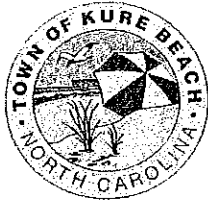


# MINUTES



## TOWN OF KURE BEACH TOWN COUNCIL

117 Settlers Lane ■ Kure Beach, NC 28449

Mac Montgomery, Mayor  
Jim Dugan, Mayor Pro Tem  
Dean Lambeth, Commissioner  
Barry Nelder, Commissioner  
Jim Vatrtr, Commissioner  
Michelle James, Town Administrator ■ Kaysie Pralle, Town Clerk

### WORKSHOP

July 14, 2009 6:00 PM

### PURPOSE

The purpose of this meeting between the Town Council and the Beautification Committee is to discuss the committee's mission and direction.

### COUNCIL MEMBERS PRESENT

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

### COUNCIL MEMBERS ABSENT

None

### STAFF PRESENT

Town Administrator	Michelle James
Town Clerk	Kaysie Pralle

### COMMITTEE MEMBERS PRESENT

Ken Withrow, Chair  
Priscilla Smith  
Tony Gonsalves  
John Gordon  
Herb Weibe  
Ron Eccleston  
Gary Cox  
Robert (Bob) Falco  
Elaine Eisberg (Alternate member)

### COMMITTEE MEMEBERS ABSENT

Candace Clark, Co-Chair

### CALL TO ORDER AND WELCOME

Called to order at 6:00 pm

Mayor Montgomery reminded everyone that there are other committees that need to be focused on in addition to the Beautification Committee. The Council will schedule other sessions to deal with those issues at a later date.

Commissioner Vatrtr suggested addressing budget work within the mission statement.

Mayor Montgomery questioned if the committee would like a detailed budget from Town Hall with the remaining balance and would that be possible?

Administrator James stated that if the Council would like a detailed budget for a committee we can do that. The Town staff currently does this every month for the Community Center.

Mayor Montgomery referred everyone to the budget in their booklets. He explained that every time there is an invoice handed in for an expenditure it will be deducted from the committee's balance. At any time this balance is available at Town Hall.

Tim Fuller, Planning & Zoning, reminded everyone that several years ago it was suggested to use a purchase order system (PO) for committees. "This could be a common and reasonable solution to this problem."

Montgomery questioned if it would be beneficial for every committee chair to receive a monthly budget balance for their committees.

Administrator James stated that she would like Council to give staff a direction. If Council would like a detailed, monthly budget balance given to each committee, please direct the staff to do so. 28:00

CONSENSUS – Council directed staff to give every committee a copy of a detailed, monthly budget showing the committees balance.

Ken questioned if the \$1,700.00 is for projects and not the landscaping maintenance at Town Hall?

Vatrtr confirmed that it is.

Administrator James pointed out that the PO system is for purchases over \$500.00 only.

Nelder suggested making a uniform set of procedures for Council and staff. 42:00

Mayor Montgomery questioned if an invoice comes in and the budget officer or finance officer does not know what it is should they go to the liaison or committee chair/co-chair first?

Commissioner Vatrtr suggested the budget officer make a phone call to the committee chair first.

CONSENSUS – Budget/finance officer will contact chair of committee first if Town receives an invoice that is unclear. 48:00

Sandy Cox, Beach Protection, questioned if every time she spends out-of-pocket money for an event would she have to have a purchase order first.

Administrator James stated that for reimbursements you would not need a purchase order.

JULY AGENDA - Montgomery requested purchase orders be placed on the July 21<sup>st</sup> regular meeting agenda under New Business.

CONSENSUS – Administrator James to prepare a memo to committee chairs notifying them of the implementation of a purchase order system.

CONSENSUS – Council approves the mission as submitted today.

Ken introduced three new recommended initiatives for the Beautification Committee. The initiatives are as follows: 1:00

- × Exploring options to make Kure Beach a tree city
- × Continue to explore the future possibility of Sandman
- × Beautification to be included in the Economic Development Committee when making decisions that relate to the committee’s mission. This is to be coordinated with Commissioner Vattr.

Mayor Montgomery clarified these new initiatives have no cost effect to their budget.

Ken questioned if the committee could begin acquiring estimates for a uniform sign system now that they have a budget for this approved initiative?

Mayor Montgomery confirmed the committee could begin that process.

Administrator James gave the budget details for the Beautification Committee

Uniform signs -	\$750.00
Existing planters -	\$125.00
K Avenue projects -	\$825.00
Total Budget -	\$1700.00

City hall landscape contract is \$1500.00, but is no longer included in their budget as a result of a past meeting with Council and committee chairs.

CONSENSUS – Council approved the three new initiatives for this committee. 1:14

Mayor Montgomery reminded everyone that if a committee would like to present a new project for approval that has not been budgeted; they must present this item to Council at a regular Council meeting. The Council will consider this project and the proposed budget amendment.

Mayor Montgomery communicated a topic that the Council would like addressed at this meeting. He gave an example of if an issue is being discussed by the Council that may pose a conflict of interest for a particular Council member, that member has an obligation to recuse themselves from voting on that matter. This also applies to committees.

Mayor Montgomery asked the committee what role they would like the liaison to play in the committee.

Ken would like the following:

- × Liaison to attend the committee meetings
- × Keep the committee headed in the right direction
- × Inform the committee who they go to with specific problems (Ex: Dept. Heads)
- × Keep the other Council members informed of what the committee is doing

Priscilla conveyed she emails the minutes to the Beautification Committee members, the liaison and the Clerk.

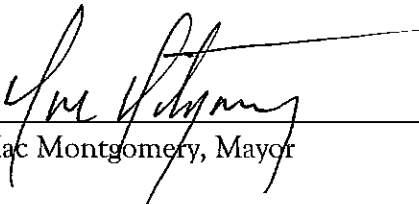
Mayor Montgomery reminded the committee if they need to present to Council, get information to Council, post notice or cancel a meeting this information needs to go to the Clerk.

Administrator James questioned how do the department heads receive information on the progress of the committee's initiatives?

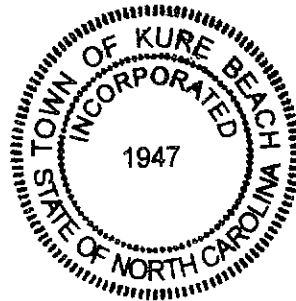
Mayor Montgomery questioned if the department head needs coordination from the committees, is it possible to discuss this at the staff meeting? He suggested the committee chair could request the liaison inform the particular department head their presence is necessary at the following committee meeting.

#### ADJOURNMENT

Mayor Montgomery adjourned the meeting at 7:38 pm.

  
\_\_\_\_\_  
Mac Montgomery, Mayor

  
\_\_\_\_\_  
Kaysie Pwalle, 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.