

1/24/01

2001 Retreat Items

Update

1. Large Homes Issue- Course of Action-Council will assign a committee and address Tom White's comments dated December 29, 2000.

2. Moratorium- Assign tasks on issues addressed in moratorium-Action taken as follows:

Large Home Moratorium Issues	Tom White Comments-Large Home Issues
1. Resolution from the SSCA and the book of support letters & 7	1. Gene
2. Joe	2. Tom G. & Mike
3. Paul	3. Tom G. & Mike
4. Don	4. Tom G. & Mike
5. Paul	5. Joe
6. Hal -Water Quality Committee	6. Paul
7. & 1-SSCA	7. Gene
8. Don	8. Paul
9. Don	9. Mike

3. Green Space Overture-Councilman Denny stated that "green space" belonging to SSCA and CHPOA should be maintained more frequently. Mayor Sutherland stated that the Tourist Bureau has matching grants available to be used for "green space." Council consensus not to pursue this at this time. (Council will be interested in acquiring additional land possibly for public works equipment)

4. Home Builders meet with Building Inspections Group/Council? Invite them to Council's March workshop. Draft a resolution that a Home Builder and a Realtor be representatives as voluntary advisors to the Large Home (moratorium) committee or to the Planning Board and Names mentioned were Mark Martin, Richard Perkins, Frank Stone. Mayor Sutherland agreed to contact them.

5. Zoning changes to allow specific approval (Lot Clearing Permit). Tighten up ordinance on construction roads. Council charged Mike Hejduk with drafting an ordinance that would prohibit any phase of construction or lot disturbance on commercial property and possibly residential property that do not have all permits approved. (Lot Disturbance permits do not apply to Martin's Point commercial zone.)

a. A "tree ordinance was discussed. Consensus of Council was not to pursue at this time. **Added to agenda**

6. Businesses being run from a house- Policy etc. Council charged Mike Hejduk to review areas of concern (30 Juniper Trail) and advertising signage on personal property. (cars and trucks)

Mike Hejduk asked Council to review Chapter 9 Wastewater of the Town Code due to Ginguite Woods and Southern Shores Crossing projects and other to come to evaluate the need for sites to report to Council regarding the treatment plants as "public utilities". Councilman Kennedy will review this chapter. **Added to agenda**

7. Roads Plan for 2001 and beyond-Councilman Denny presented Council with a detailed plan for the current and next fiscal year on the upgrading and maintenance of Town roads and right-of-ways. He recommends hiring a "public works" employee to take care of some of the road needs.
8. More multi use paths (Chicahuak Bridge to 158?)-Councilman Denny stated in his report there are provisions to build a multi-use path along Juniper Trail.
9. Right-of-way ordinance-A draft ordinance would be submitted at the January workshop. Councilman Kennedy stated that the residents need to be educated on the use and maintenance of right-of-ways by including information in the SSCA and Town newsletters and the broadcast email.
10. Mid Currituck Bridge meeting in Raleigh-Attendance-Councilman Denny and Smith will attend the meeting once the date is announced. Attendees should submit concern of the need for the "fly-over" at USHWY 158/ NC 12 prior to the meeting and during their attendance. Councilman Campbell suggested Council keep in close contact with NCDOT regarding these issues.
Council charged Mike Hejduk to notify NCDOT regarding the proposal for the church adjacent to Town Hall and also to talk to the Town of Kitty Hawk planning department. Mayor Sutherland addressed the letter received from NCDOT regarding the ingress/egress for Southern Shores Crossing.
11. Life Guard Service after current contract with Nags Head expires. This is the last year. Council consensus is to talk to the Town of Kitty Hawk too regarding our life guard services.
12. Replacement of Jet Ski by PD-Council consensus is to purchase a boat, motor, trailer, and accessories as needed. The Town jet-ski will be surplus and sold.
13. "Public Works" Department? Town Manager presented Council with a draft cost analysis for a Maintenance Technician, which included janitorial, mowing of right-of-ways, and mowing of multi-use path. Town Manager and Councilman Denny will present a detailed budget for this position but it will not include janitorial. Mayor Sutherland recommends a job description be drafted.
14. Review of all contacts-Life Guard services (see #11), recycling and garbage contracts (late this year). Council consensus is to leave the banking contract with Centura Bank.
 - a. Fire Chief Bakken gave an annual update to Council and presented a preliminary fiscal budget 2001-2002. He stated the budget has gone up by about 1.4% due to the rising cost for workman's compensation, insurance and testing of the new fire truck and fuel cost. **Added to agenda**
15. New storage building plans/status-A proposed 40' x 60' storage building to be placed at the old "recycle center" property at a estimated cost of \$35,000. Council charged the Town Manager to contact a couple of architects/engineers to give design and cost plans and to contact the town engineer.

16. Capital purchase plan-Mayor Sutherland deferred this to be included in the public works department item #13.
17. New phone system plan/status-Council charged the Town Manager to contact the person to get an estimate for doing the phone line trenching. Qualified. Councilman Campbell is to contact Ryder Haggard regarding network wireless communications.
18. Fee Schedule-Council charged the Town Clerk to contact the other towns regarding their fee schedules for Planning Board and Board of Adjustment review fees. Council will review the way to set fees (i.e. actual cost vs. square footage/flat fee and square footage.)
19. Renovation of Town Hall-Council charged the Town Manager and Councilman Campbell to review the renovations of the Town Hall complex.
20. Plan to obtain maximum grants possible for town-Mayor Sutherland will review grant process from Dare County to see if information could be forwarded to the municipalities.
21. Day/Night/ Election Day meetings-Resolution to be presented at January workshop to amend the Council's regular meeting to be the even months (night) and the odd months (day) and to change the Council meeting that falls on the Tuesday November Election to Monday.
22. Town attorney...Change within firm? No action
23. Future plans for tax rate...more cuts?-Council agreed to hold off until the budget for road repairs and public works department is defined and to see if Duck becomes incorporated which would effect the occupancy tax acquired by the Town.
24. Soundside Wading Beach- Road drainage-Councilman Denny included in his roads presentation. (See # 7 & 8)
25. Hillcrest crossover-Town needs to re-build ramps to be used for emergency vehicles.
 - a. Council is aware that some beach pushing has occurred and damage has been done to crossover, needs to be addressed and that fishermen have been using the crossover. **Not on agenda**
26. Cemetery-Councilman Denny and Town Clerk are reviewing all aspects of the cemetery.
27. Use of Pitts Center office-The office is available. Councilman Campbell made a recommendation that a window blind needs to be installed in the unoccupied office. Town clerk will follow up.
28. Schedule of updates from all Town committees periodically-Councilman Campbell recommends that appointed Boards and Committees give updates at Council meetings.

29. Invite Walter Jones and also Representative Culpepper (See #40) for Council meeting and lunch with the council. Mayor Sutherland will proceed and report back to Council.

30. Should we have an afternoon social for the other elected officials? Mayor Sutherland will contact County Commissioner Richard Johnson regarding a joint meeting with the five municipalities on a quarterly or semi annual basis.

31. Sharing of information among Council members- OK or changes needed? No action needed.

32. Dogs...what should we do to enforce present ordinance? (Instruct police to pick up any stray dog observed?) Council consensus is that the Police Dept. continue to pick up stray dogs and assess fines. To review the language between local and state ordinance and to increase the fine for dogs running at large and to alert the public that violators will be prosecuted. Chief made a recommendation that additional catch poles be purchased so each police car can be equipped for retaining the dog and placing in car. He doesn't recommend the dogs being placed in the car.

33. SS clean up- Pickup Day-Council will set a date before Easter weekend to hold the second annual "Clean Up Day."

a. Councilman Kennedy recommends that the utility companies (phone, cable, water, etc.) should be notified that the 'flags' be removed after work is completed by NO CUTS and their sub-contractors. Town Manager will contact them. **Not on agenda**

34. Salary structure-police Dept. Council consensus and the Police Chief's input the police department salary is comparable or better than the other beach towns, in that the Town offers a cafeteria plan to employees.

a. An employment ad has been placed to fill vacancy of an officer. **Not on agenda**

35. Attracting right calibre. The Town Manager and the Police Chief stated that the interview process with Council's involvement along with the testing and the salary structure incorporated with merit raises should be guidelines for the department.

36. Police Chief dress at meetings-Council recommended that the dress uniform code should be followed when the Police Chief and any officers attend any Town meetings.

37. Bar code-Town Manager and Councilman Campbell recommended that an individual be contacted regarding a cost-saving program for the Town by using software that provides bar coding. Councilman Campbell suggested the Town could cost share with the SSCA. Chief Brazell stated that the Town computer software already has the capabilities in *Word* and *Word Perfect*.

38. Taxes by credit card-Town Manager suggest waiting to see if Dare County offers this service to the taxpayers before the Town does anything and this service would be at no cost to the Town.

39. Citizen Patrol-Council consensus that Chief Brazell should explore the proposal by attending the different groups in Town (i.e. SSCA, CHPOA, Boat Club) to see if there is any support.

a. Councilman Kennedy asked if the Police Dept should fill the position of a detective? Chief Brazell stated that is not necessary at this time or the near future. **Not on agenda**

b. Chief Brazell suggested that the residents be made aware (by broadcast email and the newsletter) that the police officers can video tape their personal items (if they furnish a tape) and that they have an engraver for loan they can use to mark portable items and that they should not use their social security number but use their driver's license number. **Not on agenda**

40. Quarterly meetings with Dare Commissioners? Mayor Sutherland suggested including Representative Culpepper. (See #29)

41. Truck speed endorsement-Mayor Sutherland will draft a letter of support-January workshop.

42. Auditor-Council consensus to remain with the firm of Johnson, Burgess, Mizelle, and Straub

43. Town issues (Jodi Hess audit)-Town Clerk recommended that Council members review certain chapters of the Town Code.

Councilman Denny will review the Dock ordinance. Councilman Kennedy will review the Wastewater ordinance and Chapter 8 Solid Waste and Recycling. Council charged the Town Clerk to submit corrections as needed for the January workshop. Council consensus is to recognize Jodi Hess for the time she spent on the audit by giving her a framed town seal to be presented at the February Council meeting if possible.

44. Revisit any action of council that was not unanimous-Mayor Sutherland will review the legality of rescinding an ordinance

Ordinances to review: General Commercial District Parking lots and sewage treatment drain fields and minimum lot size and buffer for commercial abutting a residential zone, Speed limit on NC 12, and Skateboard.

45. Hurricane Conference-**Not on agenda**-Councilman Campbell suggested a resolution be presented at the conference regarding the necessity for the Mid-Currituck Bridge for evacuations. Councilman Denny and Smith expressed interest in attending the conference.

46. Broadcast email-**Not on agenda**-Mayor Sutherland suggested setting up a Council directory (a specific person for a specific issue) to receive citizen input via email.

47. Mayor Sutherland asked Mike Hejduk to concur if the State Building code has adopted the NFPA. **Not on agenda.**