

MINUTES OF THE RETREAT MEETING OF THE LAKE LURE TOWN COUNCIL HELD THURSDAY, FEBRUARY 21, 2008, 4:00 P.M., HOUSE LOCATED AT 366 OCEAN ISLE BEACH, NORTH CAROLINA

PRESENT: Mayor Jim Proctor
Commissioner Wayne Hyatt
Commissioner Russ Pitts
Commissioner Jeanine Noble
Commissioner Linda Turner

Steve Wheeler, Town Manager

ABSENT: N/A

Call to Order

Mayor Proctor called the meeting to order at 4:00 p.m.

Facilitator Dr. Gary V. Cooper recorded the minutes in the absence of the town clerk.

Approved the Agenda

Council members approved the agenda as presented.

Discussion Regarding Short-Term/Long-Term Goals and Objectives for the Town of Lake Lure

Facilitator Dr. Garry V. Cooper stated the purpose of the retreat was to identify and discuss important issues and challenges that the board must address, both now and over the next 2-3 years.

Dr. Cooper explained the retreat design structure allowed for open-ended discussions, prioritization of the results, and time for reflection regarding both the process and the results. Participants began by making a list of the important issues and challenges that they would discuss. The topical categories of this list included: the town departments, facilities, plans and ordinances, finances, communications, and policies. Town department discussions included observations and comments about both operations and personnel. All other topical discussions utilized a common framework that facilitated documentation and prioritization of the results.

Council members were furnished a list of topical issues and challenges for discussion including:

- * Budget hearing schedule
- * Communications with community/constituents regarding town issues
- * Community center project
- * Comprehensive plan implementation
- * Fire department services
- * Engineering firms
- * Knowledge/document management (contracts/minutes)
- * Plan/ordinance change recommendations (from committees/boards)
- * Resort/vacation rentals

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- * Route 9 projects
- * Sewer valve project
- * Take-home car policy/fuel
- * Taxation
- * Town dam
- * Town hall expansion/ABC property
- * Various sewer projects (proposed line work, long-term sewer plan, and infiltration investigation proposal)

Town Manager Steve Wheeler briefed council members on his assessment of each town department.

Facilitator Dr. Garry V. Cooper and Council members held discussion relating to the budget hearing schedule including the following:

1. What's been done to date?
 - a.. Draft prepared
2. What needs to be done?
 - a. Before the board meeting: get all the facts; develop cost analysis (to include cost escalation factors); identify alternative funding sources and avoid surprises.
3. Impact, value, and urgency
 - a. Being efficient
 - b. Making timely decisions
 - c. March council meeting agenda item
4. Who are the key players?
 - a. Finance - number crunching
 - b. Manager and staff
5. What should be the next steps?
 - a. Coordinate with department heads for fiscal year 2008 and CIP out-years
 - b. Schedule CIP workshop for March 14, 2008

After discussion, council members agreed to hold a special workshop meeting on Friday, March 14, 2008, 9:00 a.m., at the Lake Lure Municipal Center, to review the capital improvements program with town staff members.

Facilitator Dr. Garry V. Cooper and Council members held discussion pertaining to communication with community/constituents regarding town issues including the following:

1. What's been done to date?
 - a. Town internet home page
 - b. Scheduled meetings
 - c. Newsletter
2. What needs to be done?
 - a. Make additional copies of agenda items for handouts at meetings
 - b. Explore technology opportunities, to include video conferencing

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3. Impact, value, and urgency
 - a. Better inform community members
4. Who are the key players?
 - a. Manager
 - b. Technology providers
5. What should be the town's next steps?
 - a. Expand newsletter and website applications
 - b. Consider rotating meeting locations
 - c. Check out some of the new technology

Facilitator Dr. Garry V. Cooper and Council members held discussion regarding the comprehensive plan implementation including the following:

1. What's been done to date?
 - a. Adopted comprehensive plan
 - b. Preparing design guidelines for new commercial construction
2. What needs to be done?
 - a. Implement plan (multi-year) . . . CIP
 - b. Make use of impact fees
 - c. Review/adopt design guidelines
 - d. Develop steep slop ordinance
3. Impact, value, and urgency
 - a. Very complex . . . many quality of life issues
 - b. Significant budget impacts
4. Who are the key players?
 - a. Staff and appointed boards
5. What should be the town's next steps?
 - a. Workshop to identify staff leads
 - b. Identify working budget for projects/policies
 - c. Prioritize projects/policies

Facilitator Dr. Garry V. Cooper and Council members held discussion regarding engineering firms including the following:

1. What's been done to date?
 - a. Possibly have grown too comfortable with some engineering firms
 - b. Few outside bids submitted for some projects
 - c. Customer service issues exist (e.g., display of arrogance)
2. What needs to be done?
 - a. Thoroughly discuss projects/reasons/rationale before making any commitments
 - b. Avoid appearance of improprieties and conflicts of interest

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3. Impact, value, and urgency
 - a. Public perceptions
 - b. Competition usually results in lower costs

4. Who are the key players?
 - a. Staff
 - b. Board
 - c. Various consultants


5. What should be our next steps?
 - a. Look at facts/costs/deliverables . . . make decisions based only on consensus
 - b. Use RFQ for all large dollar projects

RECESSED THE MEETING

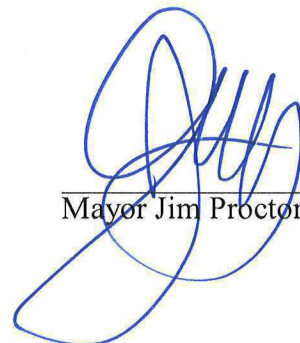
Council members agreed to recess the meeting at 7:00 p.m. to be reconvened on Friday, February 22, 2008, 8:55 a.m., at house located at 366 East 1st Street, Ocean Isle Beach, North Carolina.

ATTEST:





Mary A. Flack, MMC
Town Clerk



Mayor Jim Proctor