

Town of Kure Beach

Town Council
February 16, 2010

Agenda Packet

AGENDA

TOWN OF KURE BEACH TOWN COUNCIL

117 Settlers Lane ■ Kure Beach, NC 28449



Dean Lambeth, Mayor
Chuck Keener, Mayor Pro Tem
Jim Dugan, Commissioner
Barry Nelder, Commissioner
Tim Fuller, Commissioner
Kaysie Pralle, Town Clerk

REGULAR MEETING

FEBRUARY 16, 2010 at 6:30 PM

CALL TO ORDER AND WELCOME - Mayor Dean Lambeth

INVOCATION - Reverend Don Skinner, Phoenix Employment Ministry

PLEDGE OF ALLEGIANCE - Mayor Dean Lambeth

RECOGNITION AND AWARDS

PRESENTATIONS TO COUNCIL

- × Sean Cook, Pleasure Island Rentals - Gators on the beach
- × Gail McCloskey, Executive Director Pleasure Island Chamber of Commerce - Funding Request

PERSONS TO ADDRESS COUNCIL

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

APPROVAL OF CONSENT AGENDA

1. Building Department report - January 2010
2. Finance Department report - January 2010
3. Fire Department report - January 2010
4. Police Department report - January 2010
5. ROT Resolution from New Hanover County
6. Board of Adjustments Annual Report
7. Meeting Minutes
 - × 1/9/2010 Retreat
 - × 1/19/2010 Regular
 - × 2/3/2010 Citizens Finance & Budget Advisory Committee Interviews

ADOPTION OF THE AGENDA

DEPARTMENT HEAD ITEMS

OLD BUSINESS

1. Atlantic Avenue Landscaping (Lambeth/Dugan)

2. General Policy & Procedures for committees (Fuller)
3. Recommendation by the Planning & Zoning Commission to accept the appointment of Jim Vatrt as a regular member
4. Recommendation by the Board of Adjustments to accept the appointment of Tony Garibay as an alternate member
5. Recommendation by the Stormwater & Environmental Committee to accept the appointments of Thomas Moffitt, Alan Votta and John Gordon as regular members
 - a. Additional recommendation to increase the number of members and approval of an alternate member
6. Discussion and consideration of Council/Mayor form of government (Fuller)
7. Managing Public Records Workshop NCDCCR Update (Pralle)
8. Discussion and consideration of Town calendar for 2010 (Fuller)
9. Discussion and consideration following public hearing for ordinance amendment/addition to the following section of the Kure Beach Town Ordinance: Sec. 19-321.5. Prerequisite to construction, demolition, remodeling and impervious surfaces, etc.
10. Discussion and consideration of Citizens Finance and Budget Advisory Committee appointments, meeting date, time and location (Fuller)
11. Island of Lights (Lambeth)
 - a. Request for assistance (Lambeth)
 - b. Christmas light display (Ken Withrow)
12. Hall of Fame Mural (Lambeth)
13. Ocean Front Park - Establishment of a project schedule and a project budget (Fuller)

NEW BUSINESS

1. Discussion and consideration of Reserve Fund Budget Amendment (Keener)
2. Discussion and consideration of Amending or Repealing the following section of the Kure Beach Town Ordinances:
Sec. 2-56. Advisory council; special committees. (a) and (b) (Fuller)
3. Planning & Zoning Commission request for direction regarding burying power lines
4. Discussion and consideration of scheduling an Administrative Work Session (Dugan)

5. Discussion and consideration of a Town Hall Dress Code (Keener)
6. Discussion and consideration of Customer Service Policy (Keener)

EXECUTIVE SESSION
(If necessary)

ADJOURNMENT

COMMENTS/SUGGESTIONS FOR COUNCIL

The Kure Beach Town Council feels it is important to hear feedback from our residents about how we are doing and areas we may improve. In the area below, feel free to address any concerns or list any suggestions you have for the Council, meetings, procedures, etc. Please leave us your name and number if you would like someone to contact you.

Optional: Name & Number _____

Please return the agenda, with your comments/suggestions, to the agenda box by the door.
Thank you,

The Kure Beach Town Council

Presentations

Kaysie Pralle

From: Chuck Keener
Sent: February 11, 2010 10:04 AM
To: Barry Nelder; Dean Lambeth; Dennis Cooper; John Batson; Kaysie Pralle; Tim Fuller
Subject: FW: Gators on the beach

From: Public Works [mailto:publicworks@townofkurebeach.org]
Sent: Wednesday, February 10, 2010 10:37 AM
To: Chuck Keener
Cc: jimdugan@townofkurebeach.or
Subject: Gators on the beach

Chuck,

I have not previously expressed my opinion on the issue of allowing Sean Cook to use a gator to deliver beach equipment on Kure Beach, but since you asked there are several issues council needs to consider before granting permission.

Safety- allowing more vehicle traffic on the beach increases the risk of accident to beach goers. Especially at high tide, there is little room to maneuver on the beach. Often there is only one path and that is necessary for emergency vehicles and life guards. Even other town vehicle (Public Works) try to limit their operation on the beach to early morning hours. Additional vehicles trying to navigate the beach could create safety issues for those using the beach and could block movement of lifeguard and emergency vehicles. In addition, it could create confusion to tourists. Seeing vehicles on the beach early or late might lead some to assume they are lifeguards.

Liability- If the Town gives permission for vehicles to use the beach, will the Town not be held accountable in case of an accident or injury?

Soliciting- If there are signs on the delivery vehicle, is this not soliciting? Will the company provide equipment to people if they make a request while deliveries are being made?

Competition- Granting permission to one company opens the door to vendors/peddlers on the beach. Is this in keeping with the vision of Kure Beach? In addition, several local businesses sell beach equipment. Providing direct access and more exposure to beach vendors will be detrimental to these local businesses.

Access- The company currently provides their service to Kure Beach. With the number of beach accesses, delivery of equipment should not be a problem. Allowing their vehicle on the beach provides no benefit to the Town, it simply makes it easier for his company.

Since the town has been incorporated, the only vehicles allowed on the beach have been emergency vehicles. This proposal offers no benefit to the Town of Kure Beach but does create many issues that would need to be addressed. Therefore, there is no good reason for Kure Beach to change their policy.

However, if you do decide in favor of his proposal, please let me know as I would love to operate a cart for frozen fruit and suntan lotion.

Sonny Beeker

02/11/2010



Carolina Beach, Kure Beach and Historic Fort Fisher

February 9, 2010

To: Mayor, Mayor Pro-Tem and Town Commissioners of Kure Beach
From: Pleasure Island Chamber of Commerce
Re: Request for Room Occupancy Tax Funds

The Pleasure Island Chamber of Commerce respectfully submits a request to the Town of Kure Beach to consider allocating ROT/activities funds in support of the following activities.

Summer of 2010

Free Summer Concerts at Fort Fisher – every year the Town of Kure Beach has been generous in supporting the Free Summer Concert Series. In 2008 and 2009 we were able to increase the number of concerts to two a month in June, July and August (2nd and 4th Friday of each month). These bi-monthly concerts are well known, extremely successful and draw locals as well as visitors from all over!

Funds Requested - \$8,500 (this includes bands, sound and limited marketing; i.e. television commercials and print, etc)

The Town of Kure Beach is named as the fiduciary agent of a portion of the Room Occupancy Tax (ROT) funds to ensure that such expenditures are used for the purpose of promoting Kure Beach as a tourist destination. The Pleasure Island Chamber of Commerce respectfully submits a request to the Town of Kure Beach to consider providing ROT funds to support the great events and initiatives brought to the Town of Kure Beach by the Chamber.

We hope that the Town of Kure Beach agrees that the Chamber's programs are a responsible investment of ROT/activities fund dollars.

Sincerely,
Events Committee
Pleasure Island Chamber of Commerce

2010/2011 Outside Agency Application for Funding

Agency Name: Pleasure Island Chamber of Commerce		
Street Address: 1121 N. Lake Park Blvd.		
City: Carolina Beach	State: NC	Zip: 28428
Phone: 910-458-8434	Email: gail@pleasureislandnc.org	
Contact Name and Title: Gail McCloskey / Executive Director		
Brief Description of Organization (50 words or less): Chamber of Commerce / Business Center		
Has anyone associated with the agency organization within the last five years been accused of malfeasance, misuse of agency funds? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <i>If yes, please attach a letter of explanation to this application.</i>		
Type of Application (choose the category and type it, below): Category 1	<u>Category 1:</u> Your proposal meets a public need of the residents of Kure Beach that is not addressed by Town of Kure Beach services. <u>Category 2:</u> Your proposal supplements an existing service provided for by the Town of Kure Beach or implements an identified goal established by the Town Council.	
Did your agency receive funding from the Town of Kure Beach in 2009/2010? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
Amount of all funds in 2009/2010 allocated from all Town of Kure Beach sources: \$ 8,500		
Amount of estimated value of all in-kind Town of Kure Beach 2009/2010 contributions received: \$ 8,500		
Amount of Funding Requested for 2009/2010 ^{2010/2011} : \$ 8,500		
Amount of estimated value of all in-kind Town of Kure Beach 2009/2010 ^{2010/2011} contribution anticipated: \$ 8,500		
Amount of 2009/2010 ²⁰¹⁰ Estimated Total Agency Budget Income: \$ 364,000 <i>(Chamber works on Calendar Year)</i>		
Amount Requested from the Town of Kure Beach is 2.3 % of your total budget.		

Application Deadline: Friday, March 12, 2010 at 12:00 noon

2010/2011 Outside Agency Application for Funding (continued)

The following is a checklist of additional materials required. When submitting your application to the Town of Kure Beach, please assemble the completed application and requested materials in the following order (written explanations are limited to one page):

- Application form completed and signed by president or chairman of non-profit board with any requested additional lists or statements
- An explanation of how the funds requested will meet a public need for the residents of Kure Beach **OR** an explanation of how the funds requested will supplement an existing service.
- An explanation of whether your organization's mission or services are duplicated by another organization, or other organizations and, if so, how coordination of services occurs.
- An explanation of the measurable goals or outcomes, and an implementation plan including timeframes for the use of the funds.
- What percentage of the Town of Kure Beach's population will be served by these funds? What services will be provided to this population? Explain how the service is beneficial to the Town of Kure Beach.
- A copy of your current budget with a statement of anticipated changes for the upcoming year.
- End of the year financial report to include 12-month profit and loss statement and an explanation for any reserves held by the organization.
- Copy of the prior year IRS tax return.
- Previous year audit report and all management letters for last 3 years, if applicable. If your organization does not require an audit report, please provide a sworn statement of accounting for all receipts and expenditures or a certification statement by the Board of Directors' Treasurer stating that the organization's accounting system is adequate and sufficient to manage Town of Kure Beach funds.
- List of Board of Directors including terms of office and officer assignments. Also, a statement confirming that the composition of the current Board of Directors meets the organization's bylaw requirements **OR** an explanation if it does not.
- List of paid staff and salaries
- Certificate authenticating non-profit status
- Current NC solicitation license

***If any of the above items are not included in your application, please provide an explanation on a separate sheet of paper placed in the order requested.

I have the authority and hereby certify that the information contained in this application and the accompanying documents are true, that all financial documents have been reviewed for accuracy and that the application is made with the knowledge and proper authorization of the organization.

Name of Person Completing Application: GAIL McCloskey

Title: Executive Director

Signature: Gail McCloskey

Date Signed: 2/9/2010

Name of Board President/Chairperson: Alan Pacek

Title: Chair

Signature: Alan Pacek

Date Signed: 2/9/2010

AFTER COMPLETING THE APPLICATION ONLINE, PLEASE PRINT AND SIGN WHERE REQUIRED. MAIL ONE ORIGINAL AND SIX COPIES OF THE COMPLETED APPLICATION AND SUPPORTING MATERIAL TO THE ADDRESS LISTED ON THE COVER PAGE.

Application Deadline: Friday, March 12, 2010 at 12:00 noon

Request for Taxpayer Identification Number and Certification

Give form to the
 requester. Do not
 send to the IRS.

Print or type See Specific Instructions on page 2.	Name (as shown on your income tax return) Pleasure Island Chamber of Commerce	
	Business name, if different from above	
	Check appropriate box: <input type="checkbox"/> Individual/Sole proprietor <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Limited liability company. Enter the tax classification (D=disregarded entity, C=corporation, P=partnership) ▶	<input type="checkbox"/> Exempt payee
	<input checked="" type="checkbox"/> Other (see instructions) ▶ 501(c) 6	
Address (number, street, and apt. or suite no.) 1121 N. Lake Park Blvd.		Requester's name and address (optional)
City, state, and ZIP code Carolina Beach, NC 28428		
List account number(s) here (optional)		

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on Line 1 to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Social security number
or
Employer identification number

Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. citizen or other U.S. person (defined below).

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. See the instructions on page 4.

Sign Here

Signature of
U.S. person ▶

Date ▶

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

Note. If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.

The person who gives Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States is in the following cases:

- The U.S. owner of a disregarded entity and not the entity,

Internal Revenue Service

Date: March 31, 2004

Pleasure Island Chamber of Commerce Ltd
1121 N. Lake Park Blvd.
Carolina Beach, NC 28428

Department of the Treasury
P. O. Box 2508
Cincinnati, OH 45201

Person to Contact:

Ms. Edwards 31-07427
Customer Service Representative

Toll Free Telephone Number:

8:00 a.m. to 6:30 p.m. EST
877-829-5500

Fax Number:

513-263-3756

Federal Identification Number:

56-1075795

Dear Sir or Madam:

This is in response to your request of March 31, 2004 regarding your organization's tax-exempt status.

In January 1975 we issued a determination letter that recognized your organization as exempt from federal income tax. Our records indicate that your organization is currently exempt under section 501(c)(6) of the Internal Revenue Code.

All exempt organizations (unless specifically excluded) are liable for taxes under the Federal Insurance Contributions Act (social security taxes) on remuneration of \$100 or more paid to each employee during a calendar year. Your organization is also liable for tax under the Federal Unemployment Tax Act for each employee to whom it pays \$50 or more during a calendar quarter if, during the current or preceding calendar year, it had one or more employees at any time in each of 20 calendar weeks or it paid wages of \$1,500 or more in any calendar quarter.

If your organization's character, method of operation, or purposes change, please let us know so we can consider the effect of the change on the organization's exempt status. Also, your organization should inform us of all changes in its name or address.

Your organization is required to file Form 990, Return of Organization Exempt from Income Tax, if its gross receipts each year are normally more than \$25,000. If a return is required, it must be filed by the 15th day of the fifth month after the end of the organization's annual accounting period. The law imposes a penalty of \$20 a day, up to a maximum of \$10,000, when a return is filed late, unless there is reasonable cause for the delay.

Because your organization is not an organization described in section 170(c) of the Code, donors may not deduct contributions made to your organization. You should advise your contributors to that effect.

Your organization is not required to file federal income tax returns unless it is subject to the tax on unrelated business income under section 511 of the Internal Revenue Code. If your organization is subject to this tax, it must file an income tax return on Form 990-T, Exempt Organization Business Income Tax Return. In this letter we are not determining whether any of your organization's activities are unrelated trade or business as defined in Code section 513.

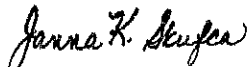
Pleasure Island Chamber of Commerce Ltd
56-1075795

Section 6104 of the Internal Revenue Code requires you to make your organization's annual return available for public inspection without charge for three years after the due date of the return. The law also requires organizations that received recognition of exemption on July 15, 1987, or later, to make available for public inspection a copy of the exemption application, any supporting documents and the exemption letter to any individual who requests such documents in person or in writing. Organizations that received recognition of exemption before July 15, 1987, and had a copy of their exemption application on July 15, 1987, are also required to make available for public inspection a copy of the exemption application, any supporting documents and the exemption letter to any individual who requests such documents in person or in writing. For additional information on disclosure requirements, please refer to Internal Revenue Bulletin 1999 - 17.

As this letter could help resolve any questions about your organization's exempt status, you should keep it with the organization's permanent records.

If you have any questions, please call us at the telephone number shown in the heading of this letter.

Sincerely,



Janna K. Skufca, Director, TE/GE
Customer Account Services

Consent Agenda

Kure Beach Building Dept. Fees Received: 1/1/2010 - 1/31/2010

Type / No	Fee SubType	Parcel ID	StreetNo / Street	Property Owner	Date	Fee	Date Recd	Fee Recd	Balance
Building									
Permit Fee									
5170	Permit Fee Replacement of windows	R09320-001-002-003	1100 FORT FISHER BLV S	MOORE, WILLIAM J WANDA C	1/28/2010	\$100.00	1/28/2010	\$100.00	\$0.00
5171	Permit Fee Storage shed	R09209-011-017-000	803 BOCA CT	GALBRAITH, CRAIG S ETAL	1/28/2010	\$100.00	1/28/2010	\$100.00	\$0.00
5169	Permit Fee Deck Additions	R09213-002-007-000	314 M AVE	STOUT, JAMES H	1/5/2010	\$50.00	1/5/2010	\$50.00	\$0.00
Total Fees from : Building Permit Fee									\$250.00
Total Fees from : Building									\$250.00
Total Balance Due from : Building									\$0.00
CAMA									
Permit									
09-013	Permit	R09200-001-278-000	508 FORT FISHER BLV N	LAQUE, CTR CORROSION TECH	1/22/2010	\$100.00	1/22/2010	\$100.00	\$0.00
09-011	Permit	R09217-006-004-000	109 FORT FISHER BLV S	Plicher, Jerry	1/12/2010	\$100.00	1/12/2010	\$100.00	\$0.00
09-012	Permit	R09213-005-012-000	202 FORT FISHER BLV N	KB VILLAS LLC.	1/12/2010	\$100.00	1/12/2010	\$100.00	\$0.00
Total Fees from : CAMA Permit									\$300.00
Total Fees from : CAMA									\$300.00
Total Balance Due from : CAMA									\$0.00
Total Fees: 6									\$550.00
Total Balance Due:									\$0.00

KURE BEACH FIRE DEPARTMENT

FIRE CHIEF'S REPORT JANUARY, 2010

DATE	PURPOSE
01/04/10	DRILL
01/11/10	FIREFIGHTER I & II CLASS
01/18/10	FIREFIGHTER I & II CLASS
01/23/10	TRAFFIC ACCIDENT
01/23/10	EMS
01/25/10	DRILL
01/27/10	STRUCTURE FIRE
01/29/10	MUTUAL AID CBFD

All equipment checked and found to be in working order

Harold Heglar
Chief



KURE BEACH POLICE

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

Police Activity Reports for January 2010

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

(01/01/2010 - 01/31/2010)

<No Event Type Specified>	2	Alarm Activation	2
Animal Complaint	2	Assist Other Agency - Fire	1
Assist Other Agency - Law Enforcement	3	Assist Other Agency - Medical	5
Check Welfare	1	Citizen Complaint	3
Communicating Threats	1	Domestic	2
Information	5	Internal Information - LEO Only	1
Lost or Found Property	1	Noise Complaint	1
Property Damage - No Report	1	Security Check	1

Total Number Of Events: 32

Arrest Status/Disposition Totals by Offense

Kure Beach Police Department

(01/01/2010 - 01/31/2010)

Offense:	Further Invest.:	Inactive:	Closed/Cleared:	Arrest/No Supp.:	Arrest/No Invest.:	Felony:	Misd.:	Juvenile:	Adult:	Offense:
0410 - Aggravated Assault	0	0	2	1	1	0	2	0	2	2
0411 - Aggravated Assault of an Officer	0	0	1	0	1	0	1	0	1	1
0600 - Larceny	0	1	0	1	0	0	1	0	1	1
0810 - Simple Physical Assault	0	0	1	1	0	0	1	0	1	1
0821 - Simple Non-physical Threat upon an Officer	0	0	1	0	1	0	1	0	1	1
1330 - Possessing/Concealing Stolen Property	0	1	0	1	0	0	1	0	1	1
1400 - Criminal Damage to Property (Vandalism)	0	0	1	1	0	0	1	0	1	1
2100 - DWI - Alcohol and/or Drugs	0	0	1	1	0	0	1	0	1	1
2650 - Escape From Custody or Resist Arrest	0	0	1	0	1	0	1	0	1	1
2690 - All Other Offenses	0	0	1	0	1	0	1	0	1	1
Totals:	0	2	9	6	5	0	11	0	11	11

Citation Totals by Charge

Kure Beach Police Department

(01/01/2010 - 01/31/2010)

Charge:	Number of Charges:
DWI	1
No Operator License	1
Other (Misdemeanor)	1
Other (Infraction)	2
Other (2nd Charge - Misdemeanor)	1
Total:	6

Civil Papers Summary Totals (by Paper Type)

Kure Beach Police Department

(01/01/2010 - 01/31/2010)

Type of Civil Paper:	Total Served:	Total Returned:	Total Ret. to Clerk:	Total Issued:	Total Issued Outstanding:
Subpoena	1	0	1	4	3
Totals:	1	0	1	4	3

Criminal Papers Summary Totals (by Paper Type)
Kure Beach Police Department
(01/01/10 – 01/31/10)

None received or processed.

Incident Status/Disposition Totals (With Percentages) by Offense

Kure Beach Police Department

(01/01/2010 - 01/31/2010)

Primary Offense:	Total Reported:	Total Unfounded:	Actual Incidents:	% Unfounded:	Cleared Arrest:	Cleared Other:	% Cleared:	Active:	% Active:	Inactive:	% Inactive:
0510 - Burglary - Forcible Entry	2	0	2	0%	0	0	0%	2	100%	0	0%
0520 - Burglary - Non-Forced Entry	1	0	1	0%	0	1	100%	0	0%	0	0%
1190 - Fraud - All Other Fraud	1	0	1	0%	0	0	0%	1	100%	0	0%
1400 - Criminal Damage to Property (Vandalism)	1	0	1	0%	0	0	0%	1	100%	0	0%
8010 - Missing Persons	1	0	1	0%	0	1	100%	0	0%	0	0%
Totals:	6	0	6	0%	0	2	33.3%	4	66.7%	0	0%

Chief's Notes

Self Initiated Police Services:

Business Security Checks	324
Home Security Checks	287
Open Doors	-0-
Senior Welfare Checks	14

Training and Other Activity:

January 18-20,2009: Dennis Cooper and Paul Hubbard attended NIMS ICS-300 class sponsored by NC Division of Emergency Management.

Respectfully yours,

Dennis Cooper
Chief of Police

NEW HANOVER COUNTY BOARD OF COMMISSIONERS

RESOLUTION

TO PROTECT THE ROOM OCCUPANCY TAX

WHEREAS, the room occupancy tax funds beach renourishment, tourism, and the Convention Center in New Hanover County; and

WHEREAS, sales tax in New Hanover County funds County operations, including education, public safety, and human service programs; and

WHEREAS, State and local governments are experiencing their worst fiscal crisis since the depression; and

WHEREAS, in FY08-09, \$7.4 million was collected in Room Occupancy Tax in New Hanover County; and

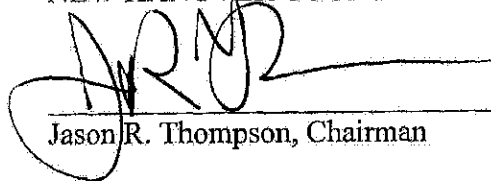
WHEREAS, reduction in revenue due to reducing or eliminating online travel companies tax on rooms would impact the ability of local governments to fund services; and

WHEREAS, reducing or eliminating online travel companies' taxes would provide them an unfair competitive advantage by providing them preferential tax treatment.

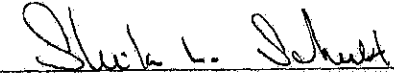
NOW, THEREFORE, BE IT RESOLVED, that the New Hanover County Board of Commissioners strongly opposes any action which impact local governments' ability to levy taxes on rooms that are marketed through online travel companies.

ADOPTED this the 1st day of February, 2010.



NEW HANOVER COUNTY


Jason R. Thompson, Chairman

ATTEST:


Sheila L. Schult, Clerk to the Board



TO: Kure Beach Town Council
FROM: Kure Beach Board of Adjustment
DATE: 19 January 2010
SUBJECT: 2009 ANNUAL REPORT

As required by the Board of Adjustment (BOA) Rules of Procedure, Section VII., the following information is provided:

During 2009 the following Term and Position Changes took place:

1. Harry Humphries was elected Chairperson and John Gordon was elected Vice-Chair.
2. Linda Cheshire resigned as an alternate to the Board.
3. Peter Boulter was elected to serve as a regular member of the Board rather than an alternate.
4. Council approved the appointment of Peter Boulter as a regular member.

During 2009, the Board of Adjustment heard one case 09-01. This was a request for a variance from the zoning ordinance that would permit construction of a deck addition to an existing structure for purposes of providing a handicapped access or an auxiliary fire exit from the second floor of the unit. The proposed deck would encroach the setbacks currently governing the property. The applicant requested an additional 26 inch encroachment into the setback. The board unanimously denied the variance.

Respectively Submitted

Harry Humphries
Chairman – Board of Adjustment

Memo

To: Kure Beach Town Council
From: Harry Humphries, Vice Chair, Board of Adjustment
cc: Kure Beach Board of Adjustment
Date: February 9, 2010
Re: Recommendations/Requests to Council

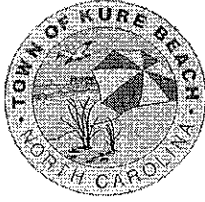
The Kure Beach Board of Adjustment, following their Annual Meeting, makes the following recommendations/requests:

- The Board respectfully requests that the Town Council appoint Tony Garibay as an Alternate Member to the Board of Adjustment;
- The Board respectfully requests that the Town Council approve the Annual Report, as attached; and
- The Board respectfully requests clarification from Town Council as to whether or not they will allow property owner, taxpayer, nonresidents to serve as members on Boards and Committees.

MINUTES

TOWN OF KURE BEACH TOWN COUNCIL

117 Settlers Lane ■ Kure Beach, NC 28449



Dean Lambeth, Mayor
Chuck Keener, Mayor Pro Tem
Jim Dugan, Commissioner
Barry Nelder, Commissioner
Tim Fuller, Commissioner
Kaysie Pralle, Town Clerk

COUNCIL RETREAT JANUARY 9, 2010 at 11:00 AM

COUNCIL MEMBERS PRESENT:

Mayor	Dean Lambeth
Mayor Pro Tem	Chuck Keener
Commissioner	Jim Dugan
Commissioner	Barry Nelder
Commissioner	Tim Fuller

COUNCIL MEMBERS ABSENT:

None

STAFF PRESENT:

Police Chief	Dennis Cooper
Public Works Director	Sonny Becker
Building Inspector	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 AND WELCOME

Mayor Dean Lambeth called the meeting to order at 11:06 am. He introduced Chris May of the Cape Fear Council of Governments. Chris presented the agenda/desired outcomes for today's meeting.

Review Goals and Duties

- Gov. Board/Mayor
- Staff
- Advisory Board

Discuss Board Priorities

- Goals for Kure Beach

Board/Mayor Items

Chris asked Council to list the qualities of a good mayor and council. The answers are as follows:

Mayor

- Team builder/player
- Availability

- Empathy for citizens concerns
- Integrity with ethics
- Transparency
- Knowledgeable of Rules/Codes for Town government
- Turn policy into action
- Mediate/diffuse conflict
- Accountability

Council

- Same as Mayor's responsibilities
- Bring broad view & diverse viewpoints to the table
- Shared leadership and responsibility
- Work with liaisons
- Support and enforce the chain of command
- Accountability
- Fiducially responsibility

Commissioner Nelder said that Department Heads are capable enough to do their jobs and are better left alone.

Chris established that the Council liaisons main function is to keep Department Heads in the know.

Commissioner Dugan - Council should not just make rules for Town Hall employees, but rules for "all" employees. Over the years, Council works with Department Heads. Department Heads work closely with their department employees.

Chris – If you go with the Council/Manager form of government Council would be constrained by statutes and requirements.

Mayor Lambeth – There is now a Customer Service liaison that needs definition.

Commissioner Dugan – Something that needs addressing is one Council member does not give direction to an employee below the level of Department Head.

Commissioner Fuller – I want to make sure that we are not saying employees are not allowed to talk with Council.

Chris – He just wants to make sure that Council enforce the chain of command. When talking about supervision, for example if an employee feels they cannot speak with their Department Head about an issue. They may speak with the Council liaison to that department. The liaison should give the Department Head the benefit of the doubt until they hear their side of the story.

Commissioner Dugan – Right now Town Hall is in limbo with no Department Head in Town Hall. Right now finance does not have a Department Head.

This leads the discussion in the direction of discussing the position of Town Administrator.

Administrator

Tim – He questioned Michelle about her resignation letter. He is looking for clarification on what decision was made in regards to this position.

Attorney Canoutas – Michelle's letter was phrased in a way that with the motion to accept the letter as proposed by Michelle it would abolish the position. The Council unanimously voted to accept her letter. The position is not there, but Council can always vote to put it back.

Commissioner Fuller – It is clear that the Council voted on something they did not understand.

Chris – I recommend discussing the position before voting. Council needs to be on the same page as far as expectations of what you are looking for.

Mayor Lambeth – My personal opinion is to move forward without an administrator.

Commissioner Fuller -- We need someone to handle the day to day items such as an office manager.

Chris asked Council and Department Heads to list some qualities of an office manager.

Office Manager

Business administration

Finance & tax

Customer service

Monthly reports

Capital Outlay projects

Payroll & Benefits Coordinator

Accounts Payable

Chris – Will they be the manager over departments? Judging from the outcome of the climate study, this is why they resigned in the Town Administrator. The Town Clerk is the more likely person to be the office manager. This is common in many cases because they work

Commissioner Fuller requested to hear from staff present their thoughts on having another Town Administrator.

Town Clerk Pralle – I do not see an area that is lacking at this time. Finance Officer Watson is quite capable of handling her department. At this point I do not feel that my department is in need of further direction in the way of an administrator.

Chief Cooper – At one point we were in the weeds at Town Hall. Once they got caught up and the right processes were put in place things began running more smoothly. That was 90% of the problem with Town Hall. Dealing with Town Hall on capital outlay purchases was an issue at one point, but those have now been resolved.

Jennifer will make the calls and get the best rate. He also had some payroll issues and he went directly to Erin and it was taken care of within 15 minutes.

Commissioner Nelder – The attitude and atmosphere at Town Hall is greatly improved for the better.

Public Works Director – I think things are much better now. The cooperation between the department heads is getting back to the way it was.

Commissioner Fuller – With the information just presented here, he has changed his opinion of the Town Administrator position.

Chris moved Council onto personnel; an area that has seen transition since the Town Administrator left the Town.

Personnel/Administration

Chris – Council ultimately has authority over all personnel issues.

Commissioner Fuller – To fill the vacuum while the administrator position was in the air, personnel was delegated to Mayor Pro Tem Keener. It was the understanding that as soon as the issue was settled it would be re-delegated.

Chris – The personnel officer is a position that assists Department Heads and staff. Council should delegate oversight of personnel duties to someone, not necessarily a personnel officer.

Commissioner Fuller – I thought it was necessary to have a personnel officer.

Chris – The Town Clerk is the administrative assistant to the Council and to Town Hall. In many instances she is also the personnel officer.

Commissioner Fuller – I am persuaded that we need to assign either Kaysie or Jennifer in some additional role at Town Hall. If it is working, I am persuaded. We should ask Department Heads and staff at this point what their input is.

Attorney Canoutas - A Town Clerk is in a position to have more working knowledge of the operations of the Town and the thoughts of the Council than the Finance Officer or any other person at Town Hall.

Mayor Pro Tem Keener – If we make the Town Clerk a Department Head and if we make a financial Department Head, that is all we have to do. That should solve a lot of issues.

Chris – I would suggest going this direction. If you are going to have a Finance Officer Department Head you need to make sure they have someone that can do their job if they are out of the office. Does everyone agree that this is worth trying? The Clerk would be a stand alone Department Head and the Finance Officer would be a Department Head over her department.

Commissioner Fuller – The only concern I have is the person working at the front desk. Would it not be more appropriate to have that person working for the Clerk?

Chris – It is the duty of the Department Head over this position to make sure they are gainfully employed during the day.

Resident – As far as the review of the Town Clerk, it is done by the Town Council. What about the Finance Officer?

Commissioner Fuller – I think we are actually going to go back to having Jennifer as the Finance Officer of the Town. She would be a Department Head and would be evaluated by the Council as a whole. The people that are in finance would answer to her and she would do their evaluations. I think we are going to rearrange some duties so that Jennifer will have certain responsibilities and Kaysie will have certain responsibilities which will cover the duties typically handled by an office manager position.

Chris – Is there any additional items Council would like to add.

Commissioner Nelder – I think what we have come up with a pretty good working operation already.

Chris questioned Council of their definition and expectations of advisory boards/committees.

Advisory Board/Committees

Formed by statute – P&Z, BOA and Stormwater

Advisory

Knowledge of responsibility

Attendance

Support Council decisions

Support Goals of Town

Assist Staff/Council

Meet Council approved initiatives

Recommend goals to the board

Clear & open meetings – comply with NC General Statutes

Commissioner Fuller – Committees have supplemented the staff.

Commissioner Dugan – The legal and financial responsibilities still lie with the Town Council and staff.

Interviews

Any interviews for committees and advisory boards should be done in open session with minutes taken.

Membership

Terms

- Statutory (Can only be removed with cause)
- Charter/Policy (In office for length of term)
- Pleasure of Board

Eligibility

- Application Resident
Not obligate the Town financially

Chris – The Planning & Zoning Commission and Board of Adjustments members need to reside within the Town limits. All others are not required to reside within town limits.

Attorney Canoutas is to get wording for committee residency requirements.

Commissioner Fuller – Committees have become self perpetuated. They should be a cross section of the Town. Council should explore limiting the number of committees someone can serve on and when committees make appointments they give present Council with two recommendations.

Craig Galbraith – One of the most demoralizing things to do to a committee is to turn down the recommendations of a statute mandated committee. He suggested Council make sure they populate the committees with people you have respect for.

Chris – Volunteers will continue to serve as long as they feel their work is valued.

Council will continue to explore committee terms, appointment/interview procedure, and committee policy & procedures.

Chris asked Council to define the role and expectations of Department Heads.

Department Heads

- Professionals in their field
- Customer Service
- Fair & Equal Administration of Duties (Not a politician)
- Ethical

Chris asked Council to individually make a prioritized list of emerging issues in Kure Beach.

1. Total Infrastructure up to date
2. Electrical lines buried
3. Ocean Front Park completed
4. Disc Golf Park completed
5. Protect Town from harm
6. More Stormwater infiltration systems
7. Water system (irrigation/conservation)
8. Beautification of the Town (landscaping/signs)
9. Secure the long term financial health of the Town
10. Taxes meet the needs of the citizens
11. Giving merit raises to employees
12. Beach re-nourishment
13. Dog waste on beach enforcement
14. Efficient use of staff and committees
15. Extension of B1 up K Avenue - Zoning Overlay District implemented

16. Kure Beach move towards an environmental community
17. Parking enforcement at residential units if parking on non-designated areas
18. Ocean Front Parking Issues

Chris asked Council to list their top five issues from the 18 listed above.

Top 5 List

1. Ocean Front Park Completion
2. Protect Town from harm
3. Total Infrastructure up to date
4. Secure long term financial health – taxes meet needs of citizens
5. Merit raises for staff

Chris left Council with a list of the top five issues that Council should re-evaluate in a year to see how they have progressed toward these goals.

ADJOURNMENT

ACTION - Council adjourned the meeting at 3:50 pm.

Dean Lambeth, Mayor

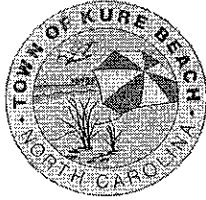
Kaysie Pralle, Town Clerk

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.

MINUTES

TOWN OF KURE BEACH TOWN COUNCIL

117 Settlers Lane ■ Kure Beach, NC 28449



Dean Lambeth, Mayor
Chuck Keener, Mayor Pro Tem
Jim Dugan, Commissioner
Barry Nelder, Commissioner
Tim Fuller, Commissioner
Kaysie Pralle, Town Clerk

REGULAR MEETING

JANUARY 19, 2010 at 6:30 PM

COUNCIL MEMBERS PRESENT:

Mayor	Dean Lambeth
Mayor Pro Tem	Chuck Keener
Commissioner	Jim Dugan
Commissioner	Barry Nelder
Commissioner	Tim Fuller

COUNCIL MEMBERS ABSENT:

None

STAFF PRESENT:

Police Chief	Dennis Cooper
Public Works Director	Sonny Beeker
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 Lambeth called the meeting to order at 6:30 pm. Pastor Joey Canady of Kure Beach First Baptist Church led in the invocation. Mayor Lambeth led in the pledge of allegiance.

PRESENTATIONS TO COUNCIL

× Emilie Swearingen - Special Olympics Polar Plunge

The Polar Plunge is Saturday, February 10, 2010. Emilie Swearingen invites Council to take the plunge along with the mayors of Wilmington and Carolina Beach.

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

Sean Cook presented this to Council two years ago. For the past ten years they have driven gators down the beach in Carolina Beach to collect their rental equipment. He is requesting permission to pass into Kure Beach with the gators to collect their equipment on our beaches. All employees are CPR certified and have assisted in numerous saves. Commissioner Nelder he feels that if we allow this we would open the door for any other commercial entity wanting to vend on the beach strand.

Mayor Lambeth questioned what the hours of operation would be.

Sean - He is asking for the ability to put out equipment between 6:30 - 9:00 am and pick up after 5:00 pm.

Attorney Canoutas said there would need to be an ordinance amendment to allow this. Council directed Mr. Cook to address this issue with the Code Enforcement Officer.

PERSONS TO ADDRESS COUNCIL

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

Jenny Mintz - Funding request for spay/neuter program for Pleasure Island
Ms. Mintz is looking for funding from the Town to help support their spay and neuter program. These costs do not include other health issues such as broken bones. They are requesting \$2,500.00 from the Town of Kure Beach to help fund spay neuter cats only on Pleasure Island.

She introduced Joey Needum head of Friends of Felines. Joey noted that one thing we have are people that are hoarders. They keep lots of cats but cannot afford to have them spayed or neutered.

Mayor Lambeth directed Jenny to contact the Town Clerk to get a non-profit donation request form.

APPROVAL OF 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. Council handbook (Dugan)
8. Accept re-appointment of Jean Martin, Jeannie Gordon, and Nancy Hughes to the Community Center Committee
9. Dare County Resolution - FEMA's National Flood Ins. Program support flood insurance claims for damages to structures suffering gradual coastal erosion
10. Meeting Minutes
 - × 12/9/2009 Special
 - × 12/9/2009 Closed
 - × 12/15/2009 Organizational/Regular

AMENDMENT

- Moving item #7 to new business

ACTION - Commissioner Dugan MADE THE MOTION to approve the Consent Agenda as amended. Commissioner Nelder seconded the motion. THE VOTE OF APPROVAL WAS UNANIMOUS.

ACTION - Commissioner Dugan MADE THE MOTION to add Department Head Presentations to the agenda. Commissioner Fuller seconded the motion. THE VOTE OF APPROVAL WAS UNANIMOUS.

DEPARTMENT HEAD PRESENTATIONS

× Public Works Director Sonny Beeker

Garbage Collection Change – Director Beeker distributed a handout which is incorporated by reference and made a part of these minutes.

This handout outlines a change in garbage collection. The areas affected by the change are Fort Fisher Boulevard North, Atlantic Avenue and Spotters Court. The garbage on Fort Fisher Boulevard will be collected on Mondays beginning February 1.

Sewer Rehab – Director Beeker distributed a handout which is incorporated by reference and made a part of these minutes.

This handout outlines the sewer rehab schedule for Monday, January 25th through Wednesday, January 27th. The contractor superintendent will be going door to door to answer any questions residents may have.

ADOPTION OF THE AGENDA

AMENDMENTS

- Move Old Business #1 and combine with New Business #2a.
- Omit New Business #2b
- Combine New Business #7 and New Business #4
- Add as item # 12 under New Business, Island of Lights
- Add as item # 13 under New Business, Cross Training

ACTION – Commissioner Fuller **MADE THE MOTION** to adopt the agenda as amended. Commissioner Nelder seconded the motion. **THE VOTE OF APPROVAL WAS UNANIMOUS.**

OLD BUSINESS

1. Revise General Policy & Procedures for committees (Fuller)

Commissioner Fuller noted that at the retreat we discussed how committees worked with Town Council. As a result of the retreat discussion he amended the General Policy & Procedures. He refers these amendments to all the committees to refer back to Council with comments or suggestions. He would like it back by Wednesday, February 10th by 12 noon.

Commissioner Dugan noted that most of what he has done is currently existing language. Clerk to send the revised P&P to committee members.

Attorney Canoutas noted a discussion with the Clerk. He suggested having a work session with committees to set appointment/re-appointment times and schedule.

ACTION – Commissioner Fuller **MADE THE MOTION** to refer 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 we can give them a starting date.

When the budget is approved, they can start a staggered rotation at that time. THE VOTE OF APPROVAL WAS UNANIMOUS.

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.

Commissioner Dugan questioned what is the finance committee going to do and who are they interacting with?

Commissioner Fuller noted the audit is intended for accountants. They are certifying that the financial statements are in accordance with GAAP. The committee will help have an independent objective view of where we stand. They will advise the Council and residents. He feels there is an advantage to having people who have a vested interest in this community.

Commissioner Dugan questioned in the budget cycle, how do you see them interacting with staff?

Commissioner Fuller – If there are reports that they need copies of, staff will be able to assist them. From time to time they will update Council of where there are areas that need looking at.

Mayor Lambeth noted there was never any intention to have them micro-manage.

2. Town email accounts/legal requirements (Keener/Pralle)

Mayor Pro Tem Keener noted that emails are an issue. The new website host will be up by next week. This will provide us with a new archive system. He suggests appointing Commissioner Nelder and the Town Clerk to work on an email policy.

Craig Galbraith, P&Z Chair – Committees also communicate via emails. He hopes this policy will address this issue as well.

ACTION – Mayor Pro Tem Keener MADE THE MOTION that 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. Attorney Canoutas is to review draft policy. Commissioner Fuller seconded the motion. THE VOTE OF APPROVAL WAS UNANIMOUS.

3. Schedule a Managing Public Records Workshop NCDRC/Budget for event (Pralle)

ACTION – Commissioner Fuller MADE THE MOTION to authorize the Town Clerk to pursue scheduling this workshop with a \$300.00 budget. Commissioner Nelder seconded the motion. THE VOTE OF APPROVAL WAS UNANIMOUS.

4. Ocean Front Park Update (Dugan)

Commissioner Dugan reminded Council that this committee was put on hold until after the new Council was seated and had given new direction. The previous Council was not going to begin construction until the loan was paid off. Due to most construction grants having time constraints, he would like Council to consider allowing the Ocean Front Park Utilization Committee to resume its meetings. After speaking with Brian Cox, Stormwater

work cannot begin until the footprint of the park was laid out. Regardless of what we decide, we cannot put anything underground until we have laid out a plan in full. Mayor Lambeth noted there are over \$800,000 in development grants that are waiting. He recommends have the committee resume meeting.

Commissioner Fuller noted we need to know size of the building, location of building, etc. Public Works Director Beeker emphasized the type of materials will also need to be determined.

ACTION - Mayor Pro Tem Keener MADE THE MOTION to approve the resumed meetings of the Ocean Front Park Utilization Committee and plan to start using the construction funding as soon as possible. Commissioner Fuller seconded the motion. THE VOTE OF APPROVAL WAS UNANIMOUS.

Jim Vattr, resident - Suggested holding a public hearing to hear public comment on the layout of the park.

Council took a short recess at 8:09 pm.
Council resumed the meeting at 8:24 pm.

NEW BUSINESS

1. 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.
Alan Votta, P&Z commission - If we limit the size of driveways this will allow four cars across, but it will not encroach on setbacks. Limiting the amount of impervious in the side setback, it will allow for a walkway.

Commissioner Fuller noted for the public hearing he would like a sketch of what this new requirement would entail.

ACTION - Mayor Lambeth MADE THE MOTION to schedule a Public Hearing for Tuesday, February 16, 2010 at 5:30 pm. Commissioner Nelder seconded the motion. THE VOTE OF APPROVAL WAS UNANIMOUS.

The Town Clerk is to advertise for this meeting.

2. General Policy & Procedures for committees (Lambeth/Canoutas) AND
Recommendation from Attorney Canoutas
Ordinance amendment to the following ordinance:
Sec. 2-41. Composition; terms of office.
These two agenda items were combined as an agenda amendment.

Attorney Canoutas made a recommendation to amend Sec. 2-41 of the code to address the composition and terms of office issues with the Board of Adjustments.

Commissioner Nelder said in order to be on Planning & Zoning and Board of Adjustments you must be a resident of that community.

Attorney Canoutas affirmed that was true for the Board of Adjustments. He quoted NC General Statute 160A-60.

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.

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

~~Sec. 19-42. Qualifications:~~

~~This item was removed from the agenda.~~

3. Recommendation by Planning & Zoning Commission to accept appointment of Jim Vatrtr 1:50

Mayor Lambeth asked P&Z Chairman Craig Galbraith if this could wait until next month so that all the committee issues could be worked out.

Commissioner Dugan asked if we are going to be doing something retroactive since the interviews and recommendation have already occurred.

Commissioner Fuller said all committees are subject to the Open Meetings Laws. It is the opinion of the Town Attorney and Chris May from the Cape Fear Council of Governments that the interviews were conducted in closed session.

Jim Schutta, P&Z Co-chair, asked the attorney what constitutes a closed meeting.

Attorney Canoutas replied that it is any meeting conducted behind closed doors with the committee only.

Member Schutta noted that Mayor Lambeth and Commissioner Nelder attended the meeting. They did prohibit them from asking questions during the interviews.

Attorney Canoutas said the problem is that you cannot exclude anyone from attending the meeting.

Chairman Galbraith explained several people came in and out of the meeting during the interviews. A public good is achieved during staggered interviews. Allowing interviewee's to listen to the interviews gives an unfair advantage to those who go last.

Commissioner Dugan questioned would it be possible to check how far back do the violations go for Council to check? He could give a list of committees that have not submitted minutes and held illegal meetings which would be a violation of the policy & procedures for committees.

Commissioner Nelder said that when he tried to go into the room where the interviews were taking place the door was locked.

Chairman Galbraith and Member Schutta both noted that they did not realize the door was locked until someone knocked on the door. After that point it was unlocked and minutes were taken of the meeting.

ACTION - Commissioner Dugan MADE THE MOTION to accept the Planning & Zoning Commission's recommendation of Jim Vatrtr as a member. THE MOTION DIED FOR LACK OF A SECOND.

Commissioner Fuller said he was advised by the Town Attorney and Chris May from the Cape Fear Council of Governments that no committee should have a closed session. It is not permissible to hold staggered interviews under the statutes. He feels that it serves a greater good to hold interviews where there can be a public discussion. Resident - "I am shocked at the pettiness of you all."

Commissioner Fuller said sure other committees have done things wrong. That is why we are looking into amending the policy & procedures. As for the notion that we are trying to make them comply with rules we have not adopted yet, we are not. There are goals that we want to achieve as far as how committees operate and how they represent the Town. With that in place, it would be unwise for us to endorse an action that we don't need to endorse.

ACTION - Commissioner Fuller MADE THE MOTION ask Planning & Zoning to conduct the interviews again and send two recommendations. No second.

Member Alan Votta questioned if Council is going to pick the candidates, why does Council not conduct the interviews?

Chairman Galbraith said he has a lot of experience serving on various committees and commissions. In some situations Council does the interviews and makes the appointments. Others have operated like what has been done here. The commission conducts the interviews and makes the recommendation to Council. He has never seen an instance where the commission has been asked to present more than one recommendation to Council. This would disenfranchise the committee and the process. He recommends having the committee do the interview and make a recommendation or have Council conduct the interviews and choose a candidate, not somewhere in between.

ACTION - Commissioner Fuller MADE THE MOTION to postpone consideration of this appointment until February meeting and Council has had the chance to read the minutes of the Planning & Zoning Commission interviews. Commissioner Nelder seconded the motion. THE MOTION PASSED FOUR TO ONE. Commissioner Dugan was opposed.

Commissioner Nelder requested amending the motion to reject the P&Z recommendation of Jim Vattr, allow P&Z to re-interview in the open and let them decide if they want to have one or two candidates. Commissioner Fuller rejected the amendment.

Chairman Galbraith noted the questions asked in the interviews will be the minutes of that meeting. The regular meeting minutes will include the vote and a short discussion.

Commissioner Nelder questioned the only thing that will be in the minutes are the questions asked?

Commissioner Dugan said the only thing required to be in the minutes is a general account of the meeting.

Member Schutta said I have never seen a Council like this; a Council that is driven at trying to control the committees. I have tried to do my part for this town based on facts and not political motivation. In all the years a Council has never rejected an

appointment from the commission. He is not upset at each individual member; he is upset about the actions being taken.

4. Discussion and consideration of Council/Clerk form of government (Dugan) AND Discussion and consideration of revising town procedures for Town Administrator (Fuller)

Commissioner Dugan noted after the retreat he wanted to know what form of government Council wanted to pursue. There seemed to be a consensus, at least initially, to go back to the Council/Clerk form of government.

Commissioner Nelder said his understanding was that we were going to wait until after Finance Officer Watson returned from maternity leave.

Mayor Lambeth said we are currently under a Council/Mayor form of government. When Michelle tendered her resignation it was worded so that the Administrator was no longer a part of Kure Beach.

Commissioner Fuller said his intent for revising town procedures for the Town Administrator was to amend 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.

ACTION - Commissioner Fuller MADE THE MOTION to amend 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. Mayor Pro Tem Keener seconded the motion. THE VOTE OF APPROVAL WAS UNANIMOUS.

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

Commissioner Fuller presented the proposed budget calendar with the addition of a public hearing to be scheduled prior to the regular Council meeting on the June 15th. The deadline for outside agency funding requests is Friday, March 12th at 5:00 pm. He requests staff send a letter to agencies that have made funding requests in the past with a Funding Request Application attached.

ACTION - Commissioner Fuller MADE THE MOTION to adopt the Budget Calendar as amended. Commissioner Nelder seconded the motion. THE VOTE OF APPROVAL WAS UNANIMOUS.

6. Discussion and consideration of Town calendar for 2010 (Fuller)

Commissioner Fuller received questions regarding the holidays for Christmas. This calendar includes holidays from our policy. He suggests putting an asterisk by Presidents Day and Martin Luther King Day to indicate one of these holidays will be taken.

Christmas falls on a Saturday this year. Council questions which days will be observed. Sonny recommended taking the Thursday the 23rd and Friday the 24th.

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

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

ACTION - Commissioner Fuller MADE THE MOTION to have Town Council 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. Mayor Lambeth seconded the motion. THE VOTE OF APPROVAL WAS UNANIMOUS.

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

ACTION - Commissioner Fuller MADE THE MOTION to add the Planning & Zoning Commission to the list of committees that Council referred these reports to in December and directed that all four committees be sent a copy of the directives handout as guidance. Commissioner Nelder seconded the motion. THE MOTION PASSED FOUR TO ONE. Commissioner Dugan was opposed.

Jim Varrt, resident, questioned if it be helpful for someone from the Economic Development Committee to attend these committee's meetings to give input. Commissioner Fuller noted they will meet at their regular meeting times. P&Z Chair, Craig Galbraith - What direction do we have? Mayor Pro Tem Keener noted there were four studies that the committees are looking at. Commissioner Fuller read the request to committees concerning reports submitted to Town Council by the Economic Development Committee handout. This handout is incorporated by reference and made a part of these minutes.

9. Discussion and consideration of agenda review meetings schedule with staff and Council (Fuller)
Commissioner Fuller noted the Mayor would like to start having staff meetings again.

ACTION - Mayor Lambeth MADE THE MOTION to approve reviving staff/Department Head meetings the Monday before a Town Council meeting. Department Heads will rotate leading the meetings. Commissioner Nelder seconded the motion. THE VOTE OF APPROVAL WAS UNANIMOUS.

Mayor Pro Tem Keener questioned what do we have to gain in 24 hours?
Mayor Lambeth said it is just a pre-agenda meeting to make sure department heads are familiar with the agenda.

10. Schedule joint meeting of the SLAP, Beautification and KB Marketing Advisory Committees for February 10, 2010 (Fuller)
Commissioner Fuller said the purpose of the meeting to discuss the reports that were referred to the committees.

ACTION - Commissioner Fuller MADE THE MOTION to schedule a special meeting with all four committees at 2:00 pm on Wednesday, February 10, 2010 at Town Hall.

Clerk to advertise and record the minutes of that meeting. Commissioner Nelder seconded the motion. THE VOTE OF APPROVAL WAS UNANIMOUS.

11. Island of Lights

Mayor Lambeth said the Island of Lights electrician has retired and they requesting the assistance of Carolina and Kure Beach with this years lights celebration. They would like to order three additional street lights. He requests this item be added to the February agenda for consideration. The Island of Lights will purchase the additional lights. Public Works Director Beeker is to talk with them and offer assistance such as time and manpower. They are requesting our public works department to assist in putting up the lights around the lake.

Public Works Director Beeker said we already spend plenty of man hours putting up lights and maintaining them in Kure Beach. Who is going to maintain these lights? Installing them is one thing, maintaining them is another.

12. Cross Training

Mayor Lambeth said recently the Mayor Pro Tem needed access to certain town records and there was no one in Town Hall that day that could access those records when they needed them. He suggests staff make sure their training and time off is coordinated as such that this does not reoccur.

EXECUTIVE SESSION

(If necessary)

ADJOURNMENT

ACTION - Mayor Lambeth MADE THE MOTION to adjourn the meeting at 9:53 pm. Commissioner Nelder seconded the motion. THE VOTE OF APPROVAL WAS UNANIMOUS.

Dean Lambeth, Mayor

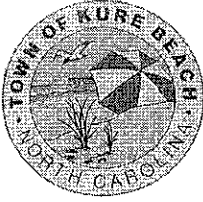
Kaysie Pralle, Town Clerk

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.

MINUTES

TOWN OF KURE BEACH TOWN COUNCIL

117 Settlers Lane ■ Kure Beach, NC 28449



Dean Lambeth, Mayor
Chuck Keener, Mayor Pro Tem
Jim Dugan, Commissioner
Barry Nelder, Commissioner
Tim Fuller, Commissioner
Kaysie Pralle, Town Clerk

SPECIAL MEETING

FEBRUARY 3, 2010 at 6:30 PM

PURPOSE

The purpose of this meeting is to conduct interviews of interested applicants to the Citizens Finance and Budget Advisory Committee.

COUNCIL MEMBERS PRESENT:

Mayor Dean Lambeth
Commissioner Jim Dugan
Commissioner Barry Nelder
Commissioner Tim Fuller

COUNCIL MEMBERS ABSENT:

Mayor Pro Tem Chuck Keener

STAFF PRESENT:

Town Clerk Kaysie Pralle

There was a quorum of the Town Council present.

CALL TO ORDER

Mayor Lambeth called the meeting to order at 6:31 pm. Mayor Lambeth delivered the invocation and led in the Pledge of Allegiance.

ACTION - Commissioner Fuller MADE THE MOTION to excuse Mayor Pro Tem Keener from tonight's meeting. Commissioner Dugan seconded the motion. THE VOTE OF APPROVAL WAS UNANIMOUS.

Mayor Lambeth - The Town has had a finance committee in the past.

Commissioner Fuller - No member of the Council is a finance expert. They think it is helpful to get objective analysis of Town finances. First duty of this committee is to draw up a mission statement. At the January 19th regular Council meeting there was a handout that is incorporated into these minutes by reference.

Two of the applicants cannot be here, Lisa Humphries and Michael Bunting for personal reasons. We will call applicants up in alphabetical order to answer questions from the question sheet.

Commissioner Dugan - Noted that even though Council may not select one applicant or resident, that does not mean their input during the budget process and for financial advice is not valued or accepted by Council.

APPLICANT INTERVIEWS

Larry Aultman

He is a full time resident, an independent business man, served 12 years on Board of Education in Caldwell County. He feels that getting a broad spectrum of people from the community would best serve the interests of the Town. The Town has to be fiscally responsible with the Town's finances.

Commissioner Fuller - Is there anything that would prevent you from participating in the meetings February through June.

Mayor Lambeth - What was the school board budget when you were on board?

Aultman - Around 25 million.

Commissioner Dugan - Is there any experience with government finances, grants, etc.

Aultman - He worked with grant funding and the accountant on a regular basis.

Candace Clark

Interested in the committee because of the view of how she thinks town finances should run. Like a family, not a business. I have no accounting experience. I have been a statistics professor for quite some time and worked with the deans of schools during the budget process. I have a real estate business. I am a volunteer tax preparer for the IRS. I have been involved in the KB Beautification Committee. I would be interested in finding out the financial situation of the Town. The goal would be a balanced budget. I will be available during the times available.

Commissioner Dugan - What involvement during government budgets, if any, do you have?

Clark - I helped Deans prepare school departmental budgets.

Vinny Doran

He has been a permanent resident since 2003. I will be gone two weeks in February and two weeks in March.

Commissioner Fuller - Even during the off months there will be monthly reports and the audit in December.

Doran - Has a degree in accounting, audited for Yonkers, NY for three years. He was in public accounting for three years. Went from cost accountant, to VP of finance. I was a group controller. In Chicago he ran a company for 15 years. The company went from 15 million to 55 million in sales during that 15 year time span. Has been on the Stormwater Committee, helps with the Street Festival. He is retired so he is available most times.

Mark Ferrer

He graduated with a dual degree in Business Administration and Accounting. He started his own investment advisory firm. He specializes in planning & advising. He has one office in Kure Beach and one in Albany, NY. I tried to give residents as much business as possible. Would like to see some of his expertise used for the benefit of the Town. He has been an advisor for some local businesses, Granny's Kitchen, Airlie Gardens. Has no experience with Kure Beach's budget. He is available, although February through April is his busy season. There is not a bad time during the day. He is a planner for short and long range goals.

Commissioner Dugan - What experience with government budgets?

Ferrer - Worked with NY State corrections on budgetary retirement. Municipal underwriting in Albany.

Grace McGee

She is a CPA on inactive status. Worked with Mobil. Would like to see everyone using the financial data available to the Town. I could help provide clarity on the numbers. She would like for everyone to be using the same set of numbers. There should be a five year plan to at least meet basic needs. Town employees, health benefits, pension, etc. All departments should have their needs covered. The data is in a usable form for those who do not have an accounting background. I am the accountant for two home owners associations here in Kure Beach. She would work toward providing non-political numbers for the Town.

Bill McGee

He worked for a government accountability office. He advised the congress so they could adopt legislation to move forward with those recommendations. He recommends having two committees; a budget committee and a financial advisory committee. Financial advisory committee would be a year round. Budget advisory committee would be more active during the budget process. He is involved with the Street Festival Committee. During the election I was asked to look at the Town's records. He looked at the metrics against the LGC's metrics. He found that our debt is manageable.

Commissioner Nelder - The League is beginning a tool that will allow comparison of municipalities' statistics against others.

McGee - The LGC offers a wealth of data. There are no metrics that evaluates the size of a municipality's debt.

Eric Vann

He wants to contribute to the Town. He has served on the Stormwater, Ocean Front Park and Economic Development Committees. He does not want to have any more surprises. He has an Engineering Degree and an MBA. He was responsible for budgets, capital expenditure budgets to include a five year plan, did all budgets for company with 190 million in sales. He is familiar with the town budget to a degree. He has no direct experience working with municipal accounting. Has a part time job in March and April on

Thursdays and Fridays. He would like to see a major expenditures plan. At some point we need to talk about raising taxes. If the committee makes that recommendation that will take the pressure off of the Council. He prefers an earlier part of the week for meetings.

Ferrer - He is assuming that Council is bonded, and would like to know if there is an insurance that would cover the committee as well.

Commissioner Dugan - Since you will be advisory to Council, we will make the decisions therefore taking the liability off of you.

We want to thank you for taking the time and considering volunteering for the Town.

Commissioner Fuller - Thanks to all those who applied. He knew that he would need help in this process.

Commissioner Barry - Thank you and you will get an investment in your community by seeing it come to fruition.

Commissioner Fuller - Would like to recommend that the questions and write up to Lisa and Michael and give them a chance to respond in written form so that Council may consider their applications. Need to decide how many people on this committee. Perhaps we should form one committee with two subcommittees. We will make appointments at the February regular council meeting.

ADJOURNMENT

ACTION - Commissioner Nelder MADE THE MOTION to adjourn the meeting at 7:35 pm. Commissioner Dugan seconded the motion. THE VOTE OF APPROVAL WAS UNANIMOUS.

Dean Lambeth, Mayor

Kaysie Pralle, Town Clerk

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Old
Business

Dean, regarding RTM,s bid for Atlantic Ave. I have some questions.

1. I don't think the Mayor can approve the estimate by himself.
2. The estimate was not accepted as presented, as the bid required.
3. The estimate has not, to my knowledge been discussed in open session.
4. I understand a 2nd company submitted a lower bid. Where is this bid.
5. Is this bid a legal contract.
6. Has Public Works signed off on this?
7. What is the long term responsibility/ cost for maintance of the project by the town?
8. I have a copy of a RTM estimate dated 5/11/2009, you have sent us an estimate dated 11/10/2009. How many estimates from this company are there?
9. Does RTM meet all requirements of a contractor for the town?
10. Was an R.F.P. requested?

Jim Dugan
01/30/2010

Cc Kaysie Pralle

TOWN OF KURE BEACH

MEMO

January 12, 2010

To: Council

Cc: Ken Withrow
Mandy Cummings

From: Kaysie Pralle

Re: RTM Landscapes Estimate/ PO Request

Attached you will find an updated estimate from RTM Landscapes, Inc.

Mayor Lambeth has given his approval of this estimate with the following exception:
On page two of the estimate, the third bullet point reads, PLEASE NOTE: Any additions (extra materials such as soil, mulch, sprinklers, etc.) or changes to this proposal will reflect a change in final cost.

He does not agree with this portion of the estimate.

Please examine the estimate for any changes or suggestions that you may have and relay them to Mayor Lambeth. Please Cc me on any responses so that I may have it for my records.

RTM LANDSCAPES, INC.

RTM LANDSCAPES, INC.
 8817 SAWMILL CREEK LANE
 WILMINGTON, NC 28411

(910)352-2146
 umarini@ec.rtr.com

Estimate

DATE	ESTIMATE #
11/10/2009	240
EXP. DATE	

ADDRESS
Township of Kure Beach 117 Settlers Lane Kure Beach, NC 28449

Activity	Amount
<ul style="list-style-type: none"> • ATLANTIC AVENUE WALKWAY PROJECT The following portion of this estimate is for amending the existing soil and installing planting materials. The following work will be completed: - Amend holes with 20 cubic yards of compost /soil - Install the following plants: <ul style="list-style-type: none"> - 114 Podocarpus 'Pringles Dwarf' (3 gallon) - 57 Ilex Vomitoria 'Schillings' (3 gallon) - 60 Rosa Rugossa or Rosa X Knochout (3 gallon) - 50 Serenoa Repens or Yucca Recurvifolia (3 gallon) - 10 Lantana Camara 'Miss Huff' (3 gallon) - 40 Chrysanthemum X Superbum 'Becky' or Chrysanthemum Nipponicum (3 gallon) - 82 Muhlenbergia Capillaris (3 gallon) • Cost for completing work described above to included labor and materials • The following portion of the estimated is for installing weed barrier fabric and hardwood mulch. The following work will be completed: <ul style="list-style-type: none"> - Install 5000 square feet of weed barrier fabric - Deliver and install 33 cubic yards of triple shredded hardwood mulch PLEASE NOTE: A small 2-3 inch edge between sand and asphalt will help maintain the mulch in place during heavy rains. • Cost for completing work as described above to include labor and materials • The following portion of this estimate is for installing a drip irrigation system in planting area. 	<p>13,920.00</p> <p>2,200.00</p>
Continue to the next page.	

Activity	Amount
<ul style="list-style-type: none"> • PLEASE NOTE: The price does not include installing new water meter or back-flow preventer for sprinkler system. This is to be done through Kure Beach Public Works. The pricing for the irrigation is based off the new water meter being installed in the center of the planting strip. The following irrigation supplies will be installed: <ul style="list-style-type: none"> - 1270 linear feet of 1 inch schedule 21 pvc pipe - 1268 1 gallon water emitters - 2 Hunter battery-operated irrigation timers - 2 1 inch Cylanoïd valves - 2 6 inch valve boxes - 50 miscellaneous fittings • Cost for completing work as described above to include labor and materials • PLEASE NOTE: Any additions (extra materials such as soil, mulch, sprinkler parts, etc.) or changes to this proposal will reflect a change in final cost. <i>(out!)</i> • RTM Landscapes will try to locate all proposed planting materials in this estimate using reputable nurseries. If any planting materials are not available, similar substitutions will be used. • PAYMENTS FOR ABOVE DESCRIBED WORK IS AS FOLLOWS: <ul style="list-style-type: none"> - \$6,880.00 deposit due upon signed/dated acceptance of this estimate - \$12,000.00 final balance due upon completion of the project All checks to be made out to RTM Landscapes, Inc. Invoices will be sent out for each scheduled payment. • IF ESTIMATE IS ACCEPTED AS PRESENTED, PLEASE SEND A SIGNED/DATED COPY TO RTM LANDSCAPES, INC. • RTM Landscapes, Inc. agrees to guarantee the plants listed in the estimate/contract, purchased and installed by RTM Landscapes, Inc., for one (1) year from the date the job is completed. This guarantee does not cover vehicular, pedestrian or storm damage to planting materials. Also the sprinkler system is guaranteed for one (1) year by RTM Landscapes. This guarantee does not cover vehicular/pedestrian damage or erosion by storms. • Any additional work/changes requested by Kure Beach Township that are not covered within this original estimate/contract will necessitate a change request invoice to be sent separately. 	<p>2,760.00</p>
	<p>TOTAL \$18,880.00</p>

Russ Marini
cell 910-352-2146
office 910-686-3648

Accepted By:

Russell T. Marini

Accepted Date:

1/5/10

Activity	Amount
<p>- December 1 visit</p> <p>Minimum recommended number of visits for the year is 18. Charge for each visit is \$100.00. This cost includes labor and landfill fees for disposal of landscaping debris. If fertilizing of planting materials is needed, the cost is \$30/bag. Four bags is the estimated amount needed for two applications for the year.</p> <p>• Yearly cost based on 18 visits</p>	<p>1,800.00</p>
	<p>TOTAL \$1,800.00</p>

Russ Marini
cell 910-352-2146
office 910-686-3648

Accepted By:

Russell T. Marini

Accepted Date:

1/5/10

RTM LANDSCAPES, INC.

RTM LANDSCAPES, INC.
 8817 SAWMILL CREEK LANE
 WILMINGTON, NC 28411

(910)352-2146
 umarini@ec.rr.com

Estimate

DATE	ESTIMATE #
11/10/2009	276
	EXP. DATE

ADDRESS
Township of Kure Beach 117 Settlers Lane Kure Beach, NC 28449

Activity	Amount
<p>• This estimate is for General Landscaping Maintenance at the Atlantic Avenue boardwalk site for 2010. The scope of work to be completed is as follows:</p> <ul style="list-style-type: none"> - Weed control - Maintenance of plants - Pruning - Fertilization of plants as needed - General maintenance of sprinkler system <p>The following schedule will apply:</p> <ul style="list-style-type: none"> - January 1 visit - February 1 visit - March 1 visit - April 2 visits - May 2 visits - June 2 visits - July 2 visits - August 2 visits - September 2 visits - October 1 visit - November 1 visit 	
Continue to the next page.	

MEMO

January 11, 2010

To: Council

Cc: Attorney Canoutas
Aimee Zimmerman

From: Jim Schutta
Craig Galbraith
Alan Votta
Tim Bullard

Prepared by: Town Clerk Kaysie Pralle

Re: Recommended Commission appointment

At the January 5, 2010 Planning and Zoning Commission meeting, the Commission made the following recommendation:

The Commission, by unanimous vote, recommends the Town Council approve the appointment of Jim Varrt as a member of the Kure Beach Planning & Zoning Commission.

MINUTES



KURE BEACH PLANNING & ZONING COMMISSION

117 Settlers Lane ■ Kure Beach, NC 28449

Jim Schutta, Chair
Craig Galbraith, Member
Alan Votta, Member
Tim Bullard, Member
Aimee Zimmerman, Clerk to the Board

SPECIAL MEETING
JANUARY 5, 2010 5:45 P.M.

PURPOSE

The purpose of this meeting is to conduct interviews for the vacant commission seat.

MEMBERS PRESENT:

Jim Schutta
Craig Galbraith
Alan Votta
Tim Bullard

MEMBERS ABSENT:

None

STAFF PRESENT:

None

A quorum of the commission was present.

CALL TO ORDER

Chairman Jim Schutta called the meeting to order at 5:45 pm.

The following candidates were interviewed by the commission members: Eric Vann, Tony Garibay, Jim Vatr and Anne Brodsky.

The following questions were asked of each candidate:

1. What do you think you can offer the Planning & Zoning Commission?
2. Explain any experience with planning or construction.
3. Share your thoughts about the B-1 district?
4. What do you think are important points of Planning and Zoning for next year?
5. How did the Town do through our last building boom as to zoning?
6. How is the Town doing in business and growth? Could we change anything?

ADJOURNMENT

ACTION - Chairman Schutta MADE THE MOTION to adjourn the meeting at 6:45 pm.
THE VOTE OF APPROVAL WAS UNANIMOUS.

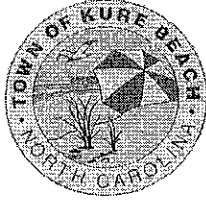
James Schutta, Chair

Kaysie Pralle, Town Clerk

NOTE: These are action minutes reflecting items considered and actions taken by the Planning & Zoning Board. 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.

DRAFT

MINUTES



KURE BEACH PLANNING & ZONING COMMISSION

117 Settlers Lane ■ Kure Beach, NC 28449

Jim Schutta, Chair
Craig Galbraith, Member
Alan Votta, Member
Tim Bullard, Member
Aimee Zimmerman, Clerk to the Board

REGULAR MEETING
JANUARY 5, 2010 7:00 P.M.

MEMBERS PRESENT:

Jim Schutta
Craig Galbraith
Alan Votta
Tim Bullard

MEMBERS ABSENT:

None

STAFF PRESENT:

Building Inspector	John Batson
Town Clerk	Kaysie Pralle

Attorney Moore was present. A quorum of the commission was present.

CALL TO ORDER

Chairman Jim Schutta called the meeting to order at 7:00 pm.

APPROVAL OF MINUTES

December 1, 2009 - Regular Meeting

ACTION - Member Bullard MADE THE MOTION to approve the minutes from the December 1, 2009 regular meeting. Chairman Schutta seconded the motion. THE VOTE OF APPROVAL WAS UNANIMOUS.

PERSONS TO ADDRESS THE BOARD

John Elliott of Progress Energy - Grants for purposes of burying power lines

Mr. Elliott introduced Darrel Penny, Operations Supervisor. They explained there is no rough estimate of costs. Each case is unique unto itself. It is very expensive. Phone, cable and power are also on these poles. The residents and business owners would also have to be involved. Some expenses would be paid by resident/businesses. Transformers would be placed above ground.

Darrel - In beach areas where lots are small, the green boxes are an issue. The homeowners are required to rewire to accommodate underground wiring. If they have to remove any concrete they ask the municipality to pay for this.

John – Their costs typically run approximately \$300.00 per foot of line.

Member Galbraith – Some communities are doing this. There is a process.

John – They are proceeding in sections, or a particular part of town. It is being done by blocks.

Darryl - Elizabethtown is doing their downtown only.

Member Galbraith - Is the primary issue funding?

Darryl- Yes, cost is always the determining factor. In a storm it may not be reliable. If it is under saltwater, the lines will not work.

Darryl – In Wrightsville Beach to do a short section, it cost in the area of 15-20 million.

Member Schutta – In the 15-20 million estimate, was that the total cost or just your cost?

Darryl – It was just the electrical cost.

Member Votta – Around the pier, would you be able to set transformers across the street?

Darryl – It would be on a case by case basis. We need to keep it within a couple hundred feet of the load center.

Member Bullard – Is the \$300 per foot just Progress Energy's cost?

John – It is just our cost and that is just a ballpark figure.

Member Bullard – Is there a minimum area requirement?

Darryl – There is but we are not sure of the requirement. We can certainly find that information and get it back to you.

John – To conduct the work and get an estimate you would need an engineers study and that would be a substantial cost.

Darryl – It would be in the neighborhood of \$30-40,000 to do a study.

Commissioner Nelder – Brunswick County changed all barrier islands to underground.

Most of this was done with trench less technology. Could we do this here?

Four County Electric was able to get a grant.

John – Progress Energy would not be able to do that. Their corporations are set up very differently than we are. Progress Energy does not have access to federal grants.

Darryl – We do use trench less technology where we can.

Member Galbraith – Do you have to do the work, or can we send this out for bid?

John – We would do it.

Jim Vattr – Have you done this for other beachfront communities?

Is there a way of researching with other communities what the cost comparison is for above ground to under ground?

Darryl – Historically underground is more costly to repair simply because of the accessibility of the above ground lines.

Darryl – He could email the study cost for the Town.

Member Votta – Are the transformers allowed to be placed in the CAMA setback?

Darryl – They would need to check with their engineers.

Member Bullard – Is there any additional charges to the customer for the conversion?

John – If they have a new transformer base, it requires an additional inspection which may bring additional charges.

Member Votta – Would there be an interruption of service during the transition?

Darryl – They do the conversion in sections with an outage of approximately 4-6 hours.

Tony Garibay, resident – Street lights are placed on power poles, would they be replaced?

John – The lights would be placed on new poles.

Member Bullard – The transformers would be placed on the ground where space is limited. Is this an issue?

Darryl – This will be a challenge and has been for every project they have done.

Transformers are 3'x3'x2½' for residential.

CONSENSUS – No action taken at this time. This item is to be placed on the February agenda.

Member Galbraith requested adding Town Home Definition as Item #1 under Old Business.

OLD BUSINESS

1. Town Home Definition

Building Inspector Batson – He distributed a handout that is incorporated by reference and made a part of these minutes.

He spoke with Carolina Beach and how they handled subdividing a lot. The residents own the property directly under the unit. The other areas surrounding the property would be common property.

Member Galbraith – In the Kure Keys they have the same process.

Inspector Batson – There is nothing in the ordinance that addresses this. He introduced resident Terry Randolph, 906 N. Fort Fisher.

Mr. Randolph - It always comes down to new federal regulations which buy loans. The banks sell these loans and the federal government does not back these loans because they are listed as condo. There are two minimum requirements: 1. No single owner can own more than 30% of a condo unit. If this is a town home everyone violates this. 2. No more than 30% can be held for investment.

In New Hanover County it is listed as a D-1 property.

Member Galbraith – Is the issue a semantic issue? Can you get around this issue by calling it a town home or duplex?

Terry – From what he understands it is just the designation. If they can be called a town home as opposed to a condo it will solve the issue.

Attorney Moore – Distributed a memo which is incorporated by reference and made a part of these minutes. He proposes some changes to the ordinance. He believes that a town home is classified as two single family unit entities. If there is a home where the unit is split down the middle each lot would have to meet the minimum lot size. If it is just two units, it can be called a duplex. If you have two units, and the area around the units is common area, they can be considered either a duplex or a town home. If you have a condo, more than likely you have a declaration and it has been registered as a condo. From a real estate law, there may be challenges to the owner, not the Town.

Member Galbraith – In North Carolina, if a unit is recorded as a condo does the condo association own the exterior walls and the owner owns the interior walls?

Attorney Moore – It would be between the home owner and real estate agent, not necessarily the Town.

Jim Vartt, resident – Does a swimming pool complicate this further?

Attorney Moore – I am not sure if you would want this to be a situation where the common area would be split.

Terry – Robert Coulter is the attorney that closed on his property. From his experience, a pool would be the HOA's responsibility to maintain.

Member Votta – Is there a possibility that this lot could be re-deeded as a single family unit lot?

Inspector Batson – Yes it can.

Attorney Moore – If you convert to a town house you have a new property line established that does not meet the minimum lot requirements, then you would have a non-conforming lot.

Member Schutta – We need to proceed very cautiously and need to make sure what the state defines as property line definitions.

Member Votta – It makes sense to call it a duplex without splitting the lot.

Mayor Lambeth – There is a firewall code difference between a condo and town home. This is something that needs to be explored before making any decision.

CONSENSUS – No action taken at this time. This item is to be placed on the February agenda.

2. Amendment to Sign Ordinance

Member Votta – All non-conforming signs are using the 30% rule. It is making the changeable copy of the sign small. We need more work to make the changeable copy percentage to be a little bigger. The eight foot rule makes most of the signs in the town non-conforming. We need to amend the height to allow pole signs.

Member Galbraith – What do we want the Town to look like 15 years from now? That is the purpose of the amortization schedule.

Member Galbraith – He explored many cities throughout the US and every single ordinance that he looked at had a non-conforming section with an amortization schedule. The maximum number of years for amortization was 15 years.

ACTION – Member Bullard MADE THE MOTION to table the sign ordinance until the February meeting. Member Schutta seconded the motion. THE VOTE OF APPROVAL WAS UNANIMOUS.

3. Zoning Overlay District

Applications for the committee have been received with nothing further to report at this time.

4. Impervious Surfaces

Attorney Holt recommended amending Sec. 19-321.5 of the code to include the following underlined wording:

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

(Additions are underlined)

Except as provided in section 5-62, no building, building repairs remodeling, installation, driveway, parking lot, or other ground covering impervious surfaces, other construction or demolition shall begin in the town until a permit has been obtained from the building inspector.

No permit shall be issued if the total square footage of the buildings and impervious ground covering surface will exceed sixty-five (65) percent of the lot; excepting there from, those structures located in the B-1 District and the established fire district of the town. Any type of impervious surface across the town right-of-way shall be limited to twenty-four (24) feet wide total.

Impervious surface coverage in the side setback area of residential lots shall be limited to 15% of the setback.

Driveways located in the setback area of residential lots shall be limited to 36 feet in width.

Mayor Lambeth – In the land use plan it states that driveways cannot be impervious.

Member Votta – What we have on the table now is supported by the land use plan.

He feels that they should send through what we have.

Attorney Moore – In this particular section it addresses impervious.

Member Votta – It will take us awhile to do a pervious surface ordinance. This could be accomplished with the Stormwater Committee.

ACTION – Member Votta MADE THE MOTION to recommend this ordinance amendment to Council as presented. Member Bullard seconded the motion. THE VOTE OF APPROVAL WAS UNANIMOUS.

CONSENSUS - Pervious Surfaces are to be on the February agenda under New Business.

NEW BUSINESS

1. Commission Vacancy

ACTION – Member Schutta MADE THE MOTION to nominate and recommend to Council the appointment of Jim Vatr to the commission. Member Votta seconded the motion. THE VOTE OF APPROVAL WAS UNANIMOUS.

Member Galbraith – He felt Jim was the best choice for what he brings to the table for P&Z.

2. Appointment of Vice Chair

CONSENSUS - This item was tabled and is to be placed under Old Business on the February agenda.

MEMBER ITEMS

None

ADJOURNMENT

ACTION - Member Bullard MADE THE MOTION to adjourn the meeting at 8:52 pm. Member Schutta seconded the motion. THE VOTE OF APPROVAL WAS UNANIMOUS.

James Schutta, Chair

Kaysie Pralle, Town Clerk

NOTE: These are action minutes reflecting items considered and actions taken by the Planning & Zoning Board. 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.

Memo

To: Kure Beach Town Council
From: Harry Humphries, Vice Chair, Board of Adjustment
cc: Kure Beach Board of Adjustment
Date: February 9, 2010
Re: Recommendations/Requests to Council

The Kure Beach Board of Adjustment, following their Annual Meeting, makes the following recommendations/requests:

- The Board respectfully requests that the Town Council appoint Tony Garibay as an Alternate Member to the Board of Adjustment;
- The Board respectfully requests that the Town Council approve the Annual Report, as attached; and
- The Board respectfully requests clarification from Town Council as to whether or not they will allow property owner, taxpayer, nonresidents to serve as members on Boards and Committees.



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: STORMWATER & ENVIRONMENTAL COMMITTEE
Name THOMAS MOFFITT
Address 511 SURF DRIVE, KURE BEACH, NC 28449
Telephone (910) 620-0594 Cell (910) 620-0594
Email THOMASMOFFITT@BELLSOUTH.NET (You will receive the majority of correspondence via email)

Length of permanent residence in Kure Beach 5 YEARS
Employment RETIRED
Job Title (FORMER) SPECIAL DEPUTY ATTORNEY GENERAL, N.C. ATTORNEY GENERAL'S OFFICE

Professional Activities ATTORNEY-AT-LAW (PART TIME LIMITED PRACTICE)

Volunteer Activities SCUBA DIVER - NC AQUARIUM AT FT. FISHER

Other committee work, past or present NONE

What is your understanding of the purpose of this committee?

THE COMMITTEE'S PURPOSE IS TO ASSIST THE TOWN WITH ITS RESPONSIBILITIES TO PROTECT OUR WATER QUALITY THROUGH CONTROL OF STORM WATER RUNOFF.

Why are you interested in serving on this committee?

MUCH OF MY LEGAL CAREER FOCUSED ON ENVIRONMENTAL LAW. I HAVE A KEEN INTEREST IN ENVIRONMENTAL ISSUES IN MY OWN COMMUNITY, PARTICULARLY WATER QUALITY AND LAND USE ISSUES.

What specific concerns or areas are you interested in?

I AM MOST CONCERNED WITH EFFORTS TO PREVENT ENVIRONMENTAL DEGRADATION OF OUR COMMUNITY.

Are there any time blocks from 8am-8pm, Monday through Friday, when you cannot attend meetings?

YES. I SCUBA DIVE AT THE AQUARIUM EVERY MONDAY. THIS ACTIVITY TAKES UP MOST OF THAT DAY FROM 9:00 A.M. TO 5:00 P.M.

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 Thomas J. Moffitt

Date January 5, 2010



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: STORM WATER + ENVIRONMENTAL COMMITTEE
Name ALAN VOTTA
Address 810 N. ET. FISHER BLVD. KURE BEACH
Telephone (910) 619-2393 Email VOTTA@CHARTER.NET

Length of permanent residence in Kure Beach 15 YRS.
Employment OWNER, ALAN VOTTA CONSTRUCTION
Job Title GENERAL CONTRACTOR

Professional Activities _____

Volunteer Activities P+Z, ECONOMIC DEVELOPMENT COMMITTEE + OCEAN FRONT PARK COMMITTEE

Other committee work, past or present SEAWATCH HOA, SEAWATCH ARCHITECTURAL COMMITTEE

What is your understanding of the purpose of this committee?

ESTABLISHING + MAINTAINING TOWN'S STORM WATER ORDINANCE + ESTABLISHING ENVIRONMENTALLY FRIENDLY DEVELOPMENT PRACTICES.

Why are you interested in serving on this committee?

COMMUNITY SERVICE, HELPING WITH TOWN'S ENVIRONMENTAL CONCERNS

What specific concerns or areas are you interested in?

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 to:

Town Clerk

Town of Kure Beach

117 Settlers Lane

Kure Beach, NC 28449

Signature

Date

1-6-10



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: Stormwater and Environmental Committee
Name John C Gordon
Address Po Box 495, Kure Beach, NC 28449
Telephone 458-7880 Email jcgatbeach@aol.com

Length of permanent residence in Kure Beach 10 yrs
Employment Retired (former employee with Navy Supply Systems Command)
Job Title Supply Analyst

Professional Activities 2 yrs - U.S. Army (Vietnam veteran).
31 years - employed by U.S. Navy as Mechanical Engineer and Supply Analyst

Volunteer Activities Active in Federal Point Historical Preservation Society (3 yrs as
Chairman of Board). Member of Wilmington Civil War Roundtable, National Assn
of Retired Federal Employees (NARFE) - Acting Secretary

Other committee work, past or present Beautification Committee - 2002 until Present.
Chairman until 2008. Board of Adjustment 2002 until present.

What is your understanding of the purpose of this committee?

That the committee takes on projects involving improvement of environment for KB
and presents them to council. If approved, committee will assist in completion

Why are you interested in serving on this committee?

I want KB to be a very "green" town. If the town becomes known as
a very environmentally clean place, it will be good for business and for obtaining
grants.

What specific concerns or areas are you interested in?

Improving water runoff into the ocean.

Are there any time blocks from 8am-8pm, Monday through Friday, when you cannot attend meetings?

Not specifically. I am retired.

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

Please return to:

Town Clerk
Town of Kure Beach
117 Settlers Lane
Kure Beach, NC 28449

Signature John C Gordon

Date 2/8/10



TOWN OF KURE BEACH

MEMO

February 11, 2010

To: Council

Cc: Department Heads
Town Hall Staff
Attorney Canoutas
Aimee Zimmerman, Clerk to the Board

From: Kaysie Pralle, Town Clerk

Re: Managing Public Records Workshop

On Monday, May 10th from 1-4 pm, the Town of Kure Beach will be hosting a Managing Public Records Workshop presented by the North Carolina Department of Cultural Resources. This workshop session and its instructors will be of no cost to the Town.

The Department of Cultural Resources will handle the advertisement and registration for this event. Advertisements will go out to various venues to include the School of Government list serv's.

The workshop will take place at the Courtyard Marriott in Carolina Beach who has provided us with a ballroom and waived the \$100.00 set up fee. I am in the process of negotiating the pricing for light refreshments for this event.

I will keep you updated as more information becomes available.

Town of Kure Beach
Schedule of Holidays and Town Hall Closings for 2010
Town Council Meeting of January 19, 2010

DRAFT SCHEDULE

DATE	HOLIDAY	DAY OF THE WEEK
1. January 1, 2010	New Year's Day	Friday
2. January 18, 2010	Martin Luther King Day	Monday
3. February 15, 2010	Presidents Day	Monday
4. April 2, 2010	Easter (Good Friday)	Friday
5. May 31, 2010	Memorial Day	Monday
6. July 5, 2010	Independence Day	Monday*
7. Sept. 6, 2010	Labor Day	Monday
8. Nov. 11, 2010	Veterans Day	Thursday
9. Nov. 25, 2010	Thanksgiving Day	Thursday
10. Nov. 26, 2010	Thanksgiving Day	Friday
11. Dec. 24, 2010	Christmas	Friday*
12. Dec. 27, 2010	Christmas	Monday*

*The Town Council Handbook says that a holiday that falls on a Saturday or Sunday will be observed on the following Monday. It also says that Council will fix the two days to be observed for Christmas.

MEMO

January 11, 2010

To: Council

Cc: Attorney Canoutas
Aimee Zimmerman

From: Jim Schutta
Craig Galbraith
Alan Votta
Tim Bullard

Prepared by: Town Clerk Kaysie Pralle

Re: Recommended ordinance amendment

At the January 5, 2010 Planning and Zoning Commission meeting, the Commission, by unanimous vote, made the following recommendation:

The Commission recommends amending the ordinance below by adding the following underlined language:

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

Except as provided in section 5-62, no building, building repairs remodeling, installation, driveway, parking lot, or other ground covering impervious surfaces, other construction or demolition shall begin in the town until a permit has been obtained from the building inspector.

No permit shall be issued if the total square footage of the buildings and impervious ground covering surface will exceed sixty-five (65) percent of the lot; excepting there from, those structures located in the B-1 District and the established fire district of the town. Any type of impervious surface across the town right-of-way shall be limited to twenty-four (24) feet wide total.

Impervious surface coverage in the side setback area of residential lots shall be limited to 15% of the setback.

Driveways located in the setback area of residential lots shall be limited to 36 feet in width.



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: Citizen Finance + Budget Advisory Committee
Name Mark Ferrer
Address 425 No 4th Ave. Kure Beach
Telephone 910-458-2699 Cell 910-367-2320
Email ferreradvisory@bellsouth.net (You will receive the majority of correspondence via email)

Length of permanent residence in Kure Beach 1yr
Employment Ferrer Advisory Services Inc
Job Title President

Professional Activities 20+ yr Reg. Investment Advisor, Certified Trust + Financial Advisor, Public Accountant, Estate Planner

Volunteer Activities NENY Alzheimer's Assoc, Epilepsy Foundation of NE NY

Other committee work, past or present President Tyndall HOA, Airlie Gardens Fundraising Advisor

What is your understanding of the purpose of this committee?
An ad hoc group to advise town council + public on budgetary issues

Why are you interested in serving on this committee?
To help local community

What specific concerns or areas are you interested in?
Ways to handle area growth by making sure infrastructure and finances are adequate

Are there any time blocks from 8am-8pm, Monday through Friday, when you cannot attend meetings?
I am working in my Albany, NY office 4 weeks/year in Jan, April, July + October

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 [Handwritten Signature]

Date 1/2/10



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: CITIZENS FINANCE + Budget Advisory Committee
 Name CANDACE CLARK
 Address 229 ATLANTIC AVE
 Telephone 458-0903 Cell _____
 Email Candace_C_28449@yahoo.com (You will receive the majority of correspondence via email)

Length of permanent residence in Kure Beach 10 years
 Employment none, self-employed
 Job Title (Formerly Prof., Montclair State U., NJ)

Professional Activities Formerly Dept. Chair, Pres. of international organization, founder + chair of new section in Amer. Sociological Association, professor of statistics + research methodology
 Volunteer Activities Beautification Comm., Dec 2006 - present etc.

Other committee work, past or present none in K.B.

What is your understanding of the purpose of this committee?
To advise Council + citizens of town's budget situation

Why are you interested in serving on this committee?
I recognize the importance of accurate, fair, + useful financial info. + decisions on budgeting

What specific concerns or areas are you interested in?
protecting town's financial situation, ensuring accuracy of information

Are there any time blocks from 8am-8pm, Monday through Friday, when you cannot attend meetings?
4-5, second Mondays

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 Candace Clark

Date 1/18/10



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: Citizen Finance & Budget & Advisory Committee
 Name GRACE MCGEE
 Address 803 LARGO WAY
 Telephone 458-1849 Cell _____
 Email GBMCGEE@HOTMAIL.COM (You will receive the majority of correspondence via email)

Length of permanent residence in Kure Beach 9 years
 Employment Self-employed in financial services
 Job Title Accounting Services for 2 Homeowner associations and for a retail store.
 Professional Activities CPA (inactive status)

Volunteer Activities Accountant for Lifeline Pregnancy Center

Other committee work, past or present NA

What is your understanding of the purpose of this committee?
to provide perspective and financial skills to aid the Town Council in financial issues.

Why are you interested in serving on this committee?
to serve my community in a capacity that can use my training & experience

What specific concerns or areas are you interested in?
Current financial status and and 5yr forward projections

Are there any time blocks from 8am-8pm, Monday through Friday, when you cannot attend meetings?
Mondays and 9:30-3:30 on Wednesdays

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 Grace McGee

Date 1-7-2010



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: Citizen Finance & Budget Advisory Committee

Name Bill McGee

Address 903 Largo Way

Telephone 458-1849

Cell _____

Email G.B.MCGEE@HOTMAIL.COM (You will receive the majority of correspondence via email)

Length of permanent residence in Kure Beach 9 Years

Employment Retired

Job Title _____

Professional Activities CPA - retired

Volunteer Activities Member of the Street Festival Committee

Other committee work, past or present _____

What is your understanding of the purpose of this committee?

To offer independent advice to the Town Council on Finance and Budget Matters

Why are you interested in serving on this committee?

To share possible insights gained over a 37 year career with the U.S. Government Accountability Office

What specific concerns or areas are you interested in?

Understanding the Town's debt burden

Are there any time blocks from 8am-8pm, Monday through Friday, when you cannot attend meetings?

None but would prefer afternoon meetings

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 William McGee

Date 1/2/10



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: FINANCE
 Name VINNY DORAN
 Address 762 SAILOR CT.
 Telephone 910-458-9682 Email VA.DORAN@BELLSOUTH.NET

Length of permanent residence in Kure Beach 6 YRS.
 Employment RETIRED
 Job Title BBA - CPA - MBA

Professional Activities VARIOUS IN THE NDT INDUSTRY

Volunteer Activities STORM WATER, KB VILLAGE
BY LAWS COM., AQUARIUM

Other committee work, past or present _____

What is your understanding of the purpose of this committee?
CITIZEN INPUT ON FINANCIAL MATTERS

Why are you interested in serving on this committee?
I BELIEVE I CAN HELP

What specific concerns or areas are you interested in?
OPER

Are there any time blocks from 8am-8pm, Monday through Friday, when you cannot attend meetings?
TUES 10AM TO 2PM

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

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

Signature Hugh V. Dorell Date 1/6/19



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: _____

Name ERIC VANN

Address 733 SAILOR COURT

Telephone (910) 458-5061 Cell (910) 409-1480

Email ERICVANN@YANCO.COM (You will receive the majority of correspondence via email)

Length of permanent residence in Kure Beach 5 YRS

Employment RETIRED

Job Title PAST VP OF ENGINEERING AND QUALITY AT GOLD TOE BRANDS INC

Professional Activities PREPARED BUDGETS FOR THREE DIFFERENT CORPORATIONS OVER A 35 YEAR SPAN

Volunteer Activities PAST MEMBER OF TAYLOR AND LIONS CLUB. SEE COMMITTEE ASSIGNMENTS BELOW

Other committee work, past or present PAST CHAIRPERSON OF STORMWATER COMMITTEE, MEMBER OF OCEAN FRONT PARK AND ECONOMIC DEVELOPMENT COMMITTEES.

What is your understanding of the purpose of this committee?
TO ASSIST STAFF IN DEVELOPING RESPONSIBLE AND USEFUL BUDGETS BOTH SHORT TERM AND LONG TERM

Why are you interested in serving on this committee?
ASSIST TOWN STAFF IN DEVELOPING USEFUL AND RESPONSIBLE BUDGETS BASED ON ACTUAL NEEDS. DOUBLE CAPITAL BUDGETS TO REDUCE PROBABILITY OF "BIG SURPRISES".

What specific concerns or areas are you interested in?
CURRENT BUDGETS AND LONG TERM CAPITAL PLAN.

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 Eric W. Vann

Date 1/31/09



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: Citizen Finance + Budget Advisory Committee
 Name LISA HUMPHREY
 Address 794 SLOOP POINTE LANE
 Telephone 910-707-0189 Cell _____
 Email lhumphrey6@charter.net (You will receive the majority of correspondence via email)

Length of permanent residence in Kure Beach 5 1/2 years
 Employment University of North Carolina Wilmington
 Job Title Administrative Associate - I maintain numerous grants + budgets for NC Sea Grant

Professional Activities Bachelor of Science in Accounting Degree

Volunteer Activities Junior Achievement teaching second graders Money + Banking
Thalian Hall usher and Kenan Auditorium usher

Other committee work, past or present Past - Kure Beach Community Center Committee
Member

What is your understanding of the purpose of this committee?

To advise the citizens + Town Council of KB on the annual budget, future financial needs + health of the Town.

Why are you interested in serving on this committee?

I would like to use my accounting training + experience to benefit the town

What specific concerns or areas are you interested in?

Keeping the Town of Kure Beach financially sound

Are there any time blocks from 8am-8pm, Monday through Friday, when you cannot attend meetings?

8am - 2pm Monday through Friday

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 Lisa Humphrey

Date 1/4/10



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: CITIZEN FINANCE & BUDGET ADVISORY
Name: LARRY W. AULTMAN
Address: 505 K AVE, PO BOX 188
Telephone: 910.617.4449 Cell: SAME
Email: LAULTMAN@HOTMAIL.COM (You will receive the majority of correspondence via email)

Length of permanent residence in Kure Beach: 1 YEAR - MOST OF THE TIME SINCE 2003
Employment: BRAD SIZEMORE NATIONWIDE INSURANCE
Job Title: ASSOCIATE AGENT

Professional Activities: BUILT 2 NEW AGENCIES OVER 37 YRS, DISTRICT MANAGER 4 YEARS & ASSOCIATE AGENT 1 YR.

Volunteer Activities: 12 YRS ELECTED CALDWELL CTY SCHOOL BOARD w/ 4 YEARS A CHAIRMAN, TREASURER CALDWELL CTY RED CROSS, RED CROSS BOARD

Other committee work, past or present: ROTARY + BUILDING COMM FINANCE BOARD REFER, CONSTRUCTION, BUDGET, DISTRICT LINES, TECHNOLOGY OF CALDWELL COUNTY BOARD EDUCATION

What is your understanding of the purpose of this committee? AND CITIZENS AS AN ADVISORY TO TOWN COUNCIL, SEEKING REVENUE STREAMS, COST SAVINGS, FUTURE OBLIGATIONS, AUDIT PERFORMANCE, GRANTS, WHILE MONITORING DEBIT AND EXPENSE.

Why are you interested in serving on this committee? TO APPLY MY EXPERIENCE TOWARD THE BETTERMENT OF THE TOWN OF KURE BEACH

What specific concerns or areas are you interested in?

ALL THE ABOVE

Are there any time blocks from 8am-8pm, Monday through Friday, when you cannot attend meetings?

NO - NOT NORMALLY

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: Larry W. Aultman

Date: 12.29.09

OUT OF TOWN FOR HOLIDAYS
WILL MAIL ORIGINAL

New Business

Atlantic Ave Boardwalk Recon

CAMA Submitted (Claimed)		CAMA Should have Claimed		Invoices Paid or Due		Kure Beach Expense
Landscaping	19,996.00	Landscaping	20,680.00	Sawyer	2,220.75	
Architech	6,756.50	Architech	6,750.00	Sawyer	1,110.38	
Signage	4,995.50	Signage	4,995.50	Sawyer	1,762.50	
Construction	6,411.59	Construction	6,411.59	Sawyer	1,043.40	
Construction	24,653.41	Construction	24,653.41	Sawyer	912.97	
Construction	20,150.00	Construction	20,150.00	Sawyer	5,096.00	
Construction	12,301.93	Construction	713.50	Sawyer	637.00	
Construction	43,189.43	Construction	43,189.43	Sawyer	902.39	
				Sawyer	1,176.00	
	0.00	Sawyer	21,692.16	Sawyer	147.00	
				Sawyer	3,420.00	
				Sawyer	784.00	
				Sawyer	1,695.77	
				Sawyer	392.00	
				Sawyer	392.00	21,692.16
				Sawyer	6,750.00	
				Snow Marine Const	1,187.16	
				Snow Marine Const	31,065.00	
				Snow Marine Const	20,150.00	
				Snow Marine Const	43,189.43	
				Snow Marine Const	713.50	109,301.93
	152,638.36		163,419.59			200.00
	75%		75%		20,680.00 due	
CAMA	114,478.77		122,564.69		4,995.50 due	Signs
			114,478.77			
			8,085.92			
	25%					
TDA	38,159.59		43,000.00			
			4,840.41		5,940.82	
			5,940.82		4,995.50	
					945.32	
					8,085.92	

Atlantic Ave. TDA Reimbursement						
Project cost	163,419.59	163,419.59				
		157,478.77	Income			
		5,940.82	Short			
To Date/TDA	21,091.39	4,995.50	Signs			
		945.32	Reserve fund			
Due TDA	21,908.61					
	43,000.00					
CAMA	114,478.77				Income needed	
					21,908.61	TDA
Income	157,478.77				945.32	Reserve Fund
					21,091.39	received TDA
					114,478.77	received CAMA
					4,995.50	Removed
					163,419.59	

expiration of thirty (30) days from the date on which the question has been submitted in writing to the planning and zoning commission for review and recommendation, take final action.
(Code 1973, § 2-36)

Sec. 2-54. Street naming.

The planning and zoning commission may recommend to the town council names for streets not heretofore named, may approve or reject names proposed by owners of additions or developments, may recommend changes of names of streets where names are found to be duplicated and may recommend changing the designation of streets where misapplications are found to exist.

(Code 1973, § 2-37)

Cross reference—Streets, sidewalks and other public places, Ch. 14.

Sec. 2-55. Submission of recommendations, etc.

All acts, findings, decisions and determinations of the planning and zoning commission shall be submitted in the form of recommendations to the town council and such recommendations, when approved by the town council, shall have the force and effect of ordinances.

(Code 1973, § 2-38)

Sec. 2-56. Advisory council; special committees.

(a) The planning and zoning commission may seek the establishment of an official advisory council and may cooperate with this council to the end that its investigations and plans may receive fullest consideration, but the commission may not delegate to such advisory council any of its official prerogatives.

(b) The commission may set up special committees to assist it in the study of specific questions and problems.

(Code 1973, § 2-39)

Secs. 2-57—2-70. Reserved.

Memo

To: Kure Beach Town Council
From: Planning and Zoning Commission
Date: February 8, 2010
Re: Comments to Town Council regarding P&Z's involvement with Marlow & Company

During discussion at the February Planning and Zoning Commission meeting the Commission makes the following recommendation regarding their involvement with Marlow & Company:

It is the consensus of the Commission that Council should clarify whether P&Z should continue discussions with Marlow and Company regarding grants for burying power lines in Kure Beach or whether Council should continue the discussions. It appears as though Marlow and Company has been corresponding with both the Town Clerk and Mayor Lambeth on this issue. The Commission is requesting clarification on how to proceed.

/o=mex07a/ou=Exchange Administrative Group
(FYDIBOHF23SPDLT)/cn=Recipients/cn=deanlambeth

From: James.Alfano@marloweco.com
Sent: Tuesday, February 09, 2010 11:33 AM
To: Kaysie Pralle
Cc: Dean Lambeth; Howard.Marlowe@marloweco.com
Subject: RE: Funding Options for Relocation of Utility Lines

Good Morning, Ms. Pralle:

I wanted to circle back and see if anyone on the Council had questions regarding the analysis we sent the Town last month. As there are deadlines approaching for some of the funding sources discussed in our analysis, the Town would need to begin working quickly to make sure it gets a request in to its congressional delegation. Despite the snow up here in Washington, Congress is starting the fiscal year 2011 appropriations process as we speak. This is the process through which local governments seek congressionally directed funding for their priorities. Representative McIntyre has set a deadline of Friday, February 26, and the Senators' deadlines fall during the first week of March. If the Town has an interest in applying for funding to bury utility wires, we would be grateful for the opportunity to discuss your options.

I hope all is well, and look forward to speaking with you soon. Take care!

James

James C. Alfano
Marlowe & Company, LLC
1667 K Street, NW/Suite 480
Washington, DC 20006
www.marloweco.com
Ph: 202-775-1796
Fax: 202-775-0214

From: Kaysie Pralle [mailto:kpralle@townofkurebeach.org]
Sent: Friday, January 15, 2010 5:06 PM
To: James Alfano
Subject: RE: Funding Options for Relocation of Utility Lines

Mr. Alfano,

Thank you for the information that you provided to us. I will pass this along to our Council.

We appreciate your help in our efforts.

Thank you again,

Kaysie Pralle
Town Clerk
Town of Kure Beach
117 Settlers Lane
Kure Beach, NC 28449
Office - 910-458-8216
Cell - 910-448-1488
Fax - 910-458-7421
kpralle@townofkurebeach.org

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From: James.Alfano@marloweco.com [mailto:James.Alfano@marloweco.com]

Sent: January 14, 2010 11:59 AM

To: kpralle@townofkurebeach.org

Subject: Funding Options for Relocation of Utility Lines

Good Morning, Ms. Pralle:

On behalf of the Marlowe & Company Team, I would like to thank you for contacting us regarding the availability of federal funding for utility undergrounding in Kure Beach. It is our understanding that the Town is in need of additional funding for what is expected to be a costly project. Attached is our analysis of federal funding options available for the burial of utility lines. We recommend that after you have the time to read and discuss the information attached internally, we have a phone conversation to discuss your project and answer any questions you may have. We hope that phone conversation could be scheduled next week. In the interim, if you have any questions please do not hesitate to call or email. We look forward to speaking with you soon.

Many Thanks!

James

James Alfano
Marlowe & Company, LLC
1667 K Street, NW/Suite 480
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Ph: 202-775-1796
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Kure Beach Administration Dress Code

Philosophy and Purpose:

It is the Council's intent that work attire should complement an environment that reflects an efficient, orderly, and professionally operated Town Hall. This policy is intended to define appropriate "business casual attire" during normal business operations and "casual attire" on Fridays. We do not require the third type of attire, which is "business attire". The Council reserves the right to continue, extend, revise or revoke this policy at its discretion.

The key point to sustaining an appropriate business casual attire program is the use of common sense and good judgment, and applying a dress practice that the Council deems conducive to our business environment. If you question the appropriateness of the attire, it probably isn't appropriate.

Requests for advice and assistance in administrating or interpreting this guideline should be directed to the Personnel Officer.

Appropriate Business Casual Attire

Men:

- Slacks, Chinos or Dockers
- Polo shirts with collars
- Oxford button-down shirts
- Sweaters and cardigans
- Loafers

Women

- Slacks
- Capri Style Dress Pants
- Dress skirts and shorts (no higher than 5 inches above the knee)
- Dresses
- Suits
- Polo shirts
- Skirts and Blouses
- Dress shoes loafers and sandals
- Sweaters

Unacceptable Attire for men or women

- Plain or pocket T-shirts
- Cutoffs
- T-shirts with logos
- Athletic wear
- "Beachy" Flip Flops
- Spandex or Lycra such as biker shorts
- Tank tops, tube tops, halter tops with spaghetti straps
- Beach wear

- Midriff length tops
- Provocative attire
- Off-the-shoulder tops
- Visible foundation garments
- Workout clothes or shoes
- Torn/ripped clothing
- Jewelry in visible body piercing, other than ears

Casual wear for Fridays

The Monday through Thursday dress code does not require Business Attire, therefore, there is very little difference between Business Casual and Casual. The Town Hall should appear professional on Fridays as well as rest of the week.

Add following to the Business Casual list on Fridays

Tennis shoes
Denim jeans

Enforcement

Department Heads and supervisors are responsible for monitoring and enforcing this policy.

The policy will be administered according to the following action steps:

If questionable attire is worn in the office, the respective department head or supervisor will hold a personal, private discussion with the employee to advise the employee of the policy violation.

1st Offense - If an obvious policy violation occurs, the employee will be asked by their department head or supervisor to go home to change. First violation will not become a part of the employee's personnel file.

2nd Offense – The employee will be asked by their department head or supervisor to go home and change, using vacation time. Second violation will result in a written warning which will go into the employees personnel file and will be noted as a second offense of the dress code policy.

3rd Offense – The employee will be suspended for one day without pay. The department head or supervisor will speak to the employee and a written warning will go into the employees personnel file and will be noted as a third offense of the dress code policy.

Any further violations will result in further disciplinary action, in accordance with the personnel policy, up to and including termination of employment.

Distribution

All administrative employees will be provided with a copy of this policy.

Kure Beach Customer Service Policy

The importance of recognizing and respecting standards of customer service:

“Customer Service is the reason for our existence as a Town government. Our customers have the right to respect, safety, appropriate assistance, honesty, and competency, regardless of age, ancestry, color, creed, disability, marital status, national origin, presence of children, race, gender, or sexual orientation.”

Standards Covering All Customer Interactions

“Customers have a right to expect...”

- Courtesy, respect, honesty and professionalism.
- That the staff person will listen to their request/question, ask for clarification if necessary, and provide complete, knowledgeable, accurate, precise information regarding their inquiry.
- The staff person will make a reasonable effort to provide information about the Town and, as appropriate, other outside agencies related to their department's/division's function.

Town of Kure Beach Customer Service Standards;

Telephone/Voicemail

“Customers have a right to expect that...”

- Telephones will be answered promptly (within three rings) whenever possible.
- Calls will be answered in a courteous manner (with a smile).
- A person, not voicemail, will answer the main number at each answering station during business hours.
- Staff will: listen and understand the nature of requests before transferring a call; inform callers to whom they are being transferred; and provide callers with the telephone number and division of the person to whom they are being transferred. (Each department is responsible for making arrangements to ensure the telephone is answered during business hours.) If a call comes during interdepartmental coverage, staff will explain that they are covering for a different division and offer to take a message or transfer the call to voicemail.
- Staff will, before transferring a call, provide the caller with the option to go to voicemail or leave a message.
- Callers will receive acknowledgements of their voicemail messages within 24 hours on regular business days. A call received on Monday at 4:59PM should be return before Tuesday at 4:59PM. A call received on Friday at 4:59PM should be returned before Monday 4:59PM.
- Outgoing voicemail messages will be kept current and voicemail messages at answering stations will be changed on days that the Town Hall is closed.
- Voicemail messages give at least one optional telephone number to call.
- Calls will be answered and returned in the order received. Callers may be given the option to be put on hold or called back.
- If a caller is on hold for an extended period of time, periodic updates will be provided.
- All incoming telephone calls from external sources will be answered with a consistent greeting such as Kure Beach Town Hall, may I help you?”
- Staff will leave their full name, department, telephone number, and time available when leaving a message.

Meetings and Open Houses

“Customers have a right to expect that...”

- They will be given reasonable advance notice of meetings.
- Meeting notifications contain accurate information (date, time, place, point of contact, telephone number, and directions).
- They will be informed of schedule changes or cancellations prior to the meeting.
- Agendas will be available and distributed in advance of meetings.
- Meetings will start on time and end on time.

- Meetings will be organized, run efficiently (proper equipment and handouts), and conducted in a professional manner.
- Meeting notices will be removed after a meeting has completed.

Public Amenities

“Customers have a right to expect...”

- Properly maintained facilities, which are sanitary, completely operational, fully stocked and supplied, accessible, adequate to need, and compliant with ADA (Americans with Disabilities Act) standards.
- Appropriate and timely responses to identified problems at a facility.
- Hours of regular operation to be posted and observed.

Money/Currency Exchange

“Customers have a right to expect...”

- User-friendly bills/statements.
- That bills and permits may be paid via cash, or check.
- That the Town is prepared to handle the daily monetary exchanges.
- Accurate financial transactions.
- A receipt or verification of transaction, if requested.

Written Correspondence

(Includes Letters, Memoranda, E-mails & Faxes)

“Customers have a right to expect...”

- Written correspondence formatted to Town standards.
- Information regarding their inquiries is complete, accurate and precise.
- A timely response to their request or an interim communication explaining the delay. A timely response for e-mail is within 24 hours on a regular business day and for letters is within five business days.
- All e-mails to contain a signature block including: the staff person’s name, title, department, Town of Kure Beach, address, telephone number, fax number and e-mail address.
- Fax cover sheets are legible, includes name, telephone number and department of the sender and the name and fax number of the receiver.

In Person

“Customers have a right to expect...”

- A timely, courteous acknowledgement, such as eye contact or a positive indication that the staff person knows they are there, especially if the staff person is on the telephone or with another customer.
- If there is a person at a counter and the phone rings, the staff person will excuse themselves, answer the telephone, ask the caller if they prefer to be put on hold or have their call returned, and continue to help the customer.

In Person Contacts with Field Personnel

“Customers have a right to expect...”

- When a resident approaches a Town employee who is doing work in the field, whenever possible, that employee will attempt to answer the question if it pertains to the employee’s duties, or if the employee knows the answer.
- If a question pertains to an area outside of the employee’s scope of duties or department, the employee will explain it is outside of the scope of their duties, and will provide the resident with a helpful numbers to call. This will provide the resident with the correct information they need to contact the department that can answer their question.
- If the employee cannot answer the question and it is related to their duties, that employee will offer the option to the resident of contacting a supervisor, so that the supervisor can speak to the resident either by a mobile phone at the site, or by coming to meet the resident in person.