

**City Council Work Session  
January 26, 2015**

The City Council of the City of Elizabeth City met in work session on Monday, January 26, 2015 in Council Chambers, located on the 2<sup>nd</sup> floor of the Municipal Administration Building, 306 E. Colonial Avenue, Elizabeth City, NC.

MEMBERS PRESENT: Mayor Joe Peel  
Councilman Ray Donnelly  
Mayor Pro Tem Anita Hummer  
Councilman Tony Stimatz  
Councilman Michael Brooks  
Councilman Kem Spence *(arrived at 5:35 p.m.)*

MEMBERS ABSENT: Councilwoman Jean Baker *(Excused - Illness)*  
Councilman Darius Horton  
Councilman Montravias King *(Excused – Transportation Issues)*

OTHERS PRESENT: City Manager Rich Olson  
City Attorney Bill Morgan  
Finance Director Sarah Blanchard  
Planning Director June Brooks  
ECPD Captain John Young  
Assistant to the City Manager Angela Cole  
ECDI Director Rebecca Cross  
Human Resources Director Katherine Felton  
Public Utilities Director Paul Fredette  
Fire Chief Larry Mackey  
IT Director Matthew Simpson  
Parks and Recreation Director Bobbi White  
City Clerk Vivian White

The City Council work session was called to order by Mayor Joe Peel at 5:30 p.m. Mayor Peel welcomed everyone to the meeting and recognized Michael “Hipp” Barclift to give the invocation, after which Mayor Peel led the Pledge of Allegiance.

**1. Agenda Adjustments and Approval:**

Mayor Peel called for any adjustments to and approval of the agenda.

No adjustments were requested.

**Motion was made by Mayor Pro Tem Anita Hummer, seconded by Councilman Tony Stimatz, to approve the agenda with any necessary adjustments. Those voting in favor were: Donnelly, Hummer, Stimatz, and**

**Brooks. Against: None. The motion carried unanimously. (Councilman Spence had not yet arrived.)**

**2. Statement of Disclosure:**

The City Clerk read the Statement of Disclosure. No conflict of interest disclosures regarding items listed on the agenda were made.

**3. Presentation – Overview of Proposed Morgan Pointe Apartment Complex by Greenway Residential Development, LLC**

Mayor Peel recognized City Manager Olson to provide background regarding this request.

Mr. Olson stated that in late December 2014, City staff met with representatives of the proposed Morgan Pointe Apartments development. He advised that they are proposing a 120-unit apartment complex, which will be located on an 18-acre parcel adjacent to the Farm Fresh shopping center behind the Applebee's area. He stated that, although the site contains a total of 18 acres, less than 10 acres will be utilized for the development because of the Knobbs Creek drainage way. He reported that the proposed development will consist of six buildings and will have approximately 240 parking spots.

Mr. Olson reminded the Council that a similar project was proposed a number of years ago and there were concerns voiced at that time by adjacent property owners in Oxford Heights. He said that staff thought it appropriate to have the developers give a formal presentation to the City Council about the proposed development; and that the residents of Oxford Heights were invited to attend the Council's work session to hear the presentation. He stated that the conference room would be made available to them after the presentation to meet with the developers to ask any questions they may have about the project.

Representing Morgan Pointe was Mike Morway, an engineer with Albemarle and Associates in Kill Devil Hills and Brad McLean and Dave Swindell representing Greenway Residential.

Mr. Morway thanked the Council for the opportunity to provide information about Morgan Pointe. He stated that a meeting was held with City staff approximately thirty days prior; and as a result of that meeting, the proposed site plan was modified based on some of the things discussed.

Mr. Morway provided an overview of the project, advising that the development will have 18 one bedroom, 66 two bedroom and 36 three bedroom apartments. He distributed a concept site plan to the Council and pointed out several amenities such as a multi-purpose lawn area, clubhouse with computer center, laundry, exercise room, leasing office and 240 parking spaces. He advised that some of the details, such as placement

of dumpster units, have not been worked out. He reported that City staff had suggested using a trash computer and they were working on a location for that placement.

Mr. Morway stated that a big concern for the site is stormwater; and he advised that an expansion of the existing pond would take place. He said that he had met with DENR to determine sizing and what was accounted for in the commercial development for the existing pond. He stated that rather than dig a separate pond, it made sense to expand the existing pond to accommodate the entire shopping center and the new development. He said the amount of increase in built-upon area that will utilize the pond is approximately 45%. He stated that they were looking to expand the pond by about 60%, which would increase the size of the pond more in terms of development. He advised that they would match pre- and post-runoff for 10 and 25 year storms in addition to meeting Division of Water Quality standards.

In terms of waste water, Mr. Morway stated that Morgan Pointe will need to construct a separate lift station to serve the development. He said that water taps had already been stubbed out and they would pick up water service at those points and construct additional fire hydrants within the site.

Mr. Morway cautioned that the site plan provided to the Council was a preliminary plan and offered to answer any questions the Councilors had.

Mr. Olson stated that he wanted the Council to be aware that City staff encourages all developers to attend a pre-development meeting, and that the meeting held with Greenway Residential was not unique to this particular project. He said these types of meetings assist developers in avoiding additional costs during site plan development.

Councilman Stimatz commented that he is particularly sensitive to the drainage issues in this area. He said the plan presented did not make clear to him how big the existing stormwater pond was. Mr. Morway pointed to the detailing used in the concept plan, which outlined the existing and proposed ponds. He said the existing pond is a little less than one acre and the proposed expansion would bring that to an acre and a half in storage area with a top of bank storage of about two acres. Mr. Olson pointed out that there are currently two stormwater ponds, one with very little stormwater capacity. He stated that the existing pond in question presently serves the entire shopping center.

Councilman Stimatz stated that he was concerned about the percentage of impervious square footage on the site plan and estimated it to be 75 – 80%. Mr. Morway responded that the actual impervious coverage on the site, including the wetland area and floodplain, is 21%. Excluding the wetlands, he stated that the impervious area is only 41% coverage.

Councilman Stimatz noted that the pond expansion will only be 40 – 60 feet from the Knobbs Creek. He asked what will be done to insure the pond bank will not erode at some point and spill into the creek. Mr. Morway responded that the developers are looking at shallower slopes with berm-ing that is not as erodible. He also stated that

matting could be used as reinforcement if that concern existed. Mr. Olson stated that Greg Johnson will be involved in this development to make sure it does not affect anything he is studying for the Knobbs Creek Drainage Assessment.

Councilman Stimatz noted that as much information as can be provided to the concerned residents as possible will go a long way with his constituents.

Councilman Stimatz asked if the pond will have an aerator. Mr. Olson responded that City staff feels stormwater retention ponds should be an architectural feature to a neighborhood, so the pond will include an aerator.

Mr. Olson stated that staff had discouraged dual access points into the development. He said he believed a mid-point access would help eliminate traffic going in front of the stores, because residents could then turn left or right out of the complex.

Councilman Donnelly inquired as to the depth of the existing pond. Mr. Morway responded that he was unsure of the current pond depth, but that the state requires a minimum average depth of three feet with a maximum depth of eight feet. He stated the proposed pond would probably be in the five to six foot range. He pointed out that the current pond was constructed before the state's current standards and does not have some of the features now required. He said that although they were not required to bring the pond into compliance, since they would be disturbing the banks, they would be able to bring a lot of it into compliance.

Councilman Donnelly asked if the pond would be fenced. He said he was concerned about the safety of the residents. Mr. Morway responded that it would be.

Councilman Stimatz asked what the water and sewer load would be for the project. Mr. Olson responded that it would roughly be 400 gallons of water per day per unit with the sewage calculation being approximately 360 gallons per day per unit.

Councilman Spence inquired if there would be security for the complex. Mr. Swindell responded that typically on-site security is not provided, but there would be an on-site resident manager as well as a full-time maintenance person.

Mayor Pro Tem Hummer stated that she had asked for this meeting and commented that the people in Oxford Heights have legitimate concerns. She said if there are changes that will affect drainage in any way, the Council would appreciate being informed.

Mr. Olson stated that City staff had advised the developers that a citizen meeting will need to be held with the stakeholders in that general area prior to the City giving site plan approval.

Mayor Peel thanked everyone for attending.

#### 4. Discussion/Update – City Council Goals and Objectives

Mayor Peel recognized City Manager Olson to begin the discussion of this item.

Mr. Olson stated that on February 28 and March 1, 2014, the City Council held its biennial planning sessions. He said that during these sessions, the Council established the following seven goals:

1. Ensure Sound Fiscal Responsibility
2. Improve the City's Infrastructure
3. Strengthen Inter-governmental Relationships, including Institutes of Higher Education
4. Provide Youth and Senior Activities
5. Deliver Cost Effective, Quality Services
6. Improve the Quality of All Neighborhoods
7. Increase the Quantity and Quality of Jobs

Mr. Olson advised that there are a number of objectives assigned to each goal that the City Council established for staff. He stated that these objectives are the guiding principles and are measurable. Using the following report, Mr. Olson reviewed each goal and its corresponding objectives to provide the present status of each.

GOAL	OBJECTIVE	STATUS DETAILS	DEADLINE	COMPLETED/ TIMELINE TO COMPLETION
<b>1. Ensure Sound Fiscal Responsibility</b>	Increase General Fund (GF) revenue by 2% annually	Goal achieved	7/1/2014	✓
	Achieve a 15% GF Cash Balance by June 30, 2014, and maintain annually thereafter	June 30 cash balance was 28%; Unassigned cash balance: 7%	7/1/2014 and beyond	✓
	Build a \$200,000 Stormwater Utility Cash Balance, and maintain annually thereafter		7/1/2014	✓
	Achieve a \$5 million Electric Cash Balance by June 30, 2014, \$6 million by June 30, 2015 and \$7 million by June 30, 2016	July 1 cash balance was \$6,639,169.57	7/1/2014 and beyond	✓
	Write and submit a minimum of 20 grants each year	Application submitted for fifteen (15) grants since July 2014; Three (3) grant awarded; Six (6) applications are "PENDING" notice; Six (6) have been denied	7/1/2014	Six months – June 30
	Achieve and Maintain \$1.5 million Water and Sewer Cash Balance while maintaining infrastructure		7/1/2015	✓
	Create Solid Waste Enterprise Fund (possible timing of rate increase with electric rate		7/1/2015	

	decrease)			
<b>2. Improve City's Infrastructure</b>	Create new city website including intranet, and necessary support staff	IT Director hired November 2014; Network security and system upgrade prioritized	7/1/2015	3-6 months
	Complete migration of legacy systems	On-going; System is operational	7/1/2015	✓
	Develop a traffic management plan that includes maximum utilization of existing brick streets to the extent possible		7/1/2015	No action on this goal element
	Develop Alternate Transportation plan for pedestrians and bikers	Since 2012 staff worked with the Albemarle Rural Planning Organization and the Division of Bicycle and Pedestrian Transportation Committee (a committee with in the North Carolina Department of Transportation) to develop an Albemarle Regional Bicycle Plan. The Regional Bicycle Plan was presented to City Council and the Pasquotank County Commissioners at their joint meeting on March 31, 2014. Both governments voted to adopt the plan. The EC PC Comprehensive Transportation Plan Steering Committee resumed final Plan discussions and revisions in preparation for local government inspection/adoption; Community workshops are planned for spring 2015	7/1/2015	Fall 2015
	Repair infrastructure and repave Road Street from Ehringhaus to Elizabeth	Design work authorized by Council, November 24, 2014; Construction work estimated for FY15-16	7/1/2015	September 2015
	Explore Special Storm Water district – Halstead Blvd. Extended Area	Preliminary information compiled and being reviewed by the SWAB Committee	7/1/2015	
	Study relocation of Public Safety function	Study complete. The plan to purchase the former Mental Health Building on Main Street remains open/pending at this time. The offer is still on the table and the building is	7/1/2015	Open

		currently unoccupied. Staff believes relocation to the E Main Street property is still the most viable option. Staff plans to request budgetary funding for the purchase of the building in FY2015-16 budget		
<b>3. Strengthen Inter-governmental Relationships, including Institutes of Higher Education</b>	Develop partnership with County to get Passport Agency within City (US Postal Service)		7/1/2015	
	Draft Interlocal Agreement with County for cemetery maintenance	Deleted for lack of interest from Pasquotank County	7/1/2015	
	Develop Pilot Internship Program	Human Resources developed an Internship Program 20+ years ago and has been adhering to the program; No revisions to the program are planned at this time	7/1/2015	No activity on this goal element
	Hold quarterly meetings with USCG and Educational partners (Mayor) to maintain positive relationships	On-going	7/1/2015	
	Meet with Legislative and Congressional delegations semi-annually	On-going	7/1/2015	
	Schedule exploratory meeting with the School Board by February 2014 to explore partnerships		2/1/2014	
	Create Joint use agreements with the School Board	Park staff has approached the local school system concerning the development of one Joint Use Agreement to cover all the local schools. This has met with some opposition as each principal has control over their own school and grounds. Nevertheless, Staff has never had any issues using any school facility in Elizabeth City or Pasquotank County. Staff has a great relationship with the athletic directors at Northeastern High School as well as Pasquotank County High School, Elizabeth City Middle School and River Road Middle School. The	2/1/2014	✓

		City built a football field for the Police Athletic League at Sheep-Harney and did not meet with any resistance from school staff. Parks staff has also worked with the staff at P.W. Moore to have an open youth gym during the summer months. Staff believes that with this type of open and fluid relationship between the school system and the Parks and Recreation Department that we can work with the school principals and staff to increase the usage of school facilities after school hours.		
<b>4. Provide Youth and Senior Activities</b>	Place holder for Vision 2020			
	Complete Middle School Project	The majority of the project's structural improvements have been completed; B&G Club and PAL occupied the building and resumed operations September 15, 2014. Incomplete improvements include: Exterior lighting (repair/ installation is underway); Water fountains (inoperable, although receiving power; industrial plumber and/or new pipe installation may be required); men's restroom (screening and light fixture covers)	9/1/2014	✓
	Make Arts of the Albemarle a line item (\$22,500 annually)	Completed.	7/1/2014	✓
	Explore partnerships for dog park and mini golf	Staff continues discussions the local SPCA and has developed a great plan for a Dog Park on the SPCA grounds just south of town. The SPCA will break ground for their new facility in early spring 2015; they are very willing to donate land for a Dog Park. Staff has not worked on a mini golf plan at this time. With the adoption of FY14-	7/1/2015	Open/Ongoing

		15 Budget, Council elected to emphasize existing park and recreation programming and infrastructure improvements		
<b>5. Deliver Cost Effective, Quality Services</b>	Place holder for Vision 2020			
	Conduct regular citizen survey (Use ICMA model)	The survey method and questionnaire are being researched. For budget reasons, the survey will likely be facilitated by City staff. Both web-based and paper survey methods and their associated costs will be reviewed. The City has administered area-specific surveys. The Police Department Crime survey was recently completed, results reported and publicized; Stormwater Advisory Board to conduct public education effort in Spring 2015, survey and program currently in development	7/1/2015	3-6 Months
	Complete Smart Grid implementation		7/1/2019	
<b>6. Improve the Quality of All Neighborhoods</b>	Develop pilot Neighborhood Master Plan - create Council Workshop by 7/1/14	Planning staff recommends a consultant-led research and development of any comprehensive plan. When this goal item receives capital funding, staff also recommends Council narrow their focus and select a specific area or neighborhood with which to start. Attempting multiple or a city-wide review will be overwhelming, extremely costly, and result in plans that are generalized and non-specific.	7/1/2015	No activity on this goal element
	Develop Neighborhood Assessment Standards, then perform assessments		7/1/2015	
	Create Special Overlay District for Ehringhaus Street	The Ehringhaus corridor has very few nonconforming on-premise signs; an overlay should address landscape nonconformity,	7/1/2015	No activity on this goal element

		enhancement, and site layout (i.e. building and parking lot setbacks, and curb cuts)		
	Conduct City-wide street light survey		7/1/2015	
	Develop aesthetic based ordinance to address blight in neighborhoods	The staff responsible for this goal have met and outlined their steps toward the goal deliverables. Existing ordinances from other jurisdictions (along with the City's existing Code) have been previewed. A draft will be presented to the Manager by January 31.	7/1/2015	60 days – February 2015
	Create Neighborhood Identity signage program		7/1/2015	
	Vision 2020 Downtown Strategic Plan	***Reference Downtown Strategic Plan Document***		
<b>7. Increase the Quantity and Quality of Jobs</b>	Continue BIP	Agreement for Thompson Thrift commercial subdivision and development executed	Ongoing	✓
	Revise DIG	Completed. Program standards revised and goals expanded to include areas beyond downtown	7/1/2014	✓
	Create one 3P partnership by 7/1/15		7/1/2015	
	Develop STEM curriculum resolution for a vote at a future Council meeting	Resolution drafted for Council consideration May 27, 2014; Initiative not adopted by Council	7/1/2015	✓
	Develop, with County, quasi-government agency to provide job/leadership training for local citizens	Mayor has initiated discussions with various local charitable organizations and government agencies to expand use of Hugh Cale Resource Center; Council has executed agreement with Visions of Hope ESOC for at-risk/homeless women	7/1/2015	March 2015

Councilman Stimatz pointed out that the objective to achieve a 15% General Fund balance should reflect Council's directive to achieve a 15% unrestricted General Fund balance. He also reminded everyone that due to legislative action, the City will lose Privilege License fees in the coming fiscal year. Mr. Olson stated that the loss of that income represents about 1.65¢ in property tax revenue. Councilman Stimatz commented that if the City has to raise property taxes in the next fiscal year, it will

not be because the Council wants to. He suggested it be labeled the “state privilege tax take-away increase.” Mr. Olson stated that the League of Municipalities is working with the Legislature to identify offsetting revenue.

While discussing the traffic management plan objective, Councilman Stimatz acknowledged the engineering overload that the Public Works Department is experiencing. He offered the possibility of finding an intern or alternate source to help with the workload in the coming fiscal year as something to think about.

Councilman Stimatz inquired if the September 2015 timeline to complete the work on Road Street from Ehringhaus to Elizabeth Streets should be pushed forward. Mr. Olson stated that he thought it should be, because looking at priority needs within the Water and Sewer Department, this project is about third or fourth on the list, even though it is a high priority to the Council. He pointed out that there is work needed at the Water Treatment Plant that is a higher priority. He stated that the Council would also need to determine how the City is going to address the completion of the raw water transmission line in view of the fact that the grant application for the project was not funded. Mayor Peel noted that his letter to NCDENR was written in an attempt to obtain clarification on how grants would be scored for projects such as the City’s raw water transmission line going forward. He said the response from NCDENR should let the City know if this will be a funding source that can be counted on in the future. Councilman Stimatz asked if this would be fuel to become an Entitlement City. Mr. Olson responded that it is the biggest fuel the City has.

During the discussion of developing an Internship Program, Councilman Stimatz requested a report to Council regarding the number of interns employed and the department for which they are working on a regular basis, perhaps annually.

Councilman Stimatz stated that the City should be able to have a general Interlocal Agreement with the School Board that provided for interaction with each school principal for use of school facilities. Mr. Olson responded that with the Superintendent’s pending retirement, it may be difficult to accomplish this objective by July 1, 2015. Councilman Stimatz stated that staff could draft a simple agreement for the Council’s consideration by July 1. Mr. Olson stated that he envisions one-time events as being approved by the various principals with recurring events governed by School Board approval.

Mayor Peel commented that the Vision 2020 placeholder in the goal to provide youth and senior activities would be impacted by the reconfiguration of the Community Relations Commission (CRC). He advised that the CRC is working on a plan. Councilman Stimatz stated that CRC meetings are being held and currently the focus is on budget build. Councilman Stimatz noted that the Parks and Recreation Department had been tasked with surveying students to determine their needs. He asked how that survey is going. Mr. Olson stated he would check and report back to the Council.

Mayor Peel stated that the reorganization of City departments had made it easier to move through the different processes to deliver cost-effective, quality services. He pointed out that it didn't cost a lot of money to accomplish that objective. Mr. Olson advised that with the loss of the ability to issue Privilege Licenses, he would be proposing that the City institute a business registration fee of \$15.00; and would be including that in the upcoming budget. He cautioned that the City will end up about \$220,000 short of the amount of revenue to replace the loss of privilege licenses.

Councilman Stimatz stated that it was his recollection that the City-wide streetlight survey was not so much about inventorying and plotting the type of lights and poles the City has, but more a question of public safety – if there are enough streetlights in the right locations to deter crime. Mr. Olson responded that the inventory needs to be completed, to be followed by a foot candle reading at certain grids to determine if trees need to be trimmed, etc. He said once the database is developed, staff can assign coefficients to the data to determine the ideal lighting system with the spacing the City has. Councilman Stimatz said he thought the dark spots should be identified now and then worry about the database later.

Councilman Spence asked how much longer it will be before the lighting survey is completed. Mr. Olson explained that staff encountered a technical issue in that the mapping data provided by Progressive Engineering could not be integrated into the City's GIS system and the entire map had to be re-created. He stated the project would take another year to complete. Councilman Stimatz stated that staff could make some improvements in the next three months and pointed out that he was sure the Police Department could identify where the dark spots are.

Councilman Stimatz inquired if the City had looked at the growth of vegetation around homes as it relates to ingress and egress in case of fire. Mr. Olson responded that the Planning Department is working on developing an aesthetic based ordinance to address blight in neighborhoods, which should be available for review in February. Councilman Stimatz pointed out that if you dig through building codes you can find remedies to some situations, such as siding on homes. Mayor Peel stated that the Downtown Committee had discussed aesthetics at length and concluded that the biggest impediment is that North Carolina is not a home rule state and cannot pass laws to accomplish solutions for some of these issues. Councilman Stimatz stated that there exists the provision for demolition for neglect and asked if the City had ever utilized it. Mr. Olson responded that to his knowledge, the City had not. Councilman Stimatz commented that he thought there were some candidates.

Mayor Peel provided a copy of the Downtown Strategic Plan and stated that the suggestions came from recommendations by the Downtown Vision 2020 Committee as well as ECDI's Strategic Plan. He said that each of the goals established are measurable. Councilman Stimatz suggested that a coordinated, integrated events calendar needs to be established and should include activities offered by local collegiate institutions. He advised that the absence of this information impacts the ability for participation by the citizenry.

Councilman Stimatz requested that upcoming Downtown Improvement Grant Applications include the number of jobs created.

Councilman Stimatz stated that the objective to develop with Pasquotank County an agency to provide job/leadership training for local citizens was not met by the use of the Hugh Cale Resource Center and an agreement with Vision of Hope ESOC for homeless women, as reported by staff. He said that it may be that a group should be established to push another group, such as Northeastern Development or Workforce Development, to do something. He said his recollection was that there was no focus by the City and County to get this done. Mayor Peel commented that he had been working on this objective, but it has been slow to progress.

Councilman Stimatz stated that he noted two or three subjects within staff's report that would make for a good City-County meeting. Mayor Peel advised that a discussion with the County is planned for the following Thursday to discuss a joint meeting.

Councilman Donnelly agreed that a City-County meeting would be valuable. Mayor Peel commented that Chairman Winslow has been very open about partnering and working with the City.

## **5. Committee Reports:**

- a) EC-PC Economic Development Commission: Mayor Pro Tem Hummer, Councilwoman Baker, Councilman Donnelly and Mayor Peel

Mayor Pro Tem Hummer announced that Director Wayne Harris would be traveling to Ahoskie to participate in the East Carolina Business Roundtable, hosted by North Carolina Business Magazine. She stated hopefully some good things would come out of that with a report to follow next month. She stated a marketing meeting had been held and a report would be forthcoming. She said the newspaper article about the ECSU students' marketing plans for downtown was very good and she looked forward to hearing more about it.

Mayor Peel announced that the Jump Start Grant Program had generated six applications with a seventh expected.

- b) Central Communications Advisory Board: Councilman Spence

Councilman Spence had nothing to report.

- c) Fireman's Relief Fund Board: Councilman Brooks

Councilman Brooks stated that the committee met and he found that the group “had their act together”. He stated that the chairman would be providing a report that he would share with the City Council.

d) NC Eastern Municipal Power Agency: City Manager Olson and Mayor Peel

Mr. Olson stated that the group met the previous week and he had provided a report in his last FYI. He said the big news is that everything is moving forward with the sale of generating assets to Duke Energy Progress, with the deal closing hopefully by the third quarter of 2015.

e) Elizabeth City Downtown, Inc.: Councilman Donnelly

Councilman Donnelly stated that ECDI has been working with EC-PC EDC and is quite excited about the Jump Start Program applicants. He said that ECDI is setting an example for downtown and has planted pansies in their pots in front of their office. He stated that effort was a great role model for other downtown businesses to emulate. He reported that ECDI’s goals were being coordinated with the Vision 2020 Initiative and it appeared to be coming together very well.

f) Elizabeth City Area Chamber of Commerce Board: Mayor Peel

Mayor Peel announced that the 104<sup>th</sup> annual Chamber Board meeting would be held on February 26 with the speaker being an ex-Disney employee, John Formica. He reported that toward the end of March, the Chamber’s annual Business Expo would be held. He said that he and a number of Chamber members attended a meeting with Greater 24 in the Tidewater Virginia area. He reported that Mr. Chance Wilson of Greater 24 has featured a number of local people who are recognized as giving back to the community. He encouraged everyone to check out the website at Greater 24.com.

g) Finance Committee: Mayor Pro Tem Hummer, Councilman Donnelly, Councilman Horton and Mayor Peel

Mayor Pro Tem Hummer stated that the items discussed and recommended during the last Finance Committee meeting appeared on the Regular Agenda for consideration.

h) Parks and Recreation Advisory Board: Councilman Horton

Councilman Horton was not present to report.

i) Elizabeth City/Pasquotank County Airport Authority: Councilman Stimatz

Councilman Stimatz reported that contract fuel sales have been robust and contribute to people using the airport. He said the Authority is moving ahead to complete the Airport Master Plan in conjunction with the US Coast Guard. He said a new aircraft services provider had been secured and opened at the first of the year to do aircraft repairs and

maintenance. He stated that this service makes the airport a more preferred location to come to.

- j) Storm Water Advisory Board: Councilman Stimatz, Councilman Donnelly and Councilman Brooks

Councilman Stimatz reported that the board had not met since November, but a meeting was planned for February.

- k) Tourism Development Authority: Councilwoman Baker

Councilwoman Baker was not present to report.

## **6. Adjournment:**

There being no further business to be discussed, Mayor Peel adjourned the meeting at 6:51 p.m.

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Joseph W. Peel  
Mayor

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Vivian D. White, CMC/NCCMC  
City Clerk