

# CAROLINA BEACH

Town Council Regular Meeting

Tuesday, June 13, 2023 – 6:00 PM

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



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## AGENDA

### CALL TO ORDER

### INVOCATION AND PLEDGE OF ALLEGIANCE

### ADOPT THE AGENDA

### CONSENT AGENDA

- [1.](#) Annual Write-off of Outstanding Accounts Receivables
- [2.](#) Budget Transfers
- [3.](#) Resolution of Support for the Wilmington MPO's Action Planning Grant Application through Safe Streets and Roads for All Program
- [4.](#) Resolutions to Accept Grant Funds from the NC Division of Water Infrastructure
- [5.](#) Set a public hearing for July 11, 2023, to consider a text amendment to amend Chapter 40, Sec. 40-72. Table of permissible uses, Sec. 40-261 – Development standards for particular uses, and Sec. 40-548. Definitions to amend standards for Event Venue / Bars. Applicant: Town of Carolina Beach
- [6.](#) Set a public hearing for July 11, 2023, to consider a conditional zoning for an Event Venue / Bar at 205 Charlotte Avenue in the Central Business District (CBD). Applicant: Kindred Carolina Beach, LLC
- [7.](#) Set a public hearing for July 11th, 2023, to consider a request to rezone 601 Augusta Avenue from Conservation (C) to Residential (R-1). Applicant: Parris Stratton
- [8.](#) Amend Sec. 16-205. - Schedule B, stop intersections for South 6th Street
- [9.](#) Personnel Policy Updates
- [10.](#) Approval of Council Meeting Minutes from May 9 and 23, 2023

### SPECIAL PRESENTATIONS

- [11.](#) Events Update by Tim Murphy

[12.](#) 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**

[13.](#) Public Hearing on the Proposed FY2023-24 Budget

**ITEMS OF BUSINESS**

[14.](#) Attorney's Update

**COUNCIL COMMENTS**

**CLOSED SESSION**

[15.](#) Closed Session – Attorney/Client and Real Estate

**ADJOURNMENT**



## AGENDA ITEM COVERSHEET

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**PREPARED BY:** Debbie Hall, Finance Director

**DEPARTMENT:** Finance

**MEETING:** Town Council – 6/13/2023

**SUBJECT:** Annual Write-off of Outstanding Accounts Receivables

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### **BACKGROUND:**

Council adopted a Utility Debt Write-off Policy on November 15, 2011. Per the policy, debt which has exceeded three years should be written off of the Town's financial accounting records. The legal obligation to pay the debt will still remain with the debtor even after an account has been written off. Debt of at least \$50 will be submitted to the Department of Revenue for debt set-off proceedings to continue collection efforts.

A copy of the Policy and the utility accounts which need to be written off are attached for your review as well as a Resolution which authorizes the write-off of these accounts.

### **ACTION REQUESTD:**

Approve Resolution #23-2292 to authorize the writing-off of uncollected utility accounts for a total write-off of \$11,187.28.

Joel Macon  
Mayor

Lonnie Lashley  
Councilman

Bob Lewis  
Councilman



Pat Efird  
Mayor Pro Tem

Dan Wilcox  
Councilman

Timothy Owens  
Town Manager

Item 1.

## **Town of Carolina Beach Policy for Write-Off of Uncollectible Accounts Receivables**

### **Purpose:**

This policy's purpose is to establish uniform guidelines for determining delinquent accounts receivable which should be considered as ultimately uncollectible debts and to establish proper authorization for accounting entries to remove such receivables from Town assets. The desired end result is to have a fairly presented valuation of accounts receivable in the Town of Carolina Beaches' financial statements.

### **Scope:**

This policy applies to all accounts receivables of the Town of Carolina Beach excluding special assessments. Write-offs of assessments are governed by state statute.

### **Criteria:**

The Finance Department is responsible for ensuring that all requests for the write off of uncollectible accounts receivable are compliant with this policy. Documentation will be maintained by the Finance Department and will be readily available for audit. Once the list is prepared it is submitted to the Manager for presentation to Town Council for approval at an official meeting, preferably annually.

The Town of Carolina Beach recommends that uncollectible accounts receivable be written off the Town's financial accounting records when all collection procedures allowed by law have been conducted without results or if the Town deems an account receivable to be uncollectible when one or more of the following circumstances exists.

1. Expired statute of limitations: Debt has exceeded three-years or other applicable statutory limitation
2. Bankruptcy: Account has been discharged through bankruptcy court
3. Deceased: Debtor is deceased with no estate
4. Court Refuses Judgment: The debt cannot be substantiated in court
5. Unjustifiable Cost: Amount of uncollectible debt is less than \$50 or the cost of collection would exceed recoverable amount

6. Untraceable: Where customer has provided false identification, left the country, or otherwise cannot be located and/or a correct identity cannot be established

Accounts receivables due from individuals of at least \$50 will be submitted to the Department of Revenue for debt setoff debt proceedings at least once prior to write off. After an accounts receivable (or account) has been written off, continued collection efforts shall supplement G.S. 105A Setoff Debt collection for a period equivalent to the statute of limitations.

Uncollectible accounts receivables will be written off the Town's financial accounting records and no longer be recognized as collectible for financial reporting purposes; however, the legal obligation to pay the debt will still remain. The record of the debt will be retained in the customer information database until the amount owing has been collected. The names of all new customers applying for service with the Town will be researched and any customers found to be owing past due amounts, whether currently outstanding or written off in the past, must remit in full before new service will be established.

Once the list is approved by Town Council the Finance Department will make the necessary adjusting journal entries to write off the uncollectible balance, with notices given to effected departments with regards to future collection of debt by existing customers.

11/15/2011  
Policy Adoption Date

Annual Write-off of Outstanding Accounts Receivable			
Account Num	Service Address	Acct Status	TotalBal
001-000251-2	312 CAR BCH AVE N - DOMESTIC & IRRIGATION	Balance	\$188.47
001-0000579-6	511 C CAROLINA BEACH AVE N	Balance	\$230.76
001-0000763-2	615 A CAR BCH AVE N	Balance	\$107.29
001-0000840-2	703 CAR BCH AVE N	Balance	\$1,503.77
001-0001335-6	911 A CAROLINA BEACH AVE NORTH	Balance	\$69.63
001-0001390-1	1003 A CAR BCH AVE N	Balance	\$9.38
001-0001800-1	1119 CAR BCH AVE N	Balance	\$112.89
001-0002820-7	SUNSKIPPER A3	Balance	\$31.56
001-0003180-1	SUNSKIPPER B19	Balance	\$16.17
001-0003621-1	1705 B CAR BCH AVE N	InActive	\$101.23
002-0000198-2	815 CANAL DR.	Balance	\$466.19
002-0000413-4	119 FLORIDA AVE. 3-C	Balance	\$20.02
002-0000427-4	202 FLORIDA AVE.	Balance	\$575.35
002-0000430-1	203 FLORIDA AVE.	Balance	\$213.74
002-0000490-3	231 A FLORIDA AVE.	Balance	\$15.10
002-0000615-14	106 FLORIDA AVE.	Balance	\$167.17
002-0000635-4	105 B GEORGIA AVE.	Balance	\$35.93
002-0000660-1	119 GEORGIA AVE.	Balance	\$63.43
002-0000855-2	205 VIRGINIA AVE.	Balance	\$304.56
002-0001025-2	116 VIRGINIA AVE.	InActive	\$284.27
002-0001425-13	708 1/2 CANAL DR - BACK HOUSE	Balance	\$1,926.97
002-0001457-9	4 SAILFISH LANE	Balance	\$25.78
002-0001474-4	614 CANAL DR.	Balance	\$481.85
002-0001553-4	520 (522 A) CANAL DR.	Balance	\$45.31
002-0001554-8	522 B CANAL DR	Balance	\$194.04
002-0001750-7	9 CAROLINA BEACH AVE NORTH	Balance	\$1.24
002-0001810-1	3CAR BCH AVE S-BEACH SHOP	Balance	\$4,424.62
002-0001812-7	#1 CAPE FEAR BLVD.	Balance	\$72.17
003-0000375-7	106 A GREENVILLE AVENUE	Balance	\$661.50
003-0000390-12	108 B GREENVILLE AVENUE	Balance	\$14.14
003-0000410-1	902 S LAKE PARK BLVD.	Balance	\$724.96
003-0000520-14	208 A WOODY HEWETT	Balance	\$10.41
003-0000705-5	104 A (103A) CAPE FEAR BLVD.	Balance	\$1,407.03
003-0000860-3	802 CAR BCH AVE S	Balance	\$1,144.88
003-0000965-2	307 CAROLINA SANDS DR.	Balance	\$47.80
003-0001296-6	300 CAROLINA SANDS DR.	Balance	\$45.31
003-0001343-1	919 WHITE CAPS LANE	Balance	\$36.89
004-0000150-1	210 1/2 CAPE FEAR BLVD.	Balance	\$21.67
004-0000155-1	210 CAPE FEAR BLVD.	Balance	\$34.95
004-0000180-11	204 CAPE FEAR BLVD.	Balance	\$282.25
004-0000307-1	515 CAPE FEAR BLVD.	Balance	\$33.54
004-0000655-7	412 RALEIGH AVENUE	Balance	\$300.04
004-0000670-6	406 RALEIGH AVENUE	Balance	\$142.10
004-0000833-7	301 B HARPER (OLD 107 B N 3RD)	Balance	\$6.53

<b>Annual Write-off of Outstanding Accounts Receivable</b>			
<b>Account Num</b>	<b>Service Address</b>	<b>Acct Status</b>	<b>TotalBal</b>
004-0000970-9	410 A MONROE AVENUE	Balance	\$104.19
004-0001110-1	700 MONROE AVENUE	Balance	\$42.58
004-0001145-6	401 HARPER AVENUE	Balance	\$707.57
004-0001410-4	400 N 7TH ST	Balance	\$110.94
004-0001410-5	400 N 7TH ST	Balance	\$118.90
004-0001410-6	400 N 7TH ST	Balance	\$414.05
004-0001640-6	500 N 4TH STREET	Balance	\$191.02
004-0001710-4	304 LUMBERTON AVENUE	Balance	\$119.51
004-0001835-4	300 N LAKE PARK BLVD	Balance	\$163.82
005-0000230-8	211 GOLDSBORO AVENUE	Balance	\$681.44
005-0000442-2	306 BAY COURT	Balance	\$377.85
005-0000547-1	801 ST. JOSEPH STREET	Balance	\$0.30
005-0000745-1	403 RISLEY ROAD	Balance	\$1,014.94
005-0000748-1	404 RISLEY ROAD	Balance	\$35.93
005-0000773-3	413 HOUCK AVENUE	Balance	\$90.62
005-0000800-1	1323 CABO COURT	Balance	\$271.21
005-0002650-1	404 DONZI CT	Balance	\$18.12
005-0004373-4	1401 N LAKE PARK BLVD-UNIT 70	Balance	\$50.61
005-0004470-5	908 A OLD DOW ROAD	Balance	\$38.98
005-0004531-2	904 BLANCHE AVE UNIT 1	Balance	\$45.31
005-0004712-2	703 ELTON AVE UNIT 2	Balance	\$45.31
005-0004785-7	805 B BLANCHE AVENUE	Balance	\$480.00
005-0004785-8	805 B BLANCHE AVENUE	Balance	\$45.31
005-0005116-4	823 KENNETH AVE UNIT 2	Balance	\$297.20
005-0008125-3	803 HAMLET AVENUE	Balance	\$29.91
006-0000050-5	214 D FAYETTEVILLE AVENUE	Balance	\$150.40
006-0000050-6	214 D FAYETTEVILLE AVENUE	Balance	\$147.70
006-0000090-9	305 A S 3RD ST.	Balance	\$239.23
006-0000153-2	309 FAYETTEVILLE AVE - UNIT B	Balance	\$90.57
006-0000153-3	309 FAYETTEVILLE AVE - UNIT B	Balance	\$24.48
006-0000180-9	317 A FAYETTEVILLE AVENUE	Balance	\$90.62
006-0000353-1	508 ATLANTA AVE	Balance	\$11.69
006-0000420-9	314 ATLANTA AVENUE	Balance	\$106.55
006-0000521-1	304 ATLANTA AVENUE	Balance	\$42.59
006-0000795-2	504 S 6TH STREET	Balance	\$72.50
006-0000810-1	512 CLARENDON BLVD.	Balance	\$72.50
006-0000975-9	506 S 5TH STREET	Balance	\$129.60
006-0001121-2	604 S 3rd ST	InActive	\$39.88
006-0001409-3	807 S 3RD ST.	Balance	\$40.75
006-0001662-6	408 B SPARTANBURG AVENUE	Balance	\$165.13
006-0001695-7	304 SPARTANBURG AVENUE	Balance	\$38.53
006-0001804-3	208 B GREENVILLE AVENUE	Balance	\$587.99
007-0000058-10	314 B SPENCER FARLOW	Balance	\$9.06
007-0000380-3	222 SILVER SLOOP WAY	Balance	\$262.95

<b>Annual Write-off of Outstanding Accounts Receivable</b>			
<b>Account Num</b>	<b>Service Address</b>	<b>Acct Status</b>	<b>TotalBal</b>
007-0000470-2	1503 DRILL SHELL LANE	Balance	\$30.30
007-0000724-4	101 EAST BRIDGE COURT	Balance	\$182.38
007-0001725-3	208 OAK OUTLOOK WAY	Balance	\$1,506.06
007-0001727-7	209 OAK OUTLOOK WAY	Balance	\$72.50
007-0002805-5	630 ST. JOSEPH STREET #203	Balance	\$265.26
008-0000835-7	1510 S LAKE PARK BLVD.	Balance	\$105.90
008-0001123-1	1231 CROAKER LANE	Balance	\$700.55
008-0001600-2	1216 S LAKE PARK BLVD.	Balance	\$191.76
008-0001600-3	1216 S LAKE PARK BLVD.	Balance	\$185.90
008-0001681-5	1108 B S LAKE PARK BLVD.	Balance	\$175.91
008-0001701-1	1106 S LAKE PARK BLVD.	Balance	\$106.03
008-0002551-1	1513 BOWFIN LN	Balance	\$2,944.47
008-0003415-6	1512 A SNAPPER LANE	Balance	\$45.31
008-0003427-2	1209 SNAPPER LN - UNIT 1	Balance	\$453.10
008-0003428-2	1209 SNAPPER LN - UNIT 2	Balance	\$98.42
008-0004019-8	500 B TENNESSEE AVE	Balance	\$181.24
008-0004090-10	1118 A BONITO LANE	Balance	\$115.10
008-0006501-3	1522 BONITO LANE	Balance	\$181.24
008-0006900-1	1414 BONITO LANE (1416)	InActive	\$90.62
008-0007076-1	1408 MACKEREL LANE	Balance	\$160.92
008-0007320-2	1506 A MACKEREL LANE	Balance	\$9.06
008-0009255-1	606 B OCEAN BLVD	Balance	\$11.78
008-0009275-1	602 OCEAN BLVD	Balance	\$18.12
	<b>Total</b>		<b>\$11,187.28</b>





**Resolution # 23-2292**

**Town of Carolina Beach to Write-Off  
Certain Uncollectible Utility Accounts**

WHEREAS, The Town of Carolina Beach has adopted a policy to review and write off uncollectible accounts; and

WHEREAS, The Finance Officer has determined that a list of utility accounts totaling \$11,187.28 which is attached hereto and made a part hereof by reference should be written off as bad debt; and

WHEREAS, diligent efforts have already been made to collect the amounts shown on the attached list; however, said accounts are uncollected and further efforts at collect are not possible either due to statutory limits or not being cost effective and

WHEREAS, the Finance Director and Town Manager met and reviewed the listing and recommends writing off said accounts as bad debt; and

WHEREAS, continuing to include such amounts in the financial records of the Town could result in a distorted balance sheet;

NOW THEREFORE, BE IT HEREBY RESOLVED THAT:

The Town of Carolina Beach direct the Finance Director to write off the accounts shown on the attached list totaling \$11,187.28 as uncollectible bad debts in the financial records of the Town of Carolina Beach.

The Town does not waive any rights it may have to collect any of the attached accounts receivable in the future.

Adopted by the Town of Carolina Beach Town Council on the 13th day of June, 2023.

\_\_\_\_\_  
Clerk

\_\_\_\_\_  
Mayor



## AGENDA ITEM COVERSHEET

**PREPARED BY:** Debbie Hall, Finance Director

**DEPARTMENT:** Finance

**MEETING:** Town Council – 6/13/2023

**SUBJECT:** Budget Transfers

### **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 \$775 from account 10-420-033 Executive Supplies to account 10-550-033 Marina Supplies to cover year end expenses related to the Marina.

Transfer \$800 from 10-430-012 Clerk Printing & Publishing to account 10-430-045 Clerk Contract Services to cover additional cost of meeting minute transcription services.

Transfer \$10 from account 10-440-033 Finance Supplies to account 10-440-012 Finance Printing & Publishing to cover copy machine color copy overages.

Transfer \$5,000 from account 10-510-011 Police Communications-Phone/Cell/Data to account 10-510-017 Police M&R- Vehicles to cover fleet maintenance and potential repairs for the remainder of the fiscal year.

Transfer \$30,000 from account 30-810-050 WWTP Rental of Property; \$23,900 from account 30-810-047 WWTP Plant Renovation; \$30,000 from account 30-810-046 WWTP Professional Services; \$41,000 account 30-812-019 Water M&O Streets; \$5,000 from account 30-800-014 W&S Admin Travel; \$3,150.0 from account 30-800-16 W&S Admin M&O Equipment to account 30-810-045 WWTP Contract Services to cover increase in sludge removal cost.

Transfer \$1,500 from account 30-810-015 WWTP M&O Building to account 30-810-033 WWTP Supplies to cover line-item shortage.

Transfer \$15,700 from account 30-811-019 WWC M&O Streets to account 30-810-018 WWTP Grounds to cover cost of ground maintenance and clearing of MOTSU property.

Transfer \$14,000 from account 30-811-019 WWC M&O Streets to account 30-810-016 WWTP Equipment to cover cost of equipment maintenance.

Transfer \$150 from account 30-810-014 WWTP Travel to account 30-810-011 WWTP Communications to cover increase in cell phone cost.

Transfer \$1,200 from account 30-811-019 WWC M&O Street to account 30-812-033 Water Supplies to cover cost of water supplies.

Transfer \$22,928 from account 30-811-019 WWC M&O Streets to account 30-812-026 Water M&O Materials to cover increase cost of water materials.

Transfer \$30,285 from account 30-812-016 Water M&O Equipment to account 30-812-020 Water Infrastructure to cover cost of water infrastructure materials.

Transfer \$27,200 from account W&S Fleet M&O Vehicles and \$8,000 from account 30-812-067 Water Well Upgrades to account 30-813-016 W&W Fleet Equipment to cover line-item shortage.

Transfer \$1,600 from account 10-565-017 GF Fleet M&O Vehicles to account 10-565-016 GF Fleet M&O Equipment to cover additional cost of equipment repairs.

**Annual Transfer:**

A journal entry has been prepared for the annual budgeted transfer from the Utility Fund to the General Fund in the amount of \$750,000.

**ACTION REQUESTED:**

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

**From:** Sheila Nicholson  
**Sent:** Monday, May 15, 2023 5:02 PM  
**To:** Debbie Hall  
**Cc:** Ed Parvin; Bruce Oakley  
**Subject:** Budget Transfer Request to cover year end expenses for Marina

Debbie,  
I respectfully request a budget transfer in the amount of \$775 from 10-420-033 to 10-550-033 to cover year end expenses related to supplies for the Marina. 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](mailto:sheila.nicholson@carolinabeach.org)  
(910)458-2995

**DISCLAIMER:**  
E-mail correspondence to and from this address may be confidential and/or subject to the North Carolina Public Records Law and may be disclosed to third parties.

**From:** Kim Ward  
**Sent:** Monday, May 15, 2023 8:12 AM  
**To:** Debbie Hall  
**Cc:** Linsey Manning  
**Subject:** Budget Transfer Request

Debbie,

I would like to request a budget transfer to cover an overage in the 10-430-045 Clerk Contract Services line item. This account covers the meeting minute transcription service for Town Council and Planning Board meetings.

Please move \$800 from 10-430-012 (Printing and Publishing) to 10-430-045 (Contract Services).

Thank you,

**Kim Ward**

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



# Memorandum

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**To:** Bruce Oakley  
**From:** Debbie Hall (Finance Department)  
**Date:** 5/25/2023  
**Re:** Budget Transfer

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I would like to transfer \$10 from 10-440-033 Finance Supplies to account 10-440-012 Finance Printing & Publishing to cover copy machine color copy overages.

Regards,

Debbie Hall  
Finance Director

debbie.hall



## CAROLINA BEACH POLICE DEPARTMENT

1121 N. Lake Park Blvd.  
Carolina Beach, NC 28428  
Tel: (910) 458-2540  
Fax: (910) 458-2988



Item 2.

TO: Debbie Hall, Finance Director  
Bruce Oakley, Town Manager

FROM: Chief C.V. Ward *C. V. Ward*

DATE: May 12, 2023

RE: Budget Transfer Request

I would like to request that \$5,000.00 be transferred from 10-510-011 to 10-510-017 to offset the cost of maintenance and potential repairs to fleet vehicles for May/June.

**\$5,000.00**

From 10-510-011 Communications-Phone/Cell/Data

To 10-510-017 Maintenance & Repair - Vehicles

Thank you for your consideration.

Lynn Barbee  
Mayor

Joe Benson  
Council Member

Deb LeCompte  
Council Member



Jay Healy  
Mayor Pro Tem

Mike Hoffer  
Council Member

Bruce Oakley  
Town Manager

**TOWN OF CAROLINA BEACH**  
1121 N. Lake Park Boulevard  
Carolina Beach, North Carolina 28428

**BUDGET TRANSFER REQUEST**

**To:** Debbie Hall, Finance Director

**From:** Mark Meyer, Public Utilities Director

**Re:** Budget transfer

**Date:** June 2, 2023

**Budget transfer amount:** \$ 133,050.00

**From:** 30-810-050 \$ 30,000

30-810-047 \$ 23,900

30-810-046 \$ 30,000

30-812-019 \$ 41,000

30-800-014 \$5,000

30-800-016 \$3,150

**To:** 30-810-045 (WWTP – (Contract Services)

**Explanation:** Additional budget needed to cover (increase) in Sludge Removal

**Mark Meyer**

**Director of Public Utilities, Town of Carolina Beach**



Lynn Barbee  
Mayor

Joe Benson  
Council Member

Deb LeCompte  
Council Member



Jay Healy  
Mayor Pro Tem

Mike Hoffer  
Council Member

Bruce Oakley  
Town Manager

TOWN OF CAROLINA BEACH  
1121 N. Lake Park Boulevard  
Carolina Beach, North Carolina 28428

**BUDGET TRANSFER REQUEST**

**To:** Debbie Hall, Finance Director

**From:** Mark Meyer, Public Utilities Director

**Re:** Budget transfer

**Date:** June 2, 2023

**Budget transfer amount:** \$ 1,500.00

**From:** 30-810-015 \$ 1,500.00

**To:** 30-810-033 (WWTP – (Supplies)

**Explanation:** Additional budget needed to cover (increase) in Supplies

**Mark Meyer**   
**Director of Public Utilities, Town of Carolina Beach**

Lynn Barbee  
*Mayor*

Joe Benson  
*Council Member*

Deb LeCompte  
*Council Member*



Jay Healy  
*Mayor Pro Tem*

Mike Hoffer  
*Council Member*

Bruce Oakley  
*Town Manager*

**TOWN OF CAROLINA BEACH**  
1121 N. Lake Park Boulevard  
Carolina Beach, North Carolina 28428

**BUDGET TRANSFER REQUEST**

**To:** Debbie Hall, Finance Director

**From:** Mark Meyer, Public Utilities Director

**Re:** Budget transfer

**Date:** June 2, 2023

**Budget transfer amount:** \$ 15,700.00

**From:** 30-811-019 \$ 15,700.00

**To:** 30-810-018 (WWTP – (Grounds))

**Explanation:** Additional budget needed to cover (increase) in Grounds Maintenance, Clearing of MOTSU grounds

**Mark Meyer**

**Director of Public Utilities, Town of Carolina Beach**

Lynn Barbee  
Mayor

Joe Benson  
Council Member

Deb LeCompte  
Council Member



Jay Healy  
Mayor Pro Tem

Mike Hoffer  
Council Member

Bruce Oakley  
Town Manager

TOWN OF CAROLINA BEACH  
1121 N. Lake Park Boulevard  
Carolina Beach, North Carolina 28428

**BUDGET TRANSFER REQUEST**

**To:** Debbie Hall, Finance Director

**From:** Mark Meyer, Public Utilities Director

**Re:** Budget transfer

**Date:** June 2, 2023

**Budget transfer amount:** \$ 14,000.00

**From:** 30-811-019 \$ 14,000.00

**To:** 30-810-016 (WWTP – (Equipment))

**Explanation:** Additional budget needed to cover (increase) in Equipment Maintenance,

**Mark Meyer**   
**Director of Public Utilities, Town of Carolina Beach**

Lynn Barbee  
Mayor

Joe Benson  
Council Member

Deb LeCompte  
Council Member



Jay Healy  
Mayor Pro Tem

Mike Hoffer  
Council Member

Bruce Oakley  
Town Manager

**TOWN OF CAROLINA BEACH**  
1121 N. Lake Park Boulevard  
Carolina Beach, North Carolina 28428

**BUDGET TRANSFER REQUEST**

**To:** Debbie Hall, Finance Director

**From:** Mark Meyer, Public Utilities Director

**Re:** Budget transfer

**Date:** June 2, 2023

**Budget transfer amount:** \$ 150.00

**From:** 30-810-014 \$ 150.00

**To:** 30-810-011 (WWTP -- (Communications))

**Explanation:** Additional budget needed to cover (increase) in Cell Phones Communications,

**Mark Meyer**   
**Director of Public Utilities, Town of Carolina Beach**

Lynn Barbee  
Mayor

Joe Benson  
Council Member

Deb LeCompte  
Council Member



Jay Healy  
Mayor Pro Tem

Mike Hoffer  
Council Member

Bruce Oakley  
Town Manager

**TOWN OF CAROLINA BEACH**  
1121 N. Lake Park Boulevard  
Carolina Beach, North Carolina 28428

**BUDGET TRANSFER REQUEST**

**To:** Debbie Hall, Finance Director

**From:** Mark Meyer, Public Utilities Director

**Re:** Budget transfer


**Date:** June 2, 2023

**Budget transfer amount:** \$ 1,200.00

**From:** 30-811-019 \$ 1,200.00

**To:** 30-812-033 (Water – Supplies)

**Explanation:** Additional budget needed to cover needed water Supplies.

**Mark Meyer**   
**Director of Public Utilities, Town of Carolina Beach**

Lynn Barbee  
Mayor

Joe Benson  
Council Member

Deb LeCompte  
Council Member



Jay Healy  
Mayor Pro Tem

Mike Hoffer  
Council Member

Bruce Oakley  
Town Manager

TOWN OF CAROLINA BEACH  
1121 N. Lake Park Boulevard  
Carolina Beach, North Carolina 28428

## BUDGET TRANSFER REQUEST

**To:** Debbie Hall, Finance Director

**From:** Mark Meyer, Public Utilities Director

**Re:** Budget transfer

**Date:** June 2, 2023

**Budget transfer amount:** \$ 22,928.00

**From:** 30-811-019 \$ 22,928.00

**To:** 30-812-026 (Water -- (Maint and repair Material)

**Explanation:** Additional budget needed to cover needed water materials.

**Mark Meyer**

**Director of Public Utilities, Town of Carolina Beach**

Lynn Barbee  
Mayor

Joe Benson  
Council Member

Deb LeCompte  
Council Member



Jay Healy  
Mayor Pro Tem

Mike Hoffer  
Council Member

Bruce Oakley  
Town Manager

**TOWN OF CAROLINA BEACH**  
1121 N. Lake Park Boulevard  
Carolina Beach, North Carolina 28428

**BUDGET TRANSFER REQUEST**

**To:** Debbie Hall, Finance Director

**From:** Mark Meyer, Public Utilities Director

**Re:** Budget transfer

**Date:** June 2, 2023

**Budget transfer amount:** \$ 30,285.00

**From:** 30-8<sup>12</sup>~~11~~-016 \$ 30,285.00

**To:** 30-812-020 (Water – (Infrastructure))

**Explanation:** Additional budget needed to cover needed water infrastructure materials.

**Mark Meyer**

**Director of Public Utilities, Town of Carolina Beach**

Lynn Barbee  
Mayor

Joe Benson  
Council Member

Deb LeCompte  
Council Member



Jay Healy  
Mayor Pro Tem

Mike Hoffer  
Council Member

Bruce Oakley  
Town Manager

**TOWN OF CAROLINA BEACH**  
1121 N. Lake Park Boulevard  
Carolina Beach, North Carolina 28428

**BUDGET TRANSFER REQUEST**

**To:** Debbie Hall, Finance Director

**From:** Mark Meyer, Public Utilities Director

**Re:** Budget transfer

**Date:** June 2, 2023


**Budget transfer amount:** \$ 35,200.00

**From:** 30-813-017 \$ 27,200.00

30-812-067 \$8,000.00

**To:** 30-813-016 (W&S Fleet – M&R Equipment)

**Explanation:** Additional budget needed to cover needed W&S Equipment repairs.

**Mark Meyer**   
**Director of Public Utilities, Town of Carolina Beach**



Lynn Barbee  
Mayor

Joe Benson  
Council Member

Deb LeCompte  
Council Member



Jay Healy  
Mayor Pro Tem

Mike Hoffer  
Council Member

Bruce Oakley  
Town Manager

TOWN OF CAROLINA BEACH  
1121 N. Lake Park Boulevard  
Carolina Beach, North Carolina 28428

**BUDGET TRANSFER REQUEST**

**To:** Debbie Hall, Finance Director

**From:** Mark Meyer, Public Utilities Director

**Re:** Budget transfer

**Date:** June 2, 2023

**Budget transfer amount:** \$ 1,600.00

**From:** 10-565-017 \$ 1,600.00

**To:** 10-565-016 (G/F Fleet – M&R Equipment)

**Explanation:** Additional budget needed to cover needed G/F Equipment repairs.

**Mark Meyer**

**Director of Public Utilities, Town of Carolina Beach**

**GENERAL JOURNAL ENTRIES**

JE#	Date	DESCRIPTION	GL #	DEBIT	CREDIT
65	6/13/2023	Record Annual Transfer from W/S fund to	10-101-001	750,000.00	
		General Fund.	10-397-003		750,000.00
			30-800-080	750,000.00	
			30-101-001		750,000.00
		<b>Total</b>		<b>1,500,000.00</b>	<b>1,500,000.00</b>

Fund Or Attrib	Type	Dept Desc	Disp Acct	Budget	YTD	Variance
Fund Or Attrib: 10 General Fund						
Type: Revenues						
10 General Fund	Revenues		10-397-003 Reimbursement from W&S Fund	\$750,000.00	\$0.00	(\$750,000.00)
				\$750,000.00	\$0.00	\$0.00
				\$750,000.00	\$0.00	\$0.00
Fund Or Attrib: 30 Utilities Fund						
Type: Expenses						
30 Utilities Fund	Expenses	W&S Administrative	30-800-080 Reimbursement to General Fund	\$750,000.00	\$0.00	\$750,000.00
				\$750,000.00	\$0.00	\$0.00
				\$750,000.00	\$0.00	\$0.00



## AGENDA ITEM COVERSHEET

---

**PREPARED BY:** Kim Ward, Town Clerk

**DEPARTMENT:** Clerk

**MEETING:** Town Council 6/13/2023

**SUBJECT:** Resolution of Support for the Wilmington MPO's Action Planning Grant Application through Safe Streets and Roads for All Program

---

**BACKGROUND:**

Review the attached resolution supporting the Wilmington MPO's application for a grant through the Safe Streets and Roads for All Program.

**ACTION:**

Approve Resolution 23-2291

# Resolution



Town of Carolina Beach  
Town Council

**RESOLUTION NO. 23-2291**

**A RESOLUTION OF SUPPORT FOR THE WILMINGTON URBAN AREA MPO’S ACTION PLANNING GRANT APPLICATION THROUGH THE SAFE STREETS AND ROADS FOR ALL PROGRAM**

**WHEREAS**, the USDOT has developed a discretionary grant program to address roadway safety through the new Safe Streets and Roads for All Program; and

**WHEREAS**, the Bipartisan Infrastructure Bill has appropriated \$5 billion for the Safe Streets and Roads for All Program through FY 2026; and

**WHEREAS**, the program supports the development of a comprehensive safety action plan (Action Plan) that identifies the most significant roadway safety concerns in a city, town, or region, and the implementation of projects and strategies to address roadway safety issues; and

**WHEREAS**, the Safe Streets and Roads for All Program requires that entities, including local governments, that are interested in utilizing implementation funds through the Safe Streets for All Program have an adopted Action Plan; and

**WHEREAS**, the Wilmington Urban Area MPO planning area has observed an increase in roadway crashes and fatalities; and

**WHEREAS**, an Action Plan that covers the Wilmington Urban Area MPO would include the Town of Carolina Beach.

**NOW THEREFORE, BE IT RESOLVED** that the Carolina Beach Town Council supports the application from the Wilmington Urban Area MPO to develop an Action Plan for the region through the Safe Streets and Roads for All Program.

Adopted and approved the 13<sup>th</sup> day of June, 2023.

\_\_\_\_\_  
Albert L. Barbee, Mayor

\_\_\_\_\_  
Attest: Kimberlee Ward, Town Clerk



# AGENDA ITEM COVERSHEET

**PREPARED BY:** Kim Ward, Town Clerk

**DEPARTMENT:** Clerk

**MEETING:** Town Council 6/13/2023

**SUBJECT:** Resolutions to Accept Grant Funds from the NC Division of Water Infrastructure

**BACKGROUND:**

The attached resolutions will grant approval to accept \$200,000 for the AIA Wastewater Grant and \$200,000 for the AIA Water Grant. The grants will be used to update the Town’s wastewater and water asset inventory, monitor flow, analyze risks, and create a renewal and replacement tool. Data compiled will be stored , managed, and maintained using Cityworks and ArcGIS.

AIA Wastewater Grant fund = \$200,000

AIA Water Grant fund = \$ 200,000

The grants do not require any matching funds.

**ACTION REQUESTED:**

Approval of Wastewater **Resolution 23-2293**

Approval of Water **Resolution 23-2294**

# Resolution



Town of Carolina Beach  
Town Council

**RESOLUTION NO. 23-2293**

**RESOLUTION ACCEPTING GRANT FUNDS FROM THE N.C. DIVISION OF WATER INFRASTRUCTURE – ASSET INVENTORY AND ASSESSMENT GRANT PROGRAM**

WHEREAS, the American Rescue Plan (ARP) funded from the State Fiscal Recovery Fund was established in S.L. 2021-180 to assist eligible units of government with meeting their water/wastewater infrastructure needs, and

WHEREAS, the North Carolina Department of Environmental Quality has offered American Rescue Plan (ARP) funding in the amount of \$200,000 to perform an Asset Inventory and Assessment study described as the Water System Resiliency Assessment Project (AIA-D-ARP-0093) and detailed in the submitted application, and

WHEREAS, The Town of Carolina Beach intends to perform said project in accordance with the agreed scope of work,

**NOW, THEREFORE BE IT RESOLVED, BY THE TOWN COUNCIL OF THE TOWN OF CAROLOINA BEACH:**

That the Town of Carolina Beach does hereby accept the American Rescue Plan (ARP) offer of \$200,000.

That the Town of Carolina Beach does hereby give assurance to the North Carolina Department of Environmental Quality that any Conditions or Assurances contained in the Award Offer will be adhered to.

That Bruce Oakley, Town Manager, the Authorized Representative and successors so titled, is hereby authorized and directed to furnish such information as the appropriate State agency may request in connection with such application or the project; to make the assurances as contained above; and to execute such other documents as may be required by the Division of Water Infrastructure.

Adopted this 13<sup>th</sup> day of June, 2023.

\_\_\_\_\_  
Albert L. Barbee, Mayor

ATTEST:

\_\_\_\_\_  
Kimberlee Ward, Town Clerk

# Resolution



Town of Carolina Beach  
Town Council

**RESOLUTION NO. 23-2293**

**FORM FOR CERTIFICATION BY THE RECORDING OFFICER**

The undersigned duly qualified and acting Town Clerk of the Town of Carolina Beach does hereby certify:  
That the above/attached resolution is a true and correct copy of the resolution authorizing the filing of an application with the State of North Carolina, as regularly adopted at a legally convened meeting of the Town Council of the Town of Carolina Beach duly held on the 13<sup>th</sup> day of June, 2023 and, further, that such resolution has been fully recorded in the journal of proceedings and records in my office. IN WITNESS WHEREOF, I have hereunto set my hand this 13<sup>th</sup> day of June, 2023.

---

Kimberlee Ward, Town Clerk



# Resolution



Town of Carolina Beach  
Town Council

**RESOLUTION NO. 23-2294**

**RESOLUTION ACCEPTING GRANT FUNDS FROM THE N.C. DIVISION OF WATER  
INFRASTRUCTURE – ASSET INVENTORY AND ASSESSMENT GRANT PROGRAM**

WHEREAS, the American Rescue Plan (ARP) funded from the State Fiscal Recovery Fund was established in S.L. 2021-180 to assist eligible units of government with meeting their water/wastewater infrastructure needs, and

WHEREAS, the North Carolina Department of Environmental Quality has offered American Rescue Plan (ARP) funding in the amount of \$200,000 to perform an Asset Inventory and Assessment study described as the Sewer System Resiliency Assessment Project (AIA-W-ARP-0074) and detailed in the submitted application, and

WHEREAS, The Town of Carolina Beach intends to perform said project in accordance with the agreed scope of work,

**NOW, THEREFORE BE IT RESOLVED, BY THE TOWN COUNCIL OF THE TOWN OF CAROLOINA BEACH:**

That the Town of Carolina Beach does hereby accept the American Rescue Plan (ARP) offer of \$200,000.

That the Town of Carolina Beach does hereby give assurance to the North Carolina Department of Environmental Quality that any Conditions or Assurances contained in the Award Offer will be adhered to.

That Bruce Oakley, Town Manager, the Authorized Representative and successors so titled, is hereby authorized and directed to furnish such information as the appropriate State agency may request in connection with such application or the project; to make the assurances as contained above; and to execute such other documents as may be required by the Division of Water Infrastructure.

Adopted this 13<sup>th</sup> day of June, 2023 at Carolina Beach, North Carolina.

\_\_\_\_\_  
Albert L. Barbee, Mayor

ATTEST:

\_\_\_\_\_  
Kimberlee Ward, Town Clerk

# Resolution



Town of Carolina Beach  
Town Council

**RESOLUTION NO. 23-2294**

**FORM FOR CERTIFICATION BY THE RECORDING OFFICER**

The undersigned duly qualified and acting Town Clerk of the Town of Carolina Beach does hereby certify:  
That the above/attached resolution is a true and correct copy of the resolution authorizing the filing of an application with the State of North Carolina, as regularly adopted at a legally convened meeting of the Town Council of the Town of Carolina Beach duly held on the 13<sup>th</sup> day of June, 2023 and, further, that such resolution has been fully recorded in the journal of proceedings and records in my office. IN WITNESS WHEREOF, I have hereunto set my hand this 13<sup>th</sup> day of June, 2023.

---

Kimberlee Ward, Town Clerk



## AGENDA ITEM COVERSHEET

---

**PREPARED BY:** Gloria Abbotts, Sr Planner

**DEPARTMENT:** Planning

**MEETING:** Town Council June 13<sup>th</sup>, 2023

**SUBJECT:** Set a public hearing for July 11<sup>th</sup>, 2023, to consider a text amendment to amend Chapter 40, Sec. 40-72. Table of permissible uses, Sec. 40-261 – Development standards for particular uses, and Sec. 40-548. Definitions to amend standards for Event Venue / Bars.

Applicant: Town of Carolina Beach

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**BACKGROUND:**

**ACTION REQUESTED:**

Adopt the consent agenda.

**RECOMMENDED MOTION:**



## AGENDA ITEM COVERSHEET

---

**PREPARED BY:** Gloria Abbotts, Sr Planner

**DEPARTMENT:** Planning

**MEETING:** Town Council June 13<sup>th</sup>, 2023

**SUBJECT:** Set a public hearing for July 11<sup>th</sup>, 2023, to consider a conditional zoning for an Event Venue / Bar at 205 Charlotte Avenue in the Central Business District (CBD).

Applicant: Kindred Carolina Beach, LLC

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**BACKGROUND:**

**ACTION REQUESTED:**

Adopt the consent agenda.

**RECOMMENDED MOTION:**



## AGENDA ITEM COVERSHEET

---

**PREPARED BY:** Gloria Abbotts, Sr Planner

**DEPARTMENT:** Planning

**MEETING:** Town Council June 13<sup>th</sup>, 2023

**SUBJECT:** Set a public hearing for July 11<sup>th</sup>, 2023, to consider a request to rezone 601 Augusta Avenue from Conservation (C) to Residential (R-1).

Applicant: Parris Stratton

---

**BACKGROUND:**

**ACTION REQUESTED:**

Adopt the consent agenda.

**RECOMMENDED MOTION:**



## AGENDA ITEM COVERSHEET

---

**PREPARED BY:** Jeremy Hardison

**DEPARTMENT:** Planning

**MEETING:** Town Council 3/28/2023

**SUBJECT:** Amend Sec. 16-205. - Schedule B, stop intersections for South 6<sup>th</sup> Street

---

**BACKGROUND:**

**ACTION:**

Approve with the consent agenda.

# Ordinance 23-1206

Town of Carolina Beach  
Town Council



AN ORDINANCE TO AMEND THE ORIENTATION OF STOP SIGNS ON SOUTH 6<sup>TH</sup> STREET AT THE INTERSECTION OF HAMLET AVENUE AND CLARENDON AVENUE

## Sec. 16-205. - Schedule B, stop intersections.

The following schedule, shall establish the stop intersections throughout the corporate limits of the town, except for those identified in [section 16-10\(a\)](#):

<b>Four-Way Stop</b>	
	<del>Intersection of 6th and Hamlet Avenue.</del>
<b>Individual Stop</b>	
	<a href="#">Hamlet Ave shall stop at the intersection with 6<sup>th</sup> Street.</a>
	<del>6th Street shall stop at the intersection of Clarendon</del>
	<a href="#">Clarendon shall stop at the intersection of 6<sup>th</sup> Street.</a>

Adopted this 13<sup>th</sup> day of June, 2023.

\_\_\_\_\_  
Albert L. Barbee, Mayor

\_\_\_\_\_  
Attest: Kimberlee Ward, Town Clerk



305 Chestnut Street  
 PO Box 1810  
 Wilmington, NC 28402  
 Ph: (910) 341-3258  
 Fax: (910) 341-7801  
 www.wmpo.org

### MEMORANDUM

**To:** Town of Carolina Beach Technical Review Committee  
**Date:** 4/13/23  
**Subject:** 6<sup>th</sup> Stop Signs – Emergency Response Route

#### **Comments:**

- The Town of Carolina Beach has designated 6<sup>th</sup> St as part of its Emergency Response Route. This designation allows for the removal of certain traffic controls installed on the street.
- In order to reduce the chances of excessive speeds by motorists, the WMPO would recommend having stop control devices every 4-5 blocks.
- The WMPO recommends modifying the intersection of Hamlet Ave and 6<sup>th</sup> St from a four-way stop to a two-way stop, favoring trips on 6<sup>th</sup> St.
- Atlanta Ave and 6<sup>th</sup> St should remain a two-way stop condition, favoring trips on Atlanta Ave. This intersection is 4 blocks from Cape Fear Blvd.
- Clarendon Ave and 6<sup>th</sup> St intersection should be modified to favor trips on 6<sup>th</sup> St. Currently, 6<sup>th</sup> St has the stop condition and should be switched to Clarendon Ave.
- The WMPO recommends keeping the four-way stop condition for Spartanburg Ave. This intersection is 5 blocks from the stop condition for 6<sup>th</sup> St at Atlanta Ave.
- There is a stop sign present at the intersection of 6<sup>th</sup> St and Seafarer Dr that stops traffic on 6<sup>th</sup> St.
- By having stop conditions for vehicles travelling on 6<sup>th</sup> St every 4-5 blocks, this would help mitigate excessive speeds that may be seen if there were no stop signs for 6 or more blocks along the straight roadway.



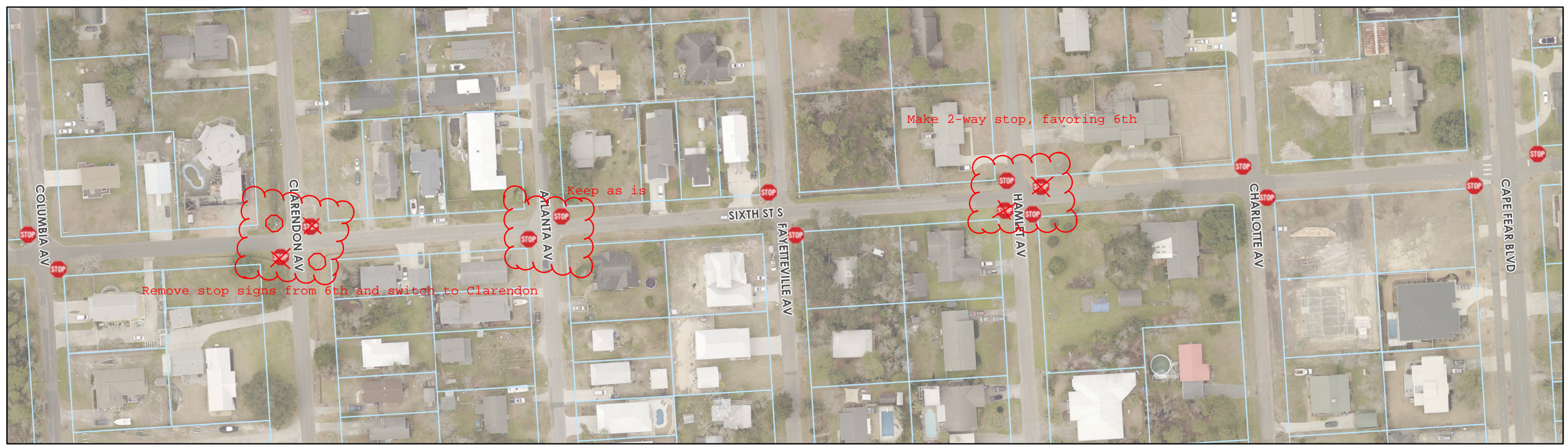


TIP Projects in the Area: N/A

WMPO 2045 Projects: N/A

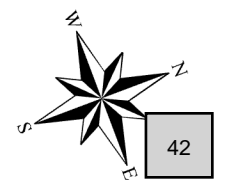
Carolina Beach CTP: N/A

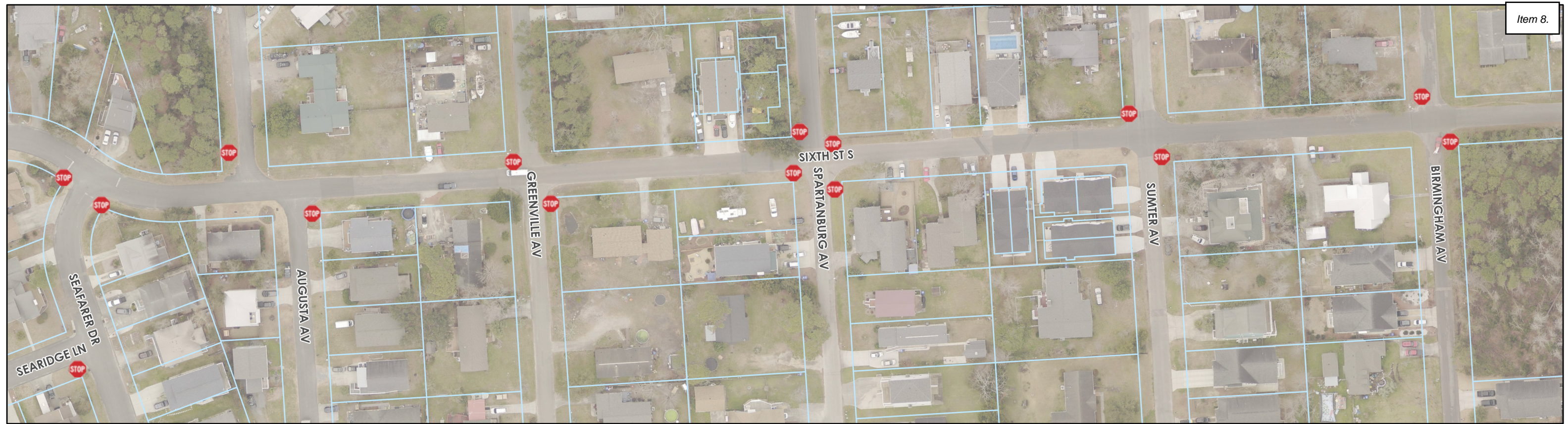
TIA: N/A



# Sixth Street Stop Signs

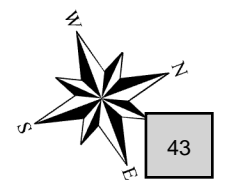
March 2023





# Sixth Street Stop Signs

March 2023





## AGENDA ITEM COVERSHEET

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**PREPARED BY:** Kim Ward, Town Clerk

**DEPARTMENT:** Clerk

**MEETING:** Town Council 6/13/2023

**SUBJECT:** Personnel Policy Updates

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**BACKGROUND:**

HR Director Holly Brooks is reviewing and updating the personnel policies. Attached are some of the policies that are ready for Council's review and approval.

**ACTION:**

Approve recommended updates to the attached policies.

# Holiday Pay and Floating Holiday Pay

Number: F-2

Original Effective Date: 07/01/2017

Revision Date: 07/01/2023

## 1.0 POLICY

The Town of Carolina Beach grants paid time off for certain holidays for benefit-eligible employees. Since a number of Town departments operate 365 days a year, some employees will also be paid for time worked on holidays.

## 2.0 PURPOSE

The intent of this leave is to provide for paid absences from work so that whenever possible employees may observe recognized holidays with their families as well as to maintain a competitive stance in the market for recruitment and retention of employees.

## 3.0 SCOPE

This policy applies to benefit-eligible employees.

## 4.0 DEFINITIONS

- 4.1 **Benefit-Eligible** - Full time and part-time employees who are eligible for coverage and participation in the Town's benefit programs in addition to legally mandated coverage. See **Policy on Position Types**.
- 4.2 **Floating Holiday** – A day off from work with pay that does not fall on any particular date on the calendar.

## 5.0 ORGANIZATIONAL RULES

- 5.1 The Town will observe a Holiday Schedule which generally includes the following days:
  - New Year's Day
  - Martin Luther King's Birthday
  - President's Day
  - Good Friday
  - Memorial Day
  - Juneteenth
  - Independence Day
  - Labor Day
  - Veteran's Day
  - Thanksgiving Day (2 Days)
  - Christmas Day (3 Days)
- 5.2 When any recognized holiday falls on Saturday, Friday will be observed. When the holiday falls on Sunday, Monday will be observed as the designated holiday.

- 5.3 At the beginning of each calendar year, Human Resources will publish a list of holidays with dates to be followed for the year.
- 5.4 Employees will also be granted one day of Floating Holiday per fiscal year. The Floating Holiday must be scheduled and approved in advance by the employee's supervisor. Employee's taking their Floating Holiday should utilize the process established in their department for taking paid time off. All other rules and conditions of Holiday Pay outlined in this policy apply to Floating Holiday. The Floating Holiday must be taken during the fiscal year and will not roll over into another fiscal year.
- 5.5 In order to receive a paid holiday, an employee must be in a paid status the day before and the day after the holiday.
- 5.6 For information concerning pay for working on designated holidays, refer to **Policy on Premium Pay.**
- 5.7 Employees wishing to schedule time off for religious observances, should see **Policy on Reasonable Accommodation for Religious Beliefs or Practices.**
- 5.8 Regular holidays which occur during vacation, sick or other leave period of any employee shall not be considered as vacation, sick or other leave.
- 5.9 Employees required to perform work on regularly scheduled holidays will be paid at their hourly rate for hours actually worked in addition to any holiday pay granted by the Town.

## 6.0 PROCEDURES

- Full-Time 40-hours per work week benefit eligible employees will receive 8 hours of Holiday Pay. Full-Time benefit eligible employees regularly scheduled for 30 hours per work week will paid Holiday Pay on a pro-rata basis. Part-Time benefit eligible employees will be paid 4 hours of Holiday Pay for each Holiday.
- Sworn Police Officers will be paid 8.50 hours of Holiday Pay for each Holiday.
- The 8.5 hours for Sworn Police Officers is calculated as follows:  
42 hours per week for Sworn Officer/40 hours per week for regular employee = 1.05  
 $1.05 \times 120$  (15 Holidays per year  $\times$  8 hours for a regular full-time employee) = 126  
 $126 \text{ hours} / 15 \text{ Holidays} = 8.40$ , this figure is then rounded up to 8.5 hours of Holiday Pay, because the Town time keeps in quarter hour increments.
- Sworn Fire Fighters will be paid 10.75 hours of Holiday Pay for each Holiday.
- The 10.75 hours for Sworn Fire Fighters is calculated as follows:  
53 hour per week for Fire Fighters/40 hours per week for regular employees = 1.325  
 $1.325 \times 120$  (15 Holidays per year  $\times$  8 hours for a regular full-time employee) = 159  
 $159 / 15 \text{ Holidays} = 10.60$ , this figure is then rounded up to 10.75 hours of Holiday Pay, because the Town time keeps in quarter hour increments.

## 7.0 APPENDIX, APPENDICES

None



## AGENDA ITEM COVERSHEET

---

**PREPARED BY:** Kim Ward, Town Clerk

**DEPARTMENT:** Clerk

**MEETING:** Town Council Meeting 6/13/2023

**SUBJECT:** Approval of Council Meeting Minutes

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**BACKGROUND:**

Attached are the meeting minutes from May 9 and 23, 2023

**ACTION REQUESTED:**

Review and consider approving under the consent agenda.

# CAROLINA BEACH

Town Council Regular Meeting

Tuesday, May 9, 2023 - 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 Becky Blackmore of St. Paul's United Methodist Church 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

Finance Director Debbie Hall

Town Clerk Kim Ward

Town Attorney Noel Fox

### ADOPT THE AGENDA

Mayor Barbee said an item about the Lake Park dredging and stabilization agreement has been added.

**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. Budget Amendments/Transfers
2. Consider Approving Resolution No. 23-2287 for Wording on the Entryway Sign to Read "Celebrating 100 Years 1925-2025"
3. Approval of Council Meeting Minutes

Regarding item 2, Council Member Hoffer said Council needs to be sure about wording on the entryway sign. Council Member LeCompte said the only change she would suggest is putting the centennial tagline on it if there is room. Mr. Oakley said the resolution can be changed to include that if it fits.



**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**

## 4. Events Update by Tim Murphy

Tim Murphy, Recreation Programs Superintendent/Community Events Coordinator, reviewed upcoming special events:

- Beach Wrestling – May 20 at Boardwalk beach strand
- Surf Dog Experience – May 20 at North End Pier
- Pleasure Island Jeep Jam – May 18-20
- Beach Music Festival – June 3 at Boardwalk beach strand
- Flock of Food Trucks – June 29 at Lake Park
- Fireworks/music nights begin May 26 and continue every Thursday through the season with the exception of July Fourth and Labor Day shows
- Movies at the Lake begin May 28 and continue every Sunday through the season
- Carolina Beach Market – begins May 20 at Lake Park and continues every Saturday through October 7

Mayor Barbee encouraged the public to sign up for fireworks volunteer shifts to help guard the beach. Mr. Murphy said volunteers can sign up online or call the Parks & Recreation Department.

Council Member LeCompte said the Beach Music Festival is still looking for volunteers.

Mayor Pro Tem Healy asked what the age requirement is for fireworks volunteers. Mr. Murphy said 16 and up.

## 5. Proclamation for Safe Boating Week – May 20-26, 2023

The local United States Power Squadrons chapter is asking Council to issue a proclamation designating May 20-26 as Safe Boating Week. Mayor Barbee read Proclamation No. 23-2285. Members of the Cape Fear Sail & Power Squadron spoke about boater safety, including the use of lifejackets.

## 6. Manager's Update

Mr. Oakley gave an update on various projects and events:

- Sunny Day Flooding Project – An update will be presented at the May 23 workshop.
- AM radio station – The phone line is not working, but it should be fixed soon.
- Contractors' meeting – All contractors that have applied for a permit with the Town have been invited to attend a meeting on May 11 from 1:00 to 3:00 PM. It will also be recorded.

- Boardwalk bathroom facility – This was approved by the Coastal Area Management Act (CAMA) and the Town’s Board of Adjustment. There is money in the budget to move forward with the design.
- Spartanburg crosswalk – N.C. Department of Transportation (DOT) supports the project but is asking for more data to justify the need.
- Scotch Bonnet Lane bulkhead – This is still in the design phase.
- Starfish Lane stormwater dock and bulkhead – This is in progress. Demolition of the existing gazebo is complete.
- Ocean Boulevard sidewalk – The Town is waiting for the DOT encroachment agreement, and then it will go out to bid.
- Saint Joseph Street multi-use path – Survey work is being finalized, and then the design will be reviewed again.
- Marina – This is on schedule, if not ahead. The electrical boxes may get moved to the west side.
- Lake Park Boulevard lighting – Public Works Director Brian Stanberry said Duke Energy will be installing approximately 12 new overhead streetlights from Hamlet Avenue to the Carolina Sands community.
- Canal Drive tidal barricades – Public Works Supervisor Dan Woodford and his staff custom-built new barricades, which saved the Town approximately \$68,000.

Council Member Hoffer asked what information DOT is looking for regarding the Spartanburg crosswalk. Mr. Hardison said DOT wants to know how many people will potentially use the crosswalk, how many houses it will serve, crash data, and other information to justify whether it’s needed. He said if there are crosswalks at too many intersections, it’s hard to notice them.

Council Member LeCompte asked how the information will be collected. Mr. Hardison said the Town already has the data and can provide it to DOT.

Mayor Pro Tem Healy said DOT representatives have looked at a possible sidewalk from Lake Park to Carolina Sands and said it’s feasible. Council Member Hoffer said large portions of the right-of-way in that area are only 3 feet, which isn’t wide enough, and there are power poles in the middle at some spots.

Mayor Pro Tem Healy asked if there is an update on the Boardwalk property lease. Mr. Oakley said the lease for the property that contains the Ferris wheel has expired, but he will negotiate an agreement until the end of the summer. Council gave consensus for this.

Council Member Benson asked about the lake dredge project start date. Mr. Oakley said it could begin as soon as the contract is signed but more likely would start in late summer.

## **PUBLIC COMMENT**

Tracy Ferrell expressed concern over safety at the bus stop in front of Hang Ten Grill. She said motorists do not stop for the school bus and asked Council to do something to make it safer.

Police Chief Vic Ward updated Council on mitigation efforts the Police Department has taken and the number of citations that have been issued. He said between January 10 and May 5, action was taken

on 65 violators, and 75% of those were charged, not just stopped. Chief Ward said the Police Department is limited on what it can do and added that buses won't go into residential neighborhoods between Cape Fear Boulevard and Spartanburg Avenue because negotiating a large vehicle through there causes more issues. He said he would love to see the bus stop moved, and officers try to be out there every day.

Cindy Dunn said she is in favor of the bus stop being moved. She also said Tree City USA does not protect trees on private property. Ms. Dunn previously provided Council Member Hoffer with an example of an ordinance that could do this. She also suggested asking committee members to help with fireworks and encouraged staff to consider hosting a young entrepreneur market.

Paul Levy of 1606 Mackerel Lane praised the budget process and said it has improved. He asked Council to consider adding maintenance and security for bathrooms and a traffic management plan. Council Member LeCompte asked staff to bring this to a workshop for the Operations Advisory Committee to present.

Steve Jaeb of 204 Tennessee Avenue asked Council to reconsider the placement of portable restrooms at the Tennessee Avenue beach access.

Christy Lee asked if taxpayers or contractors pay for road cuts within the Town. Mr. Oakley said the Town is requesting a new position in this year's budget that will focus on street maintenance and get these cuts filled in a timelier manner.

Fred Grady of 608 Cape Fear Boulevard said the fish tiles on the Boardwalk are deteriorating and need attention. Mr. Oakley said supplies have been hard to get, but this is on the project list.

## **PUBLIC HEARINGS**

7. Text Amendment to Amend Chapter 40, Article XVIII – Definitions to Amend the Definition of Gross Floor Area, Outdoor  
Applicant: Town of Carolina Beach

Council requested that staff look at the definition of outdoor gross floor area (GFA) regarding the parking requirements for eating and drinking establishments. The current ordinance allows no parking for outdoor GFA if the establishment is within 500 feet of public parking. Additionally, a 50% reduction in the parking requirement shall apply to outdoor GFA if the establishment is not within 500 feet of public parking. Currently, outdoor GFA is defined as any unenclosed areas where business is conducted. Additionally, the area shall be considered enclosed if any type of vertical surface other than typical mesh screening has been installed, whether temporary or permanent. Vertical surfaces shall include plastic rolldowns or similar devices that prevent the free flow of air and weather into the commercial area. GFA is measured from the exterior building walls of the use and includes all floors where the business is conducted.

Current eating and drinking establishment parking requirements were adopted in 2008, and the Town changed the parking requirement from parking spaces per seats to a GFA calculation in 2009. The

distinction between open areas was created to limit confusion on what was considered open and enclosed.

#### PROPOSAL

The new language defines outdoor GFA as any unheated areas where business is conducted. Any outdoor areas shall meet N.C. Building Code. This new definition allows for eating and drinking establishment owners to temporarily enclose any outdoor areas without the requirement of adding additional parking. Outdoor GFA would be considered indoor GFA if renovations permanently created heated space for the establishment. This allows eating and drinking establishments to operate during the off-season while also giving staff clear guidance for enforcement of the minimum parking regulations. Enforcement of the current ordinance is difficult, as eating and drinking establishments must continue to be monitored to ensure adequate parking is installed if open areas are converted to enclosed areas. This negative effect was presented when the ordinance was changed.

Planning Director Jeremy Hardison presented the details. He said the proposed amendment is in general conformity with the 2020 Land Use Plan by promoting a healthy year-round economy, and staff recommends approval because it clarifies the language and provides clearer guidance for enforcement. In addition, the Planning and Zoning Commission voted 6-0 to recommend approval.

**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*

Cindy Dunn of 915 Tidewater Lane said not approving this would be an injustice to affected businesses because they shouldn't be penalized for bad weather.

**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 if a space heater would cause an area to be considered indoors. Mr. Hardison said no, this would still be an outdoor area because a space heater is not a permanent heat source.

Mayor Barbee said rules should not change because a business drops a curtain for weather reasons.

Council Member LeCompte said this is typically only an issue during colder months when parking is not a problem.

Mayor Pro Tem Healy said approving this is a no-brainer, and he's surprised the current rule has lasted 14 years.

**ACTION:** Motion that Council, whereas in accordance with the provisions of the North Carolina General Statutes, does hereby find and determine that the adoption of the following ordinance amendment to amend Chapter 40, Article XVIII – Definitions to Amend the Definition of Gross Floor Area, Outdoor is consistent with the goals and objectives of the adopted Land Use Plan and other long-range plans  
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*

#### 8. Public Hearing to Receive Public Input on the 2023/2024 Budget

Council offered the public an opportunity to give input on the proposed fiscal year 2023/2024 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 presented a review of the budget process and details for the proposed budget. The proposed General Fund budget is \$20,626,376, up almost 5% from the current year, and the Utility Fund budget is \$10,048,743, down slightly from the current year.

Highlights (General Fund) include:

- No tax increase
- Sales, property, and room occupancy tax collections have all increased
- The Solid Waste budget is a 5.3% increase from the current year based on Consumer Price Index (CPI) projections
- Two new general maintenance workers
- One new Parks & Recreation Specialist
- Beach Patrol (transfer from Fire Department to Police Department)
- 6% cost-of-living adjustment (COLA) for Town employees
- Boardwalk lighting and beach access improvements
- Skate Park improvements

Highlights (Utility Fund) include:

- 3% water/sewer rate increase
- System development fees
- Phase I of water study (preliminary engineering report permitting ongoing and wastewater lift station)
- Stormwater projects
- \$258,957 transferred from Utility Fund Balance

Council Member Hoffer asked what the current Utility Fund Balance percentage is. Mr. Oakley said it's a solid amount and he expects to add to it, but he'll have to get specific numbers to Council at the next workshop.

The public made the following comments regarding the proposed budget:

- Paul Levy suggested restricting short-term renters from using homeowners' golf carts so visitors don't have access to previously purchased parking permits and will have to add to parking revenue during their stays.
- Cindy Dunn requested funding for watering plants.

Mayor Pro Tem Healy said the Town has had an increase in Alcoholic Beverage Control (ABC) revenue. He reiterated that the proposed budget has no tax increase, which he attributed to the parking program and bringing in new businesses. Mayor Pro Tem Healy pointed out that the Town gives back to the community and cited the Skate Park and lighting as examples of improvements.

Mayor Barbee said the Town is getting projects done quicker due to handling more items in-house, so he is in favor of enhancing that program.

Council Member Hoffer asked about burying power lines around Cape Fear Boulevard and Canal Drive. He said although this is not a line item in the budget, he would like flexibility to do this if a cost-sharing opportunity arises. Mr. Oakley said there was never a vote to move forward with this.

Council Member Hoffer said he wants to see line items for the gateway beautification improvement project and street marking.

Council Member Hoffer asked if there is a Building Inspector position funded in the proposed budget. Mr. Oakley said it is still in the proposed budget, and the Town is still evaluating the need to fill the position internally.

Council Member Hoffer said while he was hesitant to add staff last year, which caused him to vote against the budget for the current fiscal year, he said his stance on that is softening because of the need to maintain new facilities and other projects.

Council Member Hoffer asked if the Town's road equipment is capable of handling more than just potholes and street cuts. Mr. Stanberry said staff must get acclimated and comfortable with the equipment before determining how much it can do.

Council Member Benson said he's not yet comfortable with the request for a Parks & Recreation Specialist. He said he thinks a new HVAC system would be a better hit. Council Member Benson said he thinks a paving position is needed.

Mayor Pro Tem Healy said it's been years since the Parks & Recreation Department has added any staff while the Town keeps adding new duties for that department to handle, so he thinks it is necessary.

Council Member LeCompte said she agrees that the condition of the fish tiles on the Boardwalk is disappointing. She said the Town must stay ahead of projects and develop a maintenance plan because there are a lot of great things that need upkeep.

Council Member LeCompte said she is hesitant about adding two new general maintenance workers but may reconsider if this will improve road conditions.

**ACTION:** Motion to close the public hearing on public input for the budget

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*

## **ITEMS OF BUSINESS**

### 9. Staff Recommendation for IT Vendor

Staff met to review bids that were received for IT services, as the contract with the current vendor expires in July and staff wanted to consider other options. Mr. Oakley recommended that the Town select local vendor Hooks Systems and said staff wants to meet with vendor representatives to negotiate further before bringing back a contract for Council's vote.

Mayor Barbee asked about a previous discussion involving bringing some IT support in-house. Mr. Oakley said he has considered merging some of those duties into the Town's unfilled communications position, and Hooks Systems is willing to adjust costs if this is done.

### 10. Lake Park Dredging and Stabilization Agreement

After reviewing bids, Mr. Oakley requested that Council award the lake dredging and stabilization project to Dragonfly Pond Works, which was the low bidder at just over \$916,000. He said he is seeking approval for a contract contingent upon review and approval by Ms. Fox and himself.

**ACTION:** Motion to approve and award the contract to Dragonfly Pond Works for about \$916,000 for the Lake Park dredging and stabilization agreement contingent upon review by the Town Attorney and Town Manager for actual terms of the contract

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 COMMENTS**

Council Member LeCompte said the Town needs to offer education and enforcement regarding unfilled holes on the beach.

Council Member Benson asked what information staff would like Council Members to bring back from the N.C. Beach, Inlet and Waterway Association spring conference in Emerald Isle. Mr. Oakley said he would like to hear about new technologies for stabilization and different methods of flood control.

Council Member Hoffer said the past two budget processes have gone smoothly with little drama, something he considers a point of pride for both Council and staff.

Mayor Pro Tem Healy said the Town needs to follow through with its commitment to honor the Freeman family at Freeman Park. Council Member LeCompte said this is being discussed as part of centennial planning. Ms. Fox said the Town will focus on this as soon as grant contract requirements are complete.

Mayor Barbee asked if overnight parking is allowed in Town lots. Mr. Parvin said no, although with enforcement starting at 9:00 AM it sometimes happens.

Mayor Barbee asked if a project for the Beautification Committee has been identified. Mr. Oakley said the Town has looked at doing the area in front of CVS.

#### **CLOSED SESSION FOR ATTORNEY/CLIENT PRIVILEGE**

11. Closed Session – Real Estate and Attorney/Client

**ACTION:** Motion to go into closed session to discuss a real estate matter in accordance with NCGS 143-318.11(a)(3) and (5); the properties being discussed include Parcel IDs R08807-013-005-000 and R08807-013-004-000

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 8:00 PM.



# CAROLINA BEACH

Town Council Workshop

Tuesday, May 23, 2023 - 9:00 AM

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



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## 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

Finance Director Debbie Hall

Town Clerk Kim Ward

### DISCUSSION ITEMS

1. New Employee Introduction

Police Chief Vic Ward introduced new Beach Ranger Rich Hanks.

2. Marketing Advisory Committee Budget Presentation

Jeff Hogan, Chairman of the Marketing Advisory Committee, presented the fiscal year 2023/2024 marketing budget. The total budget is \$1,387,386, which is a 7.63% decrease from the \$1,502,068 budget in fiscal year 2022/2023.

Mayor Pro Tem Healy said you can tell the Marketing Advisory Committee works based on all the out-of-state license plates seen in the Town. He said the committee collects a lot of data and won't hesitate to change course if something isn't working.

Council Member Hoffer said he thinks the model outpaced itself years ago. He said it's a big change, and he hasn't started pushing for it.

Mayor Barbee said there has been lots of discussion, and it's going to be a long slog to change it. Mr. Hogan said Polk County tried to make the change, but the State legislature said no.

**ACTION:** Motion to approve the Marketing Advisory Committee budget as 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*

### 3. Eagle Scout Presentation by Nicholas Bramhall

Nicholas Bramhall gave an update on his Eagle Scout project. He is proposing to put four benches on the southern side of Cape Fear Boulevard in the block between the Gazebo and Lake Park Boulevard. Mr. Bramhall said he will raise funds for the project as well as build, paint, stain, and transport the benches. He said his only request is that the Town install and bolt down the benches.

Mayor Barbee asked about the budget for the project. Mr. Bramhall said it's about \$1,200 to \$1,300, although he is working with builders to get discounts to decrease the cost.

Mayor Pro Tem Healy said he would like to look at ways to increase seating for events at the Gazebo. Mr. Oakley said the project must go through the Technical Review Committee (TRC). Mayor Barbee asked Mr. Bramhall to work with staff to find the proper place for the benches if the locations he is proposing don't work.

Council Member Hoffer said providing benches and shade downtown has been a priority of the Beautification Committee, so this project meshes with that goal.

Mayor Barbee thanked Mr. Bramhall for helping the community.

### 4. Flood and Adaptation Modeling Work on Canal Drive

Dr. Katherine Anarde of North Carolina State University (NCSU), Dr. Miyuki Hino of the University of North Carolina (UNC), and Thomas Thelen of NCSU gave a presentation on flood and adaptation modeling work on Canal Drive. Through the Sunny Day Flooding Project, the group has been working with the Town for the past two years to examine the flooding problem on Canal Drive and Florida Avenue.

Dr. Anarde covered the following:

- Sea level rise is projected to increase flood frequency.
- Tide gauges are used to predict the number of high tide flood days each year.
- How frequently do these floods happen now (at locations far from tide gauges)?
- Are there other factors (besides tides) that contribute to flooding? Local examples include Clam Shell Lane April 2023, Starfish Lane October 2022, and Oystershell Lane January 2023.

Mr. Thelen said the camera looking north suggests water first arrives to Clam Shell Lane from the north. The group has developed a model to simulate flooding from tides, wind, rain, and infrastructure.

Regarding the January 2023 flooding event, Mr. Thelen said water would not have reached Canal Drive if the forcing was tides only. He said the addition of wind forcing resulted in the flooding of Canal Drive.

Dr. Hino said the next steps for the project are as follows:

- Finish validating the flood model (fall 2023)
- Collect input from the community on flood impacts and mitigation strategies of interest (fall 2023-spring 2024)
- Model mitigation strategies of interest and analyze community impacts (spring 2024)

Mayor Barbee said this scientific approach validates what many people feel, so it's great to see the data line up. He asked if there is an alarming capability on sensors that would deliver an opt-in email notification when water is in the drain. Dr. Anarde said they have set up a flood alert system in beta mode, and it can be put in full production mode. She said they have been trying to iron out the problem of false alarms that occur when drains are full but water is not on the road. Dr. Anarde said they can keep working on it and employ other methods, such as a camera, so there are fewer false alarms.

Mayor Pro Tem Healy said he thinks it's important to get public feedback. Council Member LeCompte suggested inviting the group to the next utilities open house. Mr. Oakley said they may want to come to a stormwater open house later in the year. Mayor Pro Tem Healy said he doesn't want the group to be disappointed if attendance is low.

Mr. Hardison said staff can do specific outreach for Canal Drive northern properties.

Mayor Barbee said staff should make sure the group is in the loop about stormwater projects.

Council Member Benson said staff should leverage the Operations Advisory Committee to help where needed.

## 5. Manager's Update

Mr. Oakley gave an update on various projects:

- Chemours letter: This document was required by law and went out to properties that at some point in history had a well. There are no longer any wells for drinking water within the Town, so those who receive the letter may just check the box indicating they are served by a municipal water system and return it. People can access the public water report online to see there are no PFAS (forever chemicals) in the Town's water system. The Town will do public outreach to let residents know the letter is not cause for concern, and anyone with further questions may call or email Public Utilities Director Mark Meyer.
- Radio station: The telephone line is now working, but the broadcast signal is weak, so the Town is looking into increasing the strength of the signal.
- Lake dredge and stabilization: The project started yesterday. All dredge material will stay on site and be used on the banks. The goal is for this to be complete by fall, and then playground, restroom, and other Lake Park improvements will happen over the next six months. Mayor Barbee explained that this project is using a different strategy than in the past, as spoils from

the middle of the lake will be used to build up and stabilize the sides. There will be a second phase that adds a new pump and directional drill. The entire project should be completed in 2024. Council Member Hoffer asked if there will be an odor during the work. There could be some smell, but it should be minimal because large volumes of sludge are not being piled up on the sides as in the past.

- Contractors' meeting: Mr. Parvin said this year the Town partnered with the County, which has its own Inspection Advisory Council. Items of discussion included a tutorial of the County's Customer Online Application & Services Tool (COAST), permitting requirements, steps for completing an application, and stormwater and utility issues. Mr. Parvin said turnout was good.
- Beach mats: Mr. Parvin said areas of interest for expanding the program are Alabama Avenue, Sand Dollar Lane, and the Marriott. He said these locations will need TRC review and State authorization. Mayor Pro Tem Healy asked if the Town looking at how many handicapped parking spots are in those locations. Mr. Parvin said the Town completed an accessibility plan about a year ago and added some new handicapped spaces in various areas last fall. He said there is a spreadsheet of all the locations.

## 6. Fiscal Year 2023/2024 Town Manager's Budget Message

Mr. Oakley presented the fiscal year 2023/2024 budget message, which points out key details in the proposed budget:

- State law requires that the proposed budget, together with a budget message, shall be submitted to the governing board no later than June 1
- Balanced budget with no property tax increase
- Sales tax, room occupancy tax (ROT), and property tax revenue are all up
- 3% water/sewer rate increase; 5% solid waste rate increase based on the Consumer Price Index (CPI)
- 3 full-time positions, 2 part-time positions, and 6% cost-of-living adjustment (COLA) for Town employees
- Capital projects: Skate Park expansion, paving, stormwater improvements, water/sewer engineering
- Fund Balance 40+%

Mr. Oakley presented a slide with specific figures. He said there will be a budget public hearing at the June Council meeting, the fourth public hearing on this budget.

Mayor Barbee said staff has gone above and beyond what is required for a Town budget. He said transparency and public involvement have been goals for Council.

Council Member LeCompte asked if a Building Inspector will be available to support the Town before, during, and after any upcoming storms. Mr. Oakley said the Town has received commitment for that.

Council Member LeCompte asked if the proposed budget includes \$1,500 requested by the Walk of Fame to continue that project. Mr. Oakley said he can find room in the budget if Council wants this. Council Member LeCompte said this has been funded in the past but did not make it as part of the non-

profit requests earlier during this budget process. Council gave consensus to include \$1,500 for the Walk of Fame in the budget.

## 7. Annual Committee Appointments

On June 30 of each year, several committee members' terms expire. This year, there are 23 members with expiring terms, and 22 of them are interested in being reappointed. There is also one vacant seat on the Board of Adjustment that must be filled.

Council made the following committee appointments:

- Beautification Committee – Cindy Dunn, Dawn Betz, and Karen Graybush
- Bike/Ped Committee – John Dismukes, Nicole Kohler, and Steve Graybush
- Board of Adjustment – Ken Thompson, Patrick Boykin, Wayne Hartsell, and David Marshall
- Marketing Advisory Committee – Brad Bradley and Tom Ulring
- Operations Advisory Committee – Matthew Shuttleworth, Paul Levy, and Stephen Taylor
- Parks and Rec Committee – Eric Lachance, Danielle Kurtz, Jasmine McKee, and Sarah Finn
- Police Advocacy Committee – Amanda Amyot, Bill Skinner, Christina Lopez, and Stephen Graybush

Council Member LeCompte encouraged those who didn't get appointed to attend committee meetings. Mayor Barbee said the best way to get on a committee is to start going to meetings.

## COUNCIL COMMENTS

Council Member LeCompte said she held a roundtable about the possibility of a social district on May 15, and 12 people attended to voice concerns, explore pros/cons, and offer suggestions. Council Member LeCompte plans to have another social district roundtable on May 30, and she also will travel to Wilson to find out more about the social district there.

Mayor Pro Tem Healy said he is concerned about the way downtown looks right now. He said staff does a good job, but the Town needs to rein in things before they get out of hand and look too trashy.

Mayor Barbee said he would like staff to explore requiring parking lots in the Central Business District (CBD) to go through the Conditional Zoning (CZ) process instead of being a permitted use. He said parking decks already require CZ, but he thinks lots should be treated the same, so the public has a chance to speak if a parking lot is going next to their property. Council gave consensus for staff to consider this and bring back thoughts.

## CLOSED SESSION

### 8. Closed Session – Real Estate

**ACTION:** Motion to go into closed session to discuss a real estate matter in accordance with NCGS 143-318.11(a)(5); the properties being discussed include Parcel IDs R08807-013-005-000 and R08807-013-004-000

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 10:40 AM.



## AGENDA ITEM COVERSHEET

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**PREPARED BY:** Tim Murphy

**DEPARTMENT:** Parks and Rec

**MEETING:** Town Council Meeting 6/13/2023

**SUBJECT:** Events Update by Tim Murphy

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**BACKGROUND:**

Tim Murphy will give an update on the upcoming events.

**ACTION REQUESTED:**



## AGENDA ITEM COVERSHEET

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**PREPARED BY:** Bruce Oakley, Town Manager

**DEPARTMENT:** Executive

**MEETING:** Town Council 6/13/2023

**SUBJECT:** Manager's Update

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**BACKGROUND:**

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





## AGENDA ITEM COVERSHEET

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**PREPARED BY:** Kim Ward, Town Clerk

**DEPARTMENT:** Clerk

**MEETING:** Town Council Workshop 6/13/2023

**SUBJECT:** Public Hearing on the Proposed FY2023-24 Budget

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**BACKGROUND:**

Town Manager Bruce Oakley will present Budget Ordinance No. 23-1204 for Council's review and approval.

**ACTION REQUESTED:**

A public hearing will take place to receive public input on the proposed 2023-24 budget.

**RECOMMENDED MOTION:**

Motion to approve Ordinance No. 23-1204 adopting the FY2023-24 budget as presented by the Budget Officer Bruce Oakley.



## **Town of Carolina Beach, North Carolina Fiscal Year 2023/2024 Budget Ordinance**

**Whereas**, the Town of Carolina Beach is directed by the North Carolina General Statutes to prepare, adopt and operate by a fiscal budget, and

**Whereas**, the Town of Carolina Beach endeavors to operate responsibly and efficiently in order to maximize the benefit of all revenues and comply with Federal, State and Local guidelines regarding operation and expenditures of public funds, and

**Whereas**, the Town of Carolina Beach recognizes the benefits and returns enjoyed by sound financial planning and management of resources,

**Be It Therefore Resolved by the Town Council of the Town of Carolina Beach, North Carolina, that;**

### **Authorization**

In a regular Town Council Meeting on this the 13th day of June, 2023, a quorum being present, that the following Budget, for Fiscal Year 2023/2024, including Revenues, Unappropriated Surplus, Investment Instruments, Debt Payments, Departmental Expenditures, and Capital Expenditures, be adopted in accordance with the Generally Accepted Governmental Accounting Principles of this State and the Nation, the North Carolina Budget and Fiscal Control Act, and the requisite restrictions and authorizations required by the same.

### **Planning and Fiscal Management**

The Revenues, Expenditures and Message included in this Budget, in conjunction with the Benefit Plan, and Salary Increases constitute the plans and intentions of the Town for sound fiscal management in FY 23/24. The policies of the Town of Carolina Beach, the actions of this Board, and Staff will carry out the plans and fiscal transactions contained within this Budget in order to meet the goals and objectives of the Town with respect to daily operations, development, and provision of services to the residents of this municipality.

The Finance Officer shall administer this Budget document, and shall insure that all officials and the administration are provided appropriate and timely information regarding the status of the Town’s finances. Further, the Finance Officer shall provide to the Elected Officials all such pertinent information and guidance as is necessary for the daily operation, implementation of this Budget, and advice on handling the financial endeavors (current and future) of the Town.

**Rate Summary-Taxes**

In accordance with the Budget documents attached, there shall be levied a tax on such taxable property which exists within the municipality. The rate for said tax shall be, as follows, for each one hundred dollars (\$100.00) of valuation of property:

**General Fund** – For general expenses incident to the operation of all General Fund departments, capital projects and for the payment of interest and principal on outstanding debts: **\$.215 per \$100**

**Rate Summary-Water, Sewer and Stormwater Charges**

In accordance with the Budget documents attached, there shall be levied a charge for the use of water and sewer services. The water and sewer rates for said services shall be, as follows, for each one thousand (1,000) gallons of water used after the first 3,000 gallons.

**Water** – For general expenses incident to the operation of all Enterprise Fund departments, capital projects and for the payment of interest and principal on outstanding debt - **A water flat rate charge of \$22.80 for the first 3,000 gallons as identified in the attached schedule of fees then \$6.43 per 1,000 gallons.**

**Sewer** – For general expenses incident to the operation of all Enterprise Fund departments, capital projects and for the payment of interest and principal on outstanding debts - **A sewer flat rate charge of \$41.20 for the first 3,000 gallons as identified in the attached schedule of fees then \$10.91 per 1,000 gallons.**

**Stormwater** – For general expenses incident to the operation of all Enterprise Fund departments, capital projects and for the payment of interest and principal on outstanding debts - **\$17.51 per Equivalent Residential Unit (ERU).**

**Other Rates and Fees**

Other Rates and Fees will be charged for services as listed and periodically amended in this Budget Document and as included in the Town's Rate and Fee Schedule.

**Fiscal Calendar for Revenues and Expenditures/Appropriations**

The Revenues and Expenditures detailed in this document shall be available and appropriated for the Fiscal Year beginning July 1, 2023 and ending June 30, 2024.

**Distribution**

Copies of this ordinance shall be furnished to the members of the Town Council, the Town Manager, the Finance Officer, and all Department Heads.

**Be It Further Resolved by the Town Council of Carolina Beach, NC, that:**

The following anticipated Fund Revenues, Departmental Expenditures, and Interfund Transfers are approved and appropriated for the Town of Carolina Beach's operations for the Fiscal Year beginning July 1, 2023 and ending June 30, 2024:

**SECTION I -- General Fund**

**Revenues:**

Property Taxes	\$6,625,684
Sales Taxes	3,446,398
Freeman Park	1,049,101
Parking	2,933,699
Solid Waste Fees	2,090,749
ABC Revenue	663,112
Reimbursement from Utility Fund	750,000
Powell Bill	211,512
Grants	48,855
Franchise Fees	722,886
Room Occupancy Tax	1,145,086
Building Permits	234,338
App Fund Bal Powell Bill	4,038
Other Revenue	700,918
<b>TOTAL GENERAL FUND REVENUES</b>	<b>\$20,626,376</b>

**Expenditures:**

Non-Departmental	\$259,890
Debt Service	1,404,270
Legislative	263,612
Executive	1,584,192
Clerk	189,504
Finance	590,325
Human Resources	670,258
Planning & Development	775,867
Police Department	3,936,579
Ocean Rescue	682,212
Fire Department	2,082,167
Marina	234,337
Powell Bill	215,500
Fleet Maintenance	323,000
Parking	592,462
Environmental	4,413,197
Parks and Recreation	1,536,082
Beach Maintenance	594,348
Boardwalk	278,574
<b>TOTAL GENERAL FUND EXPENDITURES</b>	<b>\$20,626,376</b>

**SECTION 2 -- Utilities Fund**

**Revenues:**

Water Monthly Service Fees	\$2,485,937
Sewer Monthly Service Fees	4,207,102
Stormwater Monthly Service Fees	1,644,798
Wholesale Sewer Services	271,774
Other Revenue	1,180,175
Appropriated Fund Balance	258,957
<b>TOTAL ESTIMATED UTILITIES FUND REVENUES</b>	<b>\$10,048,743</b>

**Expenditures:**

Debt Service	\$2,391,680
Administration	1,390,187
Waste Water Treatment	1,165,769
Waste Water Collection	1,807,595
Water Distribution	1,389,662
Water & Sewer Fleet Maintenance	291,000
Stormwater	1,612,850
<b>TOTAL ESTIMATED UTILITIES FUND EXPENDITURES</b>	<b>\$10,048,743</b>

<b>Total For All Funds</b>	<b>\$30,675,119</b>
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**SECTION 3 - Ad Valorem Taxes**

An Ad Valorem tax rate of \$.215 (twenty-one and 1/2 cents) per hundred (\$100) valuation of taxable property, as listed for taxes as of January 2023 is hereby levied and established as the official tax rate for the Town of Carolina Beach for Fiscal Year 2023-2024. The rate is based upon a total projected valuation of \$3,029,490,000 with an estimated tax collection rate of 99.00%. The purpose of the Ad Valorem tax levy is to raise sufficient revenue to assist in financing necessary municipal government operations in Carolina Beach.

**SECTION 4 -- Documentation**

Copies of this ordinance will be kept on file at the Municipal Building and shall be furnished to the Town Clerk and Finance Officer to provide direction in the collection of revenues and disbursement of Town Funds.

**SECTION 5 - Special Authorization**

- A. The Town Manager shall serve as Budget Officer.
- B. The Budget Officer shall be authorized to make Interdepartmental Transfers, within the same fund, not to exceed 10% of the Departmental allocation being reduced. Notification of all transfers shall be made to the Town Council at the next regular meeting following the transfer.
- C. The Budget Officer may make Interfund Loans not to exceed 10% of the appropriated revenues for a period of no more than sixty (60) days and shall inform the Town Council of the loan at the next regular meeting following the loan of the funds.

**SECTION 6 - Restrictions of the Budget Officer**

- A. Interfund transfers of monies shall be made only with prior approval of the Town Council.
- B. Capital Reserve funds may not be expended without approval by the Town Council.
- C. A minimum of eight percent (8%) fund balance shall remain in the General Fund.

**SECTION 7 - Budget Amendments**

The North Carolina Local Government Budget and Fiscal Control Act allows the Town Council to amend the budget ordinance any time during the fiscal year, so long as it complies with the North Carolina General Statutes. The Council must approve all budget amendments.

**SECTION 8 - Utilization of Budget and Budget Ordinance**

This ordinance and the budget documents shall be the basis for the financial plan of the Town of Carolina Beach during the 2023/2024 Fiscal Year. The Budget Officer shall administer the budget. The accounting system shall establish records which are in consonance with the budget and this ordinance and the appropriate statues of the State of North Carolina.

**Ordinance No. 23-1204 for Operating Budget FY 2023/2024**

*Adopted this the 13th day of June, 2023*

\_\_\_\_\_  
Albert L. Barbee, Mayor

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Attest: Kimberlee Ward, Town Clerk



## AGENDA ITEM COVERSHEET

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**PREPARED BY:** Kim Ward, Town Clerk

**DEPARTMENT:** Clerk

**MEETING:** Town Council 6/13/2023

**SUBJECT:** Attorney's Update

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**BACKGROUND:**

Town Attorney Noel Fox will give Council an update on various matters.



## AGENDA ITEM COVERSHEET

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**PREPARED BY:** Kim Ward, Town Clerk

**DEPARTMENT:** Clerk

**MEETING:** Council Meeting 6/13/2023

**SUBJECT:** Closed Session – Attorney/Client and Real Estate

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**RECOMMENDED MOTION:**

Closed session to discuss attorney/client and real estate matters in accordance with NCGS 143-318.11(a)(3) and (5). The property being discussed is R08807-013-005-000 and R08807-013-004-000.