

**Town of Sunset Beach
Monthly Council
Work Session & Regular Meeting
January 6, 2014**

MINUTES

Members Present: Mayor Ron Watts, Mayor Pro-Tem Lou DeVita, Councilman Terry Johnson, Councilwoman Carol Scott, Councilman Wilson Sherrill, and Councilman Mike Williams

Members absent: None

Attorney & Staff Present: Susan Parker, Town Administrator; Mike Isenberg, Town Attorney; Donna Rogers, Finance Director; Cindi Stephenson, Deputy Finance Director; Joann Thomasen, Administrative Assistant; Dustin Graham, Public Works Director; Richard Childres, Assistant Fire Chief; Lisa Massey, Police Chief; Sandy Wood, Building Inspections Department Director, and Lisa Anglin, Town Clerk

**Work Session
6:45 pm**

Mayor Watts called the Work Session to order, called for agenda amendments, and general discussions by the Council.

Agenda Amendments

The Council reached a consensus to add the following items to the draft agenda:

Old Business f.	Sewer Permit Waiver
New Business d.	Proposed Insurance Rate Increase Discussion
New Business e.	2013/2014 Budget Amendment

Council Discussion

Mayor Watts advised that Councilman Sherrill will be installed as the President of the Brunswick County Board of Realtors on Friday, January 10, 2014. Mayor Pro-Tem DeVita advised that the Brunswick County Commissioners accepted the recommendation of the Sales Tax Distribution Committee to maintain the current sales tax distribution per capita method.

Rain Lilies

Mayor Watts advised that he has received a request to install additional signs concerning the rain lilies. The Council reached a consensus that adequate signs concerning the rain lilies have been installed.

Mad Inlet

Councilman Sherrill advised Council that an update was given during the recent Brunswick Beaches Consortium meeting reporting that no action was taken on the removal of the Inlet Hazard Area Designation by the Coastal Resources Commission (CRC) during their recent meeting. Mayor Watts advised that the Council needs to review our ordinances to ensure the protection and preservation of Mad Inlet even if the designation is removed.

Council Discussion (Cont.)

GSATS Meeting

Councilman Williams advised that Mayor Pro-Tem DeVita, Sandy Wood and Susan Parker will be attending the GSATS Committee Meeting on Friday, January 10, 2014 in which the Bike/Pedestrian Path Grant Resolution will be approved. This resolution is needed for our grant application with the state. Mayor Pro-Tem DeVita advised that the South Brunswick Economic Development Group is requesting support of a Resolution for South Carolina Highway 31 to be extended into North Carolina. This item will be discussed during the GSATS meeting.

Community Meeting

Mayor Watts advised that the Community Meeting will be held on Wednesday, January 15, 2014 at the Jones/Byrd Clubhouse in Sea Trail at 7:00 pm beginning with a meet and greet for Susan Parker, new Town Administrator.

Monthly Meeting

7:00 pm

Call to Order & Pledge of Allegiance

Mayor Watts called the monthly meeting to order and the Pledge of Allegiance was recited.

Consideration of Draft Agenda Adoption

COUNCILWOMAN SCOTT MADE A MOTION TO APPROVE THE AGENDA AS AMENDED. COUNCILMAN WILLIAMS SECONDED THE MOTION. MAYOR WATTS CALLED FOR A VOTE AND THE MOTION CARRIED BY UNANIMOUS VOTE.

Sunset Beach Business and Merchants Association Presentation

Pat Wolfe, Vice President of the Sunset Beach Business and Merchants Association, and Karen Howland, a Marketing Consultant with Blink, presented a power point presentation to the Council outlining the marketing campaign for the Association utilizing the Town funds and membership dues.

Public Comments

Jean Hutchinson 436 6th Street – Thanked the Council for not calling the infrastructure bonds for Jaguar's Lair and stated that tax dollars should not be spent on litigation involved with calling the bonds.

Rich Cerrato 517 Twisted Oak Lane – Spoke in opposition of the Council decision concerning the Jaguar's Lair Negotiating Team members and requested the Council to reconsider.

Carol Santavicca 9109 Forest Drive – Advised that the Planning Board reached a unanimous consensus to separate the Planning Board and the Board of Adjustment membership.

Monty Simpson 490 Dunieth Street Calabash – Read a prepared statement concerning Jaguar's Lair.

Public Comments (Cont.)

Kathy Fell 526 Great Oak Circle – Questioned if the Veteran’s Memorial Committee was a Town appointed Committee and if the Council should have representation on it.

Ann Bokelman 404 3rd Street – Thanked the Council for considering the Proclamation for the Vesta Blockade Runner and spoke briefly about the history of the Vesta.

Consent Agenda Approval

COUNCILWOMAN SCOTT MADE A MOTION TO APPROVE THE FOLLOWING
CONSENT AGENDA AS PRESENTED:

1. Minutes
 - a) December 2, 2013 Regular Meeting Minutes
 - b) December 12, 2013 Work Session Minutes
2. Departmental Reports:
 - a) Police
 - b) Public Works
 - c) Building
 - d) Fire
3. 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; Notified of completed 03/04/13
 - e) 50th Anniversary Committee appointed – Committee is working on Time Capsule information and will meet when necessary to plan the March 26, 2014 Capsule dedication/sealing ceremony
 - f) Asset Replacement Cost/Life Expectancy Schedule produced/updated & included in Capital Improvement Program – In process to be ready for Annual Retreat
 - g) Rip Current pamphlets & Holders ordered – 08/15/13; Delivered to merchants -
 - h) Preparation of a Resolution Requesting NC General Assembly to Consider Good Samaritan Legislation for Municipalities – In process
 - i) Fee Supported Canal Dredging/Maintenance District Resolution – In process
 - j) NCDOT Letter requesting investigation of Shoreline Dr. W/Beach Dr. Intersection for additional signage mailed – 09/18/13
 - k) Ordinance 93.01 being evaluated & analyzed by Attorney Isenberg – in process
 - l) Jinks Creek Dredging Project Contract executed –
 - m) Beach Topics – Discussed 09/24/13; Staff given research directions – discussion will continue 10/15/13; 11/14/13; Council to discuss 01/21/14 and 02/18/14
 - n) Oyster Bay Road Survey requested from Sea Trail Masters Association –
 - o) Oyster Bay Road Closing Public Hearing Notice Sent to Beacon –
 - p) Sign Install Concerning Oyster Bay Road Closing at location –
 - q) Notice mailed to Oyster Bay Road Closing Adjacent Property Owners –

Consent Agenda Approval (Cont.)

- r) NCDOT Application for Bicycle and Pedestrian Planning Grant Funds submitted – 12/19/13
 - s) Illegal No Parking Signs removed -
4. Departmental Updates
- a. **Building Inspections Department**
 - Roundabout** - Building Inspections Department Director Sandy Wood advised that NCDOT received one (1) bid for the project and it was \$140,000 higher than expected. NCDOT is in the process of rebidding the project for late January. The Council requested Sandy Wood to determine if the project can be delayed until after the summer season, if the Town has the authority to completely stop the project or if the Town has control over the start and stop times of the project. Sandy Wood will report back to the Council during the January 21, 2014 Work Session.
 - Streetscape** – Sandy Wood advised that the project should be finished by the end of this week with the punch list being completed now. BEMC is relocating a light pole and installing the brackets for the banners. Pavement striping will be completed soon.
 - Park** – Sandy Wood advised that the park will be closing on Thursday, January 9, 2014 and a chain link fence is being temporarily installed across the front to prevent access to the public during construction. The completion date for Stage 1 is March 2014.
 - Staffing** – Sandy Wood advised that Dawn Horne has resigned to take a position with Brunswick County and her last day is January 10, 2014.
 - b. **Fire Department** – Assistant Fire Chief Richard Childres advised that the controlled burn scheduled in Sea Trail has been cancelled. Assistant Fire Chief Childres advised that the Fire Department personnel had a busy December with increased call volumes.
 - c. **Public Works Department** – Public Works Director Dustin Graham advised that the Gazebo remodeling is underway and should be completed by the end of January 2014.
 - d. **Finance Department** – Finance Director Donna Rogers reported the 2013/2014 Revenues & Expenses Statement for July 1, 2013 – December 31, 2013.

COUNCILMAN WILLIAMS SECONDED THE MOTION. MAYOR WATTS CALLED FOR A VOTE AND THE MOTION CARRIED BY UNANIMOUS VOTE.

Old Business

Vesta Blockade Runner Proclamation

COUNCILMAN WILLIAMS MADE A MOTION TO APPROVE THE VESTA BLOCKADE RUNNER PROCLAMATION. COUNCILMAN JOHNSON SECONDED THE MOTION. MAYOR WATTS CALLED FOR A VOTE AND THE MOTION CARRIED BY UNANIMOUS VOTE.

Old Business (Cont.)

Town Liaison List

Mayor Watts advised that the proposed Town Liaison List was tentatively approved during the December 12, 2013 Work Session and asked Council for any additions. Councilwoman Scott requested the Planning Board be added to the list and volunteered to be the liaison. Councilman Johnson volunteered to be the alternative Planning Board liaison. Councilwoman Scott requested to be the alternative liaison for the Brunswick Beaches Consortium when that position becomes available.

Jaguar's Lair Update

Councilman Sherrill reported that once the Subdivision Improvements Agreement was approved and signed in November 2013, work crews immediately returned to Jaguar's Lair and began working. Councilman Sherrill reported that roadway work in Section 1 is progressing nicely on Flynn Knotch and Mayfaire Way. Curbing is complete on Flynn Knotch and Mayfaire Way with approximately 1/3 of the catch basins and tie-ins on Mayfaire Way completed; forms are being poured for the remaining ones now and crews are expected to move to Flynn Knotch next. The Negotiating Team and Coastal Communities Representatives will meet soon.

Jaguar's Lair Negotiating Team

Mayor Watts advised that the Negotiating Team consisting of Councilman Wilson Sherrill, Susan Parker, Town Administrator, Sandy Wood, Building Inspections Department Director, Town Attorney Mike Isenberg and Karen Joseph was approved during the December 12, 2013 Work Session. Mayor Watts advised that the Negotiating Team has established a relationship with the Coastal Communities Representatives and Mark Saunders that needs to be preserved, and reminded everyone that the Negotiating Team reports to the full Council who ultimately makes all final decisions.

Consideration of Adoption of Speed Limit Reduction Ordinance for NCDOT

The Council voiced confusion with the verbiage included in the proposed Ordinance, requested Staff to research and tabled the adoption until the January 21, 2014 Work Session.

Sewer Permit Waiver

Building Inspections Department Director Sandy Wood reminded the Council of the decision to waive the plumbing and electrical permit fees associated with the sewer for the first year which expired in December 2013. Sandy Wood advised that Brunswick County is continuing to waive their permit fees and requested Council to determine if the Town waiver period should be extended. The Council reached a consensus not to extend the waiver period.

New Business

Consideration to Release Budgeted Funds to the Sunset Beach Business and Merchants Association

COUNCILMAN WILLIAMS MADE A MOTION TO RELEASE THE BUDGETED FUNDS OF \$50,000 TO THE SUNSET BEACH BUSINESS AND MERCHANTS ASSOCIATION WITH THE UNDERSTANDING THAT FULL DISCLOSURE FINANCIAL STATEMENTS WILL BE REQUIRED BY THE TOWN. COUNCILMAN JOHNSON SECONDED THE MOTION. MAYOR WATTS CALLED FOR A VOTE AND THE MOTION CARRIED BY UNANIMOUS VOTE.

New Business (Cont.)

Consideration of Adoption of Resolutions to Sell Surplus Equipment:

1996 Chevrolet 1500 Truck; 2001 Chevrolet Suburban; JCB Backhoe 214 Series 3; 20 Ft.

Enclosed Trailer

COUNCILMAN SHERRILL MADE A MOTION TO APPROVE THE RESOLUTIONS AUTHORIZING THE FINANCE DIRECTOR TO SELL SURPLUS EQUIPMENT AND TO AUTHORIZE THE TOWN CLERK TO PUBLISH A SUMMARY OF THE RESOLUTIONS TO SELL THE SURPLUS EQUIPMENT:

1996 Chevrolet 1500 Truck

2001 Chevrolet Suburban

JCB Backhoe 214 Series 3

20 Ft. Enclosed Trailer

COUNCILMAN WILLIAMS SECONDED THE MOTION. MAYOR WATTS CALLED FOR A VOTE AND THE MOTION CARRIED BY UNANIMOUS VOTE.

Discussion Concerning Planning Board and Board of Adjustment Membership and

Consideration of Authorization for the Clerk to Advertise for Board of Adjustment Members

Mayor Watts advised that the adoption of the UDO, specifically, Section 5.05 Planning Board Review and Approval, has created a conflict of interest by the Planning Board members also serving as the Board of Adjustment members. The Council reached a consensus to separate the membership of the Planning Board and Board of Adjustment and authorized the Town Clerk to advertise for seven (7) applicants (5 regular members and 2 alternates). The Council briefly discussed the procedures for interviewing the applicants and reached a consensus to discuss the procedure during the January 21, 2014 Work Session.

Proposed Insurance Rate Increase Discussion

The Council discussed the request by the NC Rate Bureau to the Insurance Commissioner for a 25% insurance rate increase.

COUNCILWOMAN SCOTT MADE A MOTION TO REQUEST STAFF TO PREPARE A RESOLUTION OPPOSING THE INSURANCE RATE INCREASE FOR COUNCIL TO CONSIDER DURING THE JANUARY 21, 2014 WORK SESSION. COUNCILMAN WILLIAMS SECONDED THE MOTION. MAYOR WATTS CALLED FOR A VOTE AND THE MOTION CARRIED BY UNANIMOUS VOTE.

Budget Amendment

Finance Director Donna Rogers informed the Council that the proposed Budget Amendment is needed due to opening the new checking account, the Town Administrator search and the roundabout matching funds for NCDOT.

COUNCILMAN SHERRILL MADE A MOTION TO APPROVE THE 2013/2014 BUDGET AMENDMENT TOTALING \$392,374. COUNCILWOMAN SCOTT SECONDED THE MOTION. MAYOR WATTS CALLED FOR A VOTE AND THE MOTION CARRIED BY UNANIMOUS VOTE.

Public Comments

Karol Asbjornson 407 37th Street – Requested that the financial information provided to the Council be added to the agenda packet on the website.

Rich Cerrato 517 Twisted Oak Lane – Commented about the budget amendment and financial reports given to the Council this month.

John Hutchinson 436 6th Street – Voiced appreciation for the way this meeting was run and was appreciative for the budget information reported during this meeting.

Charles Nern 647 Oyster Bay Drive – Advised that the Streetscape lights and landscape looks great, thinks that the yard waste pick up service is a great investment.

Adjournment

COUNCILMAN WILLIAMS MADE A MOTION TO ADJOURN THE JANUARY 6, 2014 COUNCIL MEETING. COUNCILMAN SHERRILL SECONDED THE MOTION. MAYOR WATTS CALLED FOR A VOTE AND THE MOTION CARRIED BY UNANIMOUS VOTE.

Town of Sunset Beach

Ronald Watts, Mayor

Submitted by:

Lisa Anglin, Town Clerk

*The January 6, 2014 Minutes were approved by Council during the February 3, 2014 Regular Meeting.