



KURE BEACH TOWN COUNCIL  
SPECIAL MEETING - WORKSHOP  
November 6, 2008  
1:00pm

## MINUTES

On November 6, 2008, the Kure Beach Town Council held a workshop for the purpose of discussing the climate study that was performed earlier this year by Chris May, Executive Director of the Council of Governments. Notice of this meeting was posted at Town Hall on October 22, 2008.

**COUNCIL MEMBERS PRESENT:**

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

**COUNCIL MEMBERS ABSENT:**

None

**STAFF PRESENT:**

Town Administrator	Michelle James
Building Inspector	John Batson
Finance Officer	Susan Suggs
Fire Chief	Harold Heglar
Police	Dennis Cooper
Public Works	Sonny Beeker
Town Clerk	Kaysie Pralle

**STAFF ABSENT:**

None

Town Attorney A. A. Canoutas was in attendance. Chris May, Executive Director of the Cape Fear Council of Governments, was present. A quorum of the Town Council was present.

Mayor Montgomery called the workshop to order at 1:02 pm.

There was a general update from Finance Director Susan Suggs on the audit that was recently completed. Mayor Montgomery requested that a copy of the balance sheet be given to the council. Commissioner Vattr would like to have the audit evaluated for budget excess and where to re-distribute such excess. Town Administrator James reminded everyone that a financial analysis would be completed in December. The analysis would outline how cautious we need to be in our spending for the second half of the year. She also complimented the department heads on their good work last year in keeping within the budget.

There was recognition of Fire Chief Harold Heglar's birthday.

Mayor Montgomery stated the following:

- Chris May will be the mediator of this workshop
- This is a follow-up on the recommendations of the study

- There was a general agreement by the majority of the council that certain parts of the study were to be kept confidential.

Mayor Montgomery turned the floor over to Chris May.

### **Review of climate study results**

Chris May expressed his appreciation for being made a part of this study. He addressed the issue of releasing the climate study to the public. He emphasized that the study may reveal the persons interviewed and may single out others. He also established that it would not be beneficial for it to be released in its entirety.

-Commissioner Nelder asked if a condensed version could be assembled & released to keep confidentiality.

-Chris May confirmed that would be fine and he would be happy to meet with the council to edit a version that would be acceptable for public release.

-Mayor Montgomery communicated that the recommendations made by Chris May to improve the overall situation should be released with the revised version.

Chris stated that it was his determination that the problem that was of most concern was communication. The morale was not good. The council and employee's were unhappy. The Administrator was frustrated. He also pointed out that everyone he interviewed for the study had an opinion, but they were committed to do whatever it takes to make the situation better. He stated that there should be a two-way understanding of what everyone's roles are.

### **Establish Roles for Town Officials**

Chris May then directed his attention to his agenda for discussion. He addressed the Organizational Chart for the Town of Kure Beach, which was as follows:

Citizens – At the top. The town answers to the citizens

Governing Board –

- They are the elected officials and are ultimately responsible.
- They are in charge of policy making

Advisory Boards – Work for the governing body only

Town Attorney – Works for the town and advises governing body

Liaisons to Department Head –

- If there is a liaison they work as an advocate for the department
- Liaisons address council as needed
- Liaisons do not direct department or department heads

Department Heads-

- Department heads are in charge of implementing policy from governing board
- Department heads may make policy recommendations, but it is ultimately the council's responsibility to make the final decision
- Every department head has authority, but no more than other dept. heads

- Department heads address issues with their liaison and keep them informed

Town employees –

- Employees are on equal footing
- Receive direction through department heads via the governing board
- Employees should address issues with their department head

Town Clerk – Answers directly to the board and supports their administrative needs

Council members shared examples of where lines of communication were blurred. Commissioner Lambeth discussed policy versus procedure. He said he wanted to be involved in every discussion about policy. Commissioner Nelder shared an example of when he was the last council member to be informed even though he was the liaison for that department.

Chris pointed out that situations should always be handled at the lowest level. Chris determined that procedures should be left to the department heads and policy changes should come to the council.

CONSENSUS - When a department head sees a need, they will discuss it with their liaison. If the liaison finds there should be further instruction, the liaison will address the council.

Mayor Montgomery called for a 10 minute recess at 2:05

Mayor Montgomery called the meeting back to order at 2:17

### **Goals for the future forward / Board Comments**

-Mayor Montgomery

- Department heads opinions respected in key decision making
- Council to stick to policy and not so much of the day-to-day activities

-Commissioner Nelder

- The board should remember to listen to the voices of the citizens
- Department heads should respect council

-Commissioner Lambeth

- There should be better communication with dept. heads and liaison
- Rank committees on necessity and by statute requirements

-Commissioner Vatr

- Respect department heads as a “real source”
- Better define roles of committees

-Administrator James

- Better define the role and purpose of committees
- Determine which committees have achieved their goals & are no longer necessary

-Police Chief Cooper

- Committees should have a roadmap for future planning set by council

-Chris May

- When planning a budget workshop, review current year, then plan for future objectives
- Department heads should get respected for their areas of expertise
- Suggestion – Mayor to assign council members as liaisons for departments where they have expertise
- Suggestion – Council to get oriented annually/bi-annually with all departments. Spend a day with that department to better understand the department.
- Council to make sure committees are streamlined
- Defined success as “doing what we need to do to make it the best town ever, with the lowest cost to the taxpayer”.

**Open Discussion**

- Administrator addressed the issue of department heads meeting every Monday. Suggested they only meet the first and third Monday’s of the month.

CONSENSUS – Department heads will only meet on the first and third Monday of each month at 8 am. Council members are invited. It is not required they attend.

- Chris May stated that any committee that falls under a particular dept., that department will determine what it needs to do, what its goals are, and its necessity. The Administrator will ensure that the committee’s are operating under their statutory requirements. Chris will return and help with committee issues (need, function, roles).

**CLOSED SESSION**

ACTION - At 3:42 Commissioner Vatr MADE THE MOTION to go into CLOSED SESSION in accordance with General Statute 143318.11a3 to consult with attorney. Mayor Pro Tem Dugan seconded the motion. THE VOTE OF APPROVAL WAS UNANIMOUS.

ACTION – At 4:38 Commissioner Vatr MADE THE MOTION to return to OPEN SESSION. Mayor Pro Tem seconded the motion. THE VOTE OF APPROVAL WAS UNANIMOUS.

Mayor Montgomery stated that the Council met in closed session to discuss beach front easements.

It is recommended that the following correspondence occur:

1. Letter to all beach front property owners informing them of the existence of easement lines and its legal limitations. Letter copied to CAMA & US Army Corps of Engineers.

ACTION – Commissioner Vatrtr MADE THE MOTION to mail the letter to all beach front property owners. Mayor Pro Tem Dugan seconded the motion. THE VOTE OF APPROVAL WAS UNANIMOUS.

2. Letter to property owners whose homes were encroaching on easement. The letter would be sent certified mail. Letter copied to CAMA & US Army Corps of Engineers.

ACTION – Mayor Pro Tem Dugan MADE THE MOTION to mail the letter to homeowners whose homes were encroaching on easement. Commissioner Vatrtr seconded the motion. THE VOTE OF APPROVAL WAS UNANIMOUS.

3. Motion to put on November 18<sup>th</sup> agenda a draft ordinance, amending section 5-180, dealing with swimming pools in Article 9.

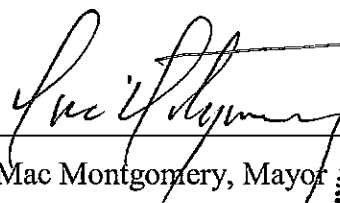
ACTION – Mayor Pro Tem Dugan MADE THE MOTION to have this item added to the November 18<sup>th</sup> agenda. Commissioner Lambeth seconded the motion. THE VOTE OF APPROVAL WAS UNANIMOUS.

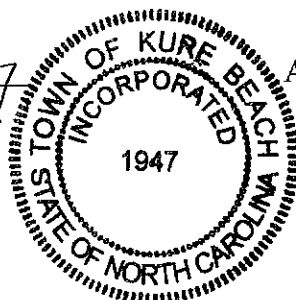
4. Building Inspector Batson to submit a proposal clearly defining decking and crossovers that are permitted under easement guidelines. The proposal is also to include any town allowances and recommendations from code enforcement officer regarding decking and crossovers (to include square feet).

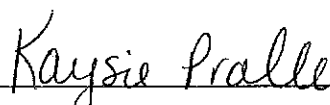
ACTION – Commissioner Vatrtr MADE THE MOTION to receive proposal from Building Inspector Batson regarding easement guidelines. Commissioner Lambeth seconded the motion. THE VOTE OF APPROVAL WAS UNANIMOUS.

#### ADJOURNMENT

ACTION – Commissioner Vatrtr MADE THE MOTION to adjourn the meeting at 4:38 pm. Mayor Pro Tem Dugan seconded the motion. THE VOTE OF APPROVAL WAS UNANIMOUS.

  
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Mac Montgomery, Mayor



ATTEST:   
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Kaysie Pralle, Town Clerk

NOTE: These are action minutes reflecting items considered and actions taken by Council. These minutes are not a transcript of the meeting. Persons wishing to hear the recording of this meeting may request to do so by contacting the Town Clerk.