

Salisbury, North Carolina  
March 6, 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 William Lane Bailey, Assistant City Manager Zack Kyle, and City Clerk Diane Gilmore, and City Attorney F. Rivers Lawther, Jr.

**ABSENT:** None

Mayor Heggins and members of City Council met in a Special session in Council Chambers in City Hall located at 217 South Main Street. The meeting began at 4:00 p.m. and a moment of silence was taken.

## **DISCUSSION – ANNUAL GOAL SETTING RETREAT**

Mayor Pro Tem Post suggested retreat topics be combined into groups and asked how much time will be devoted to each topic. Mayor Heggins suggested a block of time from 2:00 p.m. to 6:00 p.m. on March 21, 2018 to have a discussion on the City's Vision and Mission. Mayor Pro Tem Post suggested a two hour time slot be allowed for the Vision and Mission statement. Councilmembers Miller and Alexander agreed. Mayor Heggins explained Mr. Rocky Cabagnet and Mr. Anthony Smith have agreed to facilitate the Vision and Mission discussion during the planning retreat.

Councilmember Miller suggested that an outside facilitator would be the best alternative. Mayor Heggins shared her thoughts regarding facilitators and her vision and reasoning to use community members to lead the planning retreat.

Mayor Pro Tem Post stated he contacted the University of North Carolina School of Government (SOG) and the North Carolina League of Municipalities (NCLM) to inquire about professional facilitators available and noted both institutes are able to provide facilitators.

Councilmember Alexander expressed her thoughts in the regards to having outside facilitation for the planning retreat and expressed it would be good for Council to have a facilitator with no community ties.

Councilmember Miller stated Council needs to decide who would facilitate the meeting and who Council would invite. Councilmember Miller explained that in the past the City Manager worked with a consultant to facilitate the retreat.

Mayor Pro Tem Post made a **motion** to authorize the City Manager to communicate with either the University of North Carolina and/or the North Carolina League of Municipalities to identify and retain a facilitator to assist Council with the Salisbury Goal Setting Retreat on March 21, 2018 and March 22, 2018 for the entire 12 hours. The motion was seconded by Councilmember Alexander. Mayor Heggins and Mayor Pro Tem Post and Councilmembers Alexander, Miller, and Sheffield voted AYE. (5-0)

City Manager Lane Bailey stated he shared with Council that the facilitator from the School of Government (SOG) would not be able to attend due to schedule conflicts. He noted Julie Brennan and Warren Miller with FountainWorks could serve as the facilitators. He asked if Council had a preference of having someone who has facilitated in the past. He commented Ms. Madeline Hensley with Walking Stick, who retired with the North Carolina League of Municipalities, is also an option. Mayor Heggins asked Council to consider the use of a facilitator not been used for past retreats. Councilmembers Miller and Alexander agreed.

Mayor Heggins commented that at a previous meeting Council adopted a four hour time slot to allow discussion regarding to the City's Vision and Mission statement. Councilmember Miller commented that four hours might not be efficient. Councilmember Sheffield asked for clarification on the Vision and Mission discussion. Mayor Heggins explained community members and representatives need voices at the discussion table. Councilmember Miller suggested that each Councilmember invite a group of 10 individuals to join the discussion with the purpose to include perspectives from different community members.

Councilmember Miller asked where the retreat would be held. City Clerk Diane Gilmore stated she has a tentative hold on three facilities.

Mr. Bailey referred to retreat topics and noted the Board of Education expressed an interest in additional Student Resource Officers (SRO) for elementary schools in lieu to recent incidents at an elementary school in Florida. He also suggested discussing a grant regarding Fire Fighters. Councilmember Miller asked if the Community Improvement Project (CIP) portion of the retreat would take an hour. Mr. Bailey noted the Utility Fund and the General Fund could be discussed with the CIP and noted that might be a discussion for the first day. Mayor Heggins asked if there would be a time that goals set by the previous Council would be reviewed. Mr. Bailey agreed.

Councilmember Sheffield stated the Vision and Mission, CIP, and the review of previous goals could be discussed on day one. Mayor Heggins agreed.

Councilmember Miller confirmed that each Councilmember would provide the City Clerk ten names for an invitation. Mayor Pro Tem Post confirmed the City Manager would work with the facilitator.

**ADJOURN**

Motion to adjourn the meeting was made by Councilmember Miller and seconded by Councilmember Sheffield. All Council members in attendance agreed unanimously to adjourn. The meeting was adjourned at 4:58 p.m.



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Al Heggins, Mayor



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Diane Gilmore, City Clerk