

Minutes
Town of Atlantic Beach, North Carolina
FY07-08 Goal Setting Retreat
Wednesday, April 4, 2007

The FY07-08 Goal Setting Retreat of the Atlantic Beach Town Council was held Wednesday, April 4, 2007 at 9:00 a.m. at The Trinity Center, Pine Knoll Shores, North Carolina

Members Present: Mayor Tootsie Vinson; Council members Jim Bailey, Ruth Barnes, Eddie Dawkins, Joe Tarascio, and Michael Warren

Members Absent: None

Others Present: Tommy Combs, Interim Town Manager; Derek Taylor, Town Attorney; Scott Kilpatrick, Chief of ABPD; Capts. A. K. Miller and Jim Willard, both of ABPD; Adam Snyder, Chief of ABFD; Donna Turner, Director of Planning and Inspections; Landin Holland, Town Planner; Marc Schulze, Director of Public Works; Jessica Fiester, Planning Tech; Sabrina Simpson, Town Clerk; Kelly Nash, Administrative Assistant; Mr. Dave Harvell and wife, Cindy Harvell

CALL TO ORDER AND ROLL CALL

Mayor Vinson called the meeting to order at 9:56 a.m.

APPROVAL OF THE AGENDA

Councilmember Tarascio made a motion to amend the agenda by adding a discussion on Phase II Stormwater to the end of the meeting and to approve the agenda as amended. Councilmember Bailey seconded the motion. Vote was unanimous, 5-0.

RETREAT AGENDA

1. Appointment of Town Manager – Mayor Vinson

Mayor Vinson introduced Mr. David M. Harvell and wife Cindy Harvell. Mayor Vinson noted that Mr. Harvell has accepted the offer by Town of Atlantic Beach as Town Manager.

Councilmember Tarascio made a motion to appoint Mr. David M. Harvell as Town Manager of Atlantic Beach, North Carolina effective May 7, 2007, seconded by Councilmember Bailey, vote was unanimous, 5-0.

Mr. Harvell proceeded to take the Oath of Office as recited by Mayor Vinson.

(Clerk's note: a copy of Mr. Harvell's Oath is attached and hereby made a part of these minutes)

2. Overview of Retreat Schedule and Objectives – Interim Town Manager

Tommy Combs, Interim Town Manager gave an overview of the agenda and the day's events and then turned the floor over to the respective department heads to begin the presentations.

3. Department Reports – Interim Town Manager and Department Heads

A. Police – Chief Scott Kilpatrick, Capts A.K. Miller and Jim Willard

Capt. A.K. Miller and Jim Willard, jointly, presented a Powerpoint presentation for the Police Department.

(Clerk's note: a copy of the Atlantic Beach Police Department presentation is attached and hereby made a part of these minutes.)

Mayor Vinson stated that she would like both the Atlantic Beach Fire Dept. and Police Dept. staff to work on possibly obtaining some type of pre-warning emergency system for the Town for natural disasters (i.e. tornadoes, hurricanes, etc.)

Councilmember Tarascio questioned the decrease in calls for service in the circle area, if it had anything to do with the bars leaving this area. Capt. Miller stated that it did.

Capt. Willard proceeded to discuss the short and long-term goals of the police department. He spoke of a floating boat dock that is scheduled for installation mid-April. Mayor Vinson wanted to know the Police Department's feeling on a county-wide 911 system. Capt. Willard responded by stating that it is still being looked at and the main concern will be what is the best level of quality service they will be able to provide. He stated that this system needs to be looked at long and hard.

B. Fire – Chief Adam Snyder

Chief Snyder began his presentation regarding the Atlantic Beach Fire Department outlining the department's duties, short and long-term goals.

Chief Snyder discussed the use for a one hundred ten foot (110') ladder truck for the department. He stated that currently the department owns a seventy-five foot (75') ladder truck. He added that the need for the additional footage is due to, somewhat in part, the future developments that are being planned in Atlantic Beach. He then proceeded to discuss the mobile handicap wheelchairs that are offered to beach goers and the need for repairs to these chairs, which is in the range of anywhere from \$1,600.00 – \$2,000.00.

Mayor Vinson recommended that Chief Snyder partner with the Mayor's Committee for Persons with Disabilities or Partners for Parkinson's for possibility of obtaining more chairs or the monies needed for repairs.

Council asked Chief Snyder where he felt would be the optimal location for a fire department if expansion or a new building was an option. Chief Snyder felt that the current location of the fire department would be ideal due to its central location.

Derek Taylor, Town Attorney recommended that Chief Snyder and Chief Kilpatrick review with him the current local ordinances related to emergency situations.

(Clerk's note: a copy of the Atlantic Beach Fire Department presentation is attached and hereby made a part of these minutes)

The retreat was called to recess at 12:00 p.m.
The retreat reconvened at 12:50 p.m.

C. Inspections – Donna Turner

Ms. Turner proceeded with her presentation on the current activities, short and long-term goals for her department. She noted that she would like to more enforcement regarding the Maritime Forest area and the rules more stringent. Ms. Turner thanked both the police and fire departments for their cooperation in helping her perform her duties through their observances of various violations and below minimum standard conditions. Her

main concern regarding her long-term goals was that of very much needed space for the Inspections/Planning departments.

Council proceeded to have a discussion on their options for new or added space for town facilities. Tommy Combs suggested that a space use study be performed so Council will know exactly what and how much space is needed.

D. Planning – Landin Holland

Landin Holland discussed the Planning Department's duties, current and long-term projects. Landin advised that at the April 3, 2007 Planning Board meeting Ray Langley was appointed as Chairman and Karen Koenig as Co-Chairman.

Councilmember Bailey wanted to know how much it would cost for paying a firm to establish a Uniform Development Ordinance. Landin advised that probably somewhere in the range of \$50,000.00 - \$80,000.00.

(Clerk's Note: a copy of Planning Department's presentation is attached and hereby made a part of these minutes).

E. Public Works – Marc Schulze

Marc Schulze, Director of Public Works also presented a Powerpoint presentation to discuss his department's current and long-term projects. He stated that surveying has begun by the engineers of W. K. Dickson with possible completion later towards the end of the year. He discussed the beach accesses.

Councilmember Dawkins stated that it would be nice for the beach access projects to be completed before October, this year.

Councilmember Bailey suggested that the Town get in touch with the Corps of Engineers regarding dredging projects because there are certain areas that the Corp maintains and if the Town "takes over" those areas, he feels we will have problems.

(Clerk's note: a copy of Public Works Department presentation is attached and hereby made a part of these minutes).

4. Town Council/Town Manager Review of Department Reports/Goals – Interim Town Manager

Council would like the "working" staff of the various departments to prioritize the department's goals. Tommy Combs suggested that the Town look into possible installation of fiber optic lines throughout the Town if the Council opts to move forward with sewer. The fiber optic lines could be installed at the same time as the sewer pipes. He again suggested a space use study be done for town facilities.

5. Budget Calendar – Interim Town Manager

Mr. Combs recommended for Council to develop a five (5) year financial plan from years 2007 through 2011. He stated that this may take about a year to complete if it is split up among the departments. His next discussion was regarding budget meetings. He suggested that budgets be provided to Council by mid-April and meet to discuss scheduling of future budget meetings. Council advised that they would like to have both Mr. Combs and newly appointed Town Manager, Dave Harvell at all budget meetings through May 7, 2007.

6. Phase II Stormwater Discussion

Councilmember Tarascio commented on his concern regarding the Phase II Stormwater issue. He stated that Council needs to be aware of Phase II and that the coastal rules will come into effect on the Town before Phase II. Councilmember Tarascio stated that as a Town, Council needs to be prepared and get organized. Council agreed that the Bogue Banks towns and the county need to work together.

ADJOURNMENT

There being no further business before the Town Council, Councilman Dawkins made a motion to adjourn the meeting, seconded by Councilmember Barnes. Vote was unanimous, 5-0. It was 3:40 p.m.

Submitted by:

Kelly L. Nash, Administrative Assistant

These minutes were approved at the May 21, 2007 meeting of the Atlantic Beach Town Council.

Tootsie Vinson, Mayor