

MINUTES

**Regular Meeting: Organizational
City Hall Council Chamber**

**December 6, 2021
Monday, 6:00 p.m.**

Present: Mayor O. Stanhope Anthony III, presiding; Council Members David W. White, David Causby, Violet Arth, Charles Webber, Andrew L. Hopper Sr., and Council Member Elect Emilie Bullock.; City Manager Rick Howell, MPA, ICMA-CM, Assistant City Manager Justin S. Merritt, MPA, City Attorney Andrea Leslie-Fite, City Clerk Bernadette A. Parduski, Public Information and Communications Officer, Chip Nuhrah, Director of Finance Elizabeth B. (Beth) Beam, CPA, Director of Human Resources Deborah C. (Deb) Jolly, Director of Energy Services Julie R. McMurry, Police Chief Jeffrey H. (Jeff) Ledford, William P. Hunt, MPA, EFO, and Jennipher H. Harrill, Social Media Manager, Blue Eyes Media Connections

Absent: Council Member Eric B. Hendrick

Mayor Anthony called the meeting to order at 6:00 p.m. and welcomed all to Council's organizational meeting and oath ceremonies. The Mayor recognized guests in attendance, including family members and friends.

Mayor Anthony gave the invocation and led the Pledge of Allegiance.

A. Approval of agenda:

1) Motion to adopt the proposed agenda

ACTION TAKEN: Upon a motion by Mr. White, City Council voted unanimously to approve the agenda as presented.

**B. Recognition of Eric Byron Hendrick for his service to the City of Shelby:
Resolution No. 63-2021**

With heartfelt appreciation, the Mayor and Council members collectively acknowledged Mr. Hendrick's public service to the City of Shelby and to City Council from February 3, 2014 through December 6, 2021.

Mr. White offered to deliver Resolution No. 63-2021 to Mr. Hendrick.

C. Assumption of Office:

1) Oath of Office administered to Council Member Emilie Bullock, Ward 1

City Clerk Bernadette Parduski administered the Oath of Office to Council Member Emilie Bullock who was assisted by her husband, Kevin.

2) Oath of Office administered to Council Member Violet Arth, Ward 4

City Clerk Bernadette Parduski administered the Oath of Office to Council Member Violet Arth who was assisted by her daughter, Scarlett.

3) Oath of Office administered to Council Member Charles Leon Webber, Ward 5

City Clerk Bernadette Parduski administered the Oath of Office to Council Member Charles Leon Webber who was assisted by his wife, Audrey.

D. Election of Mayor Pro Tempore:

Mayor Anthony explained State law requires every City Council to elect from among its members a Mayor Pro Tempore at its organizational meeting. The duties of the Mayor Pro Tempore include presiding over Council meetings in the Mayor's absence. The Mayor Pro Tempore also serves at the Council's pleasure.

The Mayor opened the floor for nominations.

Mr. White nominated Mr. Hopper.

ACTION TAKEN: Upon a motion by Mr. Causby, City Council voted unanimously to close the nominations and accept the nominee by acclamation.

E. Consent Agenda:

Mayor Anthony presented the consent agenda. Mr. Webber moved to approve the consent agenda and the following items were unanimously adopted:

- 1) Approval of the Minutes of the Regular Meeting of November 15, 2021
- 2) Approval of a resolution honoring Coach David Steeves and the 2021 Shelby High School Golden Lions Soccer Team: Resolution No. 67-2021
- 3) Approval of a resolution adopting the 2021 General Records and Program Records Retention Schedules for Local Government Agencies: Resolution No. 68-2021
- 4) Approval of a resolution accepting and entering into an agreement with Electricities of North Carolina, Inc. and the City of Rocky Mount for a Member Cooperative Bid Agreement for joint purchasing of utility materials, supplies and equipment: Resolution No. 69-2021
- 5) City of Shelby Fiber Optic System Asset Evaluation and Master Plan:

- a. Adoption of Fiscal Year (FY) 2021-2022 Budget Ordinance Amendment No. 3: Ordinance No. 47-2021
- b. Approval of a resolution approving the City of Shelby Fiber Optic System Asset Evaluation and Master Plan contract between the City of Shelby and Fiber Planners Inc.: Resolution No.: 70-2021

6) Management Reports:

- a. Monthly Financial Summary – October 2021

7) Approval of Notice of Cancellation in the Regular Meeting Schedule of Shelby City Council

F. Unfinished Business:

1) Consideration of Council liaison appointments to City advisory boards

Mayor Anthony reviewed Council's established procedure of the two-year rotation in place since the inception of the liaison policy in January 2002. The Mayor announced the liaison appointments to the City's advisory boards for the term 2021-2023 as follows:

Ward 1/Emilie Bullock – Zoning Board of Adjustment and Shelby-Cleveland County Regional Airport Commission

Ward 2/David White – Parks and Recreation Advisory Board

Ward 3/David Causby – Planning and Zoning Board and Keep Shelby Beautiful (KSB) Commission

Ward 4/Violet Arth – Uptown Shelby Association (USA) Board and Public Art Advisory Board

Ward 5/Charles Webber – Alcohol Beverage Control (ABC) Board

Ward 6/Andrew Hopper – Housing and Redevelopment Board

Mayor Anthony encouraged Council members to regularly attend their respective advisory board meetings, to attend unassigned advisory board meetings of interest, and to notify him or another Council member if unable to attend a meeting.

Mr. Howell noted for clarification purposes the Council liaison attends his/her respective board meetings and participates on a limited basis. The liaison

does not engage in discussions nor vote on any matters presented to the advisory board. He explained the main duty of a liaison is to establish and improve communication, acting as a positive Council representative to the community.

Regarding the Gaston-Cleveland-Lincoln Metropolitan Planning Organization (GCL-MPO) Board, Mayor Anthony suggested a change in the Alternate Member namely to Andrew Hopper, which was noted for the record.

- 2) Consideration of a resolution declaring the result of the Bond Referendum held in the City of Shelby, North Carolina on November 2, 2021, upon the question of approving \$10,000,000 Street and Sidewalk Improvements Bonds: Resolution No. 71-2021

Mr. Howell introduced Resolution No. 71-2021 for Council's consideration. If approved, this resolution will acknowledge receipt of the certified results of the November 2, 2021 bond referendum from the Cleveland County Board of Elections and direct the publication of a public legal notice with a statement of the results.

As stated by Mr. Howell, once adopted and implemented, the resolution will allow City staff to move forward with the remaining steps in the General Obligation Bond process, directed by the City's bond counsel, Paul Billow of Womble, Bond, Dickinson LLP.

ACTION TAKEN: Upon a motion made by Miss Arth, City Council voted unanimously to approve and adopt Resolution No. 71-2021 entitled, "A RESOLUTION DECLARING THE RESULT OF THE BOND REFERENDUM HELD IN THE CITY OF SHELBY, NORTH CAROLINA ON NOVEMBER 2, 2021, UPON THE QUESTION OF APPROVING \$10,000,000 STREET AND SIDEWALK IMPROVEMENTS BONDS".

G. New Business:

- 1) Consideration of a resolution approving the appointment of an Interim City Clerk effective as of the date and time of the City Clerk's retirement: Resolution No. 72-2021

First, Mr. Howell expressed his heartfelt appreciation to Mrs. Parduski for her work in the role of City Clerk both personally and professionally as she retires from the City of Shelby.

Next, Mr. Howell introduced Resolution No. 72-2021 for Council's consideration. He advised Mayor and Council the position of City Clerk is required by the North Carolina General Statutes. The resolution appoints Carol Williams, who currently serves as the Administrative Assistant in the

City Manager's Office, as Interim City Clerk to be in compliance with the General Statutes. Mr. Howell has discussed the position with Mrs. Williams, who will need mentoring and training to acclimate to the duties of an Interim City Clerk. He also assured Mayor and Council Mrs. Williams is ready and willing to take on those duties.

ACTION TAKEN: Upon a motion made by Mr. White, City Council voted unanimously to approve and adopt Resolution No. 72-2021 entitled, "A RESOLUTION APPROVING THE APPOINTMENT OF AN INTERIM CITY CLERK EFFECTIVE AS OF THE DATE AND TIME OF THE CITY CLERK'S RETIREMENT".

H. City Manager's Report:

1) Regarding the hiring process for the City Clerk position, Mr. Howell recommended a similar hiring process followed by the City for the City Attorney position, to include:

- Advertise the City Clerk position and accept applications both internally and externally
- Conduct an assessment center
- The City Manager's office recommends and hires a candidate
- The appointment is made by City Council

By consensus, City Council agreed to the assessment center process for the hiring of the City Clerk.

2) Mr. Howell suggested dates for the annual City Council retreat. By consensus, Council set Saturday, January 29, 2022, for their retreat.

3) Mr. Howell provided a preview of agenda items to be included on City Council's agenda of January 3, 2022:

- Presentation and discussion of the American Rescue Plan
- Shell Building No. 4 – award of bid, transfer of property to Cleveland County
- Public hearings – rezoning cases
- Budget amendments – Rail Corridor
- Randolph Road Industrial Park Sewer Project – award of bid
- Retirement resolutions
- Cancellation of January 17, 2022 meeting
- Ordinance updates

4) Mr. Howell said the North Carolina budget plan recently approved by the General Assembly and signed into law by Governor Cooper provides a significant boost to infrastructure spending in North Carolina, promising

huge benefits to cities and towns across the state. Within the budget was an appropriation to the City of Shelby for \$7.4 million toward water and sewer infrastructure earmarked for two projects in process and \$2 million toward the City's Rail Trail Project.

I. Council Announcements and Remarks:

- 1) Mayor Anthony congratulated City Manager Rick Howell who was recently elected to the ElectriCities of North Carolina Board of Directors.
- 2) Mayor Anthony announced the Shelby City Park Carrousel Christmas and Toy Drive to collect toys for the students at Graham Elementary School. Toys can be dropped off at Shelby City Park main office, the Carrousel, the Golf Shop, and Holly Oak Park main office through December 15, 2021.
- 3) Mayor Anthony encouraged all Council members to participate in the Shelby Christmas parade on Sunday, December 19, 2021.
- 4) Mr. Webber acknowledged his family members and deacon in attendance for his oath ceremony.
- 5) Miss Arth acknowledged her family members including the Dukes and her daughter, Scarlett, in attendance for her oath ceremony.
- 6) Mrs. Bullock expressed her appreciation to all for her warm welcome to City Council, acknowledging her husband in attendance for her oath ceremony.
- 7) Mayor Anthony and Council members collectively expressed their deep appreciation and gratitude to Mrs. Parduski for her dedicated and professional service as their City Clerk upon her retirement from the City of Shelby.

J. Adjournment:

- 1) Motion to adjourn

ACTION TAKEN: Upon a motion made by Miss Arth, City Council voted unanimously to adjourn the meeting at 6:35 p.m.

Respectfully submitted,

Bernadette A. Parduski, NCCMC, MMC
City Clerk

**O. Stanhope Anthony III
Mayor**

Minutes of December 6, 2021