Town of Sunset Beach
2012/2013
Annual Retreat
February 19, 2013

MINUTES

Members Present: Mayor Richard Cerrato, Mayor Pro-Tem Lou DeVita, Councilman Mike Williams, Councilwoman Karen Joseph, Councilwoman Carol Scott, and Councilman Wilson Sherrill.

Staff Present: Gary Parker, Town Administrator; Donna Rogers, Finance Director; Dustin Graham, Public Works Department Director; Sandy Wood, Building Inspections Department; Kevin Dempsey, Fire Department Chief; Richard Childres, Assistant Fire Chief; Lisa Massey, Police Chief and Lisa Anglin, Town Clerk.

Mayor Cerrato called the Annual Retreat to order at 8:45 am. Mayor Cerrato stated "Does any member of the Council have a conflict of interest or the appearance of a conflict of interest with regard to any item on the agenda, and if so, please state so at this time?" No one spoke.

5-Year Financial Forecast
The Council reviewed the 5-year Financial Forecast. Gary Parker advised that the State is considering increasing the fire fee rate or going to a fire tax structure. The Council discussed the need to continue long range saving for all large expenditures such as street resurfacing, roof replacements, fire and public works equipment and vehicle replacement, technology upgrades, and continuous expenditures such as landscaping, etc. Gary Parker will meet with each department head to establish or update a replacement cost versus life expectancy schedule and provide it to Council during the budgeting process.

Capital Improvement Plan
The Council reviewed the Capital Improvement Plan and suggested that the replacement cost versus life expectancy schedule be incorporated into the Capital Improvement Plan. The Council discussed sidewalks within the Sunset Blvd. North Vision Plan area and questioned if the Town should consider installing them or wait for each individual parcel to be developed in which the sidewalks are required. The Council also discussed the sidewalks on Main Street.

The Council recessed for a morning break and then reconvened.

Council Chamber Options
Concerning the Council Chambers renovations and the Town Hall space issues, the Council discussed three (3) options: expand the existing facility, purchase adjacent property and build or purchase/lease the building next door. Councilwoman Scott voiced opposition to the expansion project however a majority of the Council did agree to consider hiring a consultant to determine the current staff space needs and the long range goals. Staff will prepare a Request for Proposals (RFP) for the Council to consider at the March meeting.

Management Continuity

Mayor Pro-Tem DeVita, who is the only present Council member that was a part of the hiring process to replace then retiring administrator Linda Fleugel, described the hiring process used as follows:

- Council met with an official from the NC League of Municipalities (NCLM) or a related firm that assisted the Council with developing a systematic and direct hiring process;
- A screen (filtering system) with grading scale was developed to pass all of the resumes through including experience, education, etc.;
- Council met to discuss each applicant and to reduce the resumes to a pre-determined number;
- Council conducted telephone interviews;
- Council conducted face to face interviews;
- Council hired for the position.

The Council reached a consensus to use the same hiring process and instructed Staff to contact the NC League of Municipalities.

The Council recessed for a lunch break and then reconvened.

50th Anniversary

Mark Kaplan and Cliff Erickson, Sunset Beach Business Owners, presented to the Council a proposal to print and market male and female t-shirts and long sleeved shirts, and decals displaying the 50th Anniversary logo with the Town receiving approximately $2.50 - $5.00 per shirt sold. The Council reached a consensus to allow Mr. Kaplan and Mr. Erickson to use the logo in exchange for a percent of the profits from the sale of the items displaying the logo. Mr. Kaplan and Mr. Erickson agreed to advise the Council through the Town Administrator the exact amount the Town could expect to receive after the printing cost are known.

Firefighters Proposal

The Council reviewed the Firefighters Proposal and discussed alternative solutions for the manpower shortage. Councilwoman Scott stated that in her opinion the current staff was sufficient to comply with federal and state regulations and voiced opposition to hiring additional staff. Chief Dempsey will seek and recruit qualified volunteers and report back to the Council during the budgeting process in May, 2013.

Privilege License Tax

The Council reviewed the Privilege License Tax information provided and reached a consensus not to implement a privilege license tax at this time.

Community Meetings and Council Procedures

The Council discussed Community Meetings and reached a consensus to the following dates:

September 18, 2013	January 15, 2014	May 14, 2014
7:00 pm	10:00 am	Time to be announced

Community Meetings and Council Procedures (Cont.)
The Council request Staff to contact Sea Trail to determine a room rental change for the September 18, 2013 Community Meeting. The locations for the January 15th and May 14th, meetings, and the time of the May 14th meeting will be determined at a later date.

The Council discussed the current rules in effect concerning public comment periods during meetings. Councilwoman Scott suggested increasing the time allotted to speakers to five (5) minutes instead of three (3) minutes and stated that Council should be able to answer the questions raised by speakers. A majority of the Council agreed to continue to follow the current rules. The Council requested Staff to research time keeping devices.

COUNCILMAN SHERRILL MADE A MOTION TO ADJOURN THE FEBRUARY 19, 2013 ANNUAL RETREAT. COUNCILWOMAN JOSEPH SECONDED THE MOTION. MAYOR CERRATO CALLED FOR A VOTE AND THE MOTION CARRIED BY UNANIMOUS VOTE.

Town of Sunset Beach

Richard Cerrato, Mayor

Submitted by:

Lisa Anglin, Town Clerk

*The February 19, 2013 minutes were approved during the April 1, 2013 Council meeting.