



**City of Boiling Spring Lakes
Board of Commissioners Strategic Planning Retreat
January 26, 2018
City Hall – 9:00 a.m.**

PLEASE TURN OFF CELL PHONES

1. Call to Order ~ Mayor Craig Caster

The Board of Commissioners Strategic Planning Retreat was called to order at 9:00 a.m.

2. Attendance ~ in attendance at the meeting were ~

Mayor Craig Caster
Commissioner Mark Stewart
City Manager Jeff Repp

Commissioner Steve Barger
Commissioner Guy Auger
City Clerk Jane McMinn

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

Mr. May reviewed topics that will be discussed for the Strategic Planning Retreat

- Roles of the governing board;
- Role of the city manager;
- Bucket list of goals;
- Rules of procedure; and
- Police Department

The Strategic Planning Retreat Minutes for the City of Boiling Spring Lakes are hereby incorporated and made a part of these minutes.

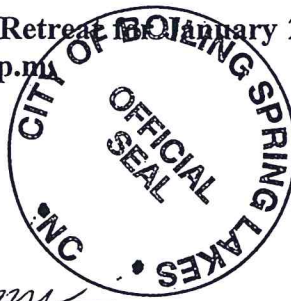
4. Final Comments ~

Mayor Caster and commissioners thanked Mr. May for his input and comments in reviewing and prioritizing what goals are collectively the next steps for the next two to four years.

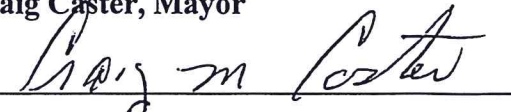
The Strategic Planning Retreat for January 26, 2018 for the City of Boiling Spring Lakes was adjourned at 12:30 p.m.

ATTEST:


Jane McMinn, City Clerk



Craig Caster, Mayor


March 6, 2018
Date

City of Boiling Spring Lakes
Strategic Planning Retreat
January 26, 2018

AGENDA:

Roles:

- 1. Roles of Gov. Board**
- 2. Role of Manager**

Goals:

- **Bucket List Goals**

Hot Topics:

- **Rules of Procedure**
- **Police Dept.**

The City of Boiling Spring Lakes met January 26, 2018 in special work session at the BSL Town Hall. Mayor Caster presided. The full Board of Commissioners attended, along with City Manager Jeff Repp and City Clerk Jane McMinn. Chris May-Executive Director for Cape Fear Council of Governments facilitated, and took the minutes. Mayor Caster open the session at 0900, turned the meeting over to City Manager Jeff Repp. Manager Repp explained the purpose for the

meeting and then introduced Chris May who facilitated the session, as illustrated on the transcribed charts below.

Roles:

May asked the BOC to expand on what attributes make for a successful and effective Mayor? The list represents the BOC responses.

Mayor

Honesty & Integrity

Balanced

Consensus Builder

Great Liaison to other govts.

Communicator

Good Listener

Comprise

Good Salesperson

Hear All Sides

Committed Leadership

Confident – Ownership

May then asked the BOC to expand on what attributes make for a successful and effective Commissioner? The list represents the BOC responses.

Commissioners

Open Minded

Willing to Consider Compromises

Do Your Homework

Honesty & Integrity

Research – Debate – Vote – Move On.

Good Communicator – Listener

Network – Use Resources

Incorporate the same attributes list for Mayor

May finally asked the BOC to expand on what attributes make for a successful and effective Manager? The list represents the BOC responses

Manager

Be Accessible

Leader

Communicator

Honesty – Integrity

Respectful

Critical Thinker

Communicate with All Equally

City Spokesperson

Expert at Municipal Government

Keep Employees Informed

Effective Persistent Management

Budget Expert

Goals:

May asked the BOC to list what objectives they would like to see accomplished / Started?

1. Full Representation on Board – Appoint Commissioner
2. Hire Additional Building Inspector
3. Hire Public Works Director
4. Long Term Road & Infrastructure Plan
5. Enhance Revenue to Provide Wellness for Town
6. City Planner
7. Improvements / Relocation P.D.
8. Parks & Rec Implement Master Plan
9. Planned Orderly Growth for Sewer, Rooftops, & Commerce
10. Work with Brunswick For Sewer Extension
11. Encourage & Facilitate Commercial Growth
12. Invest in Employees with Incentives, Pay, Etc.
13. Build Trust / Respect Between Citizens & BOC
14. Internal Review of Waiting List Items
15. Abandoned Dilapidated Housing

Top 5 Priorities List:

1. Long Term Road & Infrastructure Plan
2. Improvements / Relocation P.D.
3. Enhance appropriation in budget to enhance Parks and Recreation activities that provide wellness for City
4. Encourage & Facilitate Planned Orderly Commercial Growth
5. Everyday Build Trust / Respect between Citizens & BOC

All the remaining list will also be targeted this year, but will come after the top five.

OTHER TOPICS DISCUSSED:

Rules of Procedure Revision:

Staff to prepare recommended rules of procedure from draft provided by City Clerk. The document shall include BOC procedures for voting, conducting business, etc. It will also include a revised and updated code of ethics.

Limit on Time Allotted for Public Comment:

Effective March 2018 public comment shall be limited to 3 minutes. A note explaining the new rule shall be on the agenda.

Discussion on Police Dept. Building:

Plan to hold another work session in the near future to discuss the Police Department Building.

Adjournment 1230