MEMORANDUM

To: Mayor and Members of the City Council

From: Rich Olson, City Manager

Date: May 22, 2020

Subj: Consideration - TDA Re-Appointment

BACKGROUND:

During the May 11, 2020 City Council meeting, the City Council tabled the reappointment of Gwen Sanders Conyers and Maureen Donnelly to the Tourism Development Authority (TDA). The City Council requested that staff provide some additional background information including the creation of the TDA and copies of several TDA meeting minutes. This information was forwarded to the City Council on May 13, 2020. In the staff memo dated May 13th, several items were provided, including a copy of the Pasquotank County Resolution creating the Elizabeth City – Pasquotank County Tourism Development Authority. The membership of the TDA was increased from seven members to nine members in 2007. As indicated in the resolution, the composition of the Board must include a City Councilor; County Commissioner; two representatives from the hotel and motel industry appointed by the County Commissioners; a City appointment that the Council recommends and the County appoints; three County appointments and a hotel representative, which the City and County must jointly approve. Gwen Sanders Conyers filled the slot as the City appointee to the Board while Maureen Donnelly was a joint appointee from the hotel / motel industry. It should be noted that all appointees, even those earmarked slots, must be appointed or confirmed by the Board of County Commissioners, as they have the sole authority to appoint to this Board.

ANALYSIS:

The City Council requested copies of minutes from several TDA meetings; staff provided copies of the June 27, 2019 meeting, where funding for Elizabeth City State University (ECSU) was discussed, and the October 24, 2019 meeting, where the City's request for $25,000 in funding for the YMCA was denied. Lastly, you will find a copy of the December 5, 2019 meeting minutes, where the City asked for reconsideration of the vote, which had resulted in the TDA denying funding for the YMCA. Once again the motion was denied. Please note that the TDA minutes do not reflect who voted for or against a motion but only the final vote count.

Following the Council's request to table the item, staff received an email from Maureen Donnelly requesting to have her name withdrawn from consideration. Mrs. Donnelly had served on the TDA since 2005; she represented the required hotel / motel industry position, and therefore any replacement must meet this specific requirement.

STAFF RECOMMENDATION:

By motion and roll call vote, recommend to the Pasquotank County Board of Commissioners that Gwen Sanders Conyers be reappointed as the City representative on the Tourism Development Authority for a two-year term expiring on June 30, 2022.

CITY OF ELIZABETH CITY

Application for Board, Committee or Commission Appointment

PLEASE NOTE: This application is a public record under North Carolina law and will be shared with third parties upon request and without notice. If there is any information you do not want released to the public, please do not include it.

Is this application for appointment ________ or reappointment? X

PLEASE TYPE OR PRINT CLEARLY:

1. **Personal Information:**

Name: Gwendolyn Sanders Cinyers

Mailing Address: 1509 Emerald Lk. Cir, #202 Email: gsanders@ecsu.edu

City and State Elizabeth City, NC Zip Code 27909

Telephone: Home: ________ Cell: 301-943-7738 Business: 252-335-3226

*Sex: F *Race: ________ *Age: 64

This information is requested for the sole purpose of assuring that a cross-section of individuals is appointed to serve our community.

Employed By: Elizabeth City State Univ. Current Position: Deputy Chief of Staff

2. **Where do you reside?**

In Elizabeth City's City Limits? ✓ If so, which Ward? 2nd

In Elizabeth City's Extraterritorial Jurisdiction (ETJ)? ________

In Pasquotank County outside Elizabeth City's ETJ? ________

3. **Are you currently serving on another board, committee or commission appointed by the City of Elizabeth City? If so, please identify:**

N/A

PLEASE NOTE: No resident of the City of Elizabeth City may serve in more than two appointed positions at one time in City of Elizabeth City government, unless exempted by nature of the position he or she may hold in governmental service.

4. **If you previously served on a City board, committee or commission, did you fulfill your term to completion?** yes

5. **Please indicate by number your order of preference in serving on the following boards, committees or commissions:**

_____ Alcoholic Beverage Control Board
_____ EC/PC Airport Authority
_____ Board of Adjustment
_____ Community Relations Commission
_____ Elizabeth City Housing Authority
_____ Historic Preservation Commission
_____ Central Communication Advisory
_____ Joint Animal Control Board

_____ Planning Commission
_____ Personnel Appeals Committee
_____ Parks and Recreation Advisory Board
_____ Senior Citizen Advisory Committee
_____ Storm Water Advisory Board
I✓ Tourism Development Authority
_____ Urban Forestry Commission

6. **List below any experience or qualifications you have that are relevant to the board/committee/commission for which you are applying.** (*Use additional sheet, if necessary.*)

Active member of Tourism Development Authority since 2007. Currently serving as Chair.

Applicant Statement:

I understand that I am applying for appointment to a board, committee or commission for the City of Elizabeth City; that I will be required to take an oath of office to uphold the constitutions of the United States and North Carolina and the laws of the same, if appointed; that I will be required to meet the attendance and training requirements of the City if I am appointed, and may be removed from office for failure to meet attendance requirements; that for members of those boards, commissions or committees established by the City Council as requiring annual disclosure, completion of the City's General Disclosure Form, required by Section 2-114 of the City's Code of Ethics Conflict of Interest Ordinance shall be completed by February 1 of each year; and that my application will remain on file for consideration for a period of three (3) years, after which time I will need to file a new application. I agree to comply at all times with all requirements of the office for which I am applying.

By my signature below, I hereby certify that all the information contained herein is true to the best of my knowledge and belief.

Date: 4-22-2020 Signature: Gwendolyn Sanders Cuyers

PLEASE SUBMIT THIS APPLICATION TO:
City Clerk's Office
P. O. Box 347
Elizabeth City, NC 27909
Fax: ***(252) 337-6956***
Phone: ***(252) 337-6955***
Email: ***vwhite@cityofec.com***

OFFICE USE ONLY

Residence:
_____ Inside
_____ ETJ
_____ County
Appointed: _____
Term: _____
Date: _____

RESOLUTION INCREASING THE MEMBERSHIP OF THE ELIZABETH CITY-PASQUOTANK COUNTY TOURISM DEVELOPMENT AUTHORITY

WHEREAS, on June 6, 2005, the Pasquotank County Board of Commissioners ("Board") adopted a resolution creating the Elizabeth City-Pasquotank County Tourism Development Authority ("TDA") pursuant to local legislation; and

WHEREAS, the Board resolved that the TDA would consist of seven members as described in the resolution; and

WHEREAS, in order to provide additional flexibility and diversity with regard to the county's appointments, the Board of Commissioners subsequently voted on June 20, 2005 to approve an expansion of the Tourism Development Authority from seven to nine members, with two additional at-large members to be appointed by the Board of Commissioners; and

WHEREAS, although the Board voted to approve the increase in membership, the resolution which created the Elizabeth City-Pasquotank County Tourism Development Authority was never amended to reflect the change.

NOW THEREFORE BE IT RESOLVED that the Pasquotank County Board of Commissioners hereby approves an amendment to the Resolution Authorizing the Elizabeth City-Pasquotank County Tourism Development Authority and Enacting a 3% Room Occupancy Tax as follows:

The Authority shall consist of ~~seven~~ nine members as follows:

One (1) -	County Commissioner
One (1) -	City Councilor
Two (2) -	From the hotel/motel industry recommended by the hotel/motel industry and appointed by the Pasquotank County Board of Commissioners
One (1) -	City appointment appointed by the Pasquotank County Board of Commissioners on recommendation of the City of Elizabeth City
~~One (1)~~ Three (3) -	County appointments
One (1) -	From the hotel/motel industry based on a joint recommendation of the City of Elizabeth City and Pasquotank County.

ADOPTED this 20th day of August, 2007.

By: Cecil Perry
Cecil Perry, Chairman
Pasquotank County Board of Commissioners

ATTEST:

Karen L. Jennings
Clerk to the Board

STRIKETHROUGHS (DELETED TEXT) REMOVED FROM THIS COPY OF SL 2005-16

GENERAL ASSEMBLY OF NORTH CAROLINA

SESSION 2005

SESSION LAW 2005-16
HOUSE BILL 351

AN ACT to modify the occupancy tax for PASQUOTANK COUNTY AND ELIZABETH CITY.

The General Assembly of North Carolina enacts:

SECTION 1. Chapter 175 of the 1987 Session Laws reads as rewritten:

"Section 1. Pasquotank occupancy tax. (a) Authorization and Scope. The Pasquotank County Board of Commissioners may levy a room occupancy tax of no more than three percent (3%) of the gross receipts derived from the rental in Pasquotank County of any room, lodging, or similar accommodation subject to sales tax under G.S. 105-164.4(a)(3).

This tax does not apply to accommodations furnished by nonprofit charitable, educational, benevolent, or religious organizations when furnished in furtherance of their nonprofit purpose. This tax is in addition to any State or local sales tax.

(a1) Additional Occupancy Tax. - In addition to the tax authorized by subsection (a) of this section, the Pasquotank County Board of Commissioners may levy a room occupancy and tourism development tax of up to three percent (3%) of the gross receipts derived from the rental of accommodations taxable under that subsection. Pasquotank County may not levy a tax under this subsection unless it also levies a tax under subsection (a) of this section.

(b) deleted

(c) Administration. A tax levied under this section shall be levied, administered, collected, and repealed as provided in G.S. 153A-155. The penalties provided in G.S. 153A-155 apply to a tax levied under this section.

(d) deleted

(e) (e) Use and Distribution of First Three Cents (3¢). - The finance officer of Pasquotank County shall, on a quarterly basis, remit the net proceeds of the occupancy tax levied under subsection (a) of this section to the Elizabeth City-Pasquotank County Tourism Development Authority. The Authority shall use the net proceeds of the occupancy tax levied under subsection (a) of this section as follows:

(1) Fifty percent (50%) to promote travel and tourism.

(2) Twenty-five percent (25%) for tourism-related expenditures that are recommended by the Elizabeth City City Council and are approved by the Authority.

(3) Twenty-five percent (25%) for tourism-related expenditures that are recommended by the Pasquotank County Board of Commissioners and are approved by the Authority.

(e1) Use and Distribution of the Proceeds from the Additional Occupancy Tax. - The finance officer of Pasquotank County shall, on a quarterly basis, remit the net proceeds of the occupancy tax levied under subsection (a1) of this section to the Elizabeth City-Pasquotank County Tourism Development Authority. The Authority shall use at least two-thirds of the funds remitted to it under this subsection to promote travel and tourism and shall use the remainder for tourism-related expenditures.

"Sec. 1.1. Elizabeth City Area Convention and Visitors Bureau. (a) Establishment as a Tourism Development Authority. - Upon adoption of a resolution levying a room occupancy tax under this act by either the Pasquotank County Board of Commissioners or the Elizabeth City City Council, the Pasquotank Board of Commissioners shall adopt a resolution converting the Elizabeth City Area Convention and Visitors Bureau into a tourism development authority, which shall be a public authority under the Local Government Budget and Fiscal Control Act. The county shall transfer to the Authority upon its creation all of the assets of the county's convention and visitors bureau. The resolution shall provide for the membership of the Authority, including the members' terms of office, and for the filling of vacancies on the Authority. At least one-third of the members must be individuals who are affiliated with businesses that collect the tax in the county, and at least three-fourths of the members must be individuals who are currently active in the promotion of travel and tourism in the county.

The Authority shall meet at the call of the chair and shall adopt rules of procedure to govern its meetings. The Finance Officer for Pasquotank County shall be the nonvoting ex officio finance officer of the Authority.

(b) Duties. - The Authority shall expend the net proceeds of the tax levied under this act for the purposes provided in this act. The Authority shall promote travel, tourism, and conventions in the county, sponsor tourist-related events and activities in the county, and finance tourist-related capital projects in the county.

(c) Reports. - The Authority shall report quarterly and at the close of the fiscal year to the governing body or bodies levying a tax under this act on its receipts and expenditures for the preceding quarter and for the year in such detail as the governing body or bodies may require.

"Sec. 2. Elizabeth City occupancy tax. (a) Authorization; Scope; Administration. - If the Pasquotank County Board of Commissioners has not levied the tax authorized by Section 1 of this act or has levied the tax at a rate of less than three percent (3%), the Elizabeth City City Council may, by ordinance, levy a room occupancy tax at a rate that does not exceed three percent (3%) when combined with the Pasquotank County occupancy tax rate, if any. This tax shall apply to the same accommodations that are taxable under Section 1 of this act. A tax levied under this subsection shall be levied, administered, collected, and repealed as provided in G.S. 160A-215. The penalties provided in G.S. 160A-215 apply to a tax levied under this section.

(a1) Additional Occupancy Tax. - In addition to the tax authorized by subsection (a) of this section, the Elizabeth City City Council may levy an additional room occupancy tax of up to three percent (3%) of the gross receipts derived from the rental of accommodations taxable under subsection (a) of this section only if Elizabeth City also levies the tax authorized under subsection (a) of this section or if Pasquotank County levies the tax authorized under subsection (a) of Section 1 of this act. The total rate of tax levied under subsections (a) and (a1) of this section, when combined with the rate of any room occupancy tax that may be levied by Pasquotank County, may not exceed six percent (6%). The levy, collection, administration, and repeal of the tax authorized by this subsection shall be in accordance with the provisions of this section.

(b) Use and Distribution of First Three Cents (3¢). - The finance officer of Elizabeth City shall, on a quarterly basis, remit the net proceeds of the occupancy tax levied under subsection (a) of this section to the Elizabeth City-Pasquotank County Tourism Development Authority. The Authority shall use the net proceeds of the occupancy tax levied under subsection (a) of this section as follows:

(1) Fifty percent (50%) to promote travel and tourism.

(2) Twenty-five percent (25%) for tourism-related expenditures that are recommended by the Elizabeth City City Council and are approved by the Authority.

(3) Twenty-five percent (25%) for tourism-related expenditures that are recommended by the Pasquotank County Board of Commissioners and are approved by the Authority.

(b1) Use and Distribution of the Proceeds from the Additional Occupancy Tax. - The finance officer of Elizabeth City shall, on a quarterly basis, remit the net proceeds of the occupancy tax levied under subsection (a1) of this section to the Elizabeth City-Pasquotank County Tourism Development Authority. The Authority shall use at least two-thirds of the funds remitted to it under this subsection to promote travel and tourism and shall use the remainder for tourism-related expenditures.

"Sec. 2.1. Definitions. - The following definitions apply in this act:

(1) Net proceeds. - Gross proceeds less the cost to the governing body of administering and collecting the tax, as determined by the finance officer, not to exceed three percent (3%) of the first five hundred thousand dollars ($500,000) of gross proceeds collected each year and one percent (1%) of the remaining gross receipts collected each year.

(2) Promote travel and tourism. - To advertise or market an area or activity, publish and distribute pamphlets and other materials, conduct market research, or engage in similar promotional activities that attract tourists or business travelers to the area. The term includes administrative expenses incurred in engaging in the listed activities.

(3) Tourism-related expenditures. - Expenditures that, in the judgment of the Tourism Development Authority, are designed to increase the use of lodging facilities, meeting facilities, or convention facilities in the county or to attract tourists or business travelers to the county. The term includes tourism-related capital expenditures.

"Sec. 3. Effect of county tax on previously levied city tax. If the City of Elizabeth City levies an occupancy tax under Section 2 of this act, and the Pasquotank County Board of Commissioners subsequently adopts a resolution levying an occupancy tax in Pasquotank County under Section 1 of this act, the occupancy tax levied by the City of Elizabeth City shall be repealed as of the effective date of the county levy if the county levies an occupancy tax at the rate of six percent (6%), and shall be reduced by the amount that the combined county and city occupancy tax rates exceed six percent (6%) if the county rate is less than six percent (6%).

"Sec. 4. This act is effective upon ratification."

SECTION 2. G.S. 153A-155(g) reads as rewritten: [A]

"(g) This section applies only to Anson, Brunswick, Buncombe, Cabarrus, Carteret, Craven, Cumberland, Currituck, Dare, Davie, Durham, Granville, Madison, Montgomery, Nash, New Hanover, Pasquotank, Pender, Person, Randolph, Richmond, Rowan, Scotland, Stanly, Transylvania, Tyrrell, Vance, and Washington Counties, and to the Township of Averasboro in Harnett County."

SECTION 3. G.S. 160A-215(g) reads as rewritten: [B]

"(g) This section applies only to Beech Mountain District W, to the Cities of Elizabeth City, Gastonia, Goldsboro, Greensboro, High Point, Kings Mountain, Lexington, Lincolnton, Lumberton, Monroe, Mount Airy, Shelby, Statesville, Washington, and Wilmington, to the Towns of Beech Mountain, Blowing Rock, Carolina Beach, Carrboro, Franklin, Kure Beach, Jonesville, Mooresville, North Topsail Beach, Selma, Smithfield, St. Pauls, Wilkesboro, and Wrightsville Beach, and to the municipalities in Avery and Brunswick Counties."

SECTION 4. This act is effective when it becomes law.

In the General Assembly read three times and ratified this the 26th day of April, 2005.

A

§ 153A-155. Uniform provisions for room occupancy taxes.

(a) Scope. - This section applies only to counties the General Assembly has authorized to levy room occupancy taxes.

(b) Levy. - A room occupancy tax may be levied only by resolution, after not less than 10 days' public notice and after a public hearing held pursuant thereto. A room occupancy tax shall become effective on the date specified in the resolution levying the tax. That date must be the first day of a calendar month, however, and may not be earlier than the first day of the second month after the date the resolution is adopted.

(c) Collection. - Every operator of a business subject to a room occupancy tax shall, on and after the effective date of the levy of the tax, collect the tax. The tax shall be collected as part of the charge for furnishing a taxable accommodation. The tax shall be stated and charged separately from the sales records and shall be paid by the purchaser to the operator of the business as trustee for and on account of the taxing county. The tax shall be added to the sales price and shall be passed on to the purchaser instead of being borne by the operator of the business. The taxing county shall design, print, and furnish to all appropriate businesses and persons in the county the necessary forms for filing returns and instructions to ensure the full collection of the tax. An operator of a business who collects a room occupancy tax may deduct from the amount remitted to the taxing county a discount equal to the discount the State allows the operator for State sales and use tax.

(d) Administration. - The taxing county shall administer a room occupancy tax it levies. A room occupancy tax is due and payable to the county finance officer in monthly installments on or before the 20th day of the month following the month in which the tax accrues. Every person, firm, corporation, or association liable for the tax shall, on or before the 20th day of each month, prepare and render a return on a form prescribed by the taxing county. The return shall state the total gross receipts derived in the preceding month from rentals upon which the tax is levied. A room occupancy tax return filed with the county finance officer is not a public record and may not be disclosed except in accordance with G.S. 153A-148.1 or G.S. 160A-208.1.

(e) Penalties. - A person, firm, corporation, or association who fails or refuses to file a room occupancy tax return or pay a room occupancy tax as required by law is subject to the civil and criminal penalties set by G.S. 105-236 for failure to pay or file a return for State sales and use taxes. The governing board of the taxing county has the same authority to waive the penalties for a room occupancy tax that the Secretary of Revenue has to waive the penalties for State sales and use taxes.

(f) Repeal or Reduction. - A room occupancy tax levied by a county may be repealed or reduced by a resolution adopted by the governing body of the county. Repeal or reduction of a room occupancy tax shall become effective on the first day of a month and may not become effective until the end of the fiscal year in which the resolution was adopted. Repeal or reduction of a room occupancy tax does not affect a liability for a tax that was attached before the effective date of the repeal or reduction, nor does it affect a right to a refund of a tax that accrued before the effective date of the repeal or reduction.

(f1) Use. - The proceeds of a room occupancy tax shall not be used for development or construction of a hotel or another transient lodging facility.

(g) This section applies only to Alleghany, Anson, Brunswick, Buncombe, Cabarrus, Camden, Carteret, Chowan, Clay, Craven, Cumberland, Currituck, Dare, Davie, Duplin, Durham, Franklin, Granville, Halifax, Madison, Martin, Montgomery, Nash, New Hanover, New Hanover County District U, Pasquotank, Pender, Person, Randolph, Richmond, Rockingham, Rowan, Scotland, Stanly, Transylvania, Tyrrell, Vance, and Washington Counties, to Watauga County District U, and to the Township of Averasboro in Harnett County. (1997-102, s. 3; 1997-255, s. 2; 1997-342, s. 2; 1997-364, s. 3; 1997-410, s. 6; 1998-14, s. 2; 1999-155, s. 2; 1999-205, s. 2; 1999-286, s. 2; 2000-103, s. 5; 2001-162, s. 2; 2001-305, s. 2; 2001-321, s. 3; 2001-381, s. 10; 2001-434, s. 1; 2001-439, s. 18.2; 2001-468, s. 3; 2001-480, s. 14; 2001-484, s. 2; 2002-138, s. 5; 2004-106, s. 2; 2004-120, s. 3; 2004-170, ss. 36(a), 42(a); 2004-199, s. 60(a); 2005-16, s. 2; 2005-46, s. 1.2; 2005-53, s. 2; 2005-197, s. 6; 2005-233, s. 6.1; 2006-120, s. 8.1; 2006-127, s. 2; 2006-129, s. 2; 2006-162, s. 20(a); 2006-167, s. 7(e); 2006-264, s. 81(a).)

B

160A-215. Uniform provisions for room occupancy taxes.

(a) Scope. - This section applies only to municipalities the General Assembly has authorized to levy room occupancy taxes. For the purpose of this section, the term "city" means a municipality.

(b) Levy. - A room occupancy tax may be levied only by resolution, after not less than 10 days' public notice and after a public hearing held pursuant thereto. A room occupancy tax shall become effective on the date specified in the resolution levying the tax. That date must be the first day of a calendar month, however, and may not be earlier than the first day of the second month after the date the resolution is adopted.

(c) Collection. - Every operator of a business subject to a room occupancy tax shall, on and after the effective date of the levy of the tax, collect the tax. The tax shall be collected as part of the charge for furnishing a taxable accommodation. The tax shall be stated and charged separately from the sales records and shall be paid by the purchaser to the operator of the business as trustee for and on account of the taxing city. The tax shall be added to the sales price and shall be passed on to the purchaser instead of being borne by the operator of the business. The taxing city shall design, print, and furnish to all appropriate businesses and persons in the city the necessary forms for filing returns and instructions to ensure the full collection of the tax. An operator of a business who collects a room occupancy tax may deduct from the amount remitted to the taxing city a discount equal to the discount the State allows the operator for State sales and use tax.

(d) Administration. - The taxing city shall administer a room occupancy tax it levies. A room occupancy tax is due and payable to the city finance officer in monthly installments on or before the 20th day of the month following the month in which the tax accrues. Every person, firm, corporation, or association liable for the tax shall, on or before the 20th day of each month, prepare and render a return on a form prescribed by the taxing city. The return shall state the total gross receipts derived in the preceding month from rentals upon which the tax is levied. A room occupancy tax return filed with the city finance officer is not a public record and may not be disclosed except in accordance with G.S. 153A-148.1 or G.S. 160A-208.1.

(e) Penalties. - A person, firm, corporation, or association who fails or refuses to file a room occupancy tax return or pay a room occupancy tax as required by law is subject to the civil and criminal penalties set by G.S. 105-236 for failure to pay or file a return for State sales and use taxes. The governing board of the taxing city has the same authority to waive the penalties for a room occupancy tax that the Secretary of Revenue has to waive the penalties for State sales and use taxes.

(f) Repeal or Reduction. - A room occupancy tax levied by a city may be repealed or reduced by a resolution adopted by the governing body of the city. Repeal or reduction of a room occupancy tax shall become effective on the first day of a month and may not become effective until the end of the fiscal year in which the resolution was adopted. Repeal or reduction of a room occupancy tax does not affect a liability for a tax that was attached before the effective date of the repeal or reduction, nor does it affect a right to a refund of a tax that accrued before the effective date of the repeal or reduction.

(f1) Use. - The proceeds of a room occupancy tax shall not be used for development or construction of a hotel or another transient lodging facility.

(g) This section applies only to Beech Mountain District W, to the Cities of Belmont, Elizabeth City, Eden, Gastonia, Goldsboro, Greensboro, High Point, Kings Mountain, Lexington, Lincolnton, Lumberton, Monroe, Mount Airy, Reidsville, Roanoke Rapids, Shelby, Statesville, Washington, and Wilmington, to the Towns of Ahoskie, Beech Mountain, Benson, Blowing Rock, Boiling Springs, Burgaw, Carolina Beach, Carrboro, Dobson, Elkin, Franklin, Jonesville, Kenly, Kure Beach, Mooresville, North Topsail Beach, Pilot Mountain, Selma, Smithfield, St. Pauls, Troutman, Tryon, West Jefferson, Wilkesboro, and Wrightsville Beach, and to the municipalities in Avery and Brunswick Counties. (1997-361, s. 4; 1997-364, s. 5; 1997-410, s. 3; 1997-447, s. 2; 1998-112, s. 4; 1999-258, s. 3; 1999-302, s. 2; 2000-103, s. 9; 2001-11, s. 2; 2001-365, s. 3; 2001-434, s. 9; 2001-439, s. 18.1; 2002-94, s. 4; 2002-95, s. 3; 2002-138, s. 2; 2002-139, s. 2; 2002-159, s. 62; 2003-281, s. 14; 2004-105, s. 3; 2004-170, ss. 36(b), 42(b); 2004-199, s. 60(b); 2005-16, s. 3; 2005-46, s. 2.3; 2005-49, s. 3; 2005-220, s. 5; 2005-233, s. 6.2; 2005-435, s. 45; 2006-118, s. 4; 2006-120, ss. 8.2, 10.2; 2006-148, s. 3; 2006-162, s. 20(b); 2006-164, s. 3; 2006-167, s. 3; 2006-264, ss. 19, 81(a).)

PASQUOTANK COUNTY
Post Office Box 39
Elizabeth City, North Carolina 27907-0039
(252)335-0569
Fax (252)337-6610

RESOLUTION AUTHORIZING THE ELIZABETH CITY-PASQUOTANK COUNTY TOURISM DEVELOPMENT AUTHORITY AND ENACTING A 3% ROOM OCCUPANCY TAX

WHEREAS, the Pasquotank County Board of Commissioners ("Board") are authorized pursuant to local legislation to levy a room occupancy tax of no more than three percent (3%) of the gross receipts derived from the rental in Pasquotank County of any room, lodging, or similar accommodation subject to sales tax under G.S. 105-164.4(a)(3);

WHEREAS, the Board determines that it is in the best interest of Pasquotank County to enact a three percent (3%) room occupancy tax;

WHEREAS, pursuant to the legislation upon adoption of the three percent (3%) room occupancy tax the Board must convert the Elizabeth City Area Convention and Visitors Bureau ("Bureau") into the Elizabeth City-Pasquotank County Tourism Development Authority ("Authority") which shall become a public authority under the laws of the State of North Carolina and subject to the Local Government Budget and Fiscal Control Act;

WHEREAS, upon adoption of the Authority the Board shall convert all of the assets of the existing bureau to the tourism authority;

WHEREAS, the Authority shall consist of seven members as follows:

One (1) – County Commissioner
One (1) – City Councilor
Two (2) – From the hotel/motel industry recommended by the hotel/motel industry and appointed by the Pasquotank County Board of Commissioners
One (1) – City appointment appointed by the Pasquotank County Board of Commissioners on recommendation of the City of Elizabeth City
One (1) – County appointment
One (1) – From the hotel/motel industry based on a joint recommendation of the City of Elizabeth City and Pasquotank County

- All vacancies on the Authority shall be appointed by the Pasquotank County Board of Commissioners. Every member of the Authority must live or work within Pasquotank County. Members of the Authority shall serve two (2) year terms.

- Pursuant to the enabling legislation the Authority must be comprised of at least one-third of individuals who are affiliated with the business of collecting the tax in the county and at least three-fourths of the members must be individuals who are currently active in the promotion of travel and tourism in the county.

❖ In order to accomplish two (2) year staggering terms the initial authority terms shall be as follows:

The following members shall serve an initial two (2) year term:

One (1) – County Commissioner
One (1) – City Councilor
Two (2) – Appointees appointed by Pasquotank County based on the recommendations of the hotel/motel industry

The following members shall serve an initial one (1) year term:

One (1) - City appointment recommended by the City and approved by the Pasquotank Board
One (1) - County appointment and joint city and county appointment from the hotel/motel industry

WHEREAS, the existing members of the Bureau shall become members of the Authority by virtue of this resolution for a period not to exceed sixty (60) days or until the Board appoints new members.

It is hereby RESOLVED:

1. The Pasquotank County Board of Commissioners hereby adopts a three percent (3%) room occupancy tax of the gross receipts derived from the rental in Pasquotank County of any room, lodging, or similar accommodation subject to sales tax under G.S. 105-164.4(a)(3);

2. The Elizabeth City Area Convention and Visitors Bureau is hereby converted into the Elizabeth City-Pasquotank County Tourism Authority which shall be composed of a seven (7) member Authority as outlined in this resolution;

3. Pasquotank County shall transfer all assets under its control from the Elizabeth City Convention and Visitors Bureau to the Elizabeth City-Pasquotank County Tourism Authority.

4. All revenue generated by virtue of this ordinance shall be transferred as provided by the enabling legislation.

This 6th day of June, 2005.

This resolution takes effect upon adoption.

ATTEST:

Karen S. Jennings
Karen S. Jennings
Clerk to the Board

By: Bill Trueblood
Bill Trueblood, Chairman
Pasquotank County Board of Commissioners

(SEAL)

RESOLUTION INCREASING THE MEMBERSHIP OF THE ELIZABETH CITY-PASQUOTANK COUNTY TOURISM DEVELOPMENT AUTHORITY

WHEREAS, on June 6, 2005, the Pasquotank County Board of Commissioners ("Board") adopted a resolution creating the Elizabeth City-Pasquotank County Tourism Development Authority ("TDA") pursuant to local legislation; and

WHEREAS, the Board resolved that the TDA would consist of seven members as described in the resolution; and

WHEREAS, in order to provide additional flexibility and diversity with regard to the county's appointments, the Board of Commissioners subsequently voted on June 20, 2005 to approve an expansion of the Tourism Development Authority from seven to nine members, with two additional at-large members to be appointed by the Board of Commissioners; and

WHEREAS, although the Board voted to approve the increase in membership, the resolution which created the Elizabeth City-Pasquotank County Tourism Development Authority was never amended to reflect the change.

NOW THEREFORE BE IT RESOLVED that the Pasquotank County Board of Commissioners hereby approves an amendment to the Resolution Authorizing the Elizabeth City-Pasquotank County Tourism Development Authority and Enacting a 3% Room Occupancy Tax as follows:

The Authority shall consist of ~~seven~~ nine members as follows:

One (1) -	County Commissioner
One (1) -	City Councilor
Two (2) -	From the hotel/motel industry recommended by the hotel/motel industry and appointed by the Pasquotank County Board of Commissioners
One (1) -	City appointment appointed by the Pasquotank County Board of Commissioners on recommendation of the City of Elizabeth City
~~One (1)~~ Three (3) -	County appointments
One (1) -	From the hotel/motel industry based on a joint recommendation of the City of Elizabeth City and Pasquotank County.

ADOPTED this 20th day of August, 2007.

By: Cecil Perry
Cecil Perry, Chairman
Pasquotank County Board of Commissioners

ATTEST:

Karen A. Jennings
Clerk to the Board

ELIZABETH CITY-PASQUOTANK COUNTY
TOURISM DEVELOPMENT AUTHORITY
Minutes
June 27, 2019

Present: Arthur McPherson, Maureen Donnelly, Jeff Dixon, Rhonda Twiddy, Gwen Sanders, Abel Sutton, Phil Mays, Sheri Small, Corrina Ferguson, Susan Hartley, Liza Franco, Carrie Barker

Absent: Jeannie Young, Andy Montero

Guests: Debbie Melanfant – ECDI
Christian Lockamy – EC-PC EDC
Andre Nabors – VisitNC
John Leidy – Hornthal, Riley & Nash
Peggy Davenport – NAACP
Robert Kelly-Goss – ECSU
Michael Brooks
Reggie Ponder – The Daily Advance
Keith Rivers – NAACP
Johnny Walton – NAACP/City of Elizabeth City City Council
Laurie Edwards – Arts of the Albemarle

1. **Call to Order:** Rhonda, Chair

2. **Approval of Agenda:** Jeff made a motion to approve the agenda, seconded by Maureen, unanimously approved.

3. **Public Comments:** Under G.S. HP-635 Rhonda welcomed any public comments. No Public Comment

4. **Approval of May 2019 Minutes:** Jeff made a motion to approve the May 25, 2019 minutes, seconded by Phil, unanimously approved.

5. **Approval of May 2019 Finance Statement:**
The May 2019 finance statement was reviewed. Arthur reported that overall the report looks good. Arthur made a motion to approve the May 2019 finance statement, seconded by Maureen, unanimously approved.

Arthur also reported that a fiscal year end budget amendment in the amount of $25,000.00 is needed due to unbudgeted expenses. These expenses include the resignation of the previous director which resulted in interview and moving expenses for a new director plus attorney fees associated with our accreditation process. It is recommended by the finance committee that the following allocations be made:

- Reallocate $5,000.00 each from Employee Benefits, Retirement and Website Development totaling $15,000.00 to Relocation Expense
- Reallocate $1,000.00 from Website Development to Interview Expenses
- Reallocate $9,000.00 from In-House Marketing to Legal Expense

Arthur made a motion to approve this budget amendment in the amount of $25,000.00, seconded by Phil, unanimously approved.

6. **Presentation:** Andre Nabors with VisitNC.

Andre shared VisitNC's marketing ideas and partnerships. He outlined how tourism spending creates jobs and impacts economic development. A vital key to successful marketing campaigns is partner programs. Research is number one in importance to determine the marketing messaging and plan. Andre also shared information including VisitNC's budget is ranked 28th out of 50 states and that we are ranked 6th in nation for visitation. Andre continually stressed the importance of partnerships and research.

7. **Public Hearing:** FY 2019-2020 Budget and Ordinance Adoption.

Keith Rivers, President of the NAACP addressed the board regarding funding for ECSU. He feels that the TDA should not decrease specific funding for ECSU.

Johnny Walton, ESCU Alumni and City of Elizabeth City City Councilor. In his opinion, ECSU is key to Elizabeth City continuing to be a viable city. He feels the TDA needs to continue all funding for ECSU.

Laurie Edwards, Executive Director, Arts of the Albemarle. Laurie feels the proposed budget changes will be great marketing for all of Elizabeth City. After learning about the TDA's new plan she fully supports this change even though it affects Arts of the Albemarle's budget. This change is making all our organizations work together.

A question was asked regarding the possibility of organizations applying for future grant funding. A new grant program is being developed and any one can apply but will have to meet certain criteria to be eligible for funding. The recently adopted Strategic Plan clearly states that grant funding will be for new events, activities and infrastructure.

Christian added that he feels that part of our goal should not focus so much on what is happening now but what we can bring to Elizabeth City. New people/visitors mean new money.

Phil made a motion to approve the proposed 2019/2020 budget, Arthur seconded. Approved 5 to 2.

The chairperson added that making tough decisions will result in growth and that while the budget has changed the collaboration between the TDA and community events and attractions will help our City and County grow.

8. <u>**Tourism Director Report:**</u>

- **Smith Travel Research** – Corrina reviewed the STR report pointing out details regarding the occupancy percentage versus actual rooms sold.
- **Strategic Plan Presentations Update** – Corrina has presented the Strategic Plan to various organizations and will continue to do so. She welcomes any suggestions regarding this.
- **Visitor Profile Research Update** – The research survey should be out by the end of July. Corrina will keep the board up to date on the status of this project.
- **Marketing Update** – Corrina explained various details regarding Arrivalist. Corrina also reported that she has started a new collaborative marketing group which includes participation by Arts of the Albemarle, ECSU, Museum of the Albemarle, Elizabeth City Downtown, Inc. and Port Discover. This partnership will work together collaborating on events. Their focus now is Christmas 2019 events and the 100th Anniversary of Prohibition (February 2020).
- **Ghost Walk** – Southeast Tourism Society has named the Elizabeth City Historic Ghost Walk one of the STS Top 20 Events in the Southeast for October 2019. The Southeast Tourism Society chooses the Top 20 events in the Southeast for each month of the year. Events compete within the 12 STS Member States of AL, AR, FL, GA, KY, LA, MS, NC, SC, TN, VA, WV. We applied for Ghost Walk and they were selected. Great PR for Elizabeth City.
- **Harbor Thoughts – mailbox at Mariners' Wharf. Read a letter. So great!**

9. **New Business:** None

10. **Committee Reports:**

- **Finance Committee:** Arthur reported staff is researching changing accounting software and out possibly make changes to the process of outsourcing accounting services. More information to come.
- **Marketing Committee:** None
- **Special Projects Committee:** None
- **Personnel Committee:** The Personnel Committee met June 10 and conducted a 6-month review of the Executive Director.
- **Board Recommendation Committee:** None

11. **CLOSED SESSION:** As allowed by N.C.G.S. Section 143-318.11(a)(3) in order to confer with an attorney retained by the Board of Directors regarding a matter within the attorney/client privilege and to preserve that privilege.

A motion was made by Arthur to go into closed session for reasons stated above, seconded by Maureen, unanimously approved.

A motion was made by Jeff to go out of closed session seconded by Arthur, unanimously approved.

12. **By-laws Discussion:**

A question regarding how the County appointments are determined was brought up. It was explained that when there is a vacant seat on the TDA Pasquotank County is notified. The county then accepts applications from interested citizens always staying within the guidelines set by the State. At present there is also the board recommendation committee that works on this as well. One of the state guidelines is that members of the TDA need to have a connection to the tourism industry. The County Commissions approve all appointees to the TDA Board.

The board agree to keep / remove the following committees:

Executive Committee – No
Board Recommendation Committee - No
Marketing Committee – Yes
Personnel Committee – No
Finance Committee – Yes
Visitor Experience Committee – Yes
Executive Committee – No

The updated By-laws will be presented for approval and adoption at the July board meeting.

13. **Other Business** – None

14. **Adjourn:** Rhonda Twiddy, Chair

Next Meeting Date: July 25, 2019

ELIZABETH CITY-PASQUOTANK COUNTY TOURISM DEVELOPMENT AUTHORITY
Minutes: October 24, 2019

Present: Gwen Sanders, Arthur McPherson, Maureen Donnelly, Jeannie Young, Jeff Dixon, Andy Montero, Phil Mays, Abel Sutton, Rhonda Twiddy, Sheri Small, Corrina Ferguson, Susan Hartley, Carrie Barker, Liza Franco

Absent:

Guests: Christian Lockamy – EC-PC EDC
Debbie Malenfant – ECDI
Holly Staples – Elizabeth City Chamber
Paul Nielsen – The Daily Advance
Rich Olson – City of Elizabeth City
Johnnie Walton – City of Elizabeth City
Dean Mattix – YMCA

1. **Call to Order:** Gwen, Chair

2. **Approval of Agenda:** Jeannie made a motion to approve the agenda, seconded by Maureen, unanimously approved.

3. **Public Comments:** Under G.S. HP-635 Gwen welcomed any public comments. No Public Comment.

4. **Approval of August 2019 Minutes:** Jeff, made a motion to approve the September 26, 2019 minutes, seconded by Jeannie, unanimously approved.

5. **Approval of September 2019 Finance Statement:** Arthur reviewed the September finance statement. Arthur reported that the finance committee met, and revenues are on target. The NC Capital Management account was increased, and this will be reflected in the October finance statement. Arthur made a motion to approve the September finance statement, seconded by Jeannie, unanimously approved.

6. **Committee Reports:**
   - **Finance Committee:** Arthur provided an update on the audit. The State has instituted new guidelines which has resulted in delays in getting the information needed. However, we are on schedule. Arthur also reported that a new finance policy will be presented for vote later in the meeting.
   - **Marketing Committee:** No report.
   - **Visitor Experience Committee:** The committee is in the process of writing new marketing grant application guidelines, application and final report. These documents will be presented for vote at the December TDA meeting.

7. **Presentation: None**

8. **Tourism Directors Report:**
   - **Smith Travel Research:** Corrina reviewed the STR report pointing out our ADR continues to be strong as well as rev par and occupancy tax.
   - **Sports Tourism EIC:** Corrina reviewed the EIC for the tournaments at South Park. Surveys were taken at ECSU homecoming and this data will be entered the EIC for review.
   - **Christmas in Elizabeth City:** Corrina described the efforts involved in this campaign. This will provide a free opportunity for local business owners to promote their business, but we need their information.

9. **Old Business:**
   - **Financial Policies and Procedures:** Arthur reported that the proposed Financial Policy was sent to everyone for review. Arthur added that a capital improvement account will be created setting aside up to 3% of revenues. Arthur thanked Corrina and Sheri for their hard work. Arthur made a motion to adopt this policy as presented, effective July 1, 2019, seconded by Jeannie, unanimously approved.
   - **Wayfinding Recommendations/Contract Approval:** Corrina reported that the Wayfinding Committee has met and reviewed all RFP's for Wayfinding. The top two firms selected by the committee made presentations. The committee was unanimous on selecting Bizzell Design. Staff recommends that the TDA fund the first phase in the amount of $27,500. These funds to come out of Reserve. The second phase is to build and install the signs. The second phase will include removal of old signs and using some existing signs will be retrofitted. Andy made a motion to fund this project in the amount of $27,500.00 by making a budget amendment for fund balance appropriation after contingency is used, seconded by Jeannie, unanimously approved.

10. **New Business:**
   - **City of Elizabeth City Funding Requests:**
     - The Pines/YMCA | **VOTE**

The City of Elizabeth City has requested $25,000.00 to assist the Pines/YMCA with operating expenses. The Visitor Experience Committee reviewed this request but feels it warrants review by the full board. The board discussed the following concerns:

- Funding for operating expenses is not supported by the Strategic Plan.
- TDA funds should be used for marketing expenses
- Currently all line item funding was reduced due to operational spending.
- No data has been provided showing the Pines/YMCA impact on overnight stays.
- Community leaders and business owners have expressed their belief to board members that the YMCA at the Pines does not qualify as an appropriate use of tourism expenditure funds

The board understands that The Pines/YMCA are valuable community assets but that funding operational expenses is not part of the TDA's duties, mission and vision. Corrina presented a recommendation which would provide an additional $5,000.00 to The Pines/YMCA specifically for advertising and marketing from the TDA marketing budget, contingent upon the City and County funding the requested operational gaps. Jeannie made a motion to deny the City's request for operating support for the YMCA in the amount of $25,000.00, seconded by Phil. This request was denied in a 7 to 2 vote. Jeannie made a motion to offer The Pines/YMCA $5,000.00 for marketing contingent on Pasquotank County and The City of Elizabeth City funding the requested funds, seconded by Phil, unanimously approved.

- South Park Sports Complex | **VOTE**

The City of Elizabeth City has requested $24,615.00 for South Park Sports Complex maintenance repairs. Jeannie made a motion to approve this request, seconded by Maureen, unanimously approved.

- Christmas Decorations | **VOTE**

The City of Elizabeth City has requested $5,000.00 for Christmas lights and decorations. Jeannie made a motion to approve this request, seconded by Maureen, unanimously approved.

- **Pasquotank County Funding Requests:**
  - Arts of the Albemarle | **VOTE**

Pasquotank County has requested $17,500.00 for Arts of the Albemarle to provide quality fine arts programming and events for the community and visitors. Jeannie made a motion to approve this request, seconded by Rhonda, unanimously approved.

- Hwy 17 Association Membership | **VOTE**

Pasquotank County has requested $1,000.00 for the Hwy. 17 membership. Jeannie made a motion to approve this request, seconded by Maureen, unanimously approved.

- Christmas Decorations | **VOTE**

Pasquotank County has requested $5,000.00 for Christmas lights and decorations. Jeannie made a motion to approve this request, seconded by Maureen, unanimously approved.

11. Other Business:

The Chamber of Commerce will hold a golf tournament tomorrow.

12. CLOSED SESSION: NCGS 143-318.11 – TO DISCUSS PERSONNEL

Arthur made motion, to go into closed session, seconded by Jeannie. Motion passed.
Andy made a motion to go back into open session, seconded by Rhonda. Motion passed.

13. Adjourn: There being no other business, Gwen adjourned the meeting.

Next Meeting Date: December 5, 2019

ELIZABETH CITY-PASQUOTANK COUNTY TOURISM DEVELOPMENT AUTHORITY
Minutes: December 5, 2019

Present: Gwen Sanders, Arthur McPherson, Maureen Donnelly, Jeannie Young, Jeff Dixon, Phil Mays, Rhonda Twiddy, Abel Sutton, Sheri Small, Corrina Ferguson, Susan Hartley, Carrie Barker, Liza Franco

Absent: Andy Montero

Guests: Christian Lockamy – EC-PC EDC
Debbie Malenfant – ECDI
Holly Staples – Elizabeth City Chamber
Paul Nielson – Daily Advance
Angela Cole – City of Elizabeth City
Ercmy Tillmon – Daily Advance
Johnnie Walton – City of Elizabeth City Council
Michael Brooks – City of Elizabeth City Council Elect

1. **Call to Order:** Gwen, Chair

2. **Approval of Agenda:** Jeannie made a motion to add reconsideration of the City's request for funding for operational expenses of The Pines/YMCA to the agenda under old business, seconded by Jeff, unanimously approved. Arthur made motion to approve agenda with amendment, seconded by Jeannie, unanimously approved.

3. **Public Comments:** Under G.S. HP-635 Gwen welcomed any public comments. No Public Comment.

4. **Approval of October 2019 Minutes:** Jeannie, made a motion to approve the October 24, 2019 minutes, seconded by Abel, unanimously approved.

5. **Approval of October 2019 Finance Statement:** Arthur reviewed the October finance statement. Arthur made a motion to approve the October finance statement, seconded by Jeannie, unanimously approved.

6. **Committee Reports:**
   - **Finance Committee: No report.**
   - **Marketing Committee:** Rhonda reported that the committee met, and the meeting will be covered under the Tourism Directors report.
   - **Visitor Experience Committee:** Jeannie reported that the Visitor Experience committee has reviewed proposed grant guidelines, application and final report. These documents will be presented under New Business.

7. **Presentation: None**

8. **Tourism Directors Report:**

- **Smith Travel Research:** Corrina reviewed the STR report pointing out our ADR continues to be strong as well as rev par and occupancy tax.
- **SIR:** SIR will present an in-depth review of the Visitor Profile Research on Friday, January 31, 2020, 10:00-12:00. This event will be held at Monteros. More information to follow.
- **Wayfinding Signs update:** Corrina reported that we have a signed contract with Bizzell Design for the first phase of the Wayfinding Sign project. The first meeting is scheduled for mid-December and the board is welcome to attend. There will also be a community input session to be scheduled.
- **Harbortown Project:** Corrina provided a recap of this project. This would be promoted through regional marketing. Many ideas have been discussed but funding has not been determined. The Belle of Washington may be included in this project but there is no clear plan yet. Our commitment would only be to promote any activities. Roger Brooks, a renowned tourism and downtown branding expert has been hired by Edenton and Plymouth to evaluate their towns and provide a report. Representative Goodwin will fund Roger coming to Elizabeth City Columbia and Hertford and to assist with the region developing a brand message. Follow up meeting scheduled for December 6.
- **Christmas in Elizabeth City:** Our Christmas in Elizabeth City campaign launched November. 1 in both print and digital. Advertising includes Our State, local, social media and coastal VA. Corrina shared the Facebook and website statistics. All traffic and engagement is up.
- **ECSU Homecoming EIC:** Corrina reported that the survey results from ECSU homecoming were downloaded into the EIC and the results showed direct economic impact of $608,868 and total impact of $878,949. Details can be found in the Director's Report.

9. **Old Business:**

City of Elizabeth City Funding Request: At the October 2019 TDA meeting a request from the City of Elizabeth City in the amount of $25,000.00 to fund operational expenses at The Pines was reviewed and denied. The City has requested that the TDA reconsider this request. After lengthy discussion of the topic, and the general consensus that no new data or information was presented to support the reconsideration, the request was an unprecedented one in our organization's history, and the request is out of alignment with our newly adopted strategic plan, Phil made a motion to uphold the previous decision to deny the City's request in the amount of $25,000.00, seconded by Abel. After roll call this motion passed by a vote of 5 to 2.

10. **New Business:**

- **Non-TDA Marketing Committee Members | VOTE**

The Marketing Committee nominates Annya Soucy of Sentara and Michelle Ball of ECSU to the Marketing Committee as non-voting members. Rhonda made a motion to approve these nominations, seconded by Maureen, unanimously approved.

- **New Grant Policies | VOTE**

Jeannie presented the proposed new grant documents written as per our strategic plan and unanimously recommended for adoption by the Visitor Experience Committee. Jeff made a motion to adopt and approve the proposed Matching Marketing grants guidelines, application and final report form, seconded by Jeannie. There was a question about possibly funding events/ projects outside our region, however after discussion the board feels that all applications must be for potential funding requests to be for events/projects within Pasquotank County. This decision can be reviewed if necessary. Unanimously approved.

- **Coast Guard Half Marathon briefing | VOTE**

Corrina reviewed the proposed half marathon and 5k and the community committee that has been brought together. The proposed date of the event is September 19, 2020. This event will need a legal entity to be able to legally partner with the Coast Guard and sign any documentation or agreements necessary. Corrina requested the TDA consider being this legal contact. Arthur made the motion that we be the organizational and legal entity point of contact to propel the proposed Coast Guard Half Marathon and Guardians of the Atlantic 5k forward, seconded by Jeannie. Unanimously approved.

11. Other Business:

Holly reported that two ribbon cuttings are scheduled as well as the annual Belk Business Before Hours. The Chamber Annual meeting will be held January 30, 2020.

Debbie reported that First Friday Art Walk, Lighted Boat Parade, and the Christmas Parade are this weekend. Corrina added that we have partnered with VisitNC again to hire a professional photographer Friday and Saturday to get Christmas shots.

Angela reported that the swearing in of new City Council is Monday December 9, 2019.

12. CLOSED SESSION: NCGS 143-318.11 – TO DISCUSS PERSONNEL

Maureen made motion to move into closed session pursuant to NCGS 143-318.11 to go into closed session, seconded by Arthur.
Jeff made a motion to go back into open session, seconded by Phil. Motion passed.

13. Adjourn: There being no other business, Gwen adjourned the meeting.

Next Meeting Date: January 23, 2020