

Town of North Topsail Beach

Daniel Tuman, Mayor
Michael Yawn, Mayor Pro Tem
Aldermen:
Richard Farley
Deborah Lanci
Dick Macartney
Robert Swantek



Steven H. Foster
Town Manager

Carin Z. Faulkner, MPA
Town Clerk

Board of Aldermen Special Meeting RETREAT Tuesday, March 16, 2010 9:00 A.M.

PRESENT: Mayor Daniel Tuman, Mayor Pro Tem Michael Yawn, Aldermen Richard Farley, Robert Swantek, Dick Macartney, Deborah Lanci, Town Manager Steve Foster and Town Clerk Carin Faulkner.

OTHERS PRESENT: Town Attorney Brian Edes, Public Works Director/Fire Chief Thomas Best, Assistant Fire Chief George Moore, Police Chief Casey Fillinger, Planning & Zoning Administrator Deborah Hill, Finance Officer Breck Smith, Building Codes Administrator David Stoudt.

- I. **CALL TO ORDER:** Mayor Tuman called the meeting to order at 9:07 a.m. in the North Topsail Beach meeting room.
- II. **APPROVAL OF AGENDA:**
 - Alderman Yawn made a motion to approve the agenda. Alderman Swantek seconded the motion.
 - The agenda was approved unanimously.
- III. **INTRODUCTION:** Mayor Tuman explained that an agenda was prepared with a specific structure relative to the major functions and activities of the Town. The purpose of the meeting is to discuss the goals, objectives and plans for the coming year.

Each item was discussed by the Board of Aldermen (unless specified) and these minutes reflect the action items that were produced from these discussions.
- IV. **NTB SHORELINE PROTECTION COMMITTEE**
 - A. **Follow-up on Action Items from Last Meeting**
 - B. **Citizen Input from Non-Resident Taxpayers**
 - C. **Due Diligence (Financial, Technical, Legal, Political, Program Management-project plans and leadership responsibility, Contract Professionals)**
 - D. **Dune Maintenance**

- E. **Strategic Issues: Terminal Groins, BIMP, Committee Education & Professional Organization Participation, Public Communications, Island-Wide Coordination & Public Relations**
- F. **BEST Report Analysis** (the Board did not have enough time to discuss this topic)

Action Items:

- Research Virginia Beach's sand hauling plan.
- Finish survey specs. (Yawn)
- Community meeting – the April 3rd meeting has been cancelled.
- Safety Inspections – waiting on comments from NCLM. (Lanci)
- Debate and Devise the Alternatives – the NTB SPC will meet on April 16th at 9:00 a.m.

V. **BUDGET**

- A. **Budget Preparation Ground Rules & Workshop Schedule**
- B. **Property Revaluation & Tax Rate/Sales Tax Distribution Implications**
- C. **Strategic Goals for Services & Capital Needs**
- D. **Cost Containment – Non-discretionary/Discretionary Spending**

Action Items:

- Find out what (if any) increases in pay are going to be given at the State level and local communities. (Foster)
- Look into the Police Department program for taking cars home.
Advantages/Disadvantages
- Look into health insurance coverage for Board of Aldermen. (Smith)
- Look into what (if any) further cost sharing the Town has left for the paving of NRI Rd. (Foster/Smith)
- Bike path needs – extend, widen and clean
- Building needs – Police Department space, etc.
- Software/Computer needs
- Board Requests:
- Beach accesses/property inventory for the Town
- Capital Improvement Plan (1 hour on April 16th for a workshop on this)
- Purchasing – look into ongoing purchases, look for discounts and negotiate (ex. Auto maintenance)

VI. **BREAK**

VII. **POLICE**

- A. **Securing Our Roadways & Bike Paths:** There was discussion about widening the bike path (not a police matter). Chief Fillinger discussed possible ways to have security on the bike paths and at the town park (call boxes and cameras).

Action Items: N/A

VIII. COMMUNICATIONS

- A. Meeting Management presentation/Meeting Brevity**
- B. Meeting Room Upgrades**
- C. Conference Room Space**
- D. Website & Newsletters**
- E. Public Relations & Civility**

Action Items:

- Changes to regular agenda: remove invocation, move Committee Reports to Consent Agenda.
- Public Forum – clerk to research new forms/info sheets on public forum.
- Website – make more user-friendly, add more Town documents like CAMA LUP, Policies & Procedures, Organizational Chart, Hurricane Plan, archive of minutes, add messages from the Mayor, Town Manager, and Committee Chairmen. Make it more “folksy”.
- Newsletter – Message from Mayor and Manager

IX. LUNCH

X. LEGAL

- A. Town Manager Responsibilities for Legal Status, Avoidance, Legal Defense Preparation, Securing Capable/Dependable Attorney Support**

Action Items:

- Obtain monthly memo from Mr. Edes.
- Look into charter amendment requiring 30 day notice before a suit is filed.
- Manager to secure adequate counsel, aware of legal status, anticipate legal activity.
- Administrative Mediation
- Pick our battles.
- Agenda Item: Board of Aldermen to advise Board of Adjustment to follow rules of procedure.

XI. TOWN MANAGEMENT

- A. Customer Service Monitoring Procedures**
- B. Training Needs for Staff, Board, Volunteers**
- C. Process for Keeping Employees More Accountable**
- D. Additional Changes to Chapter 4 (as it affects vendors/peddlers)**
- E. Adequacy of Town Manager Performance Evaluation Form**

Action Items:

- Customer service plan.
- Volunteer training – keep a record of training for volunteers
- Look into having School of Government assist Town with training of volunteers
- Agenda Item: Rescind date of expiration (Nov.) on privilege license for vendors.
- Police to assist “Shrimp Lady” in relocating to a safe area (move further back from usual location).

XII. BOARDS & COMMITTEES

A. Resurrect Beautification & Recreation Committee

Action Items:

- Agenda Item: Formation of Beautification & Recreation Committee – Alderman Swantek will be liaison/chairman
- E-mail Board FEMA training website.
- Reinstitute yard of the month
- Town Race will be organized by this committee

XIII. PLANNING & ZONING

A. Preserve CON-D, green space, wetlands, wildlife, etc.

B. Grants for green space purchase/preservation

C. Eco-Town Center

D. Ordinance Changes (CAMA LUP)

E. Town Code Management, Codification and Municode Plans/Status

F. Town Policy/Ordinance Review on Abandoned/Condemned Structures

Action Items:

- Adhere to implementing actions in CAMA LUP (63 items in executive summary)
- Long range ideas: wind energy with Jones-Onslow, education center/programs, kayak tours, hiking, expand Town Park or have a satellite park, use UNCW volunteers for education.
- Complete UDO/Chapter 7. Deadline for Ms. Hill is July 1st.
- Update ordinance dealing with abandoned/condemned structures.

XIV. BREAK

XV. CBRA: This item was discussed during the NTB SPC portion of the meeting. No action items for this topic.

XVI. STORM PREPAREDNESS/RECOVERY

Action Items:

- Agenda Item: Appoint Alderman Swantek as liaison at Onslow County EOC.
- Staff will to their annual review of the plan.

XVII. FIRE

Action Item:

- Town needs to plan (in budget) for the required radio upgrade.

XVIII. PARKS & RECREATION: This item was discussed during the Boards & Committees topic.

XIX. PUBLIC WORKS

- A. Mosquitoes**
- B. Solid Waste Schedule**
- C. Road Maintenance**
- D. Road Flooding**
- E. Moving Utilities Underground**

Action Items:

- Mosquitoes – look into environmentally friendly chemicals and purple martins.
- Trash – enforcement on rollback and need for extra carts.
- Road cleaning – 2 feet on each side.
- Street flooding – look into improvements, French drains (screens?), impervious surface.
- Lean on Jones-Onslow regarding underground utilities. Invite representatives to Board meeting.

XX. LEGISLATION

- A. All of Topsail Island to Pender County**

Action Item:

- Board will continue to pursue politically.

XXI. ACTION ITEMS & PERFORMANCE PLAN FOR TOWN MANAGER

Action Items/Performance Plan:

- Capital Improvement Plan (workshop on April 16)
- Training Plan for Town Employees, Board & Volunteers
- Legal – aware of status, secure adequate counsel, anticipate legal action, participate in monthly meeting with Town Attorney and Staff.
- CAMA LUP implementing actions

- Chapter 7/UDO
- Follow-up on condemned structures ordinance.
- Road Flooding
- Underground Utilities (investigate)
- Purchasing (regional approach?)
- Personnel Management (performance evaluations)

XXII. EVALUATE THE RETREAT

Went well:

- Meeting was focused – Board was limited to 5 items each.
- Adequate preparation.
- Board was respectful and dedicated.

Do next time:

- Board Packet/supporting documents beforehand.

XXIII. ADJOURNMENT: The meeting adjourned at 3:53 p.m.

APPROVED:

Daniel Tuman, Mayor

ATTEST:

Carin Z. Faulkner, Town Clerk

Approved on: 4/1/2010