



KURE BEACH TOWN COUNCIL  
WORK SESSION  
SEPTEMBER 5, 2007  
1:00pm

## MINUTES

The Kure Beach Town Council held a work session with Department Heads and the Town Administrator committee on Wednesday, September 5<sup>th</sup>, 2007 at 1pm. Purpose of the meeting was to review and discuss the proposed job description, organization chart and advertisement for the position of Town Administrator.

**COUNCIL MEMBERS PRESENT:**

Mayor Pro Tem	Mac Montgomery
Commissioner	Jim Dugan
Commissioner	Bill Ufferman
Commissioner	Dean Lambeth

**COUNCIL MEMBERS ABSENT:**

Mayor	Tim Fuller
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**STAFF PRESENT:**

Town Clerk	Nancy Avery
Public Works	Sonny Beeker
Building Inspector	John Batson
Finance Officer	Susan Suggs
Fire Chief	Harold Heglar
Police Chief	Dennis Cooper

**COMMITTEE MEMBERS PRESENT:**

Jim Vatr  
Mo Linqvist  
Jennifer Watson

Town Attorney A.A. Canoutas was in attendance

Call to order

Mayor Pro Tem Montgomery called the work session to order at 1:05pm with an explanation between a Town Manager and a Town Administrator.

Committee co-chair Jim Vatr opened the discussion with a review of the proposed job description for the administrator.

Concern was expressed by Department Heads as to authority of Town Administrator to hire and fire Department Heads and whether there was a true need for an administrator.

Consensus: revise proposed job description as follows:

2<sup>nd</sup> bullet point under 'Routine duties and Special Tasks' change from:

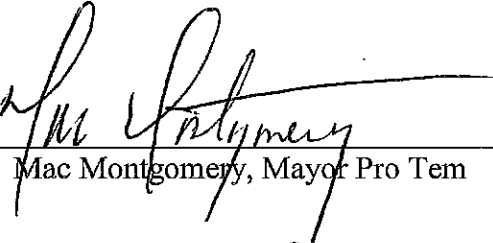
“supervises all Town Department heads, serves as personnel officer and administers personnel policy”

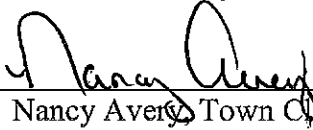
change to:

“Coordinate, based on council direction, the supervision of all department heads, serve as personnel officer overseeing the administration of established town policy excluding individual hiring and or termination of department heads, and administers personnel policy “

Adjournment

ACTION – Commissioner Ufferman MADE MOTION to adjourn at 2:50pm. Commissioner Dugan seconded the motion. THE VOTE OF APPROVAL WAS UNANIMOUS

  
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Mac Montgomery, Mayor Pro Tem

ATTEST:   
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Nancy Avery, Town Clerk

