

**Town of Sunset Beach
Monthly Council Work Session
April 16, 2013
9:00 am**

MINUTES

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

Members absent: None

Attorney & Staff Present: Gary Parker, Town Administrator; Donna Rogers, Finance Director; Cindi Stephenson, Deputy Finance Officer; Sandy Wood, Building Inspector; Lisa Massey, Police Chief; and Lisa Anglin, Town Clerk.

Mayor Cerrato called the Work Session to order. 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.

Agenda Amendments

Mayor Pro-Tem DeVita requested the Council consider adding the approval of the Sea Trail Letter concerning Encroachments and Maintenance and Use of Improvements over Rights-of-way dedicated to and accepted by the Town of Sunset Beach to the agenda. The Council agreed.

Gary Park requested the Council consider adding the Appointment of the Town of Sunset Beach Emergency Management Representative and Designation of the NC Mutual Aid and Assistance Agreement Authorized Representatives to the agenda. The Council agreed.

Public Comments

None

Facility Expansion Consultant Interviews

The Council heard presentations and conducted a question and answer session with the following consultants concerning the proposed Facility Expansion Project:

- Becker Morgan Group
- ADW Architects
- Bowman, Murray, Hemingway Architects

This item will be added to the May 6, 2013 Council Meeting agenda for discussion and consideration to select a consultant and authorize Gary Parker to begin negotiations.

Hartwell Wright, NCLM – Town Administrator Recruitment Process

Mr. Wright conducted a training session with the Council. A summary is below:

Preliminary Process

- Procedural Decision for Council to make before the process begins:
 1. Who will conduct process – Council, Committee or Consultant
 2. Will the process be public or confidential - Candidates must be advised
 3. Which Staff member will do the administrative work for the Council – receive the applications, copy, correspond, set-up appointments, etc.
- Council will need to establish timeframe for the process – usually six (6) months –

Example of timetable:

 - 2 months Application Process
 - 1 month Screening Down, Interview Process
 - 1 month Selecting the Candidate and negotiating contract
 - 2 month Candidate gives notice and relocates to area
- Council Work Session with possible public involvement to collectively look at the Town's strengths and weaknesses, and successes and failures and determine what traits, characteristics, skills, education, experience, and special qualifications are desired in the next Town Administrator. The document produced from this meeting(s) will establish the contents of the publication soliciting applicants and will become the guideline for screening all of those applicants.
- Salary Range and Package – Council needs to determine preliminary base salary range and benefits package.

Recruitment and Assessment Process

- Publicize position in League Letter, Southern Cities, etc.
- At time of deadline, chosen Staff person sends letter of acknowledgement to each applicant, copies each resume for Council review and sets meeting for first elimination round.
- Council meets and determines which applicants are eliminated and which ones will continue through the process. Afterwards, Staff person will send elimination letters to those not chosen, and continuation letters to those chosen including a Town application and (one to three) supplementary question(s) for completion and return to the Town. The Council can request salary history information and other pertinent information at this point.
- Once the Town application and supplementary question(s) is/are received Council will individually review and rate each.
- Council will meet collectively to compare notes and decide which candidates to select for preliminary background review and investigation.
- Staff person will send letters to those not chosen for interviews.
- Staff person, other designated person, or Council will conduct preliminary background reviews and investigations of applicants.
- Council will meet collectively to obtain results from background review and investigation and confirm which applicants will be interviewed.
- Staff person will notify each applicant by written invitation of the Town's interest and notice to interview giving all particulars such as travel arrangements, lodging, etc., including copies of the Town Charter, budget and Organizational Chart. A Personal Agenda will also be sent with the letter outlining the interview day activities.

Hartwell Wright, NCLM – Town Administrator Recruitment Process (Cont.)

Interview Process

Mr. Wright suggested that the Council prepare the interview questions ahead of time, assign each question to a particular Council member to help maintain consistency of treatment of all candidates and for the same questions to be asked of each candidate. Mr. Wright advised Council to consider conducting the interviews off-site or at a minimum set ground rules for Town Hall to ensure that the confidentiality of the process is maintained. Mr. Wright advised Council to consider holding only one or two interviews per day and to complete an evaluation form at the conclusion of each interview.

Hiring Process

Once Council determines which candidate will be offered the position, an extensive background check should be performed. If satisfactory information is obtained from the background check, the Council will meet and personalize the salary and benefits package that will be offered to the candidate. The Council can chose to make the offer verbally to the candidate but should follow up with a written offer crafted by the Town Attorney including a request for a written acceptance. The Staff person will send letters to the remaining candidates informing them of the selection after the offer is accepted. Mr. Wright advised that employment contracts are desired in today's market and suggested that the Town Attorney prepare such a contract.

The Council recessed for lunch and reconvened at 1:10 pm.

Planning Board Candidate Interviews

COUNCILMAN WILLIAMS MADE A MOTION TO GO INTO CLOSED SESSION PURSUANT TO NCGS 143-318.11 (a)(6) TO CONDUCT PLANNING BOARD MEMBER INTERVIEWS. COUNCILMAN SHERRILL SECONDED THE MOTION. MAYOR CERRATO CALLED FOR A VOTE AND THE MOTION CARRIED BY UNANIMOUS VOTE.

COUNCILWOMAN JOSEPH MADE A MOTION TO RECESS THE CLOSED SESSION UNTIL THE END OF THIS WORK SESSION. COUNCILMAN WILLIAMS SECONDED THE MOTION. MAYOR CERRATO CALLED FOR A VOTE AND THE MOTION CARRIED BY UNANIMOUS VOTE.

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

The Council met in Closed Session for approximately one (1) hour with no action taken.

Consideration of Approval of a Resolution Opposing NC General Assembly Bills That Weaken NC Municipalities

MAYOR PRO-TEM DEVITA MADE A MOTION TO APPROVE THE RESOLUTION OPPOSING NC GENERAL ASSEMBLY BILLS THAT WEAKEN NC MUNICIPALITIES. COUNCILWOMAN SCOTT SECONDED THE MOTION. MAYOR CERRATO CALLED FOR A VOTE AND THE MOTION CARRIED BY UNANIMOUS VOTE.

Consideration of Approval of a Resolution Requesting the Town of Sunset Beach be added to House Bill 564

COUNCILWOMAN SCOTT MADE A MOTION TO APPROVE THE RESOLUTION REQUESTING THE TOWN OF SUNSET BEACH BE ADDED TO HOUSE BILL 564. COUNCILWOMAN JOSEPH SECONDED THE MOTION. MAYOR CERRATO CALLED FOR A VOTE AND THE MOTION CARRIED BY UNANIMOUS VOTE.

Merchants Association Discussion with Business Leaders

The Council and the Business Leaders discussed the law that allows the Town to collect accommodations tax revenue, what manner the funds must be allocated and that the Town is in compliance with the law. The Business Leaders advised Council that the paperwork to form a merchants association is ready to be mailed but they need a funding commitment from the Town before it is feasible to proceed. The Council agreed to consult with Attorney Isenberg to learn the difference between a merchants association and a Tourism Development Authority and the laws governing both in order to determine which would be better for the Town and the merchants. The Council agreed to consider allocating funds in the upcoming budget to support either a tourism development authority or a merchants association.

Consideration of approval of the Sea Trail Letter concerning Encroachments and Maintenance and Use of Improvements over Rights-of-way dedicated to and accepted by the Town of Sunset Beach

The Council reviewed the draft letter and corrected grammatical errors.

MAYOR PRO-TEM DEVITA MADE A MOTION TO APPROVE THE SEA TRAIL LETTER CONCERNING ENCROACHMENTS AND MAINTENANCE AND USE OF IMPROVEMENTS OVER RIGHTS-OF-WAY DEDICATED TO AND ACCEPTED BY THE TOWN OF SUNSET BEACH AS AMENDED TO CORRECT THE GRAMMATICAL ERRORS. COUNCILWOMAN JOSEPH SECONDED THE MOTION. MAYOR CERRATO CALLED FOR A VOTE AND THE MOTION CARRIED BY UNANIMOUS VOTE.

Consideration of Appointment of the Town of Sunset Beach Emergency Management Representative and Designation of the NC Mutual Aid and Assistance Agreement Authorized Representatives

COUNCILMAN WILLIAMS MADE A MOTION TO APPOINT POLICE CHIEF LISA MASSEY AS THE TOWN OF SUNSET BEACH EMERGENCY MANAGEMENT REPRESENTATIVE AND TO DESIGNATE POLICE CHIEF LISA MASSEY, FIRE CHIEF KEVIN DEMPSEY AND PUBLIC INFORMATION OFFICER LISA ANGLIN AS THE NC MUTUAL AID AND ASSISTANCE AGREEMENT AUTHORIZED REPRESENTATIVES. COUNCILWOMAN SCOTT SECONDED THE MOTION. MAYOR CERRATO CALLED FOR A VOTE AND THE MOTION CARRIED BY UNANIMOUS VOTE.

Public Comments

None

Closed Session

MAYOR PRO-TEM DEVITA MADE A MOTION TO RETURN TO CLOSED SESSION PURSUANT TO NCGS 143-318.11 (a)(6) TO DISCUSS THE INDIVIDUAL PLANNING BOARD MEMBER APPLICANTS. COUNCILMAN SHERRILL SECONDED THE MOTION. MAYOR CERRATO CALLED FOR A VOTE AND THE MOTION CARRIED BY UNANIMOUS VOTE.

COUNCILMAN WILLIAMS MADE A MOTION TO RECESS THE CLOSED SESSION TO MONDAY, MAY 6, 2013 AT 6:00 PM. COUNCILMAN SHERRILL SECONDED THE MOTION. MAYOR CERRATO CALLED FOR A VOTE AND THE MOTION CARRIED BY UNANIMOUS VOTE.

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

The Council met in Closed Session for approximately 30 minutes with no action taken.

COUNCILMAN WILLIAMS MADE A MOTION TO ADJOURN THE APRIL 16, 2013 WORK SESSION. COUNCILMAN SHERRILL 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