



TOWN COUNCIL MINUTES

REGULAR MEETING

**October 21, 2014 @ 6:30 p.m. or
soon thereafter**

The Kure Beach Town Council held their regular meeting on Tuesday, October 21, 2014 at 6:30 p.m. The Town Attorney was present and there was a quorum of Council present.

COUNCIL MEMBERS PRESENT

Mayor	Dean Lambeth
Mayor Pro Tem	Craig Bloszinsky
Commissioner	Emilie Swearingen
Commissioner	David Heglar
Commissioner	Steve Pagley

STAFF PRESENT

Finance Officer – Arlen Copenhaver
Fire Chief – Harold Heglar
Town Clerk – Nancy Avery
Deputy Town Clerk – Nancy Hewitt

CALL TO ORDER AND WELCOME

Mayor Lambeth called the meeting to order at 6:30 p.m. Pastor Dan Keck from Kure Memorial Lutheran delivered the invocation. The Mayor led everyone in the pledge of allegiance.

APPROVAL OF CONSENT AGENDA ITEMS

1. Accept Liz Houston's resignation from the Parks and Recreation Advisory Board.
2. Accept Richard Graham's resignation from the Shoreline Access, Beach Protection and Parking Committee.
3. Appoint M.L. Smith as a member on the Shoreline Access, Beach Protection and Parking Committee.
4. Adopt revised ordinance Chapter 12-50 to add two (2) alternate positions on the Community Center Committee.
5. Appoint Mary Ann McConnell as an alternate member on the Community Center Committee.
6. Appoint Allen Oliver as a member on the Parks and Recreation Advisory Board.
7. Adopt the updated New Hanover County Disaster Recovery Plan
8. Fire Department Report – August & September 2014
9. YTD Finance Report
10. Approve Meeting Minutes:
 - September 16, 2014 Regular
 - September 16, 2014 Closed

MOTION – Commissioner Heglar made the motion to approve the consent agenda items, as presented.



TOWN COUNCIL MINUTES

REGULAR MEETING

October 21, 2014 @ 6:30 p.m. or soon thereafter

SECOND – Commissioner Pagley
VOTE – Unanimous

The ordinance amendment is herein incorporated as part of these minutes.

ADOPTION OF THE AGENDA

MOTION – Mayor Pro Tem Bloszinsky made the motion to adopt the agenda, as presented.
SECOND – Commissioner Swearingen
VOTE – Unanimous

DISCUSSION AND CONSIDERATION OF PRESENTATIONS TO COUNCIL

Victor Blackburn from Bernard Robinson & Company presented the FY2013-2014 audit results and made the following points:

- The net assets of the Town are a little over \$13.5 million with the business and government activities fairly balanced. This shows him that the Water/Sewer fund and the General Fund take care of themselves, individually.
- There is positive growth in the Governmental Fund balance which is unusual since most governments experience a decrease in this fund. He said this shows that the Town is being fiscally responsible.
- Overall, the Town is doing a great job across the board in the General, Governmental and proprietary funds.
- It appears to him that the Town staff takes pride in their work and the financial data being presented to Council by staff is accurate, enabling Council to make informed decisions.
- It was a very clean audit and things were ready for the auditors which made completion of their task faster and easier.
- In comparison to five other municipalities that his firm audits, which are approximately the same size as Kure Beach, the Town is performing at the top.

DISCUSSION AND CONSIDERATION OF COMMITTEE BUSINESS

1. Parks & Recreation Advisory Board

Mayor Lambeth welcomed the new member of the board, Allen Oliver, and stated he was also elected by the board to be the new chairman.

Mr. Oliver thanked Council for the opportunity to serve Kure Beach and gave a brief history of his work in the Parks and Recreation field.

2. Planning & Zoning (P&Z) Commission

a. Proposed development at corner of Fort Fisher Blvd. and Kure Village Way
P&Z Commission Chairman, Craig Galbraith, said that the commission is recommending that Council approve the development and gave a brief history of the vacant property. He pointed out



TOWN COUNCIL MINUTES

REGULAR MEETING

October 21, 2014 @ 6:30 p.m. or soon thereafter

that, based upon the Town's subdivision ordinances, that this is primarily a non-discretionary administrative process where they review the site plan and make recommendations and suggested changes. He said that there were minor conditions that P&Z asked them to meet and he is sure that the conditions have been satisfied to the Building Inspector's liking, so he is also recommending approval of the development.

A representative from the Pleasure Island Partners, LLC, reviewed the coastal design of the subdivision which will have three-story, three-bedroom townhouses. He said the architectural details haven't been established yet but showed photos of other developments his company has completed in the area. He said that the Fire Department has approved the street size and layout.

MOTION – Commissioner Swearingen made the motion to give preliminary approval to Pleasure Island Partners to continue planning their proposed development of 19 townhome units, with final Council approval necessary once all of the details are worked out.

SECOND – Commissioner Heglar

VOTE – Unanimous

3. Shoreline Access, Beach Protection & Parking (SLABP&P) Committee

a. Proposed sign for corral

SLABP&P Committee Chairperson, Tony Gonsalves, said that the corral area will still be public parking for regular vehicles, but they'd like to erect the proposed sign for people wishing to park miscellaneous vehicles such as RVs and trailers in the corral. The sign will make it so that the police can enforce what is being parked in the corral and for how long. He said that Chief Cooper looked at the wording of the sign and liked it because it will give him more power to enforce the parking there. The length of time miscellaneous vehicles can be parked in the corral is not to exceed two weeks in a calendar year. When asked by Council if there was an entrance into the corral, he responded that right now there isn't one, unless Council approves an entrance from the Police/Fire Department driveway on 7th Avenue. He said he hasn't talked to the Fire Chief about that yet, but that the Police Chief is fine with it.

Fire Chief Heglar said that he was fine with the entrance being on 7th Avenue.

When Mr. Gonsalves talked about having a survey done of the corral, Town Clerk Avery said she already has a survey that was done previously and would give a copy to Mr. Gonsalves.

Mayor Pro Tem Bloszinsky asked how the parking spaces would be marked, to which Mr. Gonsalves responded that the plan was to put parking bumpers up and that handicapped parking spots would be placed closest to the sidewalk.

MOTION – Commissioner Heglar made the motion to proceed with ordering and erecting the sign for the corral parking area, as requested.



TOWN COUNCIL MINUTES

REGULAR MEETING

October 21, 2014 @ 6:30 p.m. or soon thereafter

SECOND – Mayor Pro Tem Bloszinsky
VOTE – Unanimous

DISCUSSION AND CONSIDERATION OF DEPARTMENT HEAD BUSINESS

1. Administration, Finance and Recreation

- a. Close Town Hall for the day at 11:30 a.m. on Friday, November 21st to allow employees to attend the Employee Appreciation luncheon.

MOTION – Commissioner Swearingen made the motion to close Town Hall at 11:30 a.m. on November 21, 2014 for the annual Employee Appreciation event.

SECOND – Commissioner Heglar
VOTE – Unanimous

b. Pay Classification Study

Town Clerk Avery said it will cost about \$15,000 and upwards to have a company perform a pay study, or it can be done in-house for a lot less. She said that the last pay study was done in 2001.

Commissioner Swearingen asked the Town Clerk why the Finance Department wasn't doing the study, to which Finance Officer Copenhaver replied that it's usually a study done for Human Resources which is under Administration, but he will be working closely with the Town Clerk on it. He said that the most difficult thing to get will be a match between our employees' job responsibilities/pay compared to a similar town's, in addition to the fact that the pay scales don't include experience or tenure.

The Town Clerk said they will have to drill down a bit further in their research to obtain more accurate numbers.

MOTION – Commissioner Swearingen made the motion to direct the Town Clerk and the Finance Officer to do a Pay Classification Study, internally, and present their findings and recommendation for consideration during the next budget session.

SECOND – Commissioner Pagley
VOTE – Unanimous

c. Succession Planning for Department Head

Town Clerk Avery asked Council how they'd like to handle the planning.

Commissioner Heglar asked the Town Attorney if it could be started as a Closed Session, to which Attorney Canoutas responded that if Council would be discussing the performance of individual department heads, then it could be done in a closed session.



TOWN COUNCIL MINUTES

REGULAR MEETING

October 21, 2014 @ 6:30 p.m. or soon thereafter

MOTION – Commissioner Heglar made the motion to set individual dates at the next Council meeting to meet with Department Heads about their succession plans; the meetings are to be held in January.

SECOND – Mayor Pro Tem Bloszinsky

VOTE – Unanimous

d. KB Citizens Advisory Group (CAG) postings on website and Town email blasts
Town Clerk Avery said, although the CAG isn't a recognized committee of the Town, she was asked by Mr. Allo, the group's leader, if they could have a page on the Town's website.

Mayor Pro Tem Bloszinsky said he told Mr. Allo that the group needs to be in or it needs to be out, stating that if the group gets its own webpage on the Town's website, anyone should be able to have a page on the Town's website. He noted that they can't act officially unless they're official.

MOTION – Commissioner Heglar made the motion to not allow the KB Citizens Advisory Group to have their own webpage on the Town's website.

SECOND – Commissioner Swearingen

VOTE – Unanimous

The Town Clerk said that she has assisted the group in one way by setting up an email address for people to send opinions that the group can receive.

e. Council Agenda Packets

Town Clerk Avery asked Council if they wanted to continue to receive a hard copy of the monthly Council agenda packet, to which all members except the Mayor said they didn't need a hard copy. The Mayor asked that he continue to receive a hard copy for each meeting.

f. Polar Plunge in Kure Beach

Town Clerk Avery said that the Special Olympics Polar Plunge organizers asked Kure Beach if they could hold their annual plunge in February here, since the Carolina Beach boardwalk will be under construction during that time. She said it would be held on Saturday, February 1, 2014, from 8:00 a.m. to 4:00 p.m., including a 5K race that will take place on the south end of town. In addition, she asked Council to consider waiving their event fees, since it's a charity event.

COUNCIL CONSENSUS – Town Clerk Avery is to work with the organizers to plan the details of the Polar Plunge, including liability, food truck exemptions, street closures, etc. She is to provide Council with the specifics at the November Council meeting, at which time Council will consider waiving the event fees.



TOWN COUNCIL MINUTES

REGULAR MEETING

October 21, 2014 @ 6:30 p.m. or
soon thereafter

g. Town Hall reorganization and space needs

Town Clerk Avery said she was directed by Council, during their meeting last month, to come up with a plan to reorganize the staff at Town Hall, including a separate Finance Department. She proceeded to review the positions that are currently in Town Hall, as well as the responsibilities of the Administration, Finance and Recreation divisions. Her recommendation was to create two new departments, Finance and Recreation, to promote from within for both department head positions and to hire two new staff members, one for each new department. She presented her justifications for these recommendations. She outlined the office space needed for everyone to function properly which included two additional offices since she doesn't want two employees to have to share an office. She suggested either building out from Town Hall or modifying the Community Center to provide space for two offices for the Recreation employees; this to allow the Community Center to be open during the day for activities. She presented the cost for the new staff, the increased salary for the new department heads and the cost to create office space. She estimated that she would need \$62,000 to take care of the salary increases and additional employees. This amount doesn't include the facility expansions.

Mayor Lambeth said that the salary increase, which doesn't even include the facility expansion for the additional employees, would have to come out of the Contingency Fund, and it would require a tax increase to provide space to the two new employees. He said that the Town may need every dime in the fund to take care of beach nourishment.

Commissioner Swearingen said that Council wouldn't be able to do a tax increase in the middle of the fiscal year.

Commissioner Heglar said the information presented by the Town Clerk would need to be "mulled over" for a while, as there was a lot to consider in her plan. He said that there should be a separation of the items that are immediately needed in order to maintain and/or improve services and didn't doubt the Town needed the extra Finance person, soon. He said he didn't think the other requests needed to be decided right away.

Mayor Pro Tem Bloszinsky said that he understands the Town Clerk asking for the things that are needed, and she has provided planning for the future on the structure of Town Hall, but Council needs to take a deeper look at the financial implications.

The Town Clerk told Council they needed to consider whether recreation is a viable service and a good use of Town money. She asked if they wanted to keep it the way it is or do they want it to be an actual service of the Town.

Mayor Pro Tem Bloszinsky said that the Ocean Front Park and Joe Eakes Park are being under-utilized, but he doesn't know if the Town could handle the traffic if the utilization increased.



TOWN COUNCIL MINUTES

REGULAR MEETING

**October 21, 2014 @ 6:30 p.m. or
soon thereafter**

Commissioner Heglar said he'd like to hear from the Recreation person and ask for citizen feedback, as well. He said that it's not the goal of Council to utilize the parks and just because we've built these beautiful parks, they don't have to be 100 percent utilized to be effective for the Town. He said he doesn't think there needs to be an activity offered by the Town every night, and not all of our citizens think that either. He said we could easily build this "huge staffing thing" to facilitate it, but then we need to pay for it and we should ask ourselves if we really want to do that. He said he'd like to be able to go to the Ocean Front Park on a Sunday and there not be 500 people from out of town.

Town Clerk Avery said that she feels the majority of citizens would like there to be a lot of activity at the park; maybe not the businesses and the citizens who live within earshot of the music. She said that a lot of the entertainment has been from the decision of the Parks and Recreation Board, and she has been trying to stay within the budget to contain it; but who makes the final decision about that?

Commissioner Swearingen commended the Town Clerk for her report and recommendations and said this brought up a bigger issue: the Mission Statement of the Town. She said Council has no Mission Statement for the Town and no vision or strategic plan for what they want to do five, ten or twenty years from now. She said that, every year, Council talks about doing something with Town Hall and then the discussion ends. She said that it's time to sit down and do it.

Mayor Pro Tem Bloszinsky warned that Council needs to keep in mind what the tax base and available money is in the Town, and that may greatly reduce the wish list. He said the "big gorilla in the room" is 17-1/2 percent for beach nourishment and 25 percent for inlet dredging.

Commissioner Swearingen said that's another area where we are not looking at any long-range planning and how it is going to be paid for.

Mayor Lambeth and Mayor Pro Tem Bloszinsky said that they are looking at it and they're working on it as hard as they can. They said they're fighting the County to get it, but the extent they expect the Town to participate really slows down the types of things we can do. They said we're the smallest beach town but we have the most beach to nourish; and the 17-1/2 percent will cost the Town about \$540 each, for every man, woman and child in Kure Beach.

The Town Clerk said she knows that's important, but Council has to decide which is most important and how to divide it up; whether it should all go to sand or some of it should be used for basic service needs. She said that basic service needs have always been met through the departments: Fire, Police, Public Works and Building Inspections/Code Enforcement. She said that we don't have to have a Recreation person at all; it could be done by an Admin person to manage the parks and let other people decide if they want to use it or not. She said we don't even have to have bands, but, with the Parks and Recreation Advisory Board, we've been trying to



TOWN COUNCIL MINUTES

REGULAR MEETING

October 21, 2014 @ 6:30 p.m. or soon thereafter

decide whose role is what. She feels if there's going to be a Town event at the park, a staff person should be there in case anything happens or anyone gets hurt. She said that about half the phone calls received at Town Hall are for Nikki, the Town's Event Marketing Coordinator. She said that Town staff has to do the work that the Parks and Recreation Advisory Board comes up with. Continuing on, she recommended Council hold serious discussions with each Department Head before or during the annual retreat and incorporate funds for facility expansion in the FY15-16 budget. She noted that architectural drawings were made back in 2007 for a Town Hall expansion, and only the hallway was built and then everything stopped.

Commissioner Heglar asked for the following information:

- The Town Clerk is to give Council the architectural drawings that were made in 2007, as soon as possible.
- The Town Clerk is to present her recommendation for immediate staffing/space needs at the November Town Council meeting, giving the information to Council before the meeting to give them time to review it.
- The Town Clerk is to present Council with her request for a separate Recreation Department before the Council Retreat in January.
- The Department Heads are to present their space needs for the next five years to be compared to the drawings made in 2007.

Finance Officer Copenhagen pointed out to Council that there is a large hole in regards to cross-training with the Accounts Payable and Utilities Billing employees under Finance. He said if either of those two employees are out for an extended period of time, we are going to have some difficulties.

DISCUSSION AND CONSIDERATION OF OLD BUSINESS

1. Town Lagoon: Cost Per Gallon

Commissioner Heglar said he and Public Works Director Beeker are still waiting for MOTSU to send them the lease fee amount so they can write a letter to them asking they be waived. He added that Director Beeker will be coming to Council in January requesting funds to cross connect the sewer lines to divert flow to the Town lagoon. He said he thinks it will be a cost advantage to the Town to do this.

DISCUSSION AND CONSIDERATION OF NEW BUSINESS

1. Update on Energy Summit

Mayor Lambeth summarized what happened at the Energy Summit that he, Mayor Pro Tem Bloszinsky and Commissioner Swearingen attended.



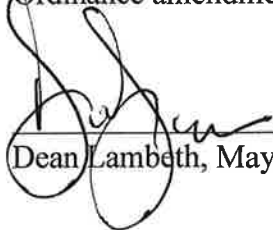
ORDINANCE AMENDMENT

That Chapter 12, Parks and Recreation, Article III Community Center, Section 12-50 of the Code of the Town of Kure Beach, North Carolina, is hereby amended as follows:

Sec. 12-50. Community Center Committee.


The Community Center Committee shall consist of seven (7) members of the community at large all of whom shall be permanent residents of Kure Beach. The committee members shall hold no other public office under the town government and shall be appointed by the town council. **Two (2) alternates may be appointed by the town council.**

Ordinance amendments adopted by Kure Beach Town Council on Tuesday, October 21, 2014.

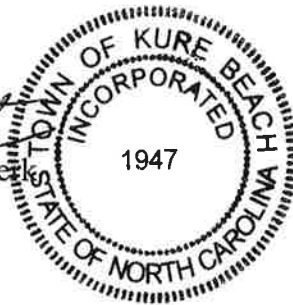


Dean Lambeth, Mayor

ATTEST:



Nancy Hewitt, Deputy Town Clerk





TOWN COUNCIL MINUTES

REGULAR MEETING

October 21, 2014 @ 6:30 p.m. or soon thereafter

2. Update on NCLM Meeting

Commissioner Swearingen said that the meeting was very good and she met a lot of people who have the same issues Kure Beach has. She said that there is a Senator in Wake County that supports our inlet dredging. She said that there was a commission on resort and convention towns at the meeting, and they voted to invite other towns to join and come to see what they do. She said that the first annual fee is waived, and she would like the Town to join to see if it's worthwhile, since there would be no cost to the Town the first year. She said she met someone from Beaufort, NC, that has a paid parking program that could be successful, since their town is about the same size as Kure Beach. She asked the Mayor Pro Tem if he would be willing to go with her to meet with officials from Beaufort to get their ideas.

CLOSED SESSION

1. Personnel Matter

MOTION – Commissioner Heglar made the motion at 8:25 p.m. to go into a closed session per N.C.G.S. 143-318.11(a)(6), for the purpose of discussing a personnel matter.

SECOND – Commissioner Pagley

VOTE – Unanimous

RETURN TO OPEN SESSION

MOTION – Commissioner Heglar made the motion at 9:06 p.m. to return to open session.

SECOND – Mayor Pro Tem Bloszinsky

VOTE – Unanimous

Commissioner Heglar stated that no decision resulted from the closed session.

ADJOURNMENT

MOTION – Commissioner Heglar made the motion to adjourn.

SECOND – Commissioner Swearingen

VOTE – Unanimous

The meeting adjourned at 9:06 p.m.

Dean Lambeth, Mayor



Nancy Hewitt, Deputy 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.