



TOWN COUNCIL AGENDA

REGULAR MEETING

March 19, 2018 @ 6:30 p.m.

**Asterisks indicate documentation is included in agenda packet*

Call to Order – Mayor Bloszinsky

Invocation & Pledge of Allegiance – Pastor Chris Howell, Kure Beach Baptist Church

APPROVAL OF CONSENT AGENDA ITEMS

1. * Approve debris guidelines for No Charge Debris Removal the week of April 2, 2018
2. * Amend Facility Reservation General Policy to add a daily rental fee, allow kegs for private rentals with alcohol insurance, and address parking availability, as presented
3. * Authorize Pleasure Island Youth Baseball to sell concessions and use mobile food carts, on game nights only, during the season at Joe Eakes Park
4. * Approve application for TDA funding of \$16,670 for OFP entertainment summer/fall 2017
5. * Approve application for TDA funding of \$4,925.84 for Fantasy Christmas Show 2017
6. * Appoint Sharon Lambeth to the Community Center Committee as an alternate
7. * Appoint John Shalanski to the Community Center Committee as an alternate
8. * Renew Anne Brodsky's appointment as a member of the BOA for another 3 year term
9. * Renew Bryant Bass' appointment as a member of the BOA for another 3 year term
10. * Minutes:
 - February 20, 2018 regular
 - January 26, 2018 retreat continued to February 20, 2018

Consent agenda items are voted on as one item without discussion..

ADOPTION OF THE AGENDA

DISCUSSION AND CONSIDERATION OF PERSONS TO ADDRESS COUNCIL

Sign up at podium

DISCUSSION AND CONSIDERATION OF COMMITTEE BUSINESS

1. Community Center Committee
2. Marketing Committee
3. Planning & Zoning Commission
4. Non-town Committee Reports
5. Shoreline Access and Beach Protection Committee

DISCUSSION AND CONSIDERATION OF DEPARTMENT HEAD BUSINESS

1. Administration and Recreation
2. Finance Department
3. Building Department
4. Police Department
5. Public Works Department



TOWN COUNCIL AGENDA

REGULAR MEETING

March 19, 2018 @ 6:30 p.m.

DISCUSSION AND CONSIDERATION OF OLD BUSINESS

1. *Review revised information on ROT dollar allocation presented at February meeting (Heglar/Copenhaver)
2. Estimated cost of installation of ADA access beach access 1004-1/2, Myrtle/OV (Mesimer)
3. Town facility improvement project update (Oliver)
4. *Finalization of Council goals for FY18-19 (from retreat)

DISCUSSION AND CONSIDERATION OF NEW BUSINESS

MAYOR UPDATES (no action required)

COMMISSIONER ITEMS (no action required)

CLOSED SESSION - Personnel as per N.C.G.S. 143-318-11(a6)

ADJOURNMENT

CONSENT AGENDA ITEMS



The Town of Kure Beach is offering No Charge Debris Removal the week of April 2, 2018.

The town will **not accept** the following items:

Paints & pesticides

Gas cylinders

Tires

Used or mixed oil

Construction debris

Shingles

Batteries

Oil drums

Bio-medical waste

Wooden pallets

(See Environmental Management Dept. at www.nhcgov.com for more information on these items.)

We will NOT pick up electronics (televisions, computers, printers, etc).

Vegetation must be of the non-commercial yard debris type, not vegetation from lot clearing. Brush will need to be separated from all other types of debris and should not be bagged.

Please place your debris in the right of way in front of your home as early as possible that week, but no later than 7:00 am Thursday morning.

Regular charges will apply to items put out before March 30 and after 7:00 Thursday, April 5, 2018.

If you have any questions about pick up, please call the Public Works Department at 910-458-5816.

FACILITY RESERVATION POLICY



MEMO

TO: Town Council
 FROM: Nikki Keely, Recreation Manager
 RE: Proposed Revisions for the Facility Reservation General Policies
 DATE: March 8, 2018

The current version of the Facility Reservation General Policies governing use of the Community Center and Ocean Front Park was adopted in 2013 with the opening of the Ocean Front Park. A copy of the current document is enclosed for reference. Assessing rental patterns and staff duties over the past five year has brought a few proposed revisions forward. The following revisions have been reviewed and approved by the Community Center Committee at their February 2018 meeting and are presented for Town Council review as follows:

Page 3 – Rental Fees: Add a full day rental rate to the Community Center rental rate options.

PUBLIC PROPERTY		KB RESIDENT/ NON-PROFIT ORG. RENTAL RATE	NON KB RESIDENT/ FOR-PROFIT ORG. RENTAL RATE
OCEAN FRONT PARK	Pavilion	\$75/hour	\$100/hour
	Pavilion & Lawn	\$125/hour	\$150/hour
COMMUNITY CENTER		\$75/hour	\$100/hour
		\$675/day	\$900/day
Security Deposit Fee is \$250 per property. This is required but is refundable after satisfactory inspection. Please allow 2 weeks for return of security deposit.			
If booking Community Center for Wedding Reception, Ocean Front Park Pavilion may be rented for 1 HOUR at applicable hourly rate for Wedding Ceremony and Pictures.			

A majority of the Community Center private rentals are wedding receptions. Many renters struggle with timing their day around the setup, getting ready, ceremony, and reception. They prefer to setup in the morning, then vacate the facility until just prior to the reception. We currently rent the facility by the hour, but are repeatedly asked about a full day rate. A flat rate for the day is an attractive, less stress option for those needing access to the facility for most of

the day, but at multiple times throughout. We suggest keeping the hourly rate intact for shorter rentals, but offer the day rate as an option for longer rentals.

Page 4 – Rental Deposits: Remove the following statement,

“There is a \$10 non-refundable fee each time an existing contract is revised.”

In an effort to secure their date of choice, many renters complete the rental contract prior to having all the event details planned. As they finalize the details, staff revises their rental contract as needed. This fee was applicable when the Community Center Committee voluntarily managed rental contracts, but now seems excessive with staff managing rental contracts.

Page 5 – Alcohol: Remove the keg restriction. (Allowed only at the Community Center.)

Old verbiage: “No **kegs or** glass beer bottles are allowed”

New verbiage: “No glass beer bottles are allowed.”

Restricting kegs and glass beer bottles does not leave the renter with many options for providing beer. Kegs require a deposit to purchase, making it highly unlikely that one be left behind for Staff to clean up. In addition, the renter would risk losing their security deposit in such a situation. Allowing kegs will provide renters more options with limited risk to the facility.

Page 6 – Parking: Add a Parking category to explain available options for renters and guests. This section will be added starting on Page 6, between “Guests” and “Public Safety.”

Parking

There is not a designated parking area for Lessee and guests at either facility; parking is available in any marked public space. Parking lots adjacent to each facility, with the exception of the paved lot at the Community Center, are private property. The Town cannot give permission to Lessee or guests to park on private property. A map of all public parking areas is available on the Town of Kure Beach website. (www.townofkurebeach.org > Quick Links > Parking in Kure Beach)

nk

Enclosure: Current “Town of Kure Beach Facility Reservation General Policies” Document

PLEASURE ISLAND YOUTH BASEBALL



MEMO

TO: Town Council
FROM: Nikki Keely, Recreation Manager
RE: Pleasure Island Youth Baseball Concession Request
DATE: March 12, 2018

The Pleasure Island Youth Baseball (PIYB) nonprofit organization is requesting permission to sell concessions, including mobile food cart options, on game nights during their spring season. PIYB provides a valuable service for the youth of Pleasure Island. The Town has been working successfully with them since 2013 to offer youth baseball at Joe Eakes Park. The League donates a significant amount of time and person-hours towards upkeep of the field to reduce the Town's field maintenance costs and to make the program better. Fulfilling their request for onsite concessions seems like a simple, low-cost way for the Town to help enhance the youth baseball experience in Kure Beach.

Each season, Pleasure Island Youth Baseball completes an Instructor Use Agreement with the Town, which defines each entity's role in implementing the youth baseball program that season. A copy of the Spring 2018 Instructor Use Agreement is included for reference. If Town Council approves the temporary concession stand request, the parameters of such approval can be added to the current Instructor Use Agreement and edited in the future, as needed. Examples of parameters could include only on game nights, up to a certain number of food carts (hot dog, shaved ice, popcorn, etc.) per game night, no food trucks, etc.

Joe Eakes Park does not have a permanent structure to accommodate a concession stand. Allowing PIYB to set up a temporary concession stand on game nights to sell prepackaged food and drink items, supplemented with food cart/s when available, would satisfy their request by providing food options to the athletes and their families, coaches, and other volunteers on site and by boosting the youth baseball program ambiance.

nk

Enclosures:

Request for concessions from Pleasure Island Youth Baseball, Inc.
Pleasure Island Youth Baseball Instructor Use Agreement – Spring 2018

Nikki Keely

From: PIYB <info@pleasureislandyouthbaseball.com>
Sent: Friday, March 9, 2018 2:27 PM
To: Nikki Keely
Subject: PIYB Council Agenda Items

Hi Nikki,

I respectfully request for you to present the following agenda item to the KB Town Council at their next scheduled meeting.

Pleasure Island Youth Baseball, Inc., a nonprofit operating under IRC 501(c)(3), is requesting permission from the Town Council to allow the organization to offer concessions at Joe Eakes Park during Spring baseball games for kids ranging in age from 9-11, their families and friends in attendance.

The organization currently offers a community baseball experience across Pleasure Island to 140 child participants ranging in age from 4 - 12. It truly is the only community youth baseball program in New Hanover County, something that we believe will keep children and their families here on the Island. Many parents who live in Wilmington crave a community experience for their children... Pleasure Island Youth Baseball, Inc. welcomes those families to be a part of the community as well. We just need a few things to help complete the experience, and that's where we need the Council's help.

Some of the small businesses here on the island have stepped up to offer their food products in support of PIYB and the community. Jack's Retreat is willing to bring their mobile hot dog stand out to some games. The business sets up, mans, serves and cleans up. They will even sell their regularly priced hot dogs at a reduced price. The act of bringing the cart out does not itself put extra many in their pocket, however, it is a way for them to participate in the community. The impact of the food cart leaves participants satisfied that something was not only offered during dinner hours, but added to the overall ambiance, experience and value of letting their kid(s) participate in youth baseball in our community.

Pleasure Island Youth Baseball, Inc. is not endorsing Jack's Retreat, or any other business, but it will be helpful if the Council will allow them to contribute to youth baseball and the community by letting them operate at Joe Eakes Park during our Spring s season. With the Council's permission, perhaps a few other Island based vendors would like to contribute in the same manner.

With Council's permission, PIYB would like to offer simple concessions such as bottled water, Gatorade and packaged snacks during games when a food vendor can't be present.

I am available for your questions.

Respectfully,
Matt

Matt Dunn
Pleasure Island Youth Baseball, Inc.
910-431-6674



Town of Kure Beach Instructor Use Agreement

This agreement is made and entered into on the 6th day of March, 2018

by and between the Town of Kure Beach in New Hanover County and the following individual,

Name (Instructor/User): Matt Dunn on Behalf of Pleasure Island Youth Baseball, Inc.

Address: PO Box 2036 - Carolina Beach, NC 28428

Phone: 910-431-6674 Email: info@pleasureislandyouthbaseball.com

for the use of said facility Baseball Field Located at Joe Eakes Park

The Town does hereby let unto USER, and said USER does hereby accept the use of the Kure Beach Facility subject to the following terms and conditions:

The USER agrees to indemnify, defend and hold harmless the Town of Kure Beach, its agents, officers, and employee from and against any and all liability and expense, including attorney's fees and claims for damages including but not limited to, bodily injury, death, personal injury or property damages arising from or in connection with USER'S operations or its activities carried on under this Agreement. The User agrees to accept the facility in its present condition; and, at the termination of this agreement, surrender the facility to the Town of Kure Beach in the same condition.

The facility is being used for the purpose of Youth Baseball Spring 2018 (Renew in Fall).

The date/s and times of this agreement are:

<u>Monday / Tuesday / Wednesday / Thursday</u>	<u>6:00pm to 8:30pm</u>	<u>March 12th – June 15th</u>
Day(s) of the Week	Time	Date(s)

IN TESTIMONY WHEREOF, said parties have executed this agreement on the date above written:

C. M. Dunn
Instructor/User

A. K. Kees
Town of Kure Beach Representative

***Additional stipulations of this Instructor Use Agreement are outlined in Appendix A (page 2).**



Town of Kure Beach Instructor Use Agreement

APPENDIX A: YOUTH BASEBALL

The Town of Kure Beach and Pleasure Island Youth Baseball are entering into a special Instructor Use Agreement as established by the Town of Kure Beach and Pleasure Island Youth Baseball. The additional stipulations of this agreement are listed below.

Pleasure Island Youth Baseball will be responsible for the complete implementation and operation of the Youth Baseball program. All Staff and/or Volunteers involved with the program should be of good moral character with a clean criminal record.

A copy of Pleasure Island Youth Baseball's insurance policy, with the Town listed as additionally insured, is due to Town Hall prior to the start of the season. The insurance policy may not be cancelled or materially altered after delivery of the Certificate of Insurance (COI) to the Town.

The full program schedule should be provided to the Recreation Office prior to the start of the season. Any schedule changes during the season should be communicated in a timely manner.

During the season, the Public Works Department will drag the baseball field up to two times per week. Pleasure Island Youth Baseball will be responsible for all other field prep; the field prep and maintenance done by Pleasure Island Youth Baseball will offset the cost of any Facility Use Fees. If work is needed on any part of the baseball field and surrounding area beyond the routine maintenance, Pleasure Island Youth Baseball will notify the Recreation Office.

The program site must be left in the same condition it was found upon completion of each use; including, but not limited to, ensuring the field and scoreboard lights are turned off, the storage room is locked, and any trash/debris is removed from the baseball field, bleachers, and dugouts.

All members of the Pleasure Island Youth Baseball organization, and their invited guests, must adhere to all Town Ordinances throughout the duration of time spent on the program site.

The Town retains the right to approve the use of the baseball field by other groups during times when Pleasure Island Youth Baseball is not scheduled to use the field.

The Town of Kure Beach reserves the right to amend this agreement as needed. By signing the Instructor Use Agreement, Pleasure Island Youth Baseball agrees to comply with the stipulations outlined above regarding the Youth Baseball program.

TDA FUNDING

NEW HANOVER COUNTY TOURISM DEVELOPMENT AUTHORITY
APPLICATION FOR FUNDING FOR TOURISM RELATED EXPENDITURES

Governing Body: Kure Beach Town Council

Contact Person: Arlen Copenhaver, Finance & Budget Officer

Address: 117 Settlers Lane Kure Beach, NC 28449

Phone: (910)-458-8216 Fax: (910)-458-7421 Email: a.copenhaver@tokb.org

Date Approved by Governing Body: March 19, 2018

Date Project/ Activity Will Begin: Completed Will be Completed: Requested Annually

Total Cost of Project/Activity: \$16,670.00 Amount Requested: \$16,670.00

Description of Project/ Activity *(include its correlation to travel and tourism and its merit as a project or activity designed to enhance the area as a travel destination):*

The Town of Kure Beach respectfully requests funding for expenditures that were incurred for entertainment provided at the Ocean Front Park during the summer and fall of 2017. The entertainment included concerts, story time, the Kure Beach Market and other family-oriented activities. These events attract tourists to Kure Beach by providing enjoyable and affordable entertainment. The expenditures were as follows:

Concerts	\$ 7,650.00
Family Activities	\$ 3,930.00
Kure Beach Market	<u>\$ 5,090.00</u>
Amount of This Request	<u>\$16,670.00</u>

The supporting documentation for the expenditures is attached to this request.

Your consideration of this funding is appreciated.

If approved, please remit payment to the attention of Arlen Copenhaver.

Submitted By: Arlen Copenhaver, Finance & Budget Officer

Date: 03/19/18

Return Application To:
Wilmington and Beaches Convention & Visitors Bureau
Attention: Kim Hufham, Pres/ CEO
505 Nutt Street, Unit A
Wilmington, NC 28401
(910) 341-4030

NEW HANOVER COUNTY TOURISM DEVELOPMENT AUTHORITY
APPLICATION FOR FUNDING FOR TOURISM RELATED EXPENDITURES

Governing Body: Kure Beach Town Council

Contact Person: Arlen Copenhaver, Finance & Budget Officer

Address: 117 Settlers Lane Kure Beach, NC 28449

Phone: (910)-458-8216 Fax: (910)-458-7421 Email: a.copenhaver@tokb.org

Date Approved by Governing Body: March 19, 2018

Date Project/ Activity Will Begin: Completed Will be Completed: Requested Annually

Total Cost of Project/Activity: \$4,925.84 Amount Requested: \$4,925.84

Description of Project/ Activity *(include its correlation to travel and tourism and its merit as a project or activity designed to enhance the area as a travel destination):*

The Town of Kure Beach respectfully requests funding for expenditures that were incurred for the 2017 Kure Beach Fantasy Christmas Show. The show, coordinated by the Kure Beach Volunteer Fire Department, consisted of three performances on the evenings of December 8 to December 10, 2017.

This annual event provides family entertainment for tourists visiting Kure Beach. The show includes singing, dancing and holiday-related stories. The expenditures for Fiscal Year 2017/2018 total \$4,925.84 and are supported by documentation attached to this request.

Your consideration of this funding is appreciated.

If approved, please remit payment to the attention of Arlen Copenhaver.

Submitted By: Arlen Copenhaver, Finance & Budget Officer

Date: 03/19/18

Return Application To:
Wilmington and Beaches Convention & Visitors Bureau
Attention: Kim Hufham, Pres/ CEO
505 Nutt Street, Unit A
Wilmington, NC 28401
(910) 341-4030

COMMITTEE APPOINTMENTS



TOWN OF KURE BEACH
REQUEST FOR APPOINTMENT
 Board/Commission/Committees

Current
Received
2-16-18
N. Applewhite
E-mailed Chairs
2-16-18

MUST BE A FULL-TIME RESIDENT TO SERVE ON TOWN COMMITTEES

Request for Appointment to: Kure Beach Community Center Committee (Alternate)
 Name Sharon Lambeth
 Address 422 S. 4th Ave Kure Beach, NC 28449
 Telephone 910-458-0549 Cell 910-368-8468
 Email lambeths7@bellsouth.net (You will receive the majority of correspondence via email)
 Length of permanent residence in Kure Beach 12 years
 Employment Retired School Teacher
 Job Title _____

Professional Activities _____

Volunteer Activities Church volunteer

Other committee work, past or present United Fund, Meals on Wheels

What is your understanding of the purpose of this committee?
To give suggestions for the success of the KB Community Center
Help in making the CC successful

Why are you interested in serving on this committee?
Interested in becoming more involved in making KB successful

What specific concerns or areas are you interested in?
Better communication between citizens + KB Community Center Committee

Are there any time blocks from 8am-8pm, Monday through Friday, when you cannot attend meetings?
No

Any misrepresentation of fact on this application will subject the applicant to legal proceedings as prescribed by law.

Signature Sharon Lambeth Date 2/13/18

Thank you for your interest in serving the Town of Kure Beach

Please return ORIGINAL to: Town Clerk - Town of Kure Beach 117 Settlers Lane, Kure Beach, NC 28449

Town Use Only

Date Received _____ Initials _____ Utilities Current YES NO
 Interview Date _____ (If applicable) Appointment Date _____
 Term Length _____ Term Expiration _____

Nancy Applewhite

From: sbarham817@aol.com
Sent: Wednesday, February 21, 2018 7:07 PM
To: Nancy Applewhite; lbrettkell@gmail.com
Cc: Nancy Avery
Subject: Re: Town Council Actions 2.20.18

Nancy.. Nikki gave me a copy of Sharon's application at the February meeting. We invited Sharon to the February meeting and we voted at that time to welcome her to our committee as an alternate. It is documented in our February minutes. Please accept this email as our notification to the town.

Thank you Sarah

Sent from AOL Mobile Mail



TOWN OF KURE BEACH
REQUEST FOR APPOINTMENT
 Board/Commission/Committees

Current -
 Alternate -

Committee interview
 + approval March 13,
 2018
 TC Aug

MUST BE A FULL-TIME RESIDENT TO SERVE ON TOWN COMMITTEES

Request for Appointment to: Kure Beach Community Center
 Name JOHN SHALANSKI
 Address 821 Fort Fisher Blvd. N
 Telephone 570-578-8145 Cell Same
 Email John.SHALANSKI@hotmail.com (You will receive the majority of correspondence via email)
 Length of permanent residence in Kure Beach 6 mos.
 Employment Retired
 Job Title —

Professional Activities Licensed Clinical Social Worker

Volunteer Activities Lower Cape Fear Hospice

Other committee work, past or present —

What is your understanding of the purpose of this committee?
To assist with planning activities at the Community Center

Why are you interested in serving on this committee?
Participate + have a more active presence in the community

What specific concerns or areas are you interested in?
Yard sale; Bar-B-Q etc.

Are there any time blocks from 8am-8pm, Monday through Friday, when you cannot attend meetings?
Monday + Friday Mornings; Thursday Afternoons

Any misrepresentation of fact on this application will subject the applicant to legal proceedings as prescribed by law.

Signature [Signature] Date 3/13/18

Thank you for your interest in serving the Town of Kure Beach

Please return ORIGINAL to: Town Clerk - Town of Kure Beach 117 Settlers Lane, Kure Beach, NC 28449

Town Use Only
 Date Received 3-13-18 Initials NA Utilities Current YES NO
 Interview Date _____ (If applicable) Appointment Date _____
 Term Length _____ Term Expiration _____

Nancy Applewhite

From: Palm Air Rentals <rentals@palmairrealtync.com>
Sent: Tuesday, February 27, 2018 4:36 PM
To: Nancy Applewhite
Subject: Re: Board of Adjustment - Renewing of Term

Absolutely, sign me up.
Thanks and appreciate you,
Anne

Anne Brodsky
Owner/Property Manager
Palm Air Realty
910-458-5269
PalmAirRealtyNC.com

On Feb 27, 2018, at 4:31 PM, Nancy Applewhite <n.applewhite@townofkurebeachorg.onmicrosoft.com> wrote:

Good Afternoon Ms. Brodsky:

In updating the Board of Adjustment Master List, it was noticed that your appointment to the Board is coming up for renewal in May of this year.

Would you be interested in serving an additional three years? This would have you serving on the Board until May 21, 2021.

Please contact me to let me know your decision as soon as possible, as it would be added to the March Council Agenda scheduled on Monday, March 19th.

Thank you for service to the Town of Kure Beach. I look forward to hearing from you.
Sincerely,

Nancy A. Applewhite
Administrative Assistant
Direct: (910) 707-2010
Mobile: (910) 777-4376
n.applewhite@tokb.org

Town of Kure Beach
117 Settlers Lane
Kure Beach, NC 28449
Office: (910) 458-8216
Fax: (910) 458-7421
www.townofkurebeach.org

Nancy Applewhite

From: Nancy Applewhite
Sent: Wednesday, March 7, 2018 3:18 PM
To: Bryant Bass (bryant@bassbuilt.com)
Cc: Nancy Avery; Kathleen Zielinski
Subject: Renewal of Board of Adjustment Committee Member

Good Afternoon Mr. Bass:

It was a pleasure speaking with your earlier today. Per our telephone conversation, thank you for agreeing to serve on the Board of Adjustment Committee of the Town of Kure Beach for an additional three (3) years. The renewal of your service will be placed before Town Council documented on the Consent Agenda for approval at the March meeting scheduled, Monday March 19th.

We are very appreciative of your continued service.

Sincerely,

Nancy

Nancy A. Applewhite

Administrative Assistant

Direct: (910) 707-2010

Mobile: (910) 777-4376

n.applewhite@tokb.org

Town of Kure Beach

117 Settlers Lane

Kure Beach, NC 28449

Office: (910) 458-8216

Fax: (910) 458-7421

www.townofkurebeach.org

Board of Adjustment - State statute mandated and established by ordinance

PURPOSE: As per NCGS 160A-388, to hear & decide on the outcome of applications and appeals for variances in the zoning ordinances within the Town.

REGULATIONS: 5 members; 2 alternates may be appointed; 3 year terms not staggered; 19-42-43 Code of Ordinances. Must be citizen or resident.

Members may only be removed
after a public hearing is held

May hold no other public office
May have two alternates

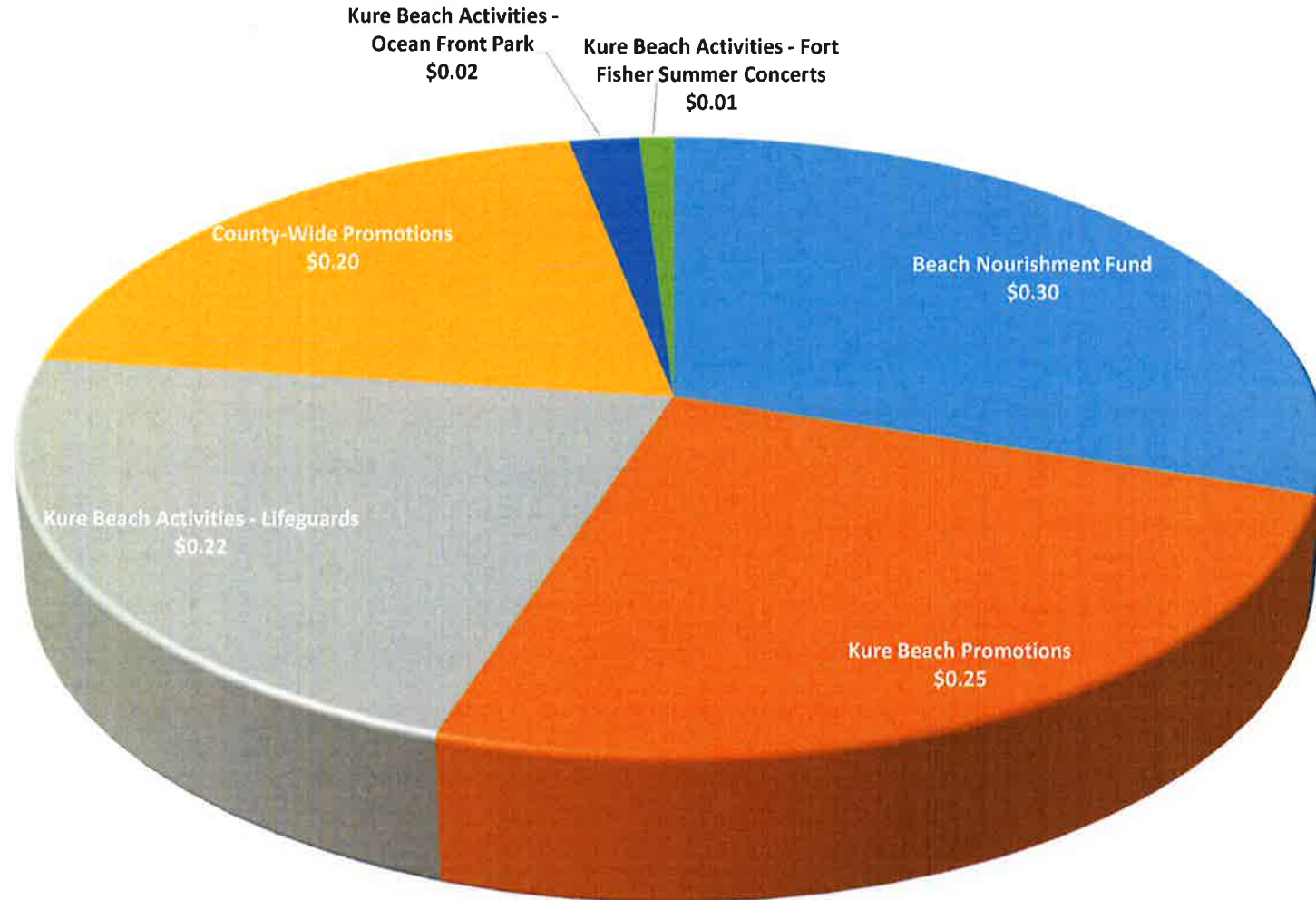
NOTE: At the April 20, 2010 Council meeting, Council eliminated the Council Liaison for the Board of Adjustment

MEETS: 4th Tuesday, 7:00 pm @ Town Hall

Title	Name	Address	Phone-H	Phone-C	Email	Apptd	Renew	Resigned
Chairperson	Peter Boulter	1721 Searay Lane, CB	368-1385		peter@boulters.net	11/20/2007	11/1/2019	
Vice Chair	Tony Garibay	1717 Pinfish Lane	458-9810	336-263-6350	ragaribay@trane.com	4/28/2010	4/1/2019	
Members	Harry Humphries	P. O. Box 414	458-8428	547-2143	dethbh@gmail.com	4/15/2008	4/1/2020	
	Bryant Bass	117 Leeward Court		367-0874	info@bassbuilt.com	4/17/2012	4/17/2018	
	Anne Brodsky	133 N Fort Fisher Blvd	458-5269		rentals@palmairrealtync.com	4/21/2015	5/21/2018	
Alternates	Randy McNeely	821 Cutter Ct.	910-524-1897	910-524-1897	rmcneely@wmjordan.com	2/20/2018	2/20/2021	
	VACANT							
Attorney	James E. Eldridge	PO Box 1380 Wlm 28402	910-815-0107	910-232-6005	jee@ec.rr.com	7/22/2014		

OLD BUSINESS

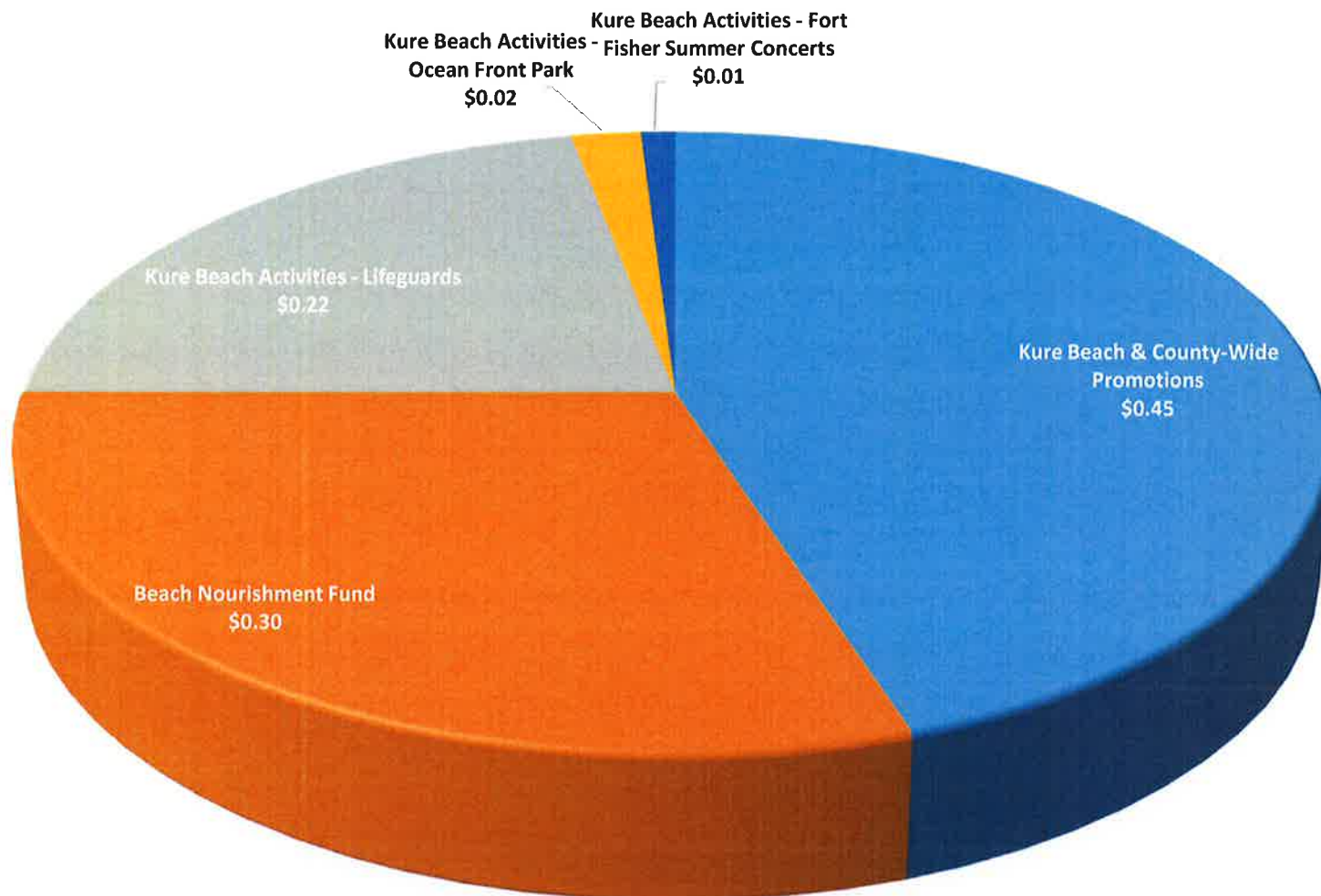
WHERE DOES THE ROOM OCCUPANCY TAX (ROT)* PAID BY KURE BEACH TOURISTS GO?



Average Use Per Dollar of Room Occupancy Tax Paid By Kure Beach Tourists - Fiscal Years 2015 to 2017

* Every operator of a business or any individual furnishing a taxable accommodation in New Hanover County is subject to charging a 6% ROT. The first 3% is allocated 60% to beach nourishment and 40% to county-wide promotion and the second 3% is allocated 50% to Kure Beach tourism-related activities and 50% to Kure Beach promotion. Short-term rentals are: rentals less than 90 days in a hotel, motel, beach house, condo, corporate apartments or other such short-term rental.

WHERE DOES THE ROOM OCCUPANCY TAX (ROT)* PAID BY KURE BEACH TOURISTS GO?



Average Use Per Dollar of Room Occupancy Tax Paid By Kure Beach Tourists - Fiscal Years 2015 to 2017

* Every operator of a business or any individual furnishing a taxable accomodation in New Hanover County is subject to charging a 6% ROT. The first 3% is allocated 60% to beach nourishment and 40% to county-wide promotion and the second 3% is allocated 50% to Kure Beach tourism-related activities and 50% to Kure Beach promotion. Short-term rentals are: rentals less than 90 days in a hotel, motel, beach house, condo, corporate apartments or other such short-term rental.

COUNCIL GOALS

COUNCIL GOALS

Consensus from retreat – the following goals are to be finalized at the March Council meeting. These goals mirror categories from FY17-18.

Work smarter to maintain and improve our quality of life in Kure Beach

- Improve parking situation
- Upgrade systems such as water meter and billing
- Work on Department of Defense Land Use Plan to retain assets

Ensure the integrity of Town financial data and maintain financial stability in all Town funds

- Bring in construction project on time and at cost
- Be fiscally responsible
- Improve long term planning
- Review ordinances for enforcement process
- ROT maintenance

Enable an optimum working environment for staff to produce high levels of service to the public

- Town Hall space (physical)
- Ensure policies are fair (morale)

Provide all departments with the support to maintain a safe working and living environment

- Support camera program
- Use technology to multiply abilities

DEPARTMENT REPORTS

Kure Beach Inspections Dept.-All Permits Issue Date: 2/1/2018 - 2/28/2018

PermitNo	Issue Date	Owner / Descript	ParcelID	Project Addr	Est Cost	Fee	Status	Final
Building								
180012	2/1/2018	LAUREL COMPANIES LLC, New UNIT A	R09206-003-004-00	1211 N FORT FISHER BLV KURE BEACH, NC 28449	\$212,000	\$9,012.00	Active	
180013	2/1/2018	LAUREL COMPANIES LLC, New UNIT B	R09206-003-004-00	1211 N FORT FISHER BLV KURE BEACH, NC 28449	\$212,000	\$4,812.00	Active	
180014	2/8/2018	CHARD, JOSEPH T LISA J Bathroom remodeling	R09217-020-009-00	421 FORT FISHER BLV S KURE BEACH, NC 28449	\$21,000	\$250.00	Active	
180015	2/9/2018	PETREA, LOIS HILL Addition	R09213-011-016-00	110 FIFTH AVE N KURE BEACH, NC 28449	\$70,000	\$500.00	Active	
180016	2/9/2018	WADDELL, JERRY W JULIA E Enclose bottom	R09213-011-017-00	404 K AVE KURE BEACH, NC 28449	\$2,500	\$50.00	Active	
180017	2/15/2018	OCEAN DUNES H O A INC, BLDG 700 UNIT 707	R09316-001-025-00	1 NEPTUNE PL KURE BEACH, NC 28449	\$10,000	\$150.00	Active	
180018	2/26/2018	OCEAN DUNES H O A INC, BUILDING 300	R09316-001-025-00	1 NEPTUNE PL KURE BEACH, NC 28449	\$30,000	\$250.00	Active	
180019	2/26/2018	OCEAN DUNES H O A INC, BUILDING 1100	R09316-001-025-00	1 NEPTUNE PL KURE BEACH, NC 28449	\$41,000	\$350.00	Active	
180020	2/26/2018	HENSLEY, WILLIAM K DEBRA S renovation	R09316-002-001-40	1100 S FORT FISHER BLV KURE BEACH, NC 28449	\$42,850	\$350.00	Active	
180024	2/28/2018	SORRELL, GLENN L Rot Repair	R09405-007-003-00	613 FORT FISHER BLV S KURE BEACH, NC 28449	\$7,000	\$150.00	Active	
Total Building 10					\$648,350	\$15,874.00		
CAMA								
KB18-02	2/20/2018	ZGAINER, ANTHONY SFR, driveway, pool, pool deck, landscaping and walkway to b	R09217-020-007-00	429 S FORT FISHER BLV KURE BEACH, NC 28449	\$0	\$100.00	Active	
KB18-01	2/28/2018	OCEAN, DUNES HOA Dune restoration	R09316-002-001-00	1100 FORT FISHER BLV S KURE BEACH, NC 28449	\$0	\$100.00	Active	
Total CAMA 2					\$0	\$200.00		
Fence								
180004	2/7/2018	BLACKBURN, MARK D DONNA C New 4' fence	R09405-012-001-00	801 S FORT FISHER BLV KURE BEACH, NC 28449	\$0	\$25.00	Active	
180005	2/16/2018	DUDLEY, GARY WENDY New 4' fence	R09206-001-006-00	1112 FORT FISHER BLV N KURE BEACH, NC 28449	\$0	\$25.00	Active	
Total Fence 2					\$0	\$50.00		
Landscape								

PermitNo	Issue Date	Owner / Descript	ParcelID	Project Addr	Est Cost	Fee	Status	Final
Landscape								
180006	2/6/2018	TROUTMAN, TOMMY R SHEILA J Lot clearing	R09217-017-008-00	333 FOURTH AVE S KURE BEACH, NC 28449	\$0	\$25.00	Active	
Total Landscape 1					\$0	\$25.00		
Total Permits: 15					\$648,350	\$16,149.00		

KURE BEACH FIRE DEPARTMENT

FIRE CHIEF'S REPORT
FEBRUARY, 2018

TOTAL CALLS
61

DATE	PURPOSE
02/04/18	EMS
02/04/18	ASSIST PUBLIC
02/05/18	MUTUAL AID CBFD
02/06/18	FALSE ALARM
02/06/18	EMS
02/08/18	EMS
02/10/18	2 MUTUAL AID CBFD
02/11/18	2 EMS
02/12/18	10 SMOKE IN RESIDENCE
02/12/18	DRILL
02/12/18	MUTUAL AID CBFD
02/13/18	2 SMOKE IN RESIDENCE
02/15/18	EMS
02/16/18	ASSIST PUBLIC
02/17/18	MUTUAL AID CBFD
02/18/18	EMS
02/19/18	WATER RESCUE
02/19/18	8 SMOKE IN RESIDENCE
02/20/18	2 EMS
02/20/18	MUTUAL AID CBFD
02/20/18	ASSIST PUBLIC
02/20/18	4 SMOKE IN RESIDENCE
02/21/18	2 SMOKE IN RESIDENCE
02/21/18	2 EMS
02/22/18	2 EMS
02/22/18	OUTSIDE FIRE
02/22/18	ASSIST PUBLIC

KURE BEACH FIRE DEPARTMENT

02/25/18	EMS
02/25/18	2 ASSIST PUBLIC
02/26/18	2 MUTUAL AID CBFD
02/26/18	DRILL
02/26/18	TRANSFORMER
02/28/18	EMS

All equipment checked and found to be in working order

Ed Kennedy
Chief

TOWN OF KURE BEACH
REVENUE AND EXPENDITURE SUMMARY
JULY 1, 2017 TO MARCH 13, 2018

<u>REVENUES</u>					<u>EXPENDITURES</u>				
	2018	2018	Actual	%		2018	2018	Actual	%
	Initial Bud.	Amend. Bud.	3/13/2018	Collected		Initial Bud.	Amend. Bud.	3/13/2018	Spent
GENERAL FUND					GENERAL FUND				
Property Taxes (Cur. & PY)	\$ 2,491,300	\$ 2,491,300	\$ 2,478,991	99.5%	Governing Body	\$ 38,505	\$ 38,505	\$ 28,189	73.2%
Local Option Sales Tax	\$ 850,075	\$ 850,075	\$ 581,474	68.4%	Committees	\$ 120,010	\$ 120,010	\$ 2,719	2.3%
Garbage & Recycling	\$ 382,350	\$ 382,350	\$ 264,559	69.2%	Finance	\$ 150,786	\$ 150,786	\$ 84,610	56.1%
Franchise & Utility Tax	\$ 234,500	\$ 234,500	\$ 117,555	50.1%	Administration	\$ 407,848	\$ 583,848	\$ 412,910	70.7%
TDA Funds	\$ 205,650	\$ 205,650	\$ 53,609	26.1%	Community Center	\$ 23,300	\$ 23,300	\$ 11,679	50.1%
CAMA Grants - Beach Access Paving	\$ 89,332	\$ 89,332	\$ -	0.0%	Emergency Mgmt./Elections	\$ 3,100	\$ 3,100	\$ 2,654	85.6%
Communication Tower Rent	\$ 79,125	\$ 79,125	\$ 59,235	74.9%	Tax Collections	\$ 27,000	\$ 27,000	\$ 22,969	85.1%
Bldg. Permit & Fire Inspect. Fees	\$ 59,300	\$ 59,300	\$ 60,670	102.3%	Legal	\$ 28,950	\$ 28,950	\$ 18,496	63.9%
Sales Tax Refund	\$ 54,000	\$ 54,000	\$ 57,479	106.4%	Police Department	\$ 1,308,960	\$ 1,315,160	\$ 832,605	63.3%
Com Ctr/Parks & Rec/St Festival	\$ 20,500	\$ 20,500	\$ 11,594	56.6%	Fire Department	\$ 701,867	\$ 695,667	\$ 450,505	64.8%
Motor Vehicle License Tax/Decals	\$ 15,000	\$ 15,000	\$ 16,115	107.4%	Lifeguards	\$ 196,850	\$ 196,850	\$ 96,068	48.8%
Town Facility Rentals	\$ 15,000	\$ 15,000	\$ 13,938	92.9%	Parks & Recreation	\$ 146,027	\$ 146,027	\$ 82,598	56.6%
ABC Revenue	\$ 14,600	\$ 14,600	\$ 13,462	92.2%	Bldg Inspection/Code Enforcement	\$ 135,201	\$ 135,201	\$ 87,386	64.6%
OFP - Bluefish Purchases	\$ 11,000	\$ 11,000	\$ 4,840	44.0%	Streets & Sanitation	\$ 863,848	\$ 863,848	\$ 536,965	62.2%
Beer & Wine Tax	\$ 9,500	\$ 9,500	\$ -	0.0%	Debt Service	\$ 360,615	\$ 564,042	\$ 312,025	55.3%
All Other Revenues	\$ 6,185	\$ 466,571	\$ 16,824	3.6%	Transfer to Other Funds	\$ 46,450	\$ 127,409	\$ 127,409	100.0%
Other Financing Sources	\$ 70,000	\$ 70,000	\$ 31,668	45.2%	Contingency	\$ 48,100	\$ 48,100	\$ -	0.0%
Total Revenues	<u>\$ 4,607,417</u>	<u>\$ 5,067,803</u>	<u>\$ 3,782,013</u>	74.6%	Total Expenses	<u>\$ 4,607,417</u>	<u>\$ 5,067,803</u>	<u>\$ 3,109,787</u>	61.4%
WATER & SEWER FUND					WATER & SEWER FUND				
Water Charges	\$ 805,000	\$ 805,000	\$ 520,366	64.6%	Governing Body	\$ 17,505	\$ 17,505	\$ 11,689	66.8%
Sewer Charges	\$ 1,155,000	\$ 1,155,000	\$ 731,557	63.3%	Legal	\$ 28,950	\$ 28,950	\$ 18,496	63.9%
Tap, Connect & Reconnect Fees	\$ 37,200	\$ 37,200	\$ 51,500	138.4%	Finance	\$ 186,200	\$ 186,200	\$ 128,889	69.2%
All Other Revenues	\$ 8,455	\$ 8,455	\$ 7,773	91.9%	Administration	\$ 260,170	\$ 260,170	\$ 178,326	68.5%
Other Financing Sources	\$ 145,000	\$ 145,000	\$ 31,958	22.0%	Operations	\$ 1,657,830	\$ 1,657,830	\$ 926,221	55.9%
Total Revenues	<u>\$ 2,150,655</u>	<u>\$ 2,150,655</u>	<u>\$ 1,343,154</u>	62.5%	Total Expenses	<u>\$ 2,150,655</u>	<u>\$ 2,150,655</u>	<u>\$ 1,263,621</u>	58.8%
STORM WATER FUND					STORM WATER FUND				
Total Revenues	<u>\$ 630,094</u>	<u>\$ 630,094</u>	<u>\$ 241,075</u>	38.3%	Total Expenses	<u>\$ 630,094</u>	<u>\$ 630,094</u>	<u>\$ 450,186</u>	71.4%
POWELL BILL FUND					POWELL BILL FUND				
Total Revenues	<u>\$ 65,070</u>	<u>\$ 65,070</u>	<u>\$ 65,408</u>	100.5%	Total Expenses	<u>\$ 65,070</u>	<u>\$ 65,070</u>	<u>\$ 1,328</u>	2.0%
SEWER EXPANSION RESERVE FUND (SERF)					SEWER EXPANSION RESERVE FUND (SERF)				
Total Revenues	<u>\$ 30,330</u>	<u>\$ 30,330</u>	<u>\$ 2,857</u>	9.4%	Total Expenses	<u>\$ 30,330</u>	<u>\$ 30,330</u>	<u>\$ -</u>	0.0%
BEACH PROTECTION FUND					BEACH PROTECTION FUND				
Total Revenues	<u>\$ 47,090</u>	<u>\$ 47,090</u>	<u>\$ 47,441</u>	100.7%	Total Expenses	<u>\$ 47,090</u>	<u>\$ 47,090</u>	<u>\$ -</u>	0.0%
FEDERAL ASSET FORFEITURE FUND					FEDERAL ASSET FORFEITURE FUND				
Total Revenues	<u>\$ 50,000</u>	<u>\$ 50,000</u>	<u>\$ -</u>	0.0%	Total Expenses	<u>\$ 50,000</u>	<u>\$ 50,000</u>	<u>\$ 18,154</u>	36.3%

**TOWN OF KURE BEACH
CASH AND INVESTMENTS
AS OF FEBRUARY 28, 2018**

<u>FUND</u>	<u>CASH IN BANK</u>	<u>INVESTMENTS</u>	<u>TOTAL CASH & INVESTMENTS</u>
General	\$3,259,144	\$344,887	\$3,604,031
Water/Sewer	\$1,473,760	\$590,086	\$2,063,846
Storm Water	\$3,187	\$242,462	\$245,649
SERF	\$27,162	\$122,097	\$149,259
Powell Bill	\$283,994	\$70,142	\$354,136
Beach Protection	\$33,090	\$301,985	\$335,075
Federal Asset Forfeiture	\$57,324	\$0	\$57,324
Capital Project Funds	\$305,890	\$0	\$305,890
TOTAL	<u>\$5,443,551</u>	<u>\$1,671,659</u>	<u>\$7,115,210</u>

<u>INSTITUTION</u>		
BB&T	\$5,443,551	\$0
First Bank - Certificates of Deposit	\$0	\$913,911
NCCMT Term Portfolio	\$0	\$543,161
NCCMT Governmental Portfolio	\$0	\$214,587
TOTAL	<u>\$5,443,551</u>	<u>\$1,671,659</u>

TOWN OF KURE BEACH
SUMMARY OF CONTINGENCY FUND AND COMMITTEE
EXPENDITURE ACTIVITY
07/01/2017 - 03/13/2018

CONTINGENCY FUND

Fiscal Year 2018 Budget	\$48,100.00
Less:	
No activity	<u>\$0.00</u>
Remaining Budget as of 03/13/2018	<u><u>\$48,100.00</u></u>

COMMITTEE (Shoreline Access and Beach Protection) EXPENDITURES

Fiscal Year 2018 Budget	\$120,010.00
Less Expenditures:	
Dune Signage	\$718.60
E & I Ave. Beach Access Parking - Design & Engineering - Capital Project	<u>\$2,000.00</u>
Total Expenditures	\$2,718.60
Projects Approved By Council But Not Yet Expended:	
E & I Ave. Beach Access Parking Project - Capital Project	\$112,710.00
Beach Access Signage	<u>\$4,581.40</u>
Total Approved, Not Expended	<u><u>\$117,291.40</u></u>
Remaining Budget as of 03/13/2018	<u><u>\$0.00</u></u>

**TOWN OF KURE BEACH
DEBT LISTING
MARCH 19, 2018**

LOAN PURPOSE/DESCRIPTION	FUND	LENDER	DATE OF LOAN	AMOUNT FINANCED	INTEREST RATE	LOAN TERM (YRS)	DATE PAID OFF	BALANCE AT 3/19/18	PAYMENT FREQUENCY	PAYMENT AMOUNT	NEXT PAY DATE	INT. EXPENSE LIFE OF LOAN
Fire Station/Town Hall Project (a)	G, W/S	BB&T	12/11/2017	\$5,000,000	2.58%	15	12/11/2032	\$5,000,000.00	Semi-annual	\$231,166.67	6/11/2018	\$999,750.00
Sewer Rehabilitation Project (b)	W/S	Fed Gov	5/1/2010	\$432,660	0.00%	20	5/1/2030	\$137,224.32	Annual	\$10,555.72	5/1/2018	\$0.00
Ocean Front Park (development)	G	BB&T	7/12/2011	\$347,000	4.39%	17	7/12/2028	\$224,529.44	Annual	\$30,268.60	7/12/2018	\$137,099.64
Ocean Front Park (acquisition)	G	BB&T	12/19/2007	\$3,600,000	4.28%	20	12/19/2027	\$649,038.55	Annual	\$92,682.71	12/19/2018	\$690,135.16
Kure Beach Pump Station #1	W/S	1st Bank	6/28/2017	\$475,000	2.11%	10	6/28/2027	\$453,587.13	Semi-annual	\$26,507.64	6/28/2018	\$55,152.80
334 S. 4th, 402 H & 406 H Ave.	G	BB&T	3/12/2015	\$409,471	2.49%	10	3/12/2025	\$286,629.79	Annual	\$48,084.20	3/12/2019	\$56,077.07
Water Tower & Well House & Town Hall Expansion (c)	G, W/S	BB&T	4/11/2007	\$1,187,187	3.92%	15	5/7/2022	\$431,108.77	Semi-annual	\$52,716.71	5/7/2018	\$394,314.33
2016 John Deere Backhoe (d)	W/S, SW	BB&T	11/9/2016	\$105,273	1.87%	5	11/9/2021	\$84,991.26	Annual	\$22,250.35	11/9/2018	\$5,978.75
2018 Police Dodge Durango	G	1st Bank	10/19/2017	\$31,668	1.95%	4	10/19/2021	\$31,668.00	Annual	\$8,312.14	10/19/2018	\$1,558.73
2017 Freightliner Garbage Truck	G	1st Bank	8/23/2016	\$179,756	1.70%	5	8/23/2021	\$145,006.54	Annual	\$38,303.62	8/23/2018	\$9,270.57
Compact Excavator (d)	W/S, SW	1st Bank	7/28/2017	\$63,915	1.80%	4	7/28/2021	\$63,915.00	Annual	\$16,714.37	7/28/2018	\$2,901.83
(2) 2016 Police Dodge Chargers	G	1st Bank	11/9/2016	\$63,500	1.60%	4	11/9/2020	\$48,000.96	Annual	\$16,524.00	11/9/2018	\$2,560.16
O'Brien 7065 HydroJetter (d)	W/S, SW	1st Bank	8/13/2015	\$81,485	1.70%	5	8/13/2020	\$49,712.69	Annual	\$17,149.28	8/13/2018	\$4,202.44
2016 Chevrolet Silverado	G	1st Bank	7/26/2016	\$36,867	1.60%	4	7/26/2020	\$27,868.52	Annual	\$9,593.55	7/26/2018	\$1,486.39
Cutter Court Drainage Project	SW	B of A	7/23/2005	\$875,000	4.40%	15	6/23/2020	\$171,219.05	Monthly	\$6,677.76	4/23/2018	\$326,995.49
FY 2016 Equipment & Vehicles (e)	G, W/S	BB&T	9/14/2015	\$186,000	2.01%	4	9/14/2019	\$94,850.52	Annual	\$48,859.87	9/14/2018	\$9,439.48
(2) 2015 Police Cars	G	BB&T	3/27/2015	\$48,359	2.19%	4	3/27/2019	\$24,703.23	Annual	\$12,758.83	3/27/2018	\$2,676.33
2015 Ford F-250 Utility Truck	W/S	BB&T	10/24/2014	\$32,216	2.19%	4	10/24/2018	\$8,317.58	Annual	\$8,499.73	10/24/2018	\$1,782.92
Downtown Improvement Project	G	BB&T	1/17/2014	\$117,000	1.93%	4.5	6/17/2018	\$24,521.80	Annual	\$24,719.00	6/17/2018	\$6,595.00

FUND CODES

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

TOTAL OUTSTANDING DEBT AT 3/19/2018:

General Fund	\$ 6,009,452.80
Water/Sewer Fund	\$ 1,676,911.83
Storm Water Fund	\$ 270,528.53
Total	\$ 7,956,893.15

NOTES

- (a) - 88% of loan is General Fund and 12% is Water/Sewer Fund.
(b) - Total amount borrowed was \$432,660. As part of ARRA, the unpaid balance was immediately reduced by one-half of the loan amount.
(c) - 78% of loan is Water/Sewer Fund and 22% is General Fund.
(d) - 50% of loan is Water/Sewer Fund and 50% is Storm Water Fund.
(e) - 55.5% of loan is General Fund and 44.5% is Water/Sewer Fund.

LOAN PAYMENTS DUE (Next 12 Months):

03/20/2018 - 06/30/2018	\$ 378,457.85
07/01/2018 - 09/30/2018	\$ 180,922.57
10/01/2018 - 12/31/2018	\$ 456,509.95
01/01/2019 - 03/19/2019	\$ 68,117.48
Total	\$ 1,084,007.85

**TOWN OF KURE BEACH
KURE BEACH PUMP STATION #1
CAPITAL PROJECT FUND SUMMARY
AS OF 03/13/2018**

	<u>APPROVED BUDGET</u>	<u>ACTUAL AS OF 03/13/18</u>
<u>EXPENDITURES</u>		
<u>ENGINEERING SERVICES, PA</u>		
Land Surveying Fees	\$4,000	\$4,000.00
Engineering Planning	\$5,000	\$0.00
Engineering Design	\$47,000	\$47,000.00
Bidding Assistance	\$6,500	\$6,500.00
Construction Administration	\$25,000	\$22,500.00
Construction Inspection	<u>\$28,500</u>	<u>\$25,650.00</u>
Total Engineering Services, PA	<u>\$116,000</u>	<u>\$105,650.00</u>
<u>OTHER PROJECT COSTS</u>		
Legal Fees	\$4,750	\$26.00
LGC Loan Application Fee	<u>\$1,250</u>	<u>\$1,250.00</u>
Total Other Costs	<u>\$6,000</u>	<u>\$1,276.00</u>
<u>CONSTRUCTION</u>		
T&H CONSTRUCTION OF HAMPSTEAD, NC	\$632,514	\$600,733.14
AVRETT PLUMBING CO., INC.	<u>\$57,217</u>	<u>\$67,217.00</u>
Total Construction Costs	<u>\$689,731</u>	<u>\$667,950.14</u>
<u>GRAND TOTAL EXPENDITURES</u>	<u><u>\$811,731</u></u>	<u><u>\$774,876.14</u></u>
 <u>PROJECT REVENUE SOURCES</u>		
Transfer From Water/Sewer Fund to Pump Station #1 Capital Project Fund	\$186,731	\$186,731.00
Transfer From Sewer Expansion Reserve Fund (SERF) to Pump Station #1 Capital Project Fund	\$150,000	\$150,000.00
Installment Financing	<u>\$475,000</u>	<u>\$475,000.00</u>
<u>GRAND TOTAL PROJECT REVENUE SOURCES</u>	<u><u>\$811,731</u></u>	<u><u>\$811,731.00</u></u>

**TOWN HALL RENOVATION AND NEW FIRE STATION
CAPITAL PROJECT FUND SUMMARY
AS OF 03/13/2018**

	<u>APPROVED BUDGET</u>	<u>ACTUAL AS OF 03/13/18</u>
<u>EXPENDITURES</u>		
<u>OAKLEY COLLIER ARCHITECTS</u>		
Feasibility Study	\$28,500	\$28,500.00
Schematic Design	\$74,407	\$74,407.40
Design Development	\$55,806	\$55,805.55
Construction Documents	\$148,815	\$148,814.80
Bidding & Negotiation	\$18,602	\$18,601.85
Contract Administration	\$74,407	\$18,594.42
Reimbursable Expenses	\$14,720	\$13,239.51
Retainer	\$0	\$7,000.00
Total Oakley Collier Architects	<u>\$415,257</u>	<u>\$364,963.53</u>
<u>OTHER PROJECT COSTS</u>		
Surveys	\$6,500	\$4,200.00
Legal Fees	\$25,000	\$21,872.93
LGC Loan Application Fee	\$1,250	\$1,250.00
Bank Loan Fees	\$2,900	\$2,900.00
Special Inspections	\$16,000	\$0.00
Other	\$500	\$150.00
Total Other Project Costs	<u>\$52,150</u>	<u>\$30,372.93</u>
<u>PROJECT MANAGEMENT COSTS</u>		
Constructive Building Solutions	<u>\$100,000</u>	<u>\$30,000.00</u>
<u>CONSTRUCTION</u>		
Town Hall	\$2,496,343	\$21,756.67
Fire Station	<u>\$2,267,209</u>	<u>\$21,756.68</u>
Total Construction Costs	<u>\$4,763,552</u>	<u>\$43,513.35</u>
<u>GRAND TOTAL EXPENDITURES</u>	<u><u>\$5,330,959</u></u>	<u><u>\$468,849.81</u></u>
<u>PROJECT REVENUE SOURCES</u>		
Transfer From General Fund	\$330,959	\$330,959.00
Installment Financing	\$5,000,000	\$5,000,000.00
Interest on Project Fund Bank Account	\$0	\$103.81
<u>GRAND TOTAL PROJECT REVENUE SOURCES</u>	<u><u>\$5,330,959</u></u>	<u><u>\$5,331,062.81</u></u>

MINUTES



TOWN COUNCIL MINUTES

REGULAR MEETING

February 20, 2018 @ 6:30 p.m.

The Kure Beach Town Council held a Regular Meeting on Tuesday, February 20, 2018 at 6:30 p.m.

The town attorney was present and there was a quorum of council members.

COUNCIL MEMBERS PRESENT

Mayor Craig Bloszinsky
Mayor Pro Tem (MPT) David Heglar
Commissioner Joseph Whitley
Commissioner John Ellen
Commissioner Allen Oliver

COUNCIL MEMBERS ABSENT

All present

STAFF PRESENT

Finance Officer (FO) – Arlen Copenhaver
Town Clerk – Nancy Avery
Fire Chief – Ed Kennedy
Police Chief – Mike Bowden
Utility Systems Operator/Crew Leader – Jimmy Mesimer
Administrative Assistant – Nancy Applewhite

CALL TO ORDER

Mayor Bloszinsky called the meeting to order at 6:30 p.m. and Reverend Thomas Williams, Lay Pastor, delivered the invocation and led everyone in the Pledge of Allegiance.

APPROVAL OF CONSENT AGENDA ITEMS

Call to Order – Mayor Bloszinsky

APPROVAL OF CONSENT AGENDA ITEMS

1. * Approve closing Atlantic Avenue to public vehicle traffic between K and L Avenues from early morning hours through 7 pm on Saturday, April 28, 2018 and allow for participation of food trucks and art, craft, and food vendors during the annual Street Festival
2. * Appoint Amanda Stiles to the Marketing Committee as an alternate
3. * Appoint Randy McNeely to the Board of Adjustment as an alternate
4. * Approve contract and engagement letter with the auditing firm of Bernard Robinson and Company LLP, in the amount of \$18,700 for FY17-18
5. Approve travel to UNC School of Government Essentials of Municipal Government Training in Sunset Beach, NC from 2/15/18 to 2/17/18 for Mayor Bloszinsky, Commissioner Ellen,



TOWN COUNCIL MINUTES

REGULAR MEETING

February 20, 2018 @ 6:30 p.m.

Commissioner Oliver, Commissioner Whitley, at a cost of approximately \$1,612.56 from the Council Travel and Training Budget

6. Approve travel to ASBPA Coastal Summit in Washington, DC from 3/20/18 to 3/22/18 for Mayor Bloszinsky and Commissioner Oliver, at a cost of approximately \$2,107.72 from the Council Travel and Training Budget
7. Approve travel to NCBIWA 2018 Local Coastal Governments Meeting in Pine Knoll Shores, NC from 4/23/18 to 4/24/2018 for Mayor Bloszinsky and Commissioner Oliver, at a cost of approximately \$650.00 from the Council Travel and Training Budget
8. *Building Inspector Report January 2018
9. *Finance report through February 13, 2018
10. *Minutes:
 - January 22, 2018 regular

MOTION – MPT Heglar moved to approve Consent Agenda Items, as presented.

SECOND – Commissioner Oliver

VOTE – Unanimous

ADOPTION OF THE AGENDA

MOTION – MPT Heglar moved to adopt the meeting agenda, as presented.

SECOND – Commissioner Whitley

VOTE – Unanimous

PUBLIC HEARING – Proposed amendments to Chapter 19 (Zoning) regarding setbacks. Notice of the public hearing was advertised in the Star News on February 4, 2018 and in the Island Gazette on February 7 and 14, 2018 as per N.C.G.S. 160A-364. Amendments do not change any setbacks but clarify and bring consistency to the language in all sections and zoning districts that relate to setbacks. Said document is herein incorporated as part of these minutes.

OPENING OF PUBLIC HEARING

Mayor Bloszinsky opened the Public Hearing at 6:36 p.m.

1. Linda Brett-Kell, 434 S 4th Avenue

Ms. Brett-Kell stated she went before the Planning & Zoning Commission regarding setbacks. She said she was not aware of when setbacks were changed from 5 feet to 10 feet for additions to property. She communicated that the Planning & Zoning Commission was not sure when the change went into effect, but she would like the setback changed back to 5 feet like Carolina Beach. Ms. Brett-Kell communicated that the lots on Kure Beach do not have a lot of space, and she recently had a custom built structure completed on her lot which she learned is not in



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compliance. She also noted other residents have structures on their lots which appear to be non-compliant. She requested council to consider the 5 foot setback. Mayor Bloszinsky informed Ms. Brett-Kell that her case had been scheduled on the agenda for consideration later in the meeting.

2. April Agrillo, 333 N. 3rd. Avenue

Ms. Agrillo stated that she would like all of the setbacks for Kure Beach to change. She presented to council a copy of all of Carolina Beach's setback changes and the dates they were made. Ms. Agrillo shared that she was in the process of having a pool installed in her backyard and realized with the 10 feet setback she would not be able to go through with the installation. She mentioned that she attended the Planning & Zoning Commission meeting along with Ms. Brett-Kell and was advised of the petition for changes to setbacks in Kure Beach. Ms. Agrillo advised council that the Planning & Zoning Commission was going to proceed with fines to enforce setback regulations.

MPT Heglar declared that the setbacks have been in place for a very long time. He explained that the ordinances specifically allow non-conforming conditions which exist at the time of adoption to continue; therefore, explaining the structures in place which have been stated as being non-compliant. He clarified that the Public Hearing in place is to clear up specific issues and address language in the ordinances regarding setbacks, and not for changing the setbacks. He confirmed that the setbacks would not be changed during the evening's meeting because a Public Hearing would have to be held addressing changes to the setbacks first, with change recommendations made by the Planning & Zoning Commission. He advised Ms. Agrillo to follow the process in place to request the changes for her project. Further discussion evolved concerning the changes to Carolina Beach's setbacks. Conversations continued with regard to when setbacks were changed in Kure Beach. Town Clerk Avery stated there was an electronic issue with the code when it was codified indicating there were a lot of changes in 2003, however, they were not changed in 2003. MPT Heglar said the setbacks were 10 feet in 1996. Mayor Bloszinsky advised Ms. Agrillo of the process in place for her to take to request changes for her particular property. He affirmed that the process is slow because there is a lot at stake and all issues must be weighed.

Ms. Brett-Kell then verbalized her understanding of the wheels of justice moving slowly, but she wanted to know if she was going to be fined. She expressed her concerns with having to move her structure. Vice Chair Moore of the Planning & Zoning Commission confirmed that Building Inspector Batson stated fines will not be issued until Ms. Brett-Kell's issue is resolved.

3. Robert Lawler, 629 4th Avenue South – Unit B

Mr. Lawler stated he purchased a home in July and hired a contractor in December to build decks on the home. He also built an enclosure around the existing exterior shower. He was advised by Building Inspector Batson and his contractor that the enclosure built is not in compliance due



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to the height and width of the structure. Mr. Lawler provided details regarding his structure with several pictures. He also presented pictures of other duplexes with similar structures. Mr. Lawler explained that Building Inspector Batson advised him of his available options. He also submitted a letter requesting a proposed amendment allowing the non-permanent structure. Mayor Bloszinsky asked if the contractor obtained a permit for the structure. Mr. Lawler advised that a permit was received for the decks, not the building of the enclosure. MPT Heglar explained that the structure was built on the setback, and setbacks are historically for fires to prevent neighborhoods from burning down. Mayor Bloszinsky advised Mr. Lawler to take the matter with the proposed text amendment to the Planning & Zoning Commission for consideration with their recommendation to be made to Council.

MOTION – Commissioner Whitley moved to close the Public Hearing.

SECOND – MPT Heglar

VOTE – Unanimous

CLOSING OF PUBLIC HEARING

Mayor Bloszinsky closed the Public Hearing at 7:04 p.m.

DISCUSSION AND CONSIDERATION OF COMMITTEE BUSINESS

1. Shoreline Access and Beach Protection Committee

Dennis Panicali, Chair of SLABP, addressed council to present proposed new beach access signs. He provided a slide presentation and overview of the recommendations provided by the SLABP Committee. Said document of slide presentation is hereby incorporated as part of these minutes. The signs will be individualized and modified for ADA per beach access, and will be framed on 6x6 timber. They will be 3 feet high and 4 feet wide and mounted 4 feet off the ground making them 7 feet off the ground. Signs have been reviewed by both the Police Chief and the Fire Chief. The funding for the signs to be provided by the SLABP Committee. The multi-part signs are to be installed at the following locations:

- 344 N. Atlantic Avenue
- 140 N. Atlantic Avenue
- 130 N. Atlantic Avenue
- 120 N. Atlantic Avenue
- 110 N. Atlantic Avenue
- 100 N. Atlantic Avenue
- 99 S. Atlantic Avenue
- 139 S. Fort Fisher Boulevard – J Avenue
- 227 S. Fort Fisher Boulevard – I Avenue
- 343 S. Forth Fisher Boulevard – H Avenue



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443 S. Fort Fisher Boulevard – G Avenue
541 S. Fort Fisher Boulevard – F Avenue
643 S. Fort Fisher Boulevard – E Avenue
1342 S. Fort Fisher Blvd

MOTION – MPT Heglar moved to approve the purchase of the proposed multi-part signs to be installed at the beach accesses by Public Works with funding provided by the SLABP Committee.

SECOND – Commissioner Whitley

VOTE – Unanimous

Commissioner Whitley gave an update on the Ethyl-Dow structure signs, and Chair Panicali provided a presentation on that signage as well. Said presentation is herein incorporated as part of these minutes. Conversations ensued regarding the signs. Mayor Bloszinsky confirmed the appropriate verbiage pertaining to no swimming with Attorney Canoutas.

MOTION – MPT Heglar moved to approve the proposed Ethyl-Dow structure signs presented by the SLABP Committee and installed by Public Works.

SECOND – Commissioner Whitley

VOTE – Unanimous

DISCUSSION AND CONSIDERATION OF DEPARTMENT HEAD BUSINESS

1. Finance Department

FO Copenhaver provided presentations regarding the Town Budget, Tax and ROT dollar allocations in response to the request made by council at the Council Retreat held on January 26, 2018. He requested direction from council as to how the information is to be utilized. Said presentation is herein incorporated as part of these minutes.

- The information was requested for citizens to understand how their tax money is utilized, and to illustrate that they are not used for beach nourishment
- The first chart showed the average expenditure per dollar of property tax levied in Kure Beach in the Fiscal Year 2017
- Every property tax dollar funds several components of local government in Kure Beach
- Significant portion allocated for public safety, streets and sanitation
- Mayor Bloszinsky noted that the debt services are minimal compared to the requirements of NC State
- FO Copenhaver stated debts are maintained at manageable levels



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- The second chart provided an average use per dollar of Room Occupancy Tax paid by Kure Beach tourists for Fiscal Years 2015 to 2017
- The total value of tourists staying at Kure Beach is estimated at \$800,000 to \$850,000
- Room Occupancy Tax is divided into two parts. The first 3% is allocated 60 % to beach nourishment, 40% to county-wide promotions, and the second 3% is allocated 50% to Kure Beach promotions and 50% to Kure Beach tourism related activities
- MPT Heglar proposed the information to be added to the Town Website

MPT Heglar stated that he would like to work with FO Copenhaver on the messaging and bring it back to council prior to adding it to the Town Website. Agreement was reached to table the matter until the March Council Meeting.

2. Public Works Department

Crew Leader Mesimer advised that the Smoke Testing is scheduled to be completed on February 21, 2018.

Free Bulk Trash Pick-up Week in April has developed into a 6 day occurrence and has become very expensive.

- Dumpsters, miscellaneous, bulk trash and brush was hauled out at 84.15 tons of debris over a 6 day period
- Assistance required for trash removal resulted in hiring dump trucks for three days from Bledsoe demolition and excavation company last year
- There is nowhere to store brush any longer, so it must be hauled off
- Total cost of town labor, pick-up, dumping and hauling for last year was \$25,000
Cost excludes gas, and wear and tear on town vehicles
- Evolved over the past 10 years and has progressively gotten worse with individuals bringing in bulk trash over the bridge to leave for pick-up within Kure Beach
- The free bulk trash pick-up was originally designated as a Spring Clean initiative and not for the removal of construction bulk trash to include cabinets, rugs, sheet rock, etc. at the cost of the taxpayers
- Requesting assistance from Council to establish guidelines

Mayor Bloszinsky asked Crew Leader Mesimer to research and provide recommendations and limitations on what is to be excluded from removal. MPT Heglar stated the users should pay for additional trash removals, and the town has a system in place for debris to be picked by Public Works at a charge. He communicated this has crept into a great cost. He also stated that clear



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limitations and guidelines need to be communicated now in preparation for the April event. MPT Heglar will work with Crew Leader Mesimer and will provide details and recommendation at the March meeting.

Crew Leader Mesimer also reported he is still working with the engineer concerning the request for potential wheelchair access at beach access 1004-1/2 (Myrtle/Oceanview). He stated that Building Inspector Batson, the CAMA Officer, needs to get involved and surveys need to be obtained, as there are limitations on what can be done at the access. The matter was requested to be placed on the March Agenda.

DISCUSSION AND CONSIDERATION OF OLD BUSINESS

1. Proposed amendments to Chapter 19 (Zoning) regarding setbacks

Requires motion to adopt Resolution 18-01 and Consistency Statement 18-01 as presented. Said documents and statement are herein incorporated as part of these minutes.

Bill Moore, Planning & Zoning Vice chair stated that the recommendations made by the committee provide consistency changes to verbiage for the entire chapter, with no changes implemented to setbacks

MOTION – Commissioner Whitley moved to adopt Resolution 18-01 and the Consistency Statement 18-01, as presented.

SECOND – MPT Heglar

VOTE – Unanimous

2. Pickleball Petition presented to Council at January 22, 2018 meeting

Public Crew Leader Mesimer reported that the restriping cost of the courts would be approximately \$2,300 to \$2,400, and will be wider to cover the work already completed not making them compliant for tournaments.

MOTION – MPT Heglar moved to approve the repainting of the Pickleball lines by Public Works on the tennis courts per the petition presented to council on January 22, 2018 funded by the town. . Color choice of the paint to be confirmed by Mr. Wickliffe and the Pickleball players of Kure Beach.

SECOND – Commissioner Whitley

VOTE – Unanimous



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3. Approve budget calendar for FY18-19

FO Copenhagen stated the matter was discussed at the Council Retreat on January 26, 2017 with a proposed date of April 6th and April 20th. He communicated there are two workshops scheduled with a rare occasion needed for a third workshop.

MOTION – MPT Heglar moved to adopt the Budget Calendar for FY18-91, as presented.

SECOND – Commissioner Whitley

VOTE – Unanimous

4. Reschedule of March and April meetings

Conversations ensued regarding meeting date changes. Consensus agreement reached to change the March meeting moving it to Monday, March 19th. The meeting in April is to remain as scheduled on April 17th.

DISCUSSION AND CONSIDERATION OF NEW BUSINESS

1. Proposed text amendment to Chapter 19 (Zoning, Div. 4, RA-2 Residential Dist. Section 153 Dimensional requirements) of Code of Ordinances to change the current rear setback of 10 feet to 5 feet requested for property located at 434 S. Fourth. Said documents are herein incorporated as part of these minutes.

Mayor Bloszinsky stated a request was received from Ms. Linda Brett-Kell to change the existing text for accessory buildings to meet a requirement of 5 feet and be in the rear yard not to exceed a height limit of 15 feet. She provided the proposed text amendment with a report at the Public Hearing held earlier in the evening. The recommendation and reasoning received from Planning & Zoning is to not accept the proposed text amendment. Ms. Brett-Kell requested why the proposed recommendations were not acceptable. MPT Heglar read the statement outlining the reasoning for the recommendations received from the Planning & Zoning Commission. Discussions pursued further from the public audience, and council provided explanations of the ordinances. MPT Heglar also explained the history of setbacks which are based on the safety of citizens in Kure Beach.

MOTION – Commissioner Whitley moved to deny the proposed text amendment, as presented

SECOND – Commissioner Ellen

VOTE – Unanimous

Mayor Bloszinsky advised Ms. Brett-Kell that Building Inspector Batson would work with her to assist in the relocation of the backyard structure.

Ms. Grillo inquired about the process for her pool installation, stating her pool would be within the 10 feet, but the deck would not be. Mayor Bloszinsky advised Ms. Grillo to speak with the



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Building Inspector regarding her separate situation for guidance and to also decide on how she would like to proceed.

2. Proposed text amendment to Chapter 3 (Alcoholic Beverages, Section 2 Requirements for bars and taverns) of Code of Ordinances to allow public access to any enclosed open air deck or patio extending directly from any bar and/or tavern for property located at 108 K Avenue . Said documents are herein incorporated as part of these minutes.

Mayor Bloszinsky read the existing text and the proposed text amendment received from Bud & Joe's Sandbar. Commissioner Whitley stated that the Police Chief was in approval of the proposed text amendment if the following conditions are addressed:

- No alcohol after 11:00 p.m. within the patio area
- A barrier put in place separating the public from the patio at the discretion of the Building Inspector
- Outdoor lighting is provided
- Adequate signage to remain within the patio area
- Staffing in place within the patio area
- Noise ordinance issues

Mr. Ritchie, owner of Bud & Joe's Sandbar, explained the outdoor patio was made available to patrons to have a place in an enclosed area to take their drink and smoke. He stated it aids in keeping the front of the establishment and sidewalks clear from smokers by directing them to the side of the building. He confirmed that the business is compliant with ABC and ALE rules pertaining to the set-up of the patio. He explained Building Inspector Batson assisted with documenting the proposed amendment. Mr. Ritchie was in agreement to comply with the conditions brought forth by the Police Chief.

Mr. Moore, Vice Chair Planning & Zoning Commission, brought to the attention of council proposed noise issues associated with the changes. Discussions ensued regarding noise control, and the Noise Ordinance was confirmed as enforcement by the Kure Beach Police Department to assist with this concern.

MOTION – MPT Heglar moved to make the proposed text amendment to read as follows:
No open air bars and taverns or bars and taverns on rooftops shall be allowed, or public access permitted to any rooftops from any bar and/or tavern. Public access is permitted to any enclosed open air deck or patio not to exceed 300 square feet extending directly from any bar and/or tavern.

SECOND – Commissioner Whitley

VOTE – Unanimous



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3. Request to allow underground electric feed across beach access # 139 (J Ave.) parking lot for property located 201 S. Fort Fisher Boulevard.

Mayor Bloszinsky stated the two stipulations for the request are:

- Adequate markings
- Homeowner and/or Duke Energy to be fiscally responsible for maintenance should the electric need to be repaired

MOTION – MPT Heglar moved to allow the underground electric feed across J Avenue access with the Town informing the homeowner if it is required to be dug up for maintenance or any other reasons that the homeowner or the power company are fiscally responsible for repairing the access.

SECOND – Commissioner Whitley

VOTE – Unanimous

4. Committee policy requiring full time residency to serve

Mayor Bloszinsky explained the policy requiring full time residency was pertaining to the service on the MPO Bicycle Pedestrian Committee, which is an ADHOC Committee. The matter had been brought up for discussion by Commissioner Ellen during the continuation of Council Retreat held prior to the Regular Meeting. He asked the audience if anyone was interested in serving on the committee. No one came forth.

MOTION – MPT Heglar moved to make an exception for the appointment to allow a property owner who is not a full time resident to serve on the specific committee of MPO Bicycle Pedestrian Committee, since there are no additional applicants.

SECOND – Commissioner Whitley

VOTE – Unanimous

COMMISSIONER ITEMS

Commissioner Whitley gave an update on the Parking Meeting held on Monday, February 19th. As agreement was reached to not pursue paid parking for the year, ordinances will be reviewed and abridged removing any impractical ones. Also, there are plans to implement defined parking areas on Fort Fisher. He stated Attorney Eldridge required time to complete the work on the ordinances; therefore, resulting in the staggering of Planning & Zoning meetings. He proposed the matter to be brought to council at the April meeting allowing for a Public Hearing to be scheduled in May if necessary. The approved changes would then be ready to go into effect before the summer season. Commissioner Ellen confirmed the Planning & Zoning March meeting was changed to the 12th of March should anyone in the audience wish to attend the meeting.



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Commissioner Oliver confirmed the progress on the construction seen at the Groundbreaking Ceremony held earlier in the day. He stated that his plans are to provide an update on the construction project every month regarding issues and/or concerns.

ADJOURNMENT

MOTION – Commissioner Ellen moved to close the meeting.

SECOND – Commissioner Whitley

VOTE – Unanimous

The meeting adjourned at 8:48 p.m.

Craig Bloszinsky, Mayor

ATTEST: Nancy Avery
Town 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

COUNCIL RETREAT

January 26, 2018

Continued to February 20, 2018 at 5:00 p.m.

The Kure Beach Town Council held a retreat at the Community Center on Friday, January 26, 2018 at 9:00 a.m. The town attorney was present and there was a quorum of council members.

COUNCIL MEMBERS PRESENT

Mayor Craig Bloszinsky
Mayor Pro Tem (MPT) David Heglar
Commissioner John Ellen
Commissioner Allen Oliver
Commissioner Joseph Whitley

STAFF PRESENT

Building Inspector – John Batson
Finance Officer (FO) – Arlen Copenhaver
Fire Chief – Ed Kennedy
Police Chief – Mike Bowden
Public Works Director – Sonny Beeker
Public Works Crew Leader – Jimmy Mesimer
Town Clerk – Nancy Avery
Recreation Manager – Nikki Keely
Administrative Assistant – Nancy Applewhite

CALL TO ORDER

Mayor Bloszinsky called the meeting to order at 9:00 a.m. and presented the changed agenda.

MOTION – MPT Heglar moved to adopt the new agenda, as presented.

SECOND – Commissioner Ellen

VOTE – Unanimous

The mayor provided an overview of the Kure Beach Community Survey Final Report issued September 1, 2017 stating it was skewed to the older population, and there was a receipt of 467 responses out of 2,200. The responses included statistics from visitors as well as property owners.

1. DEPARTMENT HEAD PRESENTATIONS

a. Building Inspections

Building Inspector Batson made the following points:

- One man department with one part-time employee
- Past year history of permits written:
 - 2014 - 102 permits were issued, of that 26 were for new units
 - 2015 - 88 permits were issued, of that 32 were for new units



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Continued to February 20, 2018 at 5:00 p.m.

- 2016 – 107 permits were issued, of that 37 were for new units
- 2017 – 106 permits were issued, of that 24 were for new units
- FY 16-17 Revenue \$302,620 includes storm water fees, water/sewer tax, permitting fees
- Average total permit cost for a new house in 2017 was \$9,469
- Average total permit cost for a duplex \$9,469 for the first unit, and \$5,469 for the second unit
- Revenue to decrease as lots are built out
- Redevelopment ordinances do not cover fees to capture new storm water fees and impact to the system
- Residential parking - 2 parking spaces for the first 3 bedrooms, one additional parking space for each additional bedroom
- Various issues involved with new construction, duplexes and parking
- Restrictions should be imposed on duplex units
- Complaints received from residents on a daily basis ranging from noises due to children playing to broken down cars parked in neighbors' yards
- Meet with residents face to face regarding complaints instead of sending certified letter

Revaluation of fees was discussed. Building Inspector Batson said currently new houses have a straight fee. FO Copenhaver provided suggestions for fees per bedroom. MPT Heglar suggested fees covering the square footage of a home. Mayor Bloszinsky stated that storm water fees would be added to the action list for assignment and review.

MPT Heglar requested an update on the matter regarding complaints received pertaining to the new outdoor drinking area for one of the establishments downtown, and how the complaint was handled. Building Inspector Batson advised that he met with the property owner and advised him of his non-compliance. He also told the owner that a revision needed to be submitted to the ABC Commission to allow drinking outdoors on the property. The property owner said that he met with his attorney, and he was not in agreement with the information that was provided to him. Building Inspector Batson offered the property owner his assistance to complete the compliance process. Documentation was requested to be provided within a week's time. The property owner has yet to submit the proper correspondence. Police Chief Bowden stated complaints had been received regarding drinking outside requiring police to be dispatched. He also communicated that the ABC Commission had been to the property regarding the matter.

Building Inspector Batson stated flood zone maps will be released in approximately 6 months. Maps are reverting back to the way they were prior to 2006. Flood ordinance changes and approval of maps will be brought to Council at the appropriate time. He attended a CRS User Group (Community Rating System for Flood Plans) meeting that assists with keeping premiums down. Receipt of lower ratings results in better assistance with insurance premiums. Kure Beach has been rated a Class A. Building Inspector Batson reported that Kure Beach currently has 192 properties with mandatory flood insurance policies. This matter was highlighted and



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COUNCIL RETREAT

January 26, 2018

Continued to February 20, 2018 at 5:00 p.m.

noted for further discussion. Mayor Bloszinsky requested Building Inspector Batson to send Council the figures reported in his presentation regarding permits.

b. Finance Department

FO Copenhaver made the following points:

- Current staffing of three including self
- Additional staffing not anticipated
- Qualified audit and timely filing of regulatory reports to NC State Treasurer's Office, IRS and Department of Transportation accomplished
- Excellent customer service provided by staff
- Complaints received are few
- Future need of new software, what is being utilized is outdated
- Payroll outsourced, recommendation for this to stay in place
- Plans to coordinate with Public Works for new software package when meters are replaced - timing approximately one to two years
- There was a change in regulatory requirements of accounting process in amounts paid to retirees for medical, dental and vision insurance to go into effect this fiscal year
- Impact not known, guesstimate it increases liabilities approximately \$500,000 to one million dollars - NC State pays an actuary and provides Kure Beach with an actuarial study
- Austerity measures difficult to provide in finance as there aren't any projects that are worked on
- Complaints received concern garbage stickers, water bill amounts, garbage not picked up accommodated by staff
- Comparisons state wide for water and sewer costs show ours in the reasonable rate category
- Request timely submission of information for town credit card purchases, payroll paperwork, and documentation of new employees

c. Fire Department

Fire Chief Kennedy made the following points, providing a year review of significant details:

- Call volume increase from 280 to 330 – 20% increase consistent with past 10 years
- Volunteer turnout increased to 3.7 per call from 3.1
- Change in technology allows firefighters to receive text messages of exact problems so volunteers respond to only certain types of calls
- Lost two part-time staff members
- Added 3 volunteers increasing number on roster to 42 members
- Fully staffed with 8 full time fire fighters
- Restructured organization to better meet needs



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Continued to February 20, 2018 at 5:00 p.m.

- Decision reached to not hire an Assistant Fire Chief
- Duties distributed to Captains
- Hired Director of Ocean Rescue
 - on the beach strand 40 to 50 hours a week May through September
 - off season he will ride on the fire truck
- Met with FO Copenhaver prior to new hire
 - numbers kept the same on the TDA Fund
 - matched days per year Director of Ocean Rescue would be on the beach strand
- Response time remained the same, difficult to improve due to the speed limit
- Researching value added services to the community without any additional costs
- Firefighters to conduct testing as opposed to hiring a third party, examples are:
 - Fire Hydrant Program
 - Preplan Program - fire fighters physically going to commercial buildings to complete preplanning
 - Completion of firehose testing
- Finalizing 5 year strategic plan - met with community, Board, Fire Department members
- Meet with Council for presentation of 5 year plan, to be scheduled
- Met with Commissioner Ellen to establish and cultivate working relationship
- Changes in regulatory requirements
 - State of North Carolina has added more classes for fire fighters
 - Certification, currently 24, last year 23, making it more difficult to receive the 1 and 2 certifications
 - Staff is attending classes within department and outside as well
 - North Carolina transitioning EMT Program to national registry:
 - staff holding an EMT certification must complete 24 hour transition course
 - practical to be completed with physical site attendance
 - both must be completed by the end of 2018
 - 19 EMT out of 42 members on staff
 - All paid staff members EMT certified with one exception
- Met with FO Copenhaver on vacation and sick pay for firefighters changed from 8.4 to 10.6 per month
- Change based on the hours worked per month averaging 212 hours working a 24 hour shift
- Fire Department – no complaints received
- Complaints received by lifeguard staff - noise, pets on the beach
- New hire possesses excellent leadership philosophy to assist with handling complaints
- Upcoming Needs
 - slight increase in volunteer drill pay to match call response



TOWN COUNCIL MINUTES

COUNCIL RETREAT

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- slight increase in part-time pay to match the increase in vacation and sick time
- unused vacation time rolled into sick time, which then gets rolled into retirement with a maximum of 30 days
- Steve Zwally passed the Fire Inspector Test, and he is a fully certified Level One Fire Inspector
- Fire Inspector to attend four educational programs this coming year with no added cost
- Coordinating a Community CPR day to be held at the new fire station at the grand opening depending on completion of construction
- Implementation of a Smoke Detector Program
 - install smoke detectors for residents who do not have them
 - cost of program approximately \$1,000 to \$2,500
 - trying to obtain a grant for smoke detectors for this program to subsidize costs

Budget Items

- Lifeguards at Carolina Beach receive \$12.00 per hour starting pay
- Wrightsville Beach Lifeguards receive \$10.25/\$10.50 per hour starting pay
- Kure Beach Lifeguards current starting pay per hour is \$10.25
- Carolina Beach Lifeguard pay will affect Kure Beach, possible increase to be looked into
- Kure Beach has one set schedule; Carolina Beach has two schedules 9:00 to 5:00 and 11:00 to 7:00.
- Capital expenditures equipment – Fire Department has purchases every year; working to keep expenses consistent
- Consideration given to the acquisition of new radios

Fire Chief Kennedy reported that lifeguard rescues were 27 this year as opposed to last year's 67 rescues in one weekend. He stated that it was a very slow summer for lifeguards.

d. Police Department

Police Chief Bowden made the following points for the year 2017:

- Tsunami cameras are up and running working well, solved a few crimes for the department
- Body armor vests and new rifles purchased
- Narcotics Officer assisted with narcotic arrests and overdoses
- Wilmington and New Hanover County experiencing the same problems with narcotics
- Purchased lock boxes for automobiles for home guns due to break-ins and theft of guns from vehicles
- Lost one part-time police officer working two days per week, reviewing budget to hire an additional part-time officer for daily duties



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COUNCIL RETREAT

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- Applied for a grant for \$24,500 non-matching funds for cameras to be installed in the downtown park area and downtown area
- Notification of award to be advised in March/April with monies to be received in August/September if grant award received

Budget Items

- Reception problem with radios
 - working with New Hanover County for a remedy
 - looking into purchasing cheaper radios at half the price of current ones
- Body cameras reaching life expectancy - updated version now available at a cost of approximately \$400 each, with a need for 10
- Request for one new vehicle for the current year versus purchasing two per five year plan
- Narcotics - Heroin is being laced with fentanyl and other drugs
- Change in policy regarding field testing
 - unable to conduct testing within the department
 - testing sent to Wilmington due to grant they received
 - grant in the process of running out
 - once grant is exhausted contract negotiations will commence imposing costs of approximately \$250 to \$400 per testing
 - a review of this process needs to be done for the future
 - test results take approximately one week to be received from Wilmington and saves officers' travel time
 - testing sent to North Carolina State is not received in a timely manner and officers have to transport testing up to Raleigh
 - costs related to testing involves purchasing different types of masks and gloves geared specifically toward these narcotics
 - purchases required due to the hazards imposed on officers if exposed to even a minute amount
- Narcan opiate antidote has been administered to individuals by officers
- Specialized Narcan Kits for police officers due to the life threatening effects of exposure to laced narcotics during searches
- Partnership with Carolina Beach Police Department on narcotics working well
 - assistance with back-up, information shared, equipment, computer and cell phone forensics
 - Kure Beach sharing in the expense for schooling of officers in certain areas because of the assistance provided to the department



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- officers will continue to assist Kure Beach having access to the new police lab upon construction completion
- Active Shooter video released to WECT when advised by the judge, as Kure Beach is the owner of the video
- April 7th scheduled for "Public Safety Day"
 - several different agencies to be present from federal, state, and local agencies
 - CPR certification may be completed on this day
- Largest amount of complaints received - parking and dogs on the beach
- Looking into possibly staffing beach with police officers on their days off
- Main goal for 2018 – staffing of two officers per shift, one additional officer required to meet goal

Mayor Bloszinsky asked about break-ins and DUIs. Police Chief Bowden reported break-ins were few and were resolved without incident due to the patrolling of the area by the department. DUI resulted in a bad crash in which assistance was provided. Public Works helped in providing signage to area for accident prevention. The mayor also inquired about the possibility of canines for the department. Police Chief Bowden advised that he is looking into canines; however, the right person is not yet in place. He stated that canines are a big responsibility at a cost of approximately \$10,000 with additional expenses imposed relating to training and equipment. MPT Heglar offered support of Council to the department to ensure the continuation of a strong message to criminals of no tolerance. Police Chief Bowden stated a serious reputation precedes the Narcotics Officer which assists in providing an excellent message to the narcotics community.

e. Public Works

Director Beeker stated the current Council Retreat would be the last one he is attending. He turned over the Public Works reporting to Crew Leader Mesimer, who made the following points:

- Water meter change out is needed, current meters are 12 years old
- Change out will reduce labor costs
- Currently takes 6 men 3 days a month to read meters
- New meters will provide a savings of \$30,000 in man hours per year and will conduct hourly readings
- Residents will be able to read their meters via online and know their immediate consumption
- This is a vacation town, residents owning a secondary home will be able to view their usage on line
- Estimated cost of a new meter will be \$240 per meter with an installation cost of approximately \$40 per meter



TOWN COUNCIL MINUTES

COUNCIL RETREAT

January 26, 2018

Continued to February 20, 2018 at 5:00 p.m.

- New meters to contain a GPS and will assist with the ease of repairs during and after storms
- Project to be tied in with Town Hall new software for water billing system
- Improved meters with no parts to wear out will assist with the reduction of meter re-reads
- Low volume water indication which will increase revenue for water lost
- Cost of system to be decided by Town Council, spread out as a multiple year project or establish a separate project fund
- Additional discussion earmarked for later in the meeting

Projects

- Water tower maintenance scheduled for this year, exterior painting, etc. We have as a 10 year agreement with Southern Corrosion
- Water line replacements started on Third Avenue from E Avenue to F Avenue this past year
- Plan to continue on water line replacement this year ending at H Avenue

Capital Projects

- New lift station in operation approximately 2 ½ to 3 months - will be very cost efficient for many years to come
- Lagoon bypass has worked well on two separate occasions during bad rainstorms
- Three new air release valves added to assist air pump efficiency and air pressure against Carolina Beach
- Investigating replacement of the sewer line on 7th Avenue
- Manhole assessment conducted for air filtration
- Plans to conduct smoke testing this year
- Generators to be replaced at a couple of the lift stations
- Pump upgrades to Riggins and Ocean Dunes, i.e. new pumps and guiderails, etc.
- Install pinch valve treatment plant to assist with water control through bypass eliminating any spillage at plant – operating valve in place not designed to handle process

Discussions were held with regard to the replacement of the sewer line on 7th Avenue. Director Beeker advised cost estimates would be received from the company installing the pinch valve, and money may be available in the budget to handle both the replacement of the sewer line on 7th Avenue along with the pinch valve. Commissioner Whitley inquired about the pipe on Carolina Beach. Director Beeker stated that the engineer for both Carolina Beach and Kure Beach communicated that a plan was in place to contain the damaged pipe for protection, and we will be advised of estimates and cost.



TOWN COUNCIL MINUTES

COUNCIL RETREAT

January 26, 2018
Continued to February 20, 2018 at 5:00 p.m.

Storm Water

- Provided maps of storm drain realignment
- Phase 2 completed – standing water accumulating as a result of tight seal
- Complaints received from customers about standing water
- Drains to be added to the lines to address the problem
- No new projects scheduled for storm water due to the work completed over the past few years
- Plans in place to budget for storm water maintenance

MPT Heglar asked about the status of the two year plan. Director Beeker advised everything has been completed with promise to Mr. Wooten to be completed by February 28. MPT Heglar then inquired about the wash over from MOTSU onto Assembly Avenue, and if the assistance of MOTSU would be needed. Director Beeker stated that it would be helpful to receive assistance from MOTSU to complete. He distributed color prioritized maps indicating proposed work split up over the next few years, along with documented streets that need to be paved at some point in time using Powell Funds.

Personnel

- Working with 14 staff members
- Need to hire one employee to replace the one who has retired out on disability, and one additional person
- Department has been working with the existing number of staff members for 10 years

Sanitation

- Request for a new sanitation truck
- A new truck will make process easier and faster allowing manpower to be used elsewhere

f. Recreation & Administration

Recreation Manager Keely made the following points:

- One full time staff member with 2 seasonal part time volunteers
- Provided handout of Calendar 2017 Recreation Year in Review outlining various programs:
 - Classes offered at the Community Center – Yoga, Stretch & Restore Yoga, Aikido, etc.
 - Recreation Programs free to the public (i.e. Boogie in the Park, Turtle Talk, Market, Story Time by the Sea, Up and Active, Halloween Story Time by the Sea)
 - Town sponsored Special Events – 70th Anniversary Celebration, Island Day, Jazz Funeral, Holiday Market, Fantasy Christmas Show



TOWN COUNCIL MINUTES

COUNCIL RETREAT

January 26, 2018

Continued to February 20, 2018 at 5:00 p.m.

- Participation in special events Olympics Polar Plunge and Carolina Beach Marathon
- Town facility private rentals listed below produced a total revenue of \$16,858 for the Fiscal Year to date; on track to bring in more revenue than anticipated
 - Community Center
 - Ocean Front Park
 - Recreation Programs (Ocean Front Park & Joe Eakes Park)
- Community Center costs for renovations have resulted in rental revenue
- Instructors pay the town to use the center for their classes
- Assets are producing entertainment for residents and visitors, generating revenue for the town

Town Clerk Avery advised that direction is needed from Council because Recreation Manager Keely is running at full capacity completely managing everything involved within the program herself. She stated more could be done within this area, but not with just one person and two volunteers. She would like to see Recreation split off into its own department, hiring a part-time employee for the development of additional programs. Commissioner Oliver stated what is provided to the citizens is tremendous, but the program can be better. He confirmed that it is difficult for Recreation Manager Keely to develop programs and continue to uphold the programs already in place without the recruitment of additional staffing. He said there are other areas in which growth can be pursued, and he is in agreement with Town Clerk Avery regarding the need of a part-time staff member. MPT Heglar stated that the taxpayers are spending more than the revenue acquired. Mayor Bloszinsky acknowledged that a strategy needs to be put in place. Discussions continued regarding the potential for better utilization of the Recreation Programs, and how to communicate programs to citizens and visitors. Commissioner Oliver recommended contacting ECU for information on their Student Internship Program opportunities.

Safety Concerns/Maintenance

- Parks & Recreation budget does not have a maintenance line item for Ocean Front Park
- Items listed are not within the boundaries of normal routine maintenance budgeted by Public Works:
 1. Concrete work needed for the pavilion flooring at the meeting of covered and uncovered areas to assist with hazard prevention. American Patio, Drive & Walk provided a quote of \$3,100. Said quote is herein incorporated as part of these minutes.
 2. Installation of two decorative lights to provide much needed lighting on the dark area at the fence/gate between the Ocean Front Park and the Pier



TOWN COUNCIL MINUTES

COUNCIL RETREAT

January 26, 2018

Continued to February 20, 2018 at 5:00 p.m.

- Motel/Beach House Burgers. In addition, Commissioner Oliver requested all the exterior lights to be checked at Ocean Front Park.
3. Replacement and repair of the wooden bollards that run parallel to Atlantic Avenue.
 4. The addition of steps to the pavilion stage on the west side near the water fountains. Adding steps would increase safety and provide easier access to water fountains.

MOTION – MPT Heglar moved to award the \$3,100 contract for concrete repair at Oceanfront Park to American Patio Drive Walk. Facilities Manager Sanders to take the lead on the Oceanfront Park concrete repair project, with Public Works Director Beeker providing assistance. FO Copenhaver to complete a Budget Amendment for funding.

SECOND – Commissioner Whitley

VOTE – Unanimous

Deliberation and consideration of handling the additional maintenance items continued with them being listed for department follow-up and to also be added to the Budget Workshop Agenda. Estimates to be obtained by Public Works for the completion of Budget Amendments by FO Copenhaver. Mayor Bloszinsky said the park needs to be kept in the best condition possible; therefore, maintenance is to be budgeted for work to be completed by Public Works. Budget and financing to be managed by FO Copenhaver.

At 10:57 a.m., the mayor called for a break

At 11:02 a.m., the meeting resumed

2. MEETING WITH COLONEL MUELLER AND Military Operations Terminal at Sunny Point (MOTSU) STAFF

Mayor Bloszinsky welcomed the staff members from MOTSU and introductions were exchanged. MOTSU staff provided their background and professional career history.

Colonel Marc Mueller	MOTSU Commanding Officer
Mr. Steve Kerr	Deputy to the Commander
Alicia Dunn	Command Sergeant Major
Mike Brown	Command Sergeant Major
Michael Fuller	MOTSU

Colonel Mueller explained the geographically dispersed command he is responsible for, the 596 Transportation Brigade of which MOTSU is one installation, MOTCO located in Concord, CA (the West Coast version of MOTSU), a battalion, a joint base force in Florida and Washington State and a detachment in Alaska. He stated he appreciates and is dependent of the mutual assistance and support provided by the town's Fire and Police Departments on this side of the river, as MOTSU's response time is considerable.



TOWN COUNCIL MINUTES

COUNCIL RETREAT

January 26, 2018

Continued to February 20, 2018 at 5:00 p.m.

The following points were made:

- Council acknowledged the value of MOTSU property
- The town's Fire Department training is allowed on MOTSU land
- Changes in MOTSU policing strategies to be confirmed and communicated to Council and Town Hall for relay to citizens via e-mail system
- MOTSU land areas and property policed and closed at times due to explosive safety and blast zone area
- Notices regrading closings limited to communities and neighbors
- Designed patrol plans are not connected to operations
- Any activities conducted in the areas while ammo is loading puts citizens at risk
- Threats, surveillance and additional threats present the need for MOTSU to control and understand what is happening in the land space
- Compliance responsibility of MOTSU to government agencies - problematic issues (i.e., citizens dumping, people camping)
- Town supports the needs and requirements of policing by MOTSU
- Tickets issued on Dow Road by MOTSU brought forth an adjustment for the citizens and the town
- MOTSU Police Chief instructed not to police speed unless recklessness endangerment observed or incident occurrence directly involved with MOTSU
- Trespassing enforced on MOTSU land
- Council will assist with any communications to help preserve the relationship with MOTSU
- MOTSU communicates Emergency Management Procedures through the North Carolina Department of Transportation
- Individuals needing to be on MOTSU land (i.e. looking for lost dog), should be coordinated by the Police Department with MOTSU
- Request from Council for MOTSU to provide guidelines to be used by Police Department

Joint Land Use Study

- Department of Defense (DOD) brings together Kure Beach, neighboring towns and counties and MOTSU
- Joint Land Use Study (JLUS) is managed by the Office of the Secretary of Defense (OSD), headquartered in the Pentagon by the Office of Economic Adjustment where the Project Manager for the project works and functions
- Study conducted and managed by Cape Fear Council of Government (COG)
- Reason for the study is to enable the neighbors around the installations to conduct long term planning for the understanding of what would and would not be approved if requested, and to examine compatible use for the land



TOWN COUNCIL MINUTES

COUNCIL RETREAT

January 26, 2018

Continued to February 20, 2018 at 5:00 p.m.

- Studies normally completed by the installation to create greenways and buffers, in this case buffers have already been established
- Study being done to request the utilization of satellites in the undeveloped land
- Numerous operating challenges presented for MOTSU:
 - Approval must be received from the DOD Explosive Safety Board (DDESB) out of the Pentagon
 - DDESB provides MOTSU with operating license and defines their capacity based on the deviations to explosive safety existence
 - The more deviations the greater the reduction is to capacity for MOTSU
- MOTSU's interest is in protecting their ability to operate by looking at what is compatible and what is not compatible
- The study will assist in defining a process for a comprehensive long term plan to be obtained for the installation and the neighboring communities created, instead of fulfilling individual requests
- A formalized process should be in place accounting for explosive safety on the front end rather than the back end
- In the past, approval would be submitted to the United States Army Corps of Engineers, and then the impact to the communities would be observed resulting in a loss of operating capacity
- After completion, the study will return to the Pentagon for review and follow-up on the implementation of things that were deemed compatible and not impact munition processes
- An implementation strategy will eventually be completed under a separate study – two part process
- DOD currently in the process of writing drone policies for the use of MOTSU by first responders
- Drones to be purchased within the next 6 months for the MOTSU Fire Department
- The other change in this year's National Defense Authorization Act:
 - Protection of critical government facilities giving MOTSU the authorization to dismantle drones
 - Policy defining the rules for the uses of force against unmanned aerial systems still in development
 - Federal Aviation Association (FAA) already marked on charts the restricted area of MOTSU for unmanned aerial systems
 - Air space not closed for planes
- An Executive Committee or Policy Committee will be established along with an Advisory Committee
- The Town Council will be represented on the Executive Committee with COG running the study through Benchmark Planners



TOWN COUNCIL MINUTES

COUNCIL RETREAT

January 26, 2018

Continued to February 20, 2018 at 5:00 p.m.

- Town staff will be on the Advisory Committee and will receive surveys and master plans requiring active participation of the committees formed
- Subject matter experts will be called in from the military and civilian sides forming four to five committees to discuss the different problems and issues
- MOTSU will be an active participant in the study
- If study is done correctly it will open up continuous dialogue between MOTSU and the communities requiring adjustments to be made
- Results of study to provide a clear set of rules and guidelines for the request of land use

Discussions regarding the relationship between MOTSU and Kure Beach continued with additional communication regarding the JLUS. Mr. Fuller said there will be a learning curve on both sides. The process will not be streamlined and many signatures will be required for real estate transactions with MOTSU. Mr. Fuller reported that all Kure Beach leases are current and on task for renewals. Clean-up completed behind the Fire Station is very positive. He explained the relationship with Savannah, MOTSU and Kure Beach. He stressed that the attentions of the Sergeants and Colonel should be focused elsewhere, he is focused on real estate management. Arrangements to be coordinated with Mr. Fuller for a visit and tour of MOTSU by Town Council.

At 12:00 p.m., the mayor called for a lunch break

At 12:53p.m., the meeting resumed

MID-YEAR FINANCIAL REVIEW

FO Copenhaver provided an overview of finances for the middle of the fiscal year:

- Review of Fiscal Year 2018 goals
 - Work smarter to maintain and improve our quality of life in Kure Beach
 - Ensure the integrity of Town financial data and maintain financial stability in all Town funds
 - Enable an optimum working environment for staff to produce high levels of service to the public
 - Provide all departments with the support to maintain a safe working and living environment
- General Fund Budget
 - Revenue and expenses by category are in line for the time of year
 - Original Budget \$4,607,417 – Amended Budget \$5,067,803
 - Actual Revenue \$2,748,003 – 54.2 percent of budget
 - Actual Expenses \$2,382,871 – 47.0 percent of budget
 - Transfer of \$81,000 to Capital Project Fund for the Town Hall Project
 - Estimated relocation costs of \$176,000



TOWN COUNCIL MINUTES

COUNCIL RETREAT

January 26, 2018

Continued to February 20, 2018 at 5:00 p.m.

- First debt service payment for Town Hall Fire Station loan due in June
- Major revenue outlined by category
- Property Taxes collected since December 31st almost \$646,000
- Re-entry decal sales \$117.9%
- Motor Vehicle Tax 100%
- General history of revenue provided over a five year period
- Expenses reported to be on track for 6 month period
- Major variance in lifeguard expenses resulting from short staffing on rainy days, lean staffing from Memorial Day to the first 2 weeks in June
- Steady growth shown, Department Heads doing well in suspending and not utilizing all of contingency

Discussions evolved regarding taxes and how to address citizens. MPT requested FO Copenhagen to provide Council with the appropriate verbiage when speaking to residents concerning the use of property taxes and sand on the beach. He stated the information would be a valuable tool when talking with the citizens of Kure Beach.

- Storm Water Fund
 - Budget \$630,094
 - Actual Revenue \$186,574 – 29.6 percent of budget
 - Actual Expenses \$403,587 – 64.1 percent of budget
 - Revenue appears not in line because \$300,000 was appropriated out of last years' fund balance for capital project use
 - Review of expenses provided over the last five years
 - Storm water fees major source of revenue
 - \$138,000 FEMA funds received due to Hurricane Matthew
- Power Bill Fund
 - Budget \$65,070
 - Actual Revenue \$65,338 – 100.4 percent of budget
 - Actual Expenses \$1,174 – 1.8 percent of budget
 - Balance of budget for 2017 - \$290,056
 - Balance to date - \$354,000
- Other Governmental Funds July through December
 - Beach Protection
 - Established 4 years ago
 - Related to the fortification of the beach; nourishment, signage on beach, repairing accesses
 - Primary resource transfer from General Fund in addition to some interest



TOWN COUNCIL MINUTES

COUNCIL RETREAT

January 26, 2018

Continued to February 20, 2018 at 5:00 p.m.

- Budget \$47,090
- Actual Revenue \$47,069 – 99.9 percent of budget
- Actual Expenses \$0

- Federal Asset Forfeiture
 - Police Department work completed with Federal Agencies
 - A share of assets forfeited are allocated to the town when a case is settled
 - Budget \$50,000
 - Actual Revenue \$0 – zero percent of budget
 - Actual Expenses – 24.6 percent of budget

- Water & Sewer Fund
 - Budget \$2,150,655
 - Actual Revenue \$1,076,982 – 50.1 percent of budget
 - Actual Expenses \$957,375 – 44.5 percent of budget
 - Tap and connection fees ahead due to building activity
 - 2013 - Loan provided a 50 percent loan forgiveness; due to the type of loan, monies recorded as income
 - 2014 - Received refund from Carolina Beach in excess of \$400,000.
 - transferred some money to General Fund to pay for Oceanfront Park Settlement
 - 2016 - Lowered minimum gallons from 3,000 to 2500 and raised the rate for going over the minimum
 - 2017 - Added a second tier for residential customers exceeding 7,000 charging a higher rate
 - transferred funds from the Water & Sewer Fund to the Pump Station Capital Project Fund.
 - removal of sludge – lagoon cleaning
 - Fluctuations in operations over five year period resulting from Capital Expenditures

FO Copenhaver explained that the Water and Sewer Fund should be at 60% at this time instead of 50%. This could pose a potential problem because there are 3 additional months remaining in the budget year, and they are the slowest months. The difficulty is that expenses will jump ahead of revenue. The subject to be discussed in detail at the Budget Workshop. Money remained in the fund will be allocated to fund balance and be used for potential future Capital Projects. The expenses result from the Public Works Department and what they are going to need for operations.



TOWN COUNCIL MINUTES

COUNCIL RETREAT

January 26, 2018

Continued to February 20, 2018 at 5:00 p.m.

- Sewer Expansion Reserve Fund (SERF)
 - Budget \$30,330
 - Actual Revenue \$322 – 1.1 percent of budget
 - Actual Expenses \$0 – zero percent of budget
 - Below budget – unable to charge user fee
 - Interest received is the only income reported
 - First Systems Development Fee received January 25, 2018
 - 2017 - monies utilized for sewer by-pass and transfer for Pump Station Capital Fund
 - Follow-up by Council for a five year plan to be instituted for the System Development Fee

FO Copenhaver gave a breakdown of the Governmental Funds. He also reviewed the Minimum Fund Balance Policy that went into effect January of 2012. The policy states that the Town is to maintain an unrestricted fund balance in the Governmental Funds (General, Storm Water, Powell, Beach Protection, Federal Asset Forfeiture & Capital Project) of no less than 32% of the total projected expenditures. Unrestricted fund balance is the total of all Committed, Assigned and Unassigned fund balance, as reported in the Annual Financial Report.

- Looking Forward
 - A 5 Year Capital Plan was created for the General Fund with input obtained from the Department Heads for FY 2019 to 2023
 - MPT Heglar requested street paving to be allocated in the corresponding calendar year
 - Vehicle requests not received from the Police or Fire Departments
 - 5 Year Capital Plan presented for the Water/Sewer Fund with water meter replacement as the largest expenditure
 - MPT Heglar requested discussion of the water meter replacement be noted, moved to FY 2018/2019 with the subject scheduled for the Budget Meeting to be held in April
 - Five Year Capital Plan was provided for the Storm Water Fund.
 - Projected revenue and expenditures were presented for the following funds with no tax increase approach for FY 2018/2019: General Fund, Water/Sewer Fund, and Storm Water Fund
 - A graph outlining the projected outstanding debt over five years was presented
 - Additional information, graphs and overview provided with potential rate increases for FY 2017 to 2023



TOWN COUNCIL MINUTES

COUNCIL RETREAT

January 26, 2018

Continued to February 20, 2018 at 5:00 p.m.

- Finalization of 2018 budget calendar
 - Dates and outline of activity description given for the proposed FY 2018/2019 Budget Calendar
 - First Budget Workshop scheduled April 6th, with second to be scheduled April 20th

1. Quick Hits

Mayor Bloszinsky provided an overview

a. Community Education Plans

- Coffee with the Mayor/Council last Saturday morning of the month after Town Council Meeting
- Institute monthly letter to residents from Town Council
 - Mayor Bloszinsky to write the first letter with Commissioners to alternate subsequently
 - Letters will begin February electronically through website and e-mail
- Regular meeting with business owners of Kure Beach before and after the major season

CONSENSUS – Council agreed to have two members of Council meet with downtown business owners in April prior to the major season.

b. Regular Communication with Carolina Beach Town Council

- Normally meet with Carolina Beach at various meetings, but nothing official
- There is value to meet with them concerning specific topics
- Need to meet with them prior to the season regarding bridge change plans, emergency management

Commissioner Whitley reported that Carolina Beach is going to reach out to Council to establish quarterly meetings, more if necessary, prior to the major season to discuss, dogs on beach, golf carts, speed limit, and to establish relationships. Initial meeting to be scheduled February of 2018.

c. 2018 Town Council Regular Meeting Schedule

- Best night for Council meetings discussed proposing a change if necessitated
- Six rescheduled meetings in 2017
- Council meetings to remain the third Tuesday evening of the month



TOWN COUNCIL MINUTES

COUNCIL RETREAT

January 26, 2018

Continued to February 20, 2018 at 5:00 p.m.

- d. Council use of Laptops or Tablets
- Town Clerk Avery reported shortage of one laptop for Council
 - Request of preference prior to purchase
 - Tablets requested for Commissioner Ellen and Commissioner Oliver

2. Parking

Commissioner Whitley gave a report on the current parking meeting held. Ordinances are in the process of being cleaned up and worked on to establish consistency for enforcement to be presented to the Planning & Zoning Commission. Paid parking is not in the foreseeable future. Plans are in place to taper the parking issues. MPT Heglar asked what the issues are regarding parking. Commissioner Whitley will forward parking issue details to MPT Heglar. Commissioner Whitley stated that the parking issues are town wide with some being; parking in right away, parking over the line, beach access parking, etc. MPT Heglar advised that clear guidelines need to be provided to the Police Department for enforcement.

CONSENSUS reached for paid parking to be taken off of the table for the 2018/2019 Fiscal Year Budget.

3. Reinstatement of Longevity Benefit for Employees Hired after June 16, 2015

- Nine employees do not participate in the Longevity Benefit
- Employee morale and retention is affected
- Expense of approximately \$2,700
- Benefit is dispersed prior to the Thanksgiving Holiday
- Consideration of benefit to be given during budget process and planning for discussion and decision

CONSENSUS – Council agreed to add the cost of the Longevity Benefit for all employees to the FY 18/19 budget process for discussion and consideration or reinstatement for those hired after June 16, 2015.

4. Future Building - Vacant lot status and projected potential population growth

- Presentation by Building Inspector Batson
 - 266 vacant lots at Kure Beach
 - Zoning would allow duplexes to be placed on 153 lots (306 units)
 - Acreage available (land close to the Trading Post, zoned RB1) would allow an additional 28 extra units
 - New Units 334
 - Single family lots 113
 - Total structures 447



TOWN COUNCIL MINUTES

COUNCIL RETREAT

January 26, 2018

Continued to February 20, 2018 at 5:00 p.m.

- Actual structures in place are approximately 2,192
- Ability to add 25% more units

Discussions points were:

- To sustain 447 additional units, a 25% increase will be required for Police, Fire and Public Works
- Possible changes to setbacks, zoning and parking

MOTION – At 3:21 p.m., MPT Heglar moved to recess the meeting addressing the remainder of the agenda items from 5:00 p.m. to 6:30 p.m. prior to the February Council Meeting.

SECOND – Commissioner Whitley

VOTE – Unanimous

Agenda items to be finished:

5. Determination of FY18-19 Council goals
6. MOTSU/DOD Land Use Plan goals and expectations
7. Other Council items for discussion
8. New Building Schedule/Progress and challenges
9. P&Z goals for 2018

CONTINUATION OF RETREAT – FEBRUARY 20, 2018

The Kure Beach Town Council held a continuation of the retreat of Friday, January 26, 2018 at the Temporary Town Hall on Tuesday, February 20, 2018 at 5:00 p.m. The town attorney was present and there was a quorum of council members.

COUNCIL MEMBERS PRESENT

Mayor Craig Bloszinsky
Mayor Pro Tem (MPT) David Heglar
Commissioner John Ellen
Commissioner Allen Oliver
Commissioner Joseph Whitley

STAFF PRESENT

Finance Officer (FO) – Arlen Copenhaver
Fire Chief – Ed Kennedy
Police Chief – Mike Bowden
Public Works Crew Leader – Jimmy Mesimer
Town Clerk – Nancy Avery
Personnel & Facilities Manager – Mandy Sanders
Administrative Assistant – Nancy Applewhite



TOWN COUNCIL MINUTES

COUNCIL RETREAT

January 26, 2018

Continued to February 20, 2018 at 5:00 p.m.

CALL TO ORDER

Mayor Bloszinsky called the continued council retreat to order at 5:00 p.m.

5. Determination of FY18-19 Council Goals

Mayor Bloszinsky presented suggested goals using the categories from 2017 goals and requested input.

- a. Work smarter to maintain the quality of life in Kure Beach
 - Improve parking situation
 - Upgrade systems such as water meter and billing
 - Work on the DOD JLUS to the retain assets town of:

- b. Ensure the integrity of the Town financial data, maintain stability of all Town funds
 - Bring in facility construction project on time and at cost
 - Be fiscally responsible
 - Improve long term planning
 - Review ordinances for enforcement process, look at penalties
 - ROT maintenance, letter to property owners and follow-up

- c. Enable an optimum working environment for the staff to produce high levels of service to the public
 - Town Hall space (physical)
 - Ensure policies to remain fair (morale)

- d. Provide all departments with the support to maintain a safe working and living environment
 - Support Camera Program
 - Use technology to multiply abilities

CONSENSUS – Council agreed to have the goals distributed for additional comments and edits for finalization at the March meeting.

6. MOTSU/DOD Land Use Plan goals and expectations – ranked in order of priority

1. Lagoon – ensure lease, current five year lease expires December of 2019
2. Water tower – ensure the lease, current lease expires April of 2019
3. Recreation area (JE Park), lease is \$1,000 for 6.5 acres
4. Water diversion – Camp Wyatt, keeping water out of the streets of Kure Beach
5. Garages – Public Works, replacement of the garages lost



TOWN COUNCIL MINUTES

COUNCIL RETREAT

January 26, 2018

Continued to February 20, 2018 at 5:00 p.m.

6. New egress process – access to Dow Road
 7. Bike path options – Carolina Beach is in the process of building bike path
 8. Maintain good relations
 9. Land behind fire station to be utilized for training and volunteer parking during calls
7. Other Council items for discussion
- MPT Heglar requested permission from Council to re-engage concerning the Sandman lots
 - Mayor Bloszinsky to work with MPT Heglar on the Sandman Project
 - History concerning Sandman to be forwarded to Commissioner Whitley by MPT Heglar

CONSENSUS – Council agreed for MPT Heglar to work on the re-engagement of the Sandman lots with the assistance of Mayor Bloszinsky.

- Commissioner Ellen discussed the Committee Policy requirement for residency for appointment to a non-town Committee. The matter was tabled as it was on the agenda for the regular meeting later in the evening.
8. Follow-up Items from Council Retreat Highlighted for further discussion
- Commissioner Whitley and Building Inspector Batson
 - Storm water fee for new development/construction, working with FO Copenhaver
 - Changes to ordinances supporting fees for new structures and redevelopment to capture new storm water costs and impacts to the systems
 - Parking per bedroom regulations
 - Flood zone maps
 - MPT Heglar and Public Works Crew Leader Mesimer
 - Check lights/timers at Oceanfront Park for repair
 - Estimate cost to repair wooden bollards running parallel to Atlantic Avenue and include in FY 18/19 budget
 - Develop 5 year water/sewer infrastructure plan
 - Work with FO Copenhaver to keep calculation of System Development Fee current
 - Commissioner Oliver and Town Clerk Avery
 - Recreation strategy – grow or maintain status



TOWN COUNCIL MINUTES

COUNCIL RETREAT

January 26, 2018

Continued to February 20, 2018 at 5:00 p.m.

- Oceanfront Park safety concerns regarding lighting and access to private property
 - Mayor Bloszinsky and MPT Heglar
 - Work with Carolina Beach on the process for allowing property owners to return to the island after emergency
8. New Building Schedule/Progress and challenges
- Tabled to February meeting.
9. P&Z goals for 2018
- Parking
 - Review of outdated ordinances tightening up language and definitions

MOTION – Commissioner Ellen moved to adorn the meeting at 6:10 p.m.

SECOND – Commissioner Whitley

VOTE – Unanimous

Craig Bloszinsky, Mayor

ATTEST: Nancy Avery, Town Clerk

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