

FEAB MEETING MINUTES

12/11/2020

3:00 p.m.

Fairhope Civic Center Delchamps Room, Fairhope, AL

Member Attendees: Gary Gover, Ben Frater, Jim Horner, Mike Shelton, Amy Paulson

Members not in attendance: Jeanine Normand (warranted absence); Tony Pritchett (unwarranted absence)

City of Fairhope: Kim Burmeister, Christina LeJeune (Planning and Zoning Department)

City Council: Corey Martin

Honored Guests: Michelle Melton-FEAB member candidate; Nigel Temple-FEAB member candidate; and Suzanne Sweetser (Thompson Engineering).

Minutes taken by: Kim Burmeister

Gary called the meeting to order at 3:05 p.m.

FEAB MINUTES:

Mike opened the motion for September 2020 and October 2020 minutes to be accepted as is; Jim seconded the motion. Minutes were accepted as is. There were no minutes to consider for November as there was no quorum.

DISCUSSION OF ITEMS:

FEAB Membership/By Laws:

Currently FEAB has seven members: Jim Horner, Mike Shelton, Gary Gover, Ben Frater, Tony Pritchett, Jeanine Normand and Amy Paulson. According to FEAB by-laws, 9 is the maximum membership allowance. There are two vacancies. City of Fairhope has received three applications for new FEAB members: Michelle Melton, Nigel Temple and Jennifer Foutch. Gary went over the resumes/qualifications for each of the candidates. Two were in attendance (Michelle and Nigel). Motion was made to accept the membership of Michelle and Nigel. Jennifer Foutch is encouraged to attend as an honored guest until a vacancy is available on the board. Gary said he would like to revise the by-laws in the future to allow for 10 members instead of 9.

Amy made a motion to accept Michelle and Nigel as members. Jim seconded the motion. Board approved unanimously.

Meeting time: Gary said Friday at 3 p.m. appears to be a bad time for most members and city employees to attend. He asked everyone to offer their suggested time / day of the week for revision to the current time (2nd Friday at 3 p.m.)

Absences: Gary mentioned the new by-laws reference to attendance. More than 3 unwarranted absences will revoke membership. Gary offered a definition to be used as guidance on warranted vs. unwarranted absences: member must contact the board within 24 hours for absence to be warranted:

Board Member Attendance Policy

Purpose

This policy is intended to support full contribution of all board members. All board members receive a copy of this policy. The policy is reviewed once a year and maintained in the Board Manual. The policy has been reviewed and authorized by the board (see signature and date below).

Board members are expected to defend regular meeting times in their personal calendars, and to avoid scheduling other meetings during that time. Board members occasionally miss a meeting due to circumstances beyond their control such as illness, travel schedules, jury duty, or holidays. These will generally be considered "excused" absences. In all cases, board members are expected to notify the board of meetings they know they will miss. Occasional attendance by remote communication for participation is acceptable, as in the case of emergency or acute illness. In the event that board members find they are unable to participate to the extent necessary, they should consider resigning from the board.

A Board Attendance Problem

A board-attendance problem occurs if the following condition exists in regard to a board member's attendance to board meetings: a member has unwarranted absence from three regular board meetings in a twelve-month period.

A warranted absence means the member did make contact in the organization before the upcoming meeting to indicate they would be gone from the meeting. Missing a meeting without contact a day or more in advance is unwarranted.

A member with unwarranted absence from three regular board meetings in a twelve-month period shall have resigned their appointment to the board.

Secretary

Date

Kim said that when doing the minutes, she will include "warranted" or "unwarranted" so that absences can be tracked.

Gary made a motion for the language above to be used as guidance for warranted /unwarranted absences. Michelle seconded the motion. Board approved the motion unanimously.

ACE Program, AL Communities of Excellence:

Corey verbalized his support of the ACE program and encouraged FEAB to draft a resolution/motion he can present to City Council. He said the city was designated as having completed the program in 2015, but it is now due for recertification to keep the accreditation. Recertification is due every 5 years. Corey said this program, while it does not have environmental components, is a good way for Fairhope to progress towards a more unified comprehensive plan. Community resilience is one standard for the ACE program. He said he will support Fairhope's current certification for this program. Corey said many municipalities carry this accreditation. Target areas for the program would be: Recreation areas, Industrial Parks (airport) and technology parks. He recently participated in the League of Municipalities meeting where this was discussed. Corey said this program will help Fairhope create specific action plans toward strategic planning. He will be happy to endorse the motion if drafted.

Jim said the city Planning and Zoning Department has \$600K to put towards creation of the new comp plan.

Mike asked if City Planning and Zoning Department or staff should take the lead on this. Corey said ultimately, yes, but he wants to put the motion before Council for immediate consideration and acceptance.

Jim said FEAB needs to make sure Mayor and Council are fully aware of the details of this accreditation. Cory said this can be worked into an upcoming Work Session with Council, possibly January 2021. Cory will discuss with Hunter Simmons, Planning and Zoning Manager, before the Work Session. He encouraged FEAB (Gary?) to reach out to Hunter as well. Gary said he would reach out to Hunter.

Jim made a motion for FEAB to ask City to pursue current accreditation for the ACE program. Ben seconded the motion. Board unanimously accepted the motion.

Fly Creek Watershed Management Plan, update

Amy introduced Suzanne Sweetser, Thompson Engineering, who discussed the upcoming Fly Creek Watershed Management Plan. The plan will encompass two sub-watersheds: 1. Fly Creek and 2. Unnamed tributaries to Fly Creek. The area will encompass the Eastern Shore shoreline from Boudreaux's in Daphne to Big Mouth, Pelican Point in Fairhope. Jim said this is a lot more than what Fairhope considers the Fly Creek watershed. Kim said this study appears to also encompass in addition to the Fly Creek watershed; Point Clear Creek, Stack Gulley, Tatumville Gulley, Volanta Gulley, Big Mouth Gulley, Rock Creek, Red Gum Campbell Gulley watersheds of Fairhope.

Wetlands Ordinance

Amy said the discussion on the City wetland ordinance will be held over until the City Building Official can attend, since he is the regulator of the ordinance. Kim said Erik may be able to attend in January.

Meeting adjourned at 4:00 p.m.

Motions passed:

- 1. New FEAB Members, Michelle Melton and Nigel Temple**
- 2. FEAB by-laws absence policy language to use as guidance for warranted and unwarranted absences**
- 3. ACE accreditation recertification for City of Fairhope**

Next meeting is Friday, January 8th, 2021, 3 p.m. Fairhope Delchamps Room (*subject to change*)

FEAB CONTACT INFORMATION:

Chairman:

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Members:

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CITY CONTACTS:

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