

**City Council Special Meeting  
January 13, 2014**

The City Council of the City of Elizabeth City met for a Special Meeting on Monday, January 13, 2014 in Council Chambers, located on the 2<sup>nd</sup> floor of the Municipal Administration Building, 306 E. Colonial Avenue, Elizabeth City, NC.

MEMBERS PRESENT: Mayor Joe Peel  
Councilwoman Jean Baker  
Councilman Ray Donnelly  
Mayor Pro Tem Anita Hummer  
Councilman Tony Stimatz  
Councilman Michael Brooks (Arrived at 6:11 p.m.)  
Councilman Kem Spence (Arrived at 6:05 p.m.)  
Councilman Darius Horton (Arrived at 6:05 p.m.)  
Councilman Montravias King

MEMBERS ABSENT: NONE

OTHERS PRESENT: City Manager Rich Olson  
City Attorney Bill Morgan  
Planning Director June Brooks  
Chief of Police Eddie Buffaloe  
Electric Department Superintendent Karl Clow  
ECDI Director Rebecca Cross  
Public Utilities Director Paul Fredette  
Inspections Director Stanley Ward  
Parks and Recreation Director Bobbi White  
Deputy City Clerk Vivian White

The City Council Special Meeting was called to order by Mayor Joe Peel at 6:00 p.m. Mayor Peel welcomed everyone to the meeting and led in a moment of silent reflection and the Pledge of Allegiance to the American Flag.

**1. Agenda Adjustments and Approval:**

Mayor Peel called for any adjustments to and approval of the agenda.

**Motion was made by Mayor Pro Tem Anita Hummer, seconded by Councilwoman Jean Baker, to accept the agenda with any necessary adjustments. The motion carried by Baker, Donnelly, Hummer, Stimatz and King. (Brooks, Spence and Horton had not yet arrived.)**

**2. Discussion – Plans for City Council Biennial Retreat:**

Mayor Peel recognized City Manager Rich Olson for an overview of this item. Mr. Olson reported that it has been the custom when a new City Council takes office that a retreat is held to identify the goals the Council would like to accomplish during their two year term. Mr. Olson stated that the retreat is the Council's retreat; and staff will work to arrange the type of retreat the Council desires.

Councilman Donnelly commented that when he first joined the Council, the retreat was very helpful to him in understanding philosophical positions and building working relationships. He stated that the retreat should be held locally.

Councilman Stimatz responded that he agreed; and that he liked the format for goal setting during the last retreat. He suggested a two day retreat, with one half day consisting of a team building session and the balance of the time used for formulating goals and objectives. He indicated that he liked the process used by the facilitators during the last retreat. He stated that the previous Albemarle Hospital location was excellent.

Mayor Pro Tem Hummer expressed that she didn't think an outside facilitator was needed, as she believed there was enough information already available to be built upon. She stated that she thought the Councilors were more comfortable and forthcoming about issues and concerns in an informal atmosphere.

**Motion was made by Councilman Tony Stimatz, seconded by Councilwoman Jean Baker, to set a date for a day and a half or two-day Council retreat sometime in late February or early March. The motion carried unanimously. (All eight Councilors were present at this time.)**

Mr. Olson asked Council's pleasure regarding the use of a facilitator. Councilman King responded that whoever is chosen to facilitate the retreat should be a neutral party from outside City Hall, preferably a professional from the School of Government or a firm specializing in Council retreats.

Councilwoman Baker suggested using the same facilitators as those used during the last retreat in order to build on those results.

Mayor Peel requested Council's pleasure regarding a facilitator. It was the consensus of Council to use an outside party with an expertise in facilitating Council retreats. A consensus was also reached to plan the retreat for a Friday and Saturday.

Mayor Peel reiterated the items that had been suggested to include in the retreat process, as follows: determining goals and objectives, teambuilding and preparing for the budget process. Councilman Donnelly proposed that an overview of the Vision 2020 results be provided. Councilman King requested that a SWOT analysis of the Council be conducted as a group. It was Council's consensus that City staff would not participate in the retreat.

Mr. Olson stated that he would contact the School of Government, begin the planning process and report back to the Council.

### **3. Consideration – Various Appointments to Boards, Committees and Commissions**

Mayor Peel called on City Manager Olson for an explanation of this request. Mr. Olson reviewed the various boards and commissions and detailed those members recommended for appointment using the information provided in the agenda packet.

Mayor Peel announced the creation of a Mayoral Collegiate Affairs Committee. He stated that he will serve as an ex-officio member and that Councilman King will serve as the Committee's liaison. Student representation from ECSU, MACU and COA has been identified and membership is based on the size of each school's enrollment. He reported that the purpose of this committee is to bring college students together from all three institutions of higher learning in our community so they can share common concerns, successes and exchange ideas for

engaging with and in our community. He stated that it is his goal to open the doors of communication between the city and the college community.

**Motion was made by Councilman Tony Stimatz, seconded by Councilman Montravias King, to suspend the rules pursuant to Rule 18b (Motion 5) and accept the slate of appointments presented, as follows. The motion carried unanimously.**

EC-PC Economic Development Commission

Mayor Joe Peel, Ex-Officio  
Mayor Pro Tem Anita Hummer  
Councilwoman Jean Baker  
Councilman Montravias King

Central Communications Advisory Board

Councilman Kem Spence

Fireman's Relief Fund Board

Councilman Michael Brooks

Joint Redevelopment Commission

Councilman Tony Stimatz

NC Eastern Municipal Power Agency

City Manager Rich Olson, Primary  
Mayor Joe Peel, Alternate

Elizabeth City Downtown, Inc.

Councilman Ray Donnelly

EC Chamber Board

Mayor Joe Peel, Ex-Officio

Finance Committee

Mayor Joe Peel  
Mayor Pro Tem Anita Hummer  
Councilman Darius Horton  
Councilman Ray Donnelly

Parks and Recreation Advisory Board

Councilman Darius Horton

Storm Water Drainage Advisory Board

Councilman Tony Stimatz  
Councilman Ray Donnelly  
Councilman Michael Brooks

There being no further business to be discussed, Mayor Peel adjourned the meeting at 6:30 p.m.

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Joseph W. Peel  
Mayor

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Vivian D. White, NCCMC  
Deputy City Clerk