

**DRAFT SUMMARY MINUTES OF A COUNCIL RETREAT
OF THE CHAPEL HILL TOWN COUNCIL
FRIDAY, FEBRUARY 4, 2011, AT 5:30 PM**

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

Staff members present: Town Manager Roger Stancil, Town Attorney Ralph Karpinos, Assistant Town Manager Bruce Heflin, Deputy Town Manager Florentine Miller, Economic Development Officer Dwight Bassett, Town Clerk Sabrina Oliver, Sustainability Officer John Richardson, Mayoral Aide Mark McCurry, Director of Business Management Ken Pennoyer, Interim Chief Technology Officer John Bjurman, Fire Chief Dan Jones, Housing Director Tina Vaughn, Library Director Kathy Thompson, HRD Interim Director Frances Russell, Parks & Recreation Director Butch Kisiah, Planning Director JB Culpepper, Police Chief Chris Blue, Public Works Director Lance Norris, Festivals & Community Celebrations Assistant Supervisor Matt Carusona, Acting Deputy Town Clerk Amy Harvey, Communications Technician Tyler Madsen, and Planning Assistant Director Mary Jane Nirdlinger.

Call to Order

Mayor Mark Kleinschmidt called the annual retreat to order at 5:30 p.m.

Opening Remarks

Town Manager Roger Stancil outlined the purpose of the retreat and the plan to set a two-year framework for goals. He noted staff capacity limits and suggested using the retreat to align policy direction with operational realities. Council agreed to focus heavily on the Comprehensive Plan effort over the next 18–24 months.

Ground Rules and Decision Making

Facilitator Vi Lyles introduced ground rules, a facilitation approach, and a clear agenda. She asked Council members to signal consensus using “green cards,” and explained that the retreat would aim for direction and timelines rather than final votes. Council confirmed that transit planning and the Unified Development Ordinance should be tracked during the retreat conversations.

Dinner

Council and staff paused for dinner. No business was conducted.

The Town Finances & FY 2011-12 Budget Plan

Town Manager Roger Stancil and Business Management Director Ken Pennoyer summarized fiscal conditions and the need to link the budget to the forthcoming work plan and Comprehensive Plan. Mr. Stancil and Mr. Pennoyer emphasized responsible service delivery without drops in quality. They affirmed that staff will connect the annual budget process with a multi-year work plan that supports Comprehensive Plan priorities and consider shifting language from “adopt” to “manage” to reflect ongoing stewardship.

Wrap Up

Ms. Lyles recapped the evening’s themes: align near-term goals with the long-term Comprehensive Plan, maintain clear facilitation, and use consensus signals to keep the group moving.

Closing Remarks

The meeting recessed at 7:59 p.m. to reconvene at 11 a.m. on Saturday, February 5 at 523 East Franklin Street (old Chapel Hill Museum building).