

**DRAFT SUMMARY MINUTES OF A COUNCIL RETREAT
OF THE CHAPEL HILL TOWN COUNCIL
SATURDAY, FEBRUARY 4, 2012, AT 8:30 AM**

Council Members Present: Mayor Mark Kleinschmidt, Mayor pro tem Ed Harrison, Council Member Donna Bell, Council Member Matt Czajkowski, Council Member Laurin Easthom, Council Member Gene Pease, Council Member Penny Rich, Council Member Lee Storrow, and Council Member Jim Ward.

Staff members present: Town Manager Roger Stancil, Deputy Town Manager Florentine Miller, Assistant Town Manager Bruce Heflin, Town Attorney Ralph Karpinos, Public Information Officer Catherine Lazorko, Mayoral Aide Mark McCurry, Planning Director J. B. Culpepper, Assistant Planning Director Mary Jane Nirdlinger, Police Chief Chris Blue, Fire Chief Dan Jones, Library Director Kathy Thompson, Public Housing Director Tina Vaughn, Parks and Recreation Director Butch Kishia, Transit Director Steve Spade, Human Resources Director Frances Russell, Public Works Director Lance Norris, Economic Development Officer Dwight Bassett, Business Management Director James Baker, Assistant Business Management Director Amy Oland, Communications and Public Affairs Director/Town Clerk Sabrina Oliver, CH2020 co-chair Rosemary Waldorf, and CH2020 co-chair George Cianciolo.

Opening Remarks

Mayor Mark Kleinschmidt reconvened the retreat at 8:35 a.m. and welcomed participants.

Agenda Check In

Facilitator Vi Lyles reviewed timekeeping, ground rules, and the card system for managing discussion.

2020 Plan – Planning for Next Steps

Council discussed the model it would use to make decisions in FY 2012–13, the timeline, first next steps, and how to sustain public engagement. Fire Chief Dan Jones and Assistant Planning Director Mary Jane Nirdlinger reported strong outreach (blog, Facebook, Spanish materials, translation plans) and said advisory boards would see the draft in spring. Council focused on how implementation would build policies, performance measures, and year-to-year budget decisions. Council members asked for clarity on roles between Council and staff, ease and cost of actions, visual design standards, and impacts of higher-density corridors. Staff noted future workshops would use visualization to show what development could look like and analyze service and financial impacts.

Council and staff took a short break.

Council continued discussions on scope, timeline, and how to present trade-offs to the public with clear assumptions and visuals.

Points of Agreement

Council reached consensus on several directions:

Schedule: Aim to bring the 2020 Plan to Council in June; if consensus is not reached, the leadership team will return with guidance and options.

Engagement: Expand tools for citizen engagement, with emphasis on reaching Gen Y and families.

Timeline: Balance short-term and long-term steps for both process and decisions.

Roles: Continue to define roles for Council, staff, and the community.

Clarity: Identify areas of disagreement early.

Feasibility: Consider ease of implementation and cost in decision-making.

Council also asked theme groups and staff to provide guidance on zoning, Special Use Permits (SUP), advisory boards, rezoning, annexation (including pros and cons), potential funding tools (e.g., bonds), and parcel-level information to support decisions.

Current Time Management Practices

Council showed interest in addressing time management to improve meeting flow and public participation. They reviewed meeting procedures and agreed to enforce time limits for public comment more consistently (e.g., 3-minute rule, with adjustments when many speakers register). Council members discussed placing some petitions on a set schedule, managing consent items efficiently, and using the 10:30 p.m. rule with clear expectations. Council directed staff to analyze agenda timing and return with recommended best practices to pilot over the next 60–90 days.

Lunch

Council recessed for lunch.

FY 2012-13 Budget Presentation

Business Management Director Ken Pennoyer presented current-year status, projections, and the transition to program priority budgeting. Council discussed strategies—consolidation, collaboration, competition, taxes and fees, asset management, and workforce development. Council members raised ideas for new revenues (e.g., advertising, naming rights) and reducing expenditures. Council asked staff to circulate the budget PowerPoint and return with a budget schedule and follow-ups on revenue options.

Council Policy Goals for 2013

Council reviewed policy goals for the coming year and confirmed that staff would compile the updated goals and circulate them to Council.

Retreat Agreements Wrap Up

Council summarized the retreat's agreements, including: preparing June plan milestones; broadening engagement; specifying process improvements; and requesting targeted guidance on development tools and funding options. Staff will bring back meeting-management recommendations and follow-ups (including a school board liaison discussion and materials circulation).

Closing Remarks and Adjournment

Mayor Kleinschmidt thanked staff and the facilitator, noted federal funding challenges, and suggested exploring continuous representation in Washington, D.C., as part of budget talks.

The meeting adjourned at 1:59 p.m.