

Dunn City Council
Special Orientation Meeting
Tuesday, January 3, 2024
4:00 p.m., Dunn Municipal Building

Minutes

PRESENT: Mayor William P. Elmore Jr., Mayor Pro Tem J. Wesley Sills, Council Members Raquel McNeil, April Gaulden, Billy N. Tart, Alan Hargis, and Dr. David L. Bradham.

Also present: City Manager Steven Neuschafer, Assistant City Manager Billy R. Godwin, Finance Director Cary McNallan, Chief of Police Cary Jackson, Planning Director George Adler, Parks and Recreation Director Brian McNeill, Public Works Director Dwayne Williams, Collections and Distribution Manager Billy Cottle, Water Plant Superintendent Ian Stroud, Wastewater Plant Superintendent Donrie Dukes, Administrative Support Specialist Amber Groves, City Attorney Tilghman Pope, and City Clerk Tammy Williams.

CALL TO ORDER AND INVOCATION

Mayor Elmore opened the meeting at 4:00 p.m. and gave the invocation. Afterwards, he led in the Pledge of Allegiance.

AGENDA ADJUSTMENT AND APPROVAL

Motion by Council Member Sills and second by Council Member Gaulden to adopt the January 3, 2024 meeting agenda as presented. **Motion unanimously approved.**

ORIENTATION PRESENTATIONS

Presentation was made by City Attorney Pope on the City's form of government; roles of Mayor, Mayor Pro Tem, City Manager and Council; what is public records and closed sessions; quorum and open meeting requirements, the requirement to vote versus conflicts of interest; and the General Statutes versus the City Ordinances.

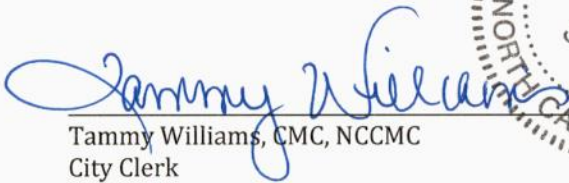
Remarks were made by City Manager Neuschafer and Assistant City Manager Godwin concerning their roles with the City and the introduction of Administration staff and roles.

City Clerk Williams reviewed the Orientation Manual: "Suggested Rules of Procedure for a City Council" by the UNC School of Government; Code of Ethics required by State and Code of Ethics signatures by City of Dunn; Charter and Code of Ordinances; Notice of Schedule for Council and Advisory Boards; Ward Maps; Budget Ordinance with Fee Schedule, a listing of the Departments; and meeting documents.

Staff then shared individually about each department's roles and responsibilities as follows: Parks and Recreation Director McNeill, Chief of Police Jackson, Public Works Director Williams, Assistant Public Utilities Director Cottle, Wastewater Treatment Plant Superintendent Dukes, Water Treatment Plant Superintendent Ian Stroud, Planning Director Adler, and Finance Director McNallan.

After a series of questions and answers, Mayor Elmore adjourned the meeting at 6:12 p.m. with no objections.

Attest:


Tammy Williams, CMC, NCCMC
City Clerk




William P. Elmore Jr.
Mayor