

**SPECIAL MEETING NOTICE
CITY COUNCIL OF THE CITY OF ASHEBORO**

MEETING DATE: FRIDAY, JULY 12, 2024

MEETING TIME: NOON

MEETING LOCATION: ASHEBORO RECREATION CENTER,
148 NORTH STREET,
ASHEBORO, NORTH CAROLINA 27203

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At noon on Friday, July 12, 2024, the Asheboro City Council will convene for a special meeting in the Asheboro Recreation Center’s multi-purpose room at 148 North Street, Asheboro, North Carolina 27203. This special meeting will enable the Asheboro City Council to consider two meeting agenda items: (1) An appointment to the Asheboro Alcoholic Beverage Control Board will be discussed and possibly acted upon; and (2) The process for recruiting and evaluating candidates for the assistant city manager position will be discussed and possibly acted upon.

Regarding the above-listed second meeting agenda item, the Piedmont Triad Regional Council (“PTRC”) is assisting with the recruitment and evaluation process for hiring an assistant city manager. A PTRC representative will participate in the meeting to gain a better understanding of the elected officials’ perspectives on factors deemed important for a successful recruitment and evaluation process.

The above-described special meeting will be conducted in open session. Public attendance at the meeting is welcomed.

This special meeting notice was issued on July 5, 2024.

/s/ David H. Smith

David H. Smith, Mayor
City of Asheboro, North Carolina

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**SPECIAL MEETING
ASHEBORO CITY COUNCIL
ASHEBORO RECREATION CENTER
148 NORTH STREET, ASHEBORO, NC
FRIDAY, JULY 12, 2024
NOON**

This being the time and place for a special meeting of the Asheboro City Council, a meeting was held with the following elected officials and city management team members present:

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|-----------------------|-----------------------------|
| David H. Smith |) – Mayor Presiding |
| Clark R. Bell |) |
| Edward J. Burks |) |
| Kelly L. Heath |) |
| Walker B. Moffitt |) – Council Members Present |
| William N. McCaskill |) |
| Charles A. Swiers |) |
| W. Joseph Trogon, Jr. |) |

John N. Ogburn, III, City Manager
Holly H. Doerr, CMC, NCCMC, City Clerk/Paralegal
P. Douglas Kemp, Human Resources Director
Deborah P. Reaves, Finance Director
Jeffrey C. Sugg, City Attorney

1. Call to Order

Mayor Smith called the meeting to order for the transaction of business, and business was transacted as follows.

2. Appointment to the Asheboro Alcoholic Beverage Control Board

Mayor Smith presented a resolution appointing Robert E. Morrison to a new three-year term of office on the Asheboro ABC Board. Council Member Bell moved, and Council Member Moffitt seconded the motion to approve/adopt the following resolution by reference. Council Members Bell, Burks, Heath, McCaskill, Moffitt, Swiers, and Trogdon voted aye. There were no dissenting votes.

RESOLUTION NUMBER 20 RES 7-24

CITY COUNCIL OF THE CITY OF ASHEBORO, NORTH CAROLINA

Resolution Appointing Robert E. Morrison to a New Three-Year Term of Office on the Asheboro ABC Board

WHEREAS, the Asheboro ABC Board (the “Board”) consists of three members who are appointed by the Asheboro City Council (the “Council”); and

WHEREAS, in accordance with Section 18B-700(a) of the North Carolina General Statutes, the Council appoints Board members to terms of office that are three years in duration; and

WHEREAS, in August 2024, Robert E. Morrison will complete his fourth three-year term of office on the Board; and

WHEREAS, from the date of the Asheboro ABC Board’s establishment in 2008 and throughout Mr. Morrison’s tenure as a Board member, the Board has consistently performed its duties in a very efficient and professional manner; and

WHEREAS, the Council believes that it is in the best interest of the Asheboro ABC system and the municipal corporation to reappoint Robert E. Morrison to the Asheboro ABC Board for another three-year term of office, and Mr. Morrison has agreed to accept this reappointment.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Asheboro that, effective August 13, 2024, Robert E. Morrison is reappointed to the Asheboro ABC Board for another three-year term of office.

This Resolution was adopted by the Asheboro City Council in open session during a special meeting held on July 12, 2024.

/s/David H. Smith
David H. Smith, Mayor

ATTEST:

/s/Holly H. Doerr
Holly H. Doerr, CMC, NCCMC, City Clerk

3. Discussion on the Process for Recruiting and Evaluating Candidates for the Assistant City Manager Position

Representatives from the Piedmont Triad Regional Council, Matt Reece and Terry Rivers, began a discussion on the process for hiring an assistant city manager. The purpose of this meeting was for the elected officials to engage in discussion that would lead to gain a better understanding of factors deemed important for a successful recruitment and evaluation process.

At the beginning of the discussion, Terry Rivers gave an overview of the framework that is needed in the recruitment process. Ms. Rivers discussed the importance of the following process in selecting the best candidate for the assistant city manager position.

1. To collect data;
2. To apply the data to the parameters of the search process;
3. To assess candidates and make preliminary selections; and
4. To review applications and select a candidate.

Ms. Rivers pointed out that part of the process is already complete. In May 2024, Council Members and city staff participated in a survey exploring certain characteristics needed for successful city leadership. Currently, the application framework is underway.

After Ms. Rivers completed her part of the discussion, Matt Reece engaged the elected officials in an online survey in order to gain ideas for the ideal candidate. In summary, the survey included, but was not limited to the following questions.

1. What are some priorities and roles of an ideal assistant city manager?
2. What are the expectations of the position?
3. What are the residency requirements of the assistant city manager? Should he/she live within the city's corporate limits?
4. What experience does the candidate have with the public sector? And, does that experience include North Carolina municipalities?
5. Any prior experience as an assistant city manager or a city manager?
6. What are the educational requirements?

Mr. Reece discussed certain candidate search avenues and online tools that may be used. These included, but were not limited to, the North Carolina Association of City Managers and the city manager's listservs. And, lastly, Mr. Reece suggested that the parameters of the search be set to include either a state wide or nationwide search or limited to an internal search among current qualified city employees.

After everyone expressed their ideas and visions of the selection process, the council members expressed their appreciation to the Piedmont Triad Regional Council for assistance in developing this recruitment and evaluation process. These suggestions will be taken into account when the city is ready to hire an assistant city manager.

At the conclusion of the discussion, Council Member Bell moved, and Council Member Moffitt seconded the motion to adjourn the meeting. Council Members Bell, Burks, Heath, McCaskill, Moffitt, Swiers, and Trogon voted aye. There were no dissenting votes. The meeting was adjourned at 1:36 p.m.

/s/Holly H. Doerr
Holly H. Doerr, CMC, NCCMC, City Clerk

/s/David H. Smith
David H. Smith, Mayor