

**BOARD OF ALDERMEN
FIRE HEADQUARTERS
1011 N. HOWE STREET**

**RETREAT MINUTES
FEBRUARY 3, 2018
SOUTHPORT, N.C.**

PRESENT: Mayor J.V. Dove
Aldermen Todd Coring, Karen Mosteller, Lora Sharkey,
Jim Powell, Rick Pukenas, Marc Spencer

STAFF PRESENT: Bruce Oakley, City Manager
Michele Windham, City Clerk
Charles Drew, Fire Chief
Heather Hemphill, Parks & Recreation Director
Melanie Trexler, Finance Director

Call to Order - 9:00 a.m.

Mayor Dove called the meeting to order.

Invocation

Fire Chief Drew gave the invocation.

Introduction of Chris May

Chris May, Executive Director, Cape Fear Council of Governments, gave a brief synopsis of his background and experience.

Prioritization of Issues Exercise

Mr. May guided the Board through an exercise creating a bucket list of issues and projects for consideration. He then guided them through a voting process for prioritizing the items.

Bucket List

Animal Control Position & Standard Operating Procedures & Implementation	UDO Review/Update
Waterfront Stabilization	Yacht Basin/City Dock
1029 N. Howe Street Building	Seek Outside Funding
201 E. Moore Street Building	Taylor Field Project
Underground Electric	Grow Fund Balance
Keep Tax Rates Low with Sound Business Practices	Short Term Rental Policy
Surplus Property Disposal	Public Information Officer
Buildings/Facilities Review to Determine Best Use	
Employee Merit Evaluation/Job Description Update	
Transportation: Vehicle-Bike-Pedestrian; Connect Sidewalks	
Emergency Preparedness Role Awareness	
Preserving Character of Southport as "Family"	

The Board discussed the listing and grouped together the following for further consideration at a separate workshop:

Buildings

1029 N. Howe Street
201 E. Moore Street
Surplus Property Disposal
Buildings/Facilities Review to Determine Best Use

The Board voted for their top five (5) priorities and members volunteered to champion specific items and to provide monthly updates at Board meetings.

TOP 5 PRIORITIES

Yacht Basin/City Dock - Mayor & Aldermen Powell & Sharkey
Waterfront Stabilization – Mayor & Alderman Powell
UDO Review/Update – Aldermen Coring & Mosteller
Buildings – Aldermen Coring, Spencer, Sharkey
Update Animal Control Ordinance & Standard Operating Procedures &
Implementation – Aldermen Mosteller & Sharkey

The City Manager and staff were charged with supporting the work.

It was noted that an Employee Classification and Pay Study had been adopted and implemented. The manager was tasked with evaluation of the Personnel Policy.

It was noted that the Tourism Director acts as the Public Information Officer.

It was noted that there is funding in the FY 2017-2018 budget for underground electric.

Adjourn – 11:45 A.M.

Meeting adjourned upon motion of Alderman Powell, second by Alderman Coring.
Unanimous vote; motion carried.

/s/ J.V. Dove, Mayor

ATTEST: /s/ Michele Windham, Clerk