

Salisbury, North Carolina  
June 19, 2018

## **SPECIAL MEETING**

**PRESENT:** Mayor Al Heggins, Presiding; Mayor Pro Tem David B. Post, Council Members Brian Miller, Karen K. Alexander and Tamara Sheffield, City Manager W. Lane Bailey, Assistant City Manager Zack Kyle, and Deputy Clerk Emily Michael.

**ABSENT:** City Clerk Diane Gilmore.

Mayor Heggins and members of City Council met in a Special session in Council Chambers, 217 South Main Street. The meeting began at 4:05 p.m. and a moment of silence was taken.

## **PLEDGE OF ALLEGIANCE**

Mayor Heggins led those present in the Pledge of Allegiance to the United States flag.

Mayor Heggins commented she and Councilmember Alexander served on the Suggested Rules of Procedure Committee along with Assistant to the City Manager Kelly Baker and City Clerk Diane Gilmore to provide Council recommended changes.

Mayor Pro Tem Post commented he attended a Council Committee meeting as a member of the public. He asked Council to continue to allow Councilmembers to participate in meetings.

City Manager Lane Bailey commented Council Committee meetings are noticed and members of Council can attend as a citizen. He noted sometimes it can be difficult for the public to determine the role, in which a Councilmember might be attending.

Mayor Pro Tem Post asked for more information about Councilmembers and their ability to participate at publicly noticed meetings.

Mayor Heggins referenced a public agenda submittal form, and she commented Councilmember Alexander suggested an additional item be added to the form that would defer items to staff and would need approval by the City Manager and City Clerk. She added the agenda submittal form could offer the option to defer submittal items to boards and commissions.

## **REPORT – CHANGES TO THE SUGGESTED RULES OF PROCEDURE**

Mayor Heggins provided Council a Rules of Procedure (ROP) handout that included Council's suggested changes.

Mayor Pro Tem Post referenced electronic participation, and he noted the electronic means are not consistent throughout the document. Mayor Heggins suggested Councilmembers could call-in for special and regular meetings, and she commented for emergency and closed session meetings electronic votes would not be applicable. Councilmember Alexander noted electronic communication would be a good idea. Councilmember Miller commented he utilized electronic participation and would suggest members be allowed to participate in conversation but not be allowed to cast a vote electronically.

City Manager Lane Bailey commented there could be restrictions in place that would prevent electronic voting for councilmembers. He indicated emergency meetings would pose the need for electronic votes.

Councilmember Miller suggested a change to the open meetings section to replace the word "no" to read, "A member who is not physically present for a council meeting may participate in a closed session or emergency meeting by any electronic means except in accordance with a policy adopted by Council."

Councilmember Miller noted emailed conversations would be considered a public meeting of Council.

Mayor Heggins commented Council agreed to removing the words, "a closed session or emergency," the word "any," as well as the brackets in the open meetings section that pertains to remote participation in Council meetings. She also noted the word "no" to be replaced with the letter "a" and the word "the" to remain in the section.

Mayor Pro Tem Post asked Council's suggestions regarding sealed closed session records. City Manager Lane Bailey commented closed session meetings are reviewed case-by-case. He recommended that members of Council review closed session meetings on a regular bases.

Mayor Pro Tem Post commented he agreed with the University of North Carolina (UNC) School of Government (SOG) recommendations in regards to closed session minutes being released with a Council vote.

Councilmember Sheffield suggested regular minutes be recorded without Council members conversation. Councilmember Miller asked what the retention schedule is for recorded minutes and suggested a review of retention schedules pertaining to recorded meetings. Councilmember Miller commented a need for some context and all actions to be included in the minutes, and he agreed with SOG recommendations. Mayor Heggins clarified the verbiage would remain as is.

Mayor Pro Tem Post suggested removing the word “administrator” from the title pertaining to equipment placement for media and leave the City Manager title. Mayor Heggins commented she would like to add the word “Councilmembers” in place of “administrator.” Councilmember Miller commented he would like to leave the title as stated.

Mayor Heggins commented it could be costly to tax payers to relocate a meeting at a news media’s request. Councilmembers agreed to keep the SOG recommendations pertaining to alternative meeting site.

Councilmember Sheffield suggested removing the word “Mayor” from the title in the organizational meeting; selection of Mayor and Mayor Pro Tempore.

Mayor Pro Tem Post suggested a revision to the term the Mayor shall serve in the selection of Mayor and Mayor Pro Tempore. Councilmember Sheffield commented she would prefer the verbiage to read, at the pleasure of Council, and she added in the event a title needed to be removed from a Mayor or Mayor Pro Tem.

Mayor Pro Tem Post asked if the attorney could review the completed ROP document. Council agreed the attorney should review the ROP.

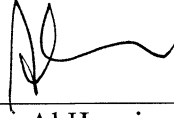
Mayor Heggins asked Council to postpone the discussion until its July 17, 2018 meeting.

City Manager Lane Bailey commented a retirement reception for City Attorney Rivers Lawther is scheduled to be held July 17, 2018. He also suggested the ROP to indicate Council’s meetings dates in the months of July and December of each year be changed to reflect the Holiday schedule.

Mayor Heggins, Mayor Pro Tem Post, and Councilmembers Alexander commented electronic voting could take place.

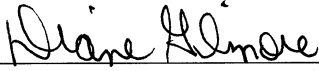
**ADJOURN**

Motion to adjourn the meeting was made by Mayor Heggins and seconded by Mayor Pro Tem Post. All Council members in attendance agreed unanimously to adjourn. The meeting was adjourned at 5:00 p.m.



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Al Heggins, Mayor



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Diane Gilmore, City Clerk