



MINUTES

**Town of Weaverville
State of North Carolina**

**Town Council Regular Workshop
Tuesday, April 9, 2019**

The Town Council for the Town of Weaverville met for a regular workshop on Tuesday, April 9, 2019, at 6:00 p.m. in Council Chambers within Weaverville Town Hall at 30 South Main Street, Weaverville, North Carolina.

Council members present were: Mayor Root, Vice Mayor/Councilman Doug Jackson, Councilwoman Dottie Sherrill, Councilman Andrew Nagle, Councilman Patrick Fitzsimmons and Councilman Jeff McKenna.

Staff present was: Town Manager Selena Coffey, Town Attorney Jennifer Jackson, Town Clerk Derek Huninghake, Finance Officer Tonya Dozier, Police Chief Ron Davis, Fire Chief Ted Williams, Town Planner James Eller, Water Treatment Plant Supervisor Trent Duncan and Public Works Director Dale Pennell.

1. Call to Order

Mayor Al Root called the meeting to order at 6:00 p.m.

Mayor Root opened the workshop by asking Council for their feedback on the Nature Park projects related to the summer music series and construction of stage in the park that Town Manager Selena Coffey mentioned at the March 18, 2019 Town Council meeting. He noted that the Town Manager has gotten some resistance from citizens in the community on these projects, which he imagines will be a wonderful idea. Town Council gave their approval of the projects.

Town Attorney Jennifer Jackson informed Town Council that two upset bids for the former bus garage were received by the deadline at Town Hall on April 8, 2019 at 4 pm. The highest bid was for \$350,000 and the Town Clerk has begun the 10-day upset bid process again, by posting the notice in the paper for April 11, 2019. The deadline for accepting qualifying upset bids ends on April 22, 2019 at 4 pm at the Town Hall and can be no less than \$367,550.

2. Staff Review and Recommendations for Personnel Related Policies

Town Attorney Jennifer Jackson noted that before Town Council tonight for their recommendations are four policies that were topics at the March 18, 2019 meeting. Staff drafted these policies for Council to review, since most of them had been largely delegated to the Town Manager by Town Council.

A. Information Technology and Internet Use Policy

Town Attorney Jennifer Jackson mentioned that this policy sets out provisions designed to protect the Town's resources (cellphones, computers, network, etc.) against misuse and security issues. This applies to employees who bring in their personal cellphones and other devices that connect to the internet as well. Town Attorney Jackson noted that the only change that staff recommends is to clean up the inconsistencies in the policy. The trickiest part of the policy will be in Section 5, Limitation on Freedom of Speech and

Expression, which acknowledges freedom of expression by a general member of the public. However, when working for the government there has to be some balancing to make sure that it doesn't affect the reputation of the Town.

Mayor Root noted that staff needs to make it extremely clear that the equipment of the Town belongs to the Town. Also, to change the wording under Section 4, Expectations of Privacy, from "the greatest extent possible" to "respected by the Town" and from "permitted" to "will occur" for periodic review by Town personnel.

Town Attorney Jackson noted that this policy has been delegated to the Town Manager for adoption and wondered if Town Council wanted to be the ones adopting the policy.

Mayor Root believes that the Workplace Violence Prevention Policy should be the only one needing to be approved by Town Council. The other three policies can be delegated to the Town Manager.

Consensus was given by Council to maintain the delegation of this policy to the Town Manager.

B. Social Media Policy

Town Attorney Jennifer Jackson mentioned that the Social Media policy has similarities to the Internet Use policy in regards to Freedom of Expression. The main goal of the policy is to provide guidelines that will allow employees to properly utilize social media. Right now, the Town has three social media accounts: Weaverville Police Department, Weaverville Fire Department and the Town of Weaverville.

Town Manager Selena Coffey stated that under Section F, Blocking, Hiding or Removing of Public Comments and Hearings, the Town is trying to limit and prevent the negative comments that are vulgar or personal attacks and pull those down. Town Attorney Jennifer Jackson noted that we have to remember the Public Records Law overlays this policy as well.

Councilman McKenna questioned whether staff was looking over the Town's social media accounts every day or only when an issue pops up, and who monitored them. Town Manager Coffey noted that she looks at the Town's main Facebook page regularly and usually does the posting on the Fire Department social media account, since they aren't too active with posting on their social media account. As for the Police Department's social media account, Lieutenant Oberlin manages those and she does this regularly.

Consensus was given by Town Council to delegate this policy to the Town Manager.

C. Workplace Violence Prevention Policy

Town Attorney Jennifer Jackson commented that the purpose of this policy is to clearly state that the Town is committed to preventing workplace violence for Town employees and citizens of Town Hall. Employees do have an obligation to report workplace violence and failure to do so could be harmful and dangerous. Also, any employee found to be in violation of this policy will be subject to disciplinary action and can face criminal prosecution and civil actions.

Mayor Root noted that the section numbers need to be adjusted, since it goes from Section 4 to 15. Also, under Section 4, Reporting and Investigation, make sure it is clear who to report to and that when if it is reported to the human resource officer or a department head, that it is given to the Town Manager as soon as possible.

There was Town Council consensus that this be a policy that Town Council should adopt.

D. Equipment and Vehicle Use Policy

Town Manager Selena Coffey mentioned that this policy was created after researching standard policies of our neighboring jurisdictions and across the state. The goal of this policy is to provide a basic framework governing the use of Town equipment and vehicles by establishing criteria for types of vehicle assignments, and maintenance and care responsibilities of Town vehicles. It is the responsibility of the employee to make sure they have a valid license and insurance, observe all motor vehicle laws and passenger rules, and don't smoke or vape in Town vehicles. All accidents involving a Town vehicle must be immediately reported to the Town Manager, Finance Officer and department head. Lastly, Town Manager Coffey asked Council for feedback on transporting sealed alcoholic beverages in the Town vehicles.

Councilman Jackson asked how the 25-mile radius was calculated for take home vehicles and noted that unsealed alcohol should never be allowed in the Town vehicles. The Town Manager clarified her statement that unsealed alcohol is illegal and should not be transported in Town vehicles. Manager Coffey also responded that the 25-mile commute distance is a standard guideline used by neighboring jurisdictions.

Mayor Root noted that he believes it is common sense not to drink and drive, but believes it is up to the Town Manager's best judgment as to whether alcohol should be transported. Also, that under Section 2, License and Insurance, all employees operating Town vehicles should report any violation. As for passenger rules, the Town might make clear that passengers should normally be business related but that if family members are to be passengers it should be with Town Manager approval.

Town Attorney Jackson mentioned that the Travel policy did prohibit family member passengers since we believed that they wouldn't be covered by our insurance. However, we have gotten clarification from the NC League of Municipalities that they would be fully insured. Council will be receiving a recommendation from staff to remove that prohibition.

Consensus was given by Town Council that this policy be delegated to the Town Manager.

3. Adjournment

Councilwoman Sherrill made the motion to adjourn the special called meeting; Vice Mayor/Councilman Jackson seconded and all voted in favor of closing the public hearing and adjourning the meeting at 7:05pm.

Derek K. Huninghake

Derek K. Huninghake, Town Clerk