

CAROLINA BEACH

Town Council Regular Meeting

Tuesday, July 12, 2022 – 6:00 PM

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



AGENDA

CALL TO ORDER

INVOCATION BY PASTOR JERRY VESS OF SEASIDE CHAPEL IN CAROLINA BEACH, FOLLOWED BY THE PLEDGE OF ALLEGIANCE

ADOPT THE AGENDA

CONSENT AGENDA

- [1.](#) Budget Amendments for Carryovers
- [2.](#) Year End Budget Transfers
- [3.](#) Budget Amendments/Transfers FY23
- [4.](#) Approval of Council Meeting Minutes from June 14 and 28, 2022

SPECIAL PRESENTATIONS

- [5.](#) Events Update by Tim Murphy
- [6.](#) Presentation on the Quarter Cent Transportation Sales Tax Proposal
- [7.](#) 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

- [8.](#) Hearing on adoption of the Americans with Disabilities Act (ADA) Transition Plan.

ITEMS OF BUSINESS

- [9.](#) Approval of Financing Terms for F-550 Brush Truck and Spartan Fire Apparatus

COUNCIL COMMENTS

ADJOURNMENT



AGENDA ITEM COVERSHEET

PREPARED BY: Debbie Hall, Finance Director

DEPARTMENT: Finance

MEETING: Town Council – 07/12/22

SUBJECT: Budget Amendments for Carryovers

BACKGROUND:

I have received a couple of year-end budget carryover requests. As you know transfers require only your notification whereas amendments require your approval. Listed below you will find a description of the appropriation. I have also attached a copy of the memos received for all requests.

Budget Amendments for Carryovers:

Carryover 2021/2022 funds to 2022/2023 to cover projects ordered but not yet invoiced. A list of the carryovers approved by the Town Manager is attached.

Carryover Detail

Carryover \$50,000 from account 10-409-015 General Fund Debt Service to account 10-550-074 Marina Capital Over \$10,000 for purchase Harbor Master Boat.

Carryover \$9,250 from open Purchase Orders to account 10-570-046 Parking Professional Services to export parking citation data from T2 program and import into IPS program for tracking and collection.

Carryover \$3,987.25 from open Purchase Order to account 10-420-023 Executive M&O Software to complete Cityworks software upgrades.

Carryover \$20,000 from account 10-510-009 Police Worker's Comp and \$15,000 from Fire Worker's Comp to account 10-420-051 Executive Liability Insurance to cover additional cost of insurance. The NC League of Municipalities inadvertently sent the Town and old quote during FY22/23 budget preparation.

BUDGET IMPACT:

The transfers will increase the 2021/2022 available fund balance and reduce the 2022/20213 available fund balance.

ACTION REQUESTED:

Approve budget amendments for carryovers as presented by the Finance Director.

From: Ed Parvin
Sent: Thursday, June 30, 2022 1:58 PM
To: Debbie Hall
Subject: budget transfer

Debbie,

When developing the Marina budget \$50,000 was discussed and included. The number was on all our spreadsheets and was entered into FMS. However, after finalizing the budget in FMS this number dropped out. So far we have been unable to replicate the error to see if there was a glitch in the software. Moving forward we have a viable solution that will have no impact on the budget. There was \$50,000 in debt service for a fire department vehicle. That fire vehicle was also funded in the new fiscal year so we are recommending the previously encumbered money be transferred to the Marina Account number 10-550-074 so we can move forward with the vessel purchase.

V/R,

Ed H. Parvin
Assistant Manager

910 465 2766
ed.parvin@carolinabeach.org



1121 North Lake Park Blvd.
Carolina Beach, NC 28428

www.CarolinaBeach.org

From: Sheila Nicholson
Sent: Thursday, June 23, 2022 2:58 PM
To: Debbie Hall
Cc: Linsey Manning
Subject: Rollover POs for 22/23

Debbie,
Please roll over the following Purchase Orders from 21/22 to 22/23:

- 221919 T2
- 221924 IPS Group

These POs are related to the citation export/import project that will be completed sometime between August-November 2022.

If you have any questions, please let me know.

Thanks!

Sheila P. Nicholson

Executive Assistant to the Town Manager
Town of Carolina Beach
sheila.nicholson@carolinabeach.org
(910)458-2995

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From: Sheila Nicholson
Sent: Thursday, June 23, 2022 3:17 PM
To: Debbie Hall
Cc: Linsey Manning; Gigi Baggarley
Subject: Rollover PO#221884 to 22/23 FY

Debbie,
Because the project related to PO#221884, Jacobs Engineering/Cityworks, will not be completed by 6/30/22, please rollover the PO to the new 22/23 budget year. If you have any questions, just let me know. Thanks! *53,987.25*

Sheila P. Nicholson

Executive Assistant to the Town Manager
Town of Carolina Beach
sheila.nicholson@carolinabeach.org
(910)458-2995

DISCLAIMER:
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From: Kim Ward
Sent: Thursday, June 30, 2022 2:52 PM
To: Debbie Hall
Subject: Budget Rollover Request

Debbie,

The NC League of Municipalities inadvertently sent us a copy of an old quote for property and liability insurance when we were preparing the FY22/23 budget. The invoice came in \$30,000 higher than the quote that they sent us. I would like to request a rollover from the following line items to cover the cost of the shortage, plus any deductibles that occur throughout the year:

\$20,000 to 10-420-051 from 10-510-009
\$15,000 to 10-420-051 from 10-430-009

Please let me know if you have any questions.

Thank you,

Kim Ward
Town Clerk
Town of Carolina Beach
1121 N Lake Park Blvd
Carolina Beach, NC 28428
Phone 910-458-2992





AGENDA ITEM COVERSHEET

PREPARED BY: Debbie Hall, Finance Director

DEPARTMENT: Finance

MEETING: Town Council – 07/12/2022

SUBJECT: Year End Budget Transfers

BACKGROUND:

Notification of Year-End Transfers:

With the closing of budget year 2021/2022, it is necessary to process year-end budget transfers. Monies are transferred from one account and placed into another. There is no effect on the budget totals. This serves as your notification of these transactions. I've attached a listing of all wage and benefits accounts affected.

BUDGET IMPACT:

Transfers will not affect budget.

ACTION REQUESTED:

Approve budget transfers as presented by the Finance Director.

BUDGET AMENDMENTS/TRANSFERS				
Date	DESCRIPTION	GL #	DEBIT	CREDIT
6/30/2022	Year End Budget Transfers to clean up account			
	wages and benefits line items for FY21-22.			
	Legislative Wages	10-410-002	674.00	
	Legislative FICA	10-410-005	11.00	
	Legislative Medical Insurance	10-410-006		685.00
	Executive Medial Insurance	10-420-006	1,824.00	
	ExecutiveWages	10-420-002		1,824.00
	Clerk Wages	10-430-002	4,835.00	
	Clerk Wages FICA	10-430-005	437.00	
	Clerk Retirement	10-430-007	721.00	
	Clerk 401(k) Match	10-430-025	176.00	
	Finance Wages	10-440-002	5,596.00	
	Finance FICA	10-440-005	147.00	
	Finance Medical Insurance	10-440-006	214.00	
	Finance Retirement	10-440-007	918.00	
	Finance 401K Match	10-440-025	182.00	
	HR Wages	10-450-002	2,258.00	
	HR Overtime Pay	10-450-003	291.00	
	HR FICA Taxes	10-450-005	594.00	
	HR Retirement	10-450-007	1,038.00	
	HR 401(k) Match	10-450-025	213.00	
	HR Medical Insurance	10-450-006		17,620.00
	Planning Overtime Pay	10-491-003	1,260.00	
	Planning Retirement	10-491-007	464.00	
	Planning FICA	10-491-005		1,260.00
	Planning Medical Insurance	10-491-006		464.00
	Police Wages	10-510-002	50,000.00	
	Police Holiday Pay	10-510-001		50,000.00
	Lifeguard FICA Taxes	10-520-005	719.00	
	Lifeguard Retirement	10-520-007	701.00	
	Lifeguard 401(K) Match	10-520-025	165.00	
	Liefeguard Wages	10-520-002		1,585.00
	Fire Wages	10-530-002	2,500.00	
	Fire Holiday Pay	10-530-001		2,500.00
	Marina Wages	10-550-002	3,139.00	
	Marina Overtime Pay	10-550-003	9,235.00	
	Marina FICA Tax	10-550-005	906.00	
	Marina Retirement	10-550-007	1,411.00	
	HR Medical Insurance	10-450-006		14,691.00
	Environmental Wages	10-580-002	10,838.00	

Item 2.

BUDGET AMENDMENTS/TRANSFERS				
Date	DESCRIPTION	GL #	DEBIT	CREDIT
6/30/2022	Year End Budget Transfers to clean up account			
	wages and benefits line items for FY21-22.			
	Environmental Overtime Pay	10-580-003	6,983.00	
	Environmental Medical Insurance	10-580-006		16,396.00
	Environmental 401K Match	10-580-025		1,425.00
	Environmental FICA	10-580-005	1,274.00	
	Environmental COLA/Merit Pay	10-580-004		1,274.00
	Parks & Rec Overtime Pay	10-620-003	1,390.00	
	Parks & Rec Medical Insurance	10-620-006	1,796.00	
	Parks & Rec Retirement	10-620-007	582.00	
	Parks & Rec 401K Match	10-620-025	89.00	
	Parks & Rec Wages	10-620-002		3,857.00
	Total General Fund		113,581.00	113,581.00
	W&S Admin Wages	30-800-002	10,053.00	
	W&S Admin FICA	30-800-005	597.00	
	W&S Admin Retirement	30-800-007	1,200.00	
	W&S Admin Overtime Pay	30-800-003		5,500.00
	WWC Overtime Pay	30-811-003		6,350.00
	WWTP 401K Match	30-810-025	912.00	
	WWTP Medical Insurance	30-810-006		912.00
	Water Wages	30-812-002	9,197.00	
	Water FICA	30-812-005	316.00	
	Water Retirement	30-812-007	477.00	
	Water 401K Match	30-812-025	116.00	
	Water Overtime Pay	30-812-003		6,600.00
	WWC Overtime Pay	30-811-003		3,506.00
	Total Utility Fund		22,868.00	22,868.00
	Total Transfers		136,449.00	136,449.00



AGENDA ITEM COVERSHEET

PREPARED BY: Debbie Hall, Finance Director

DEPARTMENT: Finance

MEETING: Town Council – 07/12/22

SUBJECT: Budget Amendments/Transfers FY23

BACKGROUND:

I have received several 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 \$8,000 from account 10-570-046 Parking Professional Services to account 10-491-045 Planning Contract Services to cover contract with SeeClickFix and Cityworks. The app will allow citizens to enter work orders from their cell phones which will go directly into Cityworks. The citizen can track the progress of the work order through the app.

Transfer \$7,860.20 from account 10-510-003 Police Overtime Pay to account 10-510-075 Police Capital under \$10,000 to purchase a Segway to aid Police in patrolling the Boardwalk area.

BUDGET IMPACT:

Transfers will not affect budget.

ACTION REQUESTED:

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

From: Ed Parvin
Sent: Wednesday, June 22, 2022 1:39 PM
To: Debbie Hall
Cc: Bruce Oakley; Jeremy Hardison
Subject: July agenda budget transfer

Debbie,

For July 12, 2022 Town Council consent agenda we would like to:

TRANSFER \$8,800

FROM:
 10-570-046 Parking Professional Services
TO:
 10-491-045 Planning Contract Services

The transfer out of parking will remove some of the funds planned to be utilized to upgrade meters. The funds remaining from this transfer will be used by Parking to replace outdated meters with Text2Park signage. All old meters can be removed and sold for town revenue.

The transferred money to Planning will be utilized to fund a contract with SeeClickFix and Cityworks. This contract will allow work orders to go directly from citizens into Cityworks (system used by staff to manage work). SeeClickFix will give citizens a proven and user friendly platform that has been successfully implemented across the country. This program will facilitate and document communications between citizens and staff to allow for faster response levels and better visibility of projects.

V/R,

Ed H. Parvin
Assistant Manager

910 465 2766
ed.parvin@carolinabeach.org



1121 North Lake Park Blvd.
Carolina Beach, NC 28428

www.CarolinaBeach.org

From: Sheila Nicholson
Sent: Wednesday, June 29, 2022 12:45 PM
To: Debbie Hall
Cc: Vic Ward; Bruce Oakley
Subject: Budget transfer request-Segway purchase

Debbie,
I respectfully request the transfer of \$7,860.20 in funds from account 10-510-003 to 10-510-075 to cover the cost of purchasing a Segway with accessories for use by the CBPD. Please note this transfer request is for the 22/23 budget year. Please let me know if you have any questions. Thanks!

Sheila P. Nicholson

Executive Assistant to the Town Manager
Town of Carolina Beach
sheila.nicholson@carolinabeach.org
(910)458-2995

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AGENDA ITEM COVERSHEET

PREPARED BY: Kim Ward, Town Clerk

DEPARTMENT: Clerk

MEETING: Town Council Meeting 7/12/2022

SUBJECT: Approval of Council Meeting Minutes from June 14 and 28, 2022

BACKGROUND:

Attached are the meeting minutes from June 14 and 28, 2022.

ACTION REQUESTED:

Review and consider approving under the consent agenda.

CAROLINA BEACH

Town Council Regular Meeting

Tuesday, June 14, 2022 - 6:00 PM

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



MINUTES

CALL TO ORDER

Mayor Barbee called the meeting to order at 6:00 PM, followed by the invocation by Council Member LeCompte and 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

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. Annual Write-off of Outstanding Accounts Receivables
2. Budget Amendments/Transfers
3. Approval of Council Meeting Minutes from April 26, May 3, 10, and 24, 2022

Council Member Benson asked for details about budget amendments and transfers, which Finance Director Debbie Hall provided.

Mayor Pro Tem Healy asked if there is a way for the Town to follow up on collecting some of the outstanding accounts receivables, including a total of \$9,000 owed by five residents. Ms. Hall said the Town has turned over all of them to debt setoff, so if they have a tax refund or lottery winnings the Town can get some of the money back. She said all of them are closed accounts.

Council Member Benson asked if parking citations are handled the same way. Ms. Hall said those go to a collection agency after three tries. She said out-of-state debt cannot go to debt setoff.

Council Member LeCompte asked about money being transferred to cover the increase in fuel costs. She asked that Town employees do their best to conserve as much as possible. Mr. Oakley said the Town has already been talking about this but will look to better enforce fuel conservation measures.

ACTION: Motion to approve 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

4. Marketing Advisory Committee Budget Presentation

Jeff Hogan, Chairman of the Marketing Advisory Committee, presented the FY 22/23 marketing budget. The total budget is \$1,065,924 compared to \$647,777 in FY 21/22. Mr. Hogan said the committee had to go back to the drawing board with the new ad agency to come up with plans for all of the extra money available for the upcoming year. He said the new ad agency suggests going after people from farther away who will stay longer and spend more money, so now there are funds to target this demographic.

Mayor Barbee said the committee will provide this input to the New Hanover County Tourism Development Authority (TDA) Board, and the Board will vote on whether to approve the budget.

ACTION: Motion to approve the FY 22/23 marketing budget as presented

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

Mayor Barbee thanked committee members for their work.

5. Manager's Update

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

Hamlet Ocean Rescue/Restroom Facility

The facility is still not open due to an issue with a subcontractor and supplies, but completion should be happening soon. The Town will review the contract and enforce anything that will offer recourse for the delayed opening.

Lake Park Stabilization, Retention, and Improvements

The Town met with engineers and should have a permit application to the U.S. Army Corps of Engineers in the next two weeks, and then there will be up to 180 days for review. The net gain in retention may not be what the Town had hoped for, but once stabilization occurs the future dredge project will be easier and prevent future sloughing off of banks while also helping to offset biological growth.

Marina Project

This is moving fast and way ahead of schedule on the south end, but the east end won't go as fast because there are more complications.

Council Member Hoffer asked when Canal Drive might close as a result of the project. Mr. Oakley said this would happen sometime after Labor Day.

Proposed Mural at Katie B. Hines Senior Center

The Carolina Beach Mural Project is considering something with a native plant theme here and would like Council input. The consensus of Council was that there was no problem with moving forward on this particular project. Mr. Oakley said the Town owns the land but not the building, so the mural group will need to get permission from the non-profit entity as well.

N.C. Department of Transportation (DOT)

There have been complaints of the crosswalk signal at Lake Park Boulevard and Cape Fear Boulevard not working as it should, and this is on the project list to get done. DOT is also looking into adding yield-to-pedestrian signage. In addition, DOT is working on estimates for an additional signal light on Lake Park Boulevard at the intersection with the Publix entrance.

Legislation

State Rep. Charlie Miller has introduced two bills: House Bill 1070, which would give the Town authority to address derelict boats, and House Bill 1163, which would give the Town authority to regulate bulkheads on Canal Drive and elsewhere to help with tidal flooding. Rep. Miller is willing to speak to Council in the future if requested.

Planning Director Jeremy Hardison said the Town is offering an informational meeting about flood insurance changes and how they affect your property on August 10 at 6:00 PM at Town Hall in Council Chambers.

PUBLIC COMMENT

None

PUBLIC HEARINGS

6. Hearing on Preliminary Assessment Resolution to Improve 1000 block of South Second Street

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

On March 21, 2022, the property owners adjacent to the 1000 block of South Second Street submitted a petition to improve the right-of-way to access their lots for development. South Second Street is paved to Greenville Avenue. The South Second Street right-of-way terminates in the 1000 block to private lots in the Carolina Sands subdivision. The unimproved right-of-way in this area is 80 feet wide and 290 feet in length. There are three lots on each side of the right-of-way owned by two different property owners. The properties to the west have 170 feet of frontage, and the properties to the east have 135 feet of frontage. The 1000 block of South Second Street is currently not accessible. It is covered with thick vegetation with an approximately 10-foot open stormwater ditch. There is a stormwater pump station that is located to the west of the 80-foot South Second Street right-of-way that faces Greenville Avenue. Wetlands are also present in the area and would need to be delineated, and any disturbance would need to be permitted through the Corps of Engineers.

Council may adopt a final assessment resolution directing that the project or portions thereof be undertaken. The improvements consist of the following to South Second Street lying between Greenville Avenue and the Carolina Sands neighborhood:

- a. Engineered design for the 270 feet (length) X 20 feet (width) of pavement to include turnaround emergency access with fire hydrant
- b. Install water and sewer mains
- c. Install storm water management
- d. Wetland mitigation

The preliminary numbers of the improvements totaled \$571,047. Historically when the Town has paved streets, there has been an assessment of two-thirds (66.7%) of the total cost of the improvement to be assessed upon the property receiving the improvements.

If the assessment resolution is approved, staff will start the design of the improvements for the 1000 block of South Second Street. Once the project is complete, staff will present Council with the final project cost at the preliminary assessment roll hearing. At or after the hearing, Council shall annul, modify, or confirm the assessments, in whole or in part, either by confirming the preliminary assessments against any lot, parcel, or tract described in the preliminary assessment roll or canceling, increasing, or reducing the assessments as may be proper in compliance with the basis of assessment. If any property is found to be omitted from the preliminary assessment roll, the board may place it on the roll and make the proper assessment. When Council confirms assessments for the project, the clerk shall enter in the minutes the date, hour, and minute of confirmation. From the time of confirmation, each assessment is a lien on the property assessed of the same nature and to the same extent as the lien for County or Town property taxes under the priorities set out in G.S. 153A-200.

Mr. Hardison presented the details and showed photos of current conditions. He said the Town contribution would be \$190,349, of which \$30,000 would come from the General Fund and the remaining \$160,000 from the Utilities Fund. Mr. Hardison said property owners would be assessed and have seven years to pay in installments, or they may pay upfront and save about \$500.

Council Member Benson said it would be helpful to hear from the Corps of Engineers about possible wetlands before committing to the project.

Mayor Barbee asked if anyone from the public wanted to speak about this item.

Michelle Alberda of 205 Greenville Avenue asked how many people received notices about this item and how that was determined. She said she lives behind the area and did not receive anything. Mr. Hardison said for an assessment resolution, only the properties that may be subject to the proposed assessment are notified. Ms. Fox said the Town published a notice of the public hearing in the newspaper. Mayor Barbee said the Town followed all legal requirements.

Scott Sutton of 105 Greenville Avenue said he can't get to his three lots and is paying taxes for something that can't be accessed.

No one else requested to speak.

Mayor Pro Tem Healy and Mayor Barbee also said they would like to know an answers about wetlands before committing to anything. Mr. Hardison said the property owners would need to provide that data to staff after getting an assessment from the Corps of Engineers.

Mayor Barbee said he is also concerned about budget impacts and noted what he considers to be a timing issue.

Council Member Hoffer said this project should be consistent with what was previously done with Wilmington Beach. He asked if there were any wetlands issues then. Mr. Hardison said there were some wetlands that were disturbed and a spot was holding up the project, so a portion of that block was not done.

Mayor Barbee asked which budget this would affect. Mr. Oakley said this can be done during the current or upcoming year.

Council Member LeCompte asked what happens if Council approves this and then the Corps of Engineers determines there are wetlands. Ms. Fox said if the Federal government says the Town can't do it, then the Town can't do it. She said the concern is what the additional cost of potential wetlands mitigation would be once a resolution is adopted.

Mr. Sutton asked how to go about getting data from the Corps of Engineers. Mr. Hardison said staff can help get the ball rolling.

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 he is committed to treating the property owners fairly, but it's on them to determine whether this is a feasible endeavor.

ACTION: Motion to table this until a future date uncertain when the applicant is ready to proceed with the Corps work done

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

7. Public Hearing and Vote on the Proposed FY 22/23 Budget

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

Mr. Oakley went over key calendar dates for the budget process, which began in January with a strategic planning retreat and is scheduled to end tonight with budget adoption. He presented a draft of a balanced budget for 2022/2023.

FY 22/23

- General Fund: \$19,778,842*
- Utilities: \$10,159,155**

*No tax increase

**4% rate increase/\$0.40 stormwater fee increase and \$238,506 from Utilities Fund Balance

General Fund expenses

- Personnel
 - Communications Coordinator
 - Financial Analyst
 - Human Resources Administrative Support
 - 3 firefighters
- Projects
 - 4.5 miles of paving
- Fund balance addition
 - \$150,000

Mr. Oakley said hiring of the three administrative positions would be staggered, with the Human Resources role being advertised in July and the other two in each subsequent quarter. He said prior to filling those, he will come back to Council with a financial update and ask permission to move forward with hiring.

Mr. Oakley said many revenue sources – such as sales tax, room occupancy tax, and parking – are over what was projected for the current year, so he expects to see an additional fund balance increase at the end of this year.

Utilities Fund revenues and expenses

- 4% water/sewer rate increase
- \$0.40 stormwater fee increase
- Permit fee increases
- Phase 1 of water study
 - Preliminary engineering report – permitting
- Wastewater headworks
- Stormwater projects
- \$238,506 transferred from Utilities Fund Balance

Mr. Oakley said the Town expects money from the State and other grant opportunities to help pay for stormwater projects.

Dan Adams of 202 Spencer Farlow Drive thanked Council, Mr. Oakley, and the rest of staff for their work. He said Mr. Oakley brings leadership and direction to the Town.

Cathrine Robbins of 301 Ivy Lane asked Council to consider the state of the economy and the reputation damage that the Town has suffered in recent months. She said a negative perception of parking changes has led to a decrease in traffic and sales at some businesses. Ms. Robbins asked Council to work with the parking company to fix the Town's reputation as engaging in predatory parking regulations before it creates a long-term issue. She asked Council to hold off on hiring anyone other than the three firefighter positions due to inflation.

Lynn Conto of 707 Magnolia Avenue asked Council not to pursue non-essential employees, or those whose actions don't directly touch residents or tourists, due to the state of the economy. She said those who must be hired should be on a temporary basis to avoid unemployment and severance.

Michelle Alberda of 205 Greenville Avenue said the Communications Coordinator role seems to be the least necessary of the proposed new positions. She asked Council to look into funding it at least partially from the marketing budget presented earlier. Ms. Alberda also said the cost of signs at the Boardwalk and Lake could be covered by the marketing budget because they contain a lot of tourist information. She said she is in favor of finding creative ways to not add costs onto citizens.

Ken Thompson of 203 Carolina Sands Drive said he supports the proposed budget and focused on the need for security through the Fire Department. He said the Fire Department is experiencing many challenges that warrant the request for three additional firefighters. He asked Council to pass the budget as presented to give staff members the resources they need to do their jobs.

No one else 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

Mayor Barbee said he wanted to make a motion to approve the budget as presented by the Town Manager.

Council Member Benson asked Fire Chief Alan Griffin to speak. Chief Griffin said he had done some additional research on staffing at comparable beach towns, and all of them have more full-time Fire Department staff than the Town. He said the Town is running four firefighters per shift, while other comparable beach towns are running five to eight without much of the commercial, high-rise, and seasonal population challenges that we have. Chief Griffin said The Proximity project as well as other recently issued building permits will add to the need.

Council Member LeCompte said the Town has issued 124 certificates of occupancy since July 1, 2021, and many are for multi-family dwellings that will add a lot of additional units. She said the number of new construction permits is also high.

Council Member Benson said he hopes all three of the new positions proposed outside of the Fire Department will come in October or beyond once summer revenues are in and hurricane season is almost over. Mr. Oakley said he would like to begin advertising the Human Resources position in July because it would cost more to wait, but the others would start advertising in October and January. He said it is likely the new people would not come on board until two months after the beginning of each quarter.

Council Member LeCompte said she has concerns about hiring three administrative people, but she is adamant that the Town hire the three new firefighters. She said no one knows what will happen with the economy months from now, so she would prefer for new hires to happen after the first quarter.

Mayor Pro Tem Healy said Mr. Oakley's top priority is to have a balanced budget. He said the Town budget has grown from \$24 million to \$29 million over the past few years, but there has not been much additional hiring due to the COVID-19 pandemic. Mayor Pro Tem Healy said Mr. Oakley has been running a Town for 17 years, so for him to ask for personnel he must need it. He said he likes the idea of staggering the hiring. Mayor Pro Tem Healy thanked Mr. Oakley and the rest of staff for their hard work.

Council Member Hoffer said Council's job is to question Mr. Oakley and set parameters for the size and scope of government. He said he is concerned about hiring, including adding three new firefighters when the Town added three in 2018 and again in 2021. Council Member Hoffer asked if this could be incremental. He said he feels like the revenue projections for parking citations are dirty money. Council Member Hoffer said he would like to hold the line on hiring and would be open to Mr. Oakley adding three new total positions instead of six.

Mayor Barbee said he sees Council's role as determining what we want, when we want it, and why we want it. He said that's part of the strategic planning process, and determining how to get it is mostly up to Mr. Oakley. Mayor Barbee said his confidence in Mr. Oakley is high and called him one of the best fiscal managers he's ever seen. He said he wants to approve the budget and hold Mr. Oakley accountable for what's he's committed to in terms of staggered hiring and coming back to Council for final approval.

Council Member Benson asked if the Human Resources position planned for July will come back to Council. Mr. Oakley said he can come back before starting that process. He said he wanted to hire for this position soon due to cost considerations and the need for training to prepare for possible retirement within the department in the next few years.

ACTION: Motion to approve the budget as presented by the Town Manager

Motion made by Mayor Barbee

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

Voting Nay: Council Member Hoffer

Motion passed 4-1

Mayor Barbee thanked department heads for answering budget questions and helping Council learn and understand.

Council Hoffer said even though he voted against the budget, Council has approved it as a whole and he will do everything he can to make it successful.

Council Member LeCompte thanked members of the public who have commented and otherwise participated in the budget process since January.

ITEMS OF BUSINESS

8. Amend Capital Project Fund for ARP Unassigned Funds

A proposed ordinance would transfer unassigned revenue of \$686.71 from the American Rescue Plan (ARP) out of the General Fund into the ARP Water, Sewer & Stormwater Capital Project so the funds will be available in the new fiscal year.

Mr. Oakley presented the details.

ACTION: Motion to amend the Capital Project Fund for ARP unassigned funds as the Town Manager has presented

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

9. Amend Capital Project Fund for Lake Dredging SERDRF Grant

A proposed ordinance would amend the Lake Dredging Project Fund to appropriate the \$2,000,000 State Emergency Response and Disaster Relief Fund (SERDRF) grant received from the State.

Mr. Oakley presented the details. He said this is a reserve fund, and this money does not go into the Town's General Fund or factor into the fund balance at any time.

ACTION: Motion to amend the Capital Project Fund for lake dredging SERDRF grant as presented by the Town Manager

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

10. Create Capital Project Fund for Ocean Boulevard Sidewalk and Carolina Beach Avenue North Improvements

A proposed ordinance would create a Capital Project Fund to appropriate the \$900,000 State Capital Infrastructure Fund (SCIF) grant received from the State.

Mr. Oakley presented the details. He said the Town had hoped to do some stormwater improvements along Carolina Beach Avenue North with this money, but it's not in this funding. He said it will fund the Ocean Boulevard Sidewalk and Carolina Beach Avenue North paving.

ACTION: Motion to create a Capital Project Fun for Ocean Sidewalk and Carolina Beach Avenue North improvements as presented by the Town Manager

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. Create Capital Project Fund for Lake Park Recreation Project

A proposed ordinance would create a Capital Project Fund to appropriate the \$1,000,000 Brandy Myers grant received from the State and the Land and Water Conservation Fund (LWCF) grant for a new playground and other improvements at Lake Park.

Mr. Oakley presented the details.

Council Member LeCompte asked if the LWCF grant requires a match. Mr. Oakley said yes, but he thinks the other grant will help to satisfy that.

Mayor Healy said this project has been in the works for years and will be great for the Town.

Council Member Hoffer asked if the Town will be rebranding the park. Mr. Oakley said just the playground would be rebranded.

Mayor Barbee thanked Rep. Miller for helping the Town to secure this funding, which is part of a leukemia awareness initiative from the State.

ACTION: Motion to create a Capital Project Fund for Lake Park recreation project

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 Benson asked what is left in the 2016 revenue bonds. Ms. Hall said \$1.3 million remains.

12. Annual Committee Appointments

Mayor Barbee said the outpouring of interest from citizens was amazing. He said he wishes there were seats for everyone and encouraged people to keep applying.

Council made the following committee appointments:

- Beautification: Sarah Finn
- Board of Adjustment: Tim Howard
- Marketing: Jeff Hogan, Rachel Nadeau, and Robin Cowie
- Operations: Cindy Dunn, Gerald Taylor, and Steve Wright
- Parks and Rec: Jasmine McKee
- Planning and Zoning: Jeff Hogan
- Centennial: Christopher Scharf
- Police: Frances Reyes, Pete Green, and Stephen Graybush

Mayor Barbee congratulated the newly appointed members and said Ms. Ward will be in touch to get them started.

COUNCIL COMMENTS

Council Member LeCompte said in light of the number of applicants for committees, she would like for staff to look at term limits and the number of committees on which people can serve so interested residents aren't left out. She said she would like to hear ways to get more and different people involved.

Council Member LeCompte said 50/50 raffles will start again during the weekly music/fireworks events. She said proceeds will benefit Friends of CB Parks & Greenways, Carolina Beach Blueliners Foundation, and the Carolina Beach Lifeguard Association, which are all Town-associated non-profit organizations.

Council Member LeCompte said she would like to get the process moving quickly for the Unified Development Ordinance (UDO) review now that the budget has been approved. Mr. Oakley said he is working with a consultant and will come back with a plan soon.

Mayor Pro Tem Healy said he has received some emails about trash. He said the Town can do better as far as maintaining downtown and holding businesses accountable. Mr. Oakley said Keep New Hanover County Beautiful brought some additional butt buckets, and staff has been informed that the trash situation needs improvement. Mayor Barbee and Council Member LeCompte said some of the trash cans could use cleaning or replacement.

Council Member Benson said he'd like approval from Council to move the Operations Advisory Committee meetings from the first Tuesday to the second Tuesday at the same time. He said the schedule change would ensure that he doesn't miss meetings. Council Member Benson said the committee took a vote supporting the proposed switch. It was the consensus of Council to allow the change.

Council Member Hoffer said with DOT looking at major repaving of Lake Park Boulevard in 2025, now is the time to come up with a good, solid plan forward for this area. He said he'd like for the Operations Advisory Committee to focus on just that corridor and start coming up with concepts. Council Member Hoffer said there may be potential for DOT to share costs because that entity is doing the work anyway.

Council Member Benson asked when committees would resume coming before Council. Mayor Barbee said committee training is happening in July, and then a schedule will be created for committees to give reports at upcoming meetings.

Mayor Barbee said if the Town is planning to make any changes to enforcement of illegal fireworks, he wants to communicate it to the public in advance. He asked to discuss this with Police Chief Vic Ward during the next workshop.

CLOSED SESSION

13. Closed Session – Real Estate Parcel ID# R08814-001-007-000

ACTION: Motion to go into closed session to discuss attorney/client and real estate matters in accordance with NCGS 143-318.11(a)(3) and (5). The matter being discussed is 19 CVS 4634 James and Barbara Miller vs. Town of Carolina Beach; the property being discussed is Parcel ID R08814-001-007-000

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

Mayor Barbee called the meeting back to order and said Council took no action during closed session.

ADJOURNMENT

Mayor Barbee adjourned the meeting at 8:45 PM.

CAROLINA BEACH

Town Council Workshop

Tuesday, June 28, 2022 - 9:00 AM

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



MINUTES

CALL TO ORDER

Mayor Barbee called the meeting to order at 9:00 AM.

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

Town Clerk Kim Ward

DISCUSSION ITEMS

1. Presentation by the Bike/Ped Committee Regarding the 2025 DOT Resurfacing Project

Listed in section 3 (Existing Plans, Programs, and Policies) of the Bicycle Multi-Use Transportation Plan adopted by the Town in 2011 is, "In spring 2004, the Town adopted the Carolina Beach North End Traffic and Circulation Study and selected a set of improvements from the study's recommended traffic scenario alternatives. One of the approved scenarios for traffic improvements included: Establishing bicycle lanes on US 421 south from Charlotte to Carolina Sands." The Bike/Ped Committee recommends the Town inquire about Complete Streets funding available to implement this improvement when the street is resurfaced in 2025. Implementing this improvement should be free of charge to the Town.

Ricky Niec of the Bike/Ped Committee presented the details.

Council Member Hoffer said three years is like the blink of any eye in government terms, so the Bike/Ped Committee wants to get on the ball in terms of putting together plans to add bike lanes. He said it would be best to break the puzzle into smaller pieces and let different committees look at it.

Council Member LeCompte suggested a joint meeting between the Bike/Ped Committee and Operations Advisory Committee.

Mr. Oakley said everything the Town wants to see on Lake Park Boulevard should be submitted to the N.C. Department of Transportation (DOT) as soon as possible. He said the Town needs an overall plan. Mayor Barbee suggested asking committees to bring ideas to Council at the November workshop. It was the consensus of Council that the November workshop was a good time to revisit this.

Council Member Benson said at the next meeting of the Operations Advisory Committee, members can nominate a few people to be part of the project.

Mayor Barbee said DOT is not getting applications for smaller projects.

Council Member LeCompte said projects such as decorating bike racks would fit in with some of the grants being discussed.

2. Presentation by the Beautification Committee

Cindy Dunn and Karen Graybush of the Beautification Committee presented ideas on landscaping along North Lake Park Boulevard.

Ms. Dunn said the committee is looking at the area north of Snow's Cut Bridge to Alabama Avenue. She said research shows the Town has access to maintain the grassy area on the north side of the bridge.

Ms. Graybush said one of the goals of the committee is to transform the major corridor of the Town to a walkable, engaging, beautiful, and safe experience connecting all sections of the Lake Park thoroughfare. She went over funding and implementation plans and then gave a timeline:

- Phase 1A: plantings in median on north side of bridge and new sign, fall 2022
- Phase 1B: plant along Dow Road to Elton Avenue, fall 2022
- Phase 1C: add trees to the concrete median at the light at Dow Road and North Lake Park Boulevard, spring 2023
- Phase 1D: create communal areas in Central Business District, winter 2022-2023 benches and tables and spring 2023 tree plantings
- Phase 1E: plantings past median to Saint Joseph Street, early 2023-end 2023
- Phase 2: tree planting and beautification between Saint Joseph Street and Lake Park at Atlanta Avenue, winter 2023-spring 2024
- Phase 3: south end of Lake Park to Carolina Sands entrance, fall 2024
- Phase 4: south of Carolina Sands Drive to Alabama Avenue, 2024-2025

Mayor Barbee asked if there is a cost estimate for things planned to be done in FY 22/23. Ms. Dunn said so far this is just a concept, and the committee wants to know if this is something Council wants to pursue. Ms. Graybush said the committee has some ideas about costs when it gets to that point.

Council Member Benson suggested looking into grant funding through the Cape Fear Garden Club.

Mayor Barbee thanked committee members for their work. He asked if DOT will allow some of the plans presented. Mr. Oakley said the Town still needs to get DOT's permission for some items. He said he's not sure if a masonry sign can be done, but the Town can inquire. Mayor Barbee encouraged the

committee to get more information about what DOT will approve and come back with a total cost to the Town broken down by fiscal year. He said he supports what has been presented.

Council Member LeCompte suggested adding the Parks & Recreation Committee to the process because of the sponsor program for benches.

Mayor Barbee said any contact with DOT will need to be done through staff.

Mayor Pro Tem Healy said the Beautification Committee has come a long way, and he's proud of where it is now. He said the timing is good with the centennial coming up and suggested getting the Centennial Committee involved as well. He asked whether crepe myrtles may be used in medians instead of palm trees. Ms. Graybush said they are not evergreen and their root systems sprawl out, so they may not work in this application.

Mr. Oakley said the presentation had a lot of great ideas. He said some of the plans will need to go through the Technical Review Committee (TRC).

Council Member Hoffer said he would like to look at the places where the plan can move forward for the sake of initial progress. Ms. Dunn said the goal is to get moving on some small parts where physical forward progress can be seen. Council Member Hoffer said the first step is to get information from DOT about what is allowed. He said there are fundraising arms sitting on Council who can help with getting private funding. Ms. Dunn said she will find out when a DOT representative can meet to focus on what can be achieved in the short term.

Council Member LeCompte said the Pleasure Island Habitat Board is meeting the week after the Fourth of July, so she is going to forward this presentation in the hopes of starting a discussion about fundraising to get some of this started. She said she can also put the Beautification Committee in touch with the Cape Fear Board of Realtors, which wants to be involved in a fall project on Pleasure Island. Council Member LeCompte asked the committee to consider the tagline for the centennial if there is a new welcome sign.

Council Member Benson said he will talk to The Island Men about fundraising.

Mayor Barbee said the consensus among Council is to proceed, with warnings of possible hurdles.

3. Traffic-Calming Opportunities

Council Member Benson requested an update from staff on the logistics involved with the implementation of a traffic-calming program.

Mr. Parvin gave a presentation overviewing traffic-calming opportunities and challenges. He said traffic calming is the combination of mainly physical measures that reduce the negative effects of motor vehicle use, alter drive behavior, and improve conditions for non-motorized street users. Mr. Parvin said DOT has had a traffic-calming policy since 2009. He said traffic-calming measures would need to

be done in a defined neighborhood with a contractual agreement, such as with a homeowners association.

Traffic calming is not:

- Stop signs
- Reduced speed limits
- Road closures/gates
- Automatic enforcement (traffic lights or signals)

Traffic calming is:

- Collaborative
- Incremental and iterative
- Part of a whole

Nuts and bolts

- Problem identification
- Determining public support (or not)
- Funding source (limits and flexibility)
- Selection and installation of devices

Mr. Parvin said per DOT policy, a traffic-calming program must have 60% minimum documented public support in the subject area. The policy also requires traffic-calming devices to be funded by the requesting neighborhood.

Devices

- Speed humps are cheapest, most frequent, and highly (un)popular
- Speed tables are larger, gentler versions of speed humps
- Chicanes are lateral deflection devices for straight roads
- Traffic circles are lateral deflection devices for intersections
- One-way chokers are for volume reduction
- One-way closures are for volume diversion

Mayor Barbee asked why this is on the agenda. He said he recalls Wilmington Urban Area Metropolitan Planning Organization (WMPO) giving a similar presentation to Council in the past, and the recommendation was for the Town to develop a policy and seek funding and community consent.

Mr. Parvin said the previous presentation was before some of the current Council Members took their seats. He said the Town doesn't have a program, staff, or resources allocated to developing any traffic-calming measures, so Council Member Benson asked to revisit the matter. Mr. Parvin said it is just a review, and Council may give staff direction. He went over photos of each device.

Implementation

- Seek consistency (start small)
- Use DOT policy as a starting point

- Cultivate shared ownership (residents and public servants)
- Have an exit strategy (or a reverse gear)

Council Member Benson said some traffic and speeding concerns came up during the open house for the Saint Joseph Street bike path project. He said he wanted to know how to direct staff in conjunction with that project if there is a desire to implement any traffic-calming measures.

Mr. Oakley said the Town could start looking at this as part of the Unified Development Ordinance (UDO) process.

Council Member Hoffer said he thinks the Saint Joseph Street project should include traffic-calming measures. He said there are three things that don't work when it comes to traffic calming: wishing, wanting, and ticketing. He said the Town must make changes if it wants to slow down traffic, and the Saint Joseph Street project could work as a good starting point.

Mayor Pro Tem Healy said the best traffic-calming device is the electronic speed boards. He said the multi-use path will hopefully take people out of harm's way, so he doesn't know why the Town would also need traffic-calming measures in this case.

Council Member Hoffer said people will be crossing the street to get to the path, so that's why traffic-calming measures are necessary.

Mayor Pro Tem Healy said motorized bikes will have a field day with some traffic-calming devices, swerving and using them as ramps.

Mr. Oakley suggested doing a study to see what the speed limits are and how many people are violating them.

Council Member LeCompte said the responsibility is on both drivers and cyclists. She said she likes the idea of raised crosswalks, especially at big intersections.

Mayor Barbee said his opinion is that Council is wasting time on this. He said he likes the idea of looking at traffic-calming measures as the Town is doing an engineering study for the Saint Joseph Street project, but Council has been through this multiple times and has found that these solutions don't fix the problems that residents are complaining about. Mayor Barbee said he had no idea this was going to be on the agenda and could have referred Council Member Benson to the previous presentation. He said it's up to Council as a whole whether to take it up, but it's not on his priority list.

Council Member LeCompte and Mayor Pro Tem Healy said there are issues with people recognizing the one-way section of Carolina Beach Avenue South.

Mayor Barbee said Mr. Parvin is asking whether Council wants to direct staff to work on a plan for traffic-calming devices. He said he does not support redirecting staff with all of the projects currently in the works.

Council Member LeCompte said she likes the idea of incorporating traffic-calming devices into the UDO.

Council Member Hoffer said he doesn't want to distract staff, but he hopes when the engineering plan for Saint Joseph Street comes in it has a traffic-calming aspect to it.

Mayor Pro Tem Healy said he would put this discussion on the back burner for now.

Council Member Benson said he is fine with the discussion being part of the UDO review.

Mr. Oakley said he will put the matter into the UDO discussion, and Council can look at traffic improvement plans.

Council Member Hoffer said he doesn't mind taking 20 minutes to revisit this issue now.

Mayor Barbee said the problem is what Council is not focusing on during the 30 minutes spent talking about this. He said it's not about whether traffic-calming measures are good or bad but whether Council Members are focused on the things they told citizens they were going to work on. Mayor Barbee said this is not one of them.

Council Member Hoffer said this is something he told people he was going to work on when he ran.

4. Appropriate Funds for Marina Phase III Project

On March 8, 2022, \$3,806,504.76 was budgeted for the marina bulkhead project in Ordinance No. 22-1169. Additional funds are needed for the project:

- Special inspections contract (Ardurra) – \$24,000.00
- Construction materials testing contract (S&ME) – \$47,000.00
- Change order for increase in piling sizes – \$32,465.00

An amendment to the Capital Project Ordinance is needed to appropriate a total of \$103,465 out of the General Fund balance to cover these expenses.

Mr. Oakley presented the details. He said the amount being requested will come from unreserved funds, and he thinks it will be more than paid for by excess revenue when the budget is done for the current fiscal year. Mr. Oakley said over \$3 million of the money for the project came from sources outside of tax dollars.

Council Member LeCompte asked why testing and inspections weren't considered at the time of entering into the contract. Mr. Oakley said this was not required, but it probably should've been in the original contract.

Mayor Pro Tem Healy asked if this amount includes the other side or whether the Town might come across this again. Mr. Oakley said over \$200,000 was leftover from phase II. Mr. Parvin said this should be for the rest of the project. He said the Town did not build any contingency into this project so there

may be other changes, especially because the east side will be complicated, but it will be unforeseen if staff has to come back with additional requests.

Council Member LeCompte said she doesn't like unforeseen requests. She asked why contingency wasn't built into this project. Mr. Oakley said because the total cost of the project exceeded the funding the Town received, staff tried to reduce the amount coming from the fund balance.

Council Member Benson asked about the \$276,000 Council approved for this project a few months ago. Mr. Oakley said that was not an unforeseen expense but an amount to cover the increase in what the Town originally expected from the bid.

Mayor Pro Tem Healy said the change order makes sense, but he's baffled by the other two charges yet agrees this has to be done.

Mayor Barbee said Mr. Oakley should get tighter on estimates for this project. Mr. Oakley said unforeseen charges are a reality on complicated projects, but testing should've been included in the original contract. Mayor Barbee said it's Council's job to oversee how Town money is spent, and Mr. Oakley should not take it personally. Mr. Oakley said he does not expect any rubber stamps.

ACTION: Motion to approve the appropriation of funds for the marina phase III project 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

Voting Nay: Council Member Benson

Motion passed 4-1

5. Manager's Update

Mr. Oakley gave an update on current and future projects.

Fireworks

The Town is putting the word out via public service announcements and the message board that most personal fireworks are against the law and penalties will be enforced. The Police Department will have additional personnel on duty all weekend to try to minimize the amount of illegal fireworks.

Mayor Barbee said there are various public fireworks displays spanning multiple days. He said complaints stem from people putting on huge displays of commercial-quality fireworks.

Hamlet Ocean Rescue/Restrooms

Parking and possibly the whole facility may be open by the Fourth of July. Paving equipment has been delivered, and plumbers were on site completing the project yesterday.

Mayor Barbee said the facility is going to look good when it's done.

Mr. Oakley praised staff members, some of whom volunteered their time, for helping to move the project along. He said the Town hopes to schedule an official grand opening for the facility after the Fourth of July.

Council Member Hoffer asked staff to remember to tidy up the front area when the project is complete.

Council Member LeCompte asked if there is news about whether the contract contains any recourse for delays. Mr. Oakley said Town Attorney Noel Fox will be working through liquidated damages clauses in the contract.

Additional Parking

Materials are being removed from the laydown yard between Fayetteville Avenue and Hamlet Avenue, and then the Town will start putting down gravel and otherwise moving forward.

More design work is necessary for Harper Avenue and then this will need to go to the TRC, so this probably won't get rolling until after the season.

Mayor Barbee asked if Council can have a review of the master plan for Harper Avenue at next month's workshop. He said he's worried that Council is so focused on creating parking that the plan may be unintentionally changing.

Florida Avenue Paving

This project was delayed, but final plans are expected to go out for bid next month after the Fourth of July. Engineering plans are substantially complete for the retention wall, and the next step is to get Coastal Area Management Act (CAMA) approval. The Town will need to bring property owners into the discussion.

Mayor Barbee asked why there is a resident starting Facebook groups saying the Town doesn't fill potholes. Mr. Oakley said the Town doesn't have staff riding around to fill potholes, but if people put in work orders staff will address areas that need attention. Mayor Barbee said this can be done through the Town's website. Mr. Parvin explained the process in detail. He said it could be a week or a month to complete pothole work, depending on when the contractor is mobilized. He said if it's a life-safety issue, the Town will address it immediately. Public Works Director Brian Stanberry said the Town does have staff trained to look for potholes, but the list is in the contractor's hands and the Town is waiting for scheduling. Mayor Healy joked that he considers potholes to be traffic-calming devices.

Lake Park Boulevard Pedestrian Improvements

The Alabama Avenue crosswalk has been approved, and the project will start on July 11. The Spartanburg Avenue crosswalk was put into the budget this year, and the Town has been in contact with DOT about the process as well a ramp at Lake Park Boulevard. These projects are in process, and the Town is working to get requested data to DOT.

Mayor Barbee asked about the timing of lights, which DOT has said would be fixed multiple times. He said it's tough crossing Lake Park Boulevard at Cape Fear Boulevard and Harper Avenue during busy

times. Mr. Oakley said DOT representatives said the timing would be delayed and yield-to-pedestrian signage added, so he will follow up.

Mayor Barbee said the problem is that pedestrians are supposed to get lead time for a chance to get across the road before the light allows motorists to turn left, but right now the signals for both pedestrians and motorists are changing at the same time.

Council Member LeCompte said she would not be opposed to no right turn on red in that area.

UDO

Planning Director Jeremy Hardison said staff is ready to get started pending the green light from Council. He said he and Mr. Parvin met with Cape Fear Council of Governments, which will lead the process. Mr. Hardison said the first step will be a staff audit of development codes, and he recommends using the Planning and Zoning Commission as a steering committee to work through ordinances and updates. He said the timeline from start to a draft UDO is about 16 months, and an introduction/kickoff is planned for the July Planning and Zoning Commission meeting. There was no opposition, so the consensus of Council was to allow staff to move forward with this.

Street Sweeper

Discussions with Council Member Hoffer led to the idea of Mr. Stanberry giving a briefing about the street sweeper, the highlights of which follow.

Sweeper facts

- The street sweeper has been operated by Stormwater Equipment Operator II Tim Mattingly for 15 years.
- It is funded through the Stormwater Department budget and is the Town's most effective stormwater control measure.

Sweeper data

- Miles of roadway swept in one year: 1,904
- Amount of sediment and debris removed from roadway: 450 cubic yards

Summer schedule

- Monday: Lake Park Boulevard
- Tuesday: Canal Drive and Carolina Beach Avenue North
- Wednesday: Central Business District
- Thursday: side streets
- Friday: Lake Park Boulevard

Council Member Benson asked where the material goes. Mr. Stanberry said it goes to the wastewater treatment plant in the drying bed, and then it's hauled away.

Mayor Barbee asked if this is the right piece of equipment for the Town. Mr. Stanberry said the previous sweeper involved suction and had more maintenance concerns than the current sweeper. He

said there are challenges with both and no good scenario when you consider our tough, sandy atmosphere.

Mr. Oakley said at some point Council might want to consider adding a smaller piece of equipment that can get into tighter locations.

Council Member Hoffer asked if there is a broom device. Mr. Stanberry said yes, the Town has had this for quite a while and it's used on the North End. Council Member Hoffer asked if it would be effective along Lake Park Boulevard. Mr. Stanberry said it would blow debris onto private property and the right-of-way, which would need to be removed.

Council Member LeCompte said the Hatteras ramp on Hamlet Avenue is covered over and asked if there is a schedule. Mr. Stanberry said they are working on it as needed. He said there is one on Ocean Boulevard that's in bad shape, and it will be replaced after July. Council Member LeCompte thanked Mr. Stanberry for the replacement of boards on the Lake Avenue access gazebo.

Council Member Hoffer said the presentation was informative.

Council Member LeCompte asked if there is any recourse against landscapers, including those contracted by the Town, who blow debris into storm drains. Mr. Stanberry said the first step is to talk to them, and if that doesn't work then it goes to Code Enforcement. He said periodically all landscapers end up doing this, and it's an education process, especially when many landscaping companies have turnover in staff.

Mayor Barbee said when you dump something into the storm drain, you are polluting the stormwater system and that's against the law, but it becomes a bigger deal when thousands of people do it.

6. Discuss Agenda Items for the July Council Meeting

Mayor Barbee said he would like to propose putting together a Parking Committee to look at any future changes Council may want to make. He said this could go on the next agenda or be acted upon now because it's time-sensitive. Mayor Barbee said his idea is to ask the Chair of each current committee to make up the Parking Committee and request that the Chairman of the Planning and Zoning Commission also be the Chairman of the Parking Committee.

Mr. Oakley said any recommendations for changes to the parking program would need to be made by the end of September.

Council Member LeCompte said she likes the idea, and with committees appointing new Chairs in July this would be a good time for Council liaisons to introduce this idea to each committee.

Council Member Hoffer said he's not in love with the idea. He said another committee makes him cringe, even if it's temporary. He said Council should do what a Parking Committee would do, so he's skeptical.

Mayor Pro Tem Healy said he thinks it's a different avenue to get input outside of Council. He said the more people you get involved, the more transparent opinions you have across the board.

Mayor Barbee said the Parking Committee would be ad hoc and only last a few months.

Council Member LeCompte said Council has rules of procedure and can't meet arbitrarily, so she likes the idea of a Parking Committee made up of current committee Chairs.

Mayor Pro Tem Healy said he recommends that Mayor Barbee be the Council liaison to the Parking Committee. Mayor Barbee said he's the one whose face is on a billboard from critics, so he has a vested interest in it. Council Member LeCompte said she would be happy to do it. Council Member Benson suggested getting a rotating Council Member to join Mayor Barbee.

Mr. Oakley said any recommendations must precede renewal of the parking contract.

Mayor Barbee said the Parking Committee's objectives would be to review the current parking program and prepare recommendations regarding rules, regulations, rates, fees, improved communication, additional zones, handicap spaces, and private lots for Council to consider at the September workshop. He said if a standing committee Chair cannot serve on the Parking Committee, then the Vice Chair would serve or nominate someone else from the committee to participate. Mayor Barbee said the Planning and Zoning Commission Chairman would be the Chairman of the Parking Committee.

Council Member Benson asked if parking recommendations should be delivered at the September regular meeting. Mr. Oakley said this should happen no later than the September workshop, but if recommendations are done earlier that would be great.

ACTION: Motion to create an ad hoc Parking Committee as presented by the Mayor

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 he was convinced of the need for a Parking Committee.

Mayor Pro Tem Healy asked Council Member Benson about a parking meeting he previously mentioned having next month. Council Member Benson said it is a question-and-answer brainstorm session on July 6. Mayor Pro Tem Healy asked Council Member Benson why he is doing this. Council Member Benson asked why not. He said there are parking issues to discuss beyond rates and fees. Mayor Pro Tem Healy said his fear is that it's going to rev up negativity. He said negative press does more harm to business owners than good, and personally he would let a sleeping dog lie.

Council Member LeCompte said as soon as possible she would like to see final FY 21/22 revenue numbers for room occupancy (ROT), sales, and Alcoholic Beverage Control (ABC) taxes so Council can

compare budgeted vs. actual figures. Mr. Oakley said he will present those numbers as soon as they are available.

Mayor Pro Tem Healy said he thinks Americans with Disabilities Act (ADA) parking is still an issue in Town. He said if something has been approved, he'd love to see what it looks like. Mr. Oakley said staff is going to submit a proposed plan to Council for adoption at an upcoming meeting.

Mayor Barbee said he constantly hears about handicap parking. He said July is not a good time for changes, but if the Town can do anything to push that along that would be good.

Council Member Benson asked for a rough timeline on paving in July.

COUNCIL COMMENTS

Council Member Hoffer asked how the Mike Chappell Park bathroom is coming along. Mr. Oakley said he doesn't have an update. Mayor Pro Tem Healy said he talked yesterday to Parks & Recreation Director Eric Jelinski, who said it was on order for the first week of July and should be complete within two months.

Mayor Barbee said he continues to get emails from residents about the Boardwalk restroom facilities. He asked if the Town is doing anything over the next four weeks to accommodate peak summer crowds. Mr. Oakley said the amusement operators have brought in four portable toilets, and the Town can look at adding more, especially for Fourth of July weekend.

ADJOURNMENT

Mayor Barbee adjourned the meeting at 11:15 AM.



AGENDA ITEM COVERSHEET

PREPARED BY: Tim Murphy

DEPARTMENT: Parks and Rec

MEETING: Town Council Meeting 7/12/2022

SUBJECT: Events Update by Tim Murphy

BACKGROUND:

Tim Murphy will give an update on the upcoming events.

ACTION REQUESTED:



AGENDA ITEM COVERSHEET

PREPARED BY: Kim Ward

DEPARTMENT: Clerk

MEETING: Town Council Continued Meeting 7/12/2022

SUBJECT: Presentation on the Quarter Cent Transportation Sales Tax Proposal

BACKGROUND:

Staff from the City of Wilmington, New Hanover County, and Wave Transit will present information on the proposed ¼ cent sales tax increase related to public transportation.



AGENDA ITEM COVERSHEET

PREPARED BY: Bruce Oakley, Town Manager

DEPARTMENT: Executive

MEETING: Town Council Meeting 7/12/2022

SUBJECT: Manager's Update

BACKGROUND:

Town Manager Bruce Oakley will give an update on current and future projects.



AGENDA ITEM COVERSHEET

PREPARED BY: Gloria Abbotts, Sr Planner

DEPARTMENT: Planning and
Development

MEETING: Town Council – 12 July 2022

SUBJECT: Hearing on adoption of the Americans with Disabilities Act (ADA) Transition Plan.

BACKGROUND:

Title II of the Americans with Disabilities Act (ADA) regulates programs, activities, and services provided by state and local governments. As such, the Town of Carolina Beach must comply with this section, which states: “no qualified individual with a disability shall, by reason of such disability, be excluded from participation in or be denied the benefits of the services, programs, or activities of a public entity, or be subjected to discrimination by any such entity” (42 USC Sec. 12132; 28 CFR Sec. 35.130).

In accordance with Title II, the Town of Carolina Beach conducted an ADA compliance self-evaluation of its services, programs, activities, and facilities on public property and in public rights-of-way. With this information, an ADA Transition Plan has been developed to share findings of the self-evaluation and to establish strategies for improving ADA accessibility within our community.

Our self-evaluation reviewed three fundamental areas for ADA compliance: (1) communications, information and facility signage; (2) public buildings and spaces; and (3) pedestrian facilities and public rights of way. Results of the self-evaluation are contained in Appendix A – Self Evaluation.

Improvements for each of these three areas are addressed by an Implementation Strategy (Appendix B – Implementation Strategy), which contains short- and long-term implementation actions. Short-term improvements generally require a minimal amount of planning, design, and financial investment. As such, these improvements are scheduled for completion prior to the end of FY 2023. Long-term improvements are certain to require higher levels of planning, design, and financial investment. To accommodate these larger-scale projects, the Town has integrated many into our Capital Improvement Plan (CIP) and will continue to work with the North Carolina Department of Transportation (NCDOT) to align Town projects with ADA compliance needs. Funding for the identified improvements will be appropriated through the Town’s annual operational and capital improvement budgets.

ADA self-evaluation, transition planning, and implementation will be a continuous effort for the Town of Carolina Beach. The Town is committed to updating the ADA Transition Plan annually with oversight of the Town Manager and every five years with required action by the Town Council. Involvement of other community leaders and support organizations is, and will continue to be, a critical part of the ADA transition process. The draft plan can be found at www.carolinabeach.org/ada.

ACTION REQUESTED:

Consider adopting the Americans with Disabilities Act (ADA) Transition Plan.

RECOMMENDED MOTION:

Approval – The Town Council, does hereby find and determine that the adoption of the following Americans with Disabilities Act Transition Plan is consistent with federal guidelines.



AGENDA ITEM COVERSHEET

PREPARED BY: Debbie Hall, Finance Director

DEPARTMENT: Finance

MEETING: Town Council – 07/12/2022

SUBJECT: Approval of Financing Terms for F-550 Brush Truck and Spartan Fire Apparatus

BACKGROUND:

The Finance Director requested bid proposals from seven banks for financing of a 2022 F-550 Brush Truck at \$189,000 for five annual payments and a 2022 Spartan Fire Rescue Apparatus at \$638,810 for ten annual payments. The following proposals were received:

F-550 Brush Truck

Truist Bank at **3.41%** Interest for 5 years

Government Capital Corp at **4.00%** Interest for 5 Years

Spartan Fire Rescue Apparatus

Truist Bank at **3.59%** Interest for 10 years

Government Capital Corp at **4.20%** Interest for 10 Years

BUDGET IMPACT:

No impact. The debt service payment was included in the approved annual budget.

ACTION REQUESTED:

Recommend approval of Resolution #22-2266 and Resolution #22-2267 to accept the terms of the proposals from Truist Bank.

RESOLUTION NUMBER 22-2266

Resolution Approving Financing Terms

WHEREAS: The Town of Carolina Beach ("Borrower") has previously determined to undertake a project for the financing of an F-550 Brush Truck (the "Project"), and the Finance Officer has now presented a proposal for the financing of such Project.

BE IT THEREFORE RESOLVED, as follows:

1. The Borrower hereby determines to finance the Project through Truist Bank ("Lender") in accordance with the proposal dated July 1, 2022. The amount financed shall not exceed \$189,000.00, the annual interest rate (in the absence of default or change in tax status) shall not exceed 3.41%, and the financing term shall not exceed five (5) years from closing.

2. All financing contracts and all related documents for the closing of the financing (the "Financing Documents") shall be consistent with the foregoing terms. All officers and employees of the Borrower are hereby authorized and directed to execute and deliver any Financing Documents, and to take all such further action as they may consider necessary or desirable, to carry out the financing of the Project as contemplated by the proposal and this resolution.

3. The Finance Officer is hereby authorized and directed to hold executed copies of the Financing Documents until the conditions for the delivery of the Financing Documents have been completed to such officer's satisfaction. The Finance Officer is authorized to approve changes to any Financing Documents previously signed by Borrower officers or employees, provided that such changes shall not substantially alter the intent of such documents or certificates from the intent expressed in the forms executed by such officers. The Financing Documents shall be in such final forms as the Finance Officer shall approve, with the Finance Officer's release of any Financing Document for delivery constituting conclusive evidence of such officer's final approval of the Document's final form.

4. The Borrower shall not take or omit to take any action the taking or omission of which shall cause its interest payments on this financing to be includable in the gross income for federal income tax purposes of the registered owners of the interest payment obligations. The Borrower hereby designates its obligations to make principal and interest payments under the Financing Documents as "qualified tax-exempt obligations" for the purpose of Internal Revenue Code Section 265(b)(3).

5. The Borrower intends that the adoption of this resolution will be a declaration of the Borrower's official intent to reimburse expenditures for the Project that are to be financed from the proceeds of the Lender financing described above. The Borrower intends that funds that have been advanced, or that may be advanced, from the Borrower's general fund or any other Borrower fund related to the Project, for project costs may be reimbursed from the financing proceeds.

6. All prior actions of Borrower officers in furtherance of the purposes of this resolution are hereby ratified, approved and confirmed. All other resolutions (or parts thereof) in conflict with this resolution are hereby repealed, to the extent of the conflict. This resolution shall take effect immediately.

Approved this _____ day of _____, 20__

By: _____

By: _____

Title: _____

Title: _____

SEAL


Truist Financial Corporation
Governmental Finance

2320 Cascade Pointe Blvd, Suite 600
 Charlotte, North Carolina 28208
 Phone (704) 954-1700
 Fax (704) 954-1799

July 1, 2022

Debbie Hall
 Town of Carolina Beach
 1121 Lake Park Blvd N
 Carolina Beach, NC 28428

Dear Debbie Hall:

Truist Bank (“Lender”) is pleased to offer this proposal for the financing requested by the Town of Carolina Beach (“Borrower”).

PROJECT:	F-550 Brush Truck
AMOUNT:	\$189,000.00
TERM:	5 years
INTEREST RATE:	3.41%
TAX STATUS:	Tax Exempt – Bank Qualified
PAYMENTS:	<u>Interest:</u> Annual <u>Principal:</u> Annual
INTEREST RATE CALCULATION:	30/360
SECURITY:	Vehicles and Equipment
PREPAYMENT TERMS:	Prepayable in whole at any time without penalty
RATE EXPIRATION:	August 11, 2022
DOCUMENTATION/ LEGAL REVIEW FEE:	N/A
FUNDING:	Proceeds will be deposited into an account held at Lender pending disbursement unless equipment is delivered prior to closing.

DOCUMENTATION: Lender proposes to use its standard form financing contracts and related documents for this installment financing. We shall provide a sample of those documents to you should Lender be the successful proposer.

The financing documents shall include provisions that will outline appropriate changes to be implemented in the event that this transaction is determined to be taxable or non-bank qualified in accordance with the Internal Revenue Service Code. All documentation must be deemed appropriate by Lender before closing.

REPORTING

REQUIREMENTS: Lender will require financial statements to be delivered within 270 days after the conclusion of each fiscal year-end throughout the term of the financing.

Should we become the successful proposer, we have attached the form of a resolution that your governing board can use to award the financing to Lender. If your board adopts this resolution, then Lender shall not require any further board action prior to closing the transaction.

Lender shall have the right to cancel this offer by notifying the Borrower of its election to do so (whether this offer has previously been accepted by the Borrower) if at any time prior to the closing there is a material adverse change in the Borrower's financial condition, if we discover adverse circumstances of which we are currently unaware, if we are unable to agree on acceptable documentation with the Borrower or if there is a change in law (or proposed change in law) that changes the economic effect of this financing to Lender.

Costs of counsel for the Borrower and any other costs will be the responsibility of the Borrower.

The stated interest rate assumes that the Borrower expects to borrow no more than \$10,000,000 in the current calendar year and that the financing will qualify as qualified tax-exempt financing under the Internal Revenue Code. Lender reserves the right to terminate this bid or to negotiate a mutually acceptable interest rate if the financing is not qualified tax-exempt financing.

We appreciate the opportunity to offer this financing proposal. Please call me at (803) 413-4991 with your questions and comments. We look forward to hearing from you.

Sincerely,

Truist Bank



Andrew G. Smith
Senior Vice President

Town of Carolina Beach, NC F-550 Brush Truck (DRAFT)

Compounding Period: Annual

Nominal Annual Rate: 3.410%

Cash Flow Data - Loans and Payments

Event	Date	Amount	Number	Period	End Date
1 Loan	07/01/2022	189,000.00	1		
2 Payment	06/01/2023	Fixed Principal	5	Annual	06/01/2027
	Principal payment amount	37,800.00			

TValue Amortization Schedule - Normal, 360 Day Year

	Date	Payment	Interest	Principal	Balance
Loan	07/01/2022				189,000.00
1	06/01/2023	43,797.34	5,997.34	37,800.00	151,200.00
2023 Totals		43,797.34	5,997.34	37,800.00	
2	06/01/2024	42,955.92	5,155.92	37,800.00	113,400.00
2024 Totals		42,955.92	5,155.92	37,800.00	
3	06/01/2025	41,666.94	3,866.94	37,800.00	75,600.00
2025 Totals		41,666.94	3,866.94	37,800.00	
4	06/01/2026	40,377.96	2,577.96	37,800.00	37,800.00
2026 Totals		40,377.96	2,577.96	37,800.00	
5	06/01/2027	39,088.98	1,288.98	37,800.00	0.00
2027 Totals		39,088.98	1,288.98	37,800.00	
Grand Totals		207,887.14	18,887.14	189,000.00	

RESOLUTION NUMBER 22-2267

Resolution Approving Financing Terms

WHEREAS: The Town of Carolina Beach (“Borrower”) has previously determined to undertake a project for the financing of a Spartan Fire Rescue Apparatus (the “Project”), and the Finance Officer has now presented a proposal for the financing of such Project.

BE IT THEREFORE RESOLVED, as follows:

1. The Borrower hereby determines to finance the Project through Truist Bank (“Lender”) in accordance with the proposal dated July 1, 2022. The amount financed shall not exceed \$638,810.00, the annual interest rate (in the absence of default or change in tax status) shall not exceed 3.59%, and the financing term shall not exceed ten (10) years from closing.

2. All financing contracts and all related documents for the closing of the financing (the “Financing Documents”) shall be consistent with the foregoing terms. All officers and employees of the Borrower are hereby authorized and directed to execute and deliver any Financing Documents, and to take all such further action as they may consider necessary or desirable, to carry out the financing of the Project as contemplated by the proposal and this resolution.

3. The Finance Officer is hereby authorized and directed to hold executed copies of the Financing Documents until the conditions for the delivery of the Financing Documents have been completed to such officer's satisfaction. The Finance Officer is authorized to approve changes to any Financing Documents previously signed by Borrower officers or employees, provided that such changes shall not substantially alter the intent of such documents or certificates from the intent expressed in the forms executed by such officers. The Financing Documents shall be in such final forms as the Finance Officer shall approve, with the Finance Officer's release of any Financing Document for delivery constituting conclusive evidence of such officer's final approval of the Document's final form.

4. The Borrower shall not take or omit to take any action the taking or omission of which shall cause its interest payments on this financing to be includable in the gross income for federal income tax purposes of the registered owners of the interest payment obligations. The Borrower hereby designates its obligations to make principal and interest payments under the Financing Documents as "qualified tax-exempt obligations" for the purpose of Internal Revenue Code Section 265(b)(3).

5. The Borrower intends that the adoption of this resolution will be a declaration of the Borrower's official intent to reimburse expenditures for the Project that are to be financed from the proceeds of the Lender financing described above. The Borrower intends that funds that have been advanced, or that may be advanced, from the Borrower's general fund or any other Borrower fund related to the Project, for project costs may be reimbursed from the financing proceeds.

6. All prior actions of Borrower officers in furtherance of the purposes of this resolution are hereby ratified, approved and confirmed. All other resolutions (or parts thereof) in conflict with this resolution are hereby repealed, to the extent of the conflict. This resolution shall take effect immediately.

Approved this _____ day of _____, 20__

By: _____

By: _____

Title: _____

Title: _____

SEAL


Truist Financial Corporation
Governmental Finance

2320 Cascade Pointe Blvd. Suite 600
 Charlotte, North Carolina 28208
 Phone (704) 954-1700
 Fax (704) 954-1799

July 1, 2022

Ms. Debbie Hall
 Town of Carolina Beach
 1121 Lake Park Blvd N.
 Carolina Beach, NC 28428

Dear Ms. Hall:

Truist Bank ("Lender") is pleased to offer this proposal for the financing requested by the Town of Carolina Beach ("Borrower").

PROJECT: Spartan Fire Rescue Apparatus

AMOUNT: \$638,810.00

TERM: 10 years

INTEREST RATE: 3.59%

TAX STATUS: Tax Exempt – Bank Qualified

PAYMENTS: Interest: Annual
Principal: Annual

INTEREST RATE CALCULATION: 30/360

SECURITY: Vehicles and Equipment

PREPAYMENT TERMS: Prepayable in whole at any time with a one percent prepayment penalty. Alternatively, the Borrower may elect for the transaction to be non-callable for the first half of the term and callable at par thereafter.

RATE EXPIRATION: August 11, 2022

DOCUMENTATION/ LEGAL REVIEW FEE: N/A

FUNDING: Proceeds will be deposited into an account held at Lender pending disbursement unless equipment is delivered prior to closing.

DOCUMENTATION: Lender proposes to use its standard form financing contracts and related documents for this installment financing. We shall provide a sample of those documents to you should Lender be the successful proposer.

The financing documents shall include provisions that will outline appropriate changes to be implemented in the event that this transaction is determined to be taxable or non-bank qualified in accordance with the Internal Revenue Service Code. All documentation must be deemed appropriate by Lender before closing.

**REPORTING
REQUIREMENTS:**

Lender will require financial statements to be delivered within 270 days after the conclusion of each fiscal year-end throughout the term of the financing.

Should we become the successful proposer, we have attached the form of a resolution that your governing board can use to award the financing to Lender. If your board adopts this resolution, then Lender shall not require any further board action prior to closing the transaction.

Lender shall have the right to cancel this offer by notifying the Borrower of its election to do so (whether this offer has previously been accepted by the Borrower) if at any time prior to the closing there is a material adverse change in the Borrower's financial condition, if we discover adverse circumstances of which we are currently unaware, if we are unable to agree on acceptable documentation with the Borrower or if there is a change in law (or proposed change in law) that changes the economic effect of this financing to Lender.

Costs of counsel for the Borrower and any other costs will be the responsibility of the Borrower.

The stated interest rate assumes that the Borrower expects to borrow no more than \$10,000,000 in the current calendar year and that the financing will qualify as qualified tax-exempt financing under the Internal Revenue Code. Lender reserves the right to terminate this bid or to negotiate a mutually acceptable interest rate if the financing is not qualified tax-exempt financing.

We appreciate the opportunity to offer this financing proposal. Please call me at (803) 413-4991 with your questions and comments. We look forward to hearing from you.

Sincerely,

Truist Bank



Andrew G. Smith
Senior Vice President

Carolina Beach, NC - Spartan Fire Rescue Apparatus (DRAFT)

Compounding Period: Annual

Nominal Annual Rate: 3.590%

Cash Flow Data - Loans and Payments

Event	Date	Amount	Number	Period	End Date
1 Loan	07/01/2022	638,810.00	1		
2 Payment	06/01/2023	Fixed Principal Principal payment amount	10	Annual	06/01/2032
		63,881.00			

TValue Amortization Schedule - Normal, 360 Day Year

	Date	Payment	Interest	Principal	Balance
Loan	07/01/2022				638,810.00
1	06/01/2023	85,221.69	21,340.69	63,881.00	574,929.00
2023 Totals		85,221.69	21,340.69	63,881.00	
2	06/01/2024	84,520.95	20,639.95	63,881.00	511,048.00
2024 Totals		84,520.95	20,639.95	63,881.00	
3	06/01/2025	82,227.62	18,346.62	63,881.00	447,167.00
2025 Totals		82,227.62	18,346.62	63,881.00	
4	06/01/2026	79,934.30	16,053.30	63,881.00	383,286.00
2026 Totals		79,934.30	16,053.30	63,881.00	
5	06/01/2027	77,640.97	13,759.97	63,881.00	319,405.00
2027 Totals		77,640.97	13,759.97	63,881.00	
6	06/01/2028	75,347.64	11,466.64	63,881.00	255,524.00
2028 Totals		75,347.64	11,466.64	63,881.00	
7	06/01/2029	73,054.31	9,173.31	63,881.00	191,643.00
2029 Totals		73,054.31	9,173.31	63,881.00	
8	06/01/2030	70,760.98	6,879.98	63,881.00	127,762.00
2030 Totals		70,760.98	6,879.98	63,881.00	
9	06/01/2031	68,467.66	4,586.66	63,881.00	63,881.00
2031 Totals		68,467.66	4,586.66	63,881.00	
10	06/01/2032	66,174.33	2,293.33	63,881.00	0.00
2032 Totals		66,174.33	2,293.33	63,881.00	
Grand Totals		763,350.45	124,540.45	638,810.00	