



City of Boiling Spring Lakes
Board of Commissioners Visioning Retreat
February 12, 2016
City Hall – 9:30 a.m.

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1. **Call to Order ~ Mayor Craig Caster**

The Board of Commissioner Visioning Retreat was called to order at 9:30 a.m.

2. **Attendance ~ in attendance at the meeting were ~**

Mayor Craig Caster
Commissioner Mary Stilwell
Commissioner David Crawford
City Manager Jeff Repp

Commissioner Mark Stewart
Commissioner David Putnam
City Clerk Jane McMinn

3. **Facilitator ~ Chris May, Director Cape Fear Council of Governments**

Mr. May reviewed the agenda for todays retreat session.

The Agenda and Annual Strategic Planning Retreat Minutes are hereby incorporated and made a part of these minutes.

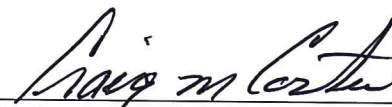
4. **Final Comments ~**

The mayor and commissioners thanked Mr. May for his input and comments in reviewing and prioritizing what their goals are collectively for the next two to four years.

5. **Adjourn ~**

The Visioning Retreat ~~is~~ adjourned at 12:05 p.m.




Craig Caster, Mayor

ATTEST:


Jane McMinn, City Clerk


Date



City of Boiling Spring Lakes
Board of Commissioners
Annual Retreat
February 12, 2016
City Hall – 9:30 a.m.

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AGENDA

- Welcome/Introductions.....Mayor Caster
- Facilitated Session.....Chris May
- Organizational Dynamic
- Financial Snapshot
- Review Prior Year Goals
- Staff Goals
- Governing Board Bucket List
Brainstorm ~ List ~ Prioritize
- Develop Action List
Who does What by When
- Open Discussion ~ BOC Items
- Wrap Up/Adjournment.....Mayor Caster

Town of Boiling Spring Lakes Annual Strategic Planning Retreat 2016

The Town of Boiling Springs Mayor and Town Board of Commissioners met Friday February 12, 2016 at the City Hall for a workshop/planning retreat. All were in attendance along with the City Manager and the City Clerk. The meeting was called to order at 0930 by the Mayor who, after introductions, turned the meeting over to Chris May - Cape Fear COG Director who facilitated.

Mr. May outlined the agenda and the process for the day's session and began with a review of the organizational dynamics for the leadership. The BOC were asked to list the attributes for an effective Mayor, Commissioner, and Manager as follows:

Mayor:

- Educated on the issues
- Does his homework prior to meetings
- Good listener
- Has integrity and honesty
- Effective and fair team leader
- Open Minded
- Respectable

Board of Commissioners:

- Approachable
- Educated on the issues
- Accountable
- Respect for each other
- Good stewards of the tax dollar
- Does homework - discern needs from wants
- Be willing to change when facts warrant
- Thick skin - don't personalize issues
- Transparent
- Have integrity and honesty

Manager:

Educated on the issues
Educated on municipal government
Able to approach the BOC w/o being threatened
Impartial
Good budget manager
Accessible
Good leader respected by staff and citizens
Keeps BOC informed equally
Well prepared
Respects and works w/in the chain of command

Emerging Issues List:

After reviewing the previous year and then the staff/manager issues list, the BOC then listed combined concerns individually to be prioritized collectively.

BOC List:

Enhanced security/safety of Police and all City Personnel
Stormwater/flood control and management
Construction of new spillway
Update UDO to include multi-family district
Paving and resurfacing schedule for all City streets
Renovate/construct new Police Dept.
Develop a business corridor
Completion of Tuscarora Road connector
Identify and mandate SOP for more effective VFD
Completion of the long range comprehensive plan
Encourage broader citizen participation on advisory and citizen boards
BOC familiarization with emergency management /disaster plans
Better control and management of official facebook page to ensure it is accurate and correct

Prioritized Worklist for 2016 (BOC Champion to move issue along)

1. Paving and resurfacing schedule (David Crawford)
2. Renovate/construct new Police Dept. (David Putnam)
3. Stormwater/flood control and management (Mark Stewart)
4. Enhanced security /safety of all City Personnel (Craig Caster)
5. Construction of new spillway (Mary Stilwell)

The balance of the issues will be taken one by one following the first five. All are schedule to be accomplished w/in four years.

The meeting adjourned at 1205