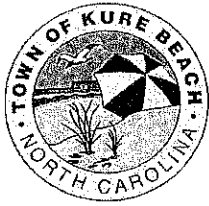


MINUTES

TOWN OF KURE BEACH TOWN COUNCIL

117 Settlers Lane ■ Kure Beach, NC 28449



Dean Lambeth, Mayor
Chuck Keener, Mayor Pro Tem
Jim Dugan, Commissioner
Barry Nelder, Commissioner
Tim Fuller, Commissioner
Kaysie Pralle, Town Clerk

COUNCIL RETREAT

JANUARY 9, 2010 at 11:00 AM

COUNCIL MEMBERS PRESENT:

Mayor	Dean Lambeth
Mayor Pro Tem	Chuck Keener
Commissioner	Jim Dugan
Commissioner	Barry Nelder
Commissioner	Tim Fuller

COUNCIL MEMBERS ABSENT:

None

STAFF PRESENT:

Police Chief	Dennis Cooper
Public Works Director	Sonny Beeker
Building Inspector	John Batson
Town Clerk	Kaysie Pralle

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

CALL TO ORDER AND WELCOME

Mayor Dean Lambeth called the meeting to order at 11:06 am. He introduced Chris May of the Cape Fear Council of Governments. Chris presented the agenda/desired outcomes for today's meeting.

Review Goals and Duties

- Gov. Board/Mayor
- Staff
- Advisory Board

Discuss Board Priorities

- Goals for Kure Beach

Board/Mayor Items

Chris asked Council to list the qualities of a good mayor and council. The answers are as follows:

Mayor

- Team builder/player
- Availability

- Empathy for citizens concerns
- Integrity with ethics
- Transparency
- Knowledgeable of Rules/Codes for Town government
- Turn policy into action
- Mediate/diffuse conflict
- Accountability

Council

- Same as Mayor's responsibilities
- Bring broad view & diverse viewpoints to the table
- Shared leadership and responsibility
- Work with liaisons
- Support and enforce the chain of command
- Accountability
- Fiducially responsibility

Commissioner Nelder said that Department Heads are capable enough to do their jobs and are better left alone.

Chris established that the Council liaisons main function is to keep Department Heads in the know.

Commissioner Dugan - Council should not just make rules for Town Hall employees, but rules for "all" employees. Over the years, Council works with Department Heads. Department Heads work closely with their department employees.

Chris – If you go with the Council/Manager form of government Council would be constrained by statutes and requirements.

Mayor Lambeth – There is now a Customer Service liaison that needs definition.

Commissioner Dugan – Something that needs addressing is one Council member does not give direction to an employee below the level of Department Head.

Commissioner Fuller – I want to make sure that we are not saying employees are not allowed to talk with Council.

Chris – He just wants to make sure that Council enforce the chain of command. When talking about supervision, for example if an employee feels they cannot speak with their Department Head about an issue. They may speak with the Council liaison to that department. The liaison should give the Department Head the benefit of the doubt until they hear their side of the story.

Commissioner Dugan – Right now Town Hall is in limbo with no Department Head in Town Hall. Right now finance does not have a Department Head.

This leads the discussion in the direction of discussing the position of Town Administrator.

Administrator

Tim – He questioned Michelle about her resignation letter. He is looking for clarification on what decision was made in regards to this position.

Attorney Canoutas – Michelle's letter was phrased in a way that with the motion to accept the letter as proposed by Michelle it would abolish the position. The Council unanimously voted to accept her letter. The position is not there, but Council can always vote to put it back.

Commissioner Fuller – It is clear that the Council voted on something they did not understand.

Chris – I recommend discussing the position before voting. Council needs to be on the same page as far as expectations of what you are looking for.

Mayor Lambeth – My personal opinion is to move forward without an administrator.

Commissioner Fuller – We need someone to handle the day to day items such as an office manager.

Chris asked Council and Department Heads to list some qualities of an office manager.

Office Manager

Business administration

Finance & tax

Customer service

Monthly reports

Capital Outlay projects

Payroll & Benefits Coordinator

Accounts Payable

Chris – Will they be the manager over departments? Judging from the outcome of the climate study, this is why they reigned in the Town Administrator. The Town Clerk is the more likely person to be the office manager. This is common in many cases because they work

Commissioner Fuller requested to hear from staff present their thoughts on having another Town Administrator.

Town Clerk Pralle – I do not see an area that is lacking at this time. Finance Officer Watson is quite capable of handling her department. At this point I do not feel that my department is in need of further direction in the way of an administrator.

Chief Cooper – At one point we were in the weeds at Town Hall. Once they got caught up and the right processes were put in place things began running more smoothly. That was 90% of the problem with Town Hall. Dealing with Town Hall on capital outlay purchases was an issue at one point, but those have now been resolved.

Jennifer will make the calls and get the best rate. He also had some payroll issues and he went directly to Erin and it was taken care of within 15 minutes.

Commissioner Nelder – The attitude and atmosphere at Town Hall is greatly improved for the better.

Public Works Director – I think things are much better now. The cooperation between the department heads is getting back to the way it was.

Commissioner Fuller – With the information just presented here, he has changed his opinion of the Town Administrator position.

Chris moved Council onto personnel; an area that has seen transition since the Town Administrator left the Town.

Personnel/Administration

Chris – Council ultimately has authority over all personnel issues.

Commissioner Fuller – To fill the vacuum while the administrator position was in the air, personnel was delegated to Mayor Pro Tem Keener. It was the understanding that as soon as the issue was settled it would be re-delegated.

Chris – The personnel officer is a position that assists Department Heads and staff. Council should delegate oversight of personnel duties to someone, not necessarily a personnel officer.

Commissioner Fuller – I thought it was necessary to have a personnel officer.

Chris – The Town Clerk is the administrative assistant to the Council and to Town Hall. In many instances she is also the personnel officer.

Commissioner Fuller – I am persuaded that we need to assign either Kaysie or Jennifer in some additional role at Town Hall. If it is working, I am persuaded. We should ask Department Heads and staff at this point what their input is.

Attorney Canoutas - A Town Clerk is in a position to have more working knowledge of the operations of the Town and the thoughts of the Council than the Finance Officer or any other person at Town Hall.

Mayor Pro Tem Keener – If we make the Town Clerk a Department Head and if we make a financial Department Head, that is all we have to do. That should solve a lot of issues.

Chris – I would suggest going this direction. If you are going to have a Finance Officer Department Head you need to make sure they have someone that can do their job if they are out of the office. Does everyone agree that this is worth trying? The Clerk would be a stand alone Department Head and the Finance Officer would be a Department Head over her department.

Commissioner Fuller – The only concern I have is the person working at the front desk. Would it not be more appropriate to have that person working for the Clerk?

Chris – It is the duty of the Department Head over this position to make sure they are gainfully employed during the day.

Resident – As far as the review of the Town Clerk, it is done by the Town Council. What about the Finance Officer?

Commissioner Fuller – I think we are actually going to go back to having Jennifer as the Finance Officer of the Town. She would be a Department Head and would be evaluated by the Council as a whole. The people that are in finance would answer to her and she would do their evaluations. I think we are going to rearrange some duties so that Jennifer will have certain responsibilities and Kaysie will have certain responsibilities which will cover the duties typically handled by an office manager position.

Chris – Is there any additional items Council would like to add.

Commissioner Nelder – I think what we have come up with a pretty good working operation already.

Chris questioned Council of their definition and expectations of advisory boards/committees.

Advisory Board/Committees

Formed by statute – P&Z, BOA and Stormwater

Advisory

Knowledge of responsibility

Attendance

Support Council decisions

Support Goals of Town

Assist Staff/Council

Meet Council approved initiatives

Recommend goals to the board

Clear & open meetings – comply with NC General Statutes

Commissioner Fuller – Committees have supplemented the staff.

Commissioner Dugan – The legal and financial responsibilities still lie with the Town Council and staff.

Interviews

Any interviews for committees and advisory boards should be done in open session with minutes taken.

Membership

Terms

- Statutory (Can only be removed with cause)
- Charter/Policy (In office for length of term)
- Pleasure of Board

Eligibility

- Application Resident
Not obligate the Town financially

Chris – The Planning & Zoning Commission and Board of Adjustments members need to reside within the Town limits. All others are not required to reside within town limits.

Attorney Canoutas is to get wording for committee residency requirements.

Commissioner Fuller – Committees have become self perpetuated. They should be a cross section of the Town. Council should explore limiting the number of committees someone can serve on and when committees make appointments they give present Council with two recommendations.

Craig Galbraith – One of the most demoralizing things to do to a committee is to turn down the recommendations of a statute mandated committee. He suggested Council make sure they populate the committees with people you have respect for.

Chris – Volunteers will continue to serve as long as they feel their work is valued.

Council will continue to explore committee terms, appointment/interview procedure, and committee policy & procedures.

Chris asked Council to define the role and expectations of Department Heads.

Department Heads

- Professionals in their field
- Customer Service
- Fair & Equal Administration of Duties (Not a politician)
- Ethical

Chris asked Council to individually make a prioritized list of emerging issues in Kure Beach.

1. Total Infrastructure up to date
2. Electrical lines buried
3. Ocean Front Park completed
4. Disc Golf Park completed
5. Protect Town from harm
6. More Stormwater infiltration systems
7. Water system (irrigation/conservation)
8. Beautification of the Town (landscaping/signs)
9. Secure the long term financial health of the Town
10. Taxes meet the needs of the citizens
11. Giving merit raises to employees
12. Beach re-nourishment
13. Dog waste on beach enforcement
14. Efficient use of staff and committees
15. Extension of B1 up K Avenue - Zoning Overlay District implemented

16. Kure Beach move towards an environmental community
17. Parking enforcement at residential units if parking on non-designated areas
18. Ocean Front Parking Issues

Chris asked Council to list their top five issues from the 18 listed above.

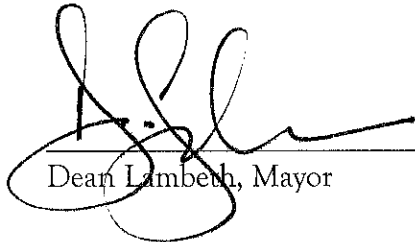
Top 5 List

1. Ocean Front Park Completion
2. Protect Town from harm
3. Total Infrastructure up to date
4. Secure long term financial health – taxes meet needs of citizens
5. Merit raises for staff

Chris left Council with a list of the top five issues that Council should re-evaluate in a year to see how they have progressed toward these goals.

ADJOURNMENT

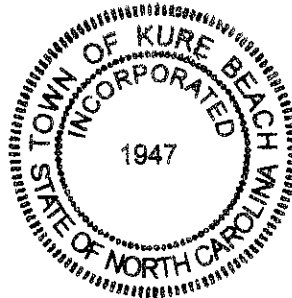
ACTION - Council adjourned the meeting at 3:50 pm.



Dean Lambeth, Mayor



Kaysie Pralle, 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.