



C O U N C I L M I N U T E S M A R C H 1 7 , 2 0 1 8 , 9 : 0 0 A M , S F D C O M M U N I T Y C E N T E R

The meeting was called to order at 9:00am by Gail Dunham. The following were present:

Council

Gail Dunham, Mayor
 Dena Barnes, Mayor Pro-tem
 John O'Day
 Teresa Pegram
 Todd Rotruck
 Reece Walker

Staff

Scott Whitaker, Town Manager
 Lance Heater, Town Clerk
 William Hill, Town Attorney

Dunham welcomed Peg Carlson, Director of the UNC School of Government's Center for Public Leadership and Governance. Carlson stated that the purpose of the meeting was to continue the effort which began at the Council's 2/20 meeting in defining roles and expectations between Council, the Mayor, and staff. She stated that it was a common practice for boards to work on board development and that the goal of the session was to develop a set of agreements which the Council would use to work together.

Carlson then facilitated a discussion among the Council, Mayor, Manager, and Attorney toward that goal. The participants engaged in an exercise wherein they shared expectations as follows: 1) as a Council member for other Council members; 2) as a Council member for the Mayor; and 3) as Mayor for Council members. Among suggestions for expectations as a Council member for other Council members were the following: 1) to act professional at meetings; 2) create and follow Town policies and procedures consistently; 3) treat all staff with dignity and respect; and 4) be respectful of one another and staff. There was then a discussion regarding public comments. O'Day stated that there was an orchestrated campaign at the 3/13 meeting from members of the public to malign the Manager. He stated that these comments become part of a record and expressed concern that information that is factually incorrect is not corrected. Carlson summarized the discussion as follows: that the public comment period should not be used to rebut citizen comments, but that there should be a place on the agenda at the same meeting for Council members to provide rebuttal. Carlson proceeded to read the remainder of comments as follows: 1) respect citizens who come to meetings; 2) not interrupt other Council members when speaking; 3) be prepared for the business of the meeting; 4) be truthful; 5) show Mayor respect when she expresses opinion on topics; 6) work in the present; quit seeking to blame for the past; 7) be willing to learn from each other, staff, and citizens; 8) speak calmly to other members; 9) be honest and ask hard questions, but treat each other with respect; 10) come to meetings ready to work together; 11) work towards common good; 12) have good understanding of agenda materials; 13) work together and share information they may obtain that is important to all members; and 14) understand the role is to make decisions, not defer to the public.

O'Day expressed concern regarding the Mayor's participation in debate on issues before Council. He stated that, according to Frayda Bluestein, the Mayor's role is to preside over the meeting, not to debate. Rotruck argued that the Mayor was a member of the governing body and should be allowed



to offer opinion. Hill stated that the Mayor was part of the collaborative body but not part of the Council and that she should facilitate the discussion. Whitaker asked that it be clarified as to who the Council wanted to introduce topics, stating that traditionally he had introduced them.

In discussing the sharing of information, it was noted that it is appropriate for Council members to call one another or share information by email, but they must be cautious to not be conducting business by email.

Carlson read the expectations as a Council member for the Mayor as follows: 1) inform citizens as to why an item is on the agenda; 2) preside at the meeting and not call on members of the audience unless all Council members agree on questions from the floor; 3) understand basic meeting rules and how to run a meeting; 4) encourage everyone to work together in a positive manner; 5) be respectful of each other and staff; 6) control the meeting; 7) prioritize agenda items with the Mayor Pro-tem from Council suggestions; 8) work towards the common good; 9) would be willing to learn from each other, staff, and citizens; 10) treat citizens and staff with respect; 11) effectively preside over meetings (not debate); 12) present information that is verifiable by staff and that is factual; 13) enforce meeting rules fairly; 14) discontinue ambushing staff at meetings; 15) be truthful; 16) prepare staff for meeting topics; 17) understand duties by statute and follow them; and 18) treat all staff with dignity and respect.

Carlson read the expectations as the Mayor for the Council as follows: 1) no personal attacks; 2) the Mayor and Council work together on the agenda process; 3) complete the agenda packet Monday or Tuesday prior to meetings; 4) better recognize the people of Summerfield who have so much to offer; 5) desire for the Mayor and Council to succeed; 6) to call the Mayor anytime; 7) that we are here to serve the people who should be represented in all discussions and decisions; 8) laughter; 9) comply with ordinances, policies, statutes, and contracts in a fair and equal way; 10) respond in a positive way to public comments at the meetings; 11) be truthful; and 12) recognize participation from the people is important for a town's success.

There was a discussion regarding agenda preparation. Carlson summarized key interests regarding agenda preparation as follows: 1) adequate preparation time for Council and staff; 2) ability for all parties to provide input for all possible agenda items; and 3) to do so in a manner which reflects the Council's role in approving the agenda. Carlson suggested that Council utilize the key interests which were identified to develop an agenda preparation policy at a future meeting.

A recess for lunch was declared at 11:50am. The meeting resumed at 12:10pm.

Carlson identified the following items as needing attention at a future meeting: 1) specifying where in a meeting Council comments regarding issues or statements aired during the public comment period could be raised; 2) clarifying whether the Mayor or Manager introduces a topic; 3) enforcing guidelines for how citizens act while on Council advisory committees; and 4) developing a proposal for the agenda preparation process. Barnes suggested, and Council concurred, that prior to the April Council meeting, she, the Mayor, and the Manager meet to develop an agenda for that meeting.

Carlson read the expectations as the Mayor and Council for the Manager as follows: 1) promptly implement policies of the Council; 2) be able to run Town Hall/office; 3) abide by the ICMA Code of Ethics; 4) effectively communicate all outside meetings to Council; 5) be available to answer questions; 6) be open and transparent about information; 7) be respectful of elected officials and



citizens; 8) apply procedures and policies equally; 9) be accessible to staff and report to Council issues with morale, pay discrepancies, etc.; 10) provide information to everyone if someone makes a request; 11) get Council approval on communications affecting Town public relations/image; 12) send Council a Manager's report every week or month; 13) correct a false narrative to protect the Town; 14) talk with and send emails to all elected officials; 15) comply completely with all ordinances, policies, and statutes; 16) show respect for all elected officials; and 17) introduce elected officials to staff in a positive way.

After discussion on the above, Carlson stressed that the role of the Council was to set policies for the community for the Manager to execute and to hold that person accountable for their part of the work while at the same time holding itself accountable for its part of the work. Carlson suggested that it may not be a good use of time at the present to focus on expectations for the Manager when it may be better to first focus on the Council establishing its goals. Hill said that he was hearing confusion about a Manager's evaluation which takes place in May and Council's goals and objectives, which he said were two different things. O'Day read the expectations of the Manager for the Council, which were: 1) honesty in all things; and 2) adherence to Council/Manager roles. In response to a question from O'Day, Whitaker stated that he did not feel that the Council/Manager roles were being properly adhered to. Whitaker suggested that if the Council could leave the meeting with one idea that would be most helpful, it would consist of four words: Council – policy; Manager – administration.

In response to the issue of the Attorney's relationship with Council, Hill stressed that his role was to represent the body as a whole and not any individual member. At this point, Hill stated that he had a prior commitment and left the meeting at 1:15pm.

In response to an inquiry from Carlson as to how well the meeting had been conducted, Council members expressed appreciation to Carlson for the facilitation. In response to a question from Carlson, Council members and the Mayor expressed a desire to have a meeting at which Council established goals. Whitaker asked that Council express budgetary goals, especially for capital projects, at its budget meeting scheduled for 3/20. Council members also expressed a need to work on two areas: "sharing the air," meaning allowing other Council members to speak without interruption, and in having a more efficient agenda-setting process.

At 1:25pm Barnes made a motion to adjourn. This was seconded by Walker and carried by unanimous vote.

Gail Dunham, Mayor

Lance G. Heater, Town Clerk