

CAROLINA BEACH

Town Council Regular Meeting

Tuesday, February 08, 2022 – 6:00 PM

Council Chambers, 1121 N. Lake Park Boulevard, Carolina Beach, NC



AGENDA

**CALL TO ORDER WITH INVOCATION GIVEN BY PASTOR SHAWN BLACKWELDER OF ST. PAUL'S UMC,
FOLLOWED BY THE PLEDGE OF ALLEGIANCE**

ADOPT THE AGENDA

CONSENT AGENDA

1. Set a public hearing for March 8th, 2022 for a Text Amendment – to amend:

Chapter 40 Sec 40-70 & 72, add multi-family uses to the Neighborhood Business (NB) zoning district with reduced setbacks.

Chapter 40 Sec 40-74, increase the density in Neighborhood Business (NB) zoning district.

Chapter 40 Sec 40-72, allow parking areas serving the use to be located in a different zoning district. Applicant: Hamby Beach Properties, LLC
2. Budget Amendments/Transfers
3. Adopt the 2021 Records Retention Schedules for Local Government Agencies
4. Approval of Minutes from January 11, 19, 27, and 28, 2022

SPECIAL PRESENTATIONS

5. Events Update by Tim Murphy
6. Manager's Update

PUBLIC COMMENT

Public Comment allows the public the opportunity to address Town Council. Please direct your comments to Council only. Speakers should restrict comments to no more than three minutes. Items or questions presented during this time will not be discussed by Council. However, the topic may be deferred to Town staff or a Town committee for follow-up. Please be sure to state your name and address, and speak directly into the microphone for those watching online.

PUBLIC HEARINGS

- [7.](#) Public Hearing to Review Requests from Non-Profit Organizations for General Fund Contributions

ITEMS OF BUSINESS

- [8.](#) Discussion on Accepting the Oceana Stormwater
- [9.](#) Committee Appointment

ADJOURNMENT



AGENDA ITEM COVERSHEET

PREPARED BY: Jeremy Hardison, Planning Director **DEPARTMENT:** Planning

MEETING: Town Council – February 8, 2022

SUBJECT: Set a public hearing for March 8th, 2022 for a Text Amendment – to amend:

- 1) Chapter 40 Sec 40-70 & 72, add multi-family uses to the Neighborhood Business (NB) zoning district with reduced setbacks.
- 2) Chapter 40 Sec 40-74, increase the density in Neighborhood Business (NB) zoning district.
- 3) Chapter 40 Sec 40-72, allow parking areas serving the use to be located in a different zoning district. Applicant: Hamby Beach Properties, LLC

BACKGROUND:

ACTION REQUESTED

Set public hearing for March 8, 2022

RECOMMENDED MOTION:

Approve consent agenda



AGENDA ITEM COVERSHEET

PREPARED BY: Debbie Hall, Finance Director

DEPARTMENT: Finance

MEETING: Town Council – 2/08/2022

SUBJECT: Budget Amendments/Transfers

BACKGROUND:

I have received budget amendments and/or transfer requests. As you know, transfers require only your notification whereas amendments require your approval. Listed below you will find a description of the amendments and/or transfers. I have also attached a copy of the supporting documentation for the appropriations.

Transfers:

Transfer \$10,000 from account 30-812-045 Contract Services Water to account 30-812-046 Professional Services Water to cover increase of materials during well rehab.

ACTION REQUESTED:

Approve the budget amendments and/or transfers as presented by the Finance Director.

Lynn Barbee
Mayor

Joe Benson
Council Member

Deb LeCompte
Council Member



Jay B. Item 2.
Mayor Pro Tem

Mike Hoffer
Council Member

Bruce Oakley
Town Manager

Town of Carolina Beach
1121 N. Lake Park Blvd.
Carolina Beach, NC 28428
Tel: (910) 458-2999
Fax: (910) 458-2997

BUDGET TRANSFER REQUEST

To: Debbie Hall, Finance Director

From: Mark Meyer, Public Utilities Director

Re: Budget transfer

Date: January 31, 2022

Budget transfer amount: \$ 10,000.00

From: 30-812-045 (Contract Services) \$ 10,000.00

To: 30-812-067 (Well Upgrades)

Explanation: To cover increase of materials during well rehab.

Mark Meyer

1/31/22

Director of Public Utilities, Town of Carolina Beach



AGENDA ITEM COVERSHEET

PREPARED BY: Kim Ward, Town Clerk

DEPARTMENT: Clerk

MEETING: Town Council 2/8/2021

SUBJECT: Adopt the 2021 Records Retention Schedules for Local Government Agencies

BACKGROUND:

N.C.G.S. 121-5(c) and 132-8 direct local government to adopt and adhere to records retention and disposition schedules that are created and management by the NC Department of Cultural Resources. These schedules serve as an agreement between the local government office and NCDCS, to provide guidance on the types of records to be maintained and for how long.

ACTION REQUESTED:

Staff requests Council to approve the 2021 Records Retention Schedule for Local Government Agencies issued by NCDCS to ensure compliance with statutory guidelines.

RECOMMENDED MOTION:

Motion to approve the 2021 NC Department of Cultural Resources Records Retention Schedule.



AGENDA ITEM COVERSHEET

PREPARED BY: Kim Ward, Town Clerk

DEPARTMENT: Clerk

MEETING: Town Council – 2/8/2022

SUBJECT: Approval of Minutes from January 11, 19, 27, and 28, 2022

BACKGROUND:

Attached are the meeting minutes from January 11, 19, 27, and 28, 2022.

ACTION REQUESTED:

Review and consider approving under the consent agenda.

CAROLINA BEACH

Town Council Regular Meeting

Tuesday, January 11, 2022 - 6:30 PM

Council Chambers, 1121 N. Lake Park Boulevard, Carolina Beach, NC



MINUTES

CALL TO ORDER WITH INVOCATION GIVEN BY GAYLE TABOR, PASTOR OF CHURCH AT THE BOARDWALK, FOLLOWED BY THE PLEDGE OF ALLEGIANCE

Mayor Barbee called the meeting to order at 6:30 PM.

Mayor Barbee said during the past month and a half, the Town has lost 3 community servants: Captain Mike Britt and Vickie Hester, both of whom were instrumental with the Carolina Beach Inlet Association, and Teresa Shue, who served on the Town's Board of Adjustment. He asked everyone to keep them in their hearts and think about their families.

Pastor Gayle Tabor of Church at the Boardwalk gave the invocation, followed by the Pledge of Allegiance.

PRESENT

Mayor Lynn Barbee

Mayor Pro Tem Jay Healy

Council Member Joe Benson

Council Member Mike Hoffer

Council Member Deb LeCompte

ALSO PRESENT

Town Manager Bruce Oakley

Assistant Town Manager Ed Parvin

Finance Director Debbie Hall

Town Clerk Kim Ward

Town Attorney Noel Fox

ADOPT THE AGENDA

ACTION: Motion to adopt the agenda

Motion made by Mayor Barbee

Voting Yea: Mayor Barbee, Mayor Pro Tem Healy, Council Member Benson, Council Member Hoffer, Council Member LeCompte

Motion passed unanimously

CONSENT AGENDA

1. Set a public hearing for February 8th, 2022 for a Text Amendment – to amend Chapter 40 Sec 40-70, 72, & 74 - 1) To increase the density in Neighborhood Business (NB) zoning district, 2) Add multi-family uses to the Neighborhood Business (NB) zoning district, 3) Allow parking

areas serving the use to be in a different zoning district. Applicant: Hamby Beach Properties, LLC

2. Set Public Hearing for January 19, 2022 at 3:30 p.m. to Consider Financing and Installation of a New HVAC System at the Municipal Complex
3. Set Public Hearing for February 8, 2022 to hear from Non-Profits Regarding Funding Requests
4. Eliminate Alternate Position on the Police Advisory Committee
5. Adopt the 2022 Council and Committee Meeting Schedule
6. Change the Regular Council Meeting Time from 6:30pm to 6:00pm Ordinance 22-164
7. Budget Amendments/Transfers
8. Reimbursement Resolution 22-2250 for the Purchase of Freeman Park Property for Tourist Activities
9. Approval of Minutes from November 30, December 7 and 12, 2021

ACTION: Motion to adopt the consent agenda

Motion made by Mayor Barbee

Voting Yea: Mayor Barbee, Mayor Pro Tem Healy, Council Member Benson, Council Member Hoffer, Council Member LeCompte

Motion passed unanimously

SPECIAL PRESENTATIONS

10. Presentation by the Centennial Committee

Maureen Lewis, Chairman of the Centennial Committee, presented the nominated finalists for adult and youth logo submissions for the Town's 100th birthday celebration in 2025. She said the committee used a blind selection process from a pool of 13 adult submissions and chose the logo by Brent Myers, a Wilmington graphic designer. Ms. Lewis said the committee plans to use all submissions in some way during the centennial celebration.

The youth winner was Giovanna Cannistraci-Ortiz, a 6-year-old Carolina Beach Elementary School student.

If approved by Council, the adult winner will receive \$250 and the youth winner will get \$50, with both prizes funded by the Island Arts Council. Ms. Lewis said all submissions will be framed compliments of Skip Sprague of Tip Top Frame so they may be displayed at Town Hall.

ACTION: Motion to approve winners as selected by the Centennial Committee

Motion made by Mayor Barbee

Voting Yea: Mayor Barbee, Mayor Pro Tem Healy, Council Member Benson, Council Member Hoffer, Council Member LeCompte

Motion passed unanimously

11. Mid-Year Financial Update

Finance Director Debbie Hall presented a brief mid-year update on the Town's budget vs. actuals for July 1, 2021 -December 31, 2021.

Major General Fund Revenue Sources

Ms. Hall said overall the Town is at 60 percent of budgeted revenue, which is on target and a really good place to be.

General Fund Expenses

Ms. Hall said the Town has spent 48 percent of what was budgeted, and the number is not higher because a lot of debt service falls toward the end of the year.

Utility Fund Revenue Sources

Ms. Hall said 51 percent of budgeted revenue has been collected, which is where the Town is expected to be.

Utility Fund Expenses

Ms. Hall said 40 percent of expenses have been utilized, and there is revenue bond debt coming up toward the end of the fiscal year that will put the Town back on track.

Moody's Annual Credit Rating

Ms. Hall said the Town was assessed again in February and has the second-highest credit rating awarded, which is an impressive place to be for a Town of this size. The General Fund Rating is Aa1, and the Utility Fund Rating is Aa3. Ms. Hall said she feels confident the Town will maintain this good rating.

Council Member Benson asked if the Town had collected any revenue for The Proximity or if that would be coming later. Mr. Parvin said those plans are still under review, so the Town has not yet collected any revenue. He said projections in March would give an idea of the revenue that can be expected from The Proximity and other upcoming projects.

Council Member Benson pointed out that the slide regarding the Utility Fund showed that revenue was less than expenses. He asked if the difference is addressed by American Rescue Plan funds. Ms. Hall said that was a typo, and updated slides show a balanced budget.

Council Member Benson asked if the revenue bonds required increasing utility rates for the first 5 years of the 25-year term. Ms. Hall said yes, that was determined by a feasibility consultant, and to be able to meet the covenants the Town had to make those increases. Council Member Benson asked if the Town should anticipate those types of conditions on future revenue bonds. Ms. Hall said a feasibility consultant would have to assess it and decide as to how much the Town would need to increase or whether there should be any increase at all. She said the Local Government Commission (LGC) requires hiring an independent contractor.

Mayor Barbee asked if the Town is through the 5 rate increases. Ms. Hall said yes.

Council Member Benson asked whether rollover funds from previous years that are in the Powell Bill Fund now will be associated with conditions to be used for a particular street improvement project.

Mr. Oakley said he doesn't think that will be in the case in the rollover, but there may be some Powell Bill funds in the new budget tied to certain projects.

12. Manager's Update

Town Manager Bruce Oakley gave an update on various projects and events.

He went over key dates for the budget schedule:

- January 27-28, annual retreat kickoff
- April 12, budget overview and community input
- April 26 and May 3, budget workshops
- May 24, present budget message
- June 14, adopt the budget

Mr. Oakley said there will also be a budget open house to allow for public input and review at a date to be determined.

CSRM – Beach Nourishment

- Great Lakes Dredge and Dock Company
- Construction – Early February
- Completion – March 30

Hamlet Bathhouse and Ocean Rescue

- Project is under construction
- Currently on schedule to be completed by end of March

American Rescue Plan Projects

- Florida Avenue: Public Utilities is awaiting receipt of final quotes for lining of sewer pipe. Survey work is being done to facilitate engineered drawings for roadway and bulkhead. Mr. Oakley added that inflation and lack of labor are affecting projects, which are taking longer and costing more. He said numbers may change going forward.
- Hamlet Avenue: Staff is obtaining quotes for the drainage work to the eastern end of the roadway.
- Spartanburg and Second Street: A survey is being conducted of this area to allow the engineer to rework the stormwater and ditch clearing.

Mayor Barbee asked Mr. Oakley if he will let Council know if projects result in budget troubles. Mr. Oakley said yes, but he thinks everything is OK for now as the Town awaits some information to get final costs.

Mr. Parvin gave an update on other projects.

Saint Joseph Bike Path

- The project is creating a multi-use path on Saint Joseph Street and Lewis Drive from North Lake Park Boulevard to Access Road.

- Kimley-Horn is working on designing the scope for the project. The Town will forward to the N.C. Department of Transportation (DOT) when complete.
- Representatives from Kimley-Horn and DOT plan to be at the January 24 Bike/Ped Committee meeting.

Marina

- The project is the installation of new bulkheads and floating docks on the south and east sides of the marina. The design will mirror the recently completed west side.
- Project is out to bid.
- Bid opening is scheduled for February 3.

Mr. Parvin said this is a 24-month project that will cover 2 summer seasons. He said there is no way around this.

Mayor Barbee said one phase will require digging up Canal Drive, so he hopes that work can be done outside of peak season. Mr. Parvin said the project engineer grew up here and understands the need for this.

Council Member Hoffer asked for specifics about funds the Town recently received from the State. Mr. Oakley said the Town has filled out paperwork and is waiting for further details from the State for some of the funding. He said \$3 million is in the process of being turned over, and the remaining \$900,000 is in the budget and should come with further instructions soon.

Mayor Barbee said the dredging equipment that is now in the Intracoastal Waterway is for a U.S. Army Corps of Engineers project to dredge Snow's Cut. He said that sand will again be deposited on Masonboro Island instead of Freeman Park. Mayor Barbee said the Town tried to get it for Freeman Park, but due to legalities this effort was not attainable with the current property owners.

PUBLIC COMMENT

Wayne Carpenter of 1150 The King's Highway in Wilmington said although he lives just across the bridge, he is a Town business owner. He said his business, Coastal NC Adventure Co., does not have a brick-and-mortar presence but in 2021 spent more than 85 percent of its operating time in the Town's waters with kayaking, paddleboarding, and surfing. Mr. Carpenter said in the past he was able to purchase an annual non-resident parking pass, but this year Council has decided not to offer those. He said this would result in spending \$2,500 in parking fees over 100 days, which is a huge expense to a small business owner and would persuade him to do business in places where he can park for free. Mr. Carpenter said his business brings \$15,000 to \$20,000 per summer into the Town through employees and clients patronizing local businesses, but that money will go somewhere else under current circumstances. He urged Council to reconsider getting rid of the annual non-resident parking pass.

Patrick Boykin of 712 Glenn Avenue said he wanted to inquire about an alleyway behind his property. He said he has heard rumors that it will be sold, and his understanding when he purchased his property was that the alleyway was a Town easement and nothing was going to happen with it. Mr. Boykin said he has looked up tax records and can't find a parcel ID for that piece of property, so he can't determine

who owns it. He said there is a fence along the far side in need of repair, and he is trying to find out who to contact about this.

Mr. Boykin also said he and his neighbors had gotten some response to the 5 petitions from the Ocean Heights subdivision, but they still haven't heard back about the possible addition of speed bumps or prohibiting through-traffic to slow the speed of cars in the community.

James Sattie of 610 Glenn Avenue passed some information to Council Members. He said it appears that the owner of the property in question is his neighbor at 608 Glenn Avenue and that the fence is in violation and has been since day one. Mr. Sattie said he thinks construction on the fence outlined on his drawing should begin immediately.

Olin Furr of 440 Oceana Way said he wanted to talk about resurfacing roads in the Town. He said there are many streets that need work on the North End, so he's hoping Council will make it a priority. Mr. Furr said he doesn't think the Town is maintaining streets like it should and needs a master plan. He said he would be glad to volunteer to help with this. Mr. Furr also said flooding on Canal Drive is a hard problem to solve, but it's time to fix it. He said someone mentioned dune infiltration to get rid of excess water, so the Town should look at this option.

Mayor Barbee asked Planning Director Jeremy Hardison to help Mr. Boykin understand who owns the property behind him. He said as far as paving, the Town needs a longer-range schedule at some point.

Council Member Benson asked if there are any stipulations in the Powell Bill related to paving. Mr. Oakley said Council can discuss this matter at the retreat. Mr. Hardison said Code Enforcement can look at what's going on with the fence.

PUBLIC HEARINGS

13. Conditional Zoning to consider a multifamily project consisting of 8 townhome units located at 905 Basin Rd in the Marina Business (MB-1) zoning district.
Applicant: Laurel Companies LLC

Mr. Hardison presented the details.

905 Basin Road

Current use: 7 mobile homes

- Marina Business District
 - Established to reserve area along the water's edge for water-dependent and water-oriented uses
 - Provides for residential and other non-water-dependent uses
- Multi-family dwellings greater than 4 units (CZ)
 - Allowed in accordance with specific standards and conditions pertaining to an individual development project
 - Standards may include landscaping, design guidelines, and infrastructure, pedestrian, street, and right-of-way improvements

Surrounding Uses

- Tom's Marine
- Federal Point Yacht Club neighborhood

CZ

- Subject to specific conditions that ensure compatibility and enjoyment of neighboring properties
- Standards may include such things as landscaping, design guidelines, buffers, infrastructure improvements (i.e., water), and pedestrian, street, and right-of-way improvements
- Allows a particular use to be established only in accordance with specific standards and conditions pertaining to an individual development project

Site Plan

- 8 units (2 fronting Saint Joseph Street and others on Basin Road)
- 24 parking spaces (3 per unit)
- Each unit has 3 to 4 bedrooms

CZ Process

- Public meeting Friday, October 22
- 8 people attended
- Concerns – stormwater issues on Basin Road
 - Town is planning upgrades; currently in engineering stage

Conditions (proposed by staff)

- Utilities must be installed in accordance with Town requirements
- All relevant requirements of the fire code must be met (i.e., installation of fire hydrants and sprinklers)

The project includes an on-site stormwater control system per the Town stormwater ordinance.

Criteria

- When evaluating, Council shall consider the following:
 - Application's consistency to the general policies and objectives of the Town's CAMA Land Use Plan, any other officially adopted plan that is applicable, and the zoning ordinance
 - Potential impacts and/or benefits on the surrounding area and adjoining properties
 - Report of results from the public input meeting
- Council may include additional standards such as landscaping, design guidelines, buffers, infrastructure improvements (i.e., water), and pedestrian, street, and right-of-way improvements

Land Use Plan

- The project is in general conformity with the 2020 Land Use Plan; this area supports mixed uses

of commercial and residential.

Staff recommended approval of the project and so did the Planning and Zoning Commission by a vote of 6-0.

ACTION: Motion to open the public hearing

Motion made by Mayor Barbee

Voting Yea: Mayor Barbee, Mayor Pro Tem Healy, Council Member Benson, Council Member Hoffer, Council Member LeCompte

Motion passed unanimously

Ned Barnes of 814 Carolina Beach Avenue North, the attorney representing the applicant, said the property is going from a residential use to another residential use. He said the benefit is what's being built will be in compliance with current building codes. Mr. Barnes said owners of property in the surrounding area are all in favor of the project. He said the plan is to contain stormwater on the site, and he thinks the applicant has gone above and beyond what is required.

Mayor Barbee asked if there was any public comment. No one requested to speak.

ACTION: Motion to close the public hearing

Motion made by Mayor Barbee

Voting Yea: Mayor Barbee, Mayor Pro Tem Healy, Council Member Benson, Council Member Hoffer, Council Member LeCompte

Motion passed unanimously

Council Member Hoffer asked how the tree ordinance plays into this. Mr. Hardison said the applicant is going to try to keep existing trees, but nothing in the ordinance requires this. He said the applicant will be exceeding the current tree preservation ordinance.

Council Member LeCompte asked if this includes street improvements. Mr. Parvin said staff can bring back details on the Basin Road stormwater project.

Mayor Pro Tem Healy said it sounds like the applicant has addressed stormwater and gone above and beyond.

ACTION: Motion to approve Ordinance 22-1166, that whereas in accordance with the provisions of NCGS, the Council does hereby find and determine that the adoption of the Conditional Use District to allow for a multi-family project consisting of 8 townhome units located at 905 Basin Road is consistent with the goals and objectives of the adopted Land Use Plan and long-range plans and the potential impacts on the surrounding area are mitigated by the conditions

Motion made by Mayor Pro Tem Healy

Voting Yea: Mayor Barbee, Mayor Pro Tem Healy, Council Member Benson, Council Member Hoffer, Council Member LeCompte

Motion passed unanimously

14. Conditional Zoning to consider a multifamily project consisting of 9 townhome units located at 406, 408, & 410 Canal Dr in the Tourist (T-1) zoning district.

Applicant: Tank Construction Supplies LLC

Mr. Hardison presented the details.

406, 408, 410 Canal Drive

- Current use: vacant
- Tourist district
 - Complementary to Central Business District (CBD)
 - Moderate- to high-density residential
- Multi-family dwellings greater than 4 units (Conditional Zoning, or CZ)
 - Allowed in accordance with specific standards and conditions pertaining to an individual development project
 - Standards may include landscaping, design guidelines, and infrastructure, pedestrian, street, and right-of-way improvements

Surrounding Uses

- Single-family
- Planned Unit Development (PUD) behind it approved recently for 6 units

Former Approvals

- 2006 – one structure with 11 units (not built; lot is currently vacant)

CZ

- Subject to specific conditions that ensure compatibility and enjoyment of neighboring properties
- Standards may include such things as landscaping, design guidelines, buffers, infrastructure improvements (i.e., water), and pedestrian, street, and right-of-way improvements
- Allows a particular use to be established only in accordance with specific standards and conditions pertaining to an individual development project

Site Plan

- 9 units
- Providing 3 parking spaces per unit

Plans

- Each unit will have about 3 bedrooms

CZ Process

- Public meeting Friday, October 29
- 3 people attended
- Concerns – stormwater
 - Applicant plans to install underground stormwater systems

Conditions (proposed by staff)

- Utilities must be installed in accordance with Town requirements
- All relevant requirements of the fire code must be met
- Recombination plat required before building permit can be issued

The project includes an on-site stormwater control system per the Town stormwater ordinance.

Criteria

- When evaluating, Council shall consider the following:
 - Application's consistency to the general policies and objectives of the Town's Coastal Area Management Act (CAMA) Land Use Plan, any other officially adopted plan that is applicable, and the zoning ordinance
 - Potential impacts and/or benefits on the surrounding area and adjoining properties
 - Report of results from the public input meeting
- Council may include additional standards such as landscaping, design guidelines, buffers, infrastructure improvements (i.e., water), and pedestrian, street, and right-of-way improvements

Land Use Plan

The project is in general conformity with the 2020 Land Use Plan; it supports higher-density residential/light commercial in this area.

Staff recommended approval of the project and so did the Planning and Zoning Commission by a vote of 6-0.

ACTION: Motion to open the public hearing

Motion made by Mayor Barbee

Voting Yea: Mayor Barbee, Mayor Pro Tem Healy, Council Member Benson, Council Member Hoffer, Council Member LeCompte

Motion passed unanimously

Applicant Adam Shanks of 1113 Tidal Walk Drive in Wilmington said underground water storage was a big concern neighbors brought up, but there is a solid plan for this. He said he thinks it's a tasteful project, and it has gotten good feedback.

Council Member Hoffer said he likes that there is one driveway.

Mayor Pro Tem Healy asked why there are 9 and not 11 units. Mr. Shanks said they want to be conforming and refrain from creating an overly dense situation.

Mayor Barbee asked if Fire Chief Alan Griffin has seen and approved the project. Mr. Hardison said yes and that he had no access issues.

Mayor Barbee asked if there was any public comment. No one requested to speak.

ACTION: Motion to close the public hearing

Motion made by Mayor Barbee

Voting Yea: Mayor Barbee, Mayor Pro Tem Healy, Council Member Benson, Council Member Hoffer, Council Member LeCompte

Motion passed unanimously

Council Member Hoffer said there's not much to talk about and that he thinks it's an improvement.

ACTION: Motion to approve Ordinance 22-1167, that whereas in accordance with the provisions of NCGS, the Council does hereby find and determine that the adoption of the Conditional Use District to allow for a multi-family project consisting of 9 townhome units located at 406, 408, and 410 Canal Drive is consistent with the goals and objectives of the adopted Land Use Plan and other long-range plans and the potential impacts of the surrounding area are mitigated by the approved conditions

Motion made by Mayor Pro Tem Healy

Voting Yea: Mayor Barbee, Mayor Pro Tem Healy, Council Member Benson, Council Member Hoffer, Council Member LeCompte

Motion passed unanimously

ITEMS OF BUSINESS

15. NCDOT Easement on Hamlet to accommodate the upfit of a U.S. 421 stoplight

Council has worked hard to obtain approval and funding from DOT to install a stoplight at Hamlet Avenue and Lake Park Boulevard (U.S. 421). DOT has moved forward with the survey work but will need a utility easement in the Town's right-of-way on the east and west side of Lake Park Boulevard. The easement will fully encompass the Town's 50-foot right-of-way running 60 feet east and west on each side of Lake Park Boulevard. DOT is looking to have the right-of-way phase wrapped up in March.

Mr. Parvin presented the details.

Council Member Hoffer asked if any traffic changes are planned with this light, such as crosswalks. Mr. Parvin said once this is signed the Town can get that information.

ACTION: Motion to approve the NCDOT easement on Hamlet to accommodate the upfit of a U.S. 421 stoplight

Motion made by Mayor Barbee

Voting Yea: Mayor Barbee, Mayor Pro Tem Healy, Council Member Benson, Council Member Hoffer, Council Member LeCompte

Motion passed unanimously

16. Budget Amendment to pay the NCDOT administrative fees for the Island Greenway and Cape Fear Blvd MUP

In August 2020, the Town unexpectedly received "closeout" invoices totaling \$92,394 from DOT for administrative and construction inspections costs for the Island Greenway project. Project construction ended in March 2019, and final reimbursements were received in full as requested in March 2020. At

no time during the 7-year project was there any communication from/with DOT that the Town was not being billed monthly for these services in accordance with the DOT-provided Programs Management Handbook and materials presented during Wilmington Urban Planning Area Metropolitan Planning Organization (WMPO) grant workshops.

Over the past 1.5 years, the Town has been working with WMPO and DOT staff concerning the invoices. The Town advised all that the charges were a complete surprise and there had been no communication that there would be closeout charges. The Town had closed the project out, and there was no money left in the budget. The Town also advised all it was the Town's intent to dispute these charges for various detailed reasons.

After working with DOT and WMPO, the Town was able to reduce the costs from \$92,394 to \$28,934.24. These projects are closed out, so a budget amendment would be required to allocate these funds.

Mr. Parvin presented the details.

ACTION: Motion to approve the budget amendment in the amount of \$28,934.24 for the NCDOT administration fees on the Island Greenway

Motion made by Mayor Barbee

Voting Yea: Mayor Barbee, Mayor Pro Tem Healy, Council Member Benson, Council Member Hoffer, Council Member LeCompte

Motion passed unanimously

17. Resolution of Support – Turn Lane on Dow Road

Mr. Oakley requested that Council consider approving Resolution 22-2245 supporting the addition of a turn lane on Dow Road into State Park Road.

ACTION: Motion to approve Resolution 22-2245, a resolution of support for a turn lane on Dow Road

Motion made by Mayor Barbee

Voting Yea: Mayor Barbee, Mayor Pro Tem Healy, Council Member Hoffer, Council Member LeCompte

Motion passed unanimously

18. Acceptance of Stormwater Infrastructure in Oceana

The water and sewer infrastructure located within the Oceana subdivision was adopted by the Town in 2018. Since that time, the homeowners association (HOA) and Town staff have been working together to make the Town's adoption of the stormwater infrastructure possible. The Oceana HOA hired an independent contractor to camera and assess the system. This report was followed by a list of recommended repairs. The Oceana HOA provided this report to the Town and sought approval for the necessary repairs, along with the proposed methods. Once in agreement, the HOA hired a utility contractor to perform the needed repairs, and these repairs were inspected by Town staff.

Mr. Oakley presented the details.

Council Member Hoffer said he's not that comfortable with this because he doesn't see how it's in the Town's best interest. Mr. Oakley said all property owners pay stormwater fees to the Town. Council Member Hoffer asked for specifics about the system. Mr. Parvin said it's piping that goes out to the wetland area between Freeman Park and Oceana.

Mayor Barbee said he is good with it.

Council Member LeCompte asked if this is an agreement made by a prior Council. Ms. Fox gave some background about the issue.

Council Member Hoffer and Council Member LeCompte said they'd like to hear more history about this. Mr. Oakley said he can bring back additional information in February.

19. Resolutions for LGC approval of HVAC financing

Council approved debt service in the 2021-2022 fiscal year budget for replacement of the HVAC system at the Municipal Complex at 1121 North Lake Park Boulevard. Because replacement of the heating and cooling system is considered improvements to real property, the Town must submit an application to the LGC for approval.

Ms. Hall presented the details of three resolutions: Resolution Number 22-2246 – Reimbursement Resolution, Resolution Number 22-2247 – Resolution of Necessary Findings, and Resolution Number 22-2249 – Resolution Approving Financing Terms.

ACTION: Motion to approve Resolutions 22-2246, 22-2247, and 22-2249, resolutions for LGC approval of the HVAC financing as presented

Motion made by Mayor Barbee

Voting Yea: Mayor Barbee, Mayor Pro Tem Healy, Council Member Hoffer, Council Member LeCompte

Motion passed unanimously

20. Resolutions for Reimbursement for Restroom at Mike Chappell Park

Council approved debt service in the 2021-2022 fiscal year budget for a new restroom at Mike Chappell Park. The Town plans to submit an application for approval of financing terms to the LGC in the next couple of months. A reimbursement resolution needs to be in place so any funds spent on the project prior to LGC approval may be reimbursed out of loan proceeds.

Ms. Hall presented the details.

ACTION: Motion to approve Resolution 22-2248, resolution for reimbursement for a restroom at Mike Chappell Park

Motion made by Mayor Barbee

Voting Yea: Mayor Barbee, Mayor Pro Tem Healy, Council Member Benson, Council Member LeCompte

Motion passed unanimously

Mayor Pro Tem Healy said the Town got approved for a \$250,000 bathroom but is only spending \$190,000, a savings of \$60,000. Mr. Oakley gave credit to Parks and Recreation Director Eric Jelinski for finding a better solution.

21. Budget Ordinance for the American Rescue Plan

Mr. Oakley asked Council to approve a budget ordinance increasing Project Fund 35 by \$28,505.65 for Premium Pay, Retirement, Taxes and Law 401(k).

ACTION: Motion to approve Ordinance 22-1165, a budget ordinance for the American Rescue Plan as presented by the Town Manager

Motion made by Mayor Barbee

Voting Yea: Mayor Barbee, Mayor Pro Tem Healy, Council Member Hoffer, Council Member LeCompte

Motion passed unanimously

22. Committee Appointments

Council made the following committee appointments:

- Beautification: Christopher Bartosik and Rachel Nadeau
- Bike/Ped: Mike Maume
- Board of Adjustment: Dan Adams
- Planning and Zoning: Lynn Conto
- Police Advisory: Christina Lopez and Dan Adams
- Operations Advisory: Matthew Shuttleworth (one of the youngest committee members in years, Mayor Barbee added)

Mayor Barbee encouraged anyone with an interest to attend committee meetings. He said being appointed is not necessary for participation.

Council Member LeCompte said there are now more people wanting to serve than available positions, so she thanked the public for stepping up.

Council Member Hoffer said in his experience, those who attend committee meetings can speak freely.

CLOSED SESSION TO DISCUSS AN ATTORNEY/CLIENT MATTER AND A PERSONNEL MATTER

ACTION: Motion to go into closed session to discuss a personnel matter as well as an attorney/client matter and attorney/client privilege in accordance with NCGS 143-318.11(a)(3) and (6). Matters being discussed include:

18 CVS 3151 Town of Carolina Beach vs. Carolina Freeman LLC

18 CVS 3152 Town of Carolina Beach vs. B&F Enterprises LLC

18 CVS 3153 Town of Carolina Beach vs. DRDK LLC

18 CVS 3154 Town of Carolina Beach vs. Freeman Beach LLC

Motion made by Mayor Barbee

Voting Yea: Mayor Barbee, Mayor Pro Tem Healy, Council Member Benson, Council Member Hoffer,

Council Member LeCompte
Motion passed unanimously

Council returned from closed session stating that no action was taken.

ACTION: Motion to approve a 4% salary increase for the Council appointed staff.

Motion made by Mayor Barbee

Voting Yea: Mayor Barbee, Mayor Pro Tem Healy, Council Members Benson, Hoffer, and LeCompte

ADJOURNMENT

Mayor Barbee adjourned the meeting at 9:05 PM.

CAROLINA BEACH

Town Council Special Meeting

Wednesday, January 19, 2022 – 3:30 PM

Council Chambers, 1121 N. Lake Park Boulevard, Carolina Beach, NC



MINUTES

Council Members Present:

Mayor Lynn Barbee

Council Member Deb LeCompte

MPT Jay Healy

Council Member Mike Hoffer

Council Members Excused:

Council Member Joe Benson

Staff Present:

Town Manager Bruce Oakley

Town Clerk Kim Ward

Finance Director Debbie Hall

CALL TO ORDER

Mayor Barbee called the meeting to order at 3:30 p.m.

PUBLIC HEARING ON FINANCING OF TOWN HALL HVAC

Mayor Barbee made a motion to open the public hearing. Motion passed unanimously.

No one from the public spoke.

Mayor Barbee made a motion to close the public hearing. Motion passed unanimously.

ADJOURNMENT

Mayor Barbee made a motion to adjourn at 3:35 p.m. Motion passed unanimously.

CAROLINA BEACH

Town Council Budget Workshop

Thursday, January 27, 2022

Carolina Beach Fire Department 9 South Dow Rd, Carolina Beach, NC



MINUTES

Council Members Present:

Mayor Lynn Barbee

Council Member Deb LeCompte

Council Member Joe Benson

MPT Jay Healy

Council Member Mike Hoffer

Staff Present:

All department heads

CALL TO ORDER

Mayor Barbee called the meeting to order at 11:00 a.m.

Town Manager Bruce Oakley and Assistant Manager Ed Parvin gave an update on the State of the Town.

Utilities Director Mark Meyer presented his top three priorities for the 2022/2023 fiscal year. The number one priority is the headworks at a cost of \$3.3 million. Others included the Phase I Water Study, 7th Street Water Extension, and restoring the drying bed at the wastewater treatment plant.

Fire Chief Alan Griffin reviewed his top priorities, number one being personnel. He is requesting 3 additional firefighter positions to handle the growth and call volume. This would also assist in staffing the ladder truck. Chief also reviewed the 10-year plan for fire apparatus and equipment.

Police Chief Vic Ward also focused on personnel. He is requesting a 5% salary increase for current and future personnel. The estimated cost would be around \$85,000. He also mentioned adding a specialized unit for rapid intervention. His third priority is technology upgrades.

Public Works Direct Brian Stanberry focused on stormwater improvements. The first priority would be Canal Drive, specifically the Starfish street end. Other projects include roadway maintenance.

Planning Director Jeremy Hardison presented the need for adopting a Unified Development Ordinance. He also reviewed efficiencies in the permitting process.

Parks and Recreation Director Eric Jelinski reviewed the proposed projects for FY22/23, Some of those include the restroom at Lake Park, disability park opportunities at 1710 Carolina Beach Avenue North, and a skate park expansion. Eric also explained the newly formed non-profit organization, Friends of Carolina Beach Parks and Greenways.

Ed Parvin presented the Administration department's requests. The departments include Executive, Human Resources, Finance, Marina, and Town Clerk.

Bruce Oakley mentioned that admin is requesting three new positions including a public information officer in executive, a financial analyst in finance, and an administrative support specialist in human resources.

Ed Parvin reviewed the Lake Dredge project numbers. The scope is to dredge the remaining 50,000 cubic yards to an average depth of 6 feet. The bids received were between \$6.3 million and \$11.3 million. Staff recommends doing a phased approach. The first phase would reduce the lake depth as much as possible utilizing the spoils onsite. Council supported this idea if it meets the stormwater needs.

Meeting facilitator Chris Aycock reviewed strengths, weaknesses, opportunities, and threats.

The budget portion of the workshop paused to allow former Congressman and lobbyist Mike McIntyre to give an update on the progress on the projects he is working on and potential money that may be coming available.

ADJOURNMENT

Mayor Barbee made a motion to adjourn at 3:35 p.m. Motion passed unanimously.

CAROLINA BEACH

Town Council Budget Workshop

Friday, January 28, 2022

Carolina Beach Fire Department 9 South Dow Rd, Carolina Beach, NC



MINUTES

Council Members Present:

Mayor Lynn Barbee

Council Member Deb LeCompte

Council Member Joe Benson

MPT Jay Healy

Council Member Mike Hoffer

Staff Present:

All department heads

CALL TO ORDER

Mayor Barbee called the meeting to order at 8:00 a.m.

Meeting facilitator Chris Aycock had Council Members continue the discussion on strengths, weaknesses, opportunities, and threats.

Mr. Aycock asked Council to list out priorities and place them on the white board. Some of the ideas include: communication (streamline committees), make sure projects are complete, fiscally responsible, parking (management, finding more parking), infrastructure (headworks, water storage), completely plan out projects and think ahead, Public Information Officer, Freeman Park (closing the deal, management plan), not raising taxes, beach nourishment, lake dredge, stormwater, employee retention, and investing in staff.

Council prioritized these categories, the first being infrastructure, followed by communication and closing the Freeman Park financing,

Parking was discussed in detail. Some council members are not in favor of the new parking rules.

Council discussed the committee projects and agreed that they wanted to pause the multi-modal transportation plan for at least a year. They would like to work with the Wilmington MPO to evaluate if the plan is in line with their vision.

Council agreed to allow staff to remove port-o-johns from the street ends. They also agreed once the restroom construction is complete at Mike Chappell Park, they can remove the port-o-johns there as well.

Mayor Barbee made a motion to adjourn at 2:30 p.m. Motion passed unanimously.



AGENDA ITEM COVERSHEET

PREPARED BY: Tim Murphy

DEPARTMENT: Parks and Rec

MEETING: Town Council Meeting 2/8/2022

SUBJECT: Events Update by Tim Murphy

BACKGROUND:

Tim Murphy will give an update on the upcoming events.

ACTION REQUESTED:

No Action Requested



AGENDA ITEM COVERSHEET

PREPARED BY: Bruce Oakley, Town Manager

DEPARTMENT: Executive

MEETING: Town Council Meeting 2/8/2022

SUBJECT: Manager's Update

BACKGROUND:

Town Manager Bruce Oakley will give an update on various projects and events.



AGENDA ITEM COVERSHEET

PREPARED BY: Kim Ward

DEPARTMENT: Town Clerk

MEETING: Town Council – 2/8/2022

SUBJECT: Public Hearing to Review Requests from Non-Profit Organizations for General Fund Contributions

BACKGROUND:

The following organizations have submitted the required documentation to request funding from the general fund:

Non-Profit	Amount Requested 2022/2023	Amount Awarded 2021/2022	Project
CB Inlet Association	\$7,500	\$3,750.00	Education
Federal Point Historic Society	\$9,000	\$4,000.00	History Center
Friends of Felines	\$2,000	\$500.00	Spay/Neuter
Island of Lights	\$5,000	\$2,000.00	Activities
Katie B. Hines Senior Center	\$12,000	\$12,000.00	Operations
Pleasure Island Sea Turtles	\$6,000	\$6,000.00	Monitoring
Pleasure Island Paws	\$2,000	\$500.00	Spay/Neuter

ACTION REQUESTED:

Mayor Barbee will read the names of the non-profit organizations and the amount they are requesting. A motion will be made to open the public hearing for anyone (public or applicant) to speak on any of the requests listed above.

Council will discuss the requests at an upcoming budget workshop.



Securing The Future Of Carolina Beach Inlet Keeping It Open & Safe For Navigation

January 31, 2022

RE: Request for funds for Carolina Beach Inlet Association

To: Mayor Lynn Barbee & Carolina Beach Town Council Members

First, Thank You for your past support of the Carolina Beach Inlet Association.

During the last 12-months we were able to resume regular board meetings, membership meetings, we put on two public events in effort to rebuild our post COVID membership and support. And though our revenues are still not where they were pre-epidemic – we have strongly bounced back with a very active and diverse Membership.

We request \$7500 to help support Carolina Beach Inlet Association's operations in line with pre COVID amounts, considered in the past. We understand the Town, may still be facing budget revisions and the Carolina Beach Inlet Association would be very much thankful for any support the town is willing to contribute.

We maintain a strong web presence and interact daily with nearly 2000 social media followers. We fund and share reports from officials from UNCW, the USACE and USCG and others, with both members, non-members and followers. Additionally, we regularly provide information, reports and other items of educational benefit to the general public including economic impact studies related to both the economy and property values for the Carolina Beach area as it relates to the inlet.

We also support other non-profits such as the American Legion Post 129 where we have our board and membership meetings. We are members of the NC Beach Inlet & Waterway Association, as we share many mutual interests. We also make contributions to support other local non-profits and are always quick to help when crisis occurs in the area.

PO Box 1129 Carolina Beach, NC 28428 Telephone: (800) 900-3109

Website: www.CarolinaBeachInletAssociation.org

Email: info@carolinabeachinletassociation.org



Securing The Future Of Carolina Beach Inlet Keeping It Open & Safe For Navigation

In addition to our normal operating expenses and the expense of our own events, we sponsored several other local events in the past and will continue in 2022 whereas conditions permit, including different events the Pleasure Island Chamber of Commerce and other non-profits host, as well as other opportunities that present themselves. All of which give us exposure to interact with those in the area.

The Carolina Beach Inlet Association is a non-profit 501(c3) educational organization. We are committed to educating both the general public and local, state and federal delegations.

Again, your past support is very much appreciated and we are most thankful for your continued support.

Best Regards,

Carlton A. Brown
President
Carolina Beach Inlet Association

Board Members:

Carlton Brown, President
Mark LeBlanc, Vice President
John Prowell, Secretary/Treasurer
Rod Bierstedt
Harry Dutson
Phil Edwards
Tim Ludgate
Rob Reeves
Jarvis Wise, Immediate Past President

PO Box 1129 Carolina Beach, NC 28428 Telephone: (800) 900-3109

Website: www.CarolinaBeachInletAssociation.org

Email: info@carolinabeachinletassociation.org

The Pleasure Island Sea Turtle Project
c/o Nancy Busovne
507 Jarrett Bay Drive
Carolina Beach, NC 28428
910-538-2918

January 31, 2022

Item 7.

Mr. Lynn Barbee
Mayor, Carolina Beach and
Carolina Beach Town Council
1121 N. Lake Park Blvd.
Carolina Beach, NC 28428

Dear Mr. Barbee and Council:

We are submitting a quote for the monitoring and relocation of the sea turtle nests for the 2022 sea turtle nesting season for Carolina Beach and Freeman Park. We are a 501C non-profit corporation comprised of volunteers. Many volunteers like myself have been involved in nesting activities at Carolina Beach since the volunteer program formed 21 years ago. This is my eighteenth year serving as volunteer coordinator for Carolina Beach, and my seventeenth year as the holder of the NC Wildlife Resources Commission endangered species permit for Carolina Beach (copy attached). We will be operating as a group under my permit. This permit will enable us to conduct activities involving nesting, hatching, and stranded sea turtles anywhere in North Carolina.

Surveying of the beachfront and/or monitoring of nests would begin May 1, 2022 and continue until the end of the hatching season on or before November 30, 2022.

Our fee will be \$6000, which covers our leased 4x4 vehicle that being used for ferrying volunteers to Freeman Park, and moving supplies to support our walking beach patrol. Our fee includes all aspects in the Scope of Work (attached).

Any and all nests laid in Freeman Park will be relocated to Carolina Beach for monitoring at the discretion of the North Carolina Wildlife Resources Commission.

We look forward to working with you, the town officials, and the citizens of Carolina Beach in the protection of this unique marine animal. We feel that we are an asset to the Town due to the popularity of our Sea Turtles and the educational programs that we provide to tourists and locals alike.

If you have any questions, please give us a call. Thank you for your consideration.

Nancy Busovne
Volunteer Coordinator/Permit #14ST22, Carolina Beach
Pleasure Island Sea Turtle Project
910-538-2918
Cc: Bruce Oakley, Town Manager; Kim Ward, Town Clerk; Debbie Hall, Finance Manager



FRIENDS OF FELINES
P.O. Box 475
Castle Hayne, N.C. 28429

January 22, 2022

Dear Mayor Barbee, Mayor Pre Tem Healy, Council Members Benson, Hoffer & LeCompte,

Friends of Felines was formed in 1996 as a 501 c 3 Non Profit Rescue group in New Hanover County. We are requesting \$3,000.00 in funding to trap/neuter/vaccinate/return feral and free roaming cats in Carolina Beach. This will neuter and vaccinate approximately 85 cats. Historically, Carolina Beach has been a dumping ground for unwanted cats from the Wilmington area. Sadly, these unaltered cats have become feral and reproduced causing an overpopulation of cats on the island.

Over the last 25 years the feral cat population has reduced greatly due to the TNVR program, however there is still much more to be done. We have already begun the process of identifying households that feed free roaming cats. The caregivers we have contacted are very positive in their response to any offer of assistance with their free-roaming cat colonies.

The funds we are requesting will help us continue to focus on the proactive approach as well as react to the current issues at hand. We are making a real difference in the overpopulation of feral and stray cats in this area with the help of committed caregivers and compassionate town council members like you.

Friends of Felines has a hotline, FB page, website, email address and monitor local social media pages where residents who need help can get in touch with us to get help. We loan caregiver's traps and carriers, show them how to use them and schedule an appointment with one of our dedicated veterinarians in the area. If someone is elderly or physically cannot trap/transport, we will have a volunteer help.

Protocols:

1. Cats must be feral/free roaming or un-owned.
2. Cats must have a caregiver to provide food/water and as much shelter as possible.
3. Volunteer will speak with each person asking for assistance to make sure it is okay to trap on the property.
4. Volunteer/Caregiver must have the okay from homeowner/renter or resident
5. Flyers will be passed out and placed in doors to let people know what we are doing and when we will be there.
6. Cats will be trapped in a humane trap with a towel placed over it to keep the cats quiet.



A 501 (c) (3) 56-1973859 Non-Profit Organization
friendsofelines.org

Cats will be transported to one of our participating Veterinarian hospitals where they will be seen by a licensed vet. Once under anesthesia, they will be given a physical and oral exam. The cats will then be spayed/neutered and vaccinated for rabies and distemper. They are placed in a carrier with a towel on the bottom where they will be observed during the recovery period. Volunteers/Caregivers will take the cats home for post-surgery observation (24 – 48 hours), then taken back to the area in which they were trapped and released.

Targeted TNVR will provide spay/neuter and vaccine services to approximately 85 cats and kittens in Carolina Beach. All of the Project's spay/neuter surgeries will be funded with this money. In addition, residents will be educated about feral cat care and the need for TNVR.

1. Target Identification:

We are working with New Hanover County Animal Services & Carolina Beach residents to determine the area of greatest need within the community. We appreciate any and all input on areas that need help. We are currently working with Connie Jo Evans to get all of her colonies spayed/neutered and vaccinated. She has several colonies she cares for on the island, none of which are completely under control. We just finished the Mermaid project which was one of her colonies with 7 cats. The building was demolished the morning after we caught the last orange tabby cat. Connie Jo is just one example of people in need.

2. Project effectiveness and impact:

We have reduced the number of complaints to the town and Animal Services by reducing the number of cats in the area. Once a cat is fixed, poor behavior such as spraying, fighting, mating and roaming are greatly reduced if not eliminated. We want to continue the downward trend of complaints.

We have reduced the number of killed or injured cats on our roads.

Our program has continued to reduce the number of kittens born under porches, houses, sheds and in the woods. These kittens would have grown up and continue the breeding cycle.

We reduce the number of animals turned into Animal Services which costs the county approximately \$100 for one cat to be housed and fed prior to being euthanized.

Community involvement and education is the key to any programs success. Colony caregivers will become aware of the importance of spaying/neutering their animals and how easy it can be achieved. Spreading knowledge and information about caring for feral cats, and hands on training will be vital to the proper continuing care for these animals.

With this money we will be able to reduce the number of cat complaints to the town, cats that are killed or injured on the side of the road, help educate the people on the importance of fixing their animals, reduce the euthanasia rate from this area at animal services and most importantly save animals lives. It is a win-win proposal.

2022 Budget

Current year budget – we rely solely on donations. We spend as much money as we have available on spay/neuter, medical and food for feral cats that have gone through our program. Our budget varies based on donations. Our average spay/neuter cost per cat is \$35. This includes spay/neuter, rabies vaccine, distemper vaccine and ear tip.

We have no paid employees. Our volunteers work out of their homes.

Major sources of funding are from donations, grants and awards.

Financial Statement enclosed

Please see additional information on our program.

Cc: Bruce Oakley – Town Manager
Debbie Hall - Finance Director
Kim Ward – Town Clerk

1/27/2022 8:44 PM Friends of Felines
 Register: BB&T main checking: Town of CB 2021

From 06/01/2021 through 01/27/2022
 Sorted by: Date, Type, Number/Ref

Memo	Date	Number	Payee Payment C	Deposit	Account Balance
	07/29...				CB Award 2021
CB S/N 2021 award				500.00	500.00
08/02... debit			Fix a Friend Spay Neut... Medical		
Expense:C... 6 adults for resi...			210.00		290.00
09/02... debit			Fix a Friend Spay Neut... Medical		
Expense:C... 3 adults 3 kitten...			210.00		80.00
09/21... debit			Fix a Friend Spay Neut... Medical		
Expense:C... Trish at 414 Wils...			80.00		0.00

	Jan - Dec 21
Ordinary Income/Expense	
Income	
CB Award 2021	500.00
Contributions	35,354.52
Fundraising	2,941.50
Grant	4,500.00
PayPal	6,343.28
Total Income	49,639.30
Expense	
Advertising	
Dock Street Printing	31.57
PawPrints Magazine	360.00
Total Advertising	391.57
Bank Service Charges	48.00
Cat Food	3,103.82
Cremation Services	100.00
Equipment	904.95
Medical Expense	
CB S/N award 2020	370.00
CB S/N award 2021	500.00
Petco Grant 2021	3,903.00
Spay/Neuter Expense	46,234.30
Vaccines/Medical Supplies	1,697.65
Medical Expense - Other	3,746.27
Total Medical Expense	56,451.22
Miscellaneous	0.00
NC State Fees	53.00
Office Expenses (incl gifts)	389.28
Supplies	212.47
Telephone	789.04
Vehicle Expenses	
Gas	375.75
Vehicle Insurance	342.24
Vehicle Maintenance & Repairs	981.34
Total Vehicle Expenses	1,699.33
Website	330.41
Total Expense	64,473.09
Net Ordinary Income	-14,833.79
Net Income	-14,833.79

FRIENDS OF FELINES

Friends of Felines is an all-volunteer, non-profit organization. Our purpose is:

PROMOTING HUMANE NON-LETHAL POPULATION CONTROL OF FERAL CATS BY MEANS OF A "TRAP/SPAY-NEUTER/VACCINATE/RETURN" PROGRAM; EDUCATION TO THE PUBLIC ABOUT RESPONSIBLE CAT OWNERSHIP.

What are Feral cats? Pet cats who have been abandoned by their owners and have not been spayed or neutered are left to forage for food wherever they can find it. They band together to form "colonies" at a food source. When kittens are born, the mothers teach them to be wary of humans, to defend themselves, and they become feral (wild, untamed, undomesticated).

Friends of Felines advocates a "trap/spay-neuter/vaccinate/return" program in which cats are returned to the location where they were trapped. There must be a committed caretaker for Friends of Felines to work with, and the caretaker must continue to provide food and water on a daily basis for the cats.

"Trap and Kill" has NOT worked!! Other cats fill the void if there is any type of food source, and the breeding starts over again. "Trap and kill" costs taxpayer money (approximately \$100 to process on cat through Animal Services to be killed).

The most humane and cost effective solution is "trap/spay-neuter/vaccinate/return". The cats protect their territory and eventually die out through natural attrition.

Friends of Felines provides education about the benefits of the "trap/spay-neuter/vaccinate/return" program. FOF provides instructions in humanely trapping feral cats and asks for a \$35 donation for the spay/neuter of each cat. All of the feral cats are vaccinated for rabies and distemper. We tip the left ear 1/8 inch to distinguish them apart from domestic cats. We loan humane traps and recovery pet carriers for use in our Feral Cat Program.

As an all-volunteer, non-profit, charitable organization, donations of any amount are needed and greatly appreciated.

Mailing address:
Friends of Felines
PO Box 475
Castle Hayne, NC 28429
friendsofelines@aol.com
910-452-6721

FEEDING A FERAL CAT IS VERY KIND... GETTING IT "FIXED" IS EVEN KINDER.

CARETAKER INFORMATION SHEET

Friends of Felines, the State of North Carolina and the County of New Hanover want you to know the laws and codes concerning the care and well being of your feral colony. The following paragraphs outline the expectations of caretakers regarding care, vaccinations and complaints.

The caretaker must maintain their colony in an environment of sanitary conditions. All cats need adequate protection from the elements and have adequate food and water supply. If any animal becomes sick or diseased, the caretaker must contact their veterinarian to have the animal examined and properly cared for. All cats in the colony must be spayed or neutered and vaccinated against rabies.

The first rabies vaccination of a cat is valid for one year from the date of vaccination. A second vaccination is due after one year and is valid for three years from the date of vaccination. Friends of Felines will assist caretakers by lending you traps to have the cats vaccinated against rabies at the proper time. Rabies as well as distemper vaccinations are critical in controlling the spread of these diseases.

If a nuisance complaint is reported to Animal Services regarding your feral colony, please contact Friends of Felines at friendsoffelines@aol.com as soon as possible. A public nuisance is anything, which annoys and disturbs right and privileges of others. Example: a cat turning over garbage containers, or damaging flower or vegetable gardens. Friends of Felines will assist you in answering any medical questions, vaccination dates and overall condition of your colony. We will work with you and Animal Services to resolve the complaint.

We ask all caretakers to keep cats under sanitary and humane conditions, to provide proper food and water at all times, shelter from the weather, reasonably clean quarters and proper medical attention for sick, diseased or injured animals, as well as adequate vaccinations against disease according to the laws of the State of North Carolina and the County of New Hanover.

PRINT NAME _____ SIGNATURE _____

HOME ADDRESS (for newsletter) _____

LOCATION OF COLONY _____

DATE _____ TELEPHONE _____

FRIENDS OF FELINES REPRESENTATIVE _____

This information will not be viewed, shared or sold to any private or government organization, individual or entity.
It is for the sole use of Friends of Felines.

HUMANE TRAPPING INSTRUCTIONS

PREPARATION FOR TRAPPING

If possible, get the cats used to being fed at the same place and time of day.

You might try leaving the trap unset and covered with a large towel during routine feeding so that the cat will get used to seeing and smelling it in the area.

Don't feed the cats the day/night before you are going to trap so the cats will be hungry. Be sure to notify others who may feed the cats not to leave food out either.

Plan to trap so that you don't have to keep the cat too long before surgery. Trapping the night before is usually the best approach. Cats should not eat 8 hours prior to surgery. Water should be available if the cat is kept in the trap for more than 4 hours after capture.

Prepare the area where you will be holding the cats before and after the clinic. A garage or other sheltered, warm/cool, protected area is best. Lay down newspapers to catch the inevitable stool, urine and food residue. You may want to use pieces of wood to elevate the traps off the newspapers. This allows the mess to fall through the wire away from the cats. Spraying the area ahead of time with a cat safe flea spray (like Adams or Ovitrol) will discourage ants.

Prepare the vehicle you will use to transport them as well. Plastic may be an additional precaution, but remember that you will need to use newspapers or some other absorbent material on top of the plastic. Urine will roll right off of the plastic and that isn't what you want.

Plan your day of trapping carefully. Remember that if you trap an animal and release it for some reason, it is unlikely that you will be able to catch it again anytime soon... they learn very quickly.

If there are young kittens involved, remember that they should not be weaned from the mother before 4-6 weeks of age. If you are trapping a lactating female, you may want to wait until you have located the kittens and they are old enough to wean. If you wish to tame and foster the kittens to adopt out, they should be taken from the mother at 4-6 weeks. If you wait until the kittens are older than 4-6 weeks before trying to tame them you will find the job progressively harder with age. (FOF has written instructions on Taming Feral Kittens and Raising Orphan Kittens).

SETTING THE TRAPS

Plan to set traps just before or at the cats' normal feeding time. This is often at night. Dusk is usually the best time to set traps.

Don't trap in the rain or the heat of the day without adequate protection for the trap. Cats are vulnerable in the traps and could drown during storms or suffer from heatstroke in the sun. Use common sense!

If you are having trouble catching your cat, line the bottom of the trap with pine straw or sand to cover the wire bottom. Only cover to the trip plate. This will feel more natural to them and may help coax them to the food. Be careful not to

put too much straw or sand in the trap. We do not want it to interfere with the trap mechanism or prevent the door from closing properly.

Plan placement of traps on a level surface in the area where the cats usually feed or have been seen. Cats are less likely to enter the trap if it wobbles. If trapping in a public area, try to place traps where they will not be noticed by passersby (who may not understand that you are not trying to harm the cat). Bushes are often places where cats hide and provide good camouflage for the trap.

Use smelly food to bait the trap. We find that canned mackerel is very effective and relatively inexpensive. It is best not to put any bowls inside the trap to hold food since the animal can easily hurt itself on it in a panic. Paper coffee filters or a small piece of aluminum foil works well. (Smelly canned cat food also works).

If the situation requires that you are trapping very early morning on the day of the vet appointment, soak a small scrap of newspaper in the mackerel juice and place it on the ground where you plan to place the rear of the trap.

Spoon a small amount of food onto the soaked newspaper scrap and place the trap on top of the food so the food is as far back in the trap as possible while still not accessible from outside the trap. (You want the cat to go all the way into the trap to avoid being injured when the trap door closes.) Press the trap down onto the food so that it squishes up through the wire. The idea is to make the food a little harder to get so that the cat has to go into the trap as far as possible and has to work at getting it long enough to trip the trap. (Some cats are very good at getting in and out of traps without getting caught. We don't want to make it too easy for them to get away with the trick. Also, having the food essentially outside of the trap prevents the cat from eating it in the trap before surgery and is less messy).

After baiting the trap, open the trap door pushing the top of the door in and pulling bottom of the door upward. There is a small hook attached to the right side of the trap top. It hooks onto a tiny metal cylinder on the right side of the door. The hook holds the door in an open position and raises the trip plate. When the cat steps on the plate it will cause the hook to release from the door and close the trap.

Just before you are ready to leave the trap for the cat to enter, you may want to push the hook (ever so slightly) a little bit back off the cylinder to create a "hair trigger". (Don't get too carried away with this step or the trap will trip as soon as the cat takes a sniff).

WAITING FOR SUCCESS

Never leave traps unattended in an unprotected area, but don't hang around within sight of the cat (or you will scare it off). The trapped animal is vulnerable. Passersby may release the cat or steal the trap! Wait quietly in an area where you can still see the traps without disturbing the cats. Check traps every 15 minutes or so. You can often hear the traps trip from a distance. As soon as the intended cat is trapped, **COMPLETELY COVER THE TRAP TO CALM THE CAT** and remove the trap from the area if other cats are not in sight. You may consider putting another trap in the same on the ground when you pick up the trap. (You don't want to litter or give out any freebies and spoil any appetites!)

When you get the captured cat to a quiet area away from the other traps, lift the cover and check for signs that you have the correct animal and not a pet or previously neutered feral. If you note that you have captured a lactating female check the area for kittens and remember that this female must be released 10-12 hours after surgery so she can care for and nurse her kittens. A volunteer will advise the veterinarian that this is a lactating female who has kittens and needs

to be returned as quickly as possible. Cover the cat back up as soon as possible. Uncovered, the animal may panic and hurt itself thrashing around in the trap.

Of course, there is always the chance that you will catch some other wild animal attracted to the food or an unintended cat. Simply release the animal quietly as stated in the releasing procedures here.

HOLDING PROCEDURES

After you have finished trapping, you will have to hold the cats overnight until you can take them to the vet the following morning.

Place cats in the prepared protected area. The cat should not have any food or water after midnight the night before surgery. If the cat is in the trap long enough to need a meal, canned cat foods have some water content and they can be dropped through the wire in the trap. One suggestion to give the cat some water is to place ice cubes into the trap by dropping them through the wire top of the trap.

Keep cats covered and check them periodically. They will probably be very quiet as long as they are covered. Don't stick fingers in the trap or allow children or pets near the traps. These are wild animals that can scratch and bite. **ALL ANIMAL BITES ARE SERIOUS. IF YOU ARE BITTEN, SEEK MEDICAL ATTENTION AND DO NOT RELEASE THE CAT. IT MUST BE QUARANTINED. CONTACT ANIMAL CONTROL FOR QUARANTINE INSTRUCTIONS.**

Wash and change clothes before having contact with your own pets as a precaution against spreading any contagious diseases the cats might carry.

Always get feral kittens checked out by a vet and isolate them from your pets. Some deadly diseases can incubate without symptoms. Check with your veterinarian and use caution.

POST SURGERY CARE

After surgery, the cat is placed in a carrier provided by Friends of Felines. The caretaker picks up the cat from the veterinarian's office and provides a safe recovery area. The recuperation time for feral cats is 24 to 48 hours. A food and water dish is placed on the inside of the front door of the carrier so food and water can be placed in them without opening the carrier. Do not open the carrier door. The cat must recuperate in the carrier.

RELEASING THE CATS

If the cat does not seem to be recovering well from the surgery, contact the FOF volunteer we will have it checked out by a vet before releasing. When cats are ready for release, return to the area in which they were captured and release them there.

DO NOT relocate the animal. It will be disoriented and most likely die. In all likelihood, area cats will drive it away.

If the veterinarian discovers a serious medical problem that cannot be treated, and the veterinarian deems that it is impossible for the cat to be returned safely to its colony, the decision to euthanise can be made. Feline leukemia (FeLv), FIV, respiratory infections, and a number of other conditions can mean suffering and a slow death.

The cat will be released back to the same spot where you trapped it. Make sure the spot you pick for release does not encourage the cat to run into danger (like a busy street) to get away from you. When ready, simply place the carrier on the ground with the door facing away from you and open the door. The cat will probably bolt immediately out of the carrier. If it is confused, just tilt the carrier so the back is slightly up and tap on the back of the carrier to encourage it to leave. Never put your hand in the carrier.

After releasing the cats, clean traps and carriers with disinfectant, then with bleach. You can mix up 90% water and 10% bleach in a spray bottle. Spray the traps and carriers with the mixture, let set a few minutes and rinse off. Make sure all residue is out of the traps and carriers and ready for the next cat to use. Never store traps in the set position (door open); animals may wander into even un-baited traps and starve to death.

HELPFUL HINTS

Bring a flashlight with you if trapping at night. It will come in handy for checking traps from a distance and might help you avoid a twisted ankle in the dark.

Bring a cap for the top of the Mackerel can. Nothing smells worse than fish juice spilled in the car. Don't forget a spoon.

Females with kittens will be attracted by the sound of their kittens if the previously captured kittens are placed in a covered carrier just behind the trap. Similarly, kittens will be easier to trap if the previously captured mother is in the carrier.

For advice regarding the taming and or fostering of feral or orphaned kittens, consult your veterinarian. You may also obtain information on these subjects from Friends of Felines. We have written instructions on "Taming Feral Kittens" and "Raising Orphan Kittens."

Island of Lights
P. O. Box 2334
Carolina Beach, N. C. 28428

Item 7.

January 24, 2022

To: Lynn Barbee, Mayor
Jay Healy, Mayor Pro Tem
Joe Benson, Council Member
Deb LeCompte, Council Member
Mike Hoffer, Council Member

From: Frances Massey
Island of Lights, President

Re: Funding Request

The Island of Lights is a non-profit organization. For the last 32 years we have provided numerous events to promote tourism on Carolina Beach and Kure Beach from November to January. We respectfully request a donation from the Town of Carolina Beach in the amount of \$5000 for the up-coming fiscal year (July 1, 2022 – June 30, 2023). We will be using the money to help fund our events, (Light Up Night, Christmas Parade, Flotilla, Tour of Homes, and New Year's Eve Countdown Celebration). These events bring tourists to our island and several are free to the public.

These events entertain the residents of Carolina Beach and also bring people from out of town who spend money in our local businesses.

If you have any questions, please contact me at 458-5507 or fmassey52@gmail.com.

Thank you for your support and generous donations over the past 32 years.

cc: Bruce Oakley, Town Manager
Kim Ward, Town Clerk
Debbie Hall, Finance Director

[illegible][illegible]

**Island of Lights
2022 Budget**

	Debits	Credits
Fashion Show	2500	
Light-up Lake	300	
Misc Printing	400	
Parade	2000	
Christmas Cards/Ornaments	4000	
Tour of Homes	300	
Flotilla	3000	
New Years Eve	7000	
Misc	1000	
Insurance	1500	
Postage and PO Box	300	
Town of Carolina Beach		2000 (based on 2021 contribution)
Town of Kure Beach		1200 (based on 2021 contribution)

TOTAL BUDGET	\$ 22,300.00	\$ 3,200.00
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Judy MacGregor
Treasurer
January 24, 2022

Dear Mayor Barbee, Councilmen Healy, Benson, Hoffer, and LeCompte

Pleasure Island PAWS is a Non Profit group on Carolina Beach. We are requesting \$2,000.00 in funding to trap/neuter/vaccinate/return feral and free roaming cats in Carolina Beach. Carolina Beach has been a dumping ground for unwanted cats in New Hanover County for years. These cats have become feral and reproduced causing an overpopulation of cats on the island.

We have been working on controlling the feral cat population on the Island since 2001, way before we started Pleasure Island PAWS, and most of the funds came out of our pockets. We have worked in conjunction with Friends of Felines, the local trap/neuter/vaccinate/return program for feral cats. Together we have worked on many problem areas on the island. Since 2001 the feral cat population has reduced greatly, however there is still much more to be done to take control of the feral cat population on the Island.

The funds we are requesting will help us to continue to work on the overpopulation issues on the Island.

The parameters for our mission are as follows:

- Cats must be feral/free roaming or un-owned.
- Cats must have a caregiver to provide food/water and as much shelter as possible.
- We will speak with each person asking for assistance to make sure it is okay to trap on the property.
- Cats will be trapped in a humane trap with a cover over it to keep them quiet and calm.

Cats will be transported to a licensed Veterinarian Hospital, and once there they will be under anesthesia, given a physical and oral exam, and then be spayed/neutered and vaccinated for rabies and distemper. They are then placed in a covered carrier and observed for 24 hours before they are taken back to the area in which they were trapped and released.

With this money we will be able to reduce the number of cat complaints to the town.

We rely solely on donations, and spend as much money as we have available on spay/neuter, medical and food for feral cats that have gone through our program. Our budget varies based on donations, and our average spay/neuter cost per cat is \$35, which includes spay/neuter, rabies vaccine, distemper vaccine and ear tip.

Pleasure Island PAWS Mission Statement since 2011 has been:

Pleasure Island PAWS is a non-profit organization that relies on donations. Our purpose is to provide the following services to Carolina Beach. To assist residents experiencing economic hardship with access to food and medication for dogs and cats. To provide trap-spay/neuter - release program for feral cats. To assist with disaster preparation and relief efforts for dogs and cats. To facilitate the use of low-cost spay/neuter clinics.

We are all volunteers that work out of our homes, and have no paid employees.

Our major sources of funding have been through donations.

Financial Statement enclosed.

Cc: Bruce Oakley - Town Manager
Kim Ward - Town Clerk

**Pleasure Island PAWS
Profit & Loss
January through December 2021**

Beginning Balance	6,107.27
Individual, Business Donations	600.00
Veterinarian bills	1,787.09
Animal Supplies	156.28
Ending Balance	4,763.90

Mailing address:

**Pleasure Island PAWS
101 Silver Lake Rd.
Wilmington, NC 28412**

910-395-0838

**President - Loretta Gunter
Secretary/Treasurer - Gail Shaw**

Katie B. Hines Senior Center
308 Cape Fear Blvd Carolina Beach , NC 28428

Item 7.

January 21,2022

Town of Carolina Beach

1121 N. Lake Park Blvd

Carolina Beach, NC 24818

To:

Lynn Barbee

Joe Benson

Jay Healy

Mike Hoffer

Deb LeCompte

Re: Request of \$12,000 for 2022-2023 Funding for Katie B Hines Senior Center


Thank you Town of Carolina Beach for your past years of support for the Center. As with all organizations it has been a challenging couple of years. Although we were not able to be open to the public for many months, we continued to maintain the property and used it when possible.

Again we come to you with a request of \$12,000 to support insurance and utility costs along with a recent replacement of a dead commercial refrigerator (\$2700).

The center is getting back to somewhat normal with exercise programs, table games and art. We are also under a trial period of being an eat in and take out location for meals for those over 60 years old. The meals are supplied 5 days a week by the New Hanover County Senior Resource Center.

Thank you for your consideration.

Sincerely,



Margaret Dowling

President

cc: Debbie Hall, Bruce Oakley, Kim Ward

K. B. Hines Center 2022 Budget
 308 Cape Fear Blvd
 Carolina Beach, NC28428
 910-458-6609

	2021 Actual	2022 Budget
Cable	\$ 530.00	\$ 950.00
Banking Charges	\$ 4.00	\$ 50.00
Maintenance inc cleaning materials	\$ 555.00	\$ 1,500.00
Capital improvement	\$ -	
Fire Insp	\$ 130.00	\$ 200.00
Insurance	\$ 7,235.00	\$ 8,000.00
Paper Products		\$ 600.00
Janitorial	\$ 675.00	\$ 4,000.00
Office expense inc postage	\$ 200.00	\$ 1,000.00
Telephone/Internet	\$ 1,500.00	\$ 1,800.00
Electricity	\$ 2,160.00	\$ 3,500.00
Activity/Entertainment	\$ 100.00	\$ 200.00
Pest Control	\$ 180.00	\$ 180.00
Advertising/Marketing		\$ 600.00
Donation's inc baseball league		\$ 200.00
Other Misc		\$ 100.00
Total	\$ 13,269.00	\$ 22,880.00

Jan 2022 purchased replacement commerical refrigerator \$2700

Profit & Loss

January through December 2021

	Jan - Dec 21
Income	
DONATION	
171 · Mahjongg	342.25
185-A RENTALS	500.00
166 PAINT CLASS	111.16
175 DONATION	1,644.00
176 GAME DAY	354.78
178 EXERCISE CLASS	740.00
186 MEMBERSHIP FEE'S	775.00
900 TOWN OF C.B. DONATION	12,000.00
Total DONATION	16,467.19
FUND RAISERS	
450 · Car Wash	78.48
420 PANCAKE BREAKFAST	700.98
Total FUND RAISERS	779.46
Total Income	17,246.65
Expense	
EXPENSE	
1100 BANK CHARGES	4.00
1115 KITCHEN ACCOUNT	19.46
1120 BUILDING MAINT/REPAIRS	555.56
1150 CHRISTMAS PARTY/GIFTS	100.00
1160 FIRE INSPECTION	130.60
1170 INSURANCE EXPENSES	7,235.25
1180 JANITORIAL/CLEANING SERV	675.00
2000 OFFICE SUPPLIES	199.45
2030 PEST CONTROL	180.00
2050 SALES TAX 7%	
2055 · Sales Tax 8%	6.41
2053 sales tax 7.75	0.00
2051FOOD TAX 2%	4.95
2051 FOOD TAX 2%	6.74
Total 2050 SALES TAX 7%	18.10
UTILITIES	
3020 · Charter	529.53
3000 BELL SOUTH TELEPHONE	1,517.62
3010 PROGRESS ENERGY	2,106.05
Total UTILITIES	4,153.20
Total EXPENSE	13,270.62
Total Expense	13,270.62
Net Income	3,976.03

Profit & Loss

January through December 2020

	Jan - Dec 20
Income	
700 NC SALES TAX REFUND	77.68
DONATION	
171 - Mahjongg	228.00
169 QUILT CLASS	19.00
185-A RENTALS	450.00
166 PAINT CLASS	153.00
174 OPERATION/DONATION	390.72
175 DONATION	852.00
176 GAME DAY	126.00
178 EXERCISE CLASS	324.05
186 MEMBERSHIP FEE'S	852.00
190 LINE DANCES	29.00
900 TOWN OF C.B. DONATION	12,000.00
910 LANDFALL GRANT	950.00
Total DONATION	16,373.77
FUND RAISERS	
450 - Car Wash	476.62
420 PANCAKE BREAKFAST	909.44
Total FUND RAISERS	1,386.06
Total Income	17,837.51
Expense	
EXPENSE	
1100 BANK CHARGES	11.50
1115 KITCHEN ACCOUNT	847.27
1120 BUILDING MAINT/REPAIRS	485.22
1170 INSURANCE EXPENSES	7,131.75
1180 JANITORIAL/CLEANING SERV	
1185 PAPER & FOAM PRODUCTS	86.61
1180 JANITORIAL/CLEANING SERV - Other	1,125.00
Total 1180 JANITORIAL/CLEANING SERV	1,211.61
2000 OFFICE SUPPLIES	165.00
2030 PEST CONTROL	180.00
2050 SALES TAX 7%	
2055 - Sales Tax 8%	0.00
2053 sales tax 7.75	4.33
2051FOOD TAX 2%	5.80
2051 FOOD TAX 2%	3.89
2050 SALES TAX 7% - Other	23.52
Total 2050 SALES TAX 7%	37.54
2060 SAM'S CLUB DUES	0.00
UTILITIES	
3020 - Charter	804.17
3000 BELL SOUTH TELEPHONE	1,139.72
3010 PROGRESS ENERGY	2,494.66
Total UTILITIES	4,438.55
Total EXPENSE	14,508.44
Total Expense	14,508.44
Net Income	3,329.07

Profit & Loss

January through December 2019

	Jan - Dec 19
Income	
500 INSURANCE REIMBURSEMENTS	5.00
700 NC SALES TAX REFUND	200.21
DONATION	
171 - Mahjogg	764.70
169 QUILT CLASS	89.00
185-A RENTALS	1,570.00
166 PAINT CLASS	147.00
174 OPERATION/DONATION	2,122.50
175 DONATION	4,107.72
176 GAME DAY	335.00
178 EXERCISE CLASS	954.15
186 MEMBERSHIP FEE'S	1,410.00
190 LINE DANCES	150.00
900 TOWN OF C.B. DONATION	12,000.00
910 LANDFALL GRANT	1,500.00
Total DONATION	25,150.07
FUND RAISERS	
450 - Car Wash	-475.07
420 PANCAKE BREAKFAST	3,595.83
Total FUND RAISERS	3,120.76
Total Income	28,476.04
Expense	
EXPENSE	
1100 BANK CHARGES	35.00
1115 KITCHEN ACCOUNT	2,330.34
1120 BUILDING MAINT/REPAIRS	2,858.63
1170 INSURANCE EXPENSES	8,352.25
1180 JANITORIAL/CLEANING SERV	
1185 PAPER & FOAM PRODUCTS	344.83
1180 JANITORIAL/CLEANING SERV - Other	5,453.27
Total 1180 JANITORIAL/CLEANING SERV	5,798.10
2000 OFFICE SUPPLIES	130.97
2030 PEST CONTROL	180.00
2050 SALES TAX 7%	
2055 - Sales Tax 8%	634.30
2053 sales tax 7.75	36.82
2051FOOD TAX 2%	33.95
2051 FOOD TAX 2%	13.59
2050 SALES TAX 7% - Other	102.19
Total 2050 SALES TAX 7%	820.85
2060 SAM'S CLUB DUES	0.00
UTILITIES	
3020 - Charter	783.99
3000 BELL SOUTH TELEPHONE	1,495.41
3010 PROGRESS ENERGY	3,519.85
Total UTILITIES	5,799.25
Total EXPENSE	26,305.39
Total Expense	26,305.39
Net Income	2,170.65



AGENDA ITEM COVERSHEET

PREPARED BY: Brian Stanberry, Public Works Director **DEPARTMENT:** Public Works

MEETING: Town Council 2/8/2021

SUBJECT: Discussion on Accepting the Oceana Stormwater

BACKGROUND:

The water and sewer infrastructure, located within the Oceana subdivision, was adopted by the Town of Carolina Beach Council in 2018. Since that time, the HOA and Town staff have been working together to make the Town's adoption of the stormwater infrastructure possible. The Oceana HOA hired an independent contractor to camera and assess the system. This report was followed by a list of recommended repairs. The Oceana HOA provided this report to the Town and sought approval for the necessary repairs along with the proposed methods. Once in agreement, the HOA hired a utility contractor to perform the needed repairs and these repairs were inspected by Town staff. Below is a brief timeline of how this has evolved over different administrations.

Early 2016: Discussions began between Oceana and Town Management/Previous Operations Director regarding the turnover of Water/Sewer/Stormwater infrastructure to the Town.

Early 2017: Town and Oceana worked together to have a survey completed of the water/sewer and stormwater system in Oceana.

February 2018: Town and Oceana came to agreement on the water and sewer infrastructure. Previous Operations Director requested that Oceana hire a contractor to professionally clean and thoroughly inspect the stormwater system to determine any needed repairs, to aid in moving forward with the Town's acceptance of the SW system.

September 2019: Ocean's hired contractor completed the cleaning and inspection of their stormwater system.

October 2019: The stormwater inspection along with the list of necessary repairs were sent to the Town for review and approval. The three pipe repairs were discussed and approved between Oceana and PW Director.

Early 2020: Repairs were completed by Oceana's contractor and inspected by Town staff. Contractor cost paid by Oceana was \$27,200.

ACTION REQUESTED:

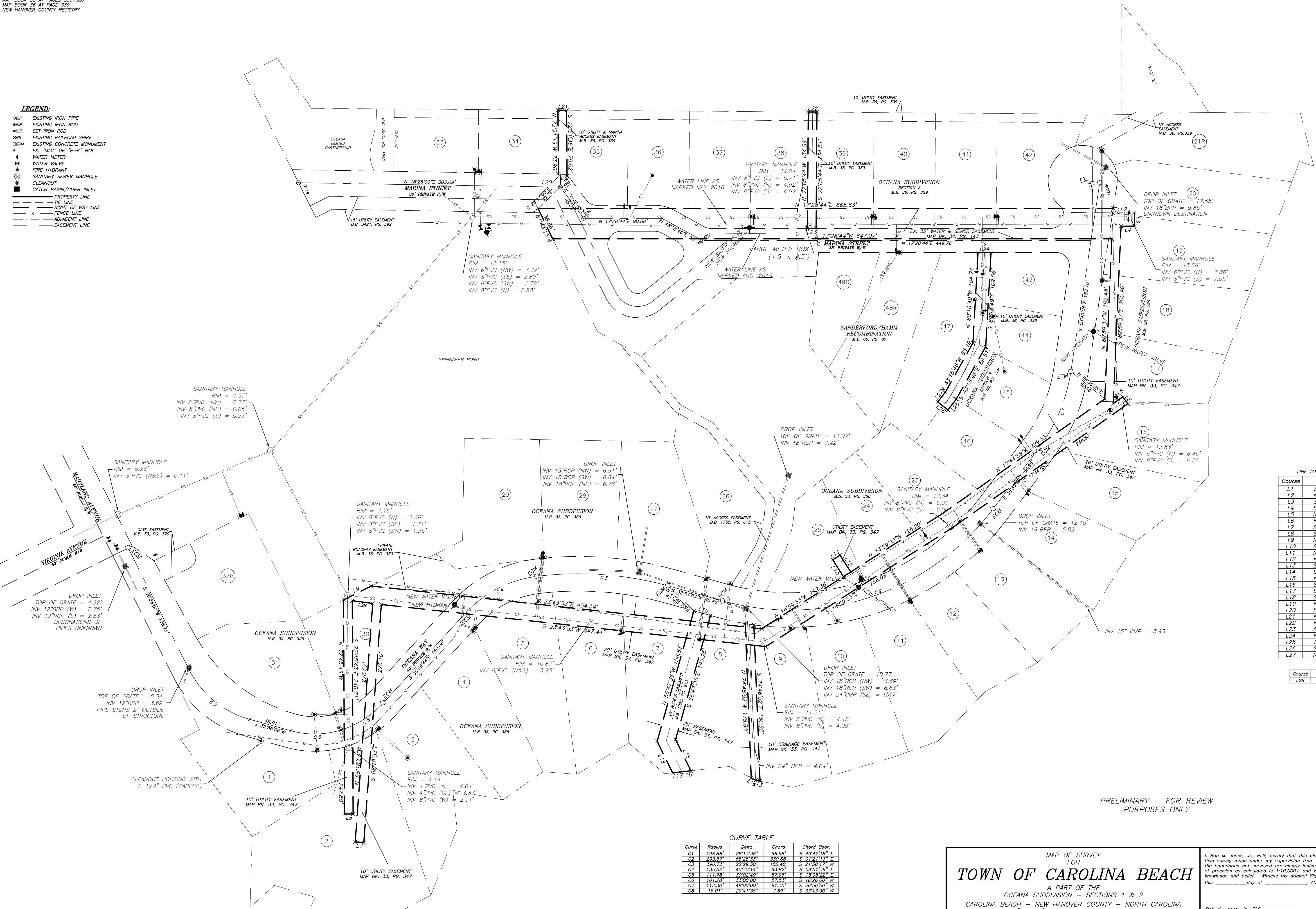
Currently, the stormwater infrastructure in the Oceana HOA is in satisfactory condition. Based on the due diligence Oceana has put forth in this effort, it is the recommendation of Town staff to adopt the Oceana stormwater infrastructure, which will provide future clarity on all utility maintenance in the subdivision.

RECOMMENDED MOTION:

Motion to accept the Oceana stormwater infrastructure

LEGEND:

- CEP EXISTING IRON PIPE
- EXISTING IRON ROD
- SET IRON ROD
- EXISTING RAILROAD SPIKE
- CECM EXISTING CONCRETE MONUMENT
- ▲ EX. "MAG" OR "P-K" NAIL
- WATER METER
- WATER VALVE
- FIRE HYDRANT
- SANITARY SEWER MANHOLE
- CLEANOUT
- CATCH BASIN/CURB INLET
- PROPERTY LINE
- TIE LINE
- RIGHT OF WAY LINE
- FENCE LINE
- ADJACENT LINE
- EASEMENT LINE



LINE TABLE FOR EXISTING EASEMENTS		
Course	Bearing	Distance
L1	S 63°49'06" E	4.90'
L2	N 18°03'14" E	25.13'
L3	S 72°56'15" E	15.27'
L4	S 17°12'25" W	15.52'
L5	N 17°44'58" W	13.58'
L6	N 72°15'02" E	10.00'
L7	S 21°41'02" W	10.00'
L8	S 17°14'17" W	10.00'
L9	N 09°04'00" W	35.75'
L10	S 75°00'27" W	23.06'
L11	N 14°59'33" W	10.00'
L12	N 75°00'27" E	23.06'
L13	S 28°04'00" W	5.13'
L14	S 45°23'54" W	5.78'
L15	N 81°09'17" E	40.14'
L16	S 11°01'13" W	10.63'
L17	S 11°00'40" W	10.63'
L18	S 81°09'17" W	40.60'
L19	N 32°53'03" E	20.00'
L20	S 18°26'00" W	2.62'
L21	N 17°54'30" E	10.00'
L22	N 17°54'30" E	10.00'
L23	S 17°28'44" W	10.00'
L24	N 17°28'44" E	15.02'
L25	S 34°30'54" E	15.57'
L26	S 55°29'06" W	15.00'
L27	N 34°30'54" W	14.43'

Course	Bearing	Distance
L28	S 25°08'18" W	23.91'

CURVE TABLE			
Curve	Radius	Delta	Chord
C1	198.86'	28°13'55"	96.38'
C2	293.87'	68°28'53"	330.68'
C3	390.73'	22°29'50"	152.40'
C4	135.52'	40°30'14"	83.82'
C5	111.78'	30°02'49"	57.95'
C6	101.28'	39°00'00"	57.53'
C7	112.30'	48°00'00"	91.15'
C8	15.01'	29°41'55"	7.89'
		Chord Bear.	
		S 49°42'18" E	
		S 01°21'13" E	
		S 21°38'17" W	
		S 09°51'36" E	
		S 15°05'22" E	
		S 16°26'00" W	
		S 56°56'00" W	
		S 33°13'50" W	



MAP OF SURVEY
FOR
TOWN OF CAROLINA BEACH
A PART OF THE
OCEANA SUBDIVISION - SECTIONS 1 & 2
CAROLINA BEACH - NEW HANOVER COUNTY - NORTH CAROLINA
SCALE: 1" = 50'
REVISED: AUGUST 31, 2018 TO SHOW NEW WATER VALVE & HYDRANTS
REVISED: OCT. 12, 2018 TO SHOW EXISTING EASEMENTS

I, Bob M. Jones, Jr., PLS, certify that this plot was drawn by me from an actual field survey made under my supervision from information as noted hereon; that the boundaries not surveyed are clearly indicated as dashed lines; that the ratio of precision as calculated is 1:10,000+ and is correct to the best of my knowledge and belief. Witness my original Signature, License Number and Seal this _____ day of _____, AD, 2018.

Bob M. Jones, Jr., PLS
NC License No. L-2977

ROBERT H. GOSLEE & ASSOCIATES, PA
LAND SURVEYORS - LAND PLANNERS
FIRM LICENSE NUMBER: C-1167
513 CHESTNUT STREET
WILMINGTON, NORTH CAROLINA 28401
910-763-1941
rhgim@bellsouth.net
FILE No.: 88000701-UTILITY



AGENDA ITEM COVERSHEET

PREPARED BY: Kim Ward

DEPARTMENT: Clerk

MEETING: Town Council – 2/8/2022

SUBJECT: Committee Appointment

BACKGROUND:

The Centennial Committee has one vacant position. We received one application for this committee.

ACTION REQUESTED:

Consider appointing Kelly Wyckoff to the Centennial Ad-hoc Committee.

For a brief description of the Town of Carolina Beach's Boards & Committees click [here](#).

* Full Name
kelly wyckoff

Home Address
204 PENINSULA DR
CAROLINA BEACH North Carolina

* Email Address
barkoff96@msn.com

Phone
(304) 266-5687

* Check Box List
Other: Centennial committee

How long have you lived in Carolina Beach?
8 years

Availability
Available for day meetings
Available for night meetings

Educational Background
Journalism major WVU 1983-86

Occupational Background
Corporate Trainer, Operations Manager, small business owner

Special Talents and Interests
Event planning, public speaking, team building, papercrafting, written and oral communication, developing and executing social media presence, fundraising

Community Involvement
Support of CB Mural Project, participation/sponsor of Ocean Cure Neon Bike Ride, IB Christmas gift drive, participant of Carolina Beach Bar Club, coordinator @Aunt Annie's Community Garden, sponsor of Pleasure Cay neighborhood Little Free Library, volunteer Carolina Beach Music Festival, various contributions to island projects/fundraisers.

Resume or other Attachment
SKIPPED

* Date of Application
01/27/2022