



TOWN OF SOUTHERN SHORES WORK SESSION

www.southernshores-nc.gov

SSVFD 15 S. DOGWOOD TRAIL

Wednesday, March 09, 2022 at 9:00 AM

MINUTES

PRESENT

Mayor Elizabeth Morey
Mayor pro tem Matt Neal
Council Member Leo Holland
Council Member Paula Sherlock
Council Member Mark Batenic

STAFF PRESENT

Town Manager Cliff Ogburn
Deputy Town Manager Wes Haskett
Finance Officer/HR Director Bonnie Swain
Town Clerk Sheila Kane
Public Works Director David Bradley
Police Chief David Kole
Fire Chief Ed Limbacher
Town Engineer Joe Anlauf

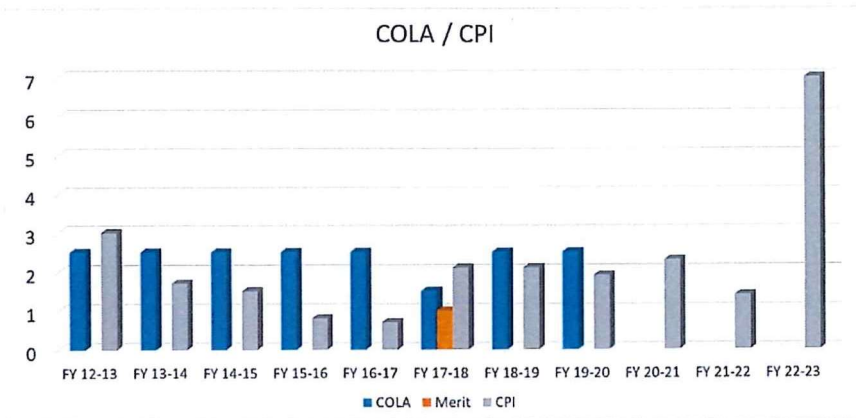
The Southern Shores Town Council met for an annual retreat/work session at the Southern Shores Volunteer Fire Department located at 15 South Dogwood Trail, Southern Shores.

The work session intent is to provide direction to staff for budgeting purposes, priority of projects, and a time for Council to discuss items in a detailed and informal basis; direction is encouraged and welcomed, but formal action is not anticipated.

Mayor Morey convened the work session at 9:00 a.m. and called on Town Manager Ogburn for his list of discussion items.

Budget-Town Manager Cliff Ogburn, Finance Officer Bonnie Swain

Town Manager Ogburn and Finance Officer Bonnie Swain provided an overview of the present and projected financial positions, with hopes to come away from this discussion with a better understanding of how to prioritize expenditures, what amount of fund balance is appropriate to budget and provide any follow-up detail the Council wishes to see concerning the budget in general and in preparing the FY 23 Budget.



FY 20-21 = One time bonus of \$1,000 for full time and \$500 part time
 FY 21-22 = Implemented Pay study

Town of Southern Shores
 Analysis of Unassigned Fund Balance 6-30-20

	<u>6/30/2020</u>	<u>CY Revenues over Expenses</u>	<u>Other Changes</u>	<u>6/30/2021</u>
Stabilization by State Statute:				
Accounts receivable	628,003	-	161,887	789,890
Encumbrances	<u>64,109</u>	-	<u>282,053</u>	<u>346,162</u>
	692,112	-	443,940	1,136,052
Prepaid expenses	20,129	-	(14,015)	6,114
Capital reserve fund	187,393	-	20,055	207,448
Capital Project Fund-BN	-	-	602,062	602,062
Drug enforcement	9,491	-	-	9,491
Subsequent year's budget	-	-	1,270,519	1,270,519
LEOSSA	244,931	(23,541)	-	221,390
Unassigned	<u>5,995,546</u>	<u>855,642</u>	<u>1,192,602</u>	<u>8,043,790</u>
Total GF fund balance	7,149,602	832,101	3,515,163	11,496,866
Unassigned fund balance				8,043,790
Working capital/fund balance policy				<u>(3,000,000)</u>
				5,043,790

Town of Southern Shores
 Analysis of Unassigned Fund Balance 6-30-20

	<u>6/30/2019</u>	<u>CY Revenues over Expenses</u>	<u>Other Changes</u>	<u>6/30/2020</u>
Stabilization by State Statute:				
Accounts receivable	544,646	-	83,357	628,003
Encumbrances	<u>29,017</u>	-	<u>35,092</u>	<u>64,109</u>
	573,663		118,449	692,112
Prepaid expenses	5,566	-	14,563	20,129
Capital reserve fund	164,114	-	23,279	187,393
Drug enforcement	9,459	32	-	9,491
Subsequent year's budget	1,325,614	-	(1,325,614)	-
LEOSSA	236,891	8,040	-	244,931
Unassigned	<u>4,173,321</u>	<u>629,623</u>	<u>1,192,602</u>	<u>5,995,546</u>
Total GF fund balance	6,488,628	637,695	23,279	7,149,602
Unassigned fund balance				5,995,546
Working capital/fund balance policy				<u>(3,000,000)</u>
To Balance FY 20-21 Amended Budget				(1,281,688)
Balance FY 21-22 Budget				(1,332,885)
				380,973

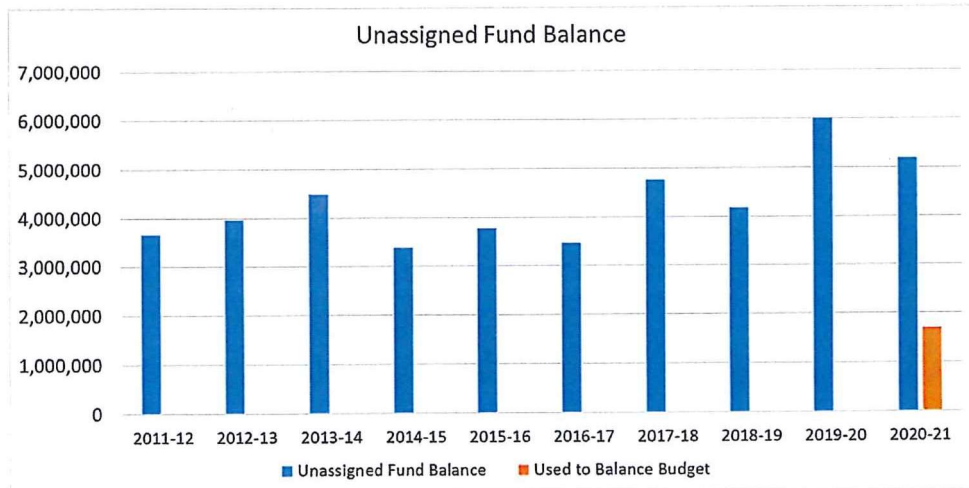
Town of Southern Shores
 Analysis of Unassigned Fund Balance 6-30-19

	<u>6/30/2018</u>	<u>CY Revenues over Expenses</u>	<u>Other Changes</u>	<u>6/30/2019</u>
Stabilization by State Statute:				
Accounts receivable	516,629	-	28,017	544,646
Encumbrances	<u>160,376</u>	-	<u>(131,359)</u>	<u>29,017</u>
	677,005		(103,342)	573,663
Prepaid expenses	56,116	-	(50,550)	5,566
Capital reserve fund	421,609	(257,495)	-	164,114
Drug enforcement	8,537	922	-	9,459
Subsequent year's budget	-	-	1,325,614	1,325,614
LEOSSA	228,813	8,078	-	236,891
Unassigned	<u>4,752,187</u>	<u>592,856</u>	<u>(1,171,722)</u>	<u>4,173,321</u>
Total GF fund balance	6,144,267	344,361	-	6,488,628

Town of Southern Shores
 Analysis of Unassigned Fund Balance 6-30-18

	<u>6/30/2017</u>	<u>CY Revenues over Expenses</u>	<u>Other Changes</u>	<u>6/30/2018</u>	
Stabilization by State Statute:					
Accounts receivable	1,063,129	-	(546,500)	516,629	decrease due to FEMA and NCDOT receivables PY
Encumbrances	<u>604,515</u>	-	<u>(444,139)</u>	<u>160,376</u>	decrease due to \$ 533,108 beach nourishment PY
	1,667,644	-	(990,639)	677,005	
Prepaid expenses	3,100	-	53,016	56,116	
Capital reserve fund	166,815	254,794	-	421,609	
Drug enforcement	6,762	1,775	-	8,537	
Subsequent year's budget	-	-	-	-	
LEOSSA	221,116	7,697	-	228,813	
Unassigned	<u>3,461,071</u>	<u>353,493</u>	<u>937,623</u>	<u>4,752,187</u>	
Total GF fund balance	5,526,508	-617,759	-	6,144,267	
Schedule 1 GF revenues over expenses		614,984			
CRF interest		<u>2,775</u>			
		617,759			

FUND BALANCE



TAXES

Shared Revenue Percentages		
FY 14-15	11.22%	
FY 15-16	10.72%	
FY 16-17	9.67%	
FY 17-18	10.06%	
FY 18-19	9.62%	
FY 19-20	9.45%	
FY 20-21	9.24%	
FY 21-22	9.19%	

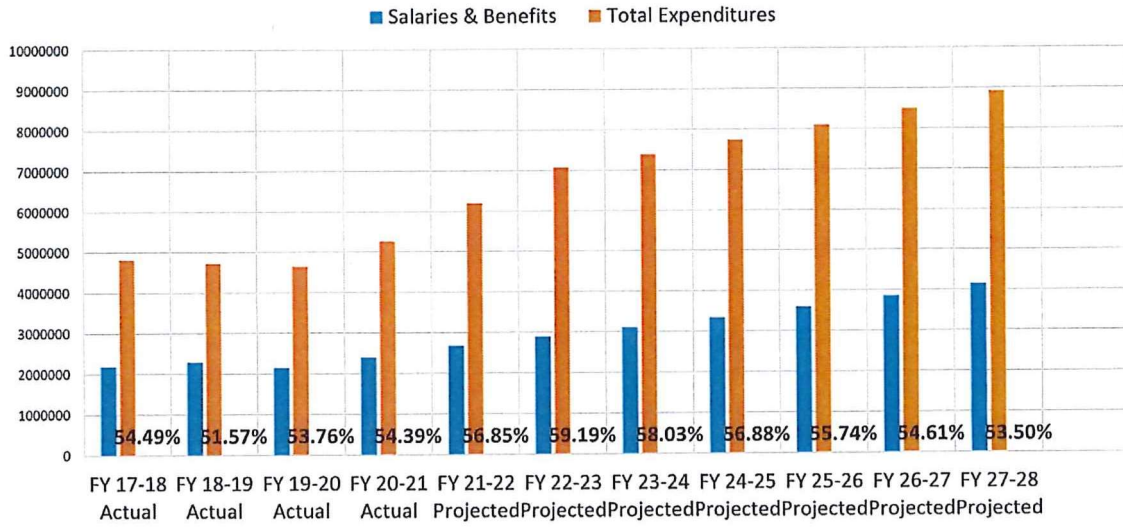
PROPERTY TAX RATE

Tax Rate

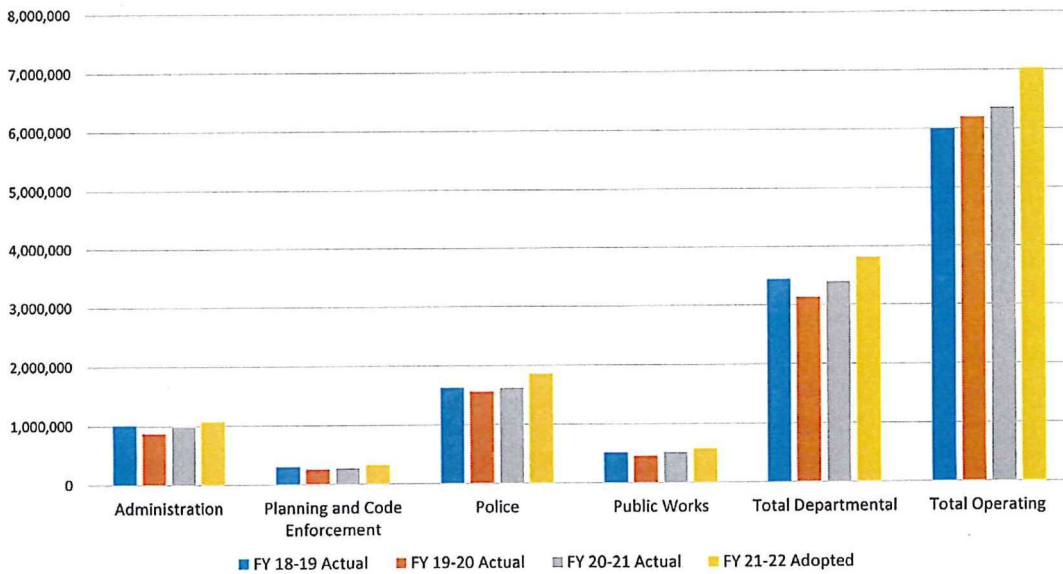
Property Taxes on a \$600,000 home	Tax Rate	Home Value	Tax Bill
FY 12	14	\$600,000	\$840
FY 13	16	\$600,000	\$960
FY 14	22	\$600,000	\$1,320
FY 15	22	\$600,000	\$1,320
FY 16	22	\$600,000	\$1,320
FY 17	22	\$600,000	\$1,320
FY 18	22	\$600,000	\$1,320
FY 19	22	\$600,000	\$1,320
FY 20	22	\$600,000	\$1,320
FY 21 (revaluation)	19.58	\$720,000	\$1,410
FY 22 (beach nourishment)	23.58	\$720,000	\$1,698

Tax Bill

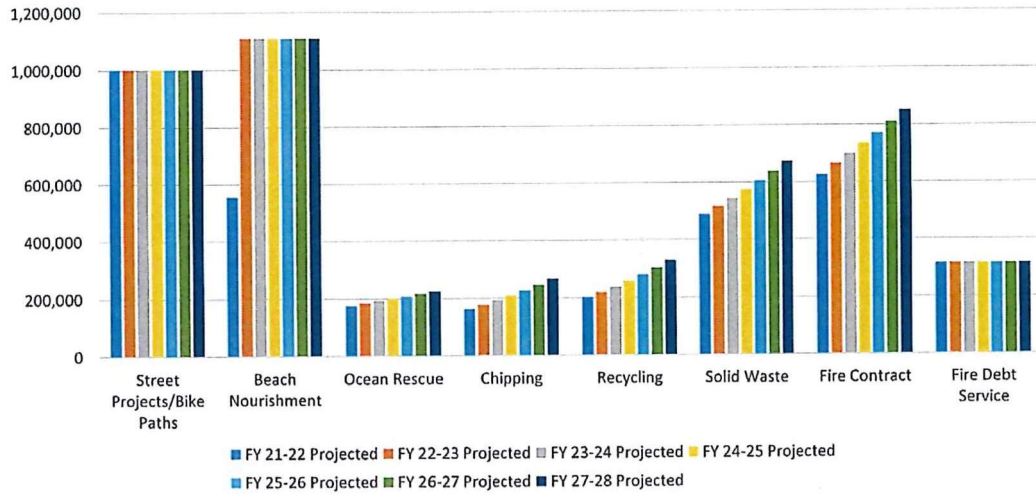
Salaries as a % of total expenditures



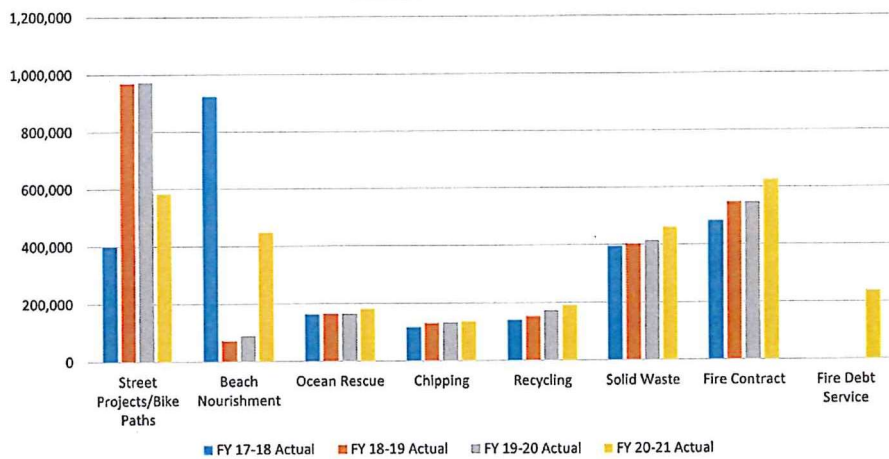
Departmental Expenditures



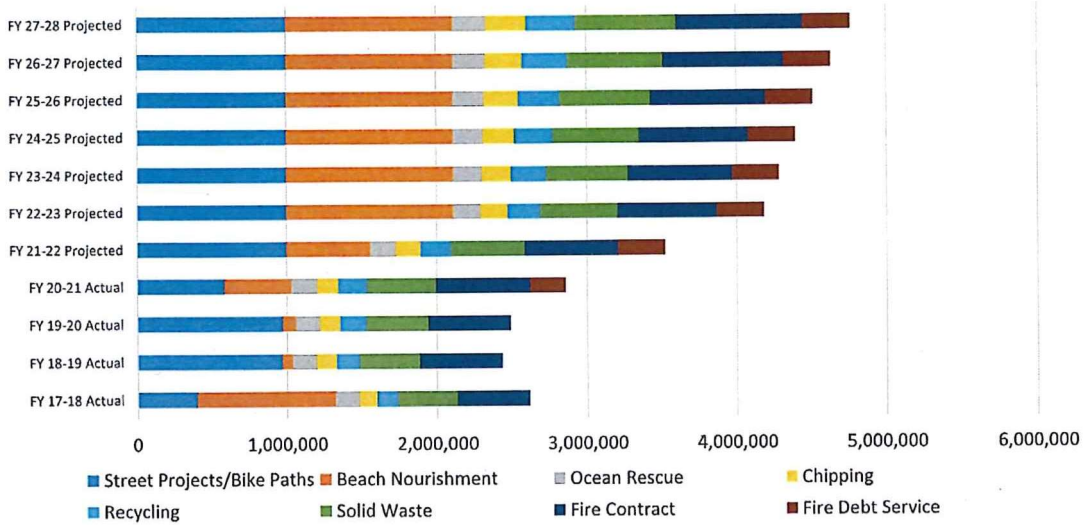
Contract Expenditures
Projected FY 22 - FY 28



Contract Expenditures
Actual FY 18 - FY 21



Contract Expenditures

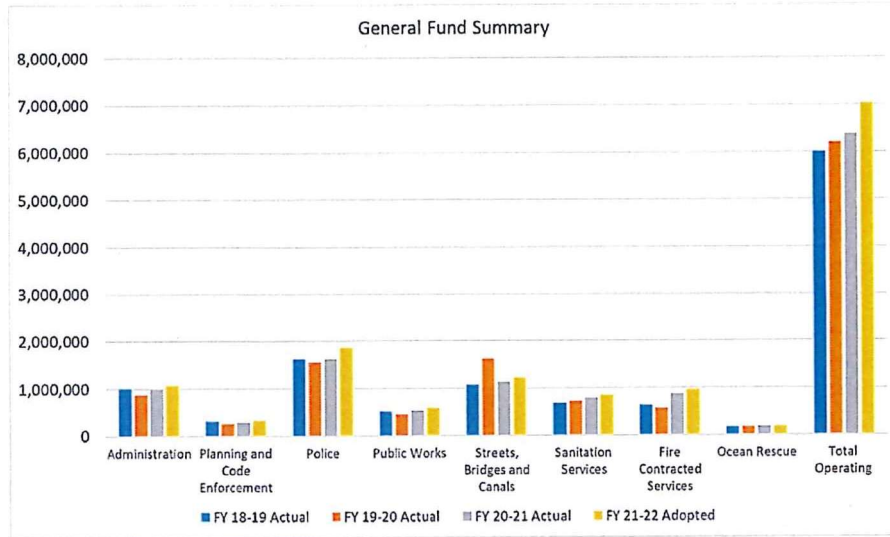


Expenditures

Contract Expenditures

	FY 17-18 Actual	FY 18-19 Actual	FY 19-20 Actual	FY 20-21 Actual	FY 21-22 Projected	FY 22-23 Projected	FY 23-24 Projected	FY 24-25 Projected	FY 25-26 Projected	FY 26-27 Projected	FY 27-28 Projected
Street Projects/Bike Paths	399,883	967,725	971,416	582,240	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000
Beach Nourishment	922,154	70,557	88,998	446,806	554,555	1,109,109	1,109,109	1,109,109	1,109,109	1,109,109	1,109,109
Ocean Rescue	161,550	163,500	163,500	179,700	176,000	184,000	192,000	200,000	208,000	216,000	224,000
Chipping	115,500	130,000	132,600	135,252	162,957	176,808	191,837	208,143	225,835	245,031	265,859
Recycling	139,849	152,833	172,512	189,711	201,026	218,113	236,653	256,768	278,594	302,274	327,967
Solid Waste	393,891	401,524	414,220	460,411	487,915	514,750	543,062	572,930	604,441	637,685	672,758
Fire Contract	481,925	545,914	545,914	625,358	625,358	665,223	698,484	733,408	770,079	808,583	849,012
Fire Debt Service	0	0	0	235,515	314,020	314,020	314,020	314,020	314,020	314,020	314,020
Total	2,614,752	2,432,053	2,489,160	2,854,993	3,521,831	4,182,024	4,285,165	4,394,379	4,510,076	4,632,703	4,762,729

Expenditures

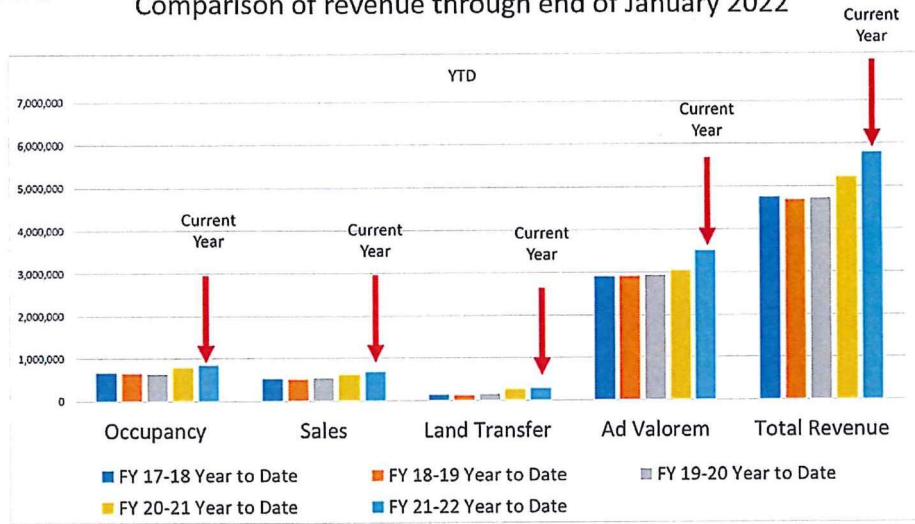


General Fund Summary

Expenditures	FY 18-19 Actual	FY 19-20 Actual	FY 20-21 Actual	FY 21-22 Adopted
Administration	1,004,062	867,379	985,138	1,065,058
Planning and Code Enforcement	300,597	252,702	275,158	323,989
Police	1,621,713	1,551,354	1,614,448	1,848,776
Public Works	513,772	452,219	519,555	572,145
Streets, Bridges and Canals	1,078,281	1,623,753	1,134,814	1,220,416
Sanitation Services	685,046	719,960	787,762	852,198
Fire Contracted Services	633,240	566,444	866,333	964,378
Ocean Rescue	163,500	163,500	179,700	176,000
Total Operating	6,000,161	6,197,311	6,362,908	7,022,960

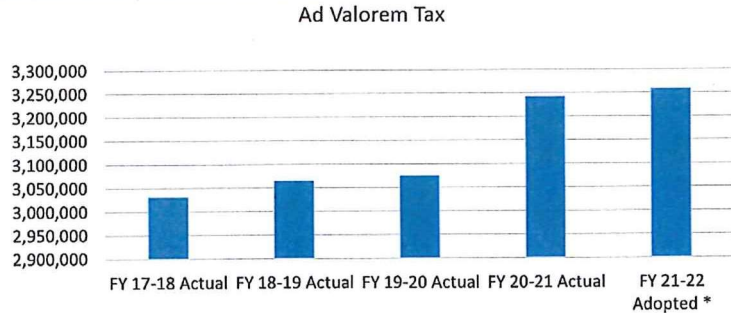
Revenue

Comparison of revenue through end of January 2022

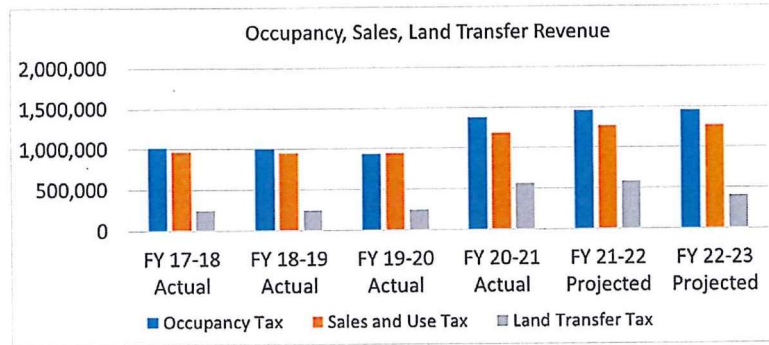


Revenues	FY 17-18 Actual	FY 18-19 Actual	FY 19-20 Actual	FY 20-21 Actual	FY 21-22 Adopted *
Ad Valorem Tax	3,030,645	3,064,445	3,074,049	3,241,973	3,257,898
% of total revenue	54%	48%	45%	50%	50%

* does not include MSD taxes



Revenues	FY 17-18		FY 19-20		FY 21-22	FY 22-23
	Actual	FY 18-19 Actual	Actual	FY 20-21 Actual	Projected	Projected
Occupancy Tax	1,014,531	1,001,880	936,756	1,376,367	1,450,643	1,450,643
Sales and Use Tax	964,512	948,993	940,848	1,175,685	1,269,525	1,269,525
Land Transfer Tax	248,575	249,211	245,958	560,093	576,601	400,000



Direction: Council is not inclined to fund day to day operations using unassigned fund balance to balance the budget annually; Council is okay utilizing fund balance for projects when necessary. The Town has accomplished and paid for some significant projects, over 3.2 million for the canal dredging project and \$350,000 toward the Pelican Watch project. Council acknowledged that taxes have not been raised in eight years, other than one time to specifically generate money for canal dredging/street improvements.

Town Manager Ogburn will present his proposed Manager’s Budget at the May 3, 2022 Council meeting, followed by a public hearing June 7, 2022. Council can schedule budget workshop meetings prior to June 30, 2022, at which time a budget must be adopted. The cost of “doing business” and the recent acceleration in the rate of inflation will need to be watched and considered.

Solid Waste Ordinance and Policy Revisions-Wes Haskett, Cliff Ogburn
Discussion of text amendment as recommended by the Planning Board.

There are items within the text amendment that require discussion, such as the potential need to differentiate the number of required carts between primary and residential.

A cart roll-back service contract cost is approximately \$10,000. The service would be for both sides of Ocean Blvd to the split and then to Hickory Blvd on Monday, Wednesday, and Friday from Memorial Day to Labor Day. The carts would be rolled out of the right of way. Educational materials will be determined by ordinance and policy changes.

Town staff would like to gain consensus on a level of comfort with the changes to the Solid Waste Ordinance, how to approach cart roll-back enforcement and whether to budget a contracted service to roll carts back.

Suggested Improvements to Solid Waste Ordinance

- Replace "should" with "shall" in several areas within ordinance (i.e. 24 hr. rollback) (TCA)
- Establish minimum number of trash and recycle receptacles based on advertised occupancy (TCA)
- Clear and prominent labeling with arrows toward street on can's lid showing TRASH or RECYCLE (TCA)
- Require fully functional lid covering entire receptacle (TCA)
- Support help from Public Works in off-season roll-backs and clearly obvious receptacle mishaps
- Enlist Police Department help for ID'ing excessive offenders, using provided data base of rental managers' contact information
- Compile a concise notice to send to all property owners and rental managers of pertinent ordinances and expectations explaining penalties for non-compliance (see Section 26-11) (Staff)
- Create brief educational plea for tenant's welcome packet (see "Requirement for Rental Managers") to be required by ordinance (TCA/Staff)

Suggested Requirements for Rental Managers

- Provide info on advertised occupancy: occupants must be less than or equal to the septic capacity registered with Dare County Health Department
- Provide direct contact info (phone/email) for head property manager
- Include in tenant's welcome packet a brief educational plea (cut/pasted from TOSS) about trash and recycling, to include:
 - do not overfill container
 - lids open towards street
 - no loose trash/recycle outside receptacles
 - collection day schedule
 - roll back within 24 hours of collection
 - do not mix trash with recyclables
 - do not bag recyclables

We need your help to make sure curbside collection goes smoothly. Please review the sections below for information on which items can be collected and when.

Garbage and Recycling Prep

Follow the steps below to make sure to put the right item in the right receptacle at the right time.

STEP	DESCRIPTION
1. Prep it	<ul style="list-style-type: none">• Bag garbage before placing it in the receptacle to keep the receptacle clean, lessen odors and reduce litter problems. For recyclables, keep it loose and bag-free (no plastic bags in the receptacle). View non-accepted items for garbage and recycling receptacles
2. Use the right receptacle	<ul style="list-style-type: none">• Use only Town approved receptacles.
3. Place your receptacle curbside (the right-of-way) on your collection day	<ul style="list-style-type: none">• Place garbage and recycling receptacles within three feet from the edge of the street, not in the street.• Keep receptacles at least three feet from other objects (i.e. vehicles, mail boxes, fences, power lines).• Position receptacles so that receptacle handle faces your house (see arrows on the lid). This will ensure the lid opens properly and is not damaged when emptied.• Place receptacle at the curbside the night before collection day.
4. Remove your receptacle prior to midnight day after collection	<ul style="list-style-type: none">• Remove receptacles from the curb by 12:00 a.m. the day after collection.• Receptacles should be stored where they cannot be seen from the street.

Unaccepted Items for Garbage and Recycling Receptacles

Not all items can go into your Town garbage and recycling receptacles. View non-accepted items for [garbage](#) and [recycling receptacles](#)

Fines and Penalties

[Sec. 26-5 of the Southern Shores Town Code](#) governs the placement of garbage and recycling receptacles to protect the appearance of neighborhoods and keep the streets free of obstacles for drivers, bicyclists, and pedestrians. Garbage and recycling receptacles placed too early or still on the curb after 12:00 a.m. on the day after your assigned collection day may incur a \$50 citation for violation of the Southern Shores Town Code.

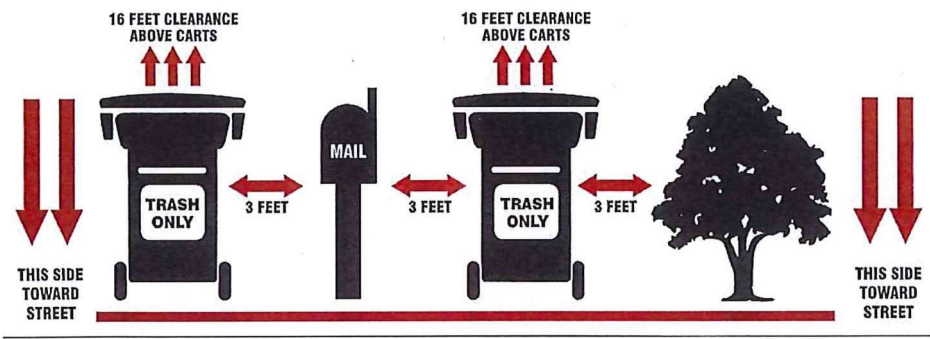
Violations of any provision contained within [Chapter 26 of the Southern Shores Town Code](#) may result in the following enforcement actions:

VIOLATION	FINE/PENALTY AMOUNT
Garbage/Recycling First Violation	Initial Warning Letter
Garbage/Recycling Second Violation	\$50 Administrative Fee
Garbage/Recycling Third Violation in a 12-Month Period	\$100 Administrative Fee \$150 Civil Penalty for each 24 hour period the violation continues to exist

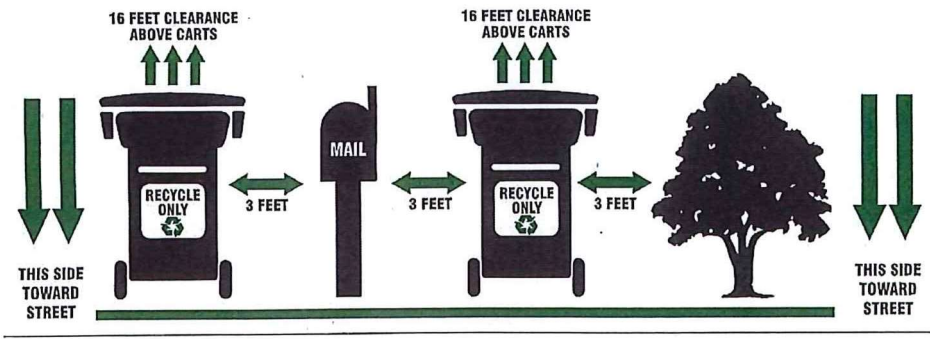
Number of Required Trash and Recycle Cans Per House:

Bedrooms	Residential Primary		Residential Rental	
	Trash	Recycle	Trash	Recycle
2-3				
4-5				
6-7				
8- +				

TRASH ONLY



RECYCLE ONLY



Direction: Council felt the number of cans required was in excess, at least for residential properties not in the rental market. Consensus of Council was to change the number of can requirements and differentiate between residential and rental before presenting to Council for consideration and vote at a regular meeting. Council was split on an employee or contractor performing a rollback service. Council directed the Town Manager to provide a plan and cost for roll-back service (the ability to bill for the service/or opt out). Educating the residents, visitors, and property managers is key. Staff is to provide the property management companies with stickers. The Town Manager will have staff distribute stickers to property owners when they renew their parking passes next year. Public Works will place stickers on the trash/recycle cans located at properties along Ocean Blvd. up to the split.

Stormwater Projects-Joe Anlauf, David Bradley

Staff would like to discuss conceptual plans for three potential projects and hopes to gain consensus on moving forward with any of the projects in order to budget accordingly.

- Ginguite Trail -By consensus, Town Manager Ogburn was given direction to move forward with the Ginguite Trail project.
- Wax Myrtle and Hickory Intersection-Council would like to see smaller steps to mitigate the main issue, things to protect the property located at intersection; approach the project with stepwise options.
- Sea Oats and NC 12-Council's directive at this time is to continue to communicate with NCDOT, as it is a state road.

Cliff Ogburn

From: Joseph Anlauf <jjanlauf@gmail.com>
Sent: Friday, January 7, 2022 4:06 PM
To: Cliff Ogburn
Cc: David Bradley
Subject: Ginguite Trail SW Remedy Concept
Attachments: Guingite SW Concept.pdf; Trench Section.pdf

Follow Up Flag: Flag for follow up
Flag Status: Flagged

Cliff,

David Bradley and I met out at 12 & 19 Ginguite Trail to look at the standing stormwater.

The right-of-way of Ginguite Trail is approximately 30 ft. in width once the road surface is subtracted leaves very little width for stormwater improvements.

Attached is a very simple sketch which illustrates the placement of fully perforated sock drain pipes on both sides of Ginguite Trail over the distance of the area experiencing the nuisance flooding. These pipes are connected at the north end of the proposed work area and then an outlet pipe is connected to the low lying area across from 16 Ginguite Trail. The stormwater system concept is a "closed loop" system which means that stormwater runoff cannot directly enter the system without passing through the sand to enter the perforated pipe network. Once the stormwater enters the ground it becomes groundwater which can be discharged. The sand acts as a single pass sand filter which will remove many pollutants from the water. I have attached a very rudimentary cross-section of the proposed sock drain pipe & trench.

This is very similar to the system in place along the right-of-way of the northern end of Chicahawk Trail but a much smaller version. The Chicahawk Trail system discharges directly to the Canal and a CAMA permit was obtained for this pipework.

I have also employed this method in the Town of Duck in multiple locations with great success.

This type of system works in two ways:

1. It works to lower the groundwater table ahead of the rain events.
2. It provides a positive outlet for the groundwater and promotes infiltration.

Utility conflicts with parallel utility lines are a concern but something that we have dealt with in the past.

Sincerely,
Joseph J. Anlauf, PE
Anlauf Engineering, PLLC
4721 W. Eckner Street
Kitty Hawk, NC 27949
(252)489-7143

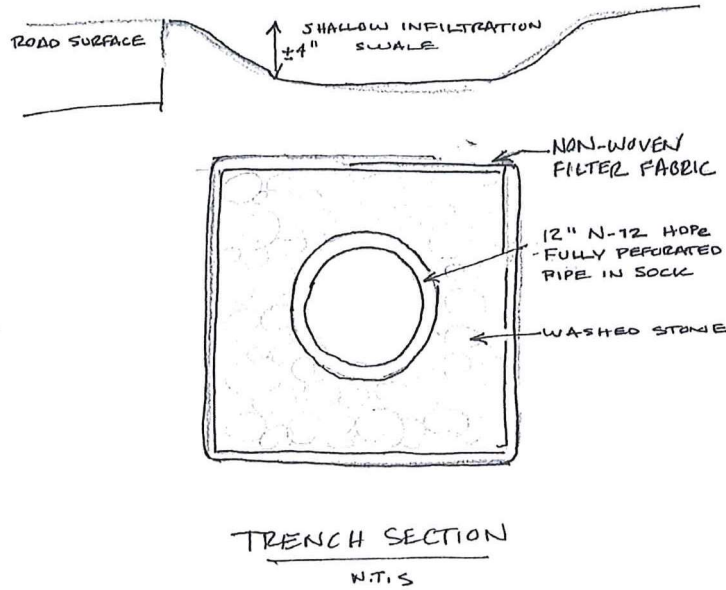
Calculation Sheet

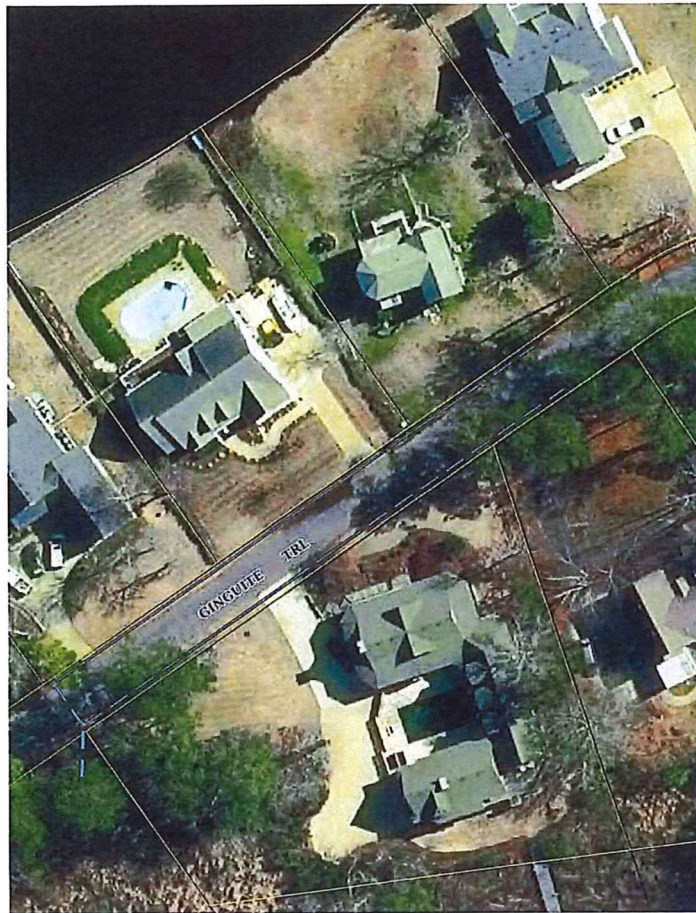
Project Description: GINGUITE SW

Project Number: P16001.38

Date: 1/7/22

Page ___ of ___





Lunch Recess 12-1 PM

Trinitie Trail Culvert- Town Engineer Joe Anlauf

Staff is requesting direction regarding repair/replacement of the Trinitie Trail Culvert.

In an email to the Public Works Director from the NC DOT Bridge Program Manager, John Abel indicated that:

“After investigating the pipe/ it will not qualify to be placed on the NBIS (National Bridge Inspection Standard) system because the structure must be at least 20/ or wider and this structure is roughly 16 During the site visit I did have Chris Beaty with Pomona Pipe to help determine the cause of the settlement. Upon further investigation it was determined that the sides of the culvert are moving inward, and the center of culvert is moving upward towards the road

We don't think it is a loss of backfill or a compaction issue. If you look into the culvert you can see the sides of the wall near the center bulging inward and if you look across the top of the pipe can see the upward movement in the center of the culvert.

At this point our solution would be to place a concrete slab that is approximately 50' in length and the width of roadway to try to minimize the upward lift and also help distribute

the load from traffic. The slab would need to be probably 10-12 inches thick with reinforcing steel in the slab. You could grade the concrete to match the profile of the road or resurface over the concrete once it has had time to cure.

I would definitely try this before spending probably \$750,000 to \$1,000,000 to place a 3-sided culvert at this location. Potential costs could be even higher based on utility relocations and design services."

The Town Engineer will participate in the discussion and be able to share his opinion and previous maintenance efforts. In considering replacement of the culvert with a concrete slab, the Town Engineer offered:

"If we cover over the bad culvert with a structural slab, it will likely provide an adequate remedy in the short term but will yield an uncertain life expectancy for the retrofit. A new bridge is expensive and time consuming but will likely last over 75 years meaning that this particular infrastructure item is fully functioning life expectancy by decades."

The new bridge also results in a few other benefits that may not be immediately apparent including the following:

1. Increase in the navigation width of the canal system - this benefits water flow in the canal system during tides and improves water quality. This also allows the property owners upstream of the culvert bridge to own a boat with a wider beam.
2. Increases the navigable height of the canal - this allows property owners upstream of the culvert to own a different class of boat (t-tops/ bimini tops/ pilot houses/ etc.)
3. Decreases the road height and increases the line of sight - in all previous design conversations the new concrete bridge deck will be a drive on surface. This negates the need for the height of the soil overburden on the culvert pipe and would reduce the road surface elevation by 18"-20': This is achieved without lowering the navigable height of the canal. This is a certain public safety enhancement for vehicles/ cyclists and pedestrians.
4. A new bridge deck provides an opportunity to improve the walking path in this vicinity so that it is safer for users - a new bridge would allow for a separate lane and barrier to protect cyclists and pedestrians traversing this area.

Direction: Consensus of Council is to pursue obtaining a cost to replace the Juniper/Trinitie Bridge, a project that will need a funding plan and timeline placed in the CIP. In regard to some requests, Council was in favor of striping the middle lane of the bridge as a temporary measure (citizen safety concern).

Town Engineer Joe Anlauf stated if the bridge is only 16 feet wide, Council may want to reconsider and not place striping.

Traffic Mitigation- Town Manager Ogburn

Several options were presented for Council consideration. An overview of the Streetlight Data Dashboard was also given.

Council is asked to consider scheduling a meeting for the public to give input on a plan for implementation during the 2022 summer season.

Options-

- 1- Local Traffic Only Barricades
- 2- One way and do not enter signage
- 3- Limit entry/exit to E Dogwood on oceanside
- 4- Close Median on E Dogwood
- 5- Close road at Hickory and Hillcrest
- 6- Educational Efforts
- 7- Waze
- 8- Continue to advocate for mid-Currituck Bridge

- 1- Local Traffic Only Barricades
- 2- One way and do not enter signage

Location				
E Dogwood and	Hickory	Barricades		
	Hillcrest	\$250 each		
	Sea Oats			
	Wax Myrtle			
Hickory and	Hillcrest			
	Sea Oats			
	Wax Myrtle			
	Jersey walls	\$400 each		
Hillcrest and	Sea Oats			
Ocean Blvd. at split				
Juniper				
10 barricades	\$250 each	\$2,500	or	
20 jersey walls	\$400 each	\$8,000		
20 signs	\$75 each	\$750		

The barricades are 8ft in length and will only require one per intersection. The barricades would take significantly less time to put in place and take down. However, they are easier for others to move. Could also mark these locations with "do not enter" signage and prohibit access with an ordinance and amendment to the traffic control map.

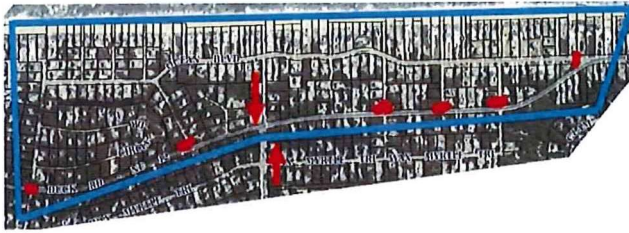
3- Limit entry/exit to E Dogwood on oceanside

Ocean Blvd at the triangle
Ocean Blvd and E Porpoise
Ocean Blvd and E Trout
Ocean Blvd and E Hickory
Ocean Blvd and E Dolphin

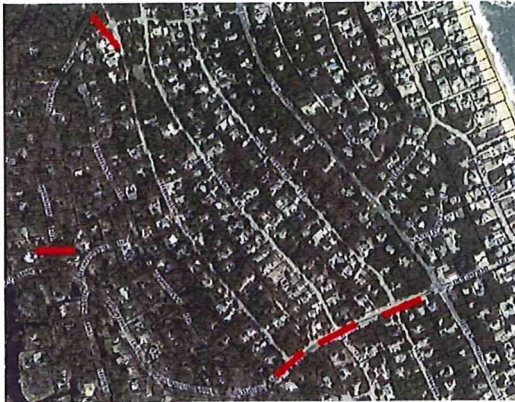
5 signs @ \$100 each

Total Cost \$500

Would limit all traffic from entering and exiting E Dogwood. Would require ordinance to enforce closure – could be limited days and times. Would need to consider hardened closures.



4- Close Median on E Dogwood



Should consider more substantial blockages.

Swing gates 2 each at Hillcrest Wax Myrtle and Sea Oats - \$9,800

Would need to block Hickory at E Dogwood or at Hillcrest





5- Close Intersection at Hickory and Hillcrest



2 swing gates @ \$1,800

Total Cost \$3,600



6- Educational Efforts

Mobile Message Board ————— \$20,000

Digital Billboard
\$9,920

Digital billboard has a total of 6 spots so if all 6 are sold at the time we are advertising, our spot will show up every sixth flip. Each advertiser's ad will display for 8 seconds before flipping to the next advertiser. Since this is a digital billboard, we have the option of running multiple creative artworks at a time if we would like.



8 weeks @ 1,240 June 26 – August 20

Static Billboard \$5,880

One available location in Powells Point at the Salt Works Carwash. It is a unipole sign and reads for southbound traffic and is on the left side of the highway. The sign is a 10x24 with lights and rents for \$450.00 per month with a 12-month contract. The cost to make the vinyl wrap for the sign is \$2.00 per square foot.



Information provided to property owners and town sites

dont use side roads
as short cuts

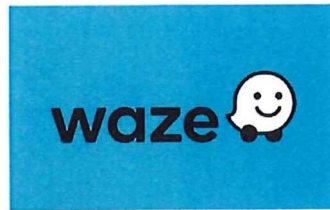
Stay on US 158
and NC 12 - it's
actually faster

**SUMMER TRAFFIC IN
SOUTHERN SHORES**
stop for pedestrians
watch for bicycles
slow down

**DON'T CUT THROUGH RESIDENTIAL
NEIGHBORHOODS**

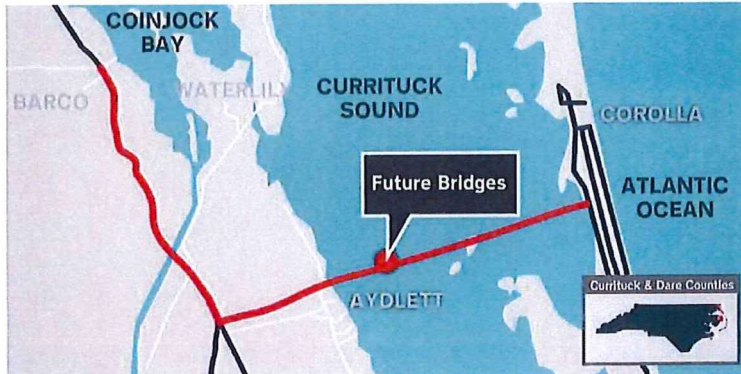
- It doesnt save time
- Its a public safety issue for emergency personnel and residents
- Traffic lights are timed to give north/south traffic on NC 12 the advantage

7-



Continue to mark intersections with do not enter indications.

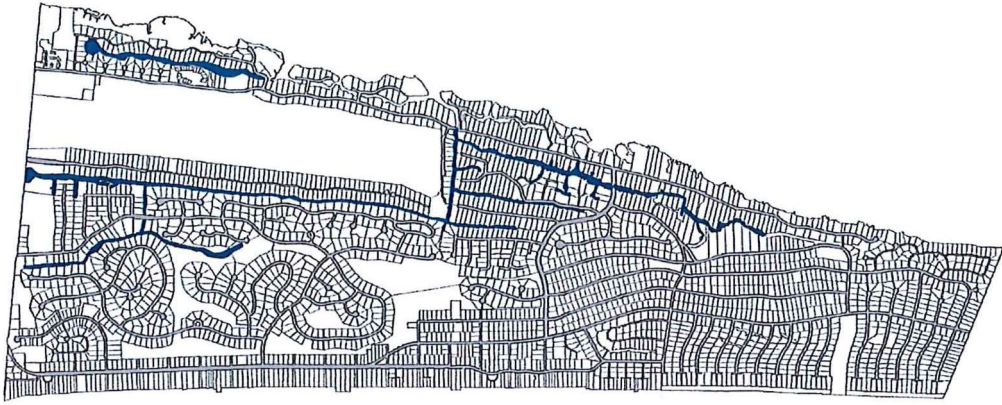
8- Continue to advocate for mid-Currituck Bridge



Amicus Brief

Lobbying Efforts

Encourage citizens to reach out to their legislatures



Direction: Council directed the Town Manager to schedule an information meeting for the community, where a proposed plan for the seasonal traffic will be communicated and residents can provide their input. The date of the meeting will be Tuesday, April 26th at 5:30 p.m. in the Pitts Center.

Future Path Projects-Cliff Ogburn, Wes Haskett

Staff, with Town Engineer estimated costs, has compiled a list of potential path projects for consideration.

Council is asked to prioritize the list of projects (listed below) and consider future grant applications for construction, possibly budgeted in the coming FY.

Direction: Council directed the Town Manager to move forward and do the small Chickahawk segment (south parking lot to NC12) within this fiscal year. Council by consensus prioritized the following order of segments utilizing a public safety perspective:

- Move Ocean Blvd to bottom, moving all others up in same order, except NC12
- Move NC12 to the top of priority list
- All path 5 feet wide
- Apply for grant funding for each project, except Chickahawk which is to be completed as soon as possible within this current budget year FY21-22.
- If NC12 project is successful, then Council will think about doing the west side.

Future Path Segments			estimate		
priority	road	segment	Length (ft.)	5' width (4" thick)	8' width (6"thick)
1A	Ocean Blvd	Triangle to E Dogwood	3326.4	\$ 85,821.12	\$ 196,124.54
1B		E Dogwood to Hickory	2534.4	\$ 65,387.52	\$ 149,428.22
		full length	5860.8	\$ 151,208.64	\$ 345,552.77
2A	Hickory	E Dogwood to NC 12	3062.4	\$ 79,009.92	\$ 180,559.10
2B		NC 12 to beach access	1372.8	\$ 35,418.24	\$ 80,940.29
		full length	4435.2	\$ 114,428.16	\$ 261,499.39
3	Hillcrest	Hickory to NC 12	4752	\$ 122,601.60	\$ 280,177.92
4A	Sea Oats	E Dogwood to Hillcrest	6336	\$ 163,468.80	\$ 373,570.56
4B		Hillcrest to NC 12	4646.4	\$ 119,877.12	\$ 273,951.74
		full length	10982.4	\$ 283,345.92	\$ 647,522.30
5	Wax Myrtle	E Dogwood to Hillcrest	6336	\$ 163,468.80	\$ 373,570.56
6	Chickahawk	Cul-de-sac to Trinitie	2164.8	\$ 55,851.84	\$ 127,636.61
7	Skyline Dr	full length	8500.8	\$ 219,320.64	\$ 501,207.17
8A	NC 12	(1) 158 - to E Dogwood	11616	\$ 299,692.80	\$ 684,879.36
8B		(2) E Dogwood to 13th Ave	8712	\$ 224,769.60	\$ 513,659.52
			20328	\$ 524,462.40	\$ 1,198,538.88
	Chickahawk	South parking lot to NC 12 widen existing path or relocacte existing path off side of road	275	\$ 7,095.00	\$ 16,214.00
	SSCA - path	harden existing path from Hillcrest to N Dogwood	275	\$ 7,095.00	\$ 16,214.00

Town Council Comments/Discussion

This time is set aside for any items for discussion or consideration Council might have, including discussion of a potential Community Garden to be located at Town owned property on Skyline Drive.

Direction: Council directed the Town Manager to see if there is any interest with the civic associations to do such a community garden project. The association would need to be willing to maintain the area.

Community Garden -

Map of town owned property on Skyline Drive





CHANGING LIVES, IMPACTING COMMUNITIES.
NC RECREATION AND PARK ASSOCIATION

Community gardens

Teaching people about healthy eating is important, but they cannot put that knowledge into practice if they do not have access to healthy food outside of class. Community gardens are a fantastic way to promote healthy eating. They can help teach people where their food comes from, and give them a chance to connect with their neighbors. Gardens can be small or large, but even a small garden can have a large impact on the health of your community.



Community Gardens for physical activity

Gardening not only produces great, healthy food; it provides a place for people to engage in physical activity. An hour of light gardening can burn as many calories in the average adult as spending an hour walking 3.5 miles. Gardening can increase physical activity in children, and has also been linked to greater physical activity and life satisfaction in seniors. Keep this in mind as you develop and use your gardens.

Creating a community garden

Building a community garden takes some planning, but does not have to cost tens of thousands of dollars. There are grant opportunities available (see resources), or a variety of potential funding partners (schools, hospitals, nonprofits, etc.). Before you begin, there are two things that must be considered: is there enough neighborhood interest in supporting a garden, and what need will it address in your community. Once these parameters are established, a location should be selected.

Selecting the proper site is critical to a garden's success. The site should have proper light and drainage. Accessibility to the site and within the site is an important consideration- especially if

you are target seniors and/or those with limited mobility. The garden should be centrally located so the gardeners will be able to get to the site easily. Also, consider using raised beds or container gardening to provide as inclusive of a gardening experience as possible. For more details of planning a community garden, check out the resources section.

Having a maintenance plan in place prior to the opening of the garden will help ensure its long-term success. Consider partnering with other organizations (such as nonprofits in the community) to aid in the maintenance of the garden. On the American Community Gardening Association website (see resources), there are a variety of sample rules and maintenance plans that you can use for inspiration.

Food safety

When a garden is used by many people, there is greater risk of food contamination. However, this issue can be mitigated through proper site selection, safe water sources, proper compost and fertilizer application, and food handling procedures. The USDA has a great [food safety tip sheet](#) for school gardens that can also apply to community gardens. NC Cooperative Extension's community garden [food safety guide](#) includes diagrams for proper location of water stations, as well as tips for sanitizing tools and managing volunteers.

Adding healthy eating programs to existing community gardens

Gardening is not the only thing that can be done in community gardens. If you have an existing garden, or want to introduce more citizens to your gardens, consider adding some programs based around or located in the garden. In the resource section, there are several links to a variety of programming ideas, including physical activity, nutrition, plant science, and arts and crafts. Most are geared toward kids, but some are applicable to all ages.

Next Steps

When you are done with this project, [share the results with us](#). And creating a community garden is just the beginning. To achieve their potential, gardens must have constant use and care. To promote community gardens as a resource for healthy food in your community, consider one of these ideas:

- Include gardening in your after-school programs
- Partner with your local school system to put community gardens in every school (this could be a great first step in developing a [joint-use agreement](#) with your school board).
- Have a community dinner or other event that promotes gardening where some of your harvest is shared with other citizens.
- Workshops for garden users on freezing or canning excess harvest.

Resources

Planning, funding, and creating gardens:

- [NC State's community gardening website](#)
- [North Carolina Community Garden Partners \(has resources and training events\)](#)
- [Creating gardens that are accessible to people with disabilities](#)
- [Denver Urban Garden's guide to creating and sustaining community gardens](#)
- [City of Vancouver guide to starting a community garden](#)
- [American Community Gardening Association resources \(includes sample forms, sample rules, and a monthly e-newsletter with funding and grant opportunities\)](#)
- [NRPA supplement with resources for establishing community gardens in your park](#)
- [Local Government Commission guide to the benefits of community gardens](#)

Programming gardens:

- [Physical activity through gardening](#)
- [Denver Urban Gardens nutrition curriculum](#)
- [California Department of Education garden nutrition program](#)
- [University of Illinois Cooperative Extension curriculum for 4th-5th graders about gardening](#)
- [California School Garden Network collection of garden-based lessons and curricula](#)

Council Comments-

Council Member Sherlock would like to move forward with an amicus brief, something short and simple that focuses on Town of Southern Shores. She stated it may not change the outcome but if the other side does one it would not look good for our side to be without. The Town Attorney is checking with the NC League of Municipalities about an amicus brief, as we would not want to do one if it would hurt our side.

Direction: Consensus of Council to place this item on the April 5th agenda and reach out to other towns and entities to contribute towards funding of the brief.

Adjourn - 3:12 p.m.

ATTEST:


A. Elizabeth Morey, Mayor



Respectfully submitted,


Sheila Kane, Town Clerk

The attached documents are incorporated herewith and are hereby made a part of these minutes.