

**MINUTES  
King City Council  
Called Meeting  
March 20, 2020**

The King City Council met in special session at King City Hall on Friday, March 20, 2020, at 5:30 p.m. Present were: Councilman Charles Allen, Councilman Wesley Carter, Councilman Terri Fowler, Mayor Pro Tempore Rick McCraw, Mayor Jack Warren, City Manager Homer Dearmin, City Clerk Tammy Hatley, Director of Finance and Personnel Susan O'Brien, City Engineer Scott Barrow, Fire Chief Steven Roberson, Chief of Police Jordan Boyette, Assistant Fire Chief/Fire Marshal Brad Cheek, Captain Ian Tedder, Parks & Recreation Director Olivia Smith, Payroll Technician Nicole Branshaw, and Chaplain Donald Davis.

Mayor Warren called the meeting to order and led the *Pledge of Allegiance*.

The invocation was offered.

**EVALUATION HOW PROCESSES ARE WORKING DURING THIS PERIOD, AND DISCUSS RELEVANT UPDATES RELATED TO COVID-19 AND OUR RESPONSE**

Chief Roberson gave the Mayor and Council an operation update on the COVID-19 response.

City Manager Dearmin announced that Nicole Branshaw had been selected to serve as City Clerk upon the May 1, 2020, retirement of the current City Clerk, Tammy Hatley.

A plan of city operations for the upcoming week was reviewed as well as safety precautions in relation to the COVID-19 pandemic.

Manager Dearmin requested Council action on the following items of concern due to the COVID-19 pandemic:

**Consideration of Suspending/Waiving Late Fees on Utilities**

Action

Councilman Carter moved to waive the late fees for all water and sewer bills until further notice. Councilman Fowler and Mayor Pro Tempore McCraw seconded the motion which carried by a unanimous vote of 4-0.

**Consideration of Process to Sign Up for Utilities**

Action

It was the consensus of the Council to require a \$100 security deposit for all new utility accounts during the COVID-19 pandemic.

**Closure of City Offices to the General Public**

Action

It was the consensus of the Council to close access to City offices by the general public until further notice except by an appointment authorized by a Department Head or the City Manager and to leave the drive-thru window at City Hall open Monday-Friday from 8:30 a.m. – 5:00 p.m.

### **King Recreation Acres and Senior Center Activities**

#### Action

Councilman Carter moved to leave Everybody's Playground open for the time being with warning signs referencing COVID-19 safety procedures to ease the burden of our officers having to patrol the area for violations, cancel all the group classes scheduled for King Recreation Acres and use the Senior Center as a daycare for essential staff if needed. Councilman Fowler seconded the motion which carried by a unanimous vote of 4-0.

### **Employee Pay**

Manager Dearmin recommended to the Mayor and Council that we keep pay in place for our employees until we decide to come back and re-evaluate this, or at least until the end of the fiscal year.

Personnel Director O'Brien gave an update on the newly enacted FMLA legislation and will notify staff.

#### Action

It was the consensus of the Council that no current City employee would lose their job due to the COVID pandemic.

Mayor Pro Tempore McCraw moved to continue to pay all City employees per the City Manager's recommendation until further notice. Councilman Carter and Fowler seconded the motion which carried by a unanimous vote of 4-0.

### **Emergency Funding**

#### Action

Councilman Allen moved to approve allocating \$50,000 in General Fund and \$50,000 in Enterprise Fund for emergency expenses related to the COVID-19 pandemic. Mayor Pro Tempore McCraw seconded the motion which carried by a unanimous vote of 4-0.

Mayor Warren called for a 5-minute recess at 5:31 p.m.

Mayor Warren reconvened the meeting.

### **Resolution and Remote Meeting Policy**

#### Action

Councilman Carter moved to approve Resolution 2020-05, a resolution approving the remote meeting participation policy of the City of King City Council which is incorporated within the body of the minutes below. Councilman Fowler seconded the motion which carried by a unanimous vote of 4-0.

## **CITY OF KING RESOLUTION 2020-05**

### **A RESOLUTION APPROVING THE REMOTE MEETING PARTICIPATION POLICY OF THE CITY OF KING CITY COUNCIL**

**WHEREAS**, the City of King City Council acknowledges that there are circumstances that may prevent physical attendance at a meeting; and

**WHEREAS**, the North Carolina State Legislature has acknowledged strides in video and audio attendance to meetings as described in NC General Statute 143-318.10(d); and

**WHEREAS**, the City of King City Council has determined that remote participation in meetings should only occur in City emergencies and under certain circumstances.

**NOW THEREFORE BE IT RESOLVED** that the City of King City Council adopts the remote participation policy attached hereto.

**BE IT FURTHER RESOLVED** that this policy shall expire July 31, 2020.

**RESOLVED, APPROVED, AND EFFECTIVE UPON ADOPTION, THIS THE 20<sup>TH</sup> DAY OF MARCH 2020, BY THE CITY OF KING CITY COUNCIL.**

**REMOTE MEETING PARTICIPATION POLICY AS REFERENCED IN CITY OF KING  
RESOLUTION 2020-05**

**Video Conference or Teleconference**

The City of King City Council has authorized, by Resolution 2020-05 dated March 20, 2020, a Board or Committee to meet by video conference or teleconference. If they do, such meeting must be conducted by a technology that allows all persons participating to hear each other at the same time. The opportunity for simultaneous communication is central to the deliberative character of the meeting and is what distinguishes it from attempts to do business by postal or electronic mail or by fax.

The City of King City Council has authorized regular, special, and emergency Council meetings to take place electronically or telephonically to accommodate Board members who cannot attend a meeting due to circumstances beyond their control. In such cases, the following procedures shall apply:

1. The Board authorizes and permits the use of electronic or telephonic meetings to accommodate the needs of members who cannot attend due to circumstances beyond their control. Such electronic or telephonic meetings shall only be permitted where a means of technology is available that allows all persons participating to hear each other at the same time, thereby offering the opportunity for simultaneous communication and deliberation.
2. Board Members participating electronically or telephonically will address the Board Chair when seeking to obtain the floor and shall wait until the Board Chair recognizes them before asserting control of the floor.
3. General discussion among Board members present and those connected electronically or telephonically shall be of an informal nature as if the remote Board member was present.
4. A board member participating by telephonic or electronic means shall be counted for voting purposes but not for purposes of establishing a quorum.
5. A Board member participating by telephonic or electronic means shall not participate in Closed Session discussions.
6. The Board Member who is not physically present shall not be counted toward the establishment of a quorum, nor may the absent Board Member cast a deciding vote on a matter pending before the Board.
7. Remote participation is permitted at a quasi-judicial hearing only if the remote participant has the ability to observe and evaluate documentary evidence is applicable and testimony.

**Public Information Officer's Facebook notice**

Action

Mayor Pro Tempore McCraw moved to approve the draft notice regarding a curfew/shelter in place rumor, which is included within the body of the minutes below. Councilman Allen seconded the motion which carried by a unanimous vote of 4-0.

*At this time (6:00 pm Friday, March 20th), the City of King has not initiated nor entered into discussion regarding a shelter-in-place order or any type of curfew for its citizens. There is no curfew or shelter-in-place put in place by the City of King at this time.*

**Support of Local Businesses**

Councilman Carter moved to encourage to the extent possible, all products and services necessary to be purchased should be made from businesses located within the City of King. Councilman Fowler seconded the motion which carried by a unanimous vote of 4-0.

**EXECUTIVE SESSION**

Mayor Pro Tempore McCraw moved to adjourn to executive session for the purpose of discussion of personnel per NC General Statute 143-318.11 (a) (6) and to prevent the disclosure of information that is privileged or confidential pursuant to the law of this state or the United States, or not considered a public record within the meaning of Chapter 32 of the General Statutes per NC General Statute 143-318.11 (a) (1). Councilman Fowler seconded the motion which carried by a unanimous vote of 4-0.

Mayor Warren reconvened the regular meeting and stated that no action had been taken during the executive session.

**ADJOURNMENT**

Councilman Fowler moved to adjourn the meeting. Councilman Carter seconded the motion which carried by a unanimous vote of 4-0.

Approved by:

Attest:

\_\_\_\_\_  
Jack Warren  
Mayor

\_\_\_\_\_  
Tamara H. Hatley, MMC, NCCMC  
City Clerk