

KURE BEACH TOWN COUNCIL

Actions & Directives

January 19, 2010

NOTE: These actions and directives are not minutes of the meeting. They are a draft summary of the meeting to be used as a reference by the Town Council and staff.

Emilie Swearingen – Special Olympics Polar Plunge

The Polar Plunge is Saturday, February 10, 2010. She invites the Council to take the plunge. Mayor Lambeth presented Emilie and Jonathan Batts with a resolution of support for the Special Olympics Polar Plunge.

Sean Cook, Pleasure Island Rentals – Gators on the beach

Council directed Mr. Cook to address this issue with the Code Enforcement Officer.

Jenny Mintz – Funding request for spay/neuter program for Pleasure Island

She requested a funding donation of \$2,500.00. Council directed Jenny to contact the Town Clerk to get a non-profit donation request form.

Consent Agenda

1. Building Department report – December 2009
2. Finance Department report – December 2009
3. Fire Department report – December 2009
4. Police Department report – December 2009
5. WMPO Parking Study presented at the November 17, 2009 regular Council meeting
6. Resolution in support of New Hanover County Special Olympics
7. Accept re-appointment of Jean Martin, Jeannie Gordon, and Nancy Hughes to the Community Center Committee
8. Dare County Resolution – FEMA’s National Flood Ins. Program support flood insurance claims for damages to structures suffering gradual coastal erosion
9. Meeting Minutes
 - × 12/9/2009 Special
 - × 12/9/2009 Closed
 - × 12/15/2009 Organizational/Regular

Revise General Policy & Procedures for committees (Fuller)

Council referred the draft to all committees. Each committee is to prepare a current roster of its membership, the dates of appointment and dates of expiration. This will be instituted around budget time and for any committee that cannot come up with this information Council can give them a starting date. When the budget is approved, they can start a staggered rotation at that time. The Town Clerk is to email the current and revised General Policy & Procedures for committees to all committee members. Members are to make suggestions to be returned to the Clerk by Wednesday, February 10, 2010 by 12:00 pm.

Town email accounts/legal requirements (Keener/Pralle)

Commissioner Nelder and the Town Clerk are to undertake incorporating this proposed policy into our existing policy and assemble a list of duties for the Public Electronic Records Officer.

Schedule a Managing Public Records Workshop NCDCCR/Budget for event (Pralle)

Council authorized the Clerk to pursue scheduling this workshop with a \$300.00 budget.

Ocean Front Park Update (Dugan)

Council approved the resumed meetings of the Ocean Front Park Committee and plan to start using the construction funding as soon as possible.

Recommendation from Planning & Zoning Commission

Ordinance amendment/addition to the following ordinance:

Sec. 19-321.5. Prerequisite to construction, demolition, remodeling and impervious surfaces, etc.

Council scheduled a public hearing for Tuesday, February 16, 2010 at 5:30 pm. Clerk is to advertise for this meeting.

General Policy & Procedures for committees (Lambeth/Canoutas) AND

Ordinance amendment to the following ordinance:

Sec. 2-41. Composition; terms of office.

These two agenda items were combined as an agenda amendment.

Commissioner Nelder is to contact Chris May from the Cape Fear Council of Governments. Chris May will contact the Town Attorney with any relevant NC General Statutes.

Schedule a Public Hearing to hear public comment on amending the following ordinance:

Sec. 19-42. Qualifications.

This item was removed from the agenda, per Attorney Canoutas.

Recommendation by Planning & Zoning Commission to accept appointment of Jim Vattr

This item was postponed until the February Council meeting so Council will have a chance to read the minutes of the two Planning & Zoning meetings from January 5, 2010.

Discussion and consideration of Council/Clerk form of government (Dugan) AND

Discussion and consideration of revising town procedures for Town Administrator (Fuller)

These two items were combined as an agenda amendment.

Council approved amending the Policy & Procedures to add wording that reflects wherever the word Town Administrator appears it shall mean either, the Administrator, Department Head, Clerk, or other persons designated by Council.

Discussion and consideration of Budget Calendar for FY2010-11 (Fuller)

Council adopted the recommended budget calendar.

Discussion and consideration of Town calendar for 2010 (Fuller)

This item was tabled until Council received recommendations from all Department Heads regarding preferred days off for the Christmas holiday.

Discussion and consideration of meeting date and time for Citizens Budget and Finance Advisory Committee appointments (Fuller)

Council will hold a Special Meeting on Wednesday, February 3, 2010 at 6:30 pm for the purpose of conducting interviews for the Citizens Budget and Finance Advisory Committee. The Clerk is to advertise for this meeting.

Discussion and consideration of additionally appointing the Economic Development Committee studies to the Planning & Zoning Commission (Fuller)

Council approved adding P&Z to the list of committees that Council referred these reports to in December. All four committees will be sent a copy of the directives (handout) as guidance.

Discussion and consideration of agenda review meetings schedule with staff and Council (Fuller)

Council approved reviving staff/Department Head meetings the Monday before a Town Council meeting. Department Heads will rotate leading the meetings.

Schedule joint meeting of the SLAP, Beautification and KB Marketing Advisory Committees for February 10, 2010 (Fuller)

Council approved scheduling a special meeting with all four committees on February 10, 2010 at 2:00 pm at Town Hall. Clerk to advertise and record the minutes of that meeting. The purpose of the meeting is to discuss the reports that were referred to these committees.

Kaysie Pralle
Town Clerk
1/20/2010