

**Town of Sunset Beach
2011/2012
Annual Retreat
February 21, 2012**

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; Chris Barbee, Fire Department Chief; Kevin Dempsey, Assistant Fire Chief; Lisa Massey, Police Chief and Lisa Anglin, Town Clerk.

Mayor Cerrato called the Annual Retreat to order at 8:45 am.

Budget Preparation Process

Gary Parker explained the Budget Preparation Process, the budget calendar, the budget worksheets and the department head budget package for the newly elected officials.

Capital Improvement Plan (CIP) & 5-Year Financial Forecast

Gary Parker and the Council reviewed the Capital Improvement Plan and the 5-Year Financial Forecast.

Restrooms

The Council discussed the maintenance cost for the new restrooms that will be located at the gazebo. Gary Parker advised that the budget currently contains \$12,000 for the porta-a-johns rentals and maintenance cost for the new restrooms is not expected to exceed what is currently budgeted. The Council requested Dustin Graham to contact Myrtle Beach to determine estimated maintenance cost.

Security Camera System

Lisa Massey, Police Chief, advised the Council that she is getting quotes for a surveillance camera system to be installed at the gazebo and a license plate recognition system.

Twin Lakes Right of Way Easement

Gary Parker advised that the area has been surveyed, Mike Isenberg has prepared the deed and both have been delivered to Ed Gore for donation consideration. The Council reached a consensus to include the cost of overlooks, boardwalks and maintenance in the CIP.

Landscaping

The Council reached a consensus to include funding for existing landscaping maintenance and future landscaping projects such as the streetscape and bridge landscaping in the CIP.

Paving

The Council reached a consensus to increase the paving funding in the CIP.

Capital Improvement Plan (CIP) & 5-Year Financial Forecast (Cont.)

Recycling

The Council discussed adding funds to the CIP for the purchase of the solar trash and recycling units as the Town begins to transition from the traditional garbage barrels to the solar trash/recycling units, and to require future projects to include the solar units in the development and cost analysis phase of the project. No formal action was taken, further discussions will be held during the upcoming budget workshops.

Town Hall-Council Chambers Remodeling Project

The Council reached a consensus to postpone the discussion concerning the remodeling until July.

The Council took a 15 minute recess.

Employee Benefits Discussion

Gary Parker advised that personnel cost average 50% - 70% in most municipality budgets; the Town is 60% with 30% of that being benefits. Gary Parker advised that the benefit package includes medical, vision, dental and life insurance, and short term disability, 401K and State Retirement. The Town offers a 401K that is voluntary for employees, other than law enforcement, and the Town matches up to 6% of the employee salary. For law enforcement, the State mandates that the Town contribute 5% of each employee's salary to a 401K. The Town matches up to 1% of any voluntary law enforcement contributions. The State also mandates that the Town contribute 6.88% to the State Retirement System for full-time employees and the employees are mandated by the State to contribute 6%.

Health Insurance

The Town, by local act of the North Carolina General Assembly in 2007, elected to participate in the State Health Plan for medical insurance benefits for current and retired employees. This participation is irrevocable. Retirement eligibility is determined by the number of service years in the State Retirement System not the number of years with the Town. The State Health Plan insurance remains as the employee's primary coverage until Medicare becomes available (the employee (retiree) reaches 65 or becomes disabled) at which point Medicare becomes the primary insurance and the State Health Plan secondary. Retiree premiums are paid through the Retiree Health Benefit Trust. The Town pays the premiums for all full-time active employees and pays a portion of dependent coverage.

Other Insurance

Municipal Insurance Trust provides the dental, vision and life insurances, and short term disability. The life insurance and short term disability are only available to the employee. The Town pays the premiums for all full time employees and pays a portion of dependent coverage. As with the health insurance, retirement eligibility is determined by the number of service years in the State Retirement System. The Council discussed possible changes to the availability of dental and vision insurance for retirees.

Staff will draft clarification amendments for the Personnel Policy Retirement Benefits Section for Council approval during the March 5th meeting.

The Council took a 45 minute lunch break.

Landscaping Plans – Tim Cates/Beautification Committee

Tim Cates presented the bridge landscape plan to the Council including the types of trees, plantings and grass recommended. The Council discussed the need for irrigation and maintenance of the area. The Council reached a consensus to accept the plan and instructed Gary Parker to formally present it to NCDOT for approval and funding.

Community Meetings

Councilwoman Joseph advised that Sandpiper Bay will host a meeting with residents from within their community at no charge; Sandpiper Bay will host a meeting with non-community residents with a refundable deposit. Sandpiper Bay facilities can accommodate 100 people. Councilman Sherrill advised that the Seaside POA building is available on Mondays and will accommodate 100 people. Mayor Pro-Tem DeVita advised that Sea Trail will only accommodate their resident at no charge; the conference center could be rented to host a meeting for non-Sea Trail residents. The Council discussed holding a separate meeting for all Town business owners. The Council discussed when to hold the meetings and reached a consensus to hold meetings in July, August and September. Mayor Cerrato objected to the meetings being held prior to elections and suggested holding the meetings in the spring. Councilwoman Joseph, Councilman Sherrill and Mayor Pro-Tem DeVita will contact the respective communities for date choices in the selected months.

Bike Trails/Pedestrian Walkways – Michael Norton

Michael Norton, Compass Pointe Engineering, reviewed the bike trails and pedestrian walkways plan with the Council. Mr. Norton pointed out portions of the plan in which Council direction was needed before the engineers could move forward with finalizing the plan. Council offered ideas, suggestions and recommendations and instructed Staff to assist Mr. Norton where possible. The island portion of the plan will be reworked to only include Sunset Blvd to the Gazebo area.

Project Schedule Review

Fire Station #2

Gary Parker advised that the building is nearing completion; dedication ceremony tentatively scheduled for the first of May.

Beach Restrooms

Gary Parker advised that the restrooms will be delivered and set up by mid-April. The Public Works Department will build the necessary ramps. Electric and plumbing, for sewer and water, will be installed. Chief Massey is obtaining bids for surveillance cameras and a license plate recognition system. Dustin Graham was instructed to contact Myrtle Beach to obtain maintenance and cleaning cost associated with their restroom units. The Public Works Department will be responsible for opening the restrooms in the morning and the Police Officers will be responsible for securing the restrooms nightly.

Boat Ramp

Gary Parker advised that the boat ramp construction is underway and is expected to be operational for this summer. The Council discussed the need for an additional bulkhead where the existing trees are located. Gary Parker advised that the additional bulkhead was not in the original WRC plans; therefore, CAMA permits will be needed and then the project will need to go out for bids.

Project Schedule Review (Cont.)

Sewer Project

Councilwoman Scott advised that the island sewer project should be completed by mid-April and the mainland by mid-June. Residents will have one (1) year from the date of the availability letter to get plumbing and electrical permits in order to avoid the connection fee.

North Shore Drive Extension Underground Power Project

Gary Parker advised that the estimated cost of the project has increased to \$33,000. BEMC has advised that if the project starts now it will not be completed until after July 4th. Gary Parker also advised that a survey is needed to establish the corners on the side streets and a few corners on North Shore Drive Extension. Council reached a consensus to advise BEMC to begin the project now and instructed Gary Parker to order the survey.

RFQ – Engineer, Parking Study

The Council made several changes to the proposed Parking Engineer RFQ. The amended version will be emailed to the Council for final review and approval during the March 5th agenda.

With no further business to consider, the Annual Retreat was adjourned at 5:10 pm.

Town of Sunset Beach

Richard Cerrato, Mayor

Submitted by:

Lisa Anglin, Town Clerk

*The February 21, 2012 Retreat Minutes were approved April 2, 2012.