

CAROLINA BEACH

Town Council Regular Meeting

Tuesday, August 09, 2022 – 6:00 PM

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



AGENDA

CALL TO ORDER

INVOCATION GIVEN BY PASTOR GLEN MITCHELL FROM LIFEPOINT CB, FOLLOWED BY THE PLEDGE OF ALLEGIANCE

ADOPT THE AGENDA

CONSENT AGENDA

1. Set a public hearing for September 13, 2022 to consider a Conditional Zoning application for a Hotel with a Restaurant and Bar located at 205, 207, 209 LPBN & 204 Harper in the Central Business District.

Applicant: Jefferson C Woodall
2. Budget Amendments/Transfers FY23
3. Year End Budget Transfers
4. Budget Amendments for Carryovers
5. Approval of Council Meeting Minutes from July 12th and 26th

SPECIAL PRESENTATIONS

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

PUBLIC COMMENT

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

COUNCIL COMMENTS

CLOSED SESSION

[8.](#) Closed Session –Real Estate Parcel ID# R08814-001-007-000

ADJOURNMENT



AGENDA ITEM COVERSHEET

PREPARED BY:

DEPARTMENT:

MEETING: Town Council 8/9/2022

SUBJECT: Set a public hearing for September 13, 2022 to consider a Conditional Zoning application for a Hotel with a Restaurant and Bar located at 205, 207, 209 LPBN & 204 Harper in the Central Business District.

Applicant: Jefferson C Woodall

BACKGROUND:

ACTION REQUESTED:

Adopt the consent agenda

RECOMMENDED MOTION:



AGENDA ITEM COVERSHEET

PREPARED BY: Debbie Hall, Finance Director

DEPARTMENT: Finance

MEETING: Town Council – 08/09/22

SUBJECT: Budget Amendments/Transfers FY23

BACKGROUND:

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

Transfers:

Transfer \$5,200 from account 10-580-013 Environmental Electric to account 10-520-013 Lifeguards Electric for Duke Energy expenses. This will allow the Town to capture the cost for the Hamlet Lifeguard/Restroom for ROT reimbursement.

BUDGET IMPACT:

Transfer will not affect budget.

ACTION REQUESTED:

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

Fund Or Attrib	Dept Desc	Disp Acct	Budget	Mnth	QTD	YTD	Variance
Fund Or Attrib: 10 General Fund							
10 General Fund	Lifeguards	10-520-013 Electric	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
10 General Fund	ENVIRONMENTAL	10-580-013 Electric	\$256,600.00	\$0.00	\$0.00	\$1,027.13	\$255,572.87
			\$256,600.00	\$0.00	\$0.00	\$1,027.13	\$255,572.87

move \$ 5,200



AGENDA ITEM COVERSHEET

PREPARED BY: Debbie Hall, Finance Director

DEPARTMENT: Finance

MEETING: Town Council – 08/09/2022

SUBJECT: Year End Budget Transfers

BACKGROUND:

Notification of Year-End Transfers:

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

BUDGET IMPACT:

Transfers will not affect budget.

ACTION REQUESTED:

Approve budget transfers as presented by the Finance Director.

BUDGET AMENDMENTS/TRANSFERS				
Date	DESCRIPTION	GL #	DEBIT	CREDIT
6/30/2022	Year End Budget Transfers to clean up account			
	line items for FY21-22			
	Legislative Auto Allowance	10-410-031	611.00	
	Legislative Medical Insurance	10-440-036		611.00
	Clerk Contract services	10-430-045	248.00	
	Clerk Supplies	10-430-033		248.00
	Planning Communications-Phone	10-491-011	391.00	
	Planning Supplies	10-491-033	492.00	
	Planning Printing & Publishing	10-491-012		883.00
	Fire Supplies	10-530-033	65.00	
	Fire Captial Projects Under \$10,000	10-530-075	246.00	
	Fire Dues & Subscriptions	10-530-053		311.00
	Marina Supplies	10-550-033	74.00	
	Marina Miscellaneous	10-550-039		74.00
	GF Fleet -Gas & Diesel	10-565-030	14,324.00	
	GF Fleet M&O- Tires	10-565-021		14,324.00
	Parking Professional Services	10-570-046	57,717.00	
	HR Medical Insurance	10-450-006		15,000.00
	HR Contract Services	10-450-045		25,000.00
	Fire Workmans Comp	10-530-009		10,000.00
	Environmental Temps	10-580-044		7,717.00
	P&R M&O- Buildings	10-620-015	1,287.00	
	P&R M&O Equipment	10-620-016	5,736.00	
	P&R M&O Grounds	10-620-018	266.00	
	P&R M&O - Software	10-620-023	150.00	
	P&R Arts & Activities	10-620-041	186.00	
	P&R Capital Projects over \$10,000 (restroom)	10-620-074	40,793.00	
	P&R Professional Services	10-620-046		13,500.00
	P&R Electric	10-620-013		6,272.00
	P&R Travel & Training	10-620-014		6,275.00
	P&R Festivals & Special Events	10-620-082		871.00
	Environmental Temps	10-580-044		21,500.00
	Beach Maintenance Fish Tiles	10-630-016	3,367.00	
	Beach Maintenance- Supplies	10-630-033		3,367.00
	Beach Maintenance - Professional Service	10-630-046	8,615.00	
	Beach Maintenance -Beach Maintenance	10-630-056		8,615.00
	Total General Fund		125,953.00	125,953.00



AGENDA ITEM COVERSHEET

PREPARED BY: Debbie Hall, Finance Director

DEPARTMENT: Finance

MEETING: Town Council – 08/09/2022

SUBJECT: Budget Amendments for Carryovers

BACKGROUND:

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

Budget Amendments for Carryovers:

Carryover 2021/2022 funds to 2022/2023 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 =	\$ 200,521.26
Utility Fund =	<u>\$ 282,712.04</u>
Total	\$ 483,233.30

BUDGET IMPACT:

The transfers will increase the 2021/2022 available fund balance and reduce the 2022/20223available fund balance.

ACTION REQUESTED:

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

Approved Budget Carryovers FY22

Dept	GL#	PO Date	PO Num	Vend Name	Amt Open	PO Desc
Lifeguards	10-565-017	5/10/2022	221623	TRUIST BANKCARD CORPORATION	\$4,729.36	equipment for boat
Lifeguards	10-520-016	5/11/2022	221639	AMAZON CAPITAL SERVICES INC	\$500.00	equipment supplies
Lifeguards	10-520-050	5/12/2022	221707	HOME DEPOT	\$1,000.00	new lifeguard station equipment
Fire	10-530-011	10/19/2021	220664	VERIZON WIRELESS	\$3,000.00	new Ipad
Fire	10-530-045	1/6/2022	220986	EMERGENCY APPARATUS INC	\$2,500.00	Annual PM Service
Fire	10-530-011	5/12/2022	221672	AMAZON CAPITAL SERVICES INC	\$1,000.00	MDT cases and brace
Fire	10-530-011	5/12/2022	221677	MOBILE COMMUNICATIONS AMERICA, INC	\$4,800.00	mobile radio for engine
Fire	10-530-016	5/12/2022	221686	TRUIST BANKCARD CORPORATION	\$5,000.00	FLIR for boat
Fire	10-530-011	5/13/2022	221742	AMAZON CAPITAL SERVICES INC	\$1,000.00	printer
Fire	10-530-016	5/13/2022	221746	HOME DEPOT	\$8,000.00	equipment new rescue
Fire	10-530-016	5/13/2022	221747	ATLANTIC EMERGENCY SOLUTIONS INC	\$8,000.00	equipment repairs
Fire	10-530-024	5/13/2022	221752	GALLS LLC	\$8,000.00	uniforms
Legislative	10-410-053	8/30/2021	220423	WMPO DUES	\$1,529.00	4th quarter
Clerk	10-430-012	4/19/2022	221140	ISLAND GAZETTE	\$1,500.00	June advertisements
HR	10-450-045	8/30/2021	220417	CAVANAUGH MACDONALD CONSULTING	\$5,582.80	OPEB Valuation
Powell Bill	10-561-019	5/15/2022	221793	NEW HANOVER PAVING	\$5,870.00	Alabama Crosswalk
Police	10-510-024	10/20/2021	220674	BB&T BANKCARD CORPORATION	\$269.20	clothing allowance - James Tice CC maxed out
Police	10-510-014	5/3/2022	221616	AMCHAR WHOLESAL INC	\$800.00	AMMUNITION
Police	10-510-033	5/13/2022	221759	SUN BADGE COMPANY	\$500.00	BADGES
Police	10-510-024	5/14/2022	221765	LAWMEN SUPPLY COMPANY OF NJ	\$5,000.00	BODY ARMOR - NEW HIRES
Police	10-510-040	5/16/2022	221876	TRUIST BANKCARD CORPORATION	\$1,500.00	SUPPLIES - ABC ALCOHOL GRANT
Police	10-510-016	5/16/2022	221878	TRUIST BANKCARD CORPORATION	\$21,000.00	PD PERIMETER FENCING
Police	10-510-023	5/16/2022	221880	BATTERIES OF NORTH CAROLINA LLC	\$3,310.00	UPFIT/EQUIPMENT FOR EXPLORER
Police	10-510-045	5/16/2022	221880	BATTERIES OF NORTH CAROLINA LLC	\$2,839.70	UPFIT/EQUIPMENT FOR EXPLORER
G/F Fleet	10-565-016	5/16/2022	221899	WILMINGTON LAWN & LEISURE	\$3,000.00	Gator repairs
P&R	10-620-074	5/16/2022	221893	GREEN FLUSH TECHNOLOGIES	\$19,791.20	balance due on Mike Chappell restroom
Environmental	10-580-015	N/A	N/A	VENOR NOT DETERMINED	\$24,000.00	Replace carpet in Town Hall
P&R	10-620-074	N/A	N/A	APARTMENT & HOME SOLUTIONS	\$21,500.00	stubs, electric, plumbing Mike Chappell Park
Beach Main	10-630-081	N/A	N/A	NEW HANOVER COUNTY FINANCE	\$35,000.00	Inlet Dredge Contribution

Total General Fund \$200,521.26

Dept	GL#	PO Date	PO Num	Vend Name	Amt Open	PO Desc
Water	30-812-026	2/15/2022	221150	Fortiline	\$7,830.00	Water Materials- items on backorder (Ball valves & reset
Water	30-812-020	2/15/2022	221152	Core & Main	\$894.31	Water Materials- items on backorder
Water	30-812-020	3/16/2022	221302	Consolidated Pipe	\$9,900.00	Octave Encoder Modules & Master Meters- Meters on ba
WWC	30-811-045	4/20/2022	221474	Roger's Excavating	\$4,900.00	1105 Snapper- W/S Taps
Water	30-812-045	4/20/2022	221474	Roger's Excavating	\$4,900.00	1105 Snapper- W/S Taps
WWC	30-811-045	4/20/2022	221475	Roger's Excavating	\$5,500.00	1118 Swordfish Ln- W/S Taps
Water	30-812-045	4/20/2022	221475	Roger's Excavating	\$5,500.00	1118 Swordfish Ln- W/S Taps
WWC	30-811-045	4/22/2022	221492	Roger's Excavating	\$4,750.00	614 Birmingham Ave- W/S Taps
Water	30-812-045	4/22/2022	221492	Roger's Excavating	\$4,750.00	614 Birmingham Ave- W/S Taps
WWC	30-811-045	4/22/2022	221494	Roger's Excavating	\$4,250.00	219 Myrtle Ave- W/S Taps
Water	30-812-045	4/22/2022	221494	Roger's Excavating	\$4,250.00	219 Myrtle Ave- W/S Taps
Water	30-812-020	5/3/2022	221567	Fortiline	\$1,805.76	Resettlers, Meter Couplings, & Curb Stops- backorder
Water	30-812-020	5/15/2022	221796	Core & Main	\$25,288.62	Water Materials- items on backorder
WWC	30-811-045	5/15/2022	221799	Roger's Excavating	\$4,750.00	1600 Swordfish Ln, Unit #2- W/S Tap
Water	30-812-045	5/15/2022	221799	Roger's Excavating	\$4,750.00	1600 Swordfish Ln, Unit #2- W/S Tap
Water	30-812-020	5/15/2022	221821	Fortiline	\$21,240.36	Water Materials-(Ball valves, couplings & resettlers) backorder
WWC	30-811-019	5/16/2022	221914	Roger's Excavating	\$3,917.00	Pave Road Cuts (These are specific locations)
Water	30-812-019	5/16/2022	221914	Roger's Excavating	\$3,917.00	Pave Road Cuts (These are specific locations)
Water	30-812-020	3/11/2022	221278	Miller Supply Company	\$4,574.20	Water Setters & Brass- backorder
Water	30-812-020	3/2/2022	221226	ACLARA	\$22,470.00	S 3420 Water MTU:Enc, SinPort, ExtRng, 3' Nicor
WWTP	30-810-047	5/15/2022	221816	CHARLES R UNDERWOOD INC	\$18,500.00	3 IN-Situ RDO Pro-X Dissolved Oxygen Sensors
WWTP	30-810-045	9/23/2021	220533	CITI LLC	\$18,142.50	SCADA Upgrades & Improvements
WWTP	30-810-047	10/6/2021	220590	HUBER TECHNOLOGY INC	\$11,655.13	Influent bar screen hydraulic ram press
WWC	30-811-046	5/16/2022	221890	AZTECA SYSTEMES	\$2,725.00	API to Communicate w/Dig-Smart
Stormwater	30-900-045	5/16/2022	221890	AZTECA SYSTEMES	\$2,725.00	API to Communicate w/Dig-Smart
Stormwater	30-900-020	3/30/2022	221355	SNOW'S MARINE	\$9,400.00	Bulkhead/SW at Island Marina
Stormwater	30-900-016	5/15/2022	221840	XYLEM	\$1,927.16	Service lake Pumps 1,2,3
Stormwater	30-900-016	5/15/2022	221852	XYLEM	\$12,500.00	Service Greenville, Tx/Snapper Pump Stations
Stormwater	30-900-016	3/30/2022	221853	XYLEM	\$5,000.00	Pump maintenance
Stormwater	30-900-046	N/A	N/A	VENOR NOT DETERMINED	\$50,000.00	Saint Joseph SW pipe replacement
Total Utility Fund					\$282,712.04	
Total General & Utility Funds					\$483,233.30	



AGENDA ITEM COVERSHEET

PREPARED BY: Kim Ward, Town Clerk

DEPARTMENT: Clerk

MEETING: Town Council Meeting 8/9/2022

SUBJECT: Approval of Council Meeting Minutes from July 12th and 26th

BACKGROUND:

Attached are the meeting minutes from July.

ACTION REQUESTED:

Review and consider approving under the consent agenda.

CAROLINA BEACH

Town Council Regular Meeting

Tuesday, July 12, 2022 - 6:00 PM

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



MINUTES

CALL TO ORDER

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

PRESENT

Mayor Lynn Barbee

Mayor Pro Tem Jay Healy

Council Member Joe Benson

Council Member Mike Hoffer

Council Member Deb LeCompte

ALSO PRESENT

Town Manager Bruce Oakley

Assistant Town Manager Ed Parvin

Town Clerk Kim Ward

Town Attorney Noel Fox

ADOPT THE AGENDA

For those who don't have the most updated copy of the agenda, Mayor Barbee said it includes a closed session.

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

ACTION: Motion to approve the consent agenda

Motion made by Mayor Barbee

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

Motion passed unanimously

Mayor Barbee recognized New Hanover County Commissioner Jonathan Barfield Jr. in the audience.

SPECIAL PRESENTATIONS

5. Events Update by Tim Murphy

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

- Life Rolls On – July 23 at the beach strand in front of the Boardwalk
- East Coast Got Em on King Mackerel Classic – August 5-7 at Fisherman Lot
- Whomporama – August 6 at Hamlet beach access
- Family Night – Tuesdays at Boardwalk Gazebo
- Bingo – Wednesdays at Boardwalk Gazebo
- Fireworks/Music – Thursdays at Boardwalk Gazebo

Mr. Murphy said the Starz series “Hightown” will be using parts of Town Hall and the Recreation Center on July 14 after business hours. He also said the Amazon Prime series “The Summer I Turned Pretty” will be filming at a private residence on Cape Fear Boulevard overnight August 3-4. Mr. Murphy said he has been working very closely with this production and ensuring all the neighbors are on board.

Mayor Barbee said he recently heard some positive comments about the fireworks. He praised staff and volunteers for their efforts. Mr. Murphy said the Town is always looking for more volunteers on Thursday nights, especially during the 5:30-7:15 PM shift, and urged those who are interested to reach out to anyone at the Recreation Center.

Mayor Pro Tem Healy said Life Rolls On will bring 100 disabled surfers from eight states. Council Member Benson said there is a website for volunteers who want to sign up for this event. Council Member LeCompte said those interested can visit the Ocean Cure website.

6. Presentation on the Quarter-Cent Transportation Sales Tax Proposal

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

Commissioner Barfield said this is estimated to bring in \$144 million over 10 years, and this would go to the following goals: improving bus service, greenways, and bike paths as well as for rail realignment, or moving the train tracks from downtown Wilmington across the river. He said he is hoping all municipalities will get behind the proposed quarter-cent sales tax increase to benefit the community as a whole.

New Hanover County Chief Communications Officer Jessica Loeper gave a presentation on key points of the proposal. She said the community can learn more at trailstransitnhc.com.

A quarter-cent public transportation sales tax could improve the quality of life in New Hanover County by:

- Enhancing trail connectivity
- Improving pedestrian safety
- Connecting people to jobs and education
- Contributing to better community health
- Reducing environmental impact
- Ensuring greater access and mobility for all residents

Summary

- Referendum for a quarter-cent sales tax to be used for public transportation systems will appear as a Yes/No vote on the November 8 ballot.
- Sales tax would be 25 cents for every \$100 spent on eligible goods by visitors, commuters, and residents.
- Does not apply to groceries, fuel, and prescriptions.
- Could bring in about \$14 million per year and provide a sustainable source of revenue for public transportation opportunities, greater connectivity with trails and sidewalks, and increased safety for bikes and pedestrians.
- Funds could also be leveraged to receive additional state and federal dollars and amplified for a significantly larger investment in public infrastructure.

Funding framework

Sales tax proceeds would be divided between three public transportation components over the first 10 years:

- 45% (approximately \$65 million) to Wave Transit
- 39% (approximately \$56 million) to bicycle and pedestrian pathway improvements in the City, County, and beach towns
- 16% (approximately \$23 million) for the Rail Realignment Project

Abby Lorenzo of the Wilmington Urban Area Metropolitan Planning Organization (WMPO) and Tara Duckworth of the County's Parks & Gardens Department highlighted priority projects that have been identified for the first five to 10 years, but they emphasized that these may change over time.

Carolina Beach

- Funding could be granted to Carolina Beach to help create more greenway and bike/pedestrian projects that connect people throughout the beach and to additional transit options.
- Carolina Beach's 2018 Pedestrian Plan outlines priority projects such as high-visibility crosswalks, multi-use paths, and sidewalks.
- WMPO's Cape Fear Moving Forward 2045 plan includes bicycle and pedestrian improvements in Carolina Beach.

Other projects in the City and unincorporated County over the first five years include multi-use trails, sidewalks, crosswalks, and safer intersections

Council Member Hoffer asked if the tax passes, how much of a guarantee is there that the money will be spent as outlined now. Ms. Loeper said the percentages are not coded into law. She said projects will be determined by various groups using a core document as a guide.

Mayor Pro Tem Healy asked how to get on the priority list. Ms. Loeper said the tax would come to the City and County by statute, and a formal process will need to be developed for the Town to request projects.

Council Member Hoffer asked if the Town would get a specific amount or receive funds on a project-by-project basis. Ms. Loeper said this would be project by project based on need.

Council Member Hoffer asked if there is a sunset on the proposed tax. Ms. Loeper said it would be in perpetuity.

Marie Parker of Wave Transit reviewed how the proposed tax would benefit public transportation.

Proposed Wave Transit improvements over the first five years

- Expand hours by 16 hours weekly
- Increase frequency so over half of routes come every 30-45 minutes
- Add 17 new benches and 10 new shelters at stops
- Enhanced technology signs to show real-time bus arrival times
- Expand microtransit service areas
- Free youth passes

Council Member Benson said the way the funding requests are currently structured, the Town would be competing for money by presenting its case.

Mayor Barbee said a direct portion of the funds would result in smaller municipalities getting small amounts of money, so the Town would struggle to get bigger projects done. He said the current structure would allow the Town to possibly do bigger projects.

Commissioner Barfield said it is important that the County and beach towns are partners, and the goal is to ensure ways to help all communities get what they need are being explored.

Mayor Barbee said a sales tax is being proposed rather than a property tax because everyone uses transportation and it's a way to spread out the cost among everyone. Commissioner Barfield said yes, a sales tax would ensure every visitor who comes here is contributing.

Aubrey Parsley, Director of Economic Development for the City of Wilmington, gave details about the City's Rail Realignment Project:

- 84% of Carolina Beach residents work outside of Town limits, and 80% of Carolina Beach employees live outside of Town limits (according to 2019 Census data).
- The sales tax could be leveraged for additional state and federal funds to help fund specific parts of the Rail Realignment Project that would help to create better connections through the

relocation of rails and implementation of sidewalks and multi-use paths to transit stops and opportunities.

He said more information about the Rail Realignment Project is available at www.wilmingtonnc.gov/rail.

Mayor Barbee asked what the next step is for those who want to learn more about the proposed sales tax. Ms. Loeper said groups may request a presentation, and the County is planning to host a series of community meetings at various locations in the fall. Mayor Barbee said it would be helpful to share this information in more of an open-house, casual setting.

7. Manager's Update

Mr. Oakley gave an update on various projects and events. He said he received a message from Fire Chief Alan Griffin that lifeguards from the Town's Ocean Rescue, the defending national champions for the United States Lifesaving Association Division C, are in Virginia Beach, Virginia, winning medals again and doing well.

Fiscal Year Update

Mr. Oakley told Council during the budget adoption process that before hiring for any new positions, he would come back with a financial update. He said revenues are higher than projected, and the Town has underspent on the expense side.

End of Fiscal Year Revenue Increases

- Property tax \$60,000 (1%)
- Sales tax \$489,000 (25%)
- Parking \$634,000 (29%)
- Alcoholic Beverage Control (ABC) \$391,000 (71%; this number includes ABC's sale of a property with proceeds being redistributed among all communities)
- Building \$159,000 (50%)
- Franchise tax \$55,000 (10%)
- Interest on investments \$15,900
- Room occupancy tax (ROT) gross revenues (June's figures are not yet available, but through May the Town has already exceeded the amount from the entire prior year)
- Estimated total to fund balance \$964,350
- Estimated fund balance 37% to 39%

Council Member Benson asked what amount the Town is carrying in the fund balance today. Mr. Oakley said that figure is a little over \$8 million in available unassigned fund balance.

Restroom Facilities

The Mike Chappell Park restroom is complete and ready to be delivered. The Town is doing prep work, and the facility should be open within the next few weeks.

The Hamlet Avenue facility is complete and open. Striping was scheduled to be done today, but rain has delayed this. Mr. Parvin and Operations Project Manager Ben Meister created temporary parking spaces last weekend until the work can be complete. Lining and striping should be done this weekend if the rain stops.

Paving Projects

Florida Avenue went out to bid today, and bids should be in within 10 days.

Slip lining has provided a reduction in inflow and infiltration at the Wastewater Treatment Plant following the recent heavy rains, which is a major improvement.

Staff met with the N.C. Department of Transportation (DOT) about paving Carolina Beach Avenue North, and the DOT will come back with costs and timing.

Committee Training

Mr. Parvin and Ms. Fox led training for the first group of committee members last week. The next group will have training tomorrow, and Council Members will be there to observe.

Water Tower Lease

The water tower lease between the Town and Verizon is up. Ms. Fox said the original lease was executed in 2010, but it's unclear whether there was a standing resolution for the Town Manager to execute any subsequent amendments. She said there is an amendment due for an additional five-year term and then three additional five-year terms. Ms. Fox said there is specific enabling legislation that allows for this, and there is a rent escalation clause of 3% per year.

ACTION: Motion to authorize the Town Manager to execute the amendment for the water tower agreement

Motion made by Mayor Barbee

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

Motion passed unanimously

Council Member Benson said he would like to see similar stormwater projects bundled into one bid to help reduce costs and time. Mr. Oakley said this may be possible with some of the projects, so staff will look to see what can be done to help the process.

Council Member Benson asked for a timeline on paving projects. Mr. Oakley said he will have an updated timeline at the upcoming workshop.

Council Member Benson asked about the Ocean Boulevard sidewalk. Mr. Oakley said this is moving forward, and Council will need to decide at the upcoming workshop which side it will go on.

Council Member Hoffer asked about the permit application for the lake dredging project. Mr. Oakley said this has been submitted.

Mayor Barbee said the completion of the Hamlet Avenue facility, which was paid for with ROT funds, is a huge accomplishment for the Town.

PUBLIC COMMENT

Patrick Boykin of 712 Glenn Avenue said residents of Ocean Heights presented the Town with five petitions in January, but no one has received any written communication back about those. He said employees were recently working at nearby Town facilities before 7:00 AM on a Sunday. Mr. Boykin also asked about the petition requesting landscaping along Glenn Avenue at SunFun Rentals. He said there is a chain-link fence, which offers no privacy, and no landscaping. Mr. Boykin also said through-traffic from SunFun Rentals is supposed to use Bridge Barrier Road, but adjacent roads are often being used instead. The timer ran out, so he said he'd be back with more comments next month.

April Gaster of 904 Blanche Avenue said she has concerns about traffic in Ocean Heights. She said the issues are excessive speed, freight trucks using the neighborhood roads as a throughway, and hazards created by unloading of golf carts on trailers at the beginning of Glenn Avenue when turning off Dow Road. Ms. Gaster said possible solutions include posted speed limit signs, signs indicating no through-traffic for big rigs, signs indicating children at play, using the empty side lot with the dirt road for unloading golf carts, and moving the gate from Glenn Avenue to the side of the golf cart business.

Mayor Barbee asked Mr. Oakley to give an update to Council at the next workshop about where things stand with the petitions previously presented regarding Ocean Heights.

James Sattie of 610 Glenn Avenue said the issues in the petitions regarding Ocean Heights are a major concern, so he hopes every Council Member will review them. He said the traffic situation on Glenn Avenue is a safety hazard and is destroying the street. Mr. Sattie also expressed concerns about the business' lack of landscaping and installation of a chain-link fence despite agreeing to a wooden fence.

Council Member Hoffer said the population of that community has increased and lots of families live in the area, so there must be a way to keep tractor-trailers from roaring through the streets. He said this sounds like a good workshop topic.

Melinda Sininger of 1512 Carolina Beach Avenue North Unit F3 said Canal Drive and Carolina Beach Avenue North are in bad shape with rocks, divots, and holes in the road. She said she's also concerned that a speed limit of 25 mph on those roads is too fast, so she'd like to see it reduced to 20 mph.

Mayor Barbee asked Mr. Oakley to take the speed limit issue to public safety staff members for feedback and guidance.

PUBLIC HEARINGS

8. Hearing on Adoption of the Americans with Disabilities Act (ADA) Transition Plan

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

Senior Planner Gloria Abbotts gave a presentation on Mobility for All: ADA Transition Plan.

Why do we need a plan?

- Federal law requirement
- Town meets criteria
- Federal grant funding

What is the ADA?

Americans with Disabilities Act Title II

Governments must provide people with disabilities an equal opportunity to benefit from programs, services, and activities.

- Public buildings
- Sidewalks
- Curb ramps
- Policies/procedures

Ms. Abbotts shared statistics about people with disabilities, described the Town's self-evaluation and audit, and gave details about community outreach, including a May 17 public input meeting.

Implementation

- Annual update
- Phase C – infrastructure plan
- Priorities addressed in budget
- Incorporate in all upcoming projects

Council Member LeCompte asked if Phase C has been pushed out five years. Mr. Parvin said this is based on funding, so the Town is looking at another round of revenue bonds to fund Phase C in three to five years.

Mayor Barbee asked if anyone from the public wanted to speak about this item. No one requested to speak.

Council Member Hoffer said mobility-hampered people would rather be on sidewalks than streets, but a sidewalk that's not up to par is not helpful.

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 LeCompte said there are a lot of bad sidewalks in the Town. She thanked Ms. Abbotts and other staff members for their work.

Mayor Barbee said sidewalks in the Town can be tough to navigate for those with mobility issues.

ACTION: Motion to approve the Americans with Disabilities Act Transition Plan, as it is consistent with federal guidelines

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

Finance Director Debbie Hall requested bid proposals from seven banks for financing of a 2022 F-550 Brush Truck at \$189,000 for five annual payments and a 2022 Spartan Fire Rescue Apparatus at \$638,810 for 10 annual payments. The following proposals were received:

F-550 Brush Truck

- Truist Bank at 3.41% interest for five years
- Government Capital Corporation at 4.00% interest for five years

Spartan Fire Rescue Apparatus

- Truist Bank at 3.59% interest for 10 years
- Government Capital Corporation at 4.20% interest for 10 years

Ms. Hall said the two items are currently being constructed, with expected completion of the truck in September or October and expected completion of the apparatus in December or January. She said the Town would like to get the loans locked in now because interest rates are going up. Ms. Hall said she recommends the Truist loans for both items. She said the debt service was already approved in the budget.

ACTION: Motion to approve Resolution #22-2266 and Resolution #22-2267 to accept the terms of the proposals from Truist Bank

Motion made by Mayor Pro Tem Healy

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

Motion passed unanimously

COUNCIL COMMENTS

Council Member LeCompte she has gotten some complaints about drainage in Henniker's Ditch, so she would like an update on where things stand with its maintenance. She also requested an update on the mooring field and how the Town can move forward with some possible mooring balls. Regarding the complaints from Ocean Heights residents, Council Member LeCompte said she thought work at Town

facilities should not begin until 9:00 AM on Sundays, not 7:00 AM. Mr. Oakley said he thinks that is what the ordinance says. He said there have been some issues with GFL emptying dumpsters early in the morning, and staff members have let GFL know this needs to stop.

Council Member Hoffer said he wants to remind everybody about the Lake Park Boulevard 2025 project that will entail the DOT paving from Snow's Cut Bridge to Carolina Sands. He said this is an important opportunity for the Town to have a plan in place for related improvements to the road. Council Member Hoffer also reminded staff that the application deadline for Tree City USA designation is at the end of the year.

Mayor Pro Tem Healy asked if Council can sit down with the new Code Enforcement Officer to find out what his job description is and possibly give him some solutions for what he can do. Mr. Oakley said Planning Director Jeremy Hardison can give Council details about the Code Enforcement Officer's job description and role. Mayor Barbee said Council Members get a lot of comments from residents about what Code Enforcement should do, but Council Members don't always know the details. Mr. Oakley said the Code Enforcement Officer is limited in what he can do, and details such as what can be enforced and how are spelled out in the ordinance. Council Member LeCompte said it is frustrating when there is an ordinance on the books but no enforcement.

Council Member Benson gave some updates on the most recent meeting of the Operations Advisory Committee. He also asked Ms. Fox for a briefing on short-term rentals at the August workshop.

Council Member Hoffer said the Beautification Plan is going in front of the Technical Review Committee (TRC) on July 18, and there will be feedback from staff before starting a bigger conversation.

Council Member Benson asked about an open house for the Military Ocean Terminal Sunny Point (MOTSU) Commander. Mayor Pro Tem Healy said he would love to see that. Mr. Oakley said MOTSU will be arranging a tour again in August for a limited number of elected officials.

Mayor Barbee said at the next workshop he'd like to see a review of the Master Plan for Harper Avenue. Mr. Oakley said it's on the agenda.

CLOSED SESSION

ACTION: Motion to go into closed session to discuss a real estate matter in accordance with NCGS 143-318.11(a)(5); the property being discussed is located at 1209 North Lake Park Boulevard

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, July 26, 2022 - 9:00 AM

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



MINUTES

CALL TO ORDER

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

PRESENT

Mayor Lynn Barbee

Mayor Pro Tem Jay Healy

Council Member Mike Hoffer

Council Member Deb LeCompte

ABSENT

Council Member Joe Benson

ALSO PRESENT

Town Manager Bruce Oakley

Assistant Town Manager Ed Parvin

Town Clerk Kim Ward

DISCUSSION ITEMS

1. Employee Recognition

Public Works Director Brian Stanberry recognized Stormwater Equipment Operator II Tim Mattingly for 20 years of service with the Town.

2. Parking Update by Pivot Parking

Scott Diggs and Tina Reid of Pivot Parking gave an update on the second quarter of the 2022 parking season.

Freeman Park Daily Revenue/Transactions (YTD Total November-June; does not include annual passes)

- Paystation total \$258,149
- Paystation transactions 5,127
- Freeman Park reached capacity once on Saturday, May 21
- Highest gross day of sales was Sunday, May 29, with \$21,692 and 1,366 transactions
- Technical issues were limited to three and corrected on site immediately

Freeman Park YTD Camping Figures (camping starts Labor Day and ends the Thursday before Memorial Day; reservations required)

- Revenue \$67,095.33
- Reservations 1,029

Re-entry Decals

- Revenue \$10,520
- Registered 6,138
- Re-entry decals were available for free in February and March, and during this time 5,612 of the total above were registered

Residential Transaction Totals (YTD February-June)

- Residential registrations \$229,370
- Business registrations \$23,480
- Golf cart permits \$35,360
- Low-speed vehicle (LSV) registrations \$22,300
- Non-residential LSV registrations \$6,200
- Weekly pass \$1,900

Transient Revenue Q1/Q2 Comparison (Text2Park, paystations, and meters)

- Total Q1 (only March) \$128,345.90
- Total Q1 transactions 8,147
- Total Q2 \$916,195.59
- Total Q2 transactions 100,053

Memorial Day Weekend (Saturday, May 28, to Monday, May 30)

- Total revenue \$138,258.25

Citation Analysis Q2

- Total issued 234
- Total warnings 186
- Bootable scofflaws 4
- Total appealed 384
- Total paid \$116,620 (or 1,061)
- Total escalated 90

Overall 2021-2022 Comparison

- 2021 April-June \$1,343,413.23
- 2020 April-June \$1,518,399.59

Parking Program Gross Revenue (November 2021- June 2022)

- Total \$2,341,494.49

Q2 Operational Expenses

- Total actual expenses \$147,221.89
- Total budgeted expenses \$159,973.69
- Some of the reduction is due to the labor shortage/difficulty finding full staff
- Expenses are inclusive of operating, wages, repair and maintenance, insurance, and administrative; expenses not included are Town-paid expenses and incentive management fee

Occupancy Counts Update (June 10-June 20)

- Total spaces 865
- 10:30 AM 25%
- 1:00 PM 47%
- 4:00 PM 41%
- Palms, Tennessee, and Alabama Beach are top parking lots

Ms. Reid also reviewed operational updates during Q2 as well as 2022 customer service improvements.

Potential Parking Updates 2023

- Electric vehicle charging stations
- Meter conversion to Text2Park only
- Paint/maintenance/new curb stops
- More permanent 30-minute free signage
- More handicap spaces (current count 4)
- Freeman Park equipment
- Signal boosters (portable cell towers/cell on wheels)
- Permeable parking lot pavers

2022 Q2 Highlights

- Total parking transactions 100,053
- Total Freeman Park transactions 4,496
- Total camping reservations 457
- Total overall revenue had a favorable variance over 2021 actuals
- Average length of stay for June transactions was 3 hours and 15 minutes
- Prime parking lots are averaging 90%+ occupancy midday during June; all others are averaging 35%-87%
- Ambassadors and service staff received multiple customer compliments

Mayor Barbee said a professionally done presentation helps Council make decisions, and this was a key objective when changing parking companies.

Mayor Pro Tem Healy said he thinks the Town needs to do a better job of getting the word out about weekly passes. He also said he'd love to transition away from meters to Text2Park.

Mayor Barbee said meters seem to be on the way out in most municipalities. Ms. Reid said many places are converting to paystations that cover 10 to 15 spaces instead of meters at every space. She also said the COVID-19 pandemic sped up the popularity of contactless options.

Mayor Pro Tem Healy said signage is better than it has ever been, but there is still confusion out there, especially with private lots. He suggested looking into color coding.

Council Member LeCompte said getting rid of meters frees up walking space on the sidewalk.

Council Member Hoffer said meters seem like a maintenance nightmare, especially in a coastal environment.

Mayor Barbee said some people would like to see half-hour increments on Text2Park instead of the current minimum of one-hour increments. Ms. Reid said Pivot will have to look into this. She said the parking program has been amended so people can set up their Text2Park sessions before 8:00 AM to start charging at 8:00 AM, which is helpful for boat captains and patrons who are going out early in the morning.

Council Member Hoffer said he is worried about technically unsavvy folks who aren't comfortable with using Text2Park. Mayor Pro Tem Healy said it's time to learn. Ms. Reid said people can call the parking office and employees can do the transaction for them if necessary.

Council Member LeCompte said Text2Park offers the option for a weekly pass.

Mayor Pro Tem Healy said he met with boat captains who said people in the lots near the boats were getting tickets for cars not being exactly in front of the stop, etc. He said he would like to see better customer service by offering some flexibility if cars are parked a little over a line, etc. Mayor Barbee said some people are impeding others from using the adjacent space and thus taking up two spaces, so there will always be judgment issues in these types of scenarios.

Mayor Barbee said Pivot has done a fantastic job and when you disregard Facebook comments and talk to actual people, the feeling is that the program is going well. He said he has gotten more compliments than complaints, but there will always be complaints when it comes to parking.

Mayor Barbee recognized Planning and Zoning Commission Chairman Wayne Rouse, who is also serving as Chairman of the Parking Committee, and said he and Pivot representatives should get to know each other.

3. Presentation on the Proposed Harper Avenue Project

Mr. Parvin gave a presentation on the proposed Harper Avenue project that includes parking and a multi-use path.

By the numbers

- Length: 1 mile
- Right-of-way: 90-100 feet
- 35 mph
- Sidewalks one-third of corridor

- Undesignated collector
- 1,522 vehicles per day

Mr. Parvin reviewed the process, which included community input from 21 participants (residents, business owners, and Council representatives). He went over specific feedback, which included ideas for a vision statement, parking, stormwater management, green elements, and bike/pedestrian considerations.

Mr. Parvin said this project originated in 2018, when the Town was looking for ways to finance it. He said after Hurricane Florence hit in fall 2018 and the Town switched Town Managers, there was a desire to build back some reserves before moving forward with this project, so things were put on hold.

Council Member LeCompte said the first few blocks of Harper Avenue are mostly short-term rentals, so you would be hard-pressed to find any permanent residents in that area. She said the Town will need to be proactive in finding parking spots to replace parking lots that are eventually going to disappear due to development, so temporarily looking at using this area for parking may be worth considering.

Council Member Hoffer said he thinks the dividing line should be at 3rd Street and not 4th Street because most homes west of 3rd Street are permanent residents. Council Member LeCompte said short-term rentals are migrating westward and the Central Business District is moving further back due lack of adequate parking.

Council Member Hoffer said he thinks the Town should protect from 3rd Street going west. He said sometimes the Town gets too caught up in an entire project rather than doing short-term improvements on a smaller scale. Council Member Hoffer said when he goes down Harper Avenue between 4th Street and 7th Street, it's not screaming for a remodel, but it is from North Lake Park Boulevard to 3rd Street. He said he'd also like to see Dow Road to 8th Street be improved for bicyclists. Council Member Hoffer said the Town should not do nothing while waiting to come up with money for the whole project when not all areas need a lot of work. He said there is nothing wrong with incremental improvements.

Mayor Barbee asked Council Members to think about how they would break down the project into a few pieces. He said he is struggling with the historic aspect of the area and wants Harper Avenue to be something the Town is proud of when the project is finished. Mayor Barbee said Harper Avenue has become a sea of cars in the first block, with for-profit entities on both sides of the road blocking parking spaces. He asked how that can be stopped.

Council Member LeCompte said she would be interested to know how much vehicle-per-day traffic has changed since 2018.

4. Stormwater Update

Mr. Stanberry gave an update on some of the top stormwater projects. He focused primarily on Henniker's Ditch due to a recent inquiry from Council Member LeCompte. Annual maintenance and

cutback of Henniker's Ditch from Sumter Avenue to Dow Road, to allow for proper flow of drainage in the Town's primary drainage tributary, is scheduled for winter 2022.

Mayor Barbee asked how much rain Henniker's Ditch can handle before it's full. Mr. Stanberry said to his knowledge a study has not been done, and he thinks the Town needs to work with Kure Beach because it contributes to the ditch.

Council Member LeCompte said she would like to walk the ditch one day in the winter.

Detailed information about all of the Town's stormwater projects is available on the Town's website by clicking the "Projects" button toward the middle of the page and then clicking the blue icons on the map. Mr. Stanberry said this data is updated regularly.

Mr. Stanberry said Council Member Hoffer had recently asked about phragmites at the lake. He said there are some on the southeast corner of the lake and a large amount was found previously near the pump station before dredging the west end. Mr. Stanberry said he is talking to the contractor, Dragonfly Pond Works, about methods for killing and removing the phragmites.

5. Mooring Field Overview

Mr. Parvin gave an overview of the mooring field, which currently has nine mooring balls and has opened up access to the Town for boaters traveling through the area since its inception in 2012. He praised Harbor Master Larry Denning for his work with the mooring field.

Mooring field overview

- Vessel size: 26-55 feet
- Length of stay: maximum of 10 days
- Dinghy docks: Sandpiper Lane and Town marina
- Cost: \$20 and increasing to \$30 on January 1
- Management: full-time Harbor Master, part-time contractor, and Executive Department
- Revenue: \$30,000 last fiscal year
- Maintenance: 4-5 years

The moorings were originally funded by the Town and a boating infrastructure grant through the N.C. Division of Marine Fisheries. Last fiscal year the Town had the chains analyzed by a contractor. It was determined that the chain directly connecting to the mooring balls will need to be replaced within the next five years. Due to the difficulties with maintenance on the existing mooring tackle, staff has investigated installing helical anchors to replace and expand the moorings. The helical anchors would replace the massive block-and-chain system currently in place. The helical anchors would allow for access to maintain the tackle without full replacement. There is a large range in anchor cost with many variables to consider. The size of the Helix Mooring anchor depends upon the site location bottom and holding requirements. Compared to other anchors on the basis of delivered holding and effective life, the Helix Mooring anchor is the most cost-effective option.

The grant the Town previously used was just released and is due on August 15. It requires a 25% match by the municipality. Currently the Town does not have this project in the budget. The Town does not have plans, permitting, or cost estimates. If Council is interested, staff could (1) move forward this year if additional resources are dedicated to developing the project ASAP or (2) spend additional time planning and be ready to submit in August 2023.

Mayor Pro Tem Healy asked if boaters can move to another mooring ball after 10 days. Mr. Parvin said State regulations say they can't stay more than 10 days so typically they would have to move on, but if mooring balls are not reserved sometimes boaters can be moved after the 10-day maximum.

Mayor Pro Tem Healy said he heard the Harbor Master is incurring about 40 hours of overtime every two weeks. Mr. Parvin said yes, Mr. Denning usually puts in about a 60-hour week. Mayor Pro Tem Healy asked about the part-timer. Mr. Parvin said he is a contractor but limited in how many hours he can put in due to also being a boat captain. Mayor Pro Tem Healy said the Town may need to consider adding another full-time position, especially if mooring balls are added because it will be more to manage.

Mayor Barbee said Mr. Denning gets lots of compliments. He said the mooring field has made the Town a destination for the boating community, and he thinks the Town should consider expanding the mooring field if the numbers work.

Council Member LeCompte asked if the proposal is to bring the number of mooring balls to 25. Mr. Parvin said the Town is hoping to get 20-25 mooring balls. Council Member LeCompte said it's important to look at expanding the mooring field because it has made the Town a stopping point for boaters traveling the East Coast. She asked if the transient docks have a maximum number of days. Mr. Parvin said the Town didn't get a grant for that, so he's fairly certain there is no limit.

Mayor Pro Tem Healy said the Town might want to consider adding a fuel tank. He said getting fuel is a major concern among local boat captains.

Mayor Barbee asked if the Parking Committee agenda item could be moved ahead so it's next, and no one objected.

6. Appointments to Ad Hoc Parking Committee

Mayor Barbee said when the Parking Committee was created to include the Chairman of each of the already existing Town committees, Council did not anticipate changes in committee leadership that routinely happen during this time of year. He said with the Parking Committee's work well underway, the committee is requesting that membership be frozen and no changes made moving forward.

Council Member LeCompte said continuity is imperative.

Parking Committee Chairman Wayne Rouse said it could be problematic if there are changes to membership, so he is asking that the committee remain the way it is now so work can be completed.

The consensus of Council was to freeze the Parking Committee membership as it currently stands.

Council Member LeCompte said there are only four more meetings of the Parking Committee.

Mayor Barbee said any changes late in the game would make things difficult.

7. Review Code Enforcement Procedures and Policies

During the regular Council meeting on July 12, Mayor Pro Tem Healy requested a review of the Code Enforcement Officer job description. Mr. Hardison presented the details, including policy, process, and procedures.

The job description of the Code Enforcement Officer, also known as the Code Compliance Officer, is as follows: to enforce Town Code and administer the compliance process while also conducting plan review and inspections for compliance with State Building Code. Mr. Hardison said the goal is to ensure compliance with Town Code through education, not generating revenue or punishing violators. He said Town ordinances are enforceable within the corporate limits and extra-territorial jurisdiction (ETJ).

When can the Code Compliance Officer start an investigation?

- When alleged or potential situations come to the attention of the Town
- An immediate health and/or safety issue is present
- When the Town receives a signed complaint

Mr. Hardison said people can make complaints thorough the Town's website by clicking "I Want To" on the top left and then "Request Service." He then went over the enforcement process and explained that enforcement is directly related to what is adopted and addressed in Town Code; no action can be taken otherwise.

Types of violations

- Junk vehicles
- Working without permits
- Signs
- Illegal rentals
- Junk/debris
- Building materials
- Tall grass
- Illegal stormwater dumping
- Unlicensed businesses
- Abandoned structures
- Minimum housing

Not violations

- Noise (Police)
- Working after hours (Police)
- Vicious animal (County Animal Control)

- Grilling on deck/open burning (Fire)
- Damage and erosion (Stormwater)
- Unsanitary conditions in restaurants and hotels/motels (County Health)
- Short-term rentals (County Tax)
- TV not working (property manager)

Council Member LeCompte asked if most issues are complaint- or staff-driven. Mr. Hardison said it's a mix of about half and half. Council Member LeCompte asked if complaints can be anonymous. Mr. Hardison said yes, but it's helpful to attach a name for communication purposes and staff accountability.

Mayor Pro Tem Healy said he learned a lot from the presentation. He said the Code Compliance Officer has a lot on his plate, and he didn't realize how much of the work is driven through written complaints.

Mayor Barbee said the online system for logging complaints is a great way to start an official record and hold staff accountable. Mr. Hardison agreed and said it also starts a time clock for a response. Mayor Barbee encouraged people to use the system for any issues they see.

8. ROT Reimbursement Request

The Town is requesting a room occupancy tax (ROT) reimbursement in the amount of \$288,664.02. The expenses include the following:

- 21/22 debt service payment for Hamlet bathroom/lifeguard facilities: \$75,597.13
- 21/22 donation to Pleasure Island Chamber of Commerce: \$10,000
- 11/1/21-6/30/22 expenses for lifeguards/Ocean Rescue: \$160,534.74
- 11/1/21-6/30/22 expenses for Parks & Recreation (movies, fireworks, bands, etc.): \$42,532.15

Mr. Oakley presented the details.

ACTION: Motion to approve the ROT reimbursement request in the amount of \$288,664.02

Motion made by Mayor Barbee

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

Motion passed 4-0

MANAGER'S UPDATE

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

Ocean Heights Petition

Staff reviewed the complaints from Ocean Heights residents, and Mr. Oakley recently realized no one had responded to them in writing so that is in the works. He gave the following updates on the area:

- Speed limit signs have been ordered, and 11 signs will be going in throughout the development.
- SunFun Rentals has installed an 8-foot fence but is not required to do any landscape buffering unless the business develops the property further.

- The Town typically does not prohibit through-traffic if streets connect to other streets, but the Town may be able to direct some areas where trucks should go through. Town employees have been instructed not to go through there unless absolutely necessary.
- Town employees have been instructed not to start work at the Bridge Barrier Road and Dow Road facilities before 7:00 AM, and while occasional circumstances will require someone to be there earlier, this is limited as much as possible. Staff members have also talked to GFL and asked them to limit their hours for emptying dumpsters.
- SunFun Rentals does have a vehicle in the right-of-way, but there are a lot of vehicles and equipment in the rights-of-way throughout Ocean Heights, so the Town would have to enforce this unilaterally across the neighborhood. SunFun Rentals is trying to find a different location for the trailer.

Council Member Hoffer asked if the Town can prohibit through-traffic in Ocean Heights for heavy commercial traffic such as tractor-trailers. Mr. Oakley said the Town might be able to adopt something like this, but it would be difficult to enforce. Mayor Barbee said a shortcut through Ocean Heights has developed because of the recent growth in that area. Mr. Oakley said he will work with Mr. Hardison to come up with ways to keep commercial traffic out. Mayor Barbee said a turn lane at the State Park will help.

Ocean Boulevard Sidewalk

Council must decide on which side of the street the Ocean Boulevard sidewalk will go. The Town will schedule a drop-in community input session, likely in early August, so the public can share feedback.

Council Member LeCompte said it looks like there are more trees on the south side than the north side.

Paving Projects

The Town got lots of complaints about utility cuts and potholes, and those have been repaired. The bids for paving of Florida Avenue are due tomorrow.

Staff met with the N.C. Department of Transportation (DOT) about a possible savings of \$300,000 on Carolina Beach Avenue North paving, but if the Town takes this route the DOT won't be able to do the project until next fall, delaying it by a year. Council Member LeCompte said she likes the idea of saving money, but this would be kicking the can down the road continually. Mr. Oakley said it would be great to save money, but if other problems with the street arise during the delay then it could end up costing more money later, so staff's recommendation is to move forward and get this done on the original timeline.

Lake Park Boulevard Paving Project

The Town may want to consider hiring a designer or landscape architect to help outline wishes and desires for what kind of sidewalks, beautification, and other improvements can be done when the DOT paves Lake Park Boulevard in 2025.

Council Member LeCompte suggested setting up a display at the Saturday market at the lake to get the public involved at the planning stages. She said perhaps a professional could help with an overall sketch now, and engineering would come later.

Mayor Barbee said he wants to figure out what the cost of a consultant will be but thinks it's a good idea to help with an overall picture.

Mayor Pro Tem Healy asked if a plan gives the Town the opportunity to apply for more grants. Mr. Oakley said it makes it easier.

Council Member Hoffer said he would like more information about the width of the right-of-way and where utilities are, so he thought this might be a good project for someone in the Planning Department. Mr. Hardison said there are new construction surveys with adjacent properties on Lake Park Boulevard, and staff has reached out to DOT to see what they have on file about U.S. 421. Mayor Barbee said Council does not want to request something that can't be done, so it's best to find out sooner.

COUNCIL COMMENTS

Council Member LeCompte asked if beach violations involving dogs, holes, glass bottles, and dunes are actual citations or just warnings. Mr. Oakley said for the year as of July 15, there were 12 citations for digging holes on the beach, 16 for dogs on the beach, and five for bottles on the beach.

Council Member LeCompte asked Council to direct staff to look into a variance with Coastal Area Management Act (CAMA) so the public restrooms on the Boardwalk may be remodeled. She said she has talked to Mr. Hardison, and he said this could be done at minimal cost. Council Member LeCompte said the request could be made by November 1 so Council can proceed with budgeting in the next fiscal year. The consensus of Council was to move forward with this.

Mayor Barbee thanked staff for a good information session.

ADJOURNMENT

Mayor Barbee adjourned the meeting at 11:38 AM.



AGENDA ITEM COVERSHEET

PREPARED BY: Tim Murphy

DEPARTMENT: Parks and Rec

MEETING: Town Council Meeting 8/9/2022

SUBJECT: Events Update by Tim Murphy

BACKGROUND:

Tim Murphy will give an update on the upcoming events.

ACTION REQUESTED:



AGENDA ITEM COVERSHEET

PREPARED BY: Bruce Oakley, Town Manager

DEPARTMENT: Executive

MEETING: Town Council 8/9/2022

SUBJECT: Manager's Update

BACKGROUND:

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



AGENDA ITEM COVERSHEET

PREPARED BY: Kim Ward, Town Clerk

DEPARTMENT: Clerk

MEETING: Council Meeting 8/9/2022

SUBJECT: Closed Session –Real Estate Parcel ID# R08814-001-007-000

RECOMMENDED MOTION:

Motion to go into closed session to discuss a real estate matter pursuant to North Carolina General Statute 143-318.11(a)(5). The property being discussed is Parcel ID # R08814-001-007-000.