

MONDAY – 6:15 P.M.

JANUARY 20, 2004

WORK SESSION

The City Council of the City of Elizabeth City held its monthly work session on the above date and time in the City Council Chambers of the Municipal Administration Building with Mayor J. H. Bell, Jr. presiding and members C. C. Austin, J. M. Baker, L. A. Hummer, R. E. King, E. K. Rivers, D. K. Stallings, Sr. and J. B. Walton attending. Councilman W. A. Lehmann being absent. Others attending were: City Manager R. C. Olson, City Clerk D. S. Pierce, City Attorney W. H. Morgan, Public Works Director C. Grant, III, Human Resource Director K. W. Felton, Parks and Recreation Director J. D. Overman, Inspections Director S. E. Ward, Electric Superintendent K. F. Clow, Assistant Fire Chief W. Pritchard, Finance Director S. E. Blanchard, Acting Planning Director S. L. Cox and Police Lieutenant J. Lacombe.

Mayor J. H. Bell, Jr. opened the meeting by welcoming those attending. He called upon City Manager R. C. Olson for discussion of the first item on the agenda. Mr. Olson stated that the first item for discussion was the new format for the agendas. The first five items on the agenda will remain the same: Call to Order, Invocation, Pledge, Agenda Approval and Minutes. Item #6 will be for Proclamations/Presentations. Item #7 will be comments from the public. Item #8 will be the consent agenda. A councilor may remove items from the Consent Agenda. That item would then become the first matter discussed on the regular agenda. Item #9 will be the Regular Agenda. The appropriate staff person or he would be the presenter of items on the Regular Agenda. Item #10 will be Public Hearings. As public hearings need to be scheduled at a specific time, they will be advertised to begin at 7:30 p.m. In all likelihood, Council would begin discussion on the regular agenda, finish a specific item and then go into public hearing. Once the public hearing is over, we would continue on with the regular agenda. Item #11 is for comments from the Manager, City Council and Mayor. He has also prepared "Rules for Public Participation" These rules pertain to such items as time limits, sign in cards and how an individual may address council.

City Manager R. C. Olson advised Council on procedures for taking minutes. NC General Statutes require the city clerk to keep a record or journal of the proceedings of the governing body. Minutes should state that the meeting was legally convened and show that a quorum was present at all times during the meeting. They should note late arrivals and early departure of members. They must also include a list of the members who voted each way on a particular question. The minutes should show as well that other legally required conditions for taking action are met. For example, properly advertised public hearing or that an ordinance received a sufficiently number of votes to be adopted finally at first reading. The law permits public bodies to hold closed session for certain specified purposes. These minutes are closed until Council elects to open them. The Clerk generally does not need to include in the minutes a verbatim transcript or even a summary of the discussion that took place at a governing board meeting. Following

further discussion it was the consensus of City Council to allow the City Clerk to prepare non verbatim minutes in the future. As to Closed Session, those will be prepared verbatim upon request from a member of City Council.

City Manager R. C. Olson and Finance Director S. E. Blanchard presented a presentation on the electrical policies and rates. Ms. Blanchard went over the Customer Service Policy. This policy is meant to offer direction and guidance with uniform procedures for providing utility service. She also discussed customer deposits. There is a need for deposits as they are used in the management of the City's finances. It is a security that bills are paid in full, reduces write-offs and it protects the good-paying customers. There are five residential deposit options that the City utilizes. They are cash deposits, letter of credit, guarantee agreement, certificate of deposition and if you are a homeowner. Due to the lack of time further discussion will be continued at a future meeting.

There being no further business to come before the work session, Mayor J. H. Bell, Jr. adjourned the meeting at 7:00 p.m.

Dianne S. Pierce, MMC
City Clerk

John H. Bell, Jr.
Mayor