



TOWN COUNCIL AGENDA

REGULAR MEETING

December 20, 2016 @ 6:30 p.m.

***Asterisks indicate documentation is included in agenda packet**

Call to Order – Mayor Swearingen

Invocation & Pledge of Allegiance – Pastor Cathy Chester, Coastal Carolina Vineyard Church

AWARDS

Pleasure Island Chamber of Commerce Awards (Swearingen)

APPROVAL OF CONSENT AGENDA ITEMS

1. *Adopt Capital Project Ordinance for H Avenue Lift Station
2. *Accept resignations from the SLABPP Committee: Susan Walters, Priscilla Smith, James Smith, Kerry Garrigan, Ann Hughes, Sara Smith and Pamela O’Quinn
3. *Fire Department Report – November 2016
4. *YTD Finance Report Meeting
5. Minutes:
 - *November 15, 2016 regular meeting
 - *November 17, 2016 special meeting

ADOPTION OF THE AGENDA

DISCUSSION AND CONSIDERATION OF PERSONS TO ADDRESS COUNCIL

Sign up at podium (3-minute limit)

DISCUSSION AND CONSIDERATION OF COMMITTEE BUSINESS

1. Board of Adjustment
2. Community Center Committee
3. Marketing Committee
4. Parks & Recreation Advisory Board
5. Planning & Zoning Commission
6. Shoreline Access, Beach Protection and Parking Committee
7. Non-town Committee Reports

DISCUSSION AND CONSIDERATION OF DEPARTMENT HEAD BUSINESS

1. Administration and Recreation
 - a. Consideration of date for 2017 Council Retreat (Avery)
 - Tuesday, January 24th
 - Tuesday, January 31st
 - Tuesday, February 7th
2. Finance Department
3. Building Department
4. Fire Department



TOWN COUNCIL AGENDA

REGULAR MEETING

December 20, 2016 @ 6:30 p.m.

5. Police Department
6. Public Works Department

DISCUSSION AND CONSIDERATION OF OLD BUSINESS

1. Focus Group Survey through Survey Monkey (Heglar)

DISCUSSION AND CONSIDERATION OF NEW BUSINESS

- 1.

MAYOR UPDATES (no action required)

COMMISSIONER ITEMS (no action required)

CLOSED SESSION

Personnel, per N.C.G.S. 143-318.11.(a)(6)

ADJOURNMENT



CAPITAL PROJECT ORDINANCE

H AVENUE LIFT STATION

Be it ordained by the Town Council of Kure Beach, North Carolina, that, pursuant to Section 13.2 of Chapter 159 of the General Statutes of North Carolina, the following capital project ordinance is hereby adopted:

Section 1. The project authorized is the construction of a new H Avenue lift station to be financed by a transfer from the Water/Sewer Fund, transfer from the Sewer Expansion Reserve Fund and installment financing.

Section 2. The officers of this unit are hereby directed to proceed with the capital project within the terms of the installment financing agreements and the budget contained herein.

Section 3. The following amounts are appropriated for the project:

Engineering and Construction	
Administration	\$116,000
Construction	<u>500,000</u>
Total Project Costs	<u>\$616,000</u>

Section 4. The following revenue sources are anticipated to be available to complete this project:

Transfer from the Water/Sewer Fund	\$ 50,000
Transfer from the Sewer Expansion Reserve Fund	150,000
Installment Financing	<u>416,000</u>
Total Revenue Sources	<u>\$616,000</u>

Section 5. The Finance Officer is hereby directed to maintain within the Capital Project Fund sufficient detailed accounting records to satisfy the requirements of any installment financing agreements and State and Federal regulations.

Section 6. Funds may be advanced from the Water/Sewer Fund for the purpose of making payments as due.

Section 7. The Finance Officer is directed to report, on a quarterly basis, on the financial status of each project element in Section 3 and on the total revenues received.

Section 8. The Budget Officer is directed to include a detailed analysis of past and future costs and revenues related to this capital project in every budget submission made to this Board.

Section 9. Copies of this capital project ordinance shall be furnished to the Town Clerk, the Budget Officer and the Finance Officer for direction in carrying out this project.

This ordinance being duly passed and adopted this 20th day of December, 2016.

Emilie Swearingen, Mayor

Nancy Avery, Town Clerk

December 12, 2016

Dear Councilmen Whitley and Bloszinsky,

We want to take this opportunity to thank both of you for your efforts to support the Shoreline Access Beach Protection & Parking Committee and its members. We especially want to acknowledge both of you for your sincere efforts in asking us to rescind our resignations.

After thoughtful consideration, we are not rescinding our resignations and wanted to be sure you understand why, as the reasons go beyond the way our Committee Co-Chair was treated by the Mayor at the October Council Meeting. While the tone of the Mayor's delivery was highly offensive that is not the primary reason we felt compelled to resign.

To be clear, the reasons for our resignations include:

- The Mayor clearly has little understanding or respect for the work of the Committee and we have seen no indication anything has changed or will change since the mayor's "apology" addressed only her style/behavior with no acknowledgement of the inaccuracy of her comments, the implication of improprieties and the belittlement of work the Committee has done.
- Per the Mayor, "Council Members don't always have the time to read the Committee minutes". All items addressed at the October Meeting by the Mayor were in our minutes and many were long standing items and clearly explained.
- The Mayor's narrative during the October Council Meeting was inaccurate. Our subsequent efforts to educate and clarify were unsuccessful. The Mayor's lack of acknowledgement that her information was inaccurate is evidence that nothing will change during her administration.

All of us are passionate about the quality of life in Kure Beach and hope to contribute again in the future.

Regards,

Susan Walters-Chair
Ann Hughes
Sara Smith
Kerry Garrigan

Cc: Dennis Panicali
Cc: Nancy Avery
Cc: Nancy Hewitt

Mayor Emilie Swearingen
Town of Kure Beach

My name is Susan Walters. I am the Chair of the Shoreline Access Beach Protection & Parking Committee for the Town of Kure Beach. I was out of town at the time of the most recent town council meeting, and my Co-Chair Dennis Panicali agreed to attend to represent our committee.

I spoke with my Co-Chair the morning after the council meeting and was shocked when he shared what had happened at council. I immediately began to listen to the audio of the council meeting that is available on the Town of Kure Beach website.

Mayor, you stated that you were "so excited to have someone from SLABPP here that you jumped over the representative from the P & Z Committee. You then began your dialogue with my Co-Chair stating that you had been "waiting 5 days for this". All throughout the almost 35 minutes that you spent attacking our committee I kept asking myself why did you not reach out to myself or my co-chair during those 5 days to clarify any questions or concerns that you had regarding SLABPP?

5 Parking Spaces on Ft.Fisher Blvd.

My understanding, based on the audio of the Town Council meeting on October 18, 2016 is that your original cause for concern was the SLABPP request to approve the remarking of the 5 parking spaces on Ft.Fisher Blvd. This was sent with a copy of the email from Stoney Mathis at DOT requesting final approval from council. This has been an agenda item and in our minutes since Ft.Fisher Blvd was repaved. This was also brought before council by the previous chair Tony Gonzalves and approved during your time on council as as both Commissioner Heglar & Commissioner Bloszinsky reminded you. Commissioner Bloszinsky even shared with you that he was present when he & Tony Gonzalves & Chief Cooper looked at these spaces.

Our previous representative at DOT had left, so Tony Gonzalves gave committee member Jim Smith the name of our new contact so that he could continue to follow up on reclaiming these parking spaces. You stated at council that you were "a little miffed & disappointed didn't say anything to council in advance". The 5 parking spaces have been an agenda item since May 2015. Our previous liaison Steve Pagely was present at more than one committee meeting when this item was discussed. There has never been any question until now our involvement in this agenda item. It is in the public record that this was approved. Our committee was thrilled when we found that our new DOT representative Stoney Mathis was very responsive and eager to work with

us to finalize this project. As he was new to the project, he just wanted council to sign off on the previously approved item and we would have these spaces re-marked.

Jim Smith forwarded the email from Stoney Mathis to Nancy Hewitt with a request to be put on the October agenda. That email also included a paragraph regarding Jim's discussion about whether or not we could have a crosswalk at the intersection of Ft. Fisher Blvd and K Avenue. As my Co-chair explained to council, this question arose because of concerns brought to us about the danger of crossing at that intersection. Stoney stated that he could give us several options/quotes to consider and the quotes would be done at no cost to the Town of Kure Beach.

Mayor, it is my understanding that you spoke with Stoney Mathis after receiving a copy of the email mentioned above. Our August 2016 minutes clearly state what was discussed with Stoney Mathis. The story you shared at the council meeting is not correct. Once again, if our minutes were read, and this was a concern I could have answered your questions regarding both the 5 spaces and our inquiry about a crosswalk. As Dennis Panicali pointed out to you at council, the crosswalk was just in the discovery phase.

I would also like to clarify one very important thing. Mayor, you continued to admonish my Co-Chair & Jim Smith (in emails to me) stating that "No citizen is allowed to contact any Federal, State or County government official on Town business without first coming to council and no one on staff except department heads and the Mayor & council members". Sometime during the first month after I was elected Chair of SLABPP I received a copy of "Committee/Board Chairperson Responsibilities" in my box at KB Town Hall. Nowhere in this document does it state what you said above. However, it does state..#12-No Committee/Board has the authority to financially or legally obligate the Town without prior approval either through the establishment of a budget or a specific funding allocation. No committee/board member has the authority to sign a contract on behalf of the town. If there is other information that is the same as what you stated in the council meeting, it should have been shared with me when I became Co-chair in May 2016 and Chair in June 2016. Based on the above, no one on my committee has acted inappropriately as you repeatedly implied at the council meeting.

The information that we would have received from Stoney Mathis about the crosswalk would have been brought to council as "show & tell". As Commissioner Bloszinsky requested regarding our Signage project, we also agree that the more we can show council the better you will be able to understand what we are bringing for consideration.

Our discussion regarding the need for a crosswalk was accidentally omitted from our September minutes, but was brought up at our October meeting and our October minutes were amended to include the crosswalk and were mailed to council on October 16th.

As to your email to me dated 10/17/16 where you say that "I might be surprised at how much "research" has been going on that neither you or I knew about, or maybe it is the way the minutes are written". First, I am not surprised at all by how much research has been going on. I was well aware that Jim Smith was working with Stoney Mathis on the 5 parking spaces, and also that he was going to raise the crosswalk question. As to how the minutes are written, I approve all minutes before they are sent out. I missed the fact that the crosswalk discussion was not on our September minutes but that was caught by another committee member and the minutes were amended.

Adopt-A-Beach

The topic of certificates for the Adopt-A-Beach program was also raised. You asked that we run them by Nancy Hewitt & Nancy Avery before we finalize them to be sure that they are consistent with the ones that the town normally gives out. As our committee began to design the Adopt-A-Beach website we were in contact with both Nancy Hewitt & Nancy Avery and the town attorney to be sure everything was as the town would want. We met with both Nancy Avery and Nancy Hewitt in council chambers to let them preview our website and welcomed their input. We made each and every change that they suggested. We have worked with them in the past on a certificate for service hours and had every intention of doing the same with this certificate before we brought this to council for approval in November. Our committee member who designed the entire website for free was working on a certificate to share at our November committee meeting. Once approved by SLABPP we would have forward this to Nancy Avery and Nancy Hewitt for approval, and planned to present at the November council meeting and share our plan to honor the amazing individuals and groups who have made this such a successful endeavor. We have never taken a step in this project without full approval from both counsel and Nancy Avery & Nancy Hewitt. They have been invaluable to this project.

TDA

This project has been in our minutes since the Beach Protection Committee & the SLAP committee merged in November 2013, and I gather it was on the SLAP agenda for much longer than that. Regarding your statement "Please don't tell me that this stands for Tourism Development Authority. I can't imagine that SLABPP does anything that has anything to do with this." The tone of this statement is insulting. Well, yes, it does stand

for that. One of the P's in our committee name is for Parking, and we are to make TDA aware of any additional parking spaces so that they can update the website. Our previous liaison never mentioned a concern about this being on our agenda.

Signage at the Beach

This was originally brought up as a concern because we constantly have people asking about the inconsistency or lack of our signs. This has been an ongoing agenda item since June 2016. Our minutes also reflect that two of our committee members have been working on this and reporting to us each month. A tremendous amount of work has gone into researching this project including a spreadsheet about the signage at all of our access points. As Dennis Panicali stated at counsel, the intent was to bring this to counsel as a full report for you to consider when it was ready.

With regards to your comments about our budget, or lack thereof, I would have appreciated it if someone would have contacted me regarding budget once I was made Chair in June. Many of your comments were directed at our committee under our previous chair. As Dennis Panicali made very clear, it was never our intention that these projects come out of our existing budget. Our intent was to do as much research on them as we could so that council would have all the information they needed to decide if they wanted to move forward.

Commissioner Bloszinsky's comments about all of the creative work our committee of volunteers do is very appreciated. We come from varied backgrounds, and work countless hours to do everything we can to make Kure Beach a better place to live and visit.

Sea Oats

I joined the Beach Protection Committee in 2012. Mike Bledsoe had been a member of our committee since 2007. Mike is our source for the sea oats that are planted in Kure Beach, always obtaining the healthiest plants and the most reasonable price for our town. Our committee organizes volunteers and plants those sea oats. For many years Mike Bledsoe, Tony Gonzalves & Andy Barnard (previous Chair of Beach Protection Committee) rode the beach in the bobcat belonging to the KB Fire Department to determine where and how many sea oats were needed to help protect our dunes. I find it incredibly sad that you do not recognize the dedication that Mike has shown for almost a decade to protecting our dunes.

Storm Water

Exactly as Dennis stated. In conversation with Sonny about signage, he raised the question about stormwater and received an answer. We appreciate Commissioner Heglar sharing his insights with us.

Invitation to Police Chief Bowden

Our intent was to introduce ourselves and have an open dialogue with Chief Bowden regarding the challenges that he faces with enforcing our town ordinances. Our committee also met with Chief Cooper several years ago. We had hoped to determine what we might do as a committee and as citizens of Kure Beach to aid in any way that we could.

Mayor, to reduce our concern for the cleanliness of the beach and the safety of our citizens and guests to "poop on the beach" is highly offensive to me, and also to our committee.

We are committee that designed, implemented and maintains the very successful Adopt-A-Beach program for Kure Beach and who also year after year designs, updates, publishes and distributes the "Welcome to Kure Beach" and "Bicycle Safety" brochures located in the foyer at Town Hall. It was very condescending to speak in that way about our concerns. Regarding your suggestion that we come up with a way that we can educate our community, please refer to our flagship Adopt-A-Beach program that has been hugely successful with all points on our beach covered by multiple citizens for close to a year now, and to the brochures mentioned above. Each year we distribute these brochures to all of the hotels and motels located in Kure Beach, and to all of the real estate companies located on Pleasure Island that rent property in Kure Beach to share with their guests, as well as many of the HOA's in Kure Beach to share with their homeowners. We are concerned with much more than poop on the beach. We have many ordinances on the books that are there to protect not only the beach, but the sea turtles and our dunes & also keep our citizens and guests safe. The BP in our committee name SLABPP stands for beach protection which is why we organize beach sweeps, plant sea oats, and work very hard to educate both our citizens and the guests in Kure Beach.

Joseph Whitley

I cannot speak to whether our previous chair had contact with Joseph, but I do know that he has never attended a SLABPP meeting, and until last week when I invited him to join us at our November meeting he had not reached out to me. In your email dated 10/17/16 you also stated that someone from our committee needs to attend every

council meeting and give a report and Joseph needs to attend every committee meeting even if it means changing our meeting date & time to accommodate him. I responded that either myself or my co-chair would be at council meetings and I also stated that I looked forward to working with Joseph. We would be happy to work with him and his schedule, but I have 11 volunteer committee members who also have jobs, families and commitments and we would need to be sure that changing our meeting date/time wouldn't hinder the success of our committee . He quickly responded that he did receive our minutes/emails and followed them and shared that he worked full time and juggles family and council responsibilities and he would try to attend our meetings. I let him know that I completely understood and I gave him the date and time of our next meeting. I am sure that Joseph Whitley would be a great liaison to our committee for all the insight and guidance he can share with us, and not because "he looks like he is on the beach" as you stated at council.

Mayor, you responded again that he was appointed in January and you were "surprised" I had never met him and I should be in contact with him regularly. You also stated that "Council Members do not always have time to read committee minutes and also council might have a question about the minutes".

Mayor Swearingen, if it is true as you stated that council members don't always have time to read committee minutes then I must say that I find that very discouraging. All town committees are volunteers who work tirelessly for the betterment of the Town of Kure Beach and it's citizens and deserve at the very least a quick look at their minutes. Most, if not all of the items you brought forward at the council meeting have been in our minutes for some time. Many of these items are long standing agenda items so I am very curious why no one had a concern until now. If those minutes had been read many of your questions could have been answered by our minutes or a simple phone call to me, rather than the scenario that you chose.

For you, as Mayor of Kure Beach to choose a very public forum to blindside a committee co-chair and systematically admonish our committee, refuse to listen to his valid clarifications or to those of your own Commissioners is at the very least unprofessional. Your condescending tone used throughout was unacceptable and I commend my Co-chair for his patience and composure during your 35 minute attack on our committee. You began by saying that nothing you had to say should be taken personally.

I would like to be very clear. I take it very personally, as I imagine many on my committee will when they listen to the public recording of the meeting.

Jim Smith & Dennis Panicali along with the rest of the SLABPP committee deserve a personal and public apology from you Mayor. Your unprofessional treatment of Dennis during the meeting, rarely giving him a moment to speak and then continuing on your monologue was very inappropriate. Jim Smith deserves an apology for the implication of impropriety that was laced throughout, and our committee deserves an apology for your choice of a very public forum to chastise us and all the hard work we are doing as volunteers.

As of this date, October 27, 2016 I am resigning as Chair from the KB SLABPP committee for all of the reasons stated above and the knowledge that it would be impossible to work in cooperation with someone who would deliberately and repeatedly belittle the efforts of the very people that are working to make Kure Beach a better place to live. This is not a decision that I make lightly. I have been very proud to serve on the committee and to serve as Chair. I am extremely proud of all of our accomplishments. I have worked with incredible people who have made a real difference in the town of Kure Beach. Not one of us deserved the sarcastic tone and uninformed tirade against our efforts.

Susan Walters

Chair- Shoreline Access Beach Protection & Parking Committee for the Town of Kure Beach

November 4, 2016

I have just returned from a family reunion/birthday celebration in Nashville. Being aware that I would miss the November meeting of the SLABP&P committee I have reached out to my friends and fellow volunteers to catch up on any developments in town.

I was aware of the fiasco regarding the unmarked parking spaces along Ft. Fisher Blvd. I was appalled by the attitude of the Mayor and her ignorance regarding what our committee was doing. I send her and all the Council, as well as all the committee members and both Nancy's the minutes of our meeting as I have done in the past for Beautification, the original Beach Protection and SLAP. The minutes are usually quite terse. They require very little time to read them and they do show what the committee(s) are doing,

I have been volunteering in Kure Beach since the late 1990's when the Beautification committee was started by Mayor Medlin. Joined Beach Protection when it was started and was an alternate on SLAP.

I have been a volunteer working with Mayor Medlin, Mayor Fuller, Mayor Mac, Mayor Lambeth, and now Mayor Swearinger and have never encountered, heard of, experienced the type of self righteous babble from any until now.

For starters, regarding the parking spaces on Ft. Fisher. These spaces have been in use since I came to Kure Beach in 1987. When the road was repaved these spaces were not remarked and for the past two years the committee has been working with DOT to get them remarked. THERE IS NO COST INVOLVED FOR THE TOWN. As to the crossing at K Ave and Ft. Fisher, the committee was asked to see if there was anything we could do to create a safer crossing. We were in contact with DOT and asked if they could help. The thought the idea for a crossing was a good one and volunteered to help us. This is not unusual. The DOT did advise us that a four way crossing would be costly and require moving several items. They would give us an idea of what a single cross would cost, what a double cross would cost and the four way cross. NO CHARGE. The committee would then send the information to the council for their comments. THIS IS INVESTIGATING THE FEASIBILITY OF IMPROVING LIFE IN KURE BEACH.

Over the years our committees have come up with ways to make Kure Beach pretty with plantings of flora, live Oak trees, the boardwalk along Atlantic Avenue, Parking at the playground, upgrading the beach accesses, creating and distribution of brochures advising what can and cannot be done in Kure Beach;, brochures on bike safety, etc. These are just a drop in the bucket of projects done by town volunteers.

Sadly, with the present acrimony from the mayor, I can no longer volunteer. Hopefully in the future things will change and I can again work for my wonderful Town.

Respectfully submitted

Priscilla Smith, Secretary

November, 2016

I have been out of Town for the past week and a half. Upon returning, I have reviewed with amazement the October Council Meeting

Being a Kure Beach Town Volunteer for more than Ten Years, I respectfully tender my resignation in full agreement with those who have already resigned.

Jim Smith

Kerry Garrigan



910-458-7894
kagmbg@gmail.com

10/27/2016

Town of Kure Beach-SLABPP Committee Members & Co-Chair,

Please accept my resignation from the Committee effective today, October 27, 2016.

I have enjoyed serving on the Committee for the last 5 years and especially in the last 2 years as the members have worked so hard together and we have accomplished so much. It has been a pleasure to work with people who truly care about the town of Kure Beach and have no hidden agendas.

We should all be proud of what has been done recently and how successful the Adopt A Beach Program has been.

I cannot continue in view of Susan's resignation and what happened at the Council meeting. It is such a loss. She was a terrific and dedicated leader. I shall miss her and the rest of you.

I hope I will be able to serve again someday and wish you all the best.

Warm regards,
Kerry Garrigan



October 28, 2016

To: SLABPP Chair, Co-Chair and committee members;

After thoughtful consideration, I am submitting my resignation as committee member of the Shoreline Access, Beach Protection & Parking Committee for the Town of Kure Beach, effective today.

I've been a committee member for over 2 years and have been very proud of the work that has been accomplished through this all volunteer committee. After hearing the October Council audio minutes it is rather apparent that our efforts have not been well received. I personally would have hoped that a positive and constructive dialogue would have come from Council rather than the very public reprimand that was made by our Mayor.

I will continue to volunteer for our community as I am very proud of who we are. There are, however, many other ways I can volunteer and continue to make positive and constructive contributions to our community without being subjected to the very condescending, public ridicule that came from our Mayor in those minutes.

I look forward to working with many of you again.

Best Regards,

Ann Hughes

October 28, 2016

Kure Beach Town Council and SLABP&P Committee Members,

Please accept this letter as my resignation from the SLABP&P Committee effective today, October 28, 2016.

I have served as a volunteer on this committee for about two years and feel fortunate to have worked directly with many of the initiatives that Susan Walters mentioned in her letter to Mayor Swearingen. All of our committee members have spent countless hours to develop programs and services to improve the quality of life for our citizens and visitors. We never should have been exposed to the open-forum ridicule that occurred at the recent Town Council meeting.

I, like Kerry, cannot continue to serve on SLABP&P in light of that meeting and the resignation of Susan Walters. Susan gave her heart and soul to this committee and its initiatives for many years.

Sincerely,

Sara Smith

Nancy Hewitt

From: Pamela OQuinn <ledtif@yahoo.com>
Sent: Thursday, November 17, 2016 3:36 PM
To: dipanicali@gmail.com; mbledsoe133@gmail.com; fredgecomb@gmail.com; randy6b6@gmail.com; Emilie Swearingen; Joseph Whitley; Jim Dugan; Nancy Hewitt; Nancy Avery; Craig Bloszinsky; topmensa@aol.com; David Heglar
Subject: SLABP&P Resignation

November 17, 2016

Kure Beach Town Council and SLABP&P Committee Members

After living in various corners of the world, I proudly call Kure Beach my home as of March 2016.

Anxious about getting involved in my new community my neighbor suggested to join the SLABP&P committee which I enthusiastically did in September 2016.

I chose to be open-minded and did not listen to the audio of the October Town Council meeting. Soon after four of our long-standing and valuable members which included our Chair resigned. Since that time two additional members that have been volunteering in Kure Beach since the 1990's also resigned.

Recently I listened to the audio and find it incomprehensible the way our Mayor verbally attacked a member of our committee and misunderstood most of what our committee was trying to accomplish. She did state she doesn't always read the minutes provided to her by the SLABP&P committee nor had she reached out to anyone on the committee before the Town Council meeting to answer any misunderstandings.

Sadly I must resign from the SLABP&P as of today.

Regretfully,

Pamela O'Quinn

KURE BEACH FIRE DEPARTMENT

FIRE CHIEF'S REPORT NOVEMBER, 2016

DATE	PURPOSE
11/02/16	EMS
11/03/16	EMS
11/04/16	CABLE DOWN
11/09/16	EMS
11/12/16	WATER RESCUE
11/12/16	WATER RESCUE
11/12/16	SMOKE SIGHTING
11/12/16	WIRE DOWN
11/12/16	TRAFFIC ACCIDENT
11/12/16	WATER RESCUE
11/12/16	MUTUAL AID Cbfd
11/12/16	EMS
11/13/16	WATER RESCUE
11/13/16	FALSE ALARM
11/13/16	EMS
11/15/16	ASSIST PUBLIC
11/19/16	EMS
11/20/16	OUTSIDE FIRE
11/21/16	DRILL
11/21/16	MUTUAL AID Cbfd
11/22/16	EMS
11/23/16	FALSE ALARM
11/23/16	HEAVY SMOKE
11/25/16	FALSE ALARM
11/28/16	EMS
11/29/16	EMS

All equipment checked and found to be in working order

Harold Heglar
Chief

TOWN OF KURE BEACH
REVENUE AND EXPENDITURE SUMMARY
JULY 1, 2016 TO DECEMBER 9, 2016

REVENUES

	2017 Initial Bud.	2017 Amend. Bud.	Actual 12/09/2016	% Collected
GENERAL FUND				
Property Taxes (Cur. & PY)	\$ 2,328,500	\$ 2,328,500	\$ 1,298,582	55.8%
Local Option Sales Tax	\$ 800,075	\$ 800,075	\$ 351,476	43.9%
Franchise & Utility Tax	\$ 249,000	\$ 249,000	\$ 47,590	19.1%
TDA Funds	\$ 204,517	\$ 204,517	\$ -	0.0%
Garbage & Recycling	\$ 343,375	\$ 343,375	\$ 151,229	44.0%
ABC Revenue	\$ 12,300	\$ 12,300	\$ 9,073	73.8%
Bldg. Permit & Fire Inspect. Fees	\$ 56,800	\$ 56,800	\$ 45,515	80.1%
Communication Tower Rent	\$ 77,408	\$ 77,408	\$ 39,245	50.7%
Motor Vehicle Tags	\$ 12,000	\$ 12,000	\$ 5,145	42.9%
Com Ctr/Parks & Rec/St Festival	\$ 26,350	\$ 26,350	\$ 10,466	39.7%
Town Facility Rentals	\$ 11,000	\$ 11,000	\$ 6,724	61.1%
Beer & Wine Tax	\$ 10,000	\$ 10,000	\$ -	0.0%
OPF - Bluefish Purchases	\$ 13,200	\$ 13,200	\$ 4,280	32.4%
Sales Tax Refund	\$ 47,500	\$ 47,500	\$ 48,902	103.0%
CAMA & Impact Fees	\$ 3,200	\$ 3,200	\$ 1,515	47.3%
All Other Revenues	\$ 3,145	\$ 61,125	\$ 3,415	5.6%
Other Financing Sources	\$ 290,000	\$ 290,000	\$ 280,123	96.6%
Total Revenues	\$ 4,488,370	\$ 4,546,350	\$ 2,303,280	50.7%

EXPENDITURES

	2017 Initial Bud.	2017 Amend. Bud.	Actual 12/09/2016	% Spent
GENERAL FUND				
Governing Body	\$ 35,517	\$ 35,517	\$ 26,814	75.5%
Committees	\$ 4,300	\$ 12,280	\$ 11,505	93.7%
Finance	\$ 151,889	\$ 151,889	\$ 84,145	55.4%
Administration	\$ 397,192	\$ 397,192	\$ 195,712	49.3%
Community Center	\$ 23,300	\$ 23,300	\$ 7,074	30.4%
Emergency Management	\$ 100	\$ 100	\$ 6	6.0%
Tax Collections	\$ 25,000	\$ 25,000	\$ 5,538	22.2%
Legal	\$ 28,900	\$ 28,900	\$ 12,551	43.4%
Police Department	\$ 1,265,716	\$ 1,265,716	\$ 552,907	43.7%
Fire Department	\$ 685,845	\$ 685,845	\$ 272,747	39.8%
Lifeguards	\$ 192,217	\$ 192,217	\$ 79,970	41.6%
Parks & Recreation	\$ 146,114	\$ 146,114	\$ 59,728	40.9%
Bldg Inspection/Code Enforcement	\$ 124,763	\$ 124,763	\$ 49,686	39.8%
Streets & Sanitation	\$ 988,011	\$ 988,011	\$ 549,177	55.6%
Debt Service	\$ 316,626	\$ 316,626	\$ 201,117	63.5%
Transfer to Other Funds	\$ 50,000	\$ 100,000	\$ 100,000	100.0%
Contingency	\$ 52,880	\$ 52,880	\$ -	0.0%
Total Expenses	\$ 4,488,370	\$ 4,546,350	\$ 2,208,677	48.6%
WATER & SEWER FUND				
Governing Body	\$ 15,017	\$ 15,017	\$ 7,744	51.6%
Legal	\$ 28,900	\$ 28,900	\$ 12,551	43.4%
Finance	\$ 178,238	\$ 178,238	\$ 85,739	48.1%
Administration	\$ 248,806	\$ 248,806	\$ 147,591	59.3%
Operations & Transfer	\$ 1,748,714	\$ 1,748,714	\$ 827,379	47.3%
Total Expenses	\$ 2,219,675	\$ 2,219,675	\$ 1,081,004	48.7%
STORM WATER FUND				
Total Expenses	\$ 690,373	\$ 690,373	\$ 196,039	28.4%
POWELL BILL FUND				
Total Expenses	\$ 65,050	\$ 65,050	\$ 8,846	13.6%
SEWER EXPANSION RESERVE FUND (SERF)				
Total Expenses	\$ 180,000	\$ 180,000	\$ 180,000	100.0%
BEACH PROTECTION FUND				
Total Expenses	\$ 50,440	\$ 50,440	\$ -	0.0%
FEDERAL ASSET FORFEITURE FUND				
Total Expenses	\$ 50,000	\$ 50,000	\$ 23,181	46.4%

**TOWN OF KURE BEACH
CASH AND INVESTMENTS
AS OF NOVEMBER 30, 2016**

<u>FUND</u>	<u>CASH IN BANK</u>	<u>INVESTMENTS</u>	<u>TOTAL CASH & INVESTMENTS</u>
General	\$2,576,245	\$342,262	\$2,918,507
Water/Sewer	\$1,466,518	\$585,594	\$2,052,112
Storm Water	\$724,040	\$240,617	\$964,657
SERF	\$357,886	\$91,374	\$449,260
Powell Bill	\$264,284	\$19,951	\$284,235
Beach Protection	\$111,640	\$175,543	\$287,183
Federal Asset Forfeiture	\$74,772	\$0	\$74,772
Capital Project Fund	\$21,250	\$0	\$21,250
TOTAL	\$5,596,635	\$1,455,341	\$7,051,976

<u>INSTITUTION</u>	<u>CASH IN BANK</u>	<u>INVESTMENTS</u>
BB&T	\$5,596,635	\$0
First Bank - Certificates of Deposit	\$0	\$963,505
NCCMT Term Portfolio	\$0	\$482,493
NCCMT Cash Portfolio	\$0	\$9,343
TOTAL	\$5,596,635	\$1,455,341

TOWN OF KURE BEACH
SUMMARY OF CONTINGENCY FUND AND COMMITTEE
EXPENDITURE ACTIVITY
07/01/2016 - 12/09/2016

CONTINGENCY FUND

Fiscal Year 2017 Budget	\$52,880.00
Less:	
No activity	<u>\$0.00</u>
Remaining Budget as of 12/09/2016	<u><u>\$52,880.00</u></u>

COMMITTEE (Shoreline Access, Beach Protection & Parking) EXPENDITURES

Amended Fiscal Year 2017 Budget	\$12,280.00
Less Expenditures:	
Grant Writer Fees (E & I Avenue)	\$525.00
H Ave. Beach Access Solar Lighting	\$7,980.00
E Ave. Parking 60% of Design & Eng.	\$1,500.00
I Ave. Parking 60% of Design & Eng.	<u>\$1,500.00</u>
Total Expenditures	\$11,505.00
Projects Approved By Council But Not Yet Expended:	
No activity	<u>\$0.00</u>
Total Approved, Not Expended	<u><u>\$0.00</u></u>
Remaining Budget as of 12/09/2016	<u><u>\$775.00</u></u>

**TOWN OF KURE BEACH
DEBT LISTING
DECEMBER 20, 2016**

LOAN PURPOSE/DESCRIPTION	FUND	LENDER	DATE OF LOAN	AMOUNT FINANCED	INTEREST RATE	LOAN TERM (YRS)	DATE PAID OFF	BALANCE AT 12/20/16	PAYMENT FREQUENCY	PAYMENT AMOUNT	NEXT PAY DATE	INT. EXPENSE LIFE OF LOAN
Sewer Rehabilitation Project (a)	W/S	Fed Gov	05/01/2010	\$432,660	0.00%	20	05/01/2030	\$147,780.03	Annual	\$10,555.72	05/01/2017	\$0.00
Ocean Front Park (development)	G	BB&T	07/12/2011	\$347,000	4.39%	17	07/12/2028	\$244,941.20	Annual	\$31,164.68	07/12/2017	\$137,099.64
Ocean Front Park (acquisition)	G	BB&T	12/19/2007	\$3,600,000	4.28%	20	12/19/2027	\$713,942.41	Annual	\$95,460.60	12/19/2017	\$690,135.16
334 S. 4th, 402 H & 406 H Ave. Water Tower & Well House & Town Hall Expansion (b)	G, W/S	BB&T	03/12/2015	\$409,471	2.49%	10	03/12/2025	\$368,524.03	Annual	\$51,142.95	03/12/2017	\$56,077.07
		BB&T	04/11/2007	\$1,187,187	3.92%	15	05/07/2022	\$517,106.22	Semi-annual	\$52,716.71	05/07/2017	\$394,314.33
2016 John Deere Backhoe (c)	W/S, SW	BB&T	11/09/2016	\$105,273	1.87%	5	11/09/2021	\$105,273.00	Annual	\$22,250.35	11/09/2017	\$5,978.75
2017 Freightliner Garbage Truck	G	1st Bank	08/23/2016	\$179,756	1.70%	5	08/23/2021	\$179,756.00	Annual	\$37,805.31	08/23/2017	\$9,270.57
(2) 2016 Police Dodge Chargers	G	1st Bank	11/09/2016	\$63,500	1.60%	4	11/09/2020	\$63,500.00	Annual	\$16,515.04	11/09/2017	\$2,560.16
O'Brien 7065 Hydroletter (c)	W/S, SW	1st Bank	08/13/2015	\$81,485	1.70%	5	08/13/2020	\$65,732.71	Annual	\$17,149.28	08/13/2017	\$4,202.44
2016 Chevrolet Silverado	G	1st Bank	07/26/2016	\$36,867	1.60%	4	07/26/2020	\$36,867.00	Annual	\$9,593.55	07/26/2017	\$1,486.39
Cutter Court Drainage Project	SW	B of A	07/23/2005	\$875,000	4.40%	15	06/23/2020	\$259,224.67	Monthly	\$6,677.76	01/23/2017	\$326,995.49
FY 2016 Equipment & Vehicles (d)	G, W/S	BB&T	09/14/2015	\$186,000	2.01%	4	09/14/2019	\$140,878.73	Annual	\$48,859.87	09/14/2017	\$9,439.48
(2) 2015 Police Cars	G	BB&T	03/27/2015	\$48,359	2.19%	4	03/27/2019	\$36,659.23	Annual	\$12,758.83	03/27/2017	\$2,676.33
2015 Ford F-250 Utility Truck	W/S	BB&T	10/24/2014	\$32,216	2.19%	4	10/24/2018	\$16,456.90	Annual	\$8,499.73	10/24/2017	\$1,782.92
Downtown Improvement Project	G	BB&T	01/17/2014	\$117,000	1.93%	4.5	06/17/2018	\$71,644.71	Annual	\$24,719.00	01/17/2017	\$6,595.00
2013 Ford F-150 Police Truck	G	BB&T	01/15/2014	\$32,000	2.18%	4	01/15/2018	\$16,345.00	Annual	\$8,440.70	01/15/2017	\$1,762.80
2013 Ford Police Utility	G	BB&T	06/28/2013	\$29,836	2.17%	4	06/28/2017	\$7,700.88	Annual	\$7,867.99	06/28/2017	\$1,635.96

FUND CODES

G - General Fund
W/S - Water/Sewer Fund
SW - Storm Water Fund

TOTAL OUTSTANDING DEBT AT 12/20/2016:

General Fund \$ 1,931,831.52
Water/Sewer Fund \$ 715,773.67
Storm Water Fund \$ 344,727.53
Total \$ 2,992,332.72

NOTES

- (a) - Total amount borrowed was \$432,660. As part of ARRA, the unpaid balance was immediately reduced by one-half of the loan amount.
- (b) - 78% of loan is Water/Sewer Fund and 22% is General Fund.
- (c) - 50% of loan is Water/Sewer Fund and 50% is Storm Water Fund.
- (d) - 55.5% of loan is General Fund and 44.5% is Water/Sewer Fund.

LOAN PAYMENTS DUE (Next 12 Months):

12/21/2016 - 03/31/2017 \$ 117,094.76
04/01/2017 - 06/30/2017 \$ 91,173.70
07/01/2017 - 09/30/2017 \$ 164,605.97
10/01/2017 - 12/20/2017 \$ 215,475.71
Total \$ 588,350.14

**TOWN OF KURE BEACH
BYPASS FORCE MAIN CAPITAL PROJECT BUDGET STATUS
AS OF 12/09/2016**

	APPROVED BUDGET	REVISED BUDGET (1)	FY 2016 ACTUAL	FY 2017 ACTUAL	TOTAL ACTUAL
<u>EXPENDITURES</u>					
<u>ENGINEERING SERVICES, PA</u>					
Land Surveying Fees	\$2,600	\$2,600	\$2,600.00	\$0.00	\$2,600.00
Engineering Design	\$15,800	\$15,800	\$7,900.00	\$7,900.00	\$15,800.00
Informal Bid Assistance	\$2,800	\$2,800	\$0.00	\$2,800.00	\$2,800.00
Construction Administration	\$6,725	\$6,725	\$0.00	\$6,725.00	\$6,725.00
Construction Observation	\$10,400	\$10,400	\$0.00	\$10,400.00	\$10,400.00
Total Engineering Services, PA	<u>\$38,325</u>	<u>\$38,325</u>	<u>\$10,500.00</u>	<u>\$27,825.00</u>	<u>\$38,325.00</u>
<u>T&H CONSTRUCTION OF NC</u>					
Construction	\$132,494.22	\$189,494.22	\$0.00	\$114,608.11	\$114,608.11
GRAND TOTAL EXPENDITURES	<u><u>\$170,819.22</u></u>	<u><u>\$227,819.22</u></u>	<u><u>\$10,500.00</u></u>	<u><u>\$142,433.11</u></u>	<u><u>\$152,933.11</u></u>
<u>PROJECT REVENUE SOURCES</u>					
FY 2016 Water/Sewer Fund Operating Revenue	\$10,500.00	\$10,500.00	\$10,500.00	\$0.00	\$10,500.00
Transfer From Sewer Expansion Reserve Fund to Water/Sewer Fund	\$160,319.22	\$180,000.00	\$0.00	\$180,000.00	\$180,000.00
FY 2017 Water/Sewer Fund Operating Revenue	\$0.00	\$37,319.22	\$0.00	\$0.00	\$0.00
GRAND TOTAL PROJECT REVENUE SOURCES	<u><u>\$170,819.22</u></u>	<u><u>\$227,819.22</u></u>	<u><u>\$10,500.00</u></u>	<u><u>\$180,000.00</u></u>	<u><u>\$190,500.00</u></u>

(1) - Revised budget includes Change Order No. 1 that adds an emergency bypass pump connection totaling \$24,000, Change Order No. 2 adding a vacuum valve & manhole for \$31,000 and Change Order No. 3 adding sewer service conflict work for \$2,000.

TOWN OF KURE BEACH
TOWN HALL EXPANSION AND NEW FIRE STATION
CAPITAL PROJECT BUDGET STATUS
AS OF 12/09/2016

	APPROVED BUDGET	ACTUAL AS OF 12/09/16
<u>EXPENDITURES</u>		
Architectural Services	\$28,500	\$27,075.00
Topographical Survey & Other Planning Costs	\$21,500	\$3,250.00
Total Expenditures	\$50,000	\$30,325.00
 <u>PROJECT FINANCING SOURCES</u>		
Transfer From General Fund	\$50,000	\$50,000.00



TOWN COUNCIL MINUTES

REGULAR MEETING

November 15, 2016

The Kure Beach Town Council held their regular meeting on Tuesday, November 15, 2016 at 6:30 p.m. The Town Attorney was present and there was a quorum of council members.

COUNCIL MEMBERS PRESENT

Mayor Emilie Swearingen
Mayor Pro Tem (MPT) Craig Bloszinsky
Commissioner David Heglar
Commissioner Joseph Whitley
Commissioner Jim Dugan

STAFF PRESENT

Building Inspector – John Batson
Finance Officer – Arlen Copenhaver
Police Chief – Mike Bowden
Recreation Manager – Nikki Keely
Town Clerk – Nancy Avery
Deputy Clerk – Nancy Hewitt

CALL TO ORDER

Mayor Swearingen called the meeting to order at 6:30 p.m., and Pastor Dan Keck from Kure Memorial Lutheran Church delivered the opening invocation and led everyone in the Pledge of Allegiance.

RECOGNITION

Council presented Pastor Keck with a Certificate of Appreciation and thanked him for his faithful service in delivering the opening prayer at council meetings.

APPROVAL OF CONSENT AGENDA ITEMS

1. Authorize closure of K Avenue (east of FFB) and Atlantic Avenue (between K and L Avenues) to vehicle traffic from the early morning hours on Saturday, December 31, 2016 through the early morning hours on Sunday, January 1, 2017 for the Island of Lights New Year's Eve event.
2. Approve \$100 expense for membership with the NC Association of Resort Towns & Convention Cities, to be paid for out of the Government Body Dues, Subscriptions and Membership account
3. Adopt Resolution for Designation of Applicant's Agent – Hurricane Matthew
4. Renew three-year term for Peter Boulter on the Board of Adjustment
5. ~~Accept resignations from Susan Walters, Kerry Garrigan, Sarah Smith, Ann Hughes, Jim Smith and Priscilla Smith with the SLABPP Committee (moved)~~
6. Accept resignation from Sarah Smith with the Parks and Recreation Advisory Board
7. Fire Department Report – October 2016



TOWN COUNCIL MINUTES

REGULAR MEETING

November 15, 2016

8. YTD Finance Report Meeting
9. Minutes:
 - October 18, 2016 regular meeting
 - October 18, 2016 closed session (sealed)

MOTION – Commissioner Whitley moved to move Item 5 under Consent Agenda Items to Committee Business as Item 1.

SECOND – MPT Bloszinsky

VOTE – Unanimous

MOTION – Commissioner Heglar moved to approve the Consent Agenda Items, as amended.

SECOND – Commissioner Dugan

VOTE – Unanimous

ADOPTION OF THE AGENDA

Mayor Swearingen asked that “Kure Beach Community Survey” be added as Item 2 under New Business.

MOTION – Commissioner Heglar moved to approve the meeting agenda, as amended by Mayor Swearingen and Commissioner Whitley.

SECOND – MPT Bloszinsky

VOTE – Unanimous

DISCUSSION AND CONSIDERATION OF PRESENTATIONS TO COUNCIL

1. Orville Powell, Parking Focus Group

Mr. Powell gave a presentation on paid parking, stating that the group worked on the subject to provide council with enough raw information to enable them to decide whether they want to do paid parking or not. He said that, over the July 4th holiday, the group examined how much of a problem parking is in Kure Beach with each person choosing an area to visit and monitor two times per day. He said they found that, if the lots next to Islander Quik Mart and Beach House Burgers get developed, there is going to be a parking problem in Kure Beach during the season. Regarding the subject of paid parking, he said that council could decide to do nothing, or they could decide to establish a combination of pay-to-park and free parking areas, or they could design their own parking program to create maximum revenues for the town. He presented the number of potential parking spaces available in Kure Beach, the fees that could be charged per hour, the cost of the meter equipment and installation and how a parking pass could be worked into the equation. He said that 85 percent of the parking project would pay for the equipment and operation, leaving the rest as revenue. He reviewed the estimated revenues and expenses.



TOWN COUNCIL MINUTES

REGULAR MEETING

November 15, 2016

Commissioner Heglar said that the success of this is all dependent on the lifespan of the equipment. He said that there could be unintended consequences if paid parking is instituted, including visitors parking in residential areas to avoid paying for parking.

MPT Bloszinsky said the group did a great job on the math and council has something very difficult to consider. He said we can be a rich town, but that doesn't necessarily mean a happy town. He added that the SLABPP Committee has also done tremendous work giving council ideas about parking options.

Mr. Powell said they didn't feel private companies need to be brought in to consult unless council decides to look further into paid parking. He added that they didn't project parking ticket revenues in their information, but that would need to be instituted and monitored.

Commissioner Dugan said the collection of the fines would also need to be considered, not just the issuing of the parking ticket.

Mayor Swearingen said that the Town of Beaufort decided not to purchase its parking meter equipment but, rather, it got lease-to-purchase financing which allowed them to, at any point, stop paid parking and sell the equipment back. She said Beaufort is in their third year of paid parking, and it has been successful. She said that their council votes each year whether or not they want to continue with it.

Discussion ensued on who would sell parking passes and how a parking ticket could be paid for over the weekend when Town Hall is closed.

Mr. Powell said that he had a great group of people to work with on the focus group. He said the responses he got from the business community on the parking meter idea, especially from the restaurants, weren't always favorable.

Council discussed the positives and negatives of paid parking and their thoughts on parking in general in Kure Beach, and they made no conclusions and took no action.

DISCUSSION AND CONSIDERATION OF COMMITTEE BUSINESS

1. Shoreline Access, Beach Protection and Parking Committee
 - a. Accept resignations from Susan Walters, Kerry Garrigan, Sarah Smith, Ann Hughes, Jim Smith and Priscilla Smith with the SLABPP Committee

Commissioner Whitley said he'd like to wait until the December council meeting to vote on accepting the six SLABPP Committee resignations. He said he'd like the number of members required on the committee to be lowered so that that the committee would have a quorum.



TOWN COUNCIL MINUTES

REGULAR MEETING

November 15, 2016

Mayor Swearingen asked Mr. Panicali to come to the podium, and she apologized to him for her behavior at the last council meeting.

Mr. Panicali said that he hadn't been a committee member for very long, but there were many on the committee who have been members for a long time, and the mayor should apologize to them, not him. He said the committee has worked very hard to serve its community, and the grilling and admonition he received at the meeting was directed at the committee.

Mayor Swearingen said she offers her apologies to the committee and said there is still a need for communication between council and the committee.

Mr. Panicali said that he and Commissioner Whitley have talked and will continue to talk. He said the committee members were present if the mayor wanted to address them.

Mayor Swearingen invited the committee members who were present to come to the podium to speak, if they desired to do so.

MOTION – Commissioner Whitley moved to hold off on accepting the resignations of six SLABPP members from the committee to give them time to reconsider, and he moved to reduce the number of regular members needed on the committee to seven.

SECOND – Commissioner Heglar

VOTE – Unanimous

MPT Bloszinsky said that there is a blessing in the level of passion that is felt by council and the committees for the town. He said he hopes council can restore the passion within the SLABPP Committee and asked the members to reconsider their resignation.

DISCUSSION AND CONSIDERATION OF DEPARTMENT HEAD BUSINESS

1. Administration and Recreation

- a. Draft amendment to the Personnel Policy: Article V. Conditions of Employment, Section 5. Employment of Relatives, Subsection D regarding Council liaison

Town Clerk Avery presented the proposed amendment and discussion ensued about the language therein.

Commissioner Heglar asked the town attorney if he should recuse himself from voting on this, stating the ordinance impacts him, to which the town attorney said it would be good for him to do so in order to avoid the appearance of impropriety.

MOTION – MPT Bloszinsky moved to allow Commissioner Heglar to recuse himself from voting on the subject.



TOWN COUNCIL MINUTES

REGULAR MEETING

November 15, 2016

SECOND – Commissioner Whitley
VOTE – Unanimous

Commissioner Dugan asked if the proposed policy was something they want to keep, whether it is a benefit to the town, or if council wants to get rid of it entirely.

MPT Bloszinsky said that it is a benefit to the town to keep the policy and that Commissioner Heglar is the most capable individual to be council liaison to the Public Works department. He asked the town attorney what he thought about the policy.

Town Attorney Canoutas said the proposed amendment to the policy that was prepared by the town clerk is appropriate.

MOTION – Commissioner Whitley moved to adopt the amendment to the Personnel Policy, as presented.

SECOND – MPT Bloszinsky

VOTE – PASSED three to one, as follows: Mayor Swearingen, MPT Bloszinsky and Commissioner Whitley FOR; Commissioner Dugan AGAINST.

b. Clean Water Management Trust Fund (CWMTF) Grant

Town Clerk Avery said that the CWMTF grant cycle begins in February, and there is \$25 million in the fund. She said they are no longer doing water and sewer infrastructure grants, but they are doing grants for storm water projects. She said she spoke with the representative from NC State who designed the town's infiltration systems as well as a CWMTF grant representative, the mayor and Director Beeker. She said that Director Beeker had the idea of looking at some sort of storm water holding tanks at the southern beach areas which could be located in the beach access parking lot areas. She said the holding tanks would more slowly release the storm water into the ocean. She said the grant representative is very encouraging about a collaborative effort with NC State and the DOT to see if there's a way to possibly do away with the outfalls on the beach.

Council agreed that this would be a great thing to pursue and Mayor Swearingen thanked the town clerk for attending the grant training session and for connecting that with the town's needs. The mayor asked if there would be some sort of engineering fee to put the grant together.

Town Clerk Avery said that the grant representative seemed to think it was possible for the town to study what it could do with some sort of innovative storm water system in that area. She said we may not be able to get anything together by February; it may have to wait until next year. She said the town would be committed to moving forward with whatever recommendation came out of the planning study.



TOWN COUNCIL MINUTES

REGULAR MEETING

November 15, 2016

A brief discussion ensued about the 19 storm water outfalls that were damaged during Hurricane Matthew and how they will need to be repaired.

Finance Officer Copenhaver said that, currently, the repair of the outfalls is not being considered for funding by FEMA, but he will give council a breakdown of damages in his presentation.

c. Proposed Dates for 2017 OFP Summer Programs

Recreation Manager, Nikki Keely, reviewed the proposed dates of the summer recreation programs. She said the chamber is getting ready to print their 2017 calendar, so it would be good to get Kure Beach's activities on it in order to take advantage of the free advertising.

A brief discussion ensued about the concert scheduled at the Ocean Front Park on July 2nd with council concluding that it wouldn't present a problem.

Mayor Swearingen commented that it was going to be a busy time for the Recreation Department with Kure Beach hosting the New Year's Eve fireworks this year, the Polar Plunge in February 2017 and Island Day in September 2017.

Ms. Keely said that the town will also be recognizing its 70th Anniversary with a big celebration.

MOTION – Commissioner Heglar moved to approve the proposed dates for the 2017 OFP Summer Programs, as presented.

SECOND – Commissioner Whitley

VOTE – Unanimous

2. Finance Department

a. FEMA Funds for Hurricane Matthew

Finance Officer Copenhaver gave council a written summary of where Kure Beach stands in damages from Hurricane Matthew, stating he attended a FEMA meeting yesterday with the county. He said the purpose of the meeting was to see if there was enough permanent damage sustained to be able to receive funds from FEMA. He said the estimate to fix the 19 damaged outfalls is \$93,000, and there may not be money coming from FEMA to fix those. He said the items on his summary under Debris Removal and under Emergency Protective Measures may be covered by FEMA. He said he received a form from FEMA that he hopes to complete and submit before Thanksgiving and, if it is approved, the town should be getting about 75 percent of the amount, which would be \$51,800. He said all of the department heads did a great job getting him their information quickly.

b. Proposed Changes to Vehicle Decal Program

Finance Officer Copenhaver stated that the vehicle decal used to be an indication that one paid his/her vehicle tax. He said that, starting July 1st, the \$5 tax will be billed as part of the county's



TOWN COUNCIL MINUTES

REGULAR MEETING

November 15, 2016

vehicle registration process. He asked council if they wanted to rename the vehicle decal a “re-entry decal” and offer it to Kure Beach residents and non-resident property owners to facilitate reentry onto the island after an emergency. He said the town would still sell the decal for \$5 between January 1-March 31 and \$15 for the remainder of the year. He said that the order for the decals must be placed before Thanksgiving. He said that it would be optional and, if someone decided not to purchase the reentry decal, they could just show proof of residency or property ownership to the police officers manning the bridge for island access.

MOTION – Commissioner Heglar moved to approve changes to the Vehicle Decal Program, as presented, effective January 1, 2017.

SECOND – Commissioner Dugan

VOTE – PASSED four to one, as follows: Mayor Swearingen, MPT Bloszinsky, and Commissioners Heglar and Dugan FOR; Commissioner Whitley AGAINST.

3. Fire Department – State Inspection

Commissioner Dugan said that, a couple months ago, the Fire Department was inspected by the state on its paperwork, equipment, vehicles, etc., to make sure it was maintaining minimum standards. He said that they received a letter from the state saying the minimum standards were met and the department went through with flying colors because of the extra manpower council approved during this budget cycle. He pointed out that there are five fire departments in the area that didn’t attain the minimum standards because they didn’t have enough manpower.

4. Police Department – Review of Parking Ordinances

Commissioner Dugan said when the police chief took on the topic of parking ordinances, it was generic on where one can and can’t park. He said the problem with the simplified language is it doesn’t declare whether or not there can be parking on the state’s road, Route 421. He said that the state told the town that they would put No Parking signs on the road, but the town needed language in its ordinances to back up its position on parking in marked spaces, only.

Commissioner Heglar said the proposed ordinance applies on Atlantic Avenue, K Avenue, 3rd Avenue and Route 421, stating parking will be allowed in designated parking spaces, only.

Police Chief Bowden said the proposed ordinance defines what a designated parking space is and states that one can’t park on the road unless it is in a designated parking space.

Discussion ensued on the places where parking should and should not be allowed.

MOTION – Commissioner Heglar moved to adopt the text amendment to the town’s code under Chapter 10. Motor Vehicles and Traffic, Article VI. Stopping, Standing and Parking, Division 2 Parking Rules, Section 10-222. Manner of Parking, as presented.



TOWN COUNCIL MINUTES

REGULAR MEETING

November 15, 2016

SECOND – MPT Bloszinsky

VOTE – Unanimous

Said ordinance amendment is herein incorporated as part of these minutes.

DISCUSSION AND CONSIDERATION OF OLD BUSINESS

1. Proposed language for Annex B–Appendix 6 for the Emergency Operations Plan
Commissioner Heglar said he presented the proposed language to council at last month's meeting and he received no recommendations from council to change the language.

MOTION – Commissioner Heglar moved to approve the addition of Annex B–Appendix 6 of the town's Emergency Operations Plan, as presented.

SECOND – Commissioner Whitley

VOTE – Unanimous

2. Proposed new ordinance: Section 4-5. Specific regulations for hens
Deputy Clerk Hewitt explained that council asked to have the proposed ordinance put on their November council meeting agenda to allow the public to see it listed on the agenda in case they wanted to address the item.

MOTION – Commissioner Heglar moved to adopt the addition of Chapter 4. Animals, Article I. In General, Section 4-5. Specific regulations for hens, to the town's code, as presented.

SECOND – Commissioner Whitley

VOTE – Unanimous

Said ordinance is herein incorporated as part of these minutes.

3. Approval of five parking spaces to be re-marked by DOT
MPT Bloszinsky said that council needs to go out and look at the spaces that were proposed by SLABPP to be marked by the DOT.

Commissioner Dugan said that the police chief is requesting to meet with the committee to share with them why he feels the spaces should not be re-marked.

CONSENSUS – Council decided to hold off on their decision on marking five parking spaces along Fort Fisher Boulevard until their January meeting, to allow the police chief time to talk with the SLABPP Committee.

Mr. Panicali from the SLABPP Committee said that the committee defers to the police chief and, if he decides the spaces should be eliminated, that's fine. He said that the committee will not meet in December, but he will try to arrange for the chief to come to their January meeting.



TOWN COUNCIL MINUTES

REGULAR MEETING

November 15, 2016

DISCUSSION AND CONSIDERATION OF NEW BUSINESS

1. Kure Beach Community Survey

Mayor Swearingen presented council with a survey put together by Susan Sinclair, a professor at UNCW. She said Ms. Sinclair proposed this be presented to the town's citizens via Survey Monkey, which she will put together. She said that doing it this way will keep it from being labor intensive for town staff. She asked the other council members if they had questions or changes to the survey.

Discussion ensued about the mode of survey distribution with Commissioner Heglar asking how it would keep people from filling out the survey more than once.

Town Clerk Avery said they talked about using Survey Monkey but she doesn't know the details about having a unique ID to keep people from filling out the survey multiple times in order to manipulate the results.

Mayor Swearingen said she'd get Ms. Sinclair's contact information to Commissioner Heglar so that he can get the information he needs. She said that she will find out whether the survey will be distributed before or after the Christmas holiday and let council know.

CONSENSUS – Council didn't have any changes to the Kure Beach Community Survey.

COMMISSIONER ITEMS

a. Update on NC Beach, Inlet and Waterway Association (NCBIWA) Meeting

After being asked by Mayor Swearingen to share his thoughts on the NCBIWA meeting, MPT Bloszinsky said that he was disappointed that there wasn't more representation from elected officials of the county and surrounding communities. He said that the information presented during the meeting was very scientific, and some of it was regarding the use of terminal groins.

Commissioner Whitley said that they also talked about the ownership of getting tax dollars for beach nourishment.

Mayor Swearingen said Senator Lee had a good presentation on three studies; one being where the visitors and second-home owners come from. She said that Kure Beach has a very high number of them coming from all around the state and the country. She said that the other studies had to do with the economics of tourism and coastal issues.

b. Storm Fencing

MPT Bloszinsky said the storm fencing along the boardwalk suffered serious damage from the hurricane, and some of it needs to be removed as soon as possible. He said it doesn't reflect on the beauty of the town.



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Commissioner Whitley said that the fence is used more for the purpose of keeping people off of the dunes.

Commissioner Heglar said he will find out from Director Beeker whether or not it is required to see if it needs to be removed or replaced.

c. Sink Hole on Settlers Lane Property

Commissioner Heglar said that he met with the homeowners at 741 Settlers Lane who have a big sinkhole in their back yard. He said that the piping company has delayed their work several times because of flooding from the hurricane, but they are currently scheduled to get back to work on November 30th. He said the homeowners are trying to be understanding, but it has been a long wait and, if the company puts it off again, Public Works will step in and attempt to put a temporary pipe in to fill in the sink hole. He added that some people are upset about storm water issues in multiple places, but Director Beeker is actually ahead of schedule on his two year plan. He said Director Beeker is focused on the storm water issues that have threatened houses with flooding, currently.

ADJOURNMENT

MOTION – Commissioner Heglar moved to adjourn.

SECOND – MPT Bloszinsky

VOTE – Unanimous

The meeting adjourned at 9:57 p.m.

Emilie Swearingen, Mayor

ATTEST: Nancy Hewitt, CMC, NCCMC
Deputy Clerk

NOTE: These are action minutes reflecting items considered and actions taken by Council. These minutes are not a transcript of the meeting.



TOWN COUNCIL MINUTES

SPECIAL MEETING

November 17, 2016

The Kure Beach Town Council held a special meeting on Thursday, November 17, 2016 at 5:30 p.m., and continued it until Monday, November 28, 2016 at 6:00 p.m. The purpose of the meeting was to receive proposed plans and cost estimates for the expansion of the Town Hall complex and construction of a new fire station. The Town Attorney was present at the November 17th meeting. There was a quorum of council members.

COUNCIL MEMBERS PRESENT

Mayor Emilie Swearingen
Mayor Pro Tem (MPT) Craig Bloszinsky
Commissioner David Heglar
Commissioner Joseph Whitley
Commissioner Jim Dugan

STAFF PRESENT

Fire Chief – Harold Heglar (11/28 only)
Assistant Fire Chief – Ed Kennedy (11/17 only)
Building Inspector – John Batson (11/17 only)
Finance Officer – Arlen Copenhaver
Police Chief – Mike Bowden (11/28 only)
Police Officer – Joe Miljenovic
Public Works Director – Sonny Beeker (11/17 only)
Town Clerk – Nancy Avery
Deputy Clerk – Nancy Hewitt

CALL TO ORDER

Mayor Swearingen called the meeting to order at 5:30 p.m. and asked Tim Oakley and Anne Collier from Oakley Collier Architects, to come forward and give their presentation.

Mr. Oakley gave council a schematic of the current site overlaid onto the proposed site plan, along with detailed schematics of the Town Hall complex and the proposed new fire station. He shared the following information:

- In the preliminary concept they tried to formulate a reasonable way to meet the town's needs.
- They proposed 7,782 square feet (sf) be added to Town Hall, utilizing the vacant land around the building.
- The fire station is situated on the available land in such a way as to allow for the firetrucks to back into the bays from K Avenue.
- They tried to maintain the flow of the Police Department while providing better security.
- They expanded the parking spaces from 31 to 77.
- Highlights of Town Hall's areas include a larger council chamber with adjoining conference room, additional storage, a multi-purpose workroom, new office space for the



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HR and Recreation divisions with exterior entrances, a room close by for the golf cart and offices for the building inspections group.

- Highlights of the Police Department include moving the public entrance to the southeast corner of the current area and adding a bigger lobby and public bathrooms.
- The current fire station bays would be used for Police and Public Works vehicles, with the northwest corner of that building removed to allow road access from the north side of Town Hall to the bays and a Public Works laydown area.
- Highlights of the new fire station include four truck bays, a training tower/staircase, an elevator and another staircase, a day room with kitchen, four sleeping areas with two bathrooms/showers, a training room and a workout room. The two story building has 8,325 sf on the ground level with 2,880 of it for the truck bays; and there is 3,698 sf on the second floor, making the total measurement of the fire station 12,023 sf.

Mr. Oakley presented council with the project costs of each building which included not only sticks and mortar, but also incidental items that need to be purchased like beds, audio-visual equipment, etc. He said the cost could go up or down, depending on the quality of those items.

The total project cost for all buildings came to \$5,670,743.90, broken down as follows:

- Town Hall Complex \$1,907,252.05
- Fire Station \$3,179,195.00

Mr. Oakley said that the cost of the fire station comes to roughly \$240 per sf, with the second floor adding \$20-\$35 per sf to the cost. He said it would be a masonry building with steel framing; the elevator, alone, costs about \$85,000 and the stairs cost about \$50,000.

Commissioner Heglar said that the space problem for the fire station is the town's property lines and the DOT access onto K Avenue.

Mr. Oakley said he thinks the town can get a DOT right-of-way, or the town could go to the state and ask for permission to take over K Avenue all the way to the bend onto Dow Road.

Town Clerk Avery said there is an easement that the DOT said they would let the town use if AT&T would give a permit to the town, but AT&T won't issue the permit.

Discussion ensued about the storm water pipes located underground along the south side of the Town Hall building. Mr. Oakley said there is a chance that, when they get into the storm water design, that they will have to look at an underground storage and piping system, since the runoff can't be any bigger than it already is.

Director Beeker said that is going to be a problem with the water level that is currently there with Commissioner Heglar adding that the area is a swamp and doesn't drain well.



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Mr. Oakley said that the location is at Elevation 24 and is falling away from the site, but he didn't realize it didn't drain well. He said that the next step is for council to tell them if this is what they want to aim for or if they want to cut costs by choosing things to eliminate. He said after it is worked out, the six-week bid process can get started after which construction can begin. He added that there needs to be an area for equipment laydown and the construction process could take as long as two years.

Commissioner Dugan said that each department head needs to look at the current plans and see what they actually need, what they really want, and what they can do without.

Mr. Oakley said there are certain regulatory requirements but, as for the number of sleeping spaces and amenities, that is entirely up to the department head and council to decide. He stressed the need to keep in mind what the needs of the department may be in the future. He said for the type of community and the seasonal population that Kure Beach has, the plan isn't out of the realm of what other towns have.

MPT Bloszinsky asked the finance officer what the cost per million in debt service would be and the number of years the town would be looking at repaying the loan.

Finance Officer Copenhaver said he contacted two banks and the USDA for options. He said that the banks would charge 2.75 percent for 15 to 25 year loans, and the USDA currently charges 2.375 percent for up to 40 years, although that rate will probably go up on January 1st.

Mr. Oakley said the good thing about a USDA loan is they offer 40 year financing and they may have grant money that they will kick into the deal, although not more than \$50,000, typically.

Commissioner Swearingen said she would like the architects to look at a laydown area for Public Works since there's not enough space where they are now.

Mr. Oakley shared a schematic of a building that could be erected on the three town-owned lots across from Public Works. The schematic showed a building measuring 8,400 sf and costing \$100 per sf. He said, if it was used strictly for storage, it would measure 16-feet tall to the eave line with a pitched metal roof, but it would still need plumbing for restrooms.

Finance Officer Copenhaver gave council a loan worksheet, showing what the town would pay over the life of the loan which would need to be a fixed principal amount which is required by the LGC. He said the town has some small loans that are getting ready to be paid off but there is still about \$3 million in outstanding debt from all the funds. He said that, to pay for the project as it is quoted now, council would need to increase property tax by 4.5 cents which, for a \$400,000 home, would cost an extra \$200 per year.



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Discussion among council members continued in regards to cost for the entire project, the added square footage to Town Hall, and the requirements, needs for efficiency and desires of the department heads for their spaces.

A member of the public stated it is better to do large projects all at once rather than piece them out. Mr. Oakley agreed and added that doing projects in small pieces at a time usually increases the cost of the overall project because of equipment mobilization and possible increases in labor costs.

Commissioner Heglar said council should look at what the town can afford in a payment over 20 years and feels that the project should be done in two phases with the fire station being the first phase. He said he supports a 15 percent increase for capital investment with an overall budget of \$5 million for the project.

Mr. Oakley agreed that council needs to figure out what level of money can be sustained and then his firm can find a solution to work within that budget.

Commissioner Dugan said that council needs to consider what the town will need in 15 years from all of the departments' standpoints.

Mr. Oakley said he will go back and identify economic factors within the design and said Commissioner Heglar's \$5 million budget wasn't out of the ballpark.

Commissioner Whitley said that council needs to agree to do what is best for the town looking from now to the next 20 years. He said he supports Commissioner Heglar's number but asked to be able think it over for the next few days before making a definite decision.

Commissioner Heglar said that council needs to remember that they are building these structures for the citizens. He pointed out that there are multiple million dollar homes being built in Kure Beach, and this project would be like building five of those houses for the benefit of the entire town to last for many years to come. He proposed giving the department heads time to decide how much space they need, what items they need and what items are optional; then they should bring their information to council.

Mayor Swearingen said she finds Commissioner Heglar's suggestion acceptable.

VOTE TO CONTINUE MEETING

MOTION – At 7:52 p.m., Commissioner Heglar moved to continue the Special Meeting at Town Hall on Monday, November 28, 2016 at 6:00 p.m.

SECOND – Commissioner Dugan

VOTE – Unanimous



TOWN COUNCIL MINUTES

SPECIAL MEETING

November 17, 2016

MEETING RECONVENED ON NOVEMBER 28, 2016

At 6:00 p.m., on Monday, November 28th, the mayor called the continued meeting to order.

Town Clerk Avery said that Mr. Oakley and Ms. Collier weren't able to attend the meeting, but that they were available by phone, if needed.

Mayor Swearingen asked if any departments were willing to decrease their proposed space.

Commissioner Dugan said the Fire Department looked at the possibility of going from two floors to one by taking out the training tower stairwell, the second stairwell and the elevator. He said the workout room could go in the area of the training tower stairwell, and the current workout room area could be a decreased training room space. He said the northeast corner of the fire station could be squared off and added to the second stairwell area to see how many beds could fit in that space. He said the Fire Department could do things on their own to make a training tower outside. He said he texted Mr. Oakley their ideas.

Commissioner Heglar said council and the department heads shouldn't be solving problems that should be left to the professional architects. He said council needs to figure out how much money they want to spend and then let the architects do their job. He said the department heads can tell council what they absolutely need and what they would like to have, but the architects need to figure out how to make it work.

MPT Bloszinsky said the department heads' intent for sharing their information is to maintain some degree of the integrity of the requirement. He said the Fire Department's proposal would eliminate almost 4,000 sf and, with that much space removed at \$240 per sf, it would save about \$950,000.

Commissioner Dugan said that, as far as changes, he can't see getting any large amount of savings from anywhere other than the fire station.

Commissioner Heglar said that is where the biggest opportunity is, but another issue is the big council room that takes a large chunk of the space.

Mayor Swearingen said she agreed that council shouldn't be doing the architects' work for them, but each department should tell council, in priority order, what they can do without. She asked if a workout room in the Fire Department and an exercise room in the Police Department were both necessary since each department is within walking distance of the other.

MPT Bloszinsky said that Commissioner Dugan came up with a unique perspective that essentially takes \$1 million out of the cost while still giving them space to have almost everything they want, but on one floor instead of two.



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Commissioner Heglar noted the percent of space that was increased for some departments, as follows:

- Fire Department – 300 percent increase
- Police Department - 150 percent increase
- Mayor/Council – 230 percent increase
- Building Inspections – 100 percent increase
- Parks & Recreation – 300 percent increase

He stated that, when the architects start looking at what space needs to be cut, they need to look at those areas especially, although, looking at 20 to 25 years out, the percentage increases make sense.

MPT Bloszinsky suggested setting a tax increase limit and figuring the budget for the proposed project from that standpoint. He asked the finance officer to share any financial information he had on the subject.

Finance Officer Copenhaver gave council financing comparisons with loan terms and interest rates from the USDA, First Bank and BB&T. He compared financing for \$6 million compared to \$5 million with a loan interest rate of 2.375 percent through the USDA for 25, 30 and 40 years. He showed the same information with a loan interest rate of 2.75 percent through First Bank or BB&T for 20 and 25 years. Both comparisons included the amount of additional property tax increase. He gave council property tax rate increase scenarios including the additional revenue that would be generated by those increases.

MPT Bloszinsky said the town shouldn't finance something for more than its life expectancy, which would be 20 to 25 years for this project.

The finance officer said that is why he would prefer not to get a USDA loan for 40 years.

Fire Chief Heglar said the KB Community Center was built in 1957, which was the original fire station, and the existing fire station building is about 27 years old.

MPT Bloszinsky said that now is the best time to get a loan since rates are only going to go up from here. He said the town's property tax would go up by a little less than 4 cents for a \$5 million loan.

MOTION – Commissioner Heglar moved to set the upper limit for design purposes at \$5 million for the Town Hall Complex and Fire Station expansion project.

SECOND – Commissioner Whitley

VOTE – Unanimous



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Mayor Swearingen said that the contingencies and other items within the proposed cost will decrease as the cost of the project is decreased. She said there are two conference rooms in the Town Hall plan as well as an enlarged council chamber, making council's portion 200 percent more than what there is now, and council could sacrifice the expansion of the council room as its offering to help bring down the cost of the project.

Commissioner Heglar reiterated that it's not council's job to decide which items are eliminated and added. He said he'd like to see what the architects design on a \$5 million budget.

Finance Officer Copenhaver said that, with a 3.875 cent tax increase, a \$400,000 house in Kure Beach will be assessed an extra \$120-\$160 per year in taxes.

Mayor Swearingen said she would like the architects to not take the second floor away from the fire station.

MPT Bloszinsky said Commissioner Dugan's idea cuts quite a big amount of square footage out of the space while giving the Fire Department what they need, without impacting the other areas. He said the idea would still give them almost 2-1/2 times the space they have now.

Discussion ensued about the contractual obligations of the town and the architectural firm.

Town Clerk Avery asked council if they didn't think it would make it more difficult for the architects to have to talk with the department heads instead of council talking with the department heads.

Commissioner Heglar said council set the boundary of \$5 million, and now the architects should work with the department heads to see what needs to come out, based on what council cut. He said if the architects and the department heads can't agree, then council will get back involved to arbitrate. He said that the department heads should be able to get everything they need and just about everything they want with \$5 million, adding that it will be the single biggest amount ever spent by the town.

MPT Bloszinsky asked what it means for Public Works.

Commissioner Heglar said there is some space in the plans and, right now, Director Beeker doesn't need a building. He said he's looking at getting a laydown area and two bays for his trucks. He said that Director Beeker is also looking at expanding the area where the garbage trucks are kept by fencing off an area near there.

MPT asked what capacity the town has for growth on its infrastructure for in-season items like water and sewer.



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Commissioner Heglar said that sewer went up with the cross connect and Carolina Beach will have to expand their plant before Kure Beach will, even if we have to build everything out.

Commissioner Whitley said the town is 93 percent built-out on the lots.

MPT Bloszinsky said that he was just concerned because that's the only other thing that could come up as an immediate need, which council would have to deal with.

Discussion ensued about the possibility of aquifers and wells turning salty, eventually.

Town Clerk Avery was asked about the contract the town has with the architects. She said it was for \$28,500, and the town has paid all but \$1,425 of it.

Mayor Swearingen said the architects also said they wanted to do soil borings and asked if they could proceed with that.

Commissioner Heglar said the architects will tell council what the right time is for that but there may be a problem with soggy soil on the property. He said it could mean that one story will be the way to go for the fire station.

ADJOURNMENT

MOTION – Commissioner Heglar moved to adjourn.

SECOND – Commissioner Dugan

VOTE – Unanimous

The meeting adjourned at 6:50 p.m.

Emilie Swearingen, Mayor

ATTEST: Nancy Hewitt, CMC, NCCMC
Deputy Clerk

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