

# CAROLINA BEACH

Town Council Regular Meeting

Tuesday, September 12, 2023 – 6:00 PM

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



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## AGENDA

### CALL TO ORDER

### INVOCATION BY LIFEPOINT CHURCH FOLLOWED BY THE PLEDGE OF ALLEGIANCE

### ADOPT THE AGENDA

### CONSENT AGENDA

- [1.](#) Set a public hearing for October 10th, 2023, to consider a Conditional Zoning for a Bar at 801 Saint Joseph Street in the Highway Business District (HB). Applicant: Putter Pub, LLC
- [2.](#) Budget Amendments
- [3.](#) Budget Amendment for Carryover
- [4.](#) Harbor Master Position
- [5.](#) Approval of Council Meeting Minutes

### SPECIAL PRESENTATIONS

- [6.](#) Events Update by Tim Murphy
- [7.](#) Community Member Recognition
- [8.](#) 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.*

### ITEMS OF BUSINESS

- [9.](#) Ordinance Regarding Digging Holes on the Beach - Ordinance 23-1213

10. **Text Amendment** to amend Chapter 16, Art. VI. – Schedules to amend Schedule C, no parking signs on Bertram Drive. Applicant: Town of Carolina Beach

11. Amend Revenue Bond Budget – Ordinance 23-1211

**COUNCIL COMMENTS**

**ADJOURNMENT**



## AGENDA ITEM COVERSHEET

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

**DEPARTMENT:** Planning

**MEETING:** Town Council September 12<sup>th</sup>, 2023

**SUBJECT:** Set a public hearing for October 10<sup>th</sup>, 2023, to consider a Conditional Zoning for a Bar at 801 Saint Joseph Street in the Highway Business District (HB).

Applicant: Putter Pub, LLC

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**BACKGROUND:**

**ACTION REQUESTED:**

Adopt the consent agenda.

**RECOMMENDED MOTION:**



## AGENDA ITEM COVERSHEET

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

**DEPARTMENT:** Finance

**MEETING:** Town Council – 9/12/2023

**SUBJECT:** Budget Amendments

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### **BACKGROUND:**

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

### **Appropriations:**

Appropriate \$25,000 to expense account 10-510-070 Police Digital Forensic Investigation and \$25,000 to revenue account 10-387-015 NC Forensic/US Secret Service Fund to cover the cost of forensic software. The reimbursement funds from the NCFI/USSS Joint Operations Expenses fund will be processed by September 30, 2023.

Appropriate \$11,050 to account 10-620-045 P&R Contract services from the General Fund fund balance to cover contract with Goose Masters for geese control at Lake Park.

### **BUDGET IMPACT:**

Amendments will increase the general fund budget.

### **ACTION REQUESTED:**

Approve the budget amendments as presented by the Finance Director.



# CAROLINA BEACH POLICE DEPARTMENT



Chief Vic Ward

To: Debbie Hall, Finance Director

From: Vic Ward, Chief of Police

Date: 08/15/2023

Re: Budget Amendment Request

The Police Department is requesting that \$25,000 be added to the budget for 10-510-070 Digital Forensic Investigation. The department will receive \$25,000 in funding via reimbursement from NCFI/USSS Joint Operations Expenses fund. The funds will be utilized as such:

- 10-510-070 \$20,000 – Cellebrite Forensic Software
- 10-510-070 \$5,000 - Prorated license for GrayKey Extraction Software

Reimbursement will be processed by 9/30/23.

Thank you.

To: Ed Parvin  
Subject: RE: Carolina Beach Lake Park - Quote for Service

From: Ed Parvin <ed.parvin@carolinabeach.org>  
Sent: Friday, September 1, 2023 11:05 AM  
To: Debbie Hall <debbie.hall@carolinabeach.org>  
Cc: Bruce Oakley <Bruce.Oakley@carolinabeach.org>; Eric Jelinski <eric.jelinski@carolinabeach.org>  
Subject: FW: Carolina Beach Lake Park - Quote for Service

Debbie,

Request to appropriate \$11,050 in additional funds to cover the cost of the attached contract from Goose Masters. The funds can be placed in Contract Services for Parks and Recreation – 10-620-045. Thank you!

V/R,

Ed H. Parvin  
Deputy Manager

910 465 2766  
[ed.parvin@carolinabeach.org](mailto:ed.parvin@carolinabeach.org)



1121 North Lake Park Blvd.  
Carolina Beach, NC 28428

[www.CarolinaBeach.org](http://www.CarolinaBeach.org)

From: Eric Jelinski <eric.jelinski@carolinabeach.org>  
Sent: Thursday, August 10, 2023 1:51 PM  
To: Bruce Oakley <Bruce.Oakley@carolinabeach.org>; Ed Parvin <ed.parvin@carolinabeach.org>  
Subject: FW: Carolina Beach Lake Park - Quote for Service

Bruce and Ed,

Please find attached the updated contract for Goose Masters to control the geese population at Lake Park. They can begin service in early September, if we sign and approve the contract. The cost for the remainder of FY 23/24 is \$11,050. This is not in the budget for FY 23/24 and a transfer will be needed for \$11,050 into Contract Services – 10-620-045.

There is a lot of information in the proposal. If you have any questions or need anything, please let me know.

Thank you,

Eric



GOOSE MATSERS  
Kent and Gwen Kuykendall  
2464 Hwy 22 North  
Franklinville NC 27248  
336-653-4100  
kent@goose-masters.com

Date: 8/10/23  
PROPOSAL: Canada Goose Control Submitted by Goose Masters  
For: Eric Jelinski, Director of Parks and Recreation, Town of Carolina Beach, eric.jelinski@carolinabeach.org, (910) 458-7416, cell 910-523-6935  
Site Location: Lake Park, 400 South Lake Park Blvd., Carolina Beach, NC 28428

**INTRODUCTION:** Goose Masters, and its employees, are fully aware that Canada geese are considered a protected species by the Federal Government, that it is illegal to harm, catch or transport geese, it is illegal to touch, destroy or move a nest, and that it carries a fine of \$300 - \$1,200.00. Federal and local Fish and Wildlife Services are aware of our techniques and fully support our company. The Border Collies herding instincts along with their wolf like glance called "eye" influence the geese into flight. The dogs work with their handler, (not on their own), and can be called off the geese at any time.

**SERVICE DETAILS:** Goose Masters provides environmentally safe and humane Canada goose control using trained working border collies. Goose Masters will visit your property 7 days/nights a week, multiple times a day when necessary for maximum effectiveness. The times and number of days/nights we visit will change according to the habits of the geese. The dogs will quickly and quietly work on land as well as in the water. Goose Masters has found that in order for goose control to be most effective the geese must be cleared from the ponds. If geese are not cleared from the ponds they will reenter the grassy areas shortly after the dogs leave.

**SERVICE PLANS:**  
**Goose Masters Annual/Multi Year:** Long Term Contract-Twelve Months or More Uninterrupted Service, which includes goose, nest egg, addling services. Goose masters will register Property for Nest egg Addling with US Fish and Wildlife.

- \$1375.00 for the first month, then \$1075.00 Per month, for the first year
- \$1040.00 Per month, for the 2nd year
- \$1005.00 Per month, for a 3<sup>rd</sup> year

**Goose Masters as Needed Contract:** 12-month Contract on an as needed basis. Startup minimum 12 weeks of service., call back minimum 4 weeks of service.  
 \$450.00 Per Week for first two weeks. Then \$350.00 Per Week

**\*\*Addling Services:** Only available if Servicing February through June, Goose masters will register Property for Nest egg Addling with US Fish and Wildlife,

**CLIENT RESPONSIBILITIES:** Client must not use any other methods of goose control while under this contract, or if any in use must remove them (Cut outs, fencing, netting, beacon lights, bangers, etc.). Client must agree to notify Goose Masters 24 Hours in advance of the application of any chemicals applied to the property under contract (i.e., fertilizers, pesticides, herbicides, insecticides, fungicides). These products may be harmful to the dogs. Goose Masters will suspend its visit for the full 24 hours as required by law after the application. Goose Masters must also be notified of any Trapping devices used for Wildlife Control that may be dangerous to our dogs.

**SATISFACTION GUARANTEED:**  
If you are not completely satisfied with our service after 2 weeks, you will not be billed, and service will be canceled. Or if you are not happy with any week of our service, Goose Masters will credit you for that week of service.

**TERMS AND CONDITIONS:**  
Billing Monthly, Payment Due on Receipt of Invoice.  
Either Party may terminate this Contract with a 30-day Notice  
If Client cancels during the 1st year the Goose Masters As needed contract price will be surcharged for all weeks of service up to cancelation.  
If Client cancels during the 2nd year the first-year contract price will be surcharged for all weeks of service up to cancelation.  
If Client cancels during the 3rd year the 2nd-year Contract price will be surcharged for all weeks of service up to cancelation.

To Start Service, Check the Plan Above that you want, add Service Date and Sign Below.  
Service Agreement Effective from 9/1/2023 to 8/31/2026  
In witness whereof, the parties hereto hereunto set their hands and seal on the date written below.

\_\_\_\_\_ Goose Masters Kent Kuykendall  
By \_\_\_\_\_ Date \_\_\_\_\_ By \_\_\_\_\_ Date \_\_\_\_\_



## AGENDA ITEM COVERSHEET

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

**DEPARTMENT:** Finance

**MEETING:** Town Council – 09/12/2023

**SUBJECT:** Budget Amendment for Carryover

### **BACKGROUND:**

I have received a year-end budget carryover request. As you know transfers require only your notification whereas amendments require your approval. Listed below you will find a description of the transfers.

### **Budget Amendments for Carryovers:**

Carryover 2022/2023 funds to 2023/2024 to cover projects or materials ordered but not yet invoiced. A list of the carryovers approved by the Town Manager is attached.

### **Carryover totals**

General Fund = \$ 638,866.73

### **BUDGET IMPACT:**

The transfers will increase the 2022/2023 available fund balance and reduce the 2023/20224 available fund balance.

### **ACTION REQUESTED:**

Approve budget amendment for carryover as presented by the Finance Director.



**Approved Budget Carryover FY23**

Fire	10-530-074	8/22/2022	AATLANTIC COAST FIRE TRUCKS	\$638,810.00	Fire Rescue Apparatus
Fire	10-350-010	8/22/2022	TRUIST LOAN PROCEEDS	\$638,810.00	

Vehicle not received until July 29, 2023



## AGENDA ITEM COVERSHEET

**PREPARED BY:** Ed H. Parvin, Deputy Manager      **DEPARTMENT:** Executive

**MEETING:** Town Council September 12<sup>th</sup>, 2023

**SUBJECT:** Harbor Master help

Applicant: Town of Carolina Beach

### **BACKGROUND:**

As you know during the budget process we looked at a few options for adding additional resources to help out with the many harbor issues the town faces.

1. Hire a full time employee (FTE)
2. Hire 2 part time employees (PTE)

Staff decided to budget to hire 2 PTE's and evaluate to see if one or both should be brought on as FTE's next year or if we should continue on with the PTE positions.

After completing the interviews and re-evaluating command and control concerns, staff concluded that we have great opportunity for a FTE hire that would serve as the most productive complement to our current Harbor Master. We have reviewed this recommendation with HR and they pulled a report to show we spent \$23,015.20 last year in overtime/comp time. Further, before August ended we had already exhausted all overtime budgeted for the Harbor Master for the fiscal year that started on July 1, 2023! By hiring one FTE we believe we can actually save money and will require less funding in the budget. With the management, oversight, and training for 2 PTE's we believe we will not see the same savings. If approved, staff will bring back any anticipated costs after negotiating and hiring the new position.

### **ACTION REQUESTED:**

Respectfully request to hire one FTE immediately to help with all the harbor issues we are facing.

### **RECOMMENDED MOTION:**

Change the budget to eliminate two (2) PTE and add one (1) FTE working under the Executive Department in the Harbor Master role.



## AGENDA ITEM COVERSHEET

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

**DEPARTMENT:** Clerk

**MEETING:** Town Council Meeting 9/12/2023

**SUBJECT:** Approval of Council Meeting Minutes

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**BACKGROUND:**

Attached are the meeting minutes from August 8 and 22, 2023.

**ACTION REQUESTED:**

Review and consider approving under the consent agenda.

# CAROLINA BEACH

Town Council Regular Meeting

Tuesday, August 8, 2023 - 6:00 PM

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 6:00 PM, followed by the invocation by Pastor Stuart Milton 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

Town Clerk Kim Ward

Town Attorney Noel Fox

### ADOPT THE AGENDA

**ACTION:** Motion to adopt the agenda

Motion made by Mayor Barbee

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

*Motion passed unanimously*

### CONSENT AGENDA

1. Set a Public Hearing for September 12, 2023, to Consider a Text Amendment to Amend Chapter 40, Art. V Off-Street Parking and Loading Requirements; Parking for Off-Site Parking in Different Ownership  
Applicant: Ryan O'Rourke
2. Resolution 23-2295 Supporting Wilmington Urban Area Metropolitan Planning Organization's (WMPO's) PROTECT Grant Application
3. Amend the Grant Project Fund for Starfish Lane Dock
4. Budget Amendments for Carryovers
5. Year-End Budget Transfers
6. Budget Amendments/Transfers FY24
7. Year-End Budget Transfers Wages and Benefits
8. Approval of Council Meeting Minutes

Council Member Benson and Council Member Hoffer asked about the marina item that was previously on the consent agenda. Mr. Oakley said it was pulled from the consent agenda and put under items of business so Council can consider an amendment to the project ordinance.

**ACTION:** Motion to adopt the consent agenda

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

*Motion passed unanimously*

## **SPECIAL PRESENTATIONS**

### 9. Events Update

Mr. Oakley reviewed upcoming events:

- Whompolympics – August 12 at Hamlet Avenue beach access

Mr. Oakley thanked the Carolina Beach Bar Club, staff, and volunteers for how smoothly things went with the recent GRIZMAS in July Beach Party at the North End Pier. He and Mayor Barbee both said they had not heard any complaints from residents about the event, which brought thousands of people to the area.

### 10. Jake Allen’s Eagle Scout Project – Beach Toy Library

Jake Allen gave an update on his Eagle Scout project, which entailed putting beach toy collection boxes on four lifeguard stands near the Boardwalk so people can leave toys they are no longer using for others to enjoy. He thanked Council for allowing him and his friends to complete the project, and he reported that the boxes are filled with toys and receiving good feedback from people on the beach.

Council Member LeCompte said she has enjoyed working with Mr. Allen and his dad on this project. She said she hopes it encourages kids to have interactions with lifeguards and give a useful home to abandoned toys. Council Member LeCompte also recognized Bryan Parker of Kook Built for mentoring Mr. Allen, Fire Chief Alan Griffin and Ocean Rescue Captain Shawn Kelly for helping with logistics, Kevin Murphy of Ocean Cure for donating funds to help build the boxes, and Mr. Allen’s family for raising “an amazing young man.” She said the plan is for non-profit organizations to step in now to get other lifeguard stands sponsored.

Council presented Mr. Allen with a certificate of recognition.

### 11. Manager’s Update

Mr. Oakley gave an update on various projects:

- Budget review and planning workshop – August 22 at 9:00 AM
- South Lake Park Boulevard sidewalk – The N.C. Department of Transportation (DOT) has funded a sidewalk, and the hope is that work will start in the fall. Details are still being ironed out.
- Lake dredge and stabilization – This is still moving forward, but there have been some delays due to lightning. Staff is working with the contractor to reduce fencing and use more caution

tape in response to concerns from residents about wildlife being trapped. Geese are still a problem, and the Town is looking into getting quotes for the use of a border collie dog that will encourage the geese to relocate.

Council Member Hoffer said he is concerned about the sloppy job site at the lake. Mr. Oakley said the contractor has an outstanding record with the Town on other types of projects. Council Member LeCompte said there is a group going out Thursday morning to pick up fence debris, and the public is invited to help.

Council Member Hoffer asked about the Ocean Boulevard sidewalk. Mr. Oakley said the engineer is working on hydrology comments from DOT so the encroachment agreement can be released.

Mayor Pro Tem Healy said he thinks the rip current signs are good, but they need to be bigger. Mr. Oakley said he will discuss this with Chief Griffin. He said flags in specific areas have been used before, but there were concerns about liability if a rip current was missed in the flagging process. Council Member LeCompte said Emerald Isle has a board with the colors of rip current flags at the town entrance and all beach accesses.

Mayor Barbee said the recent number of rip current rescues has been huge and worse than he remembers in many years. He praised Ocean Rescue for doing a phenomenal job in less-than-ideal conditions.

#### **PUBLIC COMMENT**

Cindy Dunn, Chairman of the Town's Beautification Committee, said Mr. Oakley already addressed two of her concerns: the lake construction site and geese. She said the committee voted to support any means the Town can come up with to control the geese, citing sanitation and beautification concerns. Ms. Dunn also mentioned various other beautification matters, including the gateway landscaping plan, a proposed landscaping plan for Dow Road, and the possibility of DOT helping with watering.

#### **ITEMS OF BUSINESS**

##### 12. Marina Budget Addendum and Change Order FY24

Council is considering a budget transfer request in the amount of \$293,251.06 and amending the general fund budget for the marina project ordinance. The reasons for the increase are as follows:

**Dredge:** The northeastern slip of the marina needs dredging and was not included in the original project. It was also brought to the Town's attention that a malfunctioning drain box on Saint Joseph Street was allowing sand and debris to dump directly into a private marina on the west side of the harbor, causing issues with access. The stormwater issue has been resolved, but the sand, silt, and debris remain. While the dredge is working on the marina, the Town could resolve the issue at the marina on the west side and save mobilization costs. This would be an addendum to the marina contract.

**Relocate meter box panels:** The marina project design included two meter box panels on the south side of the marina to handle electricity for the east- and south-side slips. Federal Emergency

Management Agency (FEMA) regulations require those panels to be raised to a height that would obstruct views of the marina and have an unsightly appearance. The proposed change order would relocate these panels to the west side, where there is an existing panel that, while unsightly, is less noticeable and does not obstruct any views.

**Reconfigure west side meter panel:** During construction of the marina project, some issues were discovered with the west-side electric and as mentioned above, it is somewhat unsightly. The proposed addendum to the contract would allow for the electrical issues to be resolved and the west-side meter box panel to be reconfigured, including the panels from the east and south sides, in a more usable and less unsightly manner.

Because this project was funded by the Golden LEAF Foundation, American Rescue Plan Act (ARPA), and FEMA dollars, the typical 10% contingency, which would have covered these changes, was not included in the project budget. Amendments and transfers will not affect the budget; the funds being moved were already in the budget.

Mayor Barbee said it doesn't really sound like the Town has an option. Council Member Benson said these measures will have to be taken sooner or later. Mayor Barbee said the Town should do it right. Council Member Benson said the cheapest time to do something is now, and he cited concerns that the FEMA reimbursement would be in jeopardy if no action was taken.

Council Member Hoffer asked how the Town is just now finding out about this. Mr. Oakley said the engineer and contractor indicated this has never come up or been an issue.

**ACTION:** Motion to approve the marina budget addendum and change order to FY24 as described  
Motion made by Mayor Barbee

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

*Motion passed unanimously*

Council Member Hoffer said the marina job site looks very professional. Mr. Oakley said the marina contractor has been outstanding. He said the expected completion date for the current project is this fall before the new year, and then staff will come to Council for planning and budgeting of the final phase on the south side.

### **COUNCIL COMMENTS**

Council Member LeCompte said as of last night, \$7,060 was raised to send 12 of the Town's lifeguards to the national competition in Virginia Beach, VA, from tomorrow through Saturday. She thanked the community for stepping up.

Council Member LeCompte said is on the Seabreeze Historic Highway Marker Committee, which recently had its first meeting and set a date of May 31, 2024, for the dedication. She said the next meeting is in September, and the committee is working on sponsorship levels.

Council Member LeCompte said the Katie B. Hines Senior Center needs a new roof and HVAC system. She said fundraisers are planned for November and December and asked Mr. Oakley to allow the group to use the lot by the community building for those activities.

Council Member LeCompte asked for an update on the Beach Patrol position. She said she is getting a lot of calls about holes and dogs on the beach and people in the dunes. Mr. Oakley said he will add this to the workshop agenda. He said there has been some changeover, and there is now a new person in that role.

Mayor Pro Tem Healy said the Town should consider some shading and seating for the Gazebo stage area.

Council Member Benson asked if the balloon test at Starfish Lane will be done at the next king tide. Mr. Oakley said this may be done before that because it's labor-intensive.

Council Member Benson asked for an update on lighting. Mr. Oakley said some has already been implemented, and he will give more details at the workshop.

Council Member Benson said he will go out with the new Beach Patrol employee and take photos.

Council Member Benson said he would like an update on recycling and trash receptacles, including when the contractor works and how often they pick up.

Council Member Hoffer thanked staff for putting the Lake Park Boulevard 2025 project on an upcoming agenda. He said Council has a big, time-sensitive decision to make on how the road should be striped.

Council Member Hoffer said The Proximity project should get its first permits within a week or so.

Council Member Hoffer said many downtown parking signs have been ripped from poles. Mayor Barbee said he called Pivot Parking to get ideas about what other places do to prevent this, and he learned these types of issues are not exclusive to the Town. Mr. Oakley said staff is looking at options for changing the signage after peak season ends.

Council Member Hoffer said he and Council Member Benson are participating in Saturday's Whompolympics event.

Mayor Barbee said he has heard from Portside Village residents that there are traffic issues in their neighborhood. Council Member LeCompte said she thinks the new industrial area upfront is causing problems. Mayor Barbee asked staff to look at signage or other options to help this community, which dead-ends and shouldn't be getting a lot of traffic. Mr. Oakley said there were plans for a "no outlet" sign, and he will check to see if it's been installed.

Mayor Barbee asked both walkers and drivers to be careful following a recent pedestrian/vehicle incident. He said safety is everyone's responsibility.



**CLOSED SESSION**

13. 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 7:15 PM.

# CAROLINA BEACH

Town Council Retreat

Tuesday, August 22, 2023 – 9:00 AM

Multipurpose Room 1121 N. Lake Park Boulevard Carolina Beach, NC



## MEETING MINUTES

### Council Members Present

Mayor Lynn Barbee

Council Member Joe Benson

Council Member Deb LeCompte

MPT Jay Healy

Council Member Mike Hoffer

### Staff Members Present

Town Manager Bruce Oakley

Finance Director Debbie Hall

Executive Assistant Sheila Nicholson

Parks and Rec Director Eric Jelinski

Public Utilities Director Mark Meyer

Deputy Town Manager Ed Parvin

Town Clerk Kim Ward

Planning Director Jeremy Hardison

Police Captain Scott Hettinger

### Mayor Barbee opened the meeting at 9:00 a.m.

Bruce Oakley welcomed everyone and explained how the retreat would be structured.

Debbie Hall reviewed the estimated FY23 fund balance. The estimated available fund balance is expected to be around \$8 million or 40%. The final number will be in after the audit in October.

The property tax collection rate for FY23 is currently 99.95% and is expected to be 100%. Council Member LeCompte asked the finance director to provide Council with the FY21 numbers.

Sales and use tax came in well above the projected rate. Collections are up 23.92% over FY22. Council Member Hoffer reminded everyone that sales and use tax is not specific to Carolina Beach, but to New Hanover County as a whole, unlike the ABC tax which is specific to Carolina Beach.

Other revenue such as the interest on investments is doing well. The Year-to-Date interest on investments is at \$440,418. The Town is also able to earn interest on grant money received, but the interest earned must go toward the project.

An increase in parking revenue and reduction in expenses resulted in a gain over the prior fiscal year by \$256,674. Council Member Hoffer asked to see how many parking citations were issued last year compared to this year. He added that he was surprised to see the revenue for citations increase since adding the early pay incentive.

Room Occupancy Tax collections are up 4.18% over last fiscal year. Council discussed the increase in VRBO's over hotels.

The overall budget vs actual came in at 91%. All departments came in at or below budget.

The utility fund collections are up over the prior fiscal year. Connection fees are reduced if water and sewer taps already exist. System development fees are charged only when new customers are added to the water/sewer system or the meter size increases.

MPT Healy asked how many buildable lots are left in CB. Mr. Hardison estimates in the mid 500's.

The budget vs actual for the utility fund is \$498,752 to the good.

Mayor Barbee asked Mrs. Hall if she had any concerns regarding future budgets. Mrs. Hall replied that she had no concerns.

Ed Parvin reviewed the 2025 infrastructure plan and provided a spreadsheet listing all the projects scheduled during this time frame.

Mark Meyer discussed the automated meter integration system (AMI). The current system is within 2 years of its lifespan. The Town will have to upgrade in 2025. The technology is so much more advanced and user friendly. The new system will save a lot of time and money.

The WWTP digester has been running for 27 years. It was designed to run constantly.

Some of the projects are dependent on MOTSU permitting and their timeline.

Mr. Parvin said that MOTSU seems positive about allowing a new water tank on their property. They are waiting on the Town to submit a design for their approval.

Ms. Fox reminded Council that committee members need to report to their Council liaisons and should not be communicating directly with state and local officials as a representative of the Town. She said she reads committee minutes and noticed during public comment that they mention they are communicating directly with outside agencies without going through staff or Council. This could potentially cause unnecessary liability on the Town and Council Members.

Council mentioned that hiring a grant manager/project manager has been a great benefit to the Town and has more than paid for the investment.

Mr. Parvin reviewed the progression on achieving identified goals in the FY23/24 Strategic Plan. A copy of the Plan and the accomplishments are attached.

MPT Healy mentioned that the contractors made a lot of progress at the lake this week. He also mentioned that there have not been many geese since they stopped mowing the banks. Residents around the lake informed him that the contractor told them that they could use the left-over rock to

make fire pits in their yards. He is concerned that they are giving the material away that the Town has paid for. The Town could utilize the left-over material.

Bruce mentioned that there are days that the dredge boat does not move more than 10 inches depending on where it is on the bank. There is also a guy that is walking around compressing the bags which may appear that he is just walking around not doing anything. This is a completely different project than what most people are used to seeing. This is a much more environmentally friendly way to do this project. The project should be complete by the middle of November.

Staff presented the renderings of the new boardwalk restroom that is scheduled to start this winter and be completed before the 2024 season. This project will be reimbursed by the Room Occupancy Tax fund.

Council Member LeCompte reported that the Carolina Beach Police Foundation recently held their first meeting. The Foundation is a means for the group to raise money for police department needs. The Police Advocacy Committee will not go away.

Bruce mentioned that there will be a project open house in September and a stormwater open house in the fall.

Council Member Hoffer mentioned that he does not feel that all staff members need to attend the open house meetings. He suggested that only staff members attend that would need to answer questions specific to the open house.

Council Member Hoffer asked staff to review the activity on the Town website. He added that if certain pages are not being viewed, they may be in the wrong place.

Council Member LeCompte mentioned that See Click Fix has different verbiage on a cell phone vs computer. If you are trying to walk someone through how to report a problem, the language may be different.

Council asked staff to research and bring back more information on the AM radio station.

Staff reported that the cost to contract with a border collie handler to manage the geese at the lake would be \$11,000 for September – June. The contract could be canceled at any time. Council agreed to move forward.

Captain Scott Hettinger reported that new beach ranger just started a couple of weeks ago. She records a daily log. Chief Ward suggested that she focus mainly on advisements, then citations as needed. She will be a sworn officer and can issue citations. Council would like to see the beach patrol officer moved to the parks and the boardwalk during the off season. Captain Hettinger agreed that was their vision for the officer as well.

Mr. Parvin reported that the last beach nourishment was in 2022, so that puts us in line for a 2025 nourishment. He said the Carolina and Kure Beach portion would be around \$7 million.

Bruce stated that Mike McIntyre reached out to him about testing water for PFAS. Mark Meyer reported that his department tests every month and so far, all test results have been negative. There was no consensus from Council to move forward. They would like more information.

Council Member LeCompte and MPT Healy requested staff plan a State of the Town presentation at an upcoming Council meeting. Bruce said that he would start putting something together.

Jeremy Hardison gave an update on the status of the building inspector position. Staff would hire an inspector if they knew they could get a qualified level 3 inspector. Council Member LeCompte said that she is worried about post emergency and not having someone on staff. Healy felt it would be nice to have someone in house. Council asked to bring this back for re-evaluation in 6 months.

Council asked about forming a new Freeman Park Ad-hoc Committee with professionals that have a skill set specific to the mission. Mr. Hoffer suggested that they not limit the applications to Carolina Beach residents only. Ms. Fox suggested that staff finalize the entire grant process and the historic preservation first, then establish the committee with specific parameters to maintain conservation.

Council Member Hoffer presented the idea to make the angled parking spaces along Lake Park Boulevard 45°. They are currently at 60°. He calls this the "Take Back Our Sidewalks Project". Mayor Barbee suggested presenting this to DOT and have their engineers come up with the solution. Hoffer feels that would take too long. He would like to get the cars off the sidewalks and have the parking meter poles removed.

Bruce said that he would ask DOT about bump stops to keep cars off the sidewalk.

Mr. Parvin reviewed the traffic circulation study that was conducted in 2014 by Ramey Kemp and Associates, Inc. The study analyzed options for changes to vehicular circulation along Canal Drive and Cape Fear Boulevard near the boardwalk. The study concluded that the current two-way traffic pattern provides the best operational results for vehicles.

Mayor Barbee said that traffic designing is way outside Council's purview. Bruce said there would have to be a public meeting.

Mayor Barbee made a 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 ID# R08807-013-005-000 and R08807-013-004-000. Motion passed unanimously.

Council returned from closed session.

Mayor Barbee made a motion to approve Resolution 23-2297 authorizing the Town to move forward with the submittal of a CAMA grant application for the acquisition of parcels 1808 and 1810 Canal Drive. Motion passed unanimously.

Meeting adjourned at 2:00 p.m.

# Town Council Strategic Plan for the fiscal year 2023/2024

The strategic plan provides a framework, direction, and specific guidance for Town Council, Staff, and the citizens of Carolina Beach. For the second year in a row at the January 26-27, 2023, annual Town Council budget retreat the following four areas were prioritized. The priorities were weighted equally and are not listed in order of importance:

## Four Key Priorities

Infrastructure  
Communication  
Quality of Life  
Fiscal Responsibility

Using these 4 areas as priorities the Town Council agreed on specific objectives to be met.

## Actions to meet the priorities and corresponding objectives.

1. The Town Council will receive periodic updates from the Town Manager.
2. At public meetings Town Council will provide strategies and updates on their actions to meet these objectives.
3. A July budget retreat will be held to review and evaluate (a) progress towards meeting objectives and (b) setting additional work goals to accomplish these objectives (c) evaluate, add, delete, or refine any component of this plan.

## PRIORITIES AND OBJECTIVES

### Infrastructure

- a) Develop a funding plan to address the upcoming Capital Improvement Projects (i.e. headworks, digester, water tank, etc). The plan should include design, permitting and construction timelines. The Town Manager will work with staff to solidify this plan and will update the community by holding an open house in the Spring of 2023.

At the March 28th Town Council meeting, First Tryon Advisors and Town staff presented a financial plan to pay for infrastructure needs over the next twenty years. The CB2045 Infrastructure Plan lays out the timing of over \$70 million dollars' worth of projects and the needed bonds to pay for the improvements. The plan also includes built-in rate increases and is adjusted for expected inflationary increases.

- b) The Town Manager will continue to implement the Lake Dredge Project and will keep Town Council and the public informed on the progress.

The Carolina Beach Lake Dredge and Stabilization project is underway. A hydraulic dredging process is being used to fill geotextile tubes placed around the perimeter of the lake to create a stable and natural shoreline. All dredge spoils are to be utilized onsite. The goals of the project are (1) gain in stormwater capacity, (2) improved aesthetic appearance, (3) better water quality, and (4) overall healthier ecosystem. The expected duration of construction is November 2023. There will also be a third 12" pump to maintain lake levels and mitigate flooding. This will be implemented in 2024.

- c) Improve the safety of downtown by reconfiguring the traffic design for the portions of Cape Fear and Canal Drive located east of Lake Park Blvd.

This item is on the agenda for a separate discussion. Staff has provided the traffic engineering conducted in 2014 prior to creating the current streetscape. Additional funds were budgeted this year if we want to update the study.

- d) Add mooring balls to the Town's mooring field to increase safety in the harbor and continue to expand the draw for coming to Carolina Beach by water.

A design to add additional mooring balls has been developed. Staff has started the permitting process with CAMA and will be applying for a grant from NC Marine Fisheries to help pay for the moorings. Interviews for the part-time staff to help the Harbor Master will be conducted later this week.

- e) Maintain and expand public bathroom facilities with a focus on the boardwalk.

All variances from the BOA and CRC have been obtained. Engineering/design is underway and was reviewed by TRC yesterday. We will be moving forward with permitting and bid. We anticipate construction starting in early 2024 to be ready for Summer 2024.

## Communications

- a) Devise a plan to bid out IT and look at the cost/benefits of adding an IT person that could help manage the Town's website and online communications as well as some key IT functions to improve internal and external customer service.

Staff completed the bid process and hired Hooks Systems Technology. They are here this week implementing our new IT system. The contract is set up to be reduced if we decide to have an in-house IT position.

- b) Town Council will serve as ambassadors to the Town by working together to develop strategic plans to communicate community needs with local, state, and federal representatives.

- c) Staff will work to redesign the front of Town Hall to be safer, user friendly, and informative.

Renovations were completed that included, (1) upfitting the former HVAC room with office space, (2) a secure customer service office, (3) a new Chamber of Commerce space, (4) additional meeting space adjacent to the Chamber of Commerce, (5) Stormwater office, and (6) Planning conference room.

- d) Town Council will consistently communicate what they need from each committee on a routine basis. Committees should be evaluated to determine if they should transition to an existing or new 501C3.

Town Council liaisons report back to Town Council to give the Town Manager Direction. Continue to avoid direction/updates bypassing the Town Council and going to staff. Friends of the Parks continues thrive and the PAC are looking at options for a 501C3 to help support public safety projects.

- e) The Town Manager will organize more open houses for upcoming initiatives to educate the public, gain community feedback, and improve transparency.

Open houses this year have included nine meetings: three for the budget, one for emergency operations, one for water and sewer CIP, one for the 2050 WMPO multi-transportation plan, and three for the P&R Plan.

- f) Continue to update and promote the features of the Town's website. Identify areas that are not being used or updated and develop a plan to revise or remove these sections.

Website news, calendar events, important notices all continue to be updated on a daily basis. SeeClickFix was released and has 485 documented issues addressed.

- g) Use workshops to discuss ideas for upcoming agendas. Share agenda items with all Town Council members so no one is surprised. For urgent matters give a detailed explanation of the item and why it needs to be on the next agenda and should not wait until it is discussed at a workshop.

- h) Clearly communicate and hold true to time limitations for new agenda items and their corresponding presentations and supporting documentation.

- i) Update the manager before the meeting on any discussions/questions Town Council plans to have in the meeting.

- j) Keep the meetings professional and only engage with the speaker during appropriate times. Use the Mayor to facilitate the discussions.

- k) Once a decision is made, support it as a member of Town Council. Don't continue to bring up the same issue unless there is new information to present.

- l) Follow the chain of command and use it strategically to efficiently and transparently to accomplish goals. Promote and educate others (committee members, other Town Council members, staff, citizens, tourists, etc) on the proper use of the chain of command and explain why that process is in place.

Ensure all communications go through the Town Manager. Communications with and direction given to employees through Town Council undermines management/department heads and leads to confusion and frustration for all involved (employee, dept head, manager, TC member(s)). Maintaining transparency is key to our success.



- m) Utilize the Town's resources for conveying information on projects, daily activities, service requests. With the visibility of all of Town Council work with the Manager if adequate information is not being provided.

Continue to promote website resources on the homepage: "Get Help," "Report a Problem," "Projects," "Pay my Bill," and "Construction Near Me."

## Quality of Life

- a) The Town will continue to pursue components of the Carolina Beach Pedestrian Plan: (a) SLPB and Spartanburg crossings, (b) St Joseph Street, (c) Hamlet Avenue stoplight, (d) Ocean Blvd 6' sidewalk on the south side, and (e) CBAN improvements.

The Town was awarded a grant to develop a combined bike and pedestrian plan. We are working with the MPO on reviewing the guidelines and developing a timeline. St Joseph Street full application with a resolution from Town Council is due in September. If awarded, we would be ready to start construction in the Fall of 2024. Ocean Blvd is still under review. Our engineer is working to finalize comments from DOT. Once DOT gives us the green light, we will start the bid process.

- b) Continue to provide a safe community and beach. Monitor and look at options for ordinances that could mitigate concerns with Golf Carts, fireworks, short term rentals, E-bikes on the beach, and other trending activities. Continue to review long range plans and identified projects to see how they can support needed changes.

The Planning and Zoning Commission continues to have monthly meetings to develop the Town's first Unified Development Ordinance. The Police and Fire Department have researched best practices in other coastal communities and are working on strengthening the Town Codes with their findings.

- c) Finalize the conservation easements on Freeman Park. Develop a Freeman Park Management Plan and ensure it addresses safety, environmental protection, tourism, and is consistent with local, state, and federal laws. Flags on Freeman Park should be addressed.

The HUD statement is being finalized this week which is the last piece needed prior officially establishing the Conservation Easement. Once complete staff will need to complete a maintenance plan for dredging.

- d) Finalize the Parks and Recreation Master Plan update.

Conducted outreach through surveys and public meetings. The contractor is finalizing the plan for review through the Parks and Recreation Advisory Committee. We anticipate this being in front of Town Council late 2023 or early 2024.

- e) Continue to work with the ACOE on funding of Coastal Storm Damage Reduction.

The last project was completed in the Spring of 2022. The next project is planned for Spring of 2025. Ensuring this project occurs efficiently and effectively remains a legislative priority.

- f) Continue moving forward with improvements to Carolina Beach Lake Park and Mike Chappell Park Brandy Myers Memorial Playground will have site work beginning in the Fall. Playground is anticipated to be completed in early 2024.

## Fiscal Responsibility

- a) Continue to optimize and refine parking opportunities for residents and tourists and communicate those opportunity using multiple mediums. For example, addition of more parking lots, ADA compliant spaces, and visibility as to where spots are located.

The Woody Hewett Lot was added this year. In addition, Town Council and staff are working to ensure we invest in and preserve public parking across town.

- b) Utilize the budget process to assess service wants/needs and make cuts utilizing Town Council values, gathered information from the community, and staff expertise. Use cuts to help continue to grow the Town's fund balance as feasible.

There is a dedicated agenda item for Town Council to discuss any additions/modifications to the strategic plan.

- c) Staff will continue to research grant opportunities and bring those before Town Council for planning and consideration.

Staff and Town Council continue to work with our partnering agencies and representatives to obtain funding. Projects with additional funding include: Ocean Blvd Sidewalks, St Joseph Street multi-use path, Sidewalks on LPB from the Lake to Carolina Sands, additional moorings, Brandy Myers Park, CB Lake dredge and beautification, Town Marina, Starfish access, Freeman Park, Florida Avenue paving and stormwater.

- d) Develop strategies for increasing flexibility in the use of room occupancy tax for projects designed to develop permanent improvements that will enhance tourism. Identify and implement plans to strategically present these options to key government leaders (i.e. beach breakfast).

This remains a legislative priority.

- e) Continue to evaluate the needs for Municipal Service Districts (MSD) in areas of Town where additional taxpayer dollars are required.

The Town can continue to evaluate cost/benefits of implementing a MSD in areas where portions of the population receive a benefit from taxpayer dollars (i.e. oceanfront, Canal Drive, b



## AGENDA ITEM COVERSHEET

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**PREPARED BY:** Tim Murphy

**DEPARTMENT:** Parks and Rec

**MEETING:** Town Council Meeting 9/12/2023

**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:** Kim Ward, Town Clerk

**DEPARTMENT:** Clerk

**MEETING:** Town Council 9/12/2023

**SUBJECT:** Community Member Recognition

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**BACKGROUND:**

Town Council will recognize a resident for outstanding community service.

**ACTION:**

Presentation by the Mayor and Council



## AGENDA ITEM COVERSHEET

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

**DEPARTMENT:** Executive

**MEETING:** Town Council 9/12/2023

**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:** Ed H. Parvin, Deputy Manager      **DEPARTMENT:** Executive

**MEETING:** Town Council September 12<sup>th</sup>, 2023

**SUBJECT:** Ordinance 23-1210

Applicant: Town of Carolina Beach

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### **BACKGROUND:**

Public Safety personnel continue to have issues with large holes being dug on the beach. These holes can become a hazard for first responders as well as beach patrons. This issue had been addressed in our code in the past, but there was not sufficient language to allow for enforcement actions to be taken. The Technical Review Committee looked at language already adopted in other beach towns in North Carolina. After discussion with these communities the recommended language was developed for your consideration.

### **ACTION REQUESTED:**

Adopt language that will allow beach patrol officers to take action if they see a hazardous situation associated with holes dug on the beach.

### **RECOMMENDED MOTION:**

Adopt ordinance number 23-1210.

# Ordinance 23-1213

Town of Carolina Beach  
Town Council



## AN ORDINANCE TO REGULATE HOLES DUG ON THE BEACH

### ~~Sec. 28-61. Filling holes and trenches created on beach strand.~~

~~It shall be unlawful for any person to dig holes, trenches or other depressions on the beach strand, Freeman Park or adjacent to the waters of the Atlantic Ocean and depart without having first completely filled such hole, trench, or other depression. Any person so convicted under this section shall be fined.~~

~~(Code 1986, § 11-74; Ord. No. 14-960, § 11-74, 1-9-2015)~~

### Sec. 28-61. Holes on beach strand.

- (a) Larger holes that are dug and unattended holes on the beach present hazards for all beach goers (i.e. patrons and first responders, vendors, etc.). These regulations are designed for the safety of all.
- (b) For the purposes of this section, "beach strand" shall include the municipal beach strand, Freeman Park and all land between the low watermark of the Atlantic Ocean and the first line of stable vegetation as defined in the regulations of the North Carolina Coastal Resources Commission
- (c) It shall be unlawful for any person to dig holes, trenches or other depressions on the beach strand which exceed twelve (12) inches in depth or five feet in width. This prohibition shall not apply to activities sanctioned or approved by the town such as children's sand castle contests.
- (d) Use of shovels, other than those manufactured and intended for use by children for outdoor recreational activities are prohibited on beach strand. For the purposes of this section "shovels" shall be defined as a tool with a broad flat blade and typically upturned sides, used for moving earth or other material.
- (e) All holes, trenches or depressions dug in the beach strand shall be attended at all times (responsible person must be within 20 feet of the hole, trench or depression) and the hole, trench or depression must be filled in prior to leaving the beach and no later than 5:00 p.m.
- (f) Violation of this section shall not constitute an infraction or misdemeanor. Violation of this section shall subject the offender to a civil penalty to be recovered by the town in a civil action in the nature of debt if said civil penalty is not paid within 24 hours after being cited for the violation. The civil penalty shall be in accordance with the annually adopted rates and fee schedule.

# Ordinance 23-1213

Town of Carolina Beach  
Town Council

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RATES AND FEE SCHEDULE

<u>Violation</u>	<u>Ordinance Code Reference</u>	<u>Fine</u>
<u>Holes on the Beach</u>	<u>28-61</u>	<u>\$50.00</u>

Adopted this 12<sup>th</sup> day of September, 2023.

TOWN OF CAROLINA BEACH

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

ATTEST:

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





## AGENDA ITEM COVERSHEET

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

**DEPARTMENT:** Planning &  
Development

**MEETING:** Town Council – September 12<sup>th</sup>, 2023

**SUBJECT:** **Text Amendment** to amend Chapter 16, Art. VI. – Schedules to amend Schedule C, no parking signs on Bertram Drive.  
Applicant: Town of Carolina Beach

### **BACKGROUND:**

Portside HOA submitted concerns of safety issues regarding ingress and egress from Bertram Drive to N Lake Park Blvd. Portside HOA requested that TRC review and consider placing No Parking Signs on the first several sections of grass area in the right-of-way on the north side of Bertram Drive. The members of Portside HOA are concerned that vehicles parking on the grass in front of the commercial buildings along Bertram Avenue is causing safety concerns by obstructing the roadway and causing visibility issues for ingress and egress to and from Lake Park Blvd. TRC reviewed the request at the August meeting and did not have any objections to designating this area as no parking.

### **Proposal:**

The new language includes Bertram Drive on the list of designated no parking areas from the intersection of N Lake Park Blvd extending east 400 feet located on the northern side of Bertram Drive.

### **ACTION REQUESTED:**

Consider recommending approval or denial of the text amendment.

### **MOTION:**

Approval – to amend Chapter 16, Art. VI. Schedules. to amend Schedule C.

Denial – to amend Chapter 16, Art. VI. Schedules. to amend Schedule C.

# Ordinance 23-1212

Town of Carolina Beach  
Town Council



AN ORDINANCE TO AMEND Sec. 16-206. Schedule C, no parking, limited public parking, metered parking, police parking, handicapped parking, loading/unloading areas, public parking lots.

The following schedule, shall establish the areas throughout the corporate limits of the town, where such activities shall or shall not take place. No full-time or extended duration parking shall be allowed in public parking areas or within any designated drivable corridor on public beaches except as may be noted elsewhere in this schedule.

- (1) *Designated no parking areas.* Except as may qualify for residential exceptions, based on written criteria established by this Code, no parking shall be allowed where designated no parking signs are located, and on the following streets:

Alabama Avenue, Texas Avenue, South Carolina Avenue, Ocean Boulevard, North Carolina—West of U.S. Highway 421 (S. Lake Park Boulevard) to Bowfin Lane unless otherwise designated.
Annie Drive—From Spencer Farlow Drive to the intersection with Island Marina Drive.
<a href="#">Bertram Drive—From the intersection with U.S. Highway 421 (N. Lake Park Boulevard) extending east 400 feet and located on the northern side of Bertram Drive.</a>
Bridge Barrier Road—From the intersection with Dow Road north to the intersection with Spencer Farlow Drive.
Canal Drive North—From the intersection with Carl Winner Avenue to termination (with the exception of designated limited loading/unloading areas adjacent to the town marina).
Carolina Beach Avenue North—North from the intersection of Canal Drive (with the exception of metered, on-street spaces located between Sandfiddler Lane and Sea Oats Lane).
Carolina Beach Avenue South—South from the intersection of Hamlet Avenue to the intersection with U.S. Highway 421 (S. Lake Park Boulevard).
Carolina Sands Drive—(North/south of the road) from S. Lake Park Boulevard west to the corner of Seafarer Drive.
Dow Road—From the intersection with U.S. Highway 421 (N. Lake Park Boulevard) south to the corporate limits.
Pelican Lane, Dolphin Lane, Scallop Lane, Sea Gull Lane, Sailfish Lane, Oystershell Lane, Sandpiper Lane, Seahorse Lane, Scotch Bonnet Lane, Starfish Lane, Sand Dollar Lane, Clam Shell Lane, Periwinkle Lane, Sand Fiddler Lane, Sea Oats Lane and Salt Marsh Lane—Between Canal Drive and Carolina Beach Avenue North.
Raleigh Avenue—From the intersection with U.S. Highway 421 (N. Lake Park Boulevard) to the intersection with Canal Drive (with the exception of areas designated for limited loading/unloading areas located on the northern side of said street).
Spencer-Farlow Drive—From the intersection of Risso Lane extending west 150 feet and located on the southern side of Spencer-Farlow Drive.
U.S. Highway 421 (Lake Park Boulevard)—From Snow's Cut Bridge to the corporate limits with the exception of areas designated for public on-street parking
Wilson Avenue—Between N. Lake Park Boulevard to N. Third Street.
Woody Hewett Avenue—From the intersection with Harper Avenue south to the intersection with U.S. Highway 421 (S. Lake Park Boulevard).
In public beach areas beyond the northern terminus of Canal Drive and west of the designated drivable corridor from Canal Drive to the corporate limits.

# Ordinance 23-1212

Town of Carolina Beach  
Town Council

In public beach areas beyond the northern terminus of Canal Drive and east of the drivable corridor for a distance of 300 feet.

Other areas as may be described by the Carolina Beach Town Code or as established by the Town Manager or Police Chief.

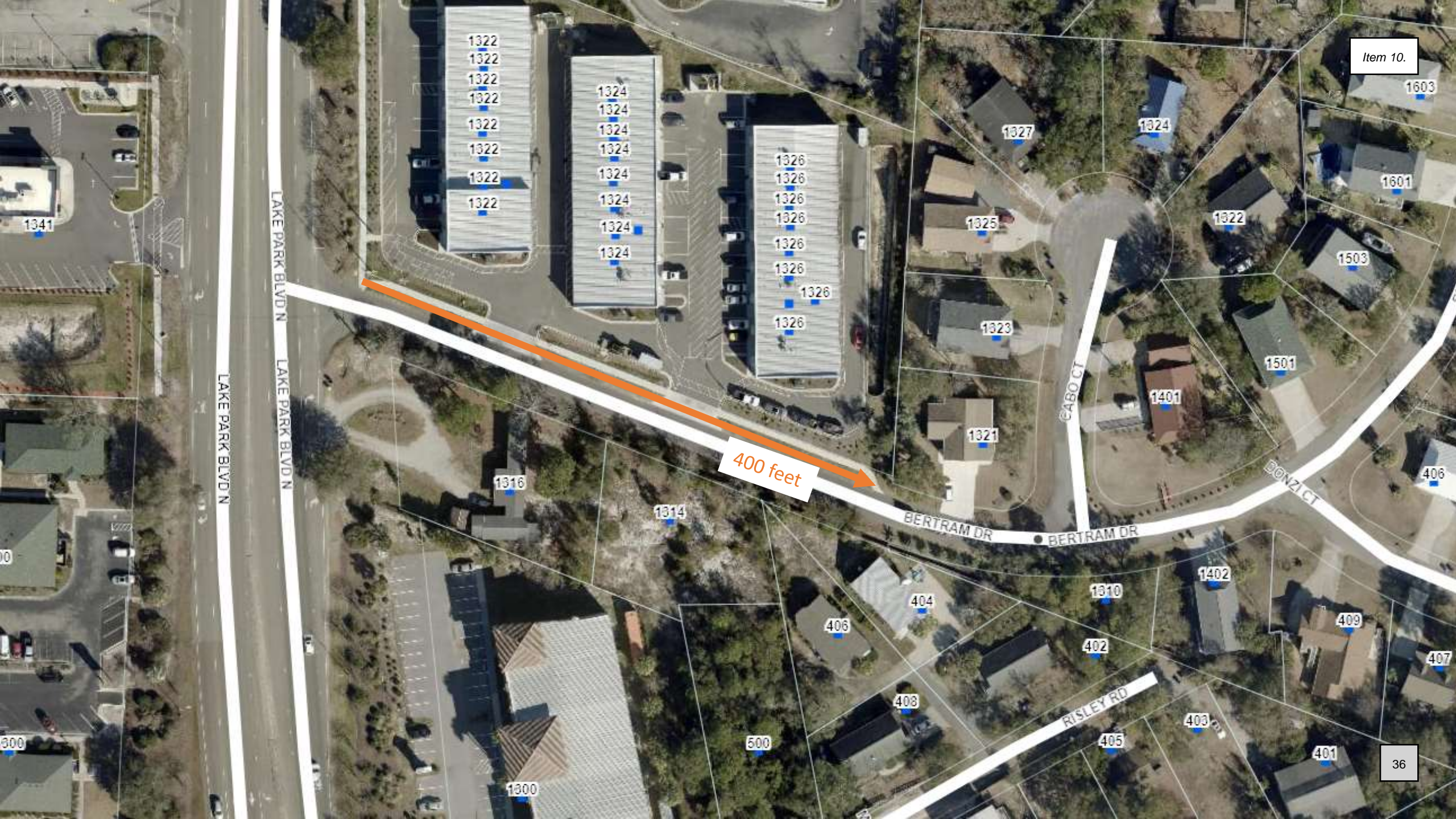
Adopted this 12<sup>th</sup> day of September, 2023.

TOWN OF CAROLINA BEACH

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

ATTEST:

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



Item 10.

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BERTRAM DR

BERTRAM DR

BONZI CT

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RISLEY RD

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1300

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## AGENDA ITEM COVERSHEET

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**PREPARED BY:** Ed H. Parvin, Deputy Manager      **DEPARTMENT:** Executive

**MEETING:** Town Council September 12<sup>th</sup>, 2023

**SUBJECT:** Amend Revenue Bond Budget – Ordinance 23-1211

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### **BACKGROUND:**

Staff is requesting the amount of \$385,991.28 to complete the Oxidation Ditch project for required repairs to the WWTP. This total also has the 20% addition for any unseen issues that might happen. The original scope of the project included complete replacement of both oxidation ditches. This was scheduled to be done with the next round of revenue bonds and was anticipated to cost \$3,090,000. By working with multiple vendors and developing a plan for a rebuild vs replacement the project will be substantially cheaper. Once the first oxidation ditch is complete staff will begin scheduling a rebuild of the second ditch. This rebuild will likely occur with the next revenue bond and is anticipated to cost more (between \$5-600K) due to many of the replacement parts needed for the first rebuild being already in stock by the Town. At our highest estimates we will still save over \$2 million by utilizing the rebuild process put together by our Public Utility Department.

### **ACTION REQUESTED:**

Adopt language that will allow Public Utilities to manage needed repairs to the WWTP.

### **RECOMMENDED MOTION:**

Adopt ordinance number 23-1211.

**ORDINANCE NO. 23-1211  
AN ORDINANCE TO AMEND THE 2016 REVENUE BOND BUDGET FOR THE  
WWTP OXIDATION DITCH PROJECT**

The Town Council of the Town of Carolina Beach, North Carolina, doth ordain:

**SECTION ONE:**

That the Fiscal Year 2023-2024 Budget for the Town of Carolina Beach is hereby amended to include the expenditures associated with the WWTP Oxidation Ditch Project by modifying the following Utility Fund Capital Project Ordinance:

<u>Account Code</u>	<u>Description</u>	<u>Previous</u>	<u>Amended</u>	<u>Changed</u>
23-010-074	Lake Dredge Capital Project	\$ 4,895,720.91	\$ 4,509,729.63	<b>-\$ 385,991.28</b>
23-014-074	WWTP Oxidation Capital Project	\$ .00	<u>\$ 385,991.28</u>	<u>+\$ 385,991.28</u>
<b>TOTAL</b>			<b>\$ 4,895,720.91</b>	

**SECTION TWO:**

That the Fiscal Year 2023-2024 Budget for the Town of Carolina Beach is hereby amended to include the revenues associated with the WWTP Oxidation Ditch Project by modifying the following Utility Fund Capital Project Ordinance:

<u>Account Code</u>	<u>Description</u>	<u>Previous</u>	<u>Amended</u>	<u>Changed</u>
23-350-010	Revenue Bond Lake Dredge	\$2,425,683.00	\$2,509,729.63	<b>- \$ 385,991.28</b>
23-351-010	SERDRF Grant Lake Dredge	\$ 0.00	\$2,000,000.00	+ \$ .00
23-350-014	WWTP Oxidation	\$ 0.00	<u>\$ 385,991.28</u>	+ \$ 385,991.28
<b>TOTAL:</b>			<b>\$4,895,720.91</b>	

**SECTION THREE:**

A copy of this Ordinance shall be furnished to the Finance Officer for direction in disbursement of Town funds and for public inspection.

Duly adopted this 12th day of September, 2023.

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

ATTEST:

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