

**CITY OF LAURINBURG  
SPECIAL MEETING/RETREAT  
FEBRUARY 12, 2016  
SMALL BUSINESS INNOVATION CENTER  
16800 US HWY 401 NORTH  
2:00 p.m.**

**MINUTES**

The City Council of the City of Laurinburg held a special meeting/retreat on February 12, 2016 at 2:00 p.m. at the Small Business Innovation Center located at 16800 US Hwy 401 North, with the Honorable Matthew Block, MD, presiding. The following Councilmembers were present: Mary Jo Adams, Dolores A. Hammond, Andrew G. Williamson, Jr. and J.D. Willis. Absent was Councilmember Curtis B. Leak.

Also present were: Charles D. Nichols III, City Manager, and Jennifer A. Tippet, City Clerk.

Ms. Peg Carlson from the UNC School of Government was also present to serve as the facilitator.

Mayor Block called the special meeting/retreat of the Laurinburg City Council to order at 2:09 p.m. and welcomed Ms. Carlson.

Councilmember Willis requested a moment of silence.

Ms. Carlson introduced herself, and explained that she is an organizational psychologist and a member of the School of Government faculty. She added that the City was ahead of many municipalities in that it had developed a list of roles and expectations. She explained that the discussion times on the agenda were approximate times, just to keep everyone on track.

Ms. Carlson explained that she considers a role as the formal duties of a position, and expectations are how the roles are carried out and the behavior in carrying out the role or roles.

Upon question by Ms. Carlson of what would make the retreat a success, the following responses were offered:

- Councilmember Hammond-Make sure everyone is on the same page with what is expected from each other.
- Councilmember Adams-Everyone understand that the members do not work alone.
- City Manager Nichols-Understand the importance of communication to ensure understanding of what is expected.
- Mayor Block-Make sure that everything is done with the citizens in mind.
- Councilmember Willis-Make sure that everyone understands that Council is a policy-making board and it is not the Council's responsibility to micromanage the city manager and staff.
- Councilmember Williamson-Remember that Council and the Mayor are to promote the well-being of the City.

Ms. Carlson then reviewed proposed discussion guidelines:

- Explain reasoning and intent.
- Be curious. Ask genuine questions.

- Use specific examples.
- Test assumptions and inferences.
- Stay focused.
- Talk directly to each other and not to her.

Ms. Carlson presented the Mayor, Councilmembers, the City Manager and the City Clerk with post-it paper to record expectations for any of the categories including their own, and once completed, place on the appropriate piece of paper posted along the walls. She added that the input would be discussed once everyone has finished.

Ms. Carlson then read the input posted and they were discussed as follows:

***Council/Mayor Expectations of One Another***

- Remember that we are a policy council.

Councilmember Willis explained that he wanted all members of Council and Mayor to know that the board is a policy-making board and the Council and Mayor are not responsible for management of the City.

Councilmember Hammond explained that Council and the Mayor are the policy-making board for citizens and for employees.

- All board members come to the meetings prepared. To know and follow the rules of procedure. To be accessible to citizens. To respect race, gender and cultural diversity. And to treat each other with respect.

Councilmember Adams explained that this was on the current list of roles and expectations, but she thought they were all very important and should be mentioned. She added that the current Council had developed trust and respect for each other, and had developed a relationship whereby they could agree to disagree, and they all try to do what they believe is best for the citizens of Laurinburg.

Councilmember Willis explained that in respecting each other, everyone should understand that once the Mayor has allowed a person to speak, if someone disagrees, that individual should wait until the original speaker is finished and the Mayor acknowledges the next speaker.

Councilmember Hammond explained that the Mayor is to be respected when he is conducting a meeting.

Ms. Carlson explained that the Council Rules of Procedure are set up to show respect.

Councilmember Williamson stated that he believed that Council and the Mayor have shown respect to each other, and have conducted meetings according to the Rules of Procedure.

- Respect opinions of Councilmembers even if you disagree.
- Make decisions which are in the best interest of the City.
- Let City Manager and City Clerk know before meetings if you cannot attend a meeting for fear of lack of quorum.

Councilmember Hammond explained that this is not a common problem. She added that by notifying the City Manager in a timely manner, it allows him and the City Clerk to prepare in the event that there will not be a quorum.

- Don't expect Clerk to have all minutes prepared by the next month when more than two (2) meetings are held during a month.

Councilmember Hammond explained that she wanted to ensure that the Board respected that when there are more than two (2) meetings a month, which has happened at times, it is unrealistic to expect the Clerk to have all of those minutes ready the next month. She added that it is not realistic and that the Clerk should not be criticized for not having them prepared.

Mayor Block stated that he disagreed with Councilmember Hammond as he felt that the minutes should be done in a timely fashion. He added that if necessary, a plan should be put in place to relieve the Clerk of other responsibilities or allow her overtime so that the minutes can be generated in a timely fashion. He further added that he would like to see standards or a fixed deadline of when the minutes are ready.

Ms. Carlson discussed the difference between an interest and a position during discussions. She explained that in this instance, the position is that minutes are completed by the next month, and the interests are the different needs that drive the position or positions.

Upon question by Ms. Carlson, Mayor Block explained that his interest in having the minutes completed by the next month are as follows:

- The quality of the reports (or minutes) are compromised each day that passes between when the situation happens and when it is reported.
- It conveys a sense of laxity and unprofessionalism when the minutes on the website are three (3) months behind.
- Citizens want to be aware of what is going on in a timely fashion.
- Improves the Clerk's job satisfaction by not having minutes to complete hanging over her head.

Councilmember Hammond explained that she agreed that the minutes should be done in a timely fashion; however with one (1) individual working in the Clerk's office who also works with the Mayor, City Council, City Manager, department heads and employees, and citizens, as well as other duties of the Clerk, it is unrealistic to expect the Clerk to have the minutes ready the next month if there more than two (2) meetings a month. She added that the Board should either give her additional overtime or hire someone to do some of her duties.

Councilmember Adams explained that at one time a temporary part-time person was hired to help with minute preparation.

Upon questions by Councilmember Willis, Mayor Block explained that when he was previously Mayor, discussions were held about having the minutes ready in a timely fashion; however, he did not recall if a standard from the School of Government was found. He added that minute completion was an issue, but he did not believe it was ever resolved.

Upon question by Councilmember Willis, the City Clerk confirmed that all meetings are recorded.

Councilmember Adams suggested that the City Manager could look at personnel in the Barrett Building and develop a plan to assist the Clerk, particularly during budget time. She added that otherwise, the minutes have been up-to-date.

The City Clerk explained that her goal when there are two (2) meetings a month, is to have the minutes completed for approval the next month. She added that once Council approves minutes, they are uploaded to the website. She further added that when there are more than (2) meetings a month, she does the best she can; however, with other responsibilities, she does not always have all of the minutes completed by the next month.

Ms. Carlson explained that she would add to the Next Steps/Action Items list for the City Manager to explore ways to allocate workload to help clerk with minutes when there are more than two (2) meetings a month.

Upon question by Mayor Block, Ms. Carlson suggested that later in the meeting, discussion could be held about procedures when members do not follow the Rules of Procedure.

### ***COUNCIL EXPECTATIONS OF MAYOR***

- Not micromanage City Manager and staff.

Councilmember Willis explained that the City Manager works at the discretion of the Mayor and City Council, and that the Mayor and City Council should not try to micromanage the City Manager or staff members. He added that shortly after he came onboard Council, it was decided that if a Councilmember or the Mayor requested information or assistance from staff that required more than 30 minutes time, Council would need to vote on whether it was done or not.

Ms. Carlson clarified that Councilmember Willis meant for everyone to go through the chain of command.

Councilmember Hammond explained that she felt that every request should go through the City Manager.

- Be positive when representing the City.

Councilmember Hammond explained that Mayor and Council should be a positive reflection on our City and County and focus on having a positive attitude.

Councilmember Williamson explained that the Mayor is the face of the City to the general public whether it is at a public forum or in any situation.

Ms. Carlson explained that some view the Mayor as the ambassador for the city and represents the City with the media, the public and with business and industry.

Mayor Block explained that being positive does not mean that negatives or concern could not be expressed in a positive way. He added that representing the City is an important function of the Mayor and that he will try to remember to be positive.

- Communicate regularly with Councilmembers and City Manager

Councilmember Williamson explained that he feels it is healthy to know where everybody stands. He added that he likes to get opinions from others, including the City Manager, on relevant issues.

Councilmember Willis explained that he wanted the Mayor to understand that the Mayor and Council work as a team for the betterment of the citizens, and that the Councilmembers support the Mayor.

- Work together with Council.
- Show respect for each Councilmember.
- Attend all meetings.

Councilmember Adams explained that Council has been working together as a team. She added that there had been some matters on social media and in the local paper from the Mayor that could have been taken positive or negative, but were generally taken in a negative fashion.

Councilmember Willis explained that in response to an article in the local newspaper written by Mayor Block expressing concern about Councilmembers talking to each other outside of meetings, he wanted to let everyone know that he will continue to talk to his fellow councilmembers as well as the Mayor outside of meetings.

Councilmember Williamson explained that he hoped Council would hear from the Mayor and get his thoughts, and that Council could talk to him as well. He added that communication is a good thing.

Councilmember Hammond explained that Laurinburg is a small community and Councilmembers and the Mayor will run into another Councilmember or a County Commissioner, and if asked about an issue, a Councilmember cannot respond that they cannot comment. She added that things need to be discussed in order to get input.

Councilmember Willis explained that he recognizes that the Mayor is the spokesperson for the City of Laurinburg.

Ms. Carlson summarized the list of Council Expectations of the Mayor: being aware of major problems in the community; being the spokesperson to the community but also bring perspectives from the community; and hear the Mayor's ideas as a part of how Council and the Mayor work together as a team.

*At 3:17 p.m., the meeting recessed for a short break.*

*The meeting resumed at 3:26 p.m.*

#### ***MAYOR EXPECTATIONS OF COUNCIL***

- Respect Mayor's role in running the meetings and following the rules of order.
- Recognize that Mayor and City Manager are expected to work closely in developing the agenda.

- Recognize that the Mayor is the public voice of the City.
- No private discussions between two (2) Councilmembers or Councilmember and City Manager. Complete transparency and openness.

Mayor Block explained that he does not mean that members cannot discuss matters, but it cannot be private. He added that it appears that Council comes to the meetings with voting pre-arranged because the issues have been discussed already. He further added that all discussions should be shared with all Councilmembers and the Mayor and made public.

Councilmember Willis explained that he likes to discuss ideas with other members of Council. He added that he agreed with the Mayor that three (3) or more Councilmembers could not meet to discuss an issue. He further added that he would continue to discuss ideas with Councilmembers, the Mayor and the City Manager. He added that if there will be an impact on citizens, then the Mayor and Council should know what is being discussed.

Councilmember Adams explained that perhaps the perception of having three (3) votes coming into the regular meetings was due to the special meetings/work sessions where items were discussed in detail, sometimes more so than at the regular meetings. She added that the special meetings/work sessions were public meetings but not televised.

Councilmember Hammond explained that at some point the agenda meetings became longer and action was taken which made the agenda meetings become special meetings/work sessions.

Ms. Carlson clarified with Mayor Block that his concern is that any votes taken, decisions made or actions taken, that the public needs to be a part of that, and it seemed to him that that the necessary votes or support had already happened before the regular meetings. She added that she is not hearing any disagreement or saying that the public should not be aware of votes taken, decisions made or action taken, but it appears that the concern from Council is where the Mayor says no private discussions between two (2) Councilmembers.

Discussion then ensued concerning the definition of "City business". Councilmember Williamson explained that if he sees Councilmember Adams at a party and any topic concerning City business is discussed, then he is interpreting literally from Mayor Block's concern that a discussion cannot be held. He added that he agreed with Mayor Block on being transparent; however, he does not see how that such a discussion is non-transparent. He further added that there are many topics whereby he would want to get a Councilmember's or the Mayor's opinion on a topic, and that he hoped the Mayor would want to hear Council's opinions.

Councilmember Hammond explained that she felt it was unrealistic to expect that if two (2) Councilmembers see each other in public that they will not talk to each other. She added that they would be having a discussion and not making a decision.

Upon question by Mayor Block, Councilmember Hammond explained that if three (3) Councilmembers are together, the public perception is that the members are conducting business.

Ms. Carlson explained that there are no restrictions on three (3) Councilmembers getting together. She added that there are going to be social occasions when three (3) or more

Councilmembers are together and Council could hold itself to a standard to not discuss City business.

Further discussion ensued concerning the special meetings/work sessions and the detailed discussions that took place.

Ms. Carlson explained that the appropriate scope of the special meetings/work sessions needed to be reviewed.

Councilmember Williamson explained that the Governing Board needs to continue being conscious of transparency; however, he thought it would be too restrictive to say that two (2) members cannot talk about City business in any setting.

Mayor Block expressed interest in an agreement or policy that every reasonable attempt is made to not discuss City business amongst two (2) members unless it is shared with all members, similar to who the City Manager shares with all members any information that is requested by a member.

Further discussion ensued about discussing ideas among Councilmembers, the Mayor and the City Manager outside of council meetings.

Ms. Carlson explained that it could be in the public's best interests to sort out where the City is on a certain item and what additional information is needed.

Councilmember Williamson encouraged Mayor Block to have discussions with him or any other Councilmember to do so and to share it with all members. He added that he felt that the sharing of information is healthy and not hiding information.

Councilmember Willis explained that because the lengthy discussions were held at the special meetings/work sessions, it could give the appearance at the regular meetings that discussions were held outside of meetings.

Further discussion ensued concerning discussions outside of meetings and that Council had recognized that too much discussion was being conducted at the special meetings/work sessions.

- Mayor expects all Councilmembers to be on email.

Mayor Block explained that he felt if all Councilmembers were on email, the need for the agenda meeting would be alleviated by having all Councilmembers communicate via email.

Councilmember Hammond explained that when all of Council is communicating via email, it is considered a meeting.

Discussion ensued concerning the difference in the City Manager sending an email of information to all the Mayor and Council, and an email with replies and back and forth communication by the Mayor and Council. Ms. Carlson explained that emails can be sent; however, once "reply all" begins a discussion, it is considered a meeting.

Ms. Carlson clarified with Mayor Block that if his intent was for all Councilmembers to be on email so that they can all receive the information from the Manager at the same time and in the same way, there are no problems with that.

The City Manager explained that staff prints hard copies of emails for two (2) to three (3) Councilmembers.

Following further discussion, Ms. Carlson suggested that this item be put on the “Next Steps” list to be discussed further.

Mayor Block explained that when he meets with the City Manager for either he or the City Manager to give feedback immediately to City Council so there is no room for misinterpretation.

A brief discussion ensued concerning the iPad Project and that it may facilitate the use of email more among Council.

- Develop and agree on how deviations from agreed upon procedures will be dealt with.

Mayor Block explained that if someone is not following policies, procedures, or the rules of order during a meeting, there should be recourse. He asked if the Mayor should address the individual in public in a meeting or in private.

Upon question by Councilmember Willis, Mayor Block explained that in his previous term as Mayor, there was no policy in place, and such situations were not handled very well.

Councilmember Willis explained that he thought the Mayor should speak with the individual in private first and then at some point, address the issue in a meeting with Council.

Councilmember Hammond suggested that the City Manager and City Clerk should research how other municipalities handle the situation of a Councilmember not following policies, procedures or the rules of order.

Mayor Block explained that this topic was discussed at the New Mayor’s Orientation he attended, and it was suggested to discuss the matter with the individual in private and if it continues to bring it up in a meeting.

Following further discussion, Mayor Block explained that he felt it was a good idea to have a policy in place on how to handle when a member is not following policies or procedures.

Councilmember Hammond added that with a policy in place, everyone will know what the consequences would be if the policies and procedures are not followed.

### ***COUNCIL EXPECTATIONS OF CITY MANAGER***

- Communicate information to all members.

Ms. Carlson clarified that from the previous discussion on email, that this included emails and printing of emails.

- Provide clear direction.
- No surprises.

- Communicate with all Councilmembers.
- Share information.
- Attend all meetings.
- Support staff.
- Have good rapport with other elected bodies.
- Manager assists council in developing a long term plan for the city, and updates and implements plan.

Councilmember Adams stated that she felt the City Manager does a good job of communicating with all members of Council and the Mayor.

Councilmember Hammond explained that the City Manager does a very good job of communicating with all Councilmembers. She added that his concern might be his staff in not informing him if staff does inform him on activities or if staff gets information from a Councilmember and the Manager is not informed of the discussion with a Councilmember. She further added that she feels everything should go through the City Manager.

The City Manager explained that as long as he knows what is going on, he did not mind Council contacting department heads.

Councilmember Hammond explained that she preferred to contact the City Manager first so that he is aware there is an issue rather than the City Manager having to depend on staff to remember to inform him.

Councilmember Williamson explained that it would be simpler to go through the City Manager.

Ms. Carlson restated the expectation as follows: “Channel staff requests through the City Manager.”

- Remain informed regarding all issues related to city government.

Councilmember Williamson stated that the City Manager is informed and does a good job.

## **MANAGER’S EXPECTATIONS OF COUNCIL**

- Give clear direction.

The City Manager explained that there have been instances whereby one (1) Councilmember will say in meetings to look into something and after the meeting, another Councilmember might call him to express that they were not in agreement. He requested that his direction from Council is from the majority of Council and to clearly let he and staff know what the direction is.

Mayor Block explained that it is the Mayor’s job to make sure that the direction for the Manager is from the majority.

The City Manager explained that he and staff wanted clear direction on what to do and not do at the work sessions.

Ms. Carlson explained that this is another example of where the scope of that meeting has gotten blurry.

- Understand that the Manager works for the Council majority.

The City Manager explained that he wanted Council to understand that what he relays to staff comes from the Council majority.

- Manager expects Council to provide feedback and annual evaluations.

The City Manager explained that he wanted Council to let him know if he is not doing what he is supposed to be doing.

- Council to be open-minded and receptive to new ideas.
- Clarification on a single member's request.

The City Manager explained that he would like clarification concerning the 30 minute time limit for staff to act on a Councilmember request or if the request needs Council approval.

Councilmember Williamson explained that when a Councilmember requests information, the City Manager does a great job of sharing information with all members.

### ***COUNCIL EXPECTATIONS OF CLERK***

- Minutes available in a timely fashion and online.

Mayor Block explained that this was discussed; however, he would like closure on this. He explained that he did not know the current status of the minutes, but that he felt there should be a formalized timeframe for the minutes to be completed and online. He added that the City Manager and City Clerk should get together to deal with extra workload from additional meetings.

Ms. Carlson explained that timely is defined as available the next month when there are two (2) meetings a month. She added that it appeared that agreement cannot be reached on the standard for minute completion when there are more than two (2) meetings a month.

Mayor Block explained that he did not feel that it was as important to have the special meeting minutes completed in a timely fashion, and emphasis should be on the agenda meeting minutes and regular meeting minutes being ready the following month.

Councilmember Hammond clarified with Mayor Block that he felt the Clerk should get the agenda meeting minutes and the regular meeting minutes completed by the next month, but if there are other meetings within that timeframe, he is okay with the other minutes being delayed.

The City Clerk explained that the minutes are sequential in the minute book and she would not be able to assign the book and page number to approved minutes if there were outstanding minutes for special meetings not completed.

Ms. Carlson summarized that the interest was in emphasizing completion of the agenda meeting and regular meeting minutes first, if possible.

The City Manager requested that he, the City Clerk and the Human Resources Director review this issue and get back to Council with a game plan.

- Keep minutes in a timely manner.
- Maintain City records.
- Have Council's mail delivered with packets and Clerk will notify members of important/urgent communications, as she is aware of them.
- Handles Councilmembers' reservations for meetings and conventions.
- Will receive information from Councilmembers for the Manager when the Manager is not available.
- Continue to be accessible, for example, copies of reports.
- Documents and information necessary to conduct business at Council meetings.
- Keep Council informed of scheduling of meetings.
- Electronic format for agendas and computer terminals at desks.

The City Clerk explained that she plans to implement a paperless agenda. She added that she and the IT Manager would be meeting next week to finalize plans for implementation.

Ms. Carlson summarized the expectation to use technology when possible to streamline work and optimize efficiency.

#### ***CLERK'S EXPECTATIONS OF COUNCIL***

- Respond to phone messages and emails that request a response.
- One (1) person speak at a time in meetings to assist in minute preparation.
- Let the City Manager and/or Clerk know if you will not be attending a meeting.
- Provide clarification to Clerk on how or if you want Clerk to ask for clarification in meetings.

The City Clerk explained that some Councils want the City Clerk to speak up during meetings if clarification is needed or if a procedure is not being followed, for example, there was no second on a motion.

Ms. Carlson added that generally the City Attorney generally asks for clarification or correction on procedural matters, so if he misses something, then does Council want the City Clerk to speak up?

Mayor Block explained that he would have no problem with the Clerk asking for clarification from him since he is the presiding officer at meetings.

Councilmember Hammond explained that she feels that the Mayor, Council, the City Manager and the City Clerk need to follow the existing list of Roles and Expectations in addition to what had been discussed today.

Ms. Carlson explained that the expectations reviewed today did not replace the existing ones and she then requested that everyone review the existing list of expectations.

Mayor Block explained that the item under Mayor's Expectations of Council, "Work together even if you disagree" is a very important expectation to follow. He added that he did not view his role as Mayor as a coach or quarterback. He added that over the past year, he has not and probably will not

agree with things Council has done. He further added that he will at all times try to be respectful, professional and not personal. He explained that the Mayor and Council will not always agree on everything, but that they should continue to work together and be open and forthcoming with information and ideas. He further explained that he felt this was the crux of some of the tension felt.

Councilmember Hammond explained that all of the governing body works together and agrees to disagree; however, members need to learn not to attack what others are saying or doing. She added that the governing board needed to remember that it represents the citizens and the City Council.

Ms. Carlson explained that much of what had been discussed was about communicating with each other and talking about your disagreements with each other. She added that it seemed like what had caused some problems is the Mayor's disagreement with what Council has done has not been shared directly with them as much in another forum about the Council. She further added the Mayor and Council would have different views on issues and it would help them work together as a team if it is done as much as possible with each other, not in other avenues.

Mayor Block explained that the main issue may be in what he sees as the central role of the Mayor which is to get the citizens engaged and aware of what is going on. He added that he felt that there had been a problem of communicating with citizens what Council had been doing, whether it was poor communication or the citizens were not paying attention. He further added that he did not want Council to view his actions as subverting, trying to be difficult or contrary to good government.

Councilmember Hammond explained that she agreed with Mayor Block that citizens should be well informed; however, she did not know how that could be accomplished if citizens do not come to meetings, if they do not listen to the radio, or read the newspaper.

Mayor Block explained that he means nothing personal when he disagrees with Council and expresses his disagreement to the citizens.

Ms. Carlson explained that earlier the group had talked about the Mayor being the public face and spokesperson for Council and the City, and one of the expectations that goes along with that expectation is that when the Mayor speaks about a decision, he should be speaking for the body about a decision made by the body and not speaking as the individual Mayor.

Mayor Block explained that when he expresses a viewpoint, he makes it clear that it is his viewpoint and he is not speaking on behalf of Council or the city.

Ms. Carlson explained that one of the expectations of the Mayor's role is that he is speaking for the Council.

Councilmember Williamson explained that the existing tension is unfortunate. He added that some of the items that he promoted in Mayor Block's term had been completed. He added that Council looks upon the Mayor as the voice of the City and Council, and it does not give citizens confidence when there is adversity among the governing board.

Mayor Block explained that in many cities, the Mayor expresses different opinions from Council and is fighting with Council, such as in New York City.

Ms. Carlson explained that difference between the "weak" Mayor and the "strong" Mayor form of government, primarily that the Mayor does not go against the Council in a "weak" Mayor form. She

added that the State of New York has the “strong” Mayor form of government. She further explained that the main role of the Mayor in North Carolina municipal government is to preside at meetings.

Councilmember Adams expressed concern that when the Mayor and Council are at odds, it makes the City and community to not be viewed in a favorable light. She added that Council is trying to promote Laurinburg and the community to entice industry and growth, and businesses and industry will not want to come to Laurinburg if there is tension and fighting between the Mayor and Council.

Ms. Carlson advised Mayor Block that it was important to have dialogue directly with Council on areas when he disagrees with Council.

Further discussion ensued concerning the different mayoral forms of government and the role of the Mayor. Ms. Carlson explained that the term “governing board” includes both the Mayor and Council. She added that the governing board is to set policy, set vision for the City, and allocate the resources as a team.

Councilmember Williamson explained that he hoped and expected to hear the Mayor’s vision and input, and he hoped that the Mayor welcomed Councilmembers’ vision and input. He explained that his concern is how it is presented to the public when the Mayor and Council are constantly at odds.

Mayor Block explained that there will be issues where he and Council disagree, and that he hopes that he and Council will continue to work together.

#### ***AGREEMENT ON HOW TO HOLD EACH OTHER ACCOUNTABLE***

Ms. Carlson explained that the next item on the agenda is to discuss how to hold each other accountable if the Mayor, Council, City Manager or City Clerk are not handling their responsibilities with regard to the Roles and Expectations. She added that earlier, the group had discussed how the Mayor will enforce the rules of procedure and if someone does not follow the rules of procedure, he will take talk to them privately. She discussed that that procedure could be followed in the same manner if a member of the group is not adhering to the Roles and Expectations.

Mayor Block requested that if he is not adhering to the Roles and Expectation, that the Mayor Pro Tem should be the one to talk with him.

Councilmember Hammond explained that she would want someone to talk with her if she is not fulfilling the Roles and Expectations so that she could correct it.

Councilmember Willis explained that if an individual is not doing something, then the Mayor should address them in a private setting, and it is also permissible for Council to address the individual.

Upon question by Ms. Carlson, Councilmember Hammond explained that she felt the Roles and Expectations should be reviewed annually and placed in the agenda books. She added reviewing the Roles and Expectations should be done as soon as possible when there is a new Councilmember or Mayor.

It was consensus of the group to review the Roles and Expectations whenever there is a new Councilmember or Mayor.

Mayor Block explained that he will research the role of the Mayor and will report back to Council.

Upon question by Councilmember Willis, Ms. Carlson explained that there are two (2) forms of municipal government in North Carolina: the Mayor-Council form of government which only a few municipalities in North Carolina have adopted, and the Council-Manager form which most municipalities in North Carolina including Laurinburg have adopted. She added that sometimes the Council-Manager form of government is referred to as the “weak” Mayor form of government. She further added that no municipalities in North Carolina have the “strong” Mayor form of government; however, other states have the “strong” Mayor form of government.

**RETREAT EVALUATION**

Ms. Carlson requested that everyone provide input on what went well and what needed improvement with the retreat. The results are as follows:

<u>Went well</u>	<u>Needs improvement</u>
Mayor’s participation	Not all councilmembers here
Good open communication	
Honest participation by all participants	
Next steps identified	
Good first step	
Added expectations to our current list	
Open dialogue from all about how to move forward	

Ms. Carlson thanked everyone for their participation.

**ADJOURNMENT**

Motion was made by Councilmember Willis, seconded by Councilmember Williamson, and unanimously carried to adjourn the meeting.

The meeting adjourned at 5:20 p.m.

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Matthew Block, MD, Mayor

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Jennifer A. Tippett, City Clerk