

Town of Kure Beach

Town Council  
August 18, 2009

Agenda Packet

# AGENDA



## 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 Vatr, Commissioner

Michelle James, Town Administrator ■ Kaysie Pralle, Town Clerk

### REGULAR MEETING

AUGUST 18, 2009 6:30 P.M.

CALL TO ORDER AND WELCOME – Mayor Montgomery

INVOCATION – Mayor Montgomery

PLEDGE OF ALLEGIANCE – Mayor Montgomery

### RECOGNITION AND AWARDS

- × Recognition of newly appointed New Hanover County Sheriff Ed McMahon
- × Recognition of appointment for Town Clerk Kaysie Pralle to the North Carolina Association of Municipal Clerks Program/Education Committee

### PRESENTATIONS TO COUNCIL

#### PERSONS TO ADDRESS COUNCIL

(3 minutes- please sign in with the clerk before the meeting)

- × Bob Fitzsimons, Parks & Recreation Committee, to discuss design cost for Disc Golf Course

### APPROVAL OF CONSENT AGENDA

1. Building Department report: July 2009
2. Finance report: July 2009
3. Fire Department report: July 2009
4. Police Department report: July 2009
5. Equipment financing for Public Works
6. Accept appointment of Elaine Eisberg to the SLAP Committee
7. Naming of Atlantic Ave. walkway in memory of former Commissioner Bill Ufferman
8. Job descriptions for:
  - × Finance Officer
  - × Finance Specialist
  - × Payroll & Benefits Specialist
9. Meeting Minutes
  - × 07/21/09 Regular

### ADOPTION OF THE AGENDA

## OLD BUSINESS

1. Economic Development Study Committee Update (Vatrt)
2. Approval from Sunny Point regarding Disc Golf Course request (Montgomery)
3. Discussion and consideration of regulation for Golf Carts (Montgomery)
4. Discussion and consideration of Council training (Montgomery)
5. Discussion and consideration of scheduling a workshop for boardwalk signs (Montgomery)
6. Discussion and consideration of an Ocean Front Park marketing plan (James)
7. Solar/wind energy sources for the Town and/or Ocean Front Park update (Dugan)

## NEW BUSINESS

1. Discussion and consideration of Beautification Planting Plan (Nelder)
2. Discussion of trash pickup on Fort Fisher Blvd. and K Avenue (Lambeth)
3. Discussion of recommendation from P&Z to consider a sub-committee for Overlay Districts
4. Discussion and consideration of enforcing ordinance addressing delinquent accounts (James)
5. Discussion and consideration of scheduling Department Head evaluations (Montgomery)

## EXECUTIVE SESSION (If necessary)

## ADJOURNMENT

# Recognition And Awards

# City of Laurinburg



OFFICE OF THE CITY CLERK

August 5, 2009

Ms. Kaysie Pralle  
Town of Kure Beach  
117 Settlers Ln.  
Kure Beach, NC 28449

Dear Kaysie:

As incoming President of the North Carolina Association of Municipal Clerks for the 2009-2010 year, I have appointed you to the North Carolina Association of Municipal Clerks Program/Education Committee. Jeanne Giblin is your chairperson for the upcoming year. I know that you all will make a great team!

As a point of reference, please find attached a copy of the role/responsibilities of the committee.

Attached is a list of members for the 2009-2010 year.

I truly appreciate your interest in serving on this very important Committee and look forward to working with you.

Sincerely,

Dolores A. Hammond, MMC  
Incoming NCAMC President

Attachments

Cc: Jeanne Giblin  
Carmen Miracle, Advisor, First Vice-President

# Persons to Address Council

# Kure Beach Parks and Recreation Advisory Committee

## Disc Golf Course Layout and Basket Costs

Provided by: Russell Schwartz

Director Of Special Projects

INNOVA Disc Golf

### Costs:

18 Disc Catcher Pro Permanent Targets@ \$300 each	\$5400
Course Design Fee @ \$300 per hole	\$5400
Target Freight (estimated)	\$ 550
Total	\$11,335

# Consent Agenda



Kure Beach Building Dept.-All Permits Issue Date: 7/1/2009 - 7/31/2009

PermitNo	Issue Date	Applicant	Owner	Project Addr	Est Cost	Fee	Descript	Final
<b>Building</b>								
5144	7/7/2009	FITZGERALD, KENNETH J JOSEPH	FITZGERALD, KENNETH J JOSEPH	550 ANCHOR WAY	\$8,261	\$150.00	Replacement of windows	
5149	7/29/2009	LAWLEY, CHARLES C CHERYL H	LAWLEY, CHARLES C CHERYL H	829 FORT FISHER BLV S	\$385,000	\$8,785.00	To construct new 2719sf	
5146	7/15/2009	LAWLEY, CHARLES C CHERYL H	LAWLEY, CHARLES C CHERYL H	829 FORT FISHER BLV S	\$0	\$100.00	Demo existing house	
5148	7/28/2009	DURHAM, DONALD G SR WILLNA B	DURHAM, DONALD G SR WILLNA B	214 FOURTH AVE N	\$9,500	\$150.00	To put new roof on existi	
5145	7/8/2009	FISCHER, JEFFREY A ELIZABETH	FISCHER, JEFFREY A ELIZABETH	1701 MACKEREL LN	\$20,000	\$200.00	enclose ground floor of e	
5147	7/22/2009	Maher, Erin M.	Maher, Erin M.	330 THIRD AVE S	\$300,000	\$11,360.00	New 3117 SF SFD	
Total Building 6					\$722,761	\$20,745.00		
Total Permits: 6					\$722,761	\$20,745.00		

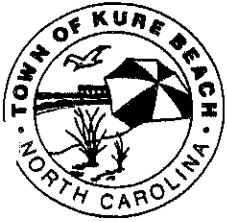
# KURE BEACH FIRE DEPARTMENT

## FIRE CHIEF'S REPORT JULY, 2009

DATE	PURPOSE
07/02/09	MUTUAL AID Cbfd
07/04/09	BRUSH FIRE
07/06/09	DRILL
07/09/09	EMS
07/13/09	DRILL
07/20/09	MUTUAL AID Cbfd
07/20/09	DRILL
07/23/09	EMS
07/24/09	OCEAN RESCUE
07/26/09	FALSE ALARM
07/27/09	DRILL
07/27/09	CONTROLLED BURN
07/29/09	EMS

All equipment checked and found to be in working order

Harold Heglar  
Chief



# *KURE BEACH POLICE*

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114 N. 7<sup>TH</sup> AVENUE, KURE BEACH, NORTH CAROLINA 28499  
TELEPHONE (910) 458-7586 • FAX (910) 458-9882

## **Police Activity Reports for July 2009**

Page 1	Activity Log Event Summary Totals
Page 2	Arrest Status/Disposition Totals by Offense
Page 3	Citation Totals by Charge
Page 4	Civil Papers Summary Totals
Page 5	Criminal Papers Summary Totals
Page 6	Incident Status/Disposition Totals by Offense
Page 7	Chief's Notes

# Activity Log Event Summary (Totals)

Kure Beach Police Department

(07/01/2009 - 07/31/2009)

911 Hangup	2	Accident	1
Alarm Activation	2	Animal Complaint	2
Assist Citizen	1	Assist Other Agency - Law Enforcement	7
Assist Other Agency - Medical	3	Assist Other Agency - Other	1
Breaking & Entering - No Report	1	Citizen Complaint	3
Communicating Threats	1	Dispute	4
Domestic	2	Fight	2
Found Property / K-9	6	Harrassment	1
Hazardous Condition	1	Information	1
Intoxicated Subject	1	Lost or Found Property	3
Motor Vehicle Crash - Non-Reportable	2	Open Door	1
Parking Complaint	2	Property Damage - No Report	1
Surrender NC Driver's License - Revocation Order	2	Suspicious Person/Vehicle	4
Trespassing	1	Vandalism	1

Total Number Of Events: 59

# Arrest Status/Disposition Totals by Offense

Kure Beach Police Department

(07/01/2009 - 07/31/2009)

Offense:	Further Invest.:	Inactive:	Closed/Cleared:	Arrest/No Supp.:	Arrest/No Invest.:	Felony:	Misd.:	Juvenile:	Adult:	Offense:
0890 - Simple Assault- All Other Simple Assault	0	0	1	1	0	0	1	0	1	1
2000 - Offenses Against Family	0	0	1	1	0	0	1	0	1	1
2100 - DWI - Alcohol and/or Drugs	0	0	4	4	0	0	4	0	4	4
2450 - Drunk and Disruptive	0	0	1	1	0	0	1	0	1	1
2660 - Parole & Probation Violations	0	0	1	1	0	0	1	0	1	1
2690 - All Other Offenses	0	0	6	5	1	0	6	0	6	6
4010 - All Traffic (except DWI)	0	0	3	3	0	0	3	0	3	3
<b>Totals:</b>	<b>0</b>	<b>0</b>	<b>17</b>	<b>16</b>	<b>1</b>	<b>0</b>	<b>17</b>	<b>0</b>	<b>17</b>	<b>17</b>

# Citation Totals by Charge

Kure Beach Police Department

(07/01/2009 - 07/31/2009)

Charge:	Number of Charges:
Speeding (Infraction)	1
DWI	3
No Operator License	2
Driving While License Revoked	2
Unsafe Movement	1
No Insurance	1
Other (Misdemeanor)	7
Other (2nd Charge - Misdemeanor)	4
Other (2nd Charge - Infraction)	1
Total:	22

# Civil Papers Summary Totals (by Paper Type)

Kure Beach Police Department

(07/01/2009 - 07/31/2009)

Type of Civil Paper:	Total Served:	Total Returned:	Total Ret. to Clerk:	Total Issued:	Total Issued Outstanding:
Criminal Summons	0	1	1	1	0
Subpoena	2	2	1	0	0
Totals:	2	3	2	1	0

# Criminal Papers Summary Totals (by Paper Type)

Kure Beach Police Department

(07/01/2009 - 07/31/2009)

Type of Criminal Paper:	Total Served:	Total Returned:	Total Ret. to Clerk:	Total Issued:	Total Issued Outstanding:
Criminal Summons	0	0	0	5	0
Order For Arrest	0	1	1	1	1
Totals:	0	1	1	6	1



# Incident Status/Disposition Totals (With Percentages) by Offense

Kure Beach Police Department

(07/01/2009 - 07/31/2009)

Primary Offense:	Total Reported:		Total Unfounded:	Actual Incidents:	% Unfounded:	Cleared Arrest:	Cleared Other:	% Cleared:	Active:	% Active:	Inactive:	% Inactive:
	2	0										
0510 - Burglary - Forcible Entry	1	0	0	1	0%	0	0	0%	1	100%	0	0%
0660 - Larceny - From Buildings	5	1	0	4	20.0%	0	1	25.0%	3	75.0%	0	0%
0690 - Larceny - All Other Larceny	1	0	0	1	0%	0	0	0%	0	0%	0	0%
0810 - Simple Physical Assault	1	0	0	1	0%	0	1	100%	0	0%	0	0%
1150 - Fraud - Credit Card/Automated Teller Machine	1	0	0	1	0%	0	0	0%	0	0%	1	100%
1400 - Criminal Damage to Property (Vandalism)	1	0	0	1	0%	0	0	0%	0	0%	0	0%
9910 - Calls for Service	12	1	11	11	8.3%	0	2	18.2%	5	45.5%	2	18.2%
<b>Totals:</b>												

## Chief's Notes

### Self Initiated Police Services:

Business Security Checks	257
Home Security Checks	283
Open Doors	1
Senior Welfare Checks	14

Respectfully yours,

Dennis Cooper  
Chief of Police

**Resolution Approving Financing Terms**

**WHEREAS:** The Town of Kure Beach ("Town") has previously determined to undertake a project for various equipment (the "Project"), and the Finance Officer has now presented a proposal for the financing of such Project.

**BE IT THEREFORE RESOLVED, as follows:**

1. The Town hereby determines to finance the Project through Branch Banking and Trust Company ("BB&T"), in accordance with the proposal dated August 6, 2009. The amount financed shall not exceed \$26,924.84, the annual interest rate (in the absence of default or change in tax status) shall not exceed 3.42%, and the financing term shall not exceed three and a half (3.5) years from closing.

2. All financing contracts and all related documents for the closing of the financing (the "Financing Documents") shall be consistent with the foregoing terms. All officers and employees of the Town are hereby authorized and directed to execute and deliver any Financing Documents, and to take all such further action as they may consider necessary or desirable, to carry out the financing of the Project as contemplated by the proposal and this resolution. The Financing Documents shall include a Financing Agreement and Deed of Trust and a Project Fund Agreement as BB&T may request.

3. The Finance Officer is hereby authorized and directed to hold executed copies of the Financing Documents until the conditions for the delivery of the Financing Documents have been completed to such officer's satisfaction. The Finance Officer is authorized to approve changes to any Financing Documents previously signed by Town officers or employees, provided that such changes shall not substantially alter the intent of such documents or certificates from the intent expressed in the forms executed by such officers. The Financing Documents shall be in such final forms as the Finance Officer shall approve, with the Finance Officer's release of any Financing Document for delivery constituting conclusive evidence of such officer's final approval of the Document's final form.

4. The Town shall not take or omit to take any action the taking or omission of which shall cause its interest payments on this financing to be includable in the gross income for federal income tax purposes of the registered owners of the interest payment obligations. The Town hereby designates its obligations to make principal and interest payments under the Financing Documents as "qualified tax-exempt obligations" for the purpose of Internal Revenue Code Section 265(b)(3).

5. The Town intends that the adoption of this resolution will be a declaration of the Town's official intent to reimburse expenditures for the project that is to be financed from the proceeds of the BB&T financing described above. The Town intends that funds that have been advanced, or that may be advanced, from the Town's general fund, or any other Town fund related to the project, for project costs may be reimbursed from the financing proceeds.

6. All prior actions of Town officers in furtherance of the purposes of this resolution are hereby ratified, approved and confirmed. All other resolutions (or Towns thereof) in conflict with this resolution are hereby repealed, to the extent of the conflict. This resolution shall take effect immediately.

Approved this 7<sup>th</sup> day of August, 2009.

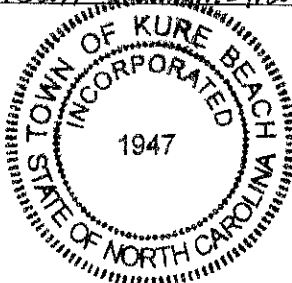
By: Michelle W. James

Title: Town Administrator

By: Jennifer Watson

Title: Finance Officer

SEAL





TOWN OF KURE BEACH  
 117 Settlers Lane  
 Kure Beach, NC 28449  
 910-458-8216

Committee Application for Appointment to Boards, Committees and Commissions

Request for Appointment to: SLAP  
 Name ELAINE A. Eisberg  
 Address 826 Ketch Ct., Kure Beach, NC  
 Telephone \_\_\_\_\_ Cell (910) 763-7188  
 Email eeisberg@charter.com (You will receive the majority of correspondence via email)  
*Charter*

Length of permanent residence in Kure Beach 1yr  
 Employment retired  
 Job Title Registered Nurse  
 Professional Activities volunteer

Volunteer Activities Beautification Committee

Other committee work, past or present St. Alban's planning committee  
PVE M Chevron Studies

What is your understanding of the purpose of this committee?  
To enhance Kure Beach Properties

Why are you interested in serving on this committee?  
I believe this committee has a great purpose. Their ideas are realistic, reasonable, and to be part of it.

What specific concerns or areas are you interested in?  
Beaches, parks

Are there any time blocks from 8am-8pm, Monday through Friday, when you cannot attend meetings?  
no

Thank you for your interest in Kure Beach and for filling out this application.

Please return ORIGINAL to:  
 Town Clerk  
 Town of Kure Beach  
 117 Settlers Lane  
 Kure Beach, NC 28449

Signature Janet A. Pedery Date 8/4/09

## **Town of Kure Beach FINANCE OFFICER**

**CLASSIFICATION: 16**

**SALARY RANGE: \$34,158.59 - \$53,275.65**

**DATE: August, 2009**

### **General Statement of Duties**

Performs complex professional and responsible managerial and administrative work in planning, organizing, and executing financial activities of the Town of Kure Beach.

### **Distinguishing Features of the Class**

An employee in this class plans and administers the process for receiving, disbursing, and accounting of revenues and expenditures for the Town. Work involves management of the budget, purchasing, accounting, and payroll operations. The employee performs the specialized accountant level work in the preparation and analysis of financial reports and posting of revenues. The employee must exercise considerable, independent judgment and initiative in planning and directing the fiscal control system. Work is performed in accordance with established NC Local Government Commission's General Accepted Accounting finance procedures, grant requirements, and North Carolina General Statutes governing the responsibilities of government fiscal operations. The employee supervises and performs personnel management responsibility for staff assigned to them. Work is performed under the general supervision of the Town Administrator, and is evaluated through conferences, reports, monitoring agencies, and an independent audit of financial records.

### **Duties and Responsibilities**

#### **Essential Duties and Tasks**

Plans, organizes, and supervises the operations of finance, including disbursement and accounting of all town funds, preparation of the payroll and maintenance of payroll and time records, and preparation of monthly, periodic and annual reports, and utility billings.

Classifies and codes receipts and expenditures; transfers funds and prepares items to be posted to the general ledger; and supervises establishment of records on computer.

Coordinates development of the annual general operating budget with the Town Administrator; assists the town administrator in directing the formation of Town financial policies and in the final preparation of the budget.

Manages the receipt of all revenues; codes all revenues and expenditures at least monthly.

Ensures check reconciliations, invoicing, payments and collections are completed at least monthly.

Reviews and monitors on-going administration of budget, accounting and billing processes; prepares the indirect cost plan;

Assists town administrator with preparation of grant financial reports, invoices and requests for funds; and reviews budget systems and develops methods for improvement.

Provides financial information as requested for administration and preparation of grants, stormwater, TDA and Powell funds.

Maintains financial files to include equipment and property inventory.

Coordinates audit process during the annual audit of the financial records; follows up on findings to improve financial systems.

Manages investments and securities as determined by Council.

Maintains a general accounting system for Kure Beach's financial records for each program.

Submits to the Town Administrator and the Mayor and Commissioners periodic statements of the financial condition of the town; reviews each department's revenue and expenditures reports and analyzes actions, discusses actions and documents rationale and justification for actions.

#### Additional Job Duties

Performs related duties as required.

#### Recruitment and Selection Guidelines

#### Knowledge, Skills, and Abilities

Thorough knowledge of North Carolina General Statutes and of local ordinances governing financial practices and procedures.

Thorough knowledge of the principles and practices of public finance administration; including principles and practices of governmental accounting.

Thorough knowledge of the principles and practices of governmental purchasing and payroll systems.

Thorough knowledge of grant guidelines and requirements.

Working knowledge of Kure Beach Town Government.

Considerable knowledge of information technology in relation to application to accounting, general management functions and the needs of Kure Beach.

Considerable knowledge of management and practices as applied to budgeting, purchasing, contract management and related issues.

Working knowledge of computer operation and basic skills in using personal computers for word processing, spreadsheet, presentation software, email, internet and limited database.

Ability to evaluate financial systems and formulate and install accounting methods, procedures, forms and records.

Ability to design and prepare analytical and interpretative financial statements.

Ability to establish and maintain effective working relationships with the public, department heads, employees, governmental officials, and supervisors.

Ability to conduct long-range fiscal planning.

Accuracy and thoroughness in the analysis and preparation of financial records and reports.

#### Physical Requirements

Must be able to perform the basic life operational skills of fingering, talking, hearing, and repetitive motions.

Must be able to perform sedentary work, exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push or otherwise move objects.

Must possess the visual acuity to prepare and analyze data and figures, accounting, to read extensively, and to operate a computer.

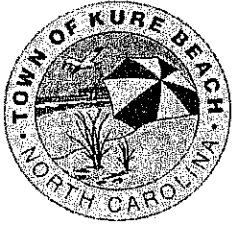
#### Desirable Education and Experience

Graduation from a four-year college or university with a degree in accounting or Two-year associates degree. BA preferred. Two to three years experience in governmental finance and accounting or auditing work; or an equivalent combination of education and experience.

Special Requirements:

Possession of a valid North Carolina driver's license and access to a car on a regular basis that may be required in the performance of work.

FSLA Exempt



## JOB DESCRIPTION – TOWN OF KURE BEACH

**Title:** Finance Specialist

**Department:** FINANCE/ADMIN

**Pay Grade:** 10

**Work Type:** Full Time, salaried

**Status:** Non-exempt

**Date:** August, 2009

### General Statement of Duties

An employee in this class performs accounting tasks in the finance office with special emphasis on accounts payable and purchase orders. Accounts payables involves: matching invoices, purchase orders, and receiving paperwork from vendors and department heads; verifying codes and appropriate ledger balance to cover the invoice; proofing, verifying and processing checks. This employee is to compile the monthly and yearly sales tax reports with accuracy and completeness by required due dates.

### Supervision

Work is performed under supervision of the Finance Officer and is evaluated through conferences, by review of appropriate records and reports, and the accuracy and thoroughness of assigned work.

### Duties and Responsibilities

- Coding and compilation of all accounts payable for processing
- Data entry of vendor invoices
- Send invoices to proper departments for approval and coding.
- Transaction posting, printing and mailing of approximately 200 checks a month
- Running and editing reports
- Inspects invoices for proper payment authorization; checks calculations for accuracy and completeness.
- Purchase order processing and monitoring/reconciling
- Maintains an accurate equipment and supply inventory list for Town Hall
- Maintains and updates liability insurance coverage on all town property
- Maintains titles, tags, bills of sale for each department
- Ordering and delivery of supplies with approval from supervisor or dept head.
- Update and maintain an accurate Debt payment schedule on a monthly basis
- Prepare forms for monthly Sales and Use Tax; update and compile sales and use tax data on a monthly basis. Compile yearly sales and use tax refund.



- Verify accuracy and completeness of Gas Tax Refunds, issued on a monthly basis by vendor.
- Contacts finance officer when there are problem areas and insures adherence to the AP Policy, coding guidelines, and budget cutoffs.
- Supervise annual audit; to include pulling, coping, and filing into correct boxes.
- Maintains a W-9 file with vendor's EIN numbers, compiles yearly data for all eligible 1099 vendors. Completes and maintains 1099 forms and keep records per record retention guidelines.
- Fills in as necessary for the customer service/marketing representative (front desk).

#### Additional Job Duties

- Performs related duties as required

#### Recruitment and Selection Guidelines

##### Knowledge, Skills, and Abilities

- Working knowledge of standard operating practices involved in modern office operation and serving the public
- Working Knowledge of accounting principles and procedures
- Analytical and detail oriented skills
- Working knowledge of computer operations to include Microsoft Word, Excel and Outlook
- Ability to operate a calculator, fax machine and other related office equipment
- Ability to communicate effectively with elected officials, members of the public and town employees
- Ability to respond to inquiries from vendors in a professional manner
- Ability to create and maintain accurate and financially detailed records, reports, and files
- Accuracy and attention to detail in the entry of data and compilation of records

#### Training and Experience Requirements

- Experience in governmental accounting
- Proficient in data management and data entry
- Ability to create and or modify spreadsheets, letters, forms, etc using Microsoft Word/Excel
- Experience in accounts payable

ADA compliance

Physical Ability

- Ability to sit continuously at a computer terminal or receptionist station for periods of two hours, ability to operate standard office equipment including copier, computer, fax machine, mailing machine, etc. and ability to reach into file drawers in standard four-drawer filing cabinets

Visual Ability

- Must possess the visual acuity to work with data and figures, operate a computer terminal, and work with detailed use of the eyes.

Hearing Ability

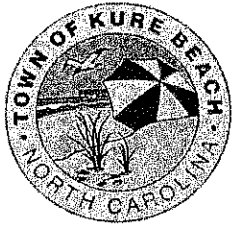
- Hearing ability sufficient to hold conversation with other individuals in both person and over a telephone

Speaking Ability

- Sufficient to communicate effectively with other individuals in person and over a telephone

Hiring salary range is \$24,714 - \$38,339 with benefits.

This job description does not create an employment contract, implied or otherwise. The Town of Kure Beach is an Equal Opportunity Employer



## JOB DESCRIPTION – TOWN OF KURE BEACH

**Title:** Payroll & Benefits Specialist

**Department:** FINANCE/ADMIN

**Pay Grade:** 10

**Work Type:** Full Time, salaried

**Status:** Non-exempt

**Date:** August, 2009

### General Statement of Duties

An employee in this class performs accounting tasks in the finance office with special emphasis on payroll and benefits. Work involves applying established payroll policies, processes, and procedures to the review and processing of payroll, benefits requests. Work also includes processing of time sheets, payroll actions, and fringe benefits and related personnel documents into the Evolution system and getting approval to submit the required bi-weekly payroll. Ability to compile the monthly retirement, prudential 401k, insurance and deduction reports with accuracy and completeness.

### Supervision

Work is performed under supervision of the Finance Officer and is evaluated through conferences, by review of appropriate records and reports, and the accuracy and thoroughness of assigned work.

### Duties and Responsibilities

- Monthly Reconciliation of one bank statement
- Performs payroll processing functions, including establishes and updates employee computer records for tax and other withholdings and prepares required reports
- Process employee paperwork by updating employee information, adding new employees to database, processing loan information, making changes for tax withholdings, maintaining files, and making changes as requested by employees.
- Process payroll for direct deposit by keying time changes or overtime pay for employees, distributing direct deposit documentation, and updating payroll information.
- Prepares yearly reports for open enrollment by making benefits changes requested by employees, and preparing payroll records as needed for auditors.
- Prepares monthly retirement and prudential reports.
- Prepare and enter general ledger entries into the general ledger system for payroll expenses/ liabilities.
- Implement & uphold the Privacy Act Program
- Establish and maintain an archives for benefits and payroll records

- Works with auditors on questions and documents concerning payroll and benefits.
- Contacts Finance Officer about problem areas and ensures adherence to Personnel Policy and FLSA requirements.
- Maintains confidentiality of personnel and payroll information. Maintains personnel, benefits and payrolls files.
- Provides back-up to Accounts Receivable Manager and front desk when necessary.
- Coordinates and assists in organizing benefits enrollment events as well as health or wellness fairs approved by Council.
- Assists in completing forms such as disability and worker's comp as it pertains to payroll and benefits.
- Acts as liaison to staff for questions about benefits and payroll.
- Acts as liaison to benefit provider when planning staff enrollment and other events.

#### Additional Job Duties

- Performs related duties as required

#### Recruitment and Selection Guidelines

##### Knowledge, Skills, and Abilities

- Working knowledge of standard operating practices involved in modern office operation and serving the public
- Working Knowledge of accounting principles and procedures
- Analytical and detail oriented skills
- Working knowledge of computer operations to include Microsoft Word, Excel, Evolution, ICS and Outlook
- Ability to operate a calculator, fax machine and other related office equipment
- Ability to communicate effectively with elected officials, members of the public and town employees regarding payroll and benefit questions
- Ability to respond to inquiries from health vendors in a professional manner
- Ability to work effectively with banking representatives to research and resolve issues
- Ability to create and maintain accurate and financially detailed records, reports, and files
- Accuracy and attention to detail in the entry of data and compilation of records
- Some knowledge of federal and state laws and regulations and local personnel policies relating to payroll such as FLSA, FMLA, and leave policies
- Ability to maintain confidential information
- Working knowledge of benefits and medical insurance

### Training and Experience Requirements

- Two year college degree with a major in business administration or accounting or equivalent
- Experience in governmental accounting
- Proficient in data management and data entry
- Ability to create and or modify spreadsheets, letters, forms, etc using Microsoft Word/Excel
- Experience in processing payroll/benefits

### ADA compliance

#### Physical Ability

- Ability to sit continuously at a computer terminal or receptionist station for periods of two hours, ability to operate standard office equipment including copier, computer, fax machine, mailing machine, etc. and ability to reach into file drawers in standard four-drawer filing cabinets

#### Visual Ability

- Must possess the visual acuity to work with data and figures, operate a computer terminal, and work with detailed use of the eyes.

#### Hearing Ability

- Hearing ability sufficient to a hold conversation with other individuals in both person and over a telephone

#### Speaking Ability

- Sufficient to communicate effectively with other individuals in person and over a telephone

Hiring salary range is \$24,714 - \$38,339 with benefits.

This job description does not create an employment contract, implied or otherwise. The Town of Kure Beach is an Equal Opportunity Employer

# 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 Vattr, Commissioner

Michelle James, Town Administrator ▪ Kaysie Pralle, Town Clerk

REGULAR MEETING  
JULY 21, 2009 6:30 P.M.

### COUNCIL MEMBERS PRESENT:

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

### COUNCIL MEMBERS ABSENT:

None

### STAFF PRESENT:

Town Administrator	Michelle James
Building Inspector	John Batson
Police Chief	Dennis Cooper
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 Montgomery called the meeting to order at 6:30 pm. Pastor Richard Graff of Kure Memorial Lutheran Church delivered the invocation. Mayor Montgomery led in the Pledge of Allegiance.

### RECOGNITION AND AWARDS

- × Resolution of recognition for time and service for Sheriff Sid Causey  
Police Chief Cooper presented New Hanover County Sheriff Sid Causey with a resolution recognizing his time and service to the citizens of New Hanover County. Police Chief Cooper's wife, Patti Cooper, recognized Sheriff Sid Causey's wife, India Causey, for the immeasurable strength and support she provided to her husband.

### PRESENTATIONS TO COUNCIL

- × Kristen Rose, Cape Fear Arch Conservation Collaboration  
Mayor Montgomery clarified that if the Town wishes to join the collaboration they can submit an application. Kristen clarified that there is no cost for the Town to join this collaboration and the next collaboration meeting is scheduled for August 18<sup>th</sup> at Moore's Creek Battlefield.

- × Michael Fuller, Sunny Point, Update on Prescribed Fires, 4-Poster Deer Treatment and Public Game Lands Program

Prescribed fires - Michael presented slides pointing out the fire wall that separates the Town from Sunny Point. They are working on clearing debris and overgrowth from this fire wall to provide a defined barrier in the event of a fire.

4-Poster Deer Treatment - This system will ultimately lower the tick population for the entire island.

MOTSU Buffer Zone Gameland - This land covers approximately 723 acres. The North Carolina Wildlife Resources Commission (WRC) will meet for the approval process in spring of 2010. The desired outcome would be MOTSU Buffer Game Land become a reality during the fall of 2010. There will be a total of nine public hearings, one in each district. New Hanover County falls in District 2. The public hearing for this district will take place in January 2010.

This is considered to be a long term project. Early September through January 1<sup>st</sup> is the archery season. The hunt would be open to any archery hunter with a NC hunting license. No ATV's or firearms will be allowed on the Public Game Land.

#### PERSONS TO ADDRESS COUNCIL

(3 minutes- please sign with the Clerk before the meeting)

- × Resident Judy Larrick spoke on the deer population and against the deer hunt. She recommends Council consider a population study before proceeding with the Public Game Lands.

- × Building Inspector Batson gave an update on Atlantic Avenue. He expects to do the final walkthrough on Monday, July 27, 2009 and take possession of the boardwalk at that time.

Mayor Montgomery recommended scheduling a grand opening for the boardwalk once the Town has possession.

Commissioner Varrt questioned railing and lighting for the boardwalk. Building Inspector Batson clarified that it was the consensus of Council to not move forward with railing at this time. It was also determined that the lighting from the streetlights was deemed to be sufficient.

#### APPROVAL OF CONSENT AGENDA

1. Building Department report: June 2009
2. Finance report: June 2009
3. Fire Department report: June 2009
4. Police Department report: June 2009
5. Accept appointment of Charlotte Philemon to the Community Center Committee
6. Meeting Minutes
  - × 05/18/2009 Special (Prelim Budget)
  - × 05/19/09 Regular
  - × 05/28/09 Recessed from 5/19/09
  - × 06/16/09 Public Hearing (Sign Ordinance)
  - × 06/16/09 Public Hearing (Budget)

- × 06/16/09 Regular
- × 06/29/09 Special (Budget Ordinance Approval)
- × 07/14/09 Workshop (Beautification/Council)

ACTION - Commissioner Lambeth MADE THE MOTION to approve the consent agenda. Mayor Pro Tem Dugan seconded the motion. THE VOTE OF APPROVAL WAS UNANIMOUS.

**ADOPTION OF THE AGENDA**

Mayor Montgomery requested the addition of Item #8 under New Business:  
NC Aquarium at Fort Fisher Trick or Treat Under the Sea Contribution

Commissioner Lambeth requested the addition of Item #3 under Old Business:  
Ad Valorem Tax Collection

Mayor Pro Tem Dugan requested the addition of Item #9 under New Business:  
Customer Relations

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

**OLD BUSINESS**

1. Economic Development Study Committee Update (Vatrt)

The NC State School of Design is in the process of putting together a design that the committee will review. The committee will then give feedback and suggestions for the school to work with.

CONSENSUS - The SLAP Committee will participate in the August 3, 2009 Economic Development Study Committee meeting. Mayor Montgomery directed Tony Gonsalves to contact Bill McDow, WMPO Parking Study Engineer, to attend the meeting with him.

2. Discussion and consideration of guidelines for contributions to a non-profit organization (Lambeth)

ACTION - Commissioner Lambeth MADE THE MOTION to adopt the proposed outside agency (non-profit) application. Commissioner Nelder seconded the motion. THE VOTE OF APPROVAL WAS UNANIMOUS.

Mayor Pro Tem Dugan questioned what would the Town do if an agency is not a non-profit organization, for example the North Carolina Aquarium at Fort Fisher. Commissioner Lambeth explained that they would have to provide a list of the services they would be providing to the Town.

3. Ad Valorem Tax Collection (Lambeth)



Commissioner Lambeth read an email from New Hanover County in regards to tax collection in Kure Beach.

### NEW BUSINESS

Commissioner Nelder requested adding to the August agenda Beautification Planting Plan.

1. Recommendation from P&Z to amend the following section to the Code of Ordinances: (Batson)

- × Chapter 12 PARKS AND RECREATION, ARTICLE II. RECREATION, DIVISION 2. BEACH, Sec. 12-45. Temporary Structures.

Building Inspector Batson explained this ordinance is a result of temporary structures (tents) being erected that abut the dunes.

Commissioner Vatrre recommended adding language that addresses the dune vegetation should be returned to its original state.

Commissioner Lambeth recommended adding language stating the business should have a business license and proof of liability insurance.

Building Inspector Batson clarified the amendments to this ordinance.

- × After the second paragraph add the following wording: ***Tent companies must procure a privilege license and provide proof of liability insurance.***
- × Add the following wording to the first sentence in the third paragraph to read: If tent is erected upon oceanfront dune, restoration of dune vegetation and sand must be performed ***to the state it was prior to the tent erection.***

ACTION – Commissioner Lambeth MADE THE MOTION to adopt ordinance Sec. 12-45. Temporary Structures as amended. Commissioner Nelder seconded the motion. THE VOTE OF APPROVAL WAS UNANIMOUS.

2. Ordinance Amendments (Canoutas)

- a) Chapter 3 ALCOHOLIC BEVERAGES, Sec. 3-1. Drinking malt beverages and unfortified wine on public streets.

ACTION – Commissioner Vatrre MADE THE MOTION to adopt the amendment to ordinance Sec. 3-1. Drinking malt beverages and unfortified wine on public streets. Mayor Pro Tem Dugan seconded the motion. THE VOTE OF APPROVAL WAS UNANIMOUS.

- b) Chapter 12 PARKS AND RECREATION, ARTICLE II. RECREATION, DIVISION 2. BEACH, Sec. 12-35. Litter, ~~dogs~~, glass and alcoholic beverages prohibited on beach.

ACTION – Commissioner Nelder MADE THE MOTION to adopt the amendments to Sec. 12-35. Litter, ~~dogs~~, glass and alcoholic beverages prohibited on beach. Mayor Pro Tem Dugan seconded the motion. THE VOTE OF APPROVAL WAS UNANIMOUS.

- c) Chapter 12 PARKS AND RECREATION, ARTICLE II. RECREATION, DIVISION 2. BEACH, Sec. 12-39. Disregarding public access to and from beach; penalty.

ACTION - Commissioner Vatrtr MADE THE MOTION to adopt the amendments to Sec. 12-39. Disregarding public access to and from beach; penalty. with the addition of raising the penalty from \$25.00 to \$100.00. Commissioner Nelder seconded the motion. THE VOTE OF APPROVAL WAS UNANIMOUS.

- d) Chapter 12 PARKS AND RECREATION, ARTICLE II. RECREATION, DIVISION 2. BEACH, Sec. 12-42. Restoration of Beach. (\* See below)

ACTION - Commissioner Vatrtr MADE THE MOTION to adopt Sec. 12-42. Restoration of Beach. with the amendment of raising the penalty from \$50.00 to \$100.00. Mayor Pro Tem Dugan seconded the motion. THE MOTION PASSED FOUR TO ONE. Mayor Montgomery voted no.

\* To correct an error, Section 12-42 referenced above will actually be added as Section 12-46 in the Code of Ordinances.

3. Discussion and consideration of committee mission statements (Clerk)

CONSENSUS to adopt Parks & Recreation mission statement from the website.  
CONSENSUS to accept Version 3 of Street Festival Committee mission statements.

ACTION - Commissioner Lambeth MADE THE MOTION to adopt the mission statements as amended. Commissioner Nelder seconded the motion. THE VOTE OF APPROVAL WAS UNANIMOUS.

The mission statements approved are incorporated by reference and made a part of these minutes.

4. Discussion and consideration of purchase order system for committees (James)

Administrator James recently distributed a draft copy of this information to committee chairs. The Stormwater Committee suggested adding a fourth bullet under purchasing functions which will read as follows: To ensure no contracts with vendors or potential contracts are secured by committees prior to purchase orders being requested and/or approved

Administrator James explained that after receiving the request form, the Town finance department will issue a PO number for this request and contact the business with the PO number.

Committee member Sandy Cox questioned the process of reimbursements.

Administrator James suggested being issued a Town credit card for events that require extensive purchases.

ACTION - Commissioner Vattr MADE THE MOTION to enact a revised purchase order system with the recommended amendment from the Stormwater Committee. Commissioner Nelder seconded the motion. THE VOTE OF APPROVAL WAS UNANIMOUS. 2:11:42

5. Discussion of Ocean Front Park - Financial status and marketing actions regarding acquisition and development (Vattr) 2:13

CONSENSUS - Mayor Montgomery and Administrator James to develop a marketing action plan to be ready for the August meeting.

Commissioner Vattr recommends developing a formal commitment from Council to have a team going after solar/wind energy sources for the Town and/or Ocean Front Park.

CONSENSUS - Mayor Pro Tem Dugan is to explore solar/wind energy sources for the Town and/or Ocean Front Park with the information provided from the Energy Summit attended by the Town Administrator, and return to Council in August with recommendations.

6. Discussion and consideration of parking issues at Ocean Front Park (Nelder)

Commissioner Nelder suggests addressing the issues of parking in front of the Park before progressing with plans.

Commissioner Vattr recommended Commissioner Nelder attend the Economic Development Study Committee meeting on August 3<sup>rd</sup>. The SLAP committee will be in attendance at this meeting and will be addressing this issue.

7. Discussion and consideration of committee and citizen requests

a) Tree city application (Beautification)

Administrator James has been working with Bob Falco to look into the necessary steps to move the Town towards becoming a Tree City. She questioned if the Council wants staff to move forward with the processes.

Mayor Pro Dugan questioned what benefit does this provide to the Town?

Administrator James clarified that this information is in the agenda packets.

Mayor Pro Tem Dugan questioned what is the difference between being a tree city and having a tree ordinance?

Administrator James stated there is a recognition that comes with being a Tree City and funding options to maintain the program. She pointed out that the designation process is not on a timeframe but the grant is.

ACTION - Commissioner Nelder MADE THE MOTION to approve beginning exploratory work towards becoming a tree city between staff and the Beautification Committee. Commissioner Vattr seconded the motion. THE VOTE OF APPROVAL WAS UNANIMOUS.

b) Debt services schedule

Administrator James had a recent request from a resident to change the debt service spreadsheet. This spreadsheet is a document used only for internal purposes.

Mayor Montgomery explained that every document should be considered a public record; however, he does not agree with tailoring an existing document to meet the needs of one particular citizen.

CONSENSUS - Council agreed that Town records considered "public" should be produced for public inspection at the earliest possible convenience; however, that does not mean that staff is expected to tailor an existing document to meet the needs of one particular citizen.

Mayor Montgomery clarified that "every document we (the Town) produce is available to the general public." He explained that the staff will sit down and explain to the public how to read the documents if they do not understand them.

Mayor Montgomery expressed that due to the upcoming election he should address some issues dealing with staff involvement. He stated that staff should not get involved, at all, in the electoral process and should not be asked by any candidate to provide information to them that is not available to anyone else, such as re-formatting existing documents.

Administrator James stated that at this week's Department Head meeting the upcoming election was a topic of discussion. She explained that this election did not begin on July 17<sup>th</sup> (the cutoff for candidate filing), it started a long time ago. There has already been an environment that created distractions and disruptions for Town employees. She emphasized that Town employees are in agreement to remain neutral throughout the election process. She also mentioned that recently in a meeting with Town Hall staff, she discussed the following information:

- × The importance of remaining neutral.
  - × To produce any requested public documents and if it is unclear whether the document is open for public viewing, ask either herself or the Clerk for assistance.
  - × If a candidate and/or request make the staff uncomfortable, if it is a distraction or if it will create a disharmony in your working environment, send the candidate and/or request to the Town Administrator for further assistance.
- "The last thing that we want to do is be involved or to be perceived as having taken a side. We want to remain neutral."

8. NC Aquarium at Fort Fisher Trick or Treat Under the Sea Contribution

ACTION - Commissioner Varrt MADE THE MOTION to make contribution of \$150.00 to the NC Aquarium for the Trick or Treat Under the Sea. Commissioner Nelder seconded the motion. THE MOTION PASSED WITH A VOTE OF THREE TO TWO. Mayor Montgomery and Mayor Pro Tem Dugan voted no.

Mayor Montgomery suggested in the future sending this request to the Marketing Committee to be taken out of their budget (ROT).

9. Customer Relations (Dugan) 2:57

Mayor Pro Tem Dugan would like to get with Attorney Canoutas to get a written explanation/policy amendment of how we would like our staff to interact with the public. This policy would exclude the police department due to them having their own procedures.

Commissioner Nelder mentioned that the Council of Governments has several courses that address this issue.

**ACTION** - Mayor Pro Tem Dugan MADE THE MOTION for Mayor Pro Tem Dugan to work with Attorney Canoutas to develop rules and procedures for dealing with confrontation. Commissioner Varrt seconded the motion. THE VOTE OF APPROVAL WAS UNANIMOUS.

**CONSENSUS** - Town Administrator to contact the COG, League of Municipalities and School of Government regarding ethics procedures and/or classes to address this issue.

Mayor Pro Tem Dugan stated the following would be the desired outcome of the new rules and procedures:

Things expected of the employee when servicing the customer.

What we expect the employee to be able to do when they are confronted.

**EXECUTIVE SESSION** (If necessary)

**ADJOURNMENT**

**ACTION** - Commissioner Nelder MADE THE MOTION to adjourn the meeting at 9:56 pm. Commissioner Varrt seconded the motion. THE VOTE OF APPROVAL WAS UNANIMOUS.

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Mac Montgomery, Mayor

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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.

Old  
Business



**DEPARTMENT OF THE ARMY**  
96TH U.S. ARMY TRANSPORTATION TERMINAL GROUP (AMMUNITION)(PROVISIONAL)  
6280 SUNNY POINT ROAD SE  
MILITARY OCEAN TERMINAL, SUNNY POINT  
SOUTHPORT, NORTH CAROLINA 28461-5000

REPLY TO  
ATTENTION OF:

August 5, 2009

Directorate of Public Works

Honorable Mac Montgomery, Mayor  
Town of Kure Beach  
117 Settlers Lane  
Kure Beach, North Carolina 28449

Dear Mayor Montgomery:

We have reviewed your letter requesting approval to construct a Disc Golf Course on a portion of the property currently under our grant License DACA21-3-98-3416 which already designated for recreational purposes. Your request is hereby approved.

It is our understanding that the proposed disc golf course will be constructed entirely within the license area and will involve minimal disruption of the area and minimal cutting of vegetation. There will be no permanent habitation in conjunction with this project, nor will there be any buildings constructed. Any deviation from these plans must be approved in advance.

If you have any questions or require any additional information, please contact Mr. Richard P. Lockwood at 910-457-8603 or [rich.lockwood@us.army.mil](mailto:rich.lockwood@us.army.mil).

Sincerely,

Mathew C. Swanson  
Director of Public Works

New  
Business



# MEMO

August 10, 2009

To: Council

Cc: Administrator James  
Attorney Canoutas  
Aimee Zimmerman

From: Jim Schutta  
Craig Galbraith  
Alan Votta  
Tim Bullard  
Tim Fuller

Prepared by: Town Clerk Kaysie Pralle

Re: Forming a subcommittee for overlay district

During the August 4, 2009 Planning and Zoning Commission meeting, the Commission, by unanimous vote, made the following recommendation:

The Commission recommends Town Council appoint a committee to examine the possibility of formulating a zoning district to encourage development of the B1 district and other districts the committee would deem appropriate for an overlay.

**ARTICLE VI. WATER AND SEWER SERVICE RATES, CHARGES AND BILLING  
PROCEDURE\***

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\*Cross references: Town treasurer, § 2-121 et seq.

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**Sec. 17-121. Assessment of water and sewage charges.**

(a) The owner of every property or premises within the town shall be responsible for the payment of the prescribed rates and charges for water and sewer services on an annual basis as set forth in the ordinances and regulations of the town, and any transfer or conveyance of ownership of said property or premises shall, in the absence of other agreement between the new owner and the town, carry with it all rights, responsibilities and obligations of the former owner with respect to water or sewer service and charges therefor.

(b) The authorized rates and charges for water or sewer service furnished by the town to any property or premises within the town shall constitute a valid lien on said property or premises, and upon any nonpayment of said rates or charges said lien may be enforced and the property or premises sold to enforce said lien.

(Code 1973, § 25-29)

**TOWN OF KURE BEACH**

WATER AND SEWER DEPARTMENT

PHONE (910) 458-8216

117 Settlers Lane • Kure Beach, NC 28449

Return this Portion with Payment.

First-Class Mail  
 U.S. POSTAGE PAID  
 ONE OUNCE  
 Kure Beach, N.C. 28449  
 PERMIT NO 1

Billing Codes	Code	Amount	Reading Date	Code	Present Reading	Previous Reading	Consumption	Amount
BA - Balance Forward PY - Payment AD - Adjustment WA - Water SW - Sewer RC - Recycle ST - Storm Water								
<b>Total Due</b>					Payment Due Upon Receipt		<b>Total Due</b>	
Acct. No.					Service Address			

**FOR SERVICE**

PAYMENT DUE UPON RECEIPT. IF PAYMENT IS NOT MADE WITHIN 30 DAYS SERVICE WILL BE DISCONTINUED AND A FEE OF \$60.00 CHARGED BEFORE SERVICE IS RESUMED. RATE SCHEDULE AVAILABLE AT TOWN CLERK'S OFFICE.

THE FOLLOWING CALENDARS  
ARE FOR USE IN

SCHEDULING  
DEPARTMENT HEAD  
EVALUATIONS

# August 2009

August 2009

September 2009

S	M	T	W	T	F	S
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Monday	Tuesday	Wednesday	Thursday	Friday	Sat/Sun
					Pancakes Bfast. @ Katie B Hines
08:00am Staff Meeting 09:30am Finance/Admin Meeting	03:30pm CANCELLED Beach Prot. Comm 05:00pm SLAP Comm 07:00pm P&Z Comm. Mtg.	05:30pm OFP Comm. Mtg	Fireworks at CB	Jim D. Off Kaysie Off	Free Movie @ CB Lake
05:30pm EDS Comm. Mtg. w/ SLAP Comm				1:00am Fish fry @ American Legion 1.1-7	Jim D. Off Free Movie @ CB Lake
09:30am Finance/Admin Meeting	10:00am Comm. Ctr. Mtg. 05:00pm Storm Water Mgmt. 06:30pm Parks & Recreation Advisory Board	Mac, Jim V & M'Snell to Raleigh - 12:00pm Agenda Items Due 05:30pm PI COC Social @ HI Tide Lounge (CB Pier)	Fireworks at CB	Jennifer Off	KB Comm Ctr Annual BBQ 4-8 pm
08:00am Staff Meeting 09:30am Finance/Admin Meeting	11:30am Marketing Comm. Location TBD 06:30pm Town Council Mtg.		Fireworks at CB	Jim D. Off	Jim D. Off Free Movie @ CB Lake
06:30pm EOC Comm. Mtg					
Jennifer Off PM					
09:30am Finance/Admin Meeting	First Day of School Mandy Off 07:30pm BOA Meeting		Fireworks at CB	Mac in Scotland 06:00pm Free Summer Concert	Mac in Scotland Free Movie @ CB Lake
Mac in Scotland Finance/Admin Meeting					

# September 2009

September 2009

S	M	T	W	T	F	S
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

October 2009

S	M	T	W	T	F	S
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Monday	Tuesday	Wednesday	Thursday	Friday	Sat/Sun
September 1	September 2	September 3	September 4	September 5	September 6
	03:30pm Beach Pro Mtg. 05:00pm SLAP Comm 07:00pm P&Z Comm. Mtg.		Mac in Scotland	11:00am Fish fry @ American Legion 11-7	Mac in Scotland
7	8	9	10	11	12
		Mac in Scotland			
School Closed	10:00am Comm. Ctr. Mtg. 05:00pm Storm Water Mgmt. 06:30pm Parks & Recreation Advisory Board	Andy Everhart's B'day 12:00pm Agenda Items Due 05:30pm PI COC Social @ 2 Wine Guys/The Grind			
Town Hall Closed-Labor Day 08:00am Staff Meeting 09:30am Finance/Admin Meeting 05:30pm EDS Comm. Mtg.	14	15	16	17	18
09:30am Finance/Admin Meeting 04:00pm Beautification Comm.	11:30am Marketing Comm. Location TBD 06:30pm Town Council Mtg.		Dean Lambeth's B'day		NC Flatfish Championships Southern Coastal Bluegrass Fest.
08:00am Staff Meeting 09:30am Finance/Admin Meeting	21	22	23	24	25
	07:30pm BOA Meeting				
09:30am Finance/Admin Meeting	28	29	30		

ITEMS INCORPORATED BY  
REFERENCE  
AND  
ADDED TO THIS AGENDA  
PACKET



T0: Mayor Mac Montgomery

From: John Stephens

RE: Possible Workshop on Improving Working Relationships

Date: August 14, 2009

Per our conversations and my experience working with other N.C. local government boards, I offer a few key points for your interest in the School of Government (SOG) developing a workshop for how board members interact and may improve their working relationships. This workshop would proceed only with authorization from your board.

1. Focus of the workshop
  - a) The working relationships among council members, including the mayor
  - b) How the council works with Department heads
  - c) The focus is not on the job performance of individual staff.
  
2. Principles of SOG work
  - a) Neutral -- the design needs to be acceptable to all participants
  - b) Transparent -- the objectives, group discussion/exercise topics, and other activities are explained in advance, and are open for changes prior to the workshop and during the workshop
  - c) Seek and maintain trust in preparation and conduct of the workshop. Typically we have at least one planning phone call with members who can represent different viewpoints on the board (i.e., it is not tilted toward a current majority viewpoint). Preparation could also include individual, confidential phone interviews. Agenda and activities will be described in advance; comments and revisions are possible prior to the workshop.
  - d) Adhere to applicable laws. Since this does not concern "personnel matters" per the exemption in the open meetings law, the workshop would be part of a public meeting of the board.





3. Approximate logistics
  - a) Date and duration – a day-long session in September or early October; consistent with availability of council members and SOG staff
  - b) Location – in or near Kure Beach
  
4. Suggested topics
  - a) Strengths and weaknesses of current functioning of the board
  - b) Understanding of individual duties, freedom of speech and actions of members and areas where group agreements or understandings are important
  - c) Meeting management: role of mayor, fairness in raising issues, being heard, taking action in a timely manner
  - d) Sharing information among board members: when, how, fairness, etc.
  - e) Council – Department heads: individual council member supervision of a department, information requests/guidance from individual council members, communication methods and preferences
  - f) How council is organized: committees, supervision of departments, etc.
  - g) Wrap up: are there particular steps or strategies the board as a whole wishes to adopt? Example: new procedures on board discussion and decision-making (i.e., ground rules).



**North Carolina  
Waterfront Access and Marine Industry Fund  
Request for Proposals  
July 31, 2009**



The North Carolina's Waterfront Access and Marine Industry (WAMI) Fund was created by the 2007 General Assembly to acquire waterfront properties or develop facilities for the purpose of providing, improving and/or developing public and commercial waterfront access.

The NC General Assembly authorized up to \$20 million in Certificates of Participation bonds for this purpose. The Director of the Marine Fisheries established a program through which the fund is used. (G.S.113-77.9)

In order to maintain fairness and the highest standard of transparency, the Director of Marine Fisheries is issuing a re-advertisement for Request for Proposals (RFP) for consideration of FY2007-2008 funding from the Waterfront Access and Marine Industry Fund. **This re-advertisement will be for the Southern District, southern coastal waters south of NC Hwy 58 (Onslow County and south). Approximately \$4.5 million remains in the portion of the fund that had been earmarked for projects in the southern coastal counties. For the purposes of this fund, the southern coastal district encompasses coastal waters south of the B. Cameron Langston Bridge at Emerald Isle (N. C. 58) to the South Carolina state line, including Onslow, Pender, New Hanover and Brunswick counties. (Exhibit A)**

North Carolina Division of Marine Fisheries (DMF) is the state agency responsible for establishing a program to solicit proposals and disburse WAMI funds. The purpose of this document is to announce a re-advertisement for Request for Proposals in the Southern District, to identify project areas and priorities eligible for funding by the Waterfront Access and Marine Industry Fund. Please read all of the enclosed information closely. Proposals must be received by the Director of DMF by **5:00 p.m. August 17, 2009**.

The overall goal for the use of the WAMI Fund is to retain and enhance working waterfronts and public access to coastal waters through cooperative state and local partnerships.

Multi-purpose and multi-use projects can include property already considered in a local waterfront access plans; many local cities and counties have established traditional uses of property reflecting multi-purpose uses. Projects leveraging funds (i.e. providing matching funds, dedication of user fees, etc) and partnerships are encouraged.