

MINUTES

**Town of Weaverville
State of North Carolina**

**Town Council Workshop
Tuesday, December 12, 2023**

The Town Council for the Town of Weaverville held the workshop meeting on December 12, 2023, at 6:00 p.m. in Council Chambers within Town Hall at 30 South Main Street, Weaverville, NC with remote access via Zoom.

Councilmembers present: Mayor Patrick Fitzsimmons, and Councilmembers Doug Jackson, John Chase, Catherine Cordell, Michele Wood, Peter McGuire and Dee Lawrence.

Staff members present: Town Manager Selena Coffey, Town Attorney Jennifer Jackson, Finance Director Tonya Dozier, Planning Director James Eller, Town Clerk Tamara Mercer, and Zoom Room Coordinator Lauren Ward.

1. Call to Order

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

2. Oaths of Office

Town Clerk Mercer administered the Oaths of Office to elected officials: Peter McGuire, Dee Lawrence, and John Chase as Town Council members.

3. Selection of Vice Mayor

Councilmember Jackson moved to nominate Catherine Cordell as Vice Mayor. The motion was approved unanimously with a vote of 7-0.

4. Approval of 2024 Town Council Meeting Schedule

Town Manager Coffey presented the 2024 Town Council meeting and holiday schedule. Anticipated changes from the normal meeting schedule for holidays were reviewed.

Michele Wood moved to approve the 2024 Town Council Meeting Schedule and ratification of the holiday schedule, which follows NC State's holiday schedule. The motion was approved unanimously with a vote of 7-0.

5. Rules of Procedure – Brief Review and Proposed Revisions

Attorney Jackson provided an overview of the Rules and Procedures which govern the conduct of meetings. She highlighted the proposed revisions to the organizational meeting referenced on page 10, and explained the reasons for updating the date of the organizational meeting to the first Town Council meeting in December.

Attorney Jackson reviewed special meeting procedures which must be called at least 48 hours in advance, limited to only topics on the agenda, and can be called by the mayor, vice mayor or any two council members.

Further review by Attorney Jackson included: calling of special called meetings and limitations of meeting topics during special called meetings, agenda preparation, ordinances and resolutions, motions, majority votes, 2/3 majority vote requirements, vote recusal due to conflict of interest, failure to vote is counted as a yes vote, public comment periods and procedures, recorded meetings and remote participation. Attorney Jackson noted a few minor recommended changes with regard to the rules for public comment and public hearings.

Councilmember Jackson moved to adopt the Rules of Procedure as amended to include the revisions to Rule 8 regarding the date of the organizational meetings and Appendix B concerning Rules for Public Comment and Public Hearings. The motion was approved unanimously with a vote of 7-0.

6. Code of Ethics – Review and Proposed Adoption

Attorney Jackson reviewed the Code of Ethics updates and noted that Council is required to adopt a Code of Ethics pursuant to §160A-86. Town Council has previously adopted a Code of Ethics, but Attorney Jackson recommends that the Code be updated. The proposed draft is based largely on the model that was developed by the Department of Treasury and Local Government Commission. Attorney Jackson recommends repealing the current version and adopting the Code of Ethics that was proposed.

Vice mayor Cordell requested to place the revised Code of Ethics on the December 18, 2023, consent agenda. Without objection action on this matter was continued to the Town Council regular meeting consent agenda for December 18, 2023.

7. Boards & Committees Review

- A. Land of Sky Regional Council (LOSRC)
- B. French Broad Metropolitan Planning Organization (MPO) Board
- C. Metropolitan Sewerage District of Buncombe County (MSD) Board
- D. ABC Board
- E. Board of Adjustment
- F. Planning Board
- G. Economic Development Advisory Committee
- H. Patriotic Committee
- I. Tree Board

Manager Coffey and Attorney Jackson reviewed the various boards and committees, the members who serve, and provided an overview of the purpose and purview of the boards. For example, Mayor Fitzsimons serves on the Land of Sky Regional Council and Vice mayor Cordell serves on the French Broad Metropolitan Planning Organization (MPO) Board.

Discussion included requirements such as town or county residency, regional or financial assistance, technical cooperation, and transportation and other improvements across the region were noted. Other regional infrastructure projects such as the public sewer utility and interlocal water agreements were reported.

Vice mayor Cordell stated the French Broad MPO provides transportation improvements to approximately 21,000 people served in our area, and she would be providing a 2024 report on their programs.

Mayor Fitzsimmons stated the Economic Development Advisory Committee shifted from industrial commercial businesses to entrepreneurial enterprises as the Town lacks large industrial sites.

Council member Jackson reminded Council that the Patriotic Committee observes Memorial Day, 9/11 commemoration, and Veterans Day honorees.

Manger Coffey addressed the Town's status as Tree City USA. She said the Town Council acts as the Tree Board since the Tree Board as originally constituted was disbanded in 2017. This Board will be more fully addressed in the new year and Town Council was asked if it would like to appoint a new Tree Board in order to maintain the Tree City USA designation from the Arbor Foundation. Staff was asked to develop proposed duties of the Tree Board for consideration at a future meeting.

Town Council requested that the MSD representative and the FBRMPO representative provide quarterly updates during regular Town Council meetings with a suggested start date of January 2024.

8. Homework for Strategic Planning Retreat

Manager Coffey reminded Town Council about the Strategic Planning Retreat and asked that the respective homework be submitted to her by January 1, 2024.

9. Adjournment

There being no further business and without objection Mayor Fitzsimmons declared the meeting adjourned at 7:05 p.m.

Attest:

A handwritten signature in cursive script, appearing to read "Tamara Mercer".

Tamara Mercer, Town Clerk