of Citizens Appointment Committee Meetings of November 23, 2020.**

Council Member Gordon moved to approve the minutes of the Citizens Appointment Committee Meeting of August 24, 2020. 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

**Item No. 2. Consideration of Upcoming Appointments and Reappointments to Boards and Commissions.**

**A. Charlotte-Monroe Executive Airport Commission.** Council Member Anthony advised that two applications had been received from John Wiggins and Robert Yanacsek to become Members of the Charlotte-Monroe Executive Airport Commission.

**1. John Wiggins.** Mayor Pro Tem Holloway moved to appoint John Wiggins as a Full Term Member on the Charlotte-Monroe Executive Airport Commission with an effective date of January 1, 2021 and term expiration date of December 31, 2023 to replace Howard Heda. Council Member Gordon seconded the motion, which passed unanimously with the following votes:

AYES: Council Member Gordon and Mayor Pro Tem Holloway  
NAYS: Council Member Anthony

**2. Robert Yanacsek.** Council Member Anthony moved to appoint Robert Yanacsek as a Full Term Member on the Charlotte-Monroe Executive Airport Commission. The motion failed due to lack of a second.

**B. Downtown Advisory Board.** Council Member Anthony advised that there was one vacancy. City Attorney Shah-Khan explained that was the case; however, there were no applicants because no one had met the requirement on attending the meeting within one year, so Staff asked that the Committee not act on that until such time as there were applicants that could meet the requirement.

Council Member Anthony advised that the Committee would not act at this time.

**C. Monroe Housing Authority.** Council Member Anthony advised that there were two vacancies and one application had been received.

City Attorney Shah-Khan advised that there were three vacancies: one Monroe Housing Authority resident and two regular members.

City Attorney Shah-Khan asked if Mr. Mungo was in the Monroe Housing Authority resident category or general member. Staff advised that Mr. Mungo was a general member eligible for reappointment.

City Attorney Shah-Khan suggested that by acclamation the Committee reappoint Mr. Mungo as a general member so that way there was no confusion.

Council Member Anthony advised that by acclamation, James Mungo was reappointed as a regular member on the Monroe Housing Authority.

**D. Monroe Tourism Development Authority.** Council Member Anthony asked if there was an application for Monroe Tourism Development Authority.

City Attorney Shah-Khan explained that Staff requested to rescind the appointment of Cierra Fitzgerald's as Ms. Fitzgerald no longer met the requirements since she no longer was associated with the hotel. He advised that Staff asked for the recommendation to Council to rescind Ms. Fitzgerald's appointment as a hotel representative.

Council Member Anthony asked if Ms. Fitzgerald was not the hotel representative.

City Attorney Shah-Khan explained that Council voted to appoint her to that role and then before she could be sworn in, she was no longer with the hotel. He advised that she could not resign the seat because she had never been sworn in so Staff was asking Council to rescind the appointment so that it could then be filled appropriately.

Mayor Pro Tem Holloway moved to rescind the appointment of Cierra Fitzgerald from the Monroe Tourism Development Authority as the hotel representative. 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 asked if Ms. Fitzgerald would need to be appointed to a regular seat on the Monroe Tourism Development Authority.

City Attorney Shah-Khan explained that Ms. Fitzgerald was not eligible and was not being appointed for any position.

Council Member Anthony asked if she was just off the Monroe Tourism Development Authority.

City Attorney Shah-Khan advised that when Council met tomorrow, Council would rescind that appointment and the Clerk's office would communicate to her that she was no longer appointed.

Council Member Anthony asked if Ms. Fitzgerald did not meet the criteria any more.

City Attorney Shah-Khan advised that was correct and there was no action for the Committee to take.

**E. Planning Board.** Council Member Anthony advised that there were four regular seats on the Planning Board. She advised that there were three applications, actually only two because Archie Morgan served on two committees already and she believed that in the Policy and Procedures it stated that a person could only serve on two committees.

City Attorney Shah-Khan explained that was correct; however, what the Committee could do was if they chose to appoint Mr. Morgan, then he could be advised that he would need to pick a committee to leave or the Committee did not have to appointment him and that was their choice.

Council Member Anthony advised that it would be her choice as she did not want to set any precedents and exclude two others and anyone else. She explained that as stated in the City policies, a person could only serve on two boards at a time and she thought it was good to keep it that way because we had lots of citizens in Monroe and everyone should have an opportunity should they choose. Council Member Anthony advised that the committees did not have to be loaded with the same people because if they were already serving on two committees, that was a lot of time that they were giving to the City unless she had objection.

Mayor Pro Tem Holloway advised that he understood that Archie Morgan was resigning.

Council Member Anthony advised that he had not done it yet.

Council Member Gordon asked which board was Mr. Morgan resigning from.

Mayor Pro Tem Holloway advised that he was not positive, but maybe the Downtown Advisory Board.

Council Member Anthony explained that once he resigns and attends a meeting, then he would be eligible; however, she did not think the rules need to be bent for anybody and that was her preference.

Mayor Pro Tem Holloway asked if Staff had received a resignation from Archie Morgan.

Staff advised that a resignation had not been received from Archie Morgan.

City Attorney Shah-Khan advised that there were two other appointments to fill the four slots that given this choice of committee to appoint the other two applicants or any applicants, one, two or none, choose the two regular seats and then if Mr. Morgan made a decision that if appointed he would resign his seat and that could come back to the Committee at a future meeting.

City Attorney Shah-Khan explained that he did not think they would want someone to resign unless it was clear that the Committee would put them on something else and it could be contingent resignation and that was up to Mr. Morgan.

Council Member Anthony advised that it appeared to be improper to do that. She felt that he had the opportunity if he was on one committee she would not dare suggest that he committee hop. Council Member Anthony advised that was preferential treatment in her mind and City policy clearly stated that an individual could only serve on two committees. She advised that should he choose to resign that was fine; however, the Committee could not anticipate it because he might say that he was and she had not heard that. Council Member Anthony advised that was where she stood and asked what the other two members had to say.

City Attorney Shah-Khan advised that with respect, he would note that it was a constitutional issue and not the City policy. He explained that if he were to say if you appoint him, he would resign from this and that would be up to Council to make that decision and so in this particular case, the Committee was ready to appoint one, two or none of the other applicants. With respect to Mr. Morgan, he advised that Council Member Anthony was not foreclosing the opportunity, but just saying that he had to be ready to make a choice that he had not made.

Council Member Anthony advised that she was not comfortable saying that. She advised that if the Committee wanted to defer it to Council, then do that because the policy was that a person attend a meeting, submit an application and he was able to do that. Council Member Anthony advised that the policy also stated that a person could serve only on two committees and felt that they were setting a dangerous precedent if the Committee bent the rules. She advised that this was not keeping him off the committee if he resigns one of these committees, attended a meeting and reapplied and the vacancy would still be there when he applied.

Council Member Gordon advised that he was comfortable with that and if Mr. Morgan wanted to be on the Planning Board, then he could resign and reapply for the Planning Board and could be considered at the next meeting.

City Attorney Shah-Khan advised that Mr. Morgan had actually applied for the Planning Board, attended a meeting and the only issue now was he had to pick a committee to resign, so he would not have to resubmit an application. He explained that his application was submitted on March 3, 2021 and would still need that; however, the only issue was he would have to pick something to resign from and until he did that, the Committee did not need to consider him and as a rule of Council.

Council Member Anthony advised that being said, Margaret Desio and Jennifer Smith (Alternate to Regular) were requesting appointment to the Planning Board.

**1. Margaret Desio.** Mayor Pro Tem Holloway moved to appoint Margaret Desio to the Planning Board with an effective date of January 1, 2021 and term expiration date of December 31, 2025. 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

**2. Jennifer Smith.** Mayor Pro Tem Holloway moved to appoint Jennifer Smith from an Alternate Member to a Regular Member to the Planning 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

**3. Archie Morgan.** Council Member Anthony advised that she would prefer to hold off on the appointment of Archie Morgan until he resigned from one of the two committees that he currently served before being considered for appointment to the Planning Board.

**4. Mary Ann Rasberry.** Mayor Pro Tem Holloway moved to appoint Mary Ann Rasberry to Chair of the Planning Board with an effective date of January 1, 2021 and term expiration date of December 31, 2021 to replace Russ Asti. 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

**5. Richard Yercheck.** Mayor Pro Tem Holloway moved to appoint Richard Yercheck to Vice-Chair of the Planning Board 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

City Attorney Shah-Khan advised that the Committee was making these recommendations to Council and he wanted to make sure for clarification that anyone who was attending who had not been to the meetings could all understand that the Committee was really making these recommendations to Council.

Council Member Anthony advised that she understood that and it went to Council for final appointment and asked if that was understood.

**F. Public Safety Committee.** Council Member Anthony asked how many vacancies were on the Public Safety Committee because it was not listed and could usually have up to nine.

Staff advised that there were five members and one vacancy.

City Attorney Shah-Khan advised that there were actually eight members on the Committee consisting of three Council Members, currently five members, and a sixth position that was a vacancy to be filled and were no more vacancies.

Council Member Anthony advised that there was one vacancy and two applications had been received from Walt Gibson and Robert Yanacsek requesting appointment to the Public Safety Committee.

Council Member Anthony requested that the Committee review the two applications. After a few minutes of review, she asked if everyone had a chance to look over the applications as there was one vacancy and two potential people to fill it.

Council Member Anthony moved to appoint Robert Yanacsek to the Public Safety Committee. The motion failed due to lack of a second.

Council Member Gordon moved to appoint Walter Gibson to the Public Safety Committee with an effective date of January 1, 2021 and term expiration date of December 31, 2022. Mayor Pro Tem Holloway seconded the motion, which passed with the following votes:

|       |                                                  |
|-------|--------------------------------------------------|
| AYES: | Council Member Gordon and Mayor Pro Tem Holloway |
| NAYS: | Council Member Anthony                           |

City Attorney Shah-Khan asked if Council Member Anthony supported the vote for Walter Gibson because he did not hear her and wanted to make sure that the minutes properly reflected a unanimous vote.

Council Member Anthony advised that she did not.

**Item No. 3. Citizens Appointment Committee Submittal Process and Concerns.** The Committee was following up on the discussion held at the January City Council meeting. The Committee was in receipt of suggestions made by various members of Council. This would be the Committee's opportunity to review the suggestions and make recommendations to the Council for its April meeting.

Council Member Anthony advised that Mayor Pro Tem Holloway provided two suggestions: (1) when an application was received, forward it to the committee chair for consideration/comment as he/she may know of a conflict and (2) eliminate the one-year meeting requirement for someone who has previously served on the committee they are applying for.

Mayor Pro Tem Holloway asked Council Member Anthony if she wanted to take the suggestions individually and discuss them.

Council Member Anthony advised that was correct.

Mayor Pro Tem Holloway advised that he felt that the Citizens Appointment Committee's goal was to make this process as streamlined and easy and definitely agreed there was no altering of applications down the road.

Council Member Anthony advised absolutely.

Mayor Pro Tem Holloway advised that if an individual were going from one committee and wanted to do another, that was just a good policy; however, if some had been on a committee before, he did not think that it was a surprise. He explained the reason with attending a meeting at least one year was because a lot of people were getting on committees, had not attended a meeting and then saying it was not what they thought it was going to be.

Mayor Pro Tem Holloway advised that sending the chair a copy of an application was just a formality and more of a courtesy.

Council Member Anthony advised that she liked that part of it too, but asked about eliminating the one meeting requirement for someone who wanted to apply for a committee that had previously served on. She asked if that meant that if someone's term expired this year and wanted to apply two years later.

City Attorney Shah-Khan asked what did she mean about the attendance requirement and was she saying eliminate the one-year gap or the one-year application.

Mayor Pro Tem Holloway advised that the committees were not going to change that much in two years' time and that might stream line the process too.

Council Member Anthony advised that she liked that, but the only thing that could come into play was if someone was getting ready to reapply and it might be a good idea still even though the policy probably did not change, but the makeup of the committee might. She advised that person might or might not have a conflict with somebody there and she was just trying to be objective and look at all things and ought to put that in a motion.

City Manager Faison asked for clarity with regards to one of the criteria to apply for in consideration for the committee was to have attended a meeting within one year and your suggestion was to make that within two years or not to have a timeframe.

Mayor Pro Tem Holloway advised that he was saying that it not have to be.

City Manager Faison clarified that it did not – not one year, two years, not any time.

Mayor Pro Tem Holloway stated that was a good point too and he did not know if there should be a time limit on there. He explained that if a person had been on the General Services Committee and rotated off, then three or four years later they were still aware of what that committee did.

City Manager Faison advised that it was entertaining when people came in advising they had attended a meeting, but did not remember what meeting it was and so Staff was looking to the minutes trying to identify what meeting, so if there was no time limit, then someone attended a meeting as a member 30 years ago.

Mayor Pro Tem Holloway advised that he was talking about a previous board member.

City Manager Faison advised that he was not clear on what the Committee was actually suggesting whether it was all applicants and that time limit be waived or if they were a past board member.

Mayor Pro Tem Holloway explained that if the applicant had served on a committee – not necessarily just a citizen appointed one, but someone that had served a term.

City Attorney Shah-Khan asked if a former committee member was exempt from the attendance requirement.

Mayor Pro Tem Holloway explained that they did not want to make it so complicated that they were going to have a book of rules and regulations so he had no problem at all rescinding that part if someone wanted to be back on the board, then they could attend a meeting and that would just streamline it.

City Attorney Shah-Khan explained that the purpose of this was the Committee discussing the feedback and providing recommendations to Council. He asked if she wanted to have a vote on each suggestion because these were only the things that your colleagues had said and felt that the question was sending a report from the committee saying we agree with this, we do not agree or here was what our colleagues said and we have these other things. City Attorney Shah-Khan asked what was the product that the Committee wanted to have Council consider.

Council Member Anthony advised that she was trying to see if all or part of this would be sent to Council and might as well just send them everything just like it was.

City Attorney Shah-Khan advised that it was up to the Committee and from a Staff perspective trying to understand what Staff need to put together for your colleagues in April.

Council Member Anthony asked the Committee if they would like to review the suggestions and then send what the committee thought or send everything and let the whole Council decide.

Mayor Pro Tem Holloway recommended that the Committee review and vote on it at their next meeting with any changes and then see what might need to be done.

Council Member Anthony stated that the Committee would send everything along with their recommendation for Council to decide in April.

City Manager Faison advised that he would urge the Committee to do what was just outlined; however, develop a recommendation as the three of them were the closest to the existing process.

Council Member Gordon advised that he did not have any problem with that and could tell them what he agreed with or not.

Council Member Anthony asked if the Committee would be sending these recommendations to Council.

Council Member Gordon advised that Mayor Pro Tem Holloway was going to eliminate the second item and he certainly went along with the first one as that was just a good courtesy to the chair.

Council Member Anthony advised that was agreeable and were in agreement when an application was received that it be forwarded to the chair and eliminate the second item.

Council Member Anthony advised that Council Member James provided the following suggestion: 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. She advised that there was really two parts to this, but felt that the descriptions for the committee, when the person actually attends the meeting, they would get some idea of what the committee actually was about and did not have a problem with the description.

City Manager Faison advised that all of this information was available online. He explained that an applicant could review what the committee was about and putting it on the application just made it longer.

Council Member Anthony advised that an applicant could just call if they had questions. She advised that as far as the application being aligned, it was not a job application so much as it was a volunteer thing and did not have to be schooled.

Mayor Pro Tem Holloway advised that he was not really sure that her first recommendation should be carried any further than that because if you have a General Services Committee and attend a meeting and would know what it was.

Council Member Anthony advised that was true. Consensus was to not forward this suggestion to Council.

Council Member Anthony advised that Council Member James also suggested that if a member wanted to switch and apply for another committee, a new application should be submitted. For example, she advised that an individual should not be allowed to cross out their application for Public Safety Committee and resend the same application for General Services Committee and should not be permissible.

Mayor Pro Tem Holloway suggested that a new application be submitted if someone wanted to apply for a different committee.

Council Member Anthony advised that was good and she had already read the statement that no application would be altered.

Council Member Anthony advised that Council Member James suggested that it would be nice to get the committee minutes before the appointment was made rather than voting on the appointment first then getting the minutes afterwards.

Mayor Pro Tem Holloway advised that he did not really understand that one.

Council Member Anthony advised that she did not understand it either.

City Attorney Shah-Khan advised that he believed that would be the Citizens Appointment Committee Meeting minutes and thought that was a concern that the member might be raising and was a guess based on concerns that this member had raised before. He advised that from a Staff perspective, the Clerk's Office was taking minutes now and Council's meeting was tomorrow starting at 4:00 p.m. and 6:00 p.m. and that was an impressive timeline and most likely not a fair thing to require of Staff.

City Attorney Shah-Khan explained that Staff would state that the only other way they could do it was change the way that this committee fits with Council and would defer to the Clerk's office to advise how long it took to prepare minutes because short meeting should be quick, but the problem was some meetings like this committee today were longer than usual.

Council Member Anthony advised that was true.

Council Member Gordon explained that the only other thing that could be done was have this meeting and it not go forward tomorrow, but the next month and then it would be plenty of time to pass along that information.

Council Member Anthony stated that then the committee minutes would come in anyway. She advised that they had been before the next month, but the person would actually not go on until the next month, so they would have a lapse between the time being appointed and when they came on board.

Council Member Gordon advised that they could just vote on it 30 days later and that would give time, but he did not think that was all that important, but if you just want to succumb to the request, that was the only way and as City Attorney Shah-Khan stated there was not a lot of time between now and 4:00 p.m. tomorrow.

Council Member Anthony asked what if a Council Member wanted the minutes, could they just come and request them prior.

City Manager Faison explained that the issue was there was not a problem transcribing the minutes, it took time to prepare it. He explained that in the current example, the Committee was meeting now, Council meets tomorrow and the minutes were not going to be done and it just was not going to happen and would be virtually impossible to meet that Council Member's expectation. City Manager Faison explained that as City Attorney Shah-Khan pointed out, a work around would be that this committee did not schedule a meeting the day before a Council meeting and schedule it one to weeks' minimum before the next Council meeting.

Council member Gordon advised that was his point and it would not bother him.

City Attorney Shah-Khan advised that would only delay any action that this Committee recommended to the next Council meeting and the problem was ending up with a one-month lapse with the recommendation and the action and it took even longer then.

Council Member Gordon asked if this Committee would have a problem moving this meeting to a time whereby it was not the day before.

Council Member Anthony advised that normally it was not the day before as this meeting was changed and the original meeting date was March 1, 2021.

Council Member Gordon advised that she was correct and he apologized.

Council Member Anthony asked if the Committee wanted to consider this suggestion or not. She advised that it was the silence that was telling her that we will move on to the next suggestion.

Mayor Pro Tem Holloway asked what did we decide on that one then.

Council Member Anthony explained that no one wanted to send any of that suggestion on to Council.

Mayor Pro Tem Holloway explained that one reason that it had not been a problem to him was because he had been on this committee and pretty much knew.

Council Member Anthony advised that she did not know if there was any advantage in knowing in advance because Council had to vote on it anyway.

Mayor Pro Tem Holloway asked Council Member Gordon what he thought.

Council Member Gordon advised that if the meeting was held at the regular time, there would have been a week to get those minutes out.

City Attorney Shah-Khan advised that a week was also pushing it and if considered doing that, you were looking at about two weeks. He explained that was only fair because of all the other work with the other committees that the Clerk's office had because they are not only dealing with this committee, they are dealing with more important Council minutes and then coordinate the other departments that are dealing with minutes for the other group.

City Attorney Shah-Khan advised that two weeks at minimum was what you could look for if the Committee decided that your actions were delayed until another month or it was the number perhaps they could attend a meeting and Staff would of course have them do it the way to where it was creating a quorum. He advised that if the Committee did not wish to make that a part of the recommendations and move forward or could also not move it forward.

Council Member Gordon advised that he felt it was not that big of a deal and let it ride.

City Attorney Shah-Khan advised that actually the question from Staff was are you saying that you are recommending to Council that committee minutes had to be ready for the Council meeting or that you are better with there being a delay of your meeting because Staff wanted to make sure that there was a two-week buffer between events. He advised that it was the Committee's recommendation; however, Staff did not want the Committee to make a recommendation if there was no way that Staff could actually do it.

Council Member Gordon advised that he understood.

Council Member Anthony stated that suggestion would not be recommended.

City Attorney Shah-Khan advised that if that was what you are saying, then Staff wanted to be able to say that would be fine.

Council Member Anthony advised that Council Member McGee suggested the following: Citizens Appointment Committee members should be recused from voting for their own Committee appointment recommendation.

Mayor Pro Tem Holloway advised that did not make sense.

City Attorney Shah-Khan advised that an odd issue that took place with one Council Member who was leaving Council as of the December Council Meeting. He explained that this member was on the Committee agenda for a recommendation to be appointed to a Mayoral Committee. However, the outgoing member would not be appointed by the Council they sat on, but rather the next City Council. Staff advised in that situation that it was not improper for that Member to vote at the Committee level because there was no conflict as it was merely a recommendation. In that case, the Council Member, who was also a committee member voted to recommend his appointment to Council. City Attorney Shah-Khan advised that the member was not on the Council that appointed the member to the committee; however, this only happened when a member of Council left Council and that was rarely going to happen. He explained that you would have to decide if the member should make that recommendation or decide if you wish to wait for a soon to be former Council Member to be off the Committee before voting on a recommendation involving the soon to be former Member.

Council Member Anthony asked if you could not vote for yourself.

City Attorney Shah-Khan explained that you cannot be recused from voting on their appointment at the committee level and again, this was very rare. He explained that the appointments that this Committee made typically did not include Council Members, except for Mayoral Committees and in those cases, the Mayor appointed the Council Members. City Attorney Shah-Khan advised that again, this had only happened once where a Council Member who was leaving the Council was appointed by the Council to the Public Safety Committee and that appointment was handled by the next Council.

Council Member Anthony advised that she knew the instance that he was talking about now. She explained that her feeling was if either of us or any Council Member was coming off Council and

the month before or the month that they come off, they made application to a committee and they were sitting on this Committee and voted for themselves. Council Member Anthony advised that she did not like that either. She explained that if someone was coming right off Council after serving four years, she felt that they should have the right to make application, but thought they needed to be all the way off before applying because there was nothing wrong with it and it was not illegal, but it did look like it was improper.

City Attorney Shah-Khan noted that a soon to be former Member could apply to be appointed to a committee, but this Committee could choose to not take any action at the last meeting that Member was a part of (if they were part of the Committee) meeting and that way the Member would not have to recuse, if they chose to. He advised that this may be a better thing to do because in that particular case, that individual could apply; however, there would be no action on their application at that December meeting. City Attorney Shah-Khan advised that the Committee could then take action at the March meeting when the Member no longer served on the committee and that would be a way to not prohibit a Member from applying to serve on a committee if they were interested, if they were leaving Council. You would not even put them in a position to have them vote.

City Attorney Shah-Khan then noted a hypothetical situation of what happens if you have three members of this Committee, at a December meeting (or the last meeting of their term) and two members were leaving Council, and both applied to serve on a committee. In that case, under the suggestion, then only one member would be able to vote and that becomes a ridiculous situation. He advised that Staff strongly suggested that the Committee just say that no action could be taken on a Member's application while they were still on the committee, but it would be after.

City Attorney Shah-Khan advised that might be better than recusing, because there's a possibility that all three members of the Committee are leaving Council and choose to apply for committees. Under the original suggestion, all three of the Members could not vote, and no one gets to vote on anything. It might be better off saying no action will be taken on an application while that member is on the board.

Council Member Anthony advised that was fair.

Council Member Gordon advised that he agreed.

City Attorney Shah-Khan advised that solved the problem, but it did not create a problem where no one gets to vote ever.

Council Member Anthony advised that Council Member McGee's next suggestion was Committee terms including qualifications need to be noted on application so that constituents are informed of selection process. She advised that she was not questioning it, but did not understand it.

Mayor Pro Tem Holloway advised that constituents did not really see it.

City Manager Faison advised that Council Member McGee's suggestion was very similar in his mind to what Council Member James was saying.

Council Member Gordon advised that he agreed and not send this recommendation.

Council Member Anthony advised that she agreed.

Mayor Pro Tem Holloway advised that he agreed.

Council Member Anthony advised that Council Member McGee suggested that under no circumstances were applications to be altered. If an applicant was 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. She felt that the Committee had already discussed that – no application should be altered and that was streamlining.

Council Member Anthony advised that Council Member McGee suggested that the Citizens Appointment Committee should have the opportunity to assure all applicants meet requirements before consideration for appointments.

Council Member Gordon advised that he did not see the need in that because they were not hiring people for a specific job title and not looking for an engineer to serve on a committee.

Council Member Anthony advised that the person was to list on the application why they were applying and tell about themselves and some had a full resume although that was not required.

Council Member Anthony asked if the Committee recommend that suggestion.

Council Member Gordon advised that he felt it was not necessary.

Council Member Anthony advised that Council Member McGee suggested 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.

Council Member Gordon felt that was getting right back to what had been previously discussed.

Council Member Anthony advised that the Committee bore the responsibility of receiving the applications and setting forth those persons that were selected. She explained that this person wanted Council to see everybody that applied to see whether or not they wanted to vote for the recommendations that the Committee sent.

Council Member Gordon advised that so what if it was not recommended by the Committee and asked if they already had that opportunity.

Council Member Anthony asked if a Council Member could see an application prior to the meeting.

City Attorney Shah-Khan asked if Council Member Anthony meant prior to the Council meeting that could be provided if someone made the request because the question was whether or not you

are saying that every application for every position needs to be provided to Council before Council took action and that was up to the Committee and it was up to Council, but it depends on when you consider the value of your own recommendation.

Council Member Anthony advised that as long as they were being objective and fair and no favoritism or animosity was shown towards anybody.

City Manager Faison advised that from Staff's perspective, there was really not a deadline except for when the packet was published to send to the Committee. He advised that Staff had amended the packet because of receiving an application the morning of the meeting and provided to the Committee and it meets all of the criteria and the biggest one being having to attend the meeting within the last year. City Manager Faison explained that Staff was going to forward the application to the Committee and there was not a deadline in the sense that there was for an employee application which was a very clear deadline.

City Manager Faison advised that he was getting the sense from several different places in getting the minutes from this Committee meeting before Council was asked to vote is if they have the minutes, then they have the individual's applications and they would be able to see that. Now whether they read it or not was another question, but they had access to it so he felt that gets that point was getting the minutes and it was said differently, but was the same point.

Council Member Gordon advised that it was.

City Manager Faison advised that whether this Committee delayed action and Council gets the minutes or the meeting was scheduled in time where there was enough time to finish the minutes and it was included in Council's packet.

Council Member Anthony advised so they possibly could get in Council packets.

Mayor Pro Tem Holloway advised that it was in their packet.

City Manager Faison explained that if the minutes were done for tomorrow and if the results of nominations from today go to Council tomorrow which presumably they will, Council would not see the minutes so normal scenario are normally done and wrapped up in the packet for Council to see.

Staff advised that the staff report was updated with this Committee's recommendation and provided to Council in Civic Clerk.

City Manager Faison asked if the applications were available.

Staff explained that a generic staff report was created for the Clerk's office to publish the packet and after the Citizens Appointment Committee met, a revised staff report was replaced that included names, dates and terms, but not the minutes, just the revised staff report.

Council Member Anthony asked if Council could request to see all of the applications.

City Attorney Shah-Khan advised that a Council Member could ask because it was a public record because there had been individuals that asked to look at the applications or provide them with today's packet.

Council Member Anthony asked for the record, when this was presented, did the Committee need to provide all of the suggestions and/or the rationale on why we did not

City Manager Faison advised that whatever came in and this staff report with the basic information was provided to Council and urged this Committee to offer up a recommendation that of these items that our colleagues suggested, this was what we are recommending and perhaps had other things to recommend, but this was his recommendation for transparency and so forth.

Council Member Anthony advised that she agreed.

Council Member Anthony advised that Council Member McGee suggested 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 inequity in decision making and offering of their perspectives without a sense of overstepping Council or one month removed as Council.

Council Member Anthony advised that 24 months was a long time and she could live with two or three months.

Mayor Pro Tem Holloway advised that he did not have a problem and went back to what was addressed earlier; however, 24 months was a little excessive.

Council Member Anthony advised that 24 months was excessive and she could see a person not going directly on a committee and if they went off Council in December, but 24 months was too long.

Council Member Gordon advised that this all sounds fine, but suspected that this was not going to come up that often either and if the Committee wanted to alter from 24 months to three months that was no big deal either and obviously was for all of the right reasons. He explained that he had been on this Council before and was on it again and never had a problem with Citizens Appointment Committee until certain Council people were on this board and he did not see that there was a major problem with the process to begin with.

Council Member Gordon explained that he was not opposed to offering any recommendations that Mayor Pro Tem Holloway and Council Member Anthony wanted to go along with; however, did all of these things need to be listed for consideration, not in his opinion, but if the Committee wanted them on there, that was fine too. He agreed that 24 months was a long time, but he was not going to apply again to be on Citizens Appointment committee and it did not matter to him.

Council Member Anthony felt that 24 months was too long and was not opposed to have a moratorium in there before you could go right back on, but a reasonable time.

Mayor Pro Tem Holloway asked if she would like to do two months.

Council Member Anthony advised that she would rather do three or four months.

Mayor Pro Tem Holloway advised that three months was fine.

Council Member Anthony advised that it had been suggested that there be a three-month period prior to a former Council Member making application to a board or a committee and asked if everyone was in agreement.

Council Member Gordon advised that he was in agreement with a three-month period.

Council Member Anthony advised that Council Member McGee suggested that 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.

Council Member Gordon advised that after the applicants it gets right back what he was talking about before.

City Attorney Shah-Khan explained that Staff would also point out that if that happens, committee member's terms expire the end of December so if you did that, there would be a period of time between when they would have been appointed and which on Council's current schedule meets on the second Tuesday or Wednesday of the month until they were appointed, because there was going to be a whole series of chairs and vice-chairs that they are going to be losing at the end of this year.

City Manager Faison advised that the committee meets the first two weeks of the month of January.

Council Member Anthony advised that was not feasible then.

City Manager Faison advised that the new Council Members were sworn in December, so those that lost election were not there to vote, so the premise was inaccurate because outgoing Council Members were not voting.

City Attorney Shah-Khan advised that all the former Council Members would do was that they are serving on this committee was taking action, but that was really a recommendation, so that was up to the committee to decide if willing to have this Committee make this recommendation to the brand new Council because the current Council did not take any action. He explained that there was just one meeting and outgoing Council Members left in November and at December's meeting, swear in new Council Members and go forward. City Attorney Shah-Khan advised that it creates a new issue because you are going to have some committee members who will not be on the next Council.

City Manager Faison advised that the nuances of the person watching may be that there was a new Council Member being sworn in December had so much coming at them that they did not fully

understand what they were doing; however, they signed up for it. He explained that they could read the packet, Staff gave a tutorial in November/December before their first Council meeting and the opportunity was there.

Council Member Anthony advised that those were all of the suggestions that were received and asked the Committee to quickly look at the rules on meeting on boards and commission.

Mayor Pro Tem Holloway asked if she wanted to address one person serving only on one board and was that something she wanted to pursue at this time.

Council Member Anthony advised that someone could only serve on two boards.

Mayor Pro Tem Holloway advised that state law says you can only serve on two and not three.

City Attorney Shah-Khan explained that the North Carolina Constitution stated that it was a maximum of two appointed or elected positions, meaning two boards.

Council Member Anthony asked the Committee to take a look at this and see if there were any suggestions or any amendments or anything we want to send.

Mayor Pro Tem Holloway asked if there were any honorary members.

City Attorney Shah-Khan advised that there was one on the Charlotte-Monroe Executive Airport Commission, but did not think there were any others and they had no vote and basically a seat.

Council Member Anthony advised that some of this had already been modified that someone could serve indefinitely and that had changed. She explained that there were recommendations going forward about the moratorium including reapplying and taking no action which was still on Council when they met and what would be going forward and up to Council if that was accepted.

City Manager Faison advised that with regard to the previous discussions about the process allowing citizens to apply, participate in government and citizen engagement. He explained that the more difficult we make that opportunity the less inclined citizens were going to be to apply. City Manager Faison explained that with regard to altering applications, that was only done as an accommodation of a citizen. He advised that from what he understood was that if there was any change in an application, Staff would tell the person to prepare a new application and submit it. He advised that he would expect if not the first or third person to be calling one of the committee members asking why were they being jerked around and they would be back here again talking about how to handle applications. City Manager Faison advised that with the recent changes, in order to make a change in the application, Staff was telling citizens to come in, make the change, date and initial it and that was an alteration and if the position was going to be that was no longer accepted and people had to submit a new application.

Council Member Anthony advised that was what the Committee was saying and would take care of that.

City Manager Faison advised that it sounds small, but it was an obstacle for a citizen because what you are saying to the citizen was come down to City Hall and submit a new application.

Council Member Anthony advised that the citizens should be able to email or request or do it online and Staff just send an email.

City Manager Faison advised that you would think, but a number of applications were hand delivered.

Deputy City Clerk Hicks advised that most applications were done online and a few were hand delivered.

City Manager Faison explained that his basic observation was we are hungry for citizens to apply and be considered. He explained that the more obstacles that were put into that was discouraging to the citizens and he did not think in the big scheme of things that was what the Committee was interested in. City Manager Faison asked if it was making it more difficult for folks to apply and be considered.

Council Member Anthony explained that another thing we are trying to have it so people would not make accusations of the Committee doing things improper or favoritism because when something like that goes out, it flies fast and had to keep that in consideration too.

City Manager Faison explained that this was a political process because at the end of the day, seven elected officials were making a decision and it was a political process and could rationalize it as something else, but it was a political process bottom line.

Council Member Anthony advised that she felt that the Committee had taken everything into consideration and made recommendations that they could all live with.

Council Member Gordon advised that having served on this committee in the past, there would be less people to apply than had opportunity because that was just the way it was as there had always been a problem finding people to serve on these committees. He explained that City Manager Faison was trying to state these rules that were being altered or added onto, we might be causing ourselves to have less than more.

Mayor Pro Tem Holloway advised that they would just see where it goes.

Council Member Anthony explained that it was a Catch 22 and if the person changes their mind, then they had to meet the criteria and go to that meeting and would have to wait and see.

Mayor Pro Tem Holloway advised that he agreed and some people served well on any board and it just depends on the mindset and their industriousness and he understood what City Manager Faison was saying and taking it to heart, but felt that it was just a cleaner process to do a new application for each and might have to come back and change it, but he could not see that.

Council Member Anthony advised that they always wanted to be transparent and not have any kind of appearance of impropriety and she thought that after we come off of COVID-19 and make strides to engage more of our citizens, she believed and it might be silly to believe it, but was going to have more people wanting to be involved.

Council Member Gordon advised that he hoped she was right.

City Manager Faison asked if this Committee wanted to meet again before the April Council Meeting to review this material.

Council Member Anthony advised that she did not; however, she did not know about the other two.

Mayor Pro Tem Holloway advised that he felt that they were good.

Council Member Anthony advised that she would be seeing if anything changed between now and then.

Mayor Pro Tem Holloway advised that Staff would email it to each of us and make sure everything was conveyed as opposed to a meeting.

City Manager Faison advised that as he understands it, the results of this part of this meeting will go to the Strategic session in April for Council discussion.

Mayor Pro Tem Holloway moved to adjourn the meeting at 4:43 p.m. 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                                                       |

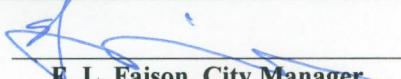
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Surluta Anthony, Chairman

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Sherry K. Hicks

03-08-2021

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

## 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

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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](mailto:brobinson@monroenc.org)

P: 704/282-4502/F: 704/290-1818

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

### Suggestions Received from Council Members Regarding Submittal Process and Concerns

| Name                             | Suggestion                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|----------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Mayor Pro Tem<br>Marion Holloway | <ul style="list-style-type: none"> <li>(1) When an application is received, forward to the chair of that committee for consideration/comment as he/she may know of a conflict, etc.;</li> <li>(2) Eliminate the one-year meeting requirement for applicant who has previously served on the committee they are applying for.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| Council Member<br>Angelia James  | <ul style="list-style-type: none"> <li>(1) Application should have description of the committee. For example, if applying for the Public Safety Committee, applicant's qualifications should align with that committee;</li> <li>(2) If an applicant wants to switch and apply for another committee, they need to submit a new application. No alterations to a submitted application should be made;</li> <li>(3) Receiving committee minutes before Council makes an appointment would be beneficial.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| Council Member<br>Franco McGee   | <ul style="list-style-type: none"> <li>(1) Citizens Appointment Committee (CAC) members should be recused of voting for their own Committee appointment recommendation;</li> <li>(2) Committee terms, including qualifications, need to be noted on application so that constituents are informed of selection process;</li> <li>(3) Under no circumstances should an application be altered. If an applicant is interested in serving on multiple committees, then the applicant will need to submit a specific application with qualifications and skills to reflect for that particular board or committee;</li> <li>(4) CAC should have the opportunity to ensure an applicant meets requirements before consideration for appointment;</li> <li>(5) Application meets deadline, CAC receives all applications to review and approve for consideration, next meeting CAC selects the appointees. This will also allow Council to see each member's application to allow for an informed vote on approval;</li> <li>(6) To further promote diversity, equity and inclusion on City of Monroe committees, there should be a 24-month vacancy for former Council Members to serve on Commissions 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;</li> <li>(7) 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.</li> </ul> |

**Revised Suggestions as Provided by Citizens Appointment Committee Regarding Submittal Process and Concerns**

| Name                             | Suggestion                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|----------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Mayor Pro Tem<br>Marion Holloway | (1) When an application is received, forward the application to the committee chair for consideration/comment as he/she may know of a conflict, etc.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| Council Member<br>Franco McGee   | <p>(2) Citizens Appointment Committee Members should be recused of voting for their own Committee appointment recommendation. Staff strongly suggested that the Committee advise that no action could be taken on an application from a Council Member serving on the Citizens Appointment Committee while the Council Member applying was still on Council;</p> <p>(3) Under no circumstances are applications to be altered. If an applicant is interested in serving on multiple committees, the applicant will need to submit a specific application with qualifications and skills to reflect for that particular committee;</p> <p>(4) Applications for committee must meet deadline. The CAC receives applications to review/approve for consideration. At the following CAC meeting, the committee selects the recommended appointees and Council could see each application to allow for an informed vote on approval. There was considerable discussion over this item; however, a consensus whether to refer this item as a Committee recommendation did not appear to be achieved;</p> <p>(5) To further promote diversity, equity and inclusion on City of Monroe Committees, there should be a three-month lapse of time between the end of a Council Members term of office and being considered to serve on a committee. The passage of time would allow an opportunity for other constituents to be considered and to serve. This will allow 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.</p> |

and receive whatever increases they received; however, he felt that Council needs to be brought up to this lump sum increase in the next Budget to get up to scale with our sister cities.

Council Member McGee agreed.

Assistant City Manager Borne advised that in order to incorporate this into the Budget that Staff was currently working on, he felt that a decision would need to be made by February 25, 2021. He advised that according to the Budget schedule, Staff finalized everything in April and there were really no changes after that time.

Finance Director Strickland advised that if Council could get the final vote by their March 9, 2021 Meeting, then that would allow Staff time to incorporate any changes into the Budget process.

Council Member Anthony moved to table this matter to the February 10, 2021 City Council Strategic Planning Meeting in order to allow Council the opportunity to study each of these options and be prepared to make a recommendation at that time. Mayor Pro Tem Holloway seconded the motion, which passed unanimously with the following votes:

|       |                                                                                                    |
|-------|----------------------------------------------------------------------------------------------------|
| AYES: | Council Members Anthony, Gordon, James, Keziah,<br>McGee, Mayor Pro Tem Holloway and Mayor Kilgore |
| NAYS: | None                                                                                               |

**Item No. 3. Citizens Appointment Committee Submittal Process and Concerns.** Council Member James advised that previously some applicants were appointed and in reviewing some of the applications, some information listed did not line up with the Committee being applied for and information was marked out. She advised that a better job had to be done of how this process was done. Council Member James advised that Council needed to take another look at how the applications were received, the overall process, what was being done and how things needed to be handled. She advised that Council was not consistent in the current process and needed to make the citizens feel welcomed if they applied for Committees.

Council Member McGee advised that he felt Council needed to get a policy in place for this process to ensure that Council was acting in the best way to be transparent, Council was ethical when allowing people to serve on City boards and commissions and ensuring that there were no biases in place or strictly contingent upon the ability to serve if they were qualified. He advised that it was very important that Council ensured that the submittal and application processes were looked at in order for everyone to have a fair chance to serve.

Council Member James inquired if an individual could only serve on two committees at the same time.

City Attorney Shah-Khan advised that was correct and it was his understanding that at a recent meeting, the Committee Chair expressed a preference; however, there was no requirement in Council's Rules on Boards and Commissions Policy (GA-05) that did anything further than what the constitutional provision was, so someone could serve on a maximum of two boards or commissions.

Mayor Pro Tem Holloway advised that he wanted to thank Council Member James and Council Member McGee for bringing this up because he felt it was a topic that needed to be reviewed. He advised that at the Citizens Appointment Committee March Meeting, he would like for the Committee Members to look at the application, the process used to go through it, and possibly come up with improvements to the process and provide Council an update at the City Council Strategic Planning Meeting in April. Mayor Pro Tem Holloway requested that any Council Member wishing to share suggestions to be considered by the Citizens Appointment Committee to email the members of the Citizens Appointment Committee to allow the ideas to be streamlined and make things better for review at their March meeting.

Council Member Anthony agreed that Council should take another look at the process and make improvements where they could. She advised that she never wanted a citizen to feel that anything was being done in the process and knew it had not been on her part, but the Committee was trusting that when the application was received and until the time it got to the Committee, everything was above par. Council Member Anthony advised that when the Committee received the application, the qualifications of the criteria of having attended a meeting was supposed to be taken care of before they got it and the Committee should be ready to work with it from there and believed in 100% transparency.

Council Member McGee advised that he agreed and asked if it was possible come up with some of those terms now. He advised that there should not be under any circumstances modifications by Staff to an application if the applicant did not fit the criteria and the applicant should not be able to apply for that particular board. Council Member McGee advised that if someone applied to the Parks and Recreation Advisory Board and yet nothing on the application was about Parks and Recreation, then the application should not be allowed to be entered into the process and was something that needed to be looked at so that everyone understood. He explained that an applicant could not just simply list their employer and state that they wanted to be on the committee that did not have anything to do with the committee being applied for. Council Member McGee felt that this had been allowed in the past and was possibly what had caused confusion from taxpayers because they did not understand that while they had experience in this field and another person did not, but yet instead they were getting an opportunity to serve on the committee and the other person was not.

City Attorney Shah-Khan advised that he appreciated Council Member McGee's point and noted from a procedural standpoint that Mayor Pro Tem Holloway had a motion on the floor and he would have to agree to any amendments to that motion. He advised that the motion, however, needed a second.

Council Member James seconded the motion to refer the matter to the Citizens Appointment Committee to look at the application, the process used to go through it, and possibly come up with improvements to the process and provide Council an update at the City Council Strategic Planning Meeting in April.

Council Member Anthony asked if she could amend the motion.

City Attorney Shah-Khan advised that she could not; however, she could ask to amend the motion and that would be up to the maker of the motion to allow the amendment. He advised that she could make a substitute motion but would need a second.

Council Member Anthony made a substitute motion. She advised that in the agreement with the first motion, she would like to include Council in looking at the procedure during their February meeting. Council Member Anthony advised that from time to time every Council Member might serve on the CAC and felt everyone might have some valuable insights as to the procedures and it had to come back to Council anyway and could then be included in the March CAC meeting.

City Attorney Shah-Khan advised that Mayor Pro Tem Holloway's motion was the only one on the floor. He advised that if Council Member Anthony wished to ask to amend the motion that was up to the maker of the motion. City Attorney Shah-Khan advised that if Mayor Pro Tem Holloway did not wish to allow the amendment to the motion, Council Member Anthony may make a substitute motion which he believed that the substitute motion she made was instead to bring the item back to Council in February, although it was inconsistent with the original motion to have the Committee consider it in March; however, if Council Member Anthony wished to make a substitute motion or request an amendment, that was entirely proper. City Attorney Shah-Khan advised that it depended on how the original maker of the motion would receive any amendment or if Council Member Anthony would like to make a substitute motion.

Council Member Anthony advised that she would like to withdraw her motion and asked Mayor Pro Tem Holloway to consider amending his motion to include what she was going to put into the substitute motion to include the entire Council in the process with the rationale that each of Council at one time or another would probably serve on that committee and would need a thorough understanding of the process and in making it so Council could approve it as it would have to come back to Council anyway once those changes had been made.

Mayor Pro Tem Holloway advised that since Council Member Anthony was the Chair of the Citizens Appointment Committee, any recommendation should come from her.

City Attorney Shah-Khan advised that Council Member Anthony as the amendeed would make the recommendation to Council. He advised that it would be appropriate for it to go to her Committee first, then come back to Council in April and at that time, all of Council could have input because Mayor Pro Tem Holloway asked in the motion that all of Council provide input to the Committee members prior to the March meeting and what she was asking was in his motion.

Council Member Anthony asked Council to take time to read what the present process was in order to make educated suggestions as to what changes were proposed.

City Attorney Shah-Khan stated that it was clear now from a procedural standpoint that there was a motion that had been seconded and no amendments or substitute motions.

City Attorney Shah-Khan advised that Council Member McGee had questioned how applications were treated and this was the process that the Committee had not had a problem with over the years. He advised that he did not think Council Member McGee meant to suggest that Staff was

altering documents because if any alterations had taken place in the applications, it had been at the request of the applicants. City Attorney Shah-Khan advised that Staff did not revise them just because they wished to. He advised that Staff's role was if an applicant advised their preference to be considered for a different Committee that would be what occurred; however, that was again a part of a process where if you wished to have members who wanted to change a committee they were interested in and was something that could be discussed as part of the Committee as well as Council.

Council Member McGee advised that City Attorney Shah-Khan was correct and meant that if an applicant requested that revision, he felt like Staff should tell them no and to re-apply for the appropriate board or commission that they wished to serve on. He explained that he knew City Staff was not doing anything unethical; however, just needed to make sure that the applicants understood the process, applications could not be altered, and would need to resubmit for additional boards or commissions.

City Attorney Shah-Khan advised that Staff appreciated Council Member McGee's clarification because he knew that the City Clerk's office worked incredibly hard on this and did not think that anyone wanted to suggest that they were doing anything improper and knew that was not at all what he intended.

Council Member McGee advised that was correct. He advised that he expressed appreciation to the City's Clerk's office often and he knew that they worked extremely hard and did an extremely great job. He advised that he asked a lot of them and celebrated them all the time and wanted to ensure that they understood it was nothing against them. Council Member McGee advised that it was more so that the applicants understood what the City's process was and since there really was not anything in a policy, they were just doing their jobs according to what was allowed. He advised that this was why it was extremely important that a policy be put in place so that everyone could be on the same page and knew the process and no questions about Staff doing their jobs in the most ethical manner.

The motion to refer the matter to the Citizens Appointment Committee to look at the application, the process used to go through it, and possibly come up with improvements to the process and provide Council an update at the City Council Strategic Planning Meeting in April passed unanimously with the following votes:

|       |                                                                                                    |
|-------|----------------------------------------------------------------------------------------------------|
| AYES: | Council Members Anthony, Gordon, James, Keziah,<br>McGee, Mayor Pro Tem Holloway and Mayor Kilgore |
| NAYS: | None                                                                                               |

**Item No. 4. Open Conversation on Racism Committee Update.** Council Member Anthony/ Open Conversation on Racism Committee Chair advised that the December 10, 2020 Open Conversation on Racism Committee was the second of three authorized meetings. She advised that the Committee was recommending that Council form a Diversity, Equity and Inclusion Committee (DEI) to include participants from the community, City and County to discuss issues of diversity, equity and inclusion. Council Member Anthony advised that one of their goals was



## STAFF REPORT

**TO:** City Council

**VIA:** E.L. Faison, City Manager

**DATE:** April 13, 2021

**FROM:** Pete Hovanec, Communications and Tourism Director

**SUBJECT:** Monroe Science Center Naming/ Dr. Christine Darden Exhibit

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### SUMMARY STATEMENT

Communications and Tourism Staff has been working on a plan to honor Monroe native Dr. Christine Darden at the Monroe Science Center with an interactive and educational exhibit as well as recognition on the exterior of the building.

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### REVIEW

Staff has been working on various ways to honor Dr. Darden at the Monroe Science Center. Through discussions with other museums and in researching Dr. Darden's career, staff was able to secure a training Mercury Space Capsule complete with escape tower and escape rocket assembly. Staff was also able to secure four authentic NASA computer panels used presumably in the late 1960s and 1970s.

Staff is working with a regional model rocket club to restore the pieces to serve as the Science Center's first temporary exhibit. Plans are to have the restored capsule on full display in the temporary exhibit area. Additionally, a 24-foot-wide by 10-foot-high informational graphic about Dr. Darden will be installed on the wall as the backdrop for the Capsule. A 75-inch television and accompanying seating area will sit adjacent to the capsule and informational graphic and will show the PBS documentary on Dr. Darden and the "Hidden Figures" women of NASA. This will play on a continuous loop, serving to educate and inform guests. On the other side of the capsule, the NASA computer panels will be located with an informational video on the NASA Mercury program.

Plans are for the capsule and graphics to stay in the temporary exhibit area for a minimum of six months and then to relocate the capsule to a permanent location on the exterior of the building on

the Windsor Street side behind the existing flagpoles. The capsule will be mounted and on full display with an information board or boards installed to share information on the capsule and Dr. Darden. On the building, Dr. Darden will be permanently recognized in the form of large letters on the building to the effect of: "In Honor of Dr. Christine Mann Darden."

Even with the capsule moving outside, staff plans to relocate a smaller scale tribute to Dr. Darden in the permanent exhibit area to continue to educate guests on her contributions and accomplishments.

Staff's plan from the beginning was to honor Dr. Darden in a way that educated the public and provided more depth of knowledge to those who might not know who she is.

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#### **RECOMMENDATION**

The information presented is to help inform the public of what planned to honor Dr. Darden. No action is required.

Attachment(s):



## **STAFF REPORT**

**TO:** City Council

**VIA:** E.L. Faison, City Manager

**DATE:** April 13, 2021

**FROM:** Bridgette H. Robinson, City Clerk

**PREPARED BY:** Bridgette H. Robinson, City Clerk

**SUBJECT:** Council Expectations

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### **SUMMARY STATEMENT**

Discussion on Council expectations.

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### **REVIEW**

Council Members Angelia James and Franco McGee have requested a discussion on Council expectations.

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### **RECOMMENDATION**

Discussion on Council expectations.