

KURE BEACH TOWN COUNCIL

WORK SESSION/RETREAT
February 3, 2007

MINUTES

Mayor Fuller called the work session/retreat with department heads and Town Council to order at 9:00am. A quorum was present.

COUNCIL MEMBERS PRESENT:

Mayor	Tim Fuller
Mayor Pro Tem	Mac Montgomery
Commissioner	Jim Dugan
Commissioner	Bill Ufferman
Commissioner	Dean Lambeth

STAFF PRESENT:

Finance Officer	Susan Suggs
Building Inspector	John Batson
Public Works Director	Sonny Beeker
Police Chief	Dennis Cooper
Fire Chief	Harold Heglar
Town Clerk	Nancy Avery

Town Attorney A.A. Canoutas was in attendance.

Departmental Briefings

Each department head presented a list of goals for the upcoming fiscal year. Copies are included as part of these minutes.

Consensus and Follow up items per department:

1) Public Works:

- Need better billing system for trash pick-up
- More is spent on recycling than is collected – over budget
- Add hazardous waste pick up as goal
- Finance to separate waste disposal into 2 separate line items: one for bulk waste and one per household
- Mayor Pro Tem Montgomery to set up meeting with contractor to breakdown billing by bulk and per household usage
- Public Works Director to determine and bring to council cost estimate and details for twice a year free trash pick up service for residents

2) Police:

- Check out Cape Fear as possible resource for EMT training – no fee
- Consider offering salary increase if officers take EMT training on own time rather than pay OT
- Keep detention holding on list of goals as way to reduce time requirement for transporting to Blue Clay Road- with county looking at potential windfall from revaluation, might be way for three beach towns to benefit

3) Fire

- Incorporate cost of new roof in 2007-2008 budget

4) Administration

- Non-exempt evaluations to be completed by March 15, 2007
- Exempt evaluations to be completed by March 30, 2007
- Merit to be determined by April 30, 2007 for 2007-2008 budget

5) Building Inspections

- Acting as CAMA officer helps keep Town and Inspector apprised of building going on in Town

6) Finance

- Shortfalls in revenue for 2006-2007 budget:
 - \$161,000 tap & connection fees for water/sewer
 - \$ 19,000 storm water impact fees
 - \$ 96,000 building permit fees
- General Fund surplus \$ 82,675
- Water Fund surplus 24,000
- Total \$106,675
- Need up to date posting for current numbers

Town Attorney:

- If staff is in doubt, please call
- Will draft memo on legal points for variance hearings

Future Capital Projects:

Public Works:

- Meter updates - \$30,000. Allows better accuracy in readings and less staff time
- Water line mains – unsure of amount - Mayor Pro Tem Montgomery to talk with Harry Diehl (ES) about grant possibilities

Fire Dept:

- Roof replacement – no estimate
- New Fire Station - \$750,000

Facilities:

- Town Hall Enclosure - \$400,000
- New council chambers – no estimate. Possible Homeland Security funds if also built as shelter)
- Turn old Fire Department into Community Center

Building Inspections:

None

Police:

Software - \$25,000

Cameras, laptops, radar – no estimates

Financing capital projects:

Financing approximately \$1.4mm for new water tower, well house and town hall renovations. Need means to pay:

Consider increasing:

- Taxes by 1 ½ cent –dedicate increase to capital projects only
- Water/sewer rates – look at lowering minimum and increase cost per usage – need to know how many customers use less than minimum
- Stormwater fees
- Recycling fees

Mayor Fuller called for a break at 3:30pm

Mayor Fuller called the meeting back to order at 3:40pm

Commissioner's items:

Commissioner Dugan and Town Clerk to develop procedure for who maintains personnel records/files (department heads or clerk)

Commissioner Dugan to look into who maintains volunteer fireman medical information (Fire Chief or clerk)

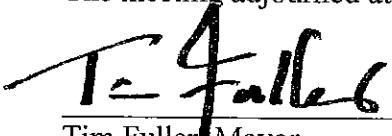
Existing merit procedure shorts top performers – all employees have been getting 3% across the board. Consider merit vs bonus

Council has to go thru arithmetic as part of budget ordinance to limit taxes since it is revaluation year.

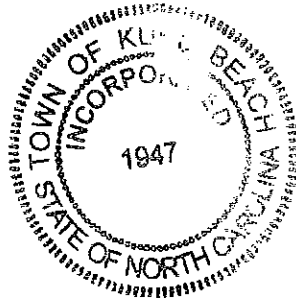
Mayor Pro Tem Montgomery stated one of staff concerns about Town Manager vs Administrator is high turnover in managers

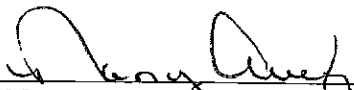
Adjournment

The meeting adjourned at 4:45pm



Tim Fuller, Mayor



ATTEST: 

Nancy Avery, Town Clerk