

**Town of Sunset Beach
Monthly Council Work Session
November 15, 2011**

MINUTES

Members Present: Mayor Ronald Klein, Mayor Pro-Tem Lou DeVita, Councilman Bob Bobinski, Councilwoman Karen Joseph, Councilwoman Carol Scott, and Councilman Wilson Sherrill.

Members absent: None

Attorney & Staff Present: Gary Parker, Town Administrator; Donna Rogers, Finance Director; Dustin Graham, Public Works Department Director; Chris Barbee, Fire Chief; Lisa Massey, Police Chief; Sandy Wood, Chief Building Inspector; Randy Walter, Building Inspector and Lisa Anglin, Town Clerk.

Agenda Amendments

Gary Parker advised the Council that during the Closed Session he needed to inform them of a personnel matter pursuant to NCGS 143-318.11 (a) (6). Councilwoman Scott requested the Council hold the Bridge Landscaping Discussion immediately after public comments to allow Mr. Cate to participate as his schedule will not allow him to attend the entire meeting. The Council agreed.

Public Comments – Agenda Items Only

Nina Marable 502 North Shore Drive – Advised Council that citizens are enjoying the park in its natural state and requested the Council not overdevelop the park.

Sue Weddle 706 North Shore Drive – Requested Council to consider making it a passive park.

Bridge Landscaping Discussion

Mayor Pro-Tem DeVita advised that this item is on the agenda for the Council to consider accepting bids and plans from landscaping companies so the Council can meet with NC DOT for approval and get the funding for the spring planting. Mr. Cates and the Council discussed the areas to be landscaped and the look that the Council desires. Staff will obtain a site plan and elevation map of the area from NC DOT for Mr. Cates to be able to provide the Council with a site design.

Salary Range Study Presentation

Mayor Pro-Tem DeVita presented the Salary Range Study results to the Council in visual form as compiled by Mayor Pro-Tem DeVita and Councilman Sherrill. The presentation is incorporated into these minutes as Exhibit A.

Salary Range Study Presentation (Cont.)

Mayor Pro-Tem DeVita advised that the Objectives of the Study were:

- Conduct a self evaluation of our compensation plan using available information;
- Information should come from neutral and reliable sources;
- Identify a peer group of Towns to compare our compensation plan against now and in the future;
- Provide information to determine if a COLA range adjustment is warranted and analyze data and report findings.

The Towns selected as similar to Sunset Beach were:

- Emerald Isle
- Kitty Hawk
- Southern Shores
- Wrightsville Beach

Similarities by population, staffing, staff years of experience, dollar ranges of salary grades and comparison of salary ranges by job titles were established and used to determine the following findings:

- Town staff are not significantly over paid
- Town salary plan is comparable to peer communities
- Town compensation plan is developed on sound principles, which provides a standardized and uniform structure, enables the Town to attract and retain qualified employees, provides Town employees growth within a job class and provides employees with career path opportunities.
- Job titles associated with ranges are based on importance of the function to the Town, availability of the skills in the marketplace, education, experience, certifications, etc required for the job title and the primary and secondary duties associated with the title.

The following questions were posed to the Council for consideration:

- Does the Council agree with the comparable Towns selected?
- Is the Council satisfied with the analysis?
- Is the Towns position in the Peer Group acceptable?
- Does the Council want to address All Extreme anomalies?
- Should the FY 11/12 COLA be added to the Town salary ranges?

Councilwoman Scott advised that housing units and neighboring towns' information should be included in the study. Mayor Pro-Tem DeVita will repeat this presentation at the December 5, 2011 meeting.

Salary Adjustments for Certifications Discussion

The Council reviewed the additional specifications for training courses not included in the November 7, 2011 meeting packet. The Council discussed a merit based pay plan and that salary adjustments for certifications would be included in that type of plan. The Council reached a consensus to award Police Officer Matt Herron a 2.5% salary adjustment for obtaining Advanced Law Enforcement certification. The Council requested Staff to provide the names and certifications received by any employees that have not been awarded the salary adjustment for Council review and consideration.

Beach Walkways and Handicap Access Discussion

The Council discussed and reviewed the information provided by Staff. Randy Walters, Building Inspector, provided the Council with information about a material called GeoDeck which is similar to Trex but doesn't get as hot in the summer as the Trex material does. Randy advised that the cost is comparable to the Trex cost provided. The Council requested Staff to research the cost for the GeoDeck decking and railing system for the crossovers that are to be repaired and to provide a proposal including cost to replace the gazebo decking and railing with GeoDeck. The Council reached a consensus for the Public Works Department to begin converting the 3rd Street walkway into a handicapped accessible walkway using cross rails instead of pickets.

Park RFQ Discussion

The Council reviewed and discussed the Kure Beach and Brunswick County Park RFQ's & RFP's. The Council discussed the need for an arborist to evaluate the site and advise Council about the trees. The Council discussed liability issues that might be associated with citizens driving, parking and walking on the site; launching boats from the site and utilizing the existing dock. Gary Parker, using the Brunswick County RFQ model, will prepare the Park RFQ and firm selection schedule for Council consideration at the December 5, 2011 meeting. The Council reached a consensus to instruct Staff to block vehicular access from the park site and to install "Use at Your Own Risk" signs.

Public Comments

Charles Nern 647 Oyster Bay Drive – Voiced acceptance of the salary range study information provided, feels that if existing policy states salary adjustments are made for certifications then the Council should honor that and reminded Council that the walkways are only used three (3) months out of a year so the repairs need to be made as inexpensively as possible.

Sue Weddle 706 North Shore Drive – Voiced appreciation that the RFQ will involve a two-step process and that the public will have an opportunity to be heard.

Closed Session

COUNCILWOMAN JOSEPH MADE A MOTION TO GO INTO CLOSED SESSION TO CONSIDER, REVIEW AND EVALUATE THE COMPETENCE, FITNESS AND PERFORMANCE OF THE TOWN ADMINISTRATOR AND TO DISCUSS A SPECIFIC PERSONNEL MATTER PURSUANT TO NCGS 143-318.11 (a) (6). COUNCILMAN BOBINSKI SECONDED THE MOTION. MAYOR KLEIN CALLED FOR A VOTE AND THE MOTION CARRIED BY UNANIMOUS VOTE.

COUNCILWOMAN JOSEPH MADE A MOTION TO RETURN TO THE WORK SESSION. COUNCILMAN SHERRILL SECONDED THE MOTION. MAYOR KLEIN CALLED FOR A VOTE AND THE MOTION CARRIED BY UNANIMOUS VOTE.

COUNCILWOMAN JOSEPH MADE A MOTION TO RECONVENE THE WORK SESSION. COUNCILMAN SHERRILL SECONDED THE MOTION. MAYOR KLEIN CALLED FOR A VOTE AND THE MOTION CARRIED BY UNANIMOUS VOTE.

Closed Session (Cont.)

The Council met for approximately 30 minutes to conduct the Town Administrator evaluation and discussed a specific personnel matter. No further action was taken.

Adjournment

MAYOR PRO-TEM DEVITA MADE A MOTION TO ADJOURN THE NOVEMBER 15, 2011 WORK SESSION. COUNCILWOMAN JOSEPH SECONDED THE MOTION. MAYOR KLEIN CALLED FOR A VOTE AND THE MOTION CARRIED BY UNANIMOUS VOTE.

Town of Sunset Beach

Ronald F. Klein, Mayor

Submitted by:

Lisa Anglin, Town Clerk

***The November 15, 2011 Minutes were approved December 5, 2011.**