



*Town Council Monthly Meeting
Town Hall Council Chambers
March 5, 2012*

DRAFT AGENDA

6:45 pm Work Session

1. Draft Agenda Review
2. General Council Discussions

7:00 pm Regular Called Council Meeting

1. **Call to Order & Pledge of Allegiance**
2. **Public Comments on Agenda Items Only**
3. **Consent Agenda:**

A. Minutes:

- a) February 6, 2012 Regular Meeting Minutes
- b) February 13, 2012 Special Meeting Minutes

B. Departmental Reports:

- a) Police **Attach. 1**
- b) Public Works **Attach. 2**
- c) Building Inspections **Attach. 3**
- d) Fire **Attach. 4**

C. Disposition of Directives

- a) Preliminary Assessment Notice appeared in Brunswick Beacon – 11/16/11
- b) Preliminary Assessment Notice and Resolution mailed to affected property owners – 11/16/11
- c) Preliminary Assessment Resolution Public Hearing held – 12/05/11
- d) BEMC informed to begin underground project – 12/9/11
- e) Crossover Walkway repairs began 11/16/11 – 1302 Completed 12/21/11; 6th St Completed 01/20/12; 4th St Completed 02/07/12; 5th St Completed 02/20/12
- f) BC Mutual Aid Agreement amended, signed and mailed to Brunswick County – 01/17/12; Received County signed Agreement – 02/07/12
- g) Park RFP mailed to 3 finalist – 02/15/12
- h) Gazebo Bathrooms ordered – 01/25/12, to be delivered 04/09/12
- i) Sewer System Open House Set By BCPU for 04/14/12 from 2 pm - 4 pm
- j) FS#2 Dedication - Started planning 02/28/12
- k) Ordinance 50.03 prepared for Municode – 01/24/12
- l) Road Re-surfacing Schedule prepared – 02/10/12
- m) Request letter mailed to NC DOT concerning repaving of Main St. – 02/28/12
- n) Fire Chief Position Advertised – 02/14/12
- o) Roll Cart Attendant Position Advertised – 02/14/12
- p) Implement island-wide parallel parking only & erect signs at the island entrance and both directions on North Shore Drive and Main St – Signs ordered 02/22/12
- q) Set up Meeting with NC DOT for Bridge Landscaping Plan approval and funding – 02/27/12
- r) Island Dumpsters removed – 02/27/12
- s) Planning Board ETJ Member Position Advertised in Brunswick Beacon – 01/25/12 and Interview setup for 6:15 pm on 02/06/12; Council interviewed 02/06/12, Council recommends Appointment of Sybil Kesterson for Planning Board to BC Commissioners - 02/13/12; Resolution mailed to BC Commissioners – 02/16/12

4. Departmental Updates

5. Old Business

- A. Beach Patrol Discussion **Attach. 5**
- B. Personnel Policy Amendments & Adoptions **Attach. 6**
 - i. Adoption of Job Descriptions for Beach Patrol –
Beach Patrol Supervisor and Beach Patrol or Beach Patrol Officer **Attach. 7**
 - ii. Amendment of Public Works Superintendent Job Description **Attach. 8**
 - iii. Adoption of Roll Cart Attendant **Attach. 9**
 - iv. Amendment of Article X. Section 4 Retirement Benefits **Attach. 10**
 - v. Deletion of the Deputy Chief of Administration job description
 - vi. Discussion/Adoption of a Sick Bank Policy **Attach. 11**
- C. Final review of the RFQ for a Parking Engineer **Attach. 12**

6. New Business

- A. Resolution to Donate Fire Department Surplus Boat **Attach. 13**
- B. Consideration of Approval of the Auditor Contract **Attach. 14**
- C. Consideration of Hourly Contract with Retiring Fire Chief **Attach. 15**
- D. Consideration of Instructing Staff to Prepare a Landscaping RFP **Attach. 16**

7. Public Comments

8. Adjournment