

Mayor D. Dwayne Tuggle called a regular monthly meeting of the Amherst Town Council to order on July 12, 2017, at 7:00 P.M. in the Council Chambers of the Town Hall at 174 S. Main Street. Council members André Higginbotham, Kenneth G. Bunch, Mark A. Stinnett and Rachel A. Carton were present. Council member Kenneth S. Watts was absent. Town Manager Jack Hobbs, Town Attorney W. Thomas Berry, Deputy Town Manager Jim Chandler, Office Manager Tracie Wright, and Clerk of Council Vicki Hunt were present.

Recitation of the Pledge of Allegiance to the Flag was followed by an invocation given by André Higginbotham.

Mayor Tuggle opened the floor for citizen comments.

Suny Munk and Ellen Bowyer came forward on behalf of Second Stage to report on and thank the Town of Amherst for its support of their group's activities, and to invite the Town of Amherst to share recipes, photos, or other memorabilia connected to food or cultural practices in Amherst County to be used at an Amherst community dinner fundraiser planned for September 2017.

Town Engineer Herb White came forward to give a status report on the USDA sewer sliplining project.

Mrs. Carton made a motion that was seconded by Mr. Higginbotham and carried 4-0-1 to approve the minutes from the June 14, 2017, meeting. Messrs. Higginbotham, Bunch, Stinnett and Mrs. Carton voted "Aye." Mr. Watts was absent.

The Town Manager reported that on June 26, 2017, the Planning Commission voted 4-0 to approve the Milhous site plan to construct a 50' wide x 80' deep (4,000 SF) building addition to the existing 8,370 SF building at the Milhous site at 144 S. Main Street (TM#96A4-A-21), zoned Central Business District.

The Finance Committee was asked to review online credit card payment options and policy. Discussion on the matter was deferred to the next meeting.

After discussion, Mr. Bunch made a motion which was seconded by Mr. Stinnett and carried 4-0-1 to approve the YMCA Exploratory Committee Charter. Messrs. Higginbotham, Bunch, Stinnett and Mrs. Carton voted "Aye." Mr. Watts was absent. A copy of the Charter is attached and made a part of these minutes.

After discussion, Mr. Bunch made a motion to hold a public hearing at the September meeting on proposed changes to Town Charter Article III. Administration and Government which, if approved would allow staggered elections of the Mayor and Councilmen, and to Town Code Section 2-47.5 Chief of Police which, if approved would change supervision of the Chief of Police from the Town Manager to the Mayor or his designee. The motion was seconded by Mrs. Carton and carried 4-0-1. Messrs. Higginbotham, Bunch, Stinnett and Mrs. Carton voted "Aye." Mr. Watts was absent.

After discussion, Ms. Carton made a motion that was seconded by Mr. Stinnett and carried 4-0-1 to appoint Kenneth G. Bunch (Chairman) and André Higginbotham to the Personnel Committee. Messrs. Higginbotham, Bunch, Stinnett and Mrs. Carton voted "Aye." Mr. Watts was absent.

The Town Manager gave oral reports on the status of the recodification project; updated rules to the Freedom of Information Act; and the Main Street Waterline Project.

Mayor Tuggle opened the floor to citizen comments.

There being no further business, Mr. Bunch made a motion to adjourn the meeting at 8:21 PM. Mr. Stinnett seconded the motion which carried 4-0-1. Messrs. Higginbotham, Bunch, Stinnett and Mrs. Carton voted “Aye.” Mr. Watts was absent.

\_\_\_\_\_  
D. Dwayne Tuggle  
Mayor

Attest: \_\_\_\_\_  
Clerk of Council

DRAFT FOR APPROVAL

## **YMCA EXPLORATORY COMMITTEE CHARTER**

### **TOWN OF AMHERST**

#### **PURPOSE**

Believing that the Town of Amherst community would be enhanced by the presence of a YMCA, the Amherst Town Council created the YMCA Exploratory Committee (YEC) to function in an advisory capacity to the Council regarding a feasibility study for a full-service YMCA and to present its findings and recommendations to the Council.

The YEC shall explore, study and investigate all aspects of the feasibility a full-service YMCA development project in the Town of Amherst. Its scope of study is to include cost of "start-up", potential funding resources, and the procedures involved in the opening and the standard operation of a full-service YMCA. The YEC will present a written report to the Town Council that encompasses its findings and recommendations, the expected outcomes of implementing those expectations and its rationale for the recommendations it makes.

#### **MEMBERSHIP**

The YEC shall be composed of not less than four members of the Amherst community who have intimate knowledge of the Town and the opportunities it has to offer, or who are interested in fulfilling the functions of the Committee outlined herein (one of whom shall be the Chairman of the Committee.) The members of the Committee shall be established by the Council and removed by the Council. A majority of the members shall constitute a quorum.

#### **FUNCTIONS, DUTIES AND RESPONSIBILITIES:**

1. Identify ways that the citizens, businesses and Town Council of the Town of Amherst can develop and foster a favorable environment for a YMCA in the Town of Amherst.
2. Investigate a "start-up fund" (sometimes called seed money) necessary to be raised to allow YMCA staff to focus on developing programs and services during the first three years rather than spending most of their time fundraising.
3. Assess potential funding resources for yearly pledges for contributions (approximately 50 to 150 households and businesses typically are the funding source).
4. Research opening and standard operation procedures for a full-service YMCA.
5. Provide periodic interim oral reports of its operations and progress to the Town Council at regularly scheduled Town Council meetings. The YEC chairperson and the Town Manager will coordinate the scheduling of this requirement. Any time prior to, but no later than May 18, 2018, the YEC will draft and submit a written report to the Town Council containing its findings, recommendations and any other information it deems appropriate for the Town Council to consider.

The Town Council expects the YEC to operate independently and as such the Town Council and Town staffs will not directly involve themselves in the committee's work, except at the request of the committee. However, the following guidelines apply to the YEC:

- A. As a committee created and appointed by the Town Council, this advisory Committee must operate within the view of “the Public Eye.” All meetings must be open to the public and it will not have the option of an “Executive Session.” Parliamentary procedures must guide all discussions and deliberations, although the committee has the latitude to define the parliamentary procedures it needs to function effectively.
- B. All YEC meetings and records are open to the public and are subject to the rules and regulations as stated in the Freedom of Information Act. Public notification of meetings and publication of an agenda are required as is taking of minutes at each meeting. The YEC should consult the Town Attorney when any uncertainty exists.
- C. Except for its first meeting, the organizational meeting, the YEC must provide for audience comment at its meetings and should aggressively pursue other means for engaging with the public.
- D. The committee will establish a regular meeting place and time to provide predictability for the public. It should meet at least monthly having held its organizational meeting no later than September 19, 2017. The Town Clerk will coordinate the scheduling and meeting location of the first meeting with the committee members.
- E. As it is for the Town Council, a quorum for the YEC is a simple majority of its membership and recommendations may be approved by a majority of members voting.
- F. The committee will choose its own leadership: Once organized, it may operate on its own and with assistance from Town Staff and any other sources of expertise when needed.
- G. Its existence is temporary and it will be disbanded at a time to be determined by the Council.
- H. It is prohibited from committing Town resources for any purpose and it has no decision making authority, except for determining its meeting schedule, its recommendations and the contents of its final report to the Town Council.
- I. It should rely upon the Town and Town Staff for information and advice, but it may not exercise direction or supervision of Town employees. Also, the YEC should coordinate any engagements or conversations involving State or other regulatory agencies with Town Staff.
- J. Committee members should anticipate interest in its operations from the public and from the press. Therefore, the committee members should determine how the YEC will interact with the public and the press before, after and between meetings.
- K. As with other boards, commissions and committees of the Town Council, the Town Clerk will publish the minutes of YEC meetings via the Town’s Online website portal.