

KURE BEACH TOWN COUNCIL  
SPECIAL MEETING  
MARCH 18<sup>TH</sup>, 2008  
5:45 pm

## MINUTES

On March 11, 2008, Mayor Montgomery called for a special meeting on Tuesday, March 18<sup>th</sup>, 2008 at 5:45pm or soon thereafter for the purpose of holding a closed session to discuss personnel matters. Notice of this meeting was provided to Council members, posted at Town Hall and emailed to the distribution list of persons interested in receiving notice of meetings on March 11<sup>th</sup>, 2008, thus complying with the open meetings statute.

### COUNCIL PRESENT

Mayor Mac Montgomery  
Mayor Pro Tem Jim Dugan  
Commissioner Dean Lambeth  
Commissioner Barry Nelder  
Commissioner Jim Vatr

### COUNCIL ABSENT

None

### STAFF PRESENT

Town Administrator Michelle James  
Town Clerk Nancy Avery

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

### 1. CALL TO ORDER

Mayor Montgomery called the special meeting to order at 5:47 pm stating personnel involved agreed to discuss matters in an open session rather than a closed session.

**ACTION** – Mayor Pro Tem Dugan **MADE THE MOTION** to change the agenda and not hold a closed session for personnel matters, but discuss in open session items of clarification as requested by the Town Administrator. Commissioner Vatr seconded the motion. **THE VOTE OF APPROVAL WAS UNANIMOUS.**

**ACTION** – Mayor Pro Tem Dugan **MADE THE MOTION** to schedule a retreat for April 17<sup>th</sup>, 2008 at 3:30pm for the purpose of discussing rules of procedure for staff and Council. Commissioner Vatr seconded the motion. **THE VOTE OF APPROVAL WAS UNANIMOUS.**

Town Administrator James stated:

At the last retreat, the Town Clerk and myself were tasked with drafting Rules of Procedure for Council and staff and would like clarification on six items:

- currently communicating by email and would like to continue to communicate that way
- in most towns that employ an administrator, that person acts as the point of contact for all business and I would like to employ that here –she will function as point of contact and gatekeeper
- communicating with Council via phone for other matters, ask that Council members use her cell phone number – much easier to reach her when she is in and out of meetings or in other staff members' offices
- currently Council members are assigned to facilitate weekly staff meetings – requesting Town Administrator to take over facilitating – meetings will always be open to Council members to observe
- Town needs to have clear travel policy and recommends that she and Commissioner Vatr (finance) work together on drafting policy

Comments from Council:

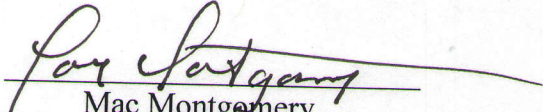
- need to address allowed travel policy for both staff and Council members and review town credit card reporting
- if Council attends staff meeting, need to careful about too many members showing up and having a quorum which then turns it into an actual Council meeting – also concern about Council members taking over and running the meeting
- would be helpful if Council members aren't required to attend twice a month as it is now
- would like each Council member to have summary of action items covered at each staff meeting before the next meeting – via email is fine
- okay with email distribution, however we don't have the capability of printing large attachments – need to put a hard copy in our box – currently getting numerous copies of the same email – would like that to stop

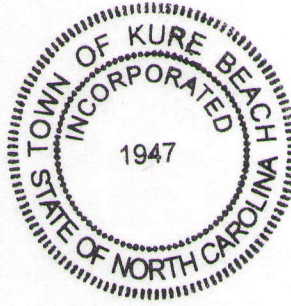
ACTION – consensus - Town Administrator or Clerk to send out email to Council for all Council member travel information. Email to state reason for travel, project it is associated with and budget line item charged. Town Administrator to be gate keeper to keep all Council members informed.

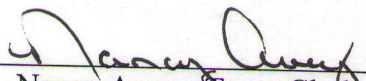
ACTION – Commissioner Vatr MADE THE MOTION to allow the Town Administrator to function under procedures talked about tonight until the retreat on April 17<sup>th</sup>. Town Administrator to provide summary of these procedures to Council. Commissioner Nelder seconded the motion. THE VOTE OF APPROVAL WAS UNANIMOUS.

4. ADJOURNMENT

ACTION – Mayor Pro Tem Dugan MADE THE MOTION to adjourn at 6:14pm.  
Commissioner Vatr seconded the motion. THE VOTE OF APPROVAL WAS  
UNANIMOUS.

  
Mac Montgomery



ATTEST:   
Nancy Avery, Town Clerk