

Town of Oriental – Board of Commissioners Council Retreat
January 27, 2012

The Oriental Town Board of Commissioners met on Friday, January 27, 2012, at 1:00 PM at the Harbor Club at River Dunes.

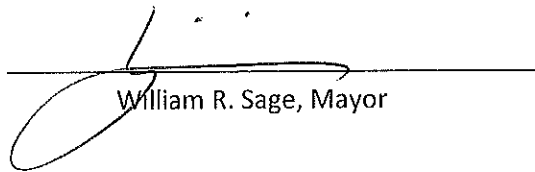
Present were: Mayor Sage and Commissioners Bessette, Johnson, Styron, Summers and Venturi
Town Manager Maxbauer and Office Manager Artley
Tree Board member Olson
Three members of the public

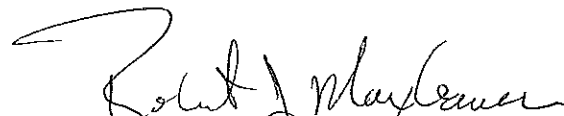
Mayor Sage welcomed everyone to the retreat and stated its purpose was to review and prioritize the different projects and challenges facing Oriental today. He then handed the meeting over to the town manager.

Mr. Maxbauer then began his power point presentation (a copy of it is hereby made a part of these minutes). Some of the topics covered were:

- The role each person plays in his/her work for the town including both volunteer board members and town staff;
- Proper chain of command and tiers of communication;
- The 'Pride in Oriental' initiative including offering town wide yard debris pickup with specially made bags;
- Community watch program including maritime coverage
- Codification of the town ordinances
- Four year staggered terms
- ETJ expansion
- Economic Development & Marketing
- Town hall renovations

The retreat ended for the day at 5:00 PM.


William R. Sage, Mayor


Robert J. Maxbauer, Town Manager

Statutory Roles And Responsibilities For NC Municipal Elected Officials And City Managers

Mayor	Council	City Manager
<ol style="list-style-type: none"> 1. Preside at council meetings (§ 160A-69). 2. Call special meetings of the council (§ 160A-71). 3. Vote to break a tie or may vote on all matters (§ 160A-69) In a city where the mayor is elected by the council from among its membership, and the city charter makes no provision as to the right of the mayor to vote, he shall have the right to vote as a council member on all matters before the council, but shall have no right to break a tie vote in which he participated. Mayor cannot veto actions of board, cannot appoint or remove (without board permission) 4. Assume all powers and duties enumerated in the General Statutes as well as any others conferred on him or her by the council. This statute recognizes the mayor as the official head of the city for purposes of serving civil process, and most federal and state agencies extend this same recognition for purposes of official correspondence or actions such as grant awards or enforcement of federal laws and regulations (§ 160A-67). 	<ol style="list-style-type: none"> 1. Authorized to organize and reorganize city government (§ 160A-146). Except when expressly prevented by other laws, the council can "...create, change, abolish, and consolidate offices, positions, departments, boards, commissions, and agencies...to promote orderly and efficient administration of city affairs..." 2. Except as otherwise provided by law, the government and general management of the city shall be vested in the council (§ 160A-67). 3. Confer powers and duties upon mayor pursuant to law. (§ 160A-67, 1971, c. 698, s. 1.) 4. In a council-manager city, the council as a body appoints the city manager to serve at its pleasure (§ 160A-147), and as the employer of the manager, it is the body to which the manager is directly responsible and accountable. 	<ol style="list-style-type: none"> 1. Direct and supervise the administration of all departments, offices, and agencies of the city, subject to the general direction and control of the council, except as otherwise provided by law (§ 160A-148). 2. Appoint and suspend or remove all city officers and employees not elected by the people, and whose appointment or removal is not otherwise provided for by law, except the city attorney, in accordance with such general personnel rules, regulations, policies, or ordinances as the council may adopt (§ 160A-148). 3. See that all laws of the State, the city charter, and the ordinances, resolutions, and regulations of the council are faithfully executed within the city (§ 160A-148). 4. Attend all meetings of the council and recommend any measures that he deems expedient (§ 160A-148). 5. Prepare and submit the annual budget and capital program to the council (§ 160A-148). 6. Annually submit to the council and make available to the public a complete report on the finances and administrative activities of the city as of the end of the fiscal year (§ 160A-148). 7. Make any other reports that the council may require concerning the operations of city departments, offices, and agencies subject to his direction and control (§ 160A-148). 8. Perform any other duties that may be required or authorized by the council (§ 160A-148).

Eight Expectations for Effective City Councils

Expectation 1: The Council Sets Direction by

- Determining the local government's mission and purpose
- Setting future direction and policy—the city manager is responsible for administrative functions and city operations
- Regularly engaging in strategy development
- Approving plans for the efficient and effective administration of city affairs

Expectation 2: The Council Acts as a Body by

- Focusing its discussion using clear and consistent rules of procedure, follows a planned agenda and spends time on important topics
- Understanding its own and the city's legal responsibilities
- Making sure all city council members have the same information with which to make decisions
- Working to master small-group decision making techniques
- Respecting each other and abiding by the decisions of the city council

Expectation 3: The Council Serves Citizens Well by

- Enhancing the city's public image
- Providing citizens opportunities to respectfully comment on public issues
- Ensuring the success and viability of the community by convening and facilitating citizen engagement
- Making sure that resources are adequate to serve the public and that resources are used for their intended purposes

Expectation 4: The Council Respects the Role of the Manager as Chief Administrator for the City by

- Channeling communications appropriately to the city manager
- Depending upon employees to respond to citizen concerns and complaints as fully and as expeditiously as practical
- Expecting staff to make independent and objective recommendations
- Expecting the manager and staff to support and advocate for adopted council policy
- Respecting the professionals who work in local government and follow appropriate protocols for interacting with staff
- Refraining from publicly criticizing an individual employee. Criticism is differentiated from questioning facts or the opinion of staff

Expectation 5: The Council is Responsible for Council Members Behaviors by

- Abstaining from seeking political support from staff
- Submitting questions about council agenda items ahead of the meeting

- Providing each member an opportunity to influence and respectfully dissent in board meetings
- Focusing on issues, not personalities
- Having the mayor and/or members of the governing board take responsibility for addressing inappropriate behavior among members of the council themselves. They do not delegate this responsibility to the manager
- Working as a team to jointly develop and hold themselves accountable to a common code of conduct

Expectation 6: The Council Gives the Manager a Chance to Prove Him/Herself by

- Recruiting, selecting and hiring the city manager
- Promoting and encouraging a positive relationship between the council and the manager
- Treating and respecting the manager as a professional
- Recognizing the role of professional managers is to serve the council as a whole

Expectation 7: The Council Freely Gives and Seeks Feedback

- Supporting the manager by providing clear direction and annually reviewing her or his performance
- Annually setting expectations for itself and assessing its own performance
- Inviting constructive feedback to improve its own performance
- Regularly reviewing and monitoring the city's finances, programs and services

Expectation 8: The Council Works with the Manager to Be a High Performing Governing Body by

- Looking to the manager to assist them in:
 1. Clearly defining roles and relationships
 2. Thinking to the future and acting strategically on key issues
 3. Operating in a culture of values and ethics
 4. Regularly evaluating policy implementation
 5. Developing and following protocols for council behavior and council-staff relations
 6. Allocating time and energy appropriately
 7. Setting clear rules and procedures for meetings
 8. Getting regular assessments of citizen concerns and council performance
 9. Recognizing the council's position in intergovernmental systems and in building productive partnerships
 10. Focusing on personal learning and developing as leaders
- Having the mayor and manager orient new members to the governing board, providing expectations about how to be successful
- Working with the manager to behave in a manner that encourages citizen confidence in local government

Eight Expectations for Effective Mayors

Expectation 1: The Mayor Effectively Manages the Board Meetings by

- Presiding at board meetings
- Being a good timekeeper
- Keeping board members' dialogue on track
- Focusing on the job at hand
- Staying on topic
- Paying attention to the board's feedback on the conduct of board meetings
- Avoiding introducing and making important decisions at the same meeting

Expectation 2: The Mayor Serves as a Liaison for the Board by

- Staying on top of matters coming before the board
- Overseeing relations with stakeholders in between board meetings
- Between meetings, testing the board's preliminary ideas with key stakeholders
- Asking external stakeholders to provide input on strategic issues

Expectation 3: The Mayor Facilitates Communication by

- Treating everyone in an even-handed and fair manner
- Managing board member contributions so that no one dominates
- Encouraging board members to express opinion and perspectives
- Engaging more reticent members in discussion
- Fostering healthy participation, especially among those with different views
- Employ effective group processes making it safe to explore alternate views

Expectation 4: The Mayor Serves as the Spokesperson for the Board by

- Being a strong advocate and credible representative of local government and the governing board
- Honoring the "one voice" principle
- Speaking knowledgeably and energetically about the accomplishments and shortcomings of the city
- Using the "Five F's": Be Fast, Factual, Frank, Fair and Friendly.
- Thinking before speaking. Imagine what statements will sound like on the evening news before speaking. Don't say more than necessary.
- Staying on message.
- Not answering questions "off the record." You still may be quoted or find the information printed.
- Remembering the role of the media and the role it plays in democratic government.
- Talking with press in advance of a big issue to help reporters anticipate important stories.

Expectation 5: The Mayor Helps Build the Team by

- Gaining trust and respect of fellow members
- Building positive and productive relationship with the manager
- Acknowledging contributions of board members
- Developing and maintaining team work among members of the board and professional staff
- Being aware of board dynamics
- Learning to "lead from behind" so others can share in accomplishments
- Setting the board culture and establishing expectations that the board and management will work as a team

Eight Expectations for Effective Council-Manager Relations

Expectation 1: The Manager is an Organization Capacity-Builder

- Implement and update business practices and processes
- Effectively and efficiently employ management tools
- Attract and retain talented and motivated personnel
- Ensure local operations run smoothly and routinely

Expectation 2: The Manager is a Valued Advisor to the Governing Body

- Offer balanced and impartial policy advice to the governing body
- Recommend any measures that they deem expedient, including alternatives and relevant information that is reasonably available on the different options
- Should sometimes make an unpopular recommendation that might not have very good prospects of being accepted
- Get fully behind governing body decision and ensure that the administration does the same
- Help elected officials explain their decision to the public and help the public understand the governing body's point of view

Expectation 3: The Governing Body and the Manager Jointly Strive for Good Service to Citizens

- Be assertive in ensuring that their administration provides the very best service possible to the community
- Create an organization culture of responsiveness and performance, both in providing routine service to citizens and in handling special requests and complaints
- Take personal risks on behalf of employees and fully accept responsibility with the council when things go wrong
- Give council members the necessary information to follow up with citizens if the council member wishes
- Support and steer citizen complaints to administration
- Council members inform the manager of problems and give the manager the opportunity to get problems fixed

Expectation 4: Elected Officials' Relationships with Employees Are Carefully Managed

- Council members observe the chain of command
- Council members and managers protect planned workflow
- Managers encourage direct contact between council members and employees for routine inquiries or requests that do not affect administrative workloads
- Council members submit substantial requests to the entire council which decides whether to take action

Expectation 5: The Governing Body Acts as a Body and Is Dealt with as a Body

- Council takes official action as a body
- Managers welcome suggestions from individual council members that do not conflict with council policy
- Individual council members' requests that set new directions or require resource reallocations are put before the entire council

- Managers treat all members of council alike
- Managers seek to prevent council members from being surprised or caught off guard on issues
- Managers ensure all council members have the same level of information and understanding

Expectation 6: The Manager and the Governing Body Give Each Other a Chance to Prove Themselves

- Managers direct administration based on what a majority of the council decides
- Managers expect newly elected officials to give them a chance to prove that they can serve the new members
- Council members accept campaign rhetoric seldom stands up to the complexity of governing, leading, or managing
- Managers seek to earn the trust and the confidence of new members

Expectation 7: The Manager and the Governing Body Freely Give and Seek Feedback

- Managers and council members work to maintain open communications
- Managers provide all council members with accurate, relevant, and timely information
- Council members ask questions and make their interests, positions, and feelings known to the manager
- Council members offer constructive criticism to the manager on an ongoing basis
- Council members clarify their expectations of the manager, providing direction and benchmarks for success
- Council members and manager freely give and accept feedback in the spirit of continuous improvement

Expectation 8: The Manager and the Governing Body Work Together to Develop a Highly Effective Governing Body

- Managers prepare agenda and plan meetings that focus on major topics
- Managers serve as “coaches” to help mayors and councils develop high-performing habits:
 1. Thinking and acting strategically and with a vision for the community’s future
 2. Respecting the “shared constituency” with the citizens in horizontal and vertical relations with other jurisdictions
 3. Demonstrating teamwork
 4. Mastering small-group decision making
 5. Honoring the council-staff partnership
 6. Allocating governing body time and energy appropriately in four key areas—goal setting retreats, study sessions, regular public hearings and meetings, and community relations
 7. Having clear rules and procedures for board or council meetings
 8. Obtaining objective feedback and conducting systematic and valid assessment of policy and implementation performance
 9. Practicing continuous personal learning and leadership development of individual elected officials
- Managers and mayors orient new council members, encouraging new members to do their homework, ask good questions, and to exercise caution and courtesy when speaking publicly about the city and staff.
- Managers and council behave in a manner that encourages citizen confidence in local government

Expectation 6: The Mayor Manages Conflict by

- Increasing board consciousness of group dynamics, promote desirable group norms, value differences, diversity and honesty, questioning, conflict and dialogue
- Suspending judgment until all perspectives have been shared
- Being independent (able to disagree without being disagreeable)
- Modeling good listening and inquiry skills
- Managing conflict on the board constructively

Expectation 7: The Mayor Helps Shape the Board's Agenda by

- Actively working with members of the governing board and manager to identify agenda items
- Working with the manager and others (as locally determined) to establish the board's agenda
- Planning meetings to allow enough time for discussing and exploring issues view points

Expectation 8: The Mayor Promotes a High Performing Governing Board

- Demonstrating an understanding of local government and the environment in which it operates
- Learning skills in managing group dynamics
- Using techniques to help the board look at things differently (thinking hats, divergent thinking, re-framing...)
- Giving the manager and senior staff opportunities to contribute to the board's dialogue
- Making sure members of the board read materials in advance and ask for necessary information in a timely and efficient manner
- Being prepared for meetings
- Offering and inviting constructive feedback
- Seeking out opportunities to develop the board's effectiveness
- Supporting the board/manager relationship
- Mentoring newer members

Town of Oriental
Town Board Meeting
December 3, 2013

A regularly scheduled meeting of the Town Board of Commissioners was held on Tuesday, December 3, 2013 at 7:00 PM. Mayor Sage called the meeting to order and determined a quorum to be present.

PRESENT: Mayor Sage, Commissioners Bessette, Johnson, Styron, Venturi, and Summers; Commissioners-Elect Overcash, White, and Winfrey; Clerk of Superior Court Steve Hollowell, Town Manager Cutler, Town Attorney Scott Davis, Police Captain Moore, Deputy Town Clerk Beyer and Public.

Cub Scout Pack 683 WeBeLos presented the colors and led the Pledge of Allegiance.

Mayor Sage then asked for approval of the Agenda. Commissioner Summers made a motion to approve the Agenda with the following change: Change the day of the week from Wednesday to Tuesday. Commissioner Bessette seconded. Motion passed 5-0.

The Consent Agenda was presented for approval with Commissioner Johnson making a motion to approve the Consent Agenda as presented. Commissioner Bessette seconded. Motion passed 5-0.

The Mayor then asked the outgoing Commissioners to step down from the dais; Commissioners Bessette, Johnson and Styron retired from the dais. The new Town Board then stepped forward to the dais to be sworn in by Clerk of Superior Court Steve Hollowell.

Mayor Sage then presented a Resolution to the new Board honoring Sherrill Styron for his many years serving the Town. A copy of same is attached to these Minutes.

MOTION: Commissioner Venturi made a Motion to read the Resolution to the Audience. Commissioner Summers seconded. Motion passed 5-0.

There being no objection from the Board, Mayor Sage presented a framed copy of the Resolution to Sherrill.

Mayor Sage then opened the floor to public comment. Ms. Grace Evans thanked the outgoing Commissioners for their service.

The ballots were distributed for the Board of Adjustment members and the results were as follows: Joe Valinoti and Doug Carmichael, 3 year terms expiring June, 2016; Ken Small and Warren Johnson, 2 year terms expiring June, 2015; Bill Marlow, 1 year term expiring June, 2014. The 2 Alternate Members are Pappy Khouri and Paul Olson. The signed ballots are included in these minutes.

The ballots were then distributed for the Planning Board members and the results were as follows: Jackie Mahan, 3 year term expiring June, 2016; Eric Dammeyer and Cecily Lohmar, 2 year terms expiring June, 2015; and David Kibbe, 1 year term expiring June, 2014. Current Member Mindy Schmitz' term will expire in June, 2014.

Commissioner Venturi requested the Board extend the term of the Harbor Water Fronts Committee, an ad hoc committee, through June, 2014.

MOTION: Commissioner Overcash made a Motion that the Board extend the term of the Harbor Water Fronts Committee through June, 2014. Commissioner White seconded. Motion passed 5-0.

Town Attorney Scott Davis presented an update concerning the South Avenue Litigation. The Appellate Brief is due next week from Mr. Cox's attorneys, and the Town will have 30 days to respond.

Discussion then followed concerning gaining some control over harbor waters and where Town's jurisdiction may lie.

Town Manager Cutler presented his Manager's Report, beginning with the Financial Reports. The Town will owe the Employment Security Commission \$30,000 for unemployment benefits from former employees involuntarily separated from the Town. Because municipalities are classified as 'reimbursable' entities, it can be difficult to avoid paying out unemployment benefits, regardless of the reason for termination or separation.

Town Manager Cutler submitted a Budget Amendment, a copy of which is attached to the minutes. This Amendment speaks to additional expenditures by the Tourism Board for the Dragon Boat Festival and a segment on the Jim Sammons Fishing Show. The total amount of the Tourism Board's Amendment is \$4,400. The Amendment also covers a grant received for the Tree Board from Duke Energy, in the amount of \$500.

MOTION: Commissioner Summers made a Motion to approve the Amendment as submitted. Commissioner Venturi seconded. Motion passed 5-0.

Town Manager Cutler then presented his findings concerning a different, less costly style of chair for the Board Room. Staples offered theirs at \$94.99 for 4 padded folding chairs, and Walmart offered theirs at \$99 for 4 padded folding chairs.

MOTION: Commissioner Summers made a Motion to purchase 5 sets of chairs from Walmart, gaining the Town Hall an additional 20 chairs. Commissioner Overcash seconded. Motion passed 5-0.

The Water Plant is working satisfactorily, with improved readings and progress being made on softeners; softener number 2 requires replacement of resin. The interior of the plant is in the process of being painted. Town Manager will conduct a tour for the new Board and staff after the holidays.

The Tennis Courts are nearly finished, however, due to the poor weather conditions, painting the courts has proven difficult. The stripes are expected to be painted this week, and the net will then be installed.

The Town Dock is finished; however, extension of the dock cannot proceed pending approval from CAMA.

The bags that were ordered for our Vegetative Waste Program can be returned to the manufacturer less shipping costs and restocking fee.

MOTION: Commissioner White made a Motion to return the unused bags to the manufacturer. Commissioner Winfrey seconded. Motion passed 5-0.

Town Manager Cutler recommended \$100 to each employee for Christmas bonuses.

MOTION: Commissioner Venturi made a Motion to approve giving \$100 to each employee for a Christmas bonus. Commissioner White seconded. Motion passed 5-0.

It was discussed that the search for a new Town Manager would resume after the first of the year. The resumes would be looked over, and narrowed down to less than 10 candidates. It was also discussed having thorough background checks done on the candidates that were selected to the final phase.

The flag pole has been installed in front of Town Hall, and it was suggested holding a formal flag raising ceremony.

The DENR Fast Track grant will be referred to the Harbor Water Fronts Committee for further review and submission.

The entire Town Board has been enrolled in the Essentials of Municipal Government, which will be held in New Bern on Thursday and Friday, January 23 and 24, 2014. The registration fees, which were \$2400, were paid up front, but a scholarship was applied for to cover the registration fees. Confirmation of eligibility will be announced around the second week of December.

This concludes the Manager's Report.

Commissioner Summers requested reserving both Town docks for the Spirit of Christmas Flotilla from Friday, December 13 at noon to Sunday, December 15 at noon.

MOTION: Commissioner Summers made a Motion to reserve the Town Docks from Friday, December 13 at noon through Sunday, December 15 at noon. Commissioner Winfrey seconded. Motion passed 5-0.

Ms. Jennifer Baker from Pamlico County High School requested closing select streets for the roving carolers during the star lighting ceremony. Commissioner Summers recommended closing Hodges to Water Streets to near the Toucan Restaurant.

MOTION: Commissioner Summers made a Motion to approve the street closure from Hodges to Water Streets to near the Toucan Restaurant from 5:00 PM to 7:00 PM for the High School students to sing carols. Commissioner Overcash seconded. Motion passed 5-0.

The Water Advisory Committee requested an extension of their ad hoc committee status. The extension is requested to the April, 2014 Town Board meeting. At that time, the Committee will request approval to become a formal board.

MOTION: Commissioner Summers made a Motion to extend the Water Advisory Committee's ad hoc status through April, 2014. Commissioner Venturi seconded. Motion passed 5-0.

Police Captain Dwaine Moore presented his monthly report for the Oriental Police Department. He also spoke of the bank robbery that occurred at the First Citizens Bank in Oriental yesterday. The local law enforcement, SBI and FBI all have searches underway for the vehicle used and the suspects.

The Board liaisons are as follows: Police Commissioner – Town Manager Cutler, Planning Board – Commissioners Overcash and White, Monthly Bank Statements – Commissioner Summers, Tourism Board – Commissioner Venturi, Tree Board - Commissioner Venturi, Water Advisory Committee – Commissioner Summers, Check Signing – Mayor Sage, Commissioners White, Venturi, Parks & Recreation – Commissioner Winfrey, Human Resources – Commissioner White, Mayor Pro Tem – Commissioner Venturi, Eastern Carolina Council on Government – Commissioner Summers, Regional Planning Organization – Commissioner Summers.

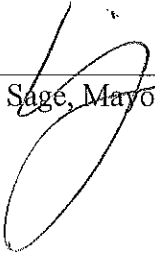
Committee and Board Reports: Commissioner Venturi indicated that Tourism Board's Chairman Jackie Wall has resigned from the Board and the Chairman position. This seat is vacant and available.

Commissioner Comment and Discussion: Commissioner White inquired as to having a street light repaired near the tennis courts.

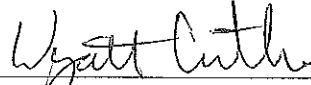
Mayor Sage announced the Commissioner Retreat would be held sometime in February. It was suggested to contact Judy Hills at Eastern Carolina Council on Government to assist with creating an agenda for the retreat.

There being no further business to discuss, Mayor Sage asked for a Motion to Adjourn the meeting. Commissioner White made a Motion to adjourn the meeting. Commissioner Overcash seconded. Motion passed 5-0.

The meeting adjourned at 8:55 PM.



Bill Sage, Mayor



Wyatt Cutler, Town Manager