

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 Vattrt, Commissioner
Kaysie Pralle, Town Clerk

ORGANIZATIONAL MEETING DECEMBER 15, 2009 at 6:30 PM

COUNCIL MEMBERS PRESENT:

Mayor	Mac Montgomery
Mayor Pro Tem	Jim Dugan
Commissioner	Dean Lambeth
Commissioner	Barry Nelder
Commissioner	Jim Vattrt
Commissioner-elect	Tim Fuller
Commissioner-elect	Chuck Keener

COUNCIL MEMBERS ABSENT:

None

STAFF PRESENT:

Police Department	Dennis Cooper
Building Department	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

Mayor Mac Montgomery called the meeting to order at 6:30 pm. Pastor Richard Graff of Kure Memorial Lutheran delivered the invocation. Mayor Mac Montgomery led in the Pledge of Allegiance.

Mayor Montgomery made the announcement that today our Finance Officer Jennifer Watson delivered an 8 lb 12 oz baby girl.

RECOGNITION AND AWARDS

Mayor Montgomery introduced New Hanover County (NHC) Assistant County Manager, Andre' Mallette, NHC Emergency Management Director, Warren Lee, NHC Commissioner, Bill Caster, NHC Commissioner, Jonathan Barfield, Representative Danny McComas and NC Court of Appeals Judge Ann Marie Calabria.

PRESENTATIONS TO COUNCIL

✳ Audit firm Thompson, Price, Scott and Adams to present 2008-09 Audit

Mayor Montgomery introduced auditor Greg Adams from Thompson, Price, Scott and Adams who conducted the 2008-09 Audit. He noted the audit was forwarded to the treasurer's office on November 30th.

Mr. Adams distributed a summary of the audit which is incorporated by reference and made a part of these minutes.

Commissioner Vatrtr - Greg's team did an outstanding job.

Mr. Adams - CPA Jason Keller did a great job helping Finance Officer Watson with the details through out the year.

Mayor Montgomery - The audit will be available online before the end of the year. The results from the state treasurer's office, once available, will also be posted to the website and on file in the Clerk's office.

PERSONS TO ADDRESS COUNCIL

(3 Minutes - Please sign in with the Clerk before the meeting)

APPROVAL OF CONSENT AGENDA

1. Building Department report - November 2009
2. Finance Department report - November 2009
3. Fire Department report - November 2009
4. Police Department report - November 2009
5. Accept resignation from Chuck Kenner, Economic Development Committee
6. Accept resignation from Tim Fuller, Planning & Zoning Commission
7. Appointment of Linda Cheshire as Alternate member of the SLAP Committee
8. Approval of Mayor-elect Lambeth, Mayor-Pro Tem-elect Keener, Commissioner-elect Fuller, and Finance Officer Watson as signers on the Town checking account
9. BB&T Power of Attorney
10. Meeting Minutes
 - ✳ 11/17/2009 Workshop - Transition
 - ✳ 11/17/2009 Closed
 - ✳ 11/17/2009 Regular
 - ✳ 11/24/2009 Workshop - Pre-Organizational

ACTION - Commissioner Vatrtr **MADE THE MOTION** to add as item # 9 BB&T Power of Attorney and adopt the consent agenda as amended. Mayor Pro Tem Dugan seconded the motion. **THE VOTE OF APPROVAL WAS UNANIMOUS.**

ADOPTION OF THE AGENDA

ACTION - Mayor Pro Tem Dugan **MADE THE MOTION** to adopt the agenda. Commissioner Nelder seconded the motion. **THE VOTE OF APPROVAL WAS UNANIMOUS.**

OLD BUSINESS

1. Time of service recognition for Commissioner Vatrt (Dugan)

Mayor Pro Tem Dugan – Commissioner Vatrt has been an asset to the Town in the finance department. The reason that we have such an excellent report is because of him. Mayor Pro Tem Dugan presented Commissioner Vatrt with a plaque of recognition for his time of service.

Commissioner Vatrt – This has been the best two years he has had in Kure Beach. He appreciates all the support.

2. Time of service recognition for Mayor Montgomery (Dugan)

Mayor Pro Tem Dugan – Mayor Montgomery had a single handed ability to twist arms in Raleigh and to return with pockets full of money. He noted that on the pressing issues Mayor Montgomery was able to gather consensus from Council to get the issue taken care of. Mayor Pro Tem Dugan presented Mayor Montgomery with a plaque of recognition for his time of service as commissioner and a gavel for his service as mayor.

Mayor Montgomery – I am very proud to have served my community. I am proud and honored. He thanked his wife Carol, daughter Rhoda and granddaughter Hannah for supporting him.

NEW BUSINESS

1. North Carolina Court of Appeals Judge Ann Marie Calabria to administer Oaths of Office

NC Court of Appeals Judge Ann Marie Calabria administered Oaths of Office to Mayor-elect Dean Lambeth, Commissioner-elect Chuck Keener and Commissioner-elect Tim Fuller.

2. Election of Mayor Pro Tempore

ACTION – Mayor Dean Lambeth MADE THE MOTION to nominate Commissioner Chuck Keener as Mayor Pro Tem. Commissioner Dugan seconded the motion. THE VOTE OF APPROVAL WAS UNANIMOUS.

3. Appointment of Town Attorney

ACTION – Mayor Dean Lambeth MADE THE MOTION to re-appoint Attorney Canoutas as the Town Attorney. Commissioner Nelder seconded the motion. THE VOTE OF APPROVAL WAS UNANIMOUS.

4. Appointment of Town Clerk

ACTION - Commissioner Nelder MADE THE MOTION to re-appoint Kaysie Pralle as the Town Clerk. Commissioner Dugan seconded the motion. THE VOTE OF APPROVAL WAS UNANIMOUS.

5. Council Appointments and Assignments

- a. Mayor Lambeth - Police Department Liaison, Fire Department Liaison, Street Festival Committee, Parks & Recreation Committee, Kure Beach Marketing Advisory Committee and the Tourism Development Authority (TDA) designee
- b. Mayor Pro Tem Keener - Administration/Customer Service Liaison, Personnel Officer, Beautification Committee and Shoreline Access & Parking Committee (SLAP)
- c. Commissioner Dugan - Public Works Liaison, Hall of Fame Committee, Ocean Front Park, Kure Beach/Carolina Beach Water & Sewer Authority representative, Wilmington/New Hanover Port, Waterway & Beach Commission designee and Wilmington Metropolitan Planning Organization Technical Advisory Committee (MPO/TAC) designee
- d. Commissioner Nelder - Zoning/Inspections Liaison, Planning & Zoning Commission, Board of Adjustments and Beach Protection Committee
- e. Commissioner Fuller - Finance Commissioner, Budget Officer, Community Center Committee, Citizens Finance and Budget Advisory Committee and Wilmington/New Hanover Port, Waterway & Beach Commission designee

ACTION - Commissioner Fuller MADE THE MOTION to approve the Council appointments. Commissioner Dugan seconded the motion. THE VOTE OF APPROVAL WAS UNANIMOUS.

6. Schedule Town Council Retreat - January 9, 2010 at the Kure Beach Community Center from 11:00 am - 5:00 pm

ACTION - Commissioner Fuller MADE THE MOTION to schedule a Town Council Retreat for Saturday, January 9, 2010 at the Kure Beach Community Center from 11:00 5:00. Commissioner Dugan seconded the motion. THE VOTE OF APPROVAL WAS UNANIMOUS.

Clerk is to advertise for the retreat.

7. Discussion and consideration of assigning the Wilmington Metropolitan Planning Organization Traffic Study and the NC State School of Design Economic Development Study to the SLAP Committee, Beautification Committee and the Kure Beach Marketing Advisory Committee

Commissioner Fuller - The Economic Development Committee gathered information that overlapped with all the committees listed.

ACTION - Commissioner Fuller MADE THE MOTION to assign the Wilmington Metropolitan Planning Organization Traffic Study and the NC State School of Design Economic Development Study to the SLAP, Beautification and KB Marketing Advisory Committees and have them report back to Council with preliminary recommendations by the February Council meeting. Commissioner Nelder seconded the motion. THE VOTE OF APPROVAL WAS UNANIMOUS.

8. Discussion and consideration of suspending the Economic Development Study Committee pending a review by other committees

Commissioner Fuller - While the SLAP, Beautification and KB Marketing Advisory Committees are reviewing the economic development studies, the Economic Development Study Committee would wait for their recommendations.

Commissioner Dugan - For clarification, this committee will not meet until a review from the other committees has been completed.

Commissioner Nelder - Is this a temporary suspension?

Commissioner Fuller - Yes

ACTION - Commissioner Fuller MADE THE MOTION to suspend the Economic Development Study Committee until a preliminary review has been submitted by the other committees. Commissioner Nelder seconded the motion. THE VOTE PASSED FOUR TO ONE. Commissioner Dugan was opposed.

9. Discussion and consideration of amending the Administration Liaison's duties to include Customer Service

Mayor Lambeth - What we want to move toward is a friendlier customer service environment at Town Hall.

Dugan - What are the duties of the Administration Liaison?

Lambeth - This is something that he and the newest members of Council have been discussing and he would like Mayor Pro Tem Keener to take on this role. He will be the go-to person at Town Hall for requests from Town staff.

Commissioner Dugan - The police, fire and public works department have more involvement with residents than the Town Hall staff does.

Commissioner Nelder - I know it is the sincere and hope to better our customer service. I think we should go ahead and approve this.

ACTION - Commissioner Fuller MADE THE MOTION to appoint Mayor Pro Tem Keener as Administration Liaison and he is to come up with a description and definitions to discuss at the January Council Retreat. Commissioner Nelder seconded the motion. THE VOTE OF APPROVAL WAS UNANIMOUS.

10. Discussion and consideration of establishing a Citizens Finance and Budget Advisory Committee

Commissioner Fuller - The idea is to have residents looking over our shoulder and giving us their input. The Town staff does a great job, but having citizen input at the beginning is very important.

Commissioner Dugan - Is part of this decision to establish this committee because there are not enough people in the finance department?

Commissioner Fuller - No

Commissioner Dugan - Is there something that our finance department doesn't know or can't do?

Commissioner Fuller - The idea is to have independent citizen input. Many of the budget meetings are not attended. This is a way of setting up some citizen input.

ACTION - Commissioner Nelder MADE THE MOTION that the Kure Beach Town Council establish a Citizen Finance and Budget Advisory Committee and the Town Clerk is directed and authorized to advertise for interested persons to apply for membership in the committee. Mayor Pro Tem Keener seconded the motion. THE VOTE PASSED FOUR TO ONE. Commissioner Dugan was opposed.

11. Discussion and consideration of amending the Stormwater Committees mission statement to include environmental awareness (Nelder)

Commissioner Nelder - Our Stormwater committee has met its goal and Public Works Director Beeker is handling the Town's storm water issues. We are required by state law to have a storm water committee. An important goal is to preserve our environment for future generations. There are quite a few citizens that have already shown interest in this committee. This committee would work closely with the Cape Fear Arch Collaboration. He hopes to have the first meeting on Tuesday, January 12, 2010. The first duty would be to draft a mission statement.

Town Clerk is to contact current members to notify them of the change and to advertise for new members.

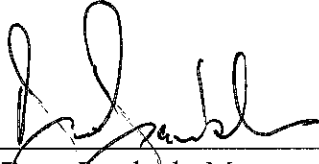
ACTION - Commissioner Nelder MADE THE MOTION to rename the Stormwater Committee the Stormwater and Environmental Committee. At it's January meeting, the committee will update its mission statement and consider a new name for the committee. Commissioner Fuller seconded the motion. THE VOTE OF APPROVAL WAS UNANIMOUS.

EXECUTIVE SESSION

(If necessary)

ADJOURNMENT

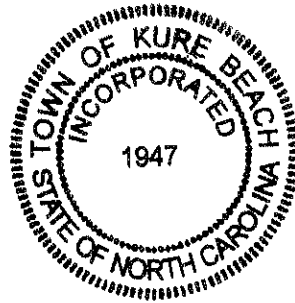
ACTION - Commissioner Dugan MADE THE MOTION to adjourn the meeting at 7:22 pm. Commissioner Nelder seconded the motion. THE VOTE OF APPROVAL WAS UNANIMOUS.



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.

ITEMS
INCORPORATED BY REFERENCE
AND MADE A PART OF THESE
MINUTES

OR

SIGNED AND SEALED
ORDINANCE
RESOLUTION
PROCLAMATION
CONTRACT

Kure Beach Town Council
December 15, 2009

New Business Agenda Item # 10:
Discussion and consideration of establishing a Citizen Finance and Budget Advisory
Committee.

The mission of the proposed committee is to advise the citizens of Kure Beach and the Town Council on the annual Kure Beach budget and the financial health of the Town including future financial needs, the annual audit and the debt burden of the Town.

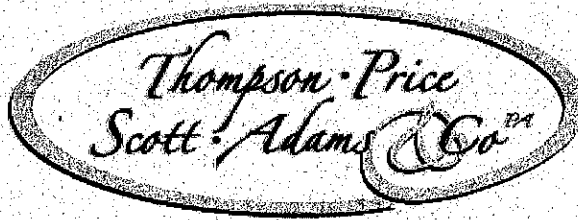
Qualifications for membership include a willingness to serve and an interest in public finance. Experience in finance or accounting is desirable but not necessary.

The committee can be small, three to five members.

The Finance Commissioner will serve as committee liaison.

The committee would be monthly from January to June and then quarterly thereafter.

MOTION: That the Kure Beach Town Council establish a Citizen Finance and Budget Advisory Committee and the Town Clerk is directed and authorized to advertise for interested persons to apply for membership in the committee.



CERTIFIED PUBLIC ACCOUNTANTS

4024 Oleander Drive Suite 2
 Wilmington, North Carolina 28403
 Telephone (910) 799-4872

SUMMARY OF AUDIT

	<u>2009</u>
GENERAL FUND	
REVENUES AND TRANSFERS IN	\$ 3,035,676
EXPENDITURES AND TRANSFERS OUT	<u>2,885,944</u>
NET REVENUES OVER EXPENDITURES AND TRANSFERS	149,732
FUND BALANCE AT BEGINNING OF YEAR	<u>1,998,729</u>
FUND BALANCE AT END OF YEAR	<u>2,148,461</u>
UNDESIGNATED PORTION OF FUND BALANCE	<u>1,233,150</u>
MINIMUM UNDESIGNATED FUND BALANCE AS RECOMMENDED LOCAL GOVERNMENT COMMISSION (8% OF EXPENDITURES)	<u>230,876</u>
FUND BALANCE AVAIL AS % OF GF EXPENDITURES STATEWIDE	42.73%
	64.44%
WATER & SEWER FUND	
REVENUES AND TRANSFERS IN	1,395,681
CONTRIBUTED CAPITAL (GRANTS)	-
EXPENDITURES AND TRANSFERS OUT	<u>1,388,131</u>
NET REVENUES OVER EXPENDITURES AND TRANSFERS	7,550
FUND BALANCE AT BEGINNING OF YEAR	<u>5,304,505</u>
FUND BALANCE AT END OF YEAR	<u>\$ 5,312,055</u>

AD VALOREM TAX COLLECTIONS

	<u>TOTAL</u>	<u>EXCLUDING MOTOR VEHICLE</u>	<u>MOTOR VEHICLE ONLY</u>
CURRENT YEAR	98.47%	98.61%	89.38%
STATEWIDE	96.89%		