

The Washington City Council met in a continued session on Wednesday, February 20, 2008 at Goose Creek State Park at 9:00 a.m. Present were: Judy Jennette, Mayor; Doug Mercer, Mayor Pro tem; Richard Brooks, Councilman; Darwin Woolard, Councilman; Archie Jennings, Councilman; James Smith, City Manager; and Rita A. Thompson, City Clerk; and Franz Holscher, City Attorney. Councilman Woolard was absent until 3:30 p.m.

Also present were: Carol Williams, Finance Director; Keith Hardt, Electric Director, Mick Reed, Police Chief; Allen Lewis, Public Works Director; Bobby Roberson, Director of Planning and Development; Jimmy Davis, Fire Chief; Gloria Moore, Library Director; Philip Mobley, Parks and Recreation Director; Lynn Lewis, Tourism Development Authority Director; and Mike Voss of the Washington Daily News.

Mayor Jennette called the meeting to order and Councilman Brooks delivered the invocation.

### **PLANNING SESSION – TOM STEVENS, FACILTATOR**

Tom Stevens, of Esquare Leadership, LLC, introduced himself as the Facilitator for this Planning Session and reviewed the agenda. He stated that the objective for today is to determine priorities for the next two years to: (1) provide staff and budget guidance to address priorities, and (2) provide the board with guidance about it's agenda for the coming year.

#### **Agreements:**

Respect....

- for the person speaking
- for differences
- for process
- for needs
- for collective results

#### **What We Want to Create for Washington:**

- Enhance Tourism
- Well Maintained Infrastructure
- Make Washington Attractive
- Create Economic Opportunity/Equality
- River Quality – regional and state issue (what does access mean?)
- Home Ownership and affordable housing
- Increased Civic Involvement

#### **How the Council Works Together:**

- Assign issue to particular Council members for leadership
- Work – communicate outside of meetings
- Identify responsibilities and act accordingly

#### **Perimeters to think about:**

- Time Horizon (long term/short term)
- Urgency
- Need info/ready to act
- Level of effort
- Act/stay informed

### **PRESENTATIONS FROM CITY STAFF**

Mick Reed, Police Chief, reviewed Departmental Priorities prepared by the Management Team:

#### **WARREN FIELD AIRPORT**

Responsibility for management

Fueling system improvements

**DWOW**

Restroom & Boater Facilities  
Reorganization of DWOW  
Downtown promotion  
Downtown business recruitment

**ELECTRIC**

Rate structure adequate to support capital needs & reserves  
Personal Protective Equipment (PPE)  
Western area system upgrades  
Downtown & Alley Lighting

**FINANCE**

New utility billing software  
Billing process re-engineering  
Non-profit funding, fees, & in-kind process

**FIRE**

Fire Station #2 staff & operating costs  
Fire Station #2 debt financing  
Building maintenance code/demolition by neglect

**HUMAN RESOURCES**

Personnel compensation & benefits  
Health/wellness management strategies

**LIBRARY**

Roof repairs  
Consolidation study  
Restoring professional staffing

**PLANNING**

US 17 interchange planning  
Business 17 corridor planning  
Annexation  
Water Street corridor study  
Tar River Park  
Development Flow Chart

**POLICE**

New station  
GIS & dispatch upgrades  
7<sup>th</sup> & 9<sup>th</sup> Street Project Next Step & related security issues

**PUBLIC WORKS**

East-side sewer extension & expansion  
Storm water management fund  
Brown Street Bridge  
Purchase sewer vac truck

**RECREATION**

Harbor management plan  
Second entrance to McConnell Complex  
Jack's Creek greenway  
Park impact fees  
Adoption of Recreation Master Plan

**TOURISM**

Wayfinding

Continued improvements to Civic Center  
Lead market efforts for Washington  
Community-wide education about the impact of tourism

**OTHER**

Web page development  
GIS city-wide  
IBX Visitors Center

Lynn Lewis, Tourism Development Authority Director, reviewed the City-side priorities with Council:

- Police Station
- East-side Sewer Extension & Expansion
- Fire Stating & Operating Expense
- Restroom & Boater Facilities Downtown
- West Area Electric Upgrade
- Equitable & Meaningful Non-profit Funding
- Utility Billing Software
- Business US 17 Corridor Plan
- GIS City-wide
- Personnel Compensation & Benefits

Council discussed each priority listed.

Council recessed for lunch t 12:37 p.m. and reconvened at 1:15 p.m.

Council continued discussing priorities. Councilman Woolard came in during the afternoon discussion.

**PRE-BUDGET REPORT (CAROL WILLIAMS)**

Carol Williams, Finance Director, presented information on the following:

- Outstanding Debt Information
- Forthcoming Proposed Debt
- General Debt Payments
- Water Fund Outstanding Deb Payments
- Sewer Fund Outstanding Debt Payments
- Electric Fund Outstanding Debt Payments
- Stormwater Outstanding Debt Payments
- Solid Waste Outstanding Debt Payments

Copies of the information were passed out to the City Council.

**COUNCIL PRIORITIES – 2008**

Councilmember's were given four "dots" to mark their top priorities. Priorities listed in order were as follows:

**•Restroom & Boater Facilities**

-Decide where – location, cost, feasibility (Councilman Davis)

**•Police Station**

-Update/conduct Needs Analysis (5 year but *urgent*)

**•Downtown Redevelopment (Councilman Jennings)**

-Incentives  
-Hotel? Where?  
-Technical Review Committee  
-Development Flow Chart

- Historic Guidelines
- DWOW – alleyway – reorganization in process

● **Business US 17 Corridor Plan**

- Plan now
- Planning Board takes lead/multi-year project
- create understandable visuals
- consider economic development district(s)

● **Recreation and Planning (McMullan Property)**

- within 18 months
- Park (make sure we maintain & police)

● **Utility Rates (Mayor Pro tem Mercer)**

- more info
- be clear w/language
- communicate better to public
- new advisory council

● **Jack's Creek**

- applied/grant

● **Planning and Development Annexation**

- put in next years budget, take action
- start July 1<sup>st</sup>

● **Crime hot-spots (7<sup>th</sup> – 9<sup>th</sup> Streets, Market & Bridge Streets)  
(Councilman Woolard)**

● **Standing meeting with County (Jim, Judy and Mayor Pro tem Mercer)**

● **County reading electric meters**

● **EMS Services**

● **Brown Library (merger)**

- waiting for study
- dialogue w/County

● **Infrastructure: Brown Street Bridge (Mayor)**

- keep talking to State Rep
- consider Charlotte Street first  
(Allen will provide plan)

● **Geographic Information System**

- inform Council
- multi-year steps
- data transfer is expensive part

● **Personnel Compensation & Benefits**

● **Hiring a Civil Engineer for Inspections/Public Works**

- Back burner

● **West Area Electric Upgrade**

- get info (next meeting)

● **Additional Walkways**

- Pedestrian Plan Implementation
- start setting aside dollars

- **Fire Station #2 Staffing**
  - fund as per agreement
- **Disaster Preparedness/Reserve Fund**
  - mid-term
  - need to discuss level
- **Planning & Development: Housing mix**
  - Grants administration?
- **Beebe Park Shelter**
  - has been promised
  - need to finish
  - one time assistance w/County
- **Non-profit Funding Process**
  - City Manager to propose formula
  - who "pays for" services?
- **Washington – Greenville Coastal Carolinas Trail**
  - long term (back burner)
  - joint committee
- **Warren Field Airport**
  - feasibility of building tee hangars
  - coordinate with EDC/Committee of 100
- **Boardwalk Extension**
  - long term
  - back burner
- **PARTF Grants**
- **Cost Savings by Department**
- **East-side Sewer Extension & Expansion**
  - sewer is key/strategic asset for City of Washington
  - clarify & understand policy implications
- **Utility Billing Software**
  - how do we organize around it?
  - improve business processes
- **Overall Facilities Plan (City Manager)**
  - **Facilities – City Warehouse**
  - **Facilities – City Hall**
    - needed but defer
  - **Library**

There being no further business, the meeting adjourned at 5:00 p.m. until Monday, February 25, 2008 at 4:30 p.m. in the Council Chambers at the Municipal Building.

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**Rita A. Thompson, CMC**  
City Clerk