



KURE BEACH TOWN COUNCIL
SPECIAL MEETING –STAFF RETREAT
APRIL 17TH, 2008
3:30 pm

MINUTES

On April 17th, 2008, the Kure Beach Town Council held a retreat for the purpose of discussing rules of procedure for staff and Council. This retreat was scheduled at the March 18, 2008, Council meeting. Notice of this meeting was posted at Town Hall on March 19, 2008 and advertised in the Island Gazette newspaper.

COUNCIL MEMBERS PRESENT:

Mayor	Mac Montgomery
Mayor Pro Tem	Jim Dugan
Commissioner	Dean Lambeth (left the meeting at 5:12pm)
Commissioner	Barry Nelder (arrived at the meeting at 3:45pm)
Commissioner	Jim Vattr

COUNCIL MEMBERS ABSENT:

None

STAFF PRESENT:

Town Administrator	Michelle James
Building Inspector	John Batson
Police	Dennis Cooper
Town Clerk	Nancy Avery

Town Attorney A. A. Canoutas was in attendance. A quorum of the Town Council was present.

1. Call to order

Mayor Montgomery called the retreat to order at 3:38pm.

2. Economic development

Commissioner Vattr stated:

- He has spoken with Dr. Morgan of the University of North Carolina School of Government regarding economic development
- He and Administrator James are working on a plan, at no expense to the Town, to be presented to Council at a later date

3. Draft document 'Rules of Procedure for Town Council'

Town Administrator James and Town Clerk Avery presented a draft policy entitled 'Rules of Procedure for Town Council' for Council consideration and input.

Administrator James stated that this policy addresses Council interaction with each other and with the Administrator and the Clerk.

ACTION – consensus:

- Need to develop a policy regarding correspondence written by individual Council members conducting Town business and determine liability when individual Council member speaking on behalf of the Town
- Need a discussion on the liason commissioner role – set another meeting
- Revisions to draft policy:
 - Page 3, paragraph ‘commissioner vacancy’ change ‘shall’ to ‘may’
 - Page 4, paragraph on ‘agenda items’, delete ‘no item will be discussed at a special meeting without the proper legal notice. No item will be discussed at a regular meeting unless placed on the agenda at least 48 hours prior to the meeting unless all members present vote in the affirmative to add the item’
 - Page 4, paragraph on ‘public address to Town Council’, change two (2) minutes to three (3) minutes’
 - Page 5, paragraph on ‘attendance’, delete ‘The Town Council may grant leave of absence for good cause for a Council member for a period not to exceed six (6) months’ and add ‘with the exception of the first reading of an ordinance or a special use permit’
 - Page 5, paragraph on ‘closed session discussion’, add ‘a motion to go into closed session and return to open session must be made in open session’ and ‘Discussion during closed session is confidential until closed session minutes are officially unsealed. Every two years, the Town Clerk will present sealed minutes to Council for evaluation and decision to unseal’
 - Page 6, add new paragraph as follows:

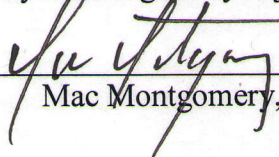
‘Appointments

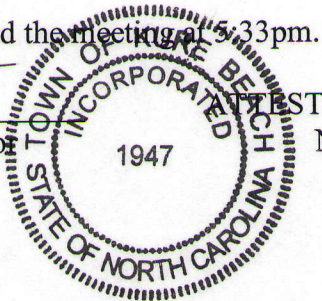
No member of the Council may appoint members to external or internal committees, boards or commissions, nor request an appointee to step down from their appointment once appointed by Council. All appointments are to be made by Council in a legally advertised meeting’

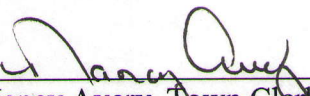
- Page 7, paragraph ‘media relations’ add ‘except during an emergency situation, the Emergency Operations Manager is in charge of media relations’

3. Adjournment

Mayor Montgomery adjourned the meeting at 5:33pm.


Mac Montgomery, Mayor




Nancy Avery, Town Clerk

NOTE: These are action minutes reflecting items considered and actions taken by Council. These minutes are not a transcript of the meeting. Persons wishing to hear the recording of this meeting may request to do so by contacting the Town Clerk.