



TOWN COUNCIL AGENDA

REGULAR MEETING

December 18, 2018 @ 6:30p.m.

*Asterisks indicate documentation is included in agenda packet

Call to Order – Mayor Bloszinsky

Invocation & Pledge of Allegiance – Rev. Thomas Williams, Lay Pastor

APPROVAL OF CONSENT AGENDA ITEMS

1. *Accept resignation of Amanda Stiles from the Marketing committee
2. *Accept resignation of Linda Brett-Kell and Elaine Hall from the Community Center committee
3. *Approve moving the Alternates of the Community Center Committee Sharon Lambeth and John Shalanski to full Members
4. *Accept resignation of Jonathan Perrotto from the WMPO Bike/Ped Committee
5. *Minutes:
 - November 20, 2018 Regular
 - December 3, 2018 Special
 - December 3, 2018 Closed

Consent agenda items are voted on as one item. If a member of Council wishes to discuss an individual item, a motion must be made and approved to move the item to the agenda.

ADOPTION OF THE AGENDA

DISCUSSION AND CONSIDERATION OF PERSONS TO ADDRESS COUNCIL

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
2. Building Department
3. Finance Department
4. Fire Department
5. Police Department
6. Public Works Department (Mesimer)
 - *Adoption of the local water supply plan to the North Carolina Department of Environmental Quality



TOWN COUNCIL AGENDA

REGULAR MEETING

December 18, 2018 @ 6:30p.m.

- *To approve the contract with Engineering Services for the water meter replacement project in the amount of \$31,500 to prepare bid docs, and manage bid process and oversee installation to be funded as part of the project budget

7. Recreation

DISCUSSION AND CONSIDERATION OF OLD BUSINESS

1. *Adopt resolution R18-11 and associated Consistency statement to:

- Amend Code of Ordinances, Chapter 19 (Zoning), Article VI (Signs), Section 371 (Definitions) to add a new definition for 'Monument Sign'
- Amend Code of Ordinances, Chapter 19 (Zoning):
 - Article I (Definitions) to add new definitions for 'Habilitation/Rehabilitation Facility'; 'Halfway House'; 'Homeless shelter'; 'Religious institution'; and 'Religious annex'
 - Article III (Administration), Divisions 1, 2, 4, 6, 7, 10 and 12 on Permitted Uses to delete 'Churches and other places of worship including parish houses and Sunday schools (8661)' and add new verbiage regarding 'Religious institutions'

2. Town Facility Construction Project Status Update (Oliver)

3. *Town app or Town emergency Facebook page (Whitley)

DISCUSSION AND CONSIDERATION OF NEW BUSINESS

1. Town Hall closed January 21st for Martin Luther King Holiday, January Council Meeting to be rescheduled.

2. *2019 Retreat date and time at Community Center:

- February 1st
- February 8th
- February 15th

3. *Definition of 'faithful attendance' in policy for state required boards (Whitley)

4. *Address Town Complaints on Coyotes and adopt a course of action (Bloszinsky)

5. Island Chamber of Commerce Town recognitions (Ellen)

Note: Change to policy also requires amendment to code. No public hearing required.

MAYOR UPDATES (no action required)

COMMISSIONER ITEMS (no action required)

CLOSED SESSION, if needed

ADJOURNMENT

CONSENT AGENDA

Beth Chase

From: Nancy Avery
Sent: Friday, November 16, 2018 2:27 PM
To: Beth Chase
Subject: Fwd: Kure Beach Marketing Committee

Beth - set up a new agenda for the December 18th council meeting and add under Consent agenda

Accept resignation of Amanda Stiles from the Marketing committee

Also print this email and include in the agenda packet folder.

Thx

Nancy Avery
Town Clerk
117 Settlers Lane
Kure Beach, NC 28449
910-458-8216 office
910-458-7421 fax
910-707-2016 direct
910-443-0410 cell
n.avery@tokb.org
www.townofkurebeach.org

Begin forwarded message:

From: Debbie Elliott <debbie@talkinc.com>
Date: November 16, 2018 at 1:36:40 PM EST
To: Nancy Avery <townclerk@tokb.org>, Nancy Applewhite <n.applewhite@townofkurebeachorg.onmicrosoft.com>
Cc: Shawn Braden <sbraden@wilmingtonandbeaches.com>
Subject: Kure Beach Marketing Committee

Good afternoon. I am emailing to let you know that Amanda Stiles has resigned from the Kure Beach Marketing Committee, as she is now working and living in Asheville, NC. Our next committee meeting is Tuesday, November 27 and we will discuss potential new committee members at that time.

Thank you!

Debbie Elliott
President
Talk, Inc.
290 Seawatch Way
Kure Beach, NC 28449
910-471-3181

Beth Chase

From: Nikki Keely
Sent: Thursday, November 29, 2018 3:16 PM
To: Beth Chase; Nancy Avery
Subject: Committee Updates
Attachments: Elaine Hall resignation.docx

Hello,

Hope you both are having a good week. I wasn't sure who was handling Committee updates, but there's been some membership changes to Marketing and Community Center.

Marketing

Amanda Styles no longer lives in KB and has resigned. Debbie thought she submitted the letter, but if she hasn't and you need documentation – let me know and I can track it down. They will not be meeting in December, so the next MAC meeting is scheduled for January 22nd at the Community Center.

Community Center

Linda Brett-Kell and Elaine Hall have both resigned. The Committee would like to move both Alternates (Sharon Lambeth and John Shalanski) to full Members. Elaine's resignation letter is attached. I have yet to receive Linda's but will forward once I do. They do not meet in December, so their next meeting is January 14th at the Community Center.

If you need any further information or documentation for getting these items on Consent Agenda, let me know.

Thanks so much,

Nikki Keely

Recreation Director, CPRP

Recreation Department
Town of Kure Beach
117 Settlers Lane
Kure Beach, NC 28449
910.458.8216/Fax 910.458.7421
www.townofkurebeach.org

Rec'd 11/20/18
AUG

November 15, 2018

To Town Council

It has been my pleasure to serve on the Kure Beach Community Center committee for two years. Therefore it is with regret that I must resign from this committee as my husband and I have bought a home off the island.

This committee is made of of dedicated Kure Beach residents and I will miss not being a part of all they do for the community.

Sincerely,


Linda Brett-Kell

Elaine Hall
427 South 5th Avenue
Kure Beach, NC 28449
November 15, 2018

To Whom It May Concern,

It is with regret that I tender my resignation from the Kure Beach Community Center Committee.

I am grateful for the opportunity to serve on the committee for the past 3 year, and I offer my best wishes for its continued success.

Sincerely,

Elaine Hall

Beth Chase

From: Nancy Avery
Sent: Thursday, November 29, 2018 4:35 PM
To: Beth Chase
Subject: FW: WMPO Kure Beach Bike/Ped Representative

Follow Up Flag: Follow up
Flag Status: Flagged

Add to December agenda under the consent agenda

'Accept resignation of Jonathan Perrotto from the WMPO Bike/Ped Committee'

This is a non-town committee that is also on the committee master list. You will have to scroll right to see –it is listed as 'non-town committees'

Print the email and put in the agenda packet folder

Nancy Avery
Town Clerk
Town of Kure Beach
117 Settlers Lane
Kure Beach, NC 28449
910-458-8216 (office)
910-458-7421 (fax)
910-707-2016 (direct)
910-443-0410 (cell)
n.avery@tokb.org
www.townofkurebeach.org

From: Jonathan Perrotto <jon.perrotto@gmail.com>

Sent: Thursday, November 29, 2018 12:31 PM

To: Nancy Avery <n.avery@townofkurebeach.org>; Craig Bloszinsky <c.bloszinsky@townofkurebeach.org>; David Heglar <d.heglar@townofkurebeach.org>; Allen Oliver <a.oliver@townofkurebeach.org>; John Ellen <j.ellen@townofkurebeach.org>; Joseph Whitley <j.whitley@townofkurebeach.org>

Subject: WMPO Kure Beach Bike/Ped Representative

Mayor Bloszinsky and Council Members,

Please accept my resignation as the Kure Beach WMPO Bike/Ped Representative effective immediately. I am unable to represent KB the way I feel it should be not living here full time, I am missing critical meetings. Thank you for considering me for the position.

Happy Holidays,

Jonathan Perrotto

DEPARTMENT BUSINESS

LOCAL WATER SUPPLY PLAN

Memorandum

To: Council Members
CC: Nancy Avery
From: Jimmy Mesimer
Date: December 5, 2018
Re: Adoption of Local Water Supply Plan

Each year we submit a Local Water Supply Plan to the North Carolina Department of Environmental Quality. In order to be compliant with requirements, Town Council needs to formally adopt the plan. Hopefully, this can be accomplished at the next council meeting.

I have attached a copy of the plan for your review.

Please let me know if you have any questions.

Thanks,

Jimmy

Service Area

Sub-Basin(s)	% of Service Population	County(s)	% of Service Population
Cape Fear River (02-3)	100 %	New Hanover	100 %

What was the year-round population served in 2017? **2,300**

What was the seasonal population and months served in 2017? (if applicable) **10,000 (Jun Jul Aug)**

Has this system acquired another system since last report? **No**

Water Use by Type

Type of Use	Metered Connections	Metered Average Use (MGD)	Non-Metered Connections	Non-Metered Estimated Use (MGD)
Residential	1,963	0.2500	0	0.0000
Commercial	47	0.0420	0	0.0000
Industrial	0	0.0000	0	0.0000
Institutional	0	0.0000	0	0.0000

How much water was used for system processes (backwash, line cleaning, flushing, etc.)? **0.0000 MGD**

Water Sales

Purchaser	PWSID	Average Daily Sold (MGD)	Days Used	MGD	Contract Expiration	Recurring	Required to comply with water use restrictions?	Pipe Size(s) (Inches)	Use Type
Fort Fisher Air Base Recreation Area	04-65-197	0.0090	365			Yes	No		Regular

3. Water Supply Sources

Monthly Withdrawals & Purchases

	Average Daily Use (MGD)	Max Day Use (MGD)		Average Daily Use (MGD)	Max Day Use (MGD)		Average Daily Use (MGD)	Max Day Use (MGD)
Jan	0.2290		May	0.4200		Sep	0.3740	
Feb	0.2100		Jun	0.5100		Oct	0.3820	
Mar	0.2360		Jul	0.6340		Nov	0.3030	
Apr	0.3700		Aug	0.4710		Dec	0.2590	

The Division of Water Resources (DWR) provides the data contained within this Local Water Supply Plan (LWSP) as a courtesy and service to our customers. DWR staff does not field verify data. Neither DWR, nor any other party involved in the preparation of this LWSP attests that the data is completely free of errors and omissions. Furthermore, data users are cautioned that LWSPs labeled **PROVISIONAL** have yet to be reviewed by DWR staff. Subsequent review may result in significant revision. Questions regarding the accuracy or limitations of usage of this data should be directed to the water system and/or DWR.

1. System Information

Contact Information

Water System Name: **Kure Beach** PWSID: **04-65-025**
 Mailing Address: **117 Settlers Lane** Ownership: **Municipally**
Kure Beach, NC 28449
 Contact Person: **Sonny Beeker** Title: **Public Works Director**
 Phone: **910-458-5816** Fax: **910-458-5905**

Complete

Distribution System

Line Type	Size Range (Inches)	Estimated % of lines
Polyvinyl Chloride	6-10	100.00 %

What are the estimated total miles of distribution system lines? **10 Miles**
 How many feet of distribution lines were replaced during 2017? **542 Feet**
 How many feet of new water mains were added during 2017? **0 Feet**
 How many meters were replaced in 2017? **1**
 How old are the oldest meters in this system? **19 Year(s)**
 How many meters for outdoor water use, such as irrigation, are not billed for sewer services? **76**
 What is this system's finished water storage capacity? **0.6000 Million Gallons**
 Has water pressure been inadequate in any part of the system since last update? **No**

Programs

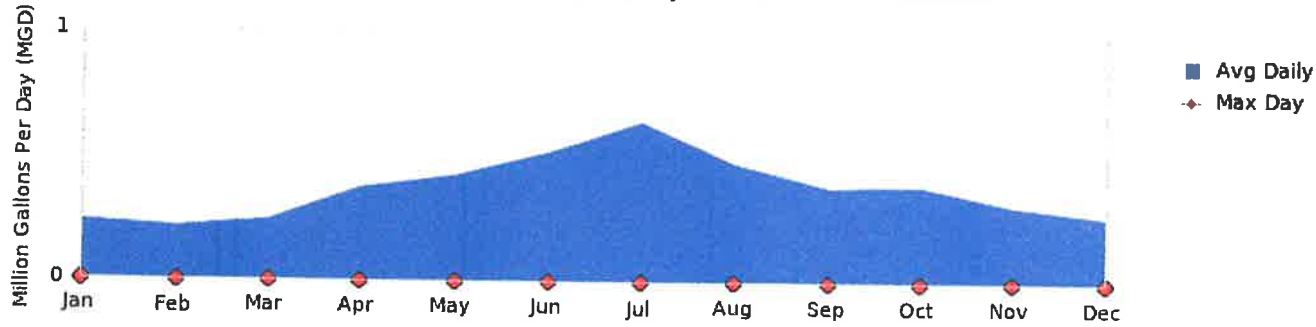
Does this system have a program to work or flush hydrants? **Yes, Monthly**
 Does this system have a valve exercise program? **No**
 Does this system have a cross-connection program? **No**
 Does this system have a program to replace meters? **Yes**
 Does this system have a plumbing retrofit program? **No**
 Does this system have an active water conservation public education program? **Yes**
 Does this system have a leak detection program? **No**

Water Conservation

What type of rate structure is used? **Increasing Block**
 How much reclaimed water does this system use? **0.0000 MGD** For how many connections? **0**
 Does this system have an interconnection with another system capable of providing water in an emergency? **No**

2. Water Use Information

Kure Beach's 2017 Monthly Withdrawals & Purchases



Ground Water Sources

Name or Number	Average Daily Withdrawal (MGD)		Max Day Withdrawal (MGD)	12-Hour Supply (MGD)	CUA Reduction	Year Offline	Use Type
	MGD	Days Used					
Assembly Ave.	0.0000	0		0.3040			Emergency
I Avenue	0.0290	365		0.0720			Regular
Kure Beach Village	0.1120	365		0.1980			Regular
N Avenue	0.0000	0		0.2160			Emergency
Ocean Dunes	0.0850	365		0.1260			Regular
Seventh Ave.	0.1410	365		0.2410			Regular

Ground Water Sources (continued)

Name or Number	Well Depth (Feet)	Casing Depth (Feet)	Screen Depth (Feet)		Well Diameter (Inches)	Pump Intake Depth (Feet)	Metered?
			Top	Bottom			
Assembly Ave.	175	175	20	0	12	0	Yes
I Avenue	176	176	20	0	8	0	Yes
Kure Beach Village	175	175	20	0	8	0	Yes
N Avenue	174	174	20	0	8	0	Yes
Ocean Dunes	174	174	20	0	12	0	Yes
Seventh Ave.	176	176	20	0	8	0	Yes

Are ground water levels monitored? No,

Does this system have a wellhead protection program? Yes

4. Wastewater Information

Monthly Discharges

Month	Average Daily Discharge (MGD)	Month	Average Daily Discharge (MGD)	Month	Average Daily Discharge (MGD)
Jan	0.4960	May	0.5440	Sep	0.4090
Feb	0.4740	Jun	0.4190	Oct	0.3620

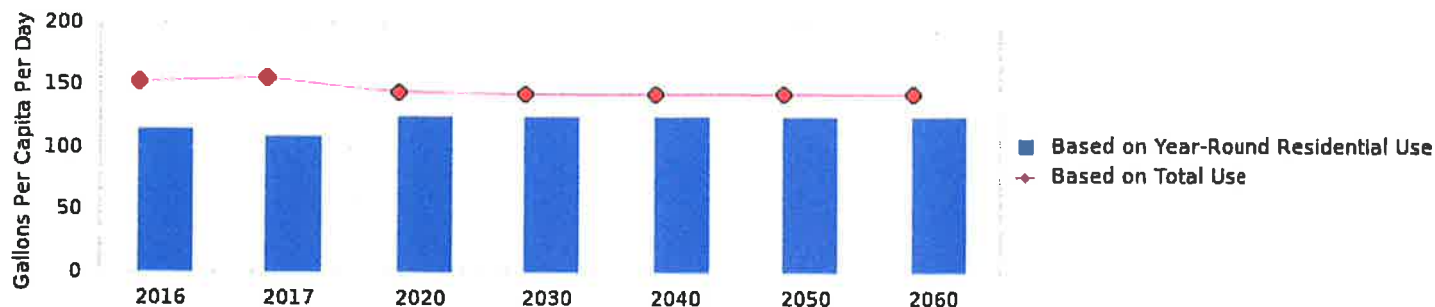
System Process	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000
Unaccounted-for	0.0660	0.0070	0.0070	0.0070	0.0070	0.0080

The projected percent unaccounted-for water seems low.

Demand w/s Percent of Supply

	2017	2020	2030	2040	2050	2060
Surface Water Supply	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000
Ground Water Supply	0.6370	0.6370	0.6370	0.6370	0.6370	0.6370
Purchases	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000
Future Supplies		0.0000	0.0000	0.0000	0.0000	0.0000
Total Available Supply (MGD)	0.6370	0.6370	0.6370	0.6370	0.6370	0.6370
Service Area Demand	0.3580	0.3470	0.3590	0.3710	0.3850	0.3850
Sales	0.0090	0.0090	0.0090	0.0090	0.0090	0.0090
Future Sales		0.0000	0.0000	0.0000	0.0000	0.0000
Total Demand (MGD)	0.3670	0.3560	0.3680	0.3800	0.3940	0.3940
Demand as Percent of Supply	58%	56%	58%	60%	62%	62%

Kure Beach's Projected Gallons Per Capita Per Day (GPCD) Over Time



The purpose of the above chart is to show a general indication of how the long-term per capita water demand changes over time. The per capita water demand may actually be different than indicated due to seasonal populations and the accuracy of data submitted. Water systems that have calculated long-term per capita water demand based on a methodology that produces different results may submit their information in the notes field.

Your long-term water demand is **109** gallons per capita per day. What demand management practices do you plan to implement to reduce the per capita water demand (i.e. conduct regular water audits, implement a plumbing retrofit program, employ practices such as rainwater harvesting or reclaimed water)? If these practices are covered elsewhere in your plan, indicate where the practices are discussed here.

Are there other demand management practices you will implement to reduce your future supply needs? **None**

What supplies other than the ones listed in future supplies are being considered to meet your future supply needs? **We have a well at Assembly Avenue completed and it can be put into service at any time. It produces .304 (12 hour) MGD. We also have our N Avenue well that produces .216 (12 hour) MGD in reserve and would only have to sample and put in service. This would give us a 12 hour capacity of 1.157 MGD.**

How does the water system intend to implement the demand management and supply planning components above? **Sampling would be required to put the well in service.**

Additional Information

Has this system participated in regional water supply or water use planning? **No**

What major water supply reports or studies were used for planning?

Please describe any other needs or issues regarding your water supply sources, any water system deficiencies or needed improvements (storage, treatment, etc.) or your ability to meet present and future water needs. Include both quantity and quality considerations, as well as financial, technical, managerial, permitting, and compliance issues:

The Division of Water Resources (DWR) provides the data contained within this Local Water Supply Plan (LWSP) as a courtesy and service to our customers. DWR staff does not field verify data. Neither DWR, nor any other party involved in the preparation of this LWSP attests that the data is completely free of errors and omissions. Furthermore, data users are cautioned that LWSPs labeled **PROVISIONAL** have yet to be reviewed by DWR staff. Subsequent review may result in significant revision. Questions regarding the accuracy or limitations of usage of this data should be directed to the water system and/or DWR.

ENGINEERING SERVICES CONTRACT

AGREEMENT FOR ENGINEERING SERVICES

This agreement, made this 24th day of October, 2018, by and between the Town of Kure Beach, North Carolina, hereafter referred to as the OWNER, and Engineering Services, P.A., hereinafter referred to as the ENGINEER.

The OWNER intends to utilize engineering services, to be provided by the ENGINEER, for the **Water Meter Replacements Project for the Town of Kure Beach**. These improvements are as funded by the OWNER. The scope of work consists of providing the OWNER with a specification for replacing its existing, manual-read water metering system with an automatic-read water metering system (AMR) which includes the future option of converting to an advanced metering infrastructure (AMI) metering system. This project is not intended to include the installation of new meter setters/risers, adding new water services, relocating water services, or replacing meter boxes.

WITNESSETH:

That for and in consideration of the mutual covenants and promises between the parties hereto, the following is hereby agreed:

SECTION A - ENGINEERING SERVICES

The ENGINEER shall furnish engineering services as follows:

1. The ENGINEER will conduct preliminary investigations, prepare preliminary specifications, and provide a preliminary itemized list of probable construction costs effective as of the date of the preliminary design. Note that such probable construction costs will be ENGINEER'S professional opinion, but that such costs are an estimate only and subject to change.
2. The ENGINEER will furnish one copy of the final specifications and bid documents to the OWNER.
3. The ENGINEER will attend conferences with the OWNER or other interested parties as may be reasonably necessary, but not to exceed more than 2 such conferences per calendar month. Conferences over 2 per month will be chargeable to OWNER at ENGINEER'S rates as set forth in Section D.
4. After the preliminary facilities plan has been reviewed and approved by the OWNER and the necessary State approval agencies, the OWNER will direct the ENGINEER to proceed. The ENGINEER will perform, as needed, the necessary design surveys, accomplish the detailed design of the project, prepare construction drawings, specifications and contract documents, and prepare a final cost estimate based on the final design for the entire system. It is also, understood that if subsurface explorations (such as borings, soil tests, rock soundings and the like) are required, the ENGINEER will furnish coordination of said explorations without

additional charge, but the costs incident to such explorations shall be paid for by the OWNER as set out herein.

5. Prior to the advertisement for bids, the ENGINEER will provide for each construction contract, not to exceed two (2) copies of detailed drawings, specifications, and contract documents for use by the OWNER, appropriate Federal, State, and local agencies from whom approval of the project must be obtained. The cost of such drawings, specifications, and contract documents shall be included in the basic compensation paid to the ENGINEER.
6. The ENGINEER will furnish additional copies of the drawings, specifications and contract documents as required by prospective bidders, material suppliers, and other interested parties, but may charge them a reasonable cost of such copies. Upon award of each contract, the ENGINEER will furnish to the OWNER five sets of the drawings, specifications and contract documents for execution. The cost of these sets shall be included in the basic compensation paid to the ENGINEER. Original documents, survey notes, tracings, and the like, except those furnished to the ENGINEER by the OWNER, are and shall remain the property of the ENGINEER.
7. The drawings prepared by the ENGINEER under the provisions of Section A-4 above shall be in sufficient detail to permit the location of the proposed improvements on the ground. The ENGINEER shall prepare and furnish to the OWNER three (3) copies of a map(s) showing the general location of needed construction easements. The ENGINEER shall be additionally compensated at rates set out in Section D for the preparation of easement maps for any acquired property. Property surveys, property plats, property descriptions, abstracting and negotiations for land rights shall be furnished by the OWNER, unless the OWNER requests, and the ENGINEER agrees to provide those services as an amendment to this Agreement. In the event the ENGINEER is requested to provide such services, the ENGINEER shall be additionally compensated as set in Section D hereof.
8. The ENGINEER will attend one bid opening and tabulate the bid proposals, make an analysis of the bids, and make recommendations for awarding contracts for construction. If re-bidding is requested or required, such will be at ENGINEER's rates set out in Section D.
9. The ENGINEER will review and approve, only for general conformance with the design concept, any necessary shop and working drawings furnished by contractors.
10. The ENGINEER will interpret the intent of the drawings and specifications to endeavor to protect the OWNER against defects and deficiencies in construction on the part of the contractors. The ENGINEER will not, however, guarantee the performance by any contractor.
11. The ENGINEER will establish baselines for locating the work together with a suitable number of benchmarks adjacent to the work as shown in the contract documents. Construction layout for any project will be the responsibility of the successful Contractor.
12. The ENGINEER will provide general engineering review of the work of the contractors as construction progresses to ascertain that the contractor is, in general, conforming to the design

concept. Such review is not exhaustive, nor does such review guarantee Contractor's performance.

13. Unless notified by the OWNER in writing that the OWNER will provide for construction observation, the ENGINEER will provide construction observation under this Agreement. In the event that the Owner does provide construction observation, additional compensation to the ENGINEER will be required to accommodate the final inspection and sign-off required by the necessary regulatory agencies. The ENGINEER'S undertaking hereunder shall not relieve the contractor of contractor's obligation to perform the work in conformity with the drawings and specifications and in a workmanlike manner; shall not make the ENGINEER an insurer of the contractor's performance; and shall not impose upon the ENGINEER any obligation to see that the work is performed in a safe manner.
14. The ENGINEER will review the contractor's applications for progress and final payment and, when approved, submit to the OWNER for payment.
15. The ENGINEER will prepare necessary contract change orders for approval of the OWNER and others on a timely basis.
16. The ENGINEER will make a final review prior to the issuance of the statement of substantial completion of all construction and submit a written report to the OWNER. Prior to submitting the final pay estimate, the ENGINEER shall submit a statement of completion to and obtain the written acceptance of the facility from the OWNER.
17. The ENGINEER will be available to furnish engineering services and consultations necessary to correct unforeseen project operation difficulties for a period of one year after the date of statement of substantial completion of the facility. This service will include instruction of the OWNER in initial project operation and maintenance but will not include supervision of normal operation of the system. Such consultation and advice shall be furnished without additional charge except for travel and subsistence costs. The ENGINEER will assist the OWNER in performing a review of the project during the 11th month after the date of the certificate of substantial completion.
18. The ENGINEER further agrees to obtain and maintain, at the ENGINEER'S expense, such insurance as will protect the ENGINEER from claims under the Workman's Compensation Act and such comprehensive general liability insurance and professional liability as will protect the OWNER and the ENGINEER from all claims for bodily injury, death, or property damage which may arise from the performance by the ENGINEER or by the ENGINEER'S employees of the ENGINEER'S functions and services required under this Agreement.
19. The services called for in the Section A-1 of this Agreement are complete. Upon authorization from the OWNER, the ENGINEER will complete final plans, specifications and contract documents and submit for approval of the OWNER and all State regulatory agencies.

SECTION B - COMPENSATION FOR ENGINEERING SPECIFICATIONS and BIDDING ASSISTANCE SERVICES

The OWNER shall compensate the ENGINEER for Preliminary and Final Meter Replacement Specifications and Bid document services in the Lump Sum amount of Five Thousand dollars (\$5,000.00). The OWNER shall compensate the ENGINEER for Bidding Assistance services in the Lump Sum amount of Four Thousand and Five Hundred dollars (\$4,500.00). The ENGINEER will render to OWNER for such services an itemized bill, once each month, for compensation for such services performed hereunder during such period, based on the ENGINEER'S estimate of the percentage complete of the design process, the same to be due and payable by the OWNER to the ENGINEER on or before the 15th day of the following period.

If the Project is suspended for more than three months or abandoned in whole or in part, the Engineer shall be paid for services performed prior to receipt of such notice from the OWNER together with all termination expenses. If the Project is resumed after being suspended for more than three months, the Engineer's compensation shall be subject to renegotiations.

SECTION C - COMPENSATION FOR CONSTRUCTION OBSERVATION and CONSTRUCTION ADMINISTRATION AS SET FORTH IN SECTION A-9 thru A-18

The ENGINEER shall provide construction observation, which shall consist of one full-time employee to maintain a physical presence on the meter replacement project for two (2) days per week. The construction observation services shall be to generally observe the work to see that it is progressing in general compliance with the design intent of the documents; it is not, however, to supervise any trade's work or to otherwise guarantee the work of any trade.

The ENGINEER shall provide construction administration services, which shall consist of two (2) on site project meetings each month, reviewing project submittals, project pay applications, responding to request for information and project management of the meter replacement project.

The OWNER agrees to compensate the ENGINEER for such services in the Lump Sum amount of Eleven Thousand dollars (\$11,000.00) for Construction Observation, and Eleven Thousand dollars (\$11,000.00) for Construction Administration. The fees for this project are based on a 100 day (14 weeks) construction time to replace 2,286 meters. If the construction time is longer than the estimated time, the OWNER will compensate the ENGINEER at the hourly rates attached in this agreement. The ENGINEER will render a bill to OWNER for such services based on the dollar percentage complete of the construction contract, once each month, for compensation for such services performed hereunder during such period, the same to be due and payable by the OWNER to the ENGINEER on or before the 15th day of the following period.

SECTION D - COMPENSATION FOR ADDITIONAL ENGINEERING SERVICES

In addition to the foregoing being performed, the following services may be provided UPON PRIOR AUTHORIZATION OF THE OWNER, subject to compensation as set forth below.

1. Site surveys for water treatment plants, sewage treatment works, dams, reservoirs, ponds, and other similar special surveys as may be required.
2. Laboratory tests, well tests, borings, specialized geological, soils, hydraulic, or other studies recommended by the ENGINEER.
3. Property surveys, easement surveys, detailed description of sites, maps, drawings, or estimates related thereto; assistance in negotiating for land and easement rights.
4. Necessary data and filing maps for water rights, water adjudication, and litigation.
5. Redesigns ordered by the OWNER after the OWNER has accepted final plans.
6. Appearances before courts or boards on matters of litigation or hearings related to the projects.
7. Preparation of environmental impact assessments or environmental impact statements.
8. Performance of detailed staking necessary for construction of the project in excess of the control staking set forth in Section A-11.
9. Provide maintenance and operation manuals or shop drawings, where appropriate.

Payment for extra services specified herein shall be as agreed to between the OWNER and ENGINEER prior to the commencement of work. The ENGINEER will render to OWNER for such extra services an itemized bill, separate from any other billing, once each month, for compensation for services performed hereunder during such period, the same to be due and payable by OWNER to the ENGINEER on or before the 15th day of the following period.

The following rates apply to these extra services:

Principal Engineer	\$90/per hour
Managing Engineer	\$90/per hour
Project Engineer	\$90/per hour
CADD Operations	\$65/per hour
Computations	\$65/per hour
Engineering Technician	\$65/per hour
Construction Observer	\$65/per hour
Grant/Loan Administrator	\$75/per hour
Office Manager/Secretary	\$45/per hour

SECTION E - PAYMENT AND INTEREST ON UNPAID SUMS

All invoices are due and payable 30 calendar days from the date of the invoice. If an OWNER fails to make any payment due ENGINEER within the allowable 30 days for services and expenses, and funds are available for the projects, then the ENGINEER shall be entitled to interest at the rate of 12 percent per annum from said 30th day, not to exceed an annual rate of 12 percent. If the invoice is not paid within 30 days, the ENGINEER may, without waiving any claim or right against the OWNER, and without liability whatsoever to the OWNER, terminate the performance of the service. In the event that any portion or all of an account remains unpaid 60 days after billing, the OWNER shall pay all costs of collections, including reasonable attorney's fees.

SECTION F - INDEMNIFICATION

To the fullest extent allowed by law, the OWNER/ENGINEER shall indemnify and hold harmless each other, and each others' personnel from and against any and all claims, damages losses and expenses (including reasonable attorney's fees) arising out of or resulting from the performance of any obligations contained in this Agreement, provided that any such claim, damage, loss or expense is caused by the negligent act, omission, and/or strict liability of the OWNER/ENGINEER, anyone directly or indirectly employed by the OWNER/ENGINEER, or anyone for whose acts any of them may be liable. In no event, however, shall any party be indemnified for its own negligence. Claims and disputes under this Section are subjected to arbitration as defined by this Contract in Section H.

SECTION G - TERMINATION OF AGREEMENT

This Agreement may be terminated by either party upon thirty (30) days written notice should the other party fail substantially to perform in accordance with its terms through no fault of the party initiating the termination. It is furthermore understood and agreed upon that the OWNER may decide not to complete the design or enter into the construction mode should the applied for grant/loan not be made available. In the event of termination due to the fault of parties other than the Engineer, the Engineer shall be paid his compensation for services performed to termination date, including Reimbursable Expenses.

SECTION H - ARBITRATION

All claims, disputes and other matters in question between the parties to this Agreement, arising out of, or relating to this Agreement or the breach thereof, shall be decided by arbitration in accordance with the Construction Industry Arbitration Rules of the American Arbitration Association then in effect unless the parties mutually agree otherwise. No arbitration arising out of, or relating to this Agreement shall include, by consolidation, joinder or in any other manner, any additional party not parties to this Agreement except by written consent containing a specific reference to this Agreement and signed by all the parties hereto. Any consent to arbitration involving an additional party or parties shall not constitute consent to arbitration of any dispute not described

therein or with any party not named or described therein. This Agreement to arbitrate and any agreement to arbitrate with an additional party or parties duly consented to by the parties hereto shall be specifically enforceable under the prevailing arbitration law. In no event shall the demand for arbitration be made after the date when such dispute would be barred by the applicable statute of limitations or statute of repose. All arbitration shall be carried out in the City of Wilmington, North Carolina, and the arbitration shall be held pursuant to the laws of the State of North Carolina. The award rendered by the arbitrators shall be final and binding, and subject to enforcement by the Superior Courts of North Carolina. The prevailing party shall be entitled to its attorney fees in the discretion of the arbitration panel. The arbitration panel shall consist of three arbitrators. Each party shall choose an arbitrator, and the two arbitrators shall appoint a third as a neutral arbitrator.

SECTION I - CIVIL RIGHTS ASSURANCES

During and in connection with the associated loan and/or grant agreement between the United States Government and the OWNER, relating to the Federally assisted program, the Engineer, its successors and assigns; (i) will comply, to the extent applicable as contractors, subcontractors, lessees, suppliers, or in any other capacity, with the applicable provisions of the Regulations of the United States Department of Commerce (Part 8 of Subtitle A of Title 15 of the Code of Federal Regulations) issued pursuant to Title VI of the Civil Rights Act of 1964 (P.L. 88-352), and will not thereby discriminate against any person on the ground of race, color, or national origin in their employment practices, in any of their own contractual arrangements, in all services or other business operations, (ii) they will provide the information required by or pursuant to said Regulations to ascertain compliance with the Regulations and these assurances, and (iii) their noncompliance with the nondiscrimination requirements of said Regulations and these assurances shall constitute a breach of their contractual arrangements with the Recipient of Federal financial assistance whereby said arrangements may be canceled, terminated or suspended in whole or in part or may be subject to enforcement otherwise by appropriate legal proceedings.

SECTION J – E-VERIFY REQUIREMENTS

Engineer shall comply with the requirements of Article 2 of Chapter 64 of the General Statutes. Further, if Engineer utilizes a subcontractor, Engineer shall require the subcontractor to comply with the requirements of Article 2 of Chapter 64 of the General Statutes.

SECTION K - EXTENT OF AGREEMENT

This Agreement represents the entire and integrated agreement between the Owner and the Engineer and supersedes all prior negotiations, representations or agreements. This Agreement may be amended only by written instrument signed by both Owner and Engineer.

In WITNESS WHEREOF, the parties hereto have executed, or caused to be executed by their duly authorized officials, this Agreement in duplicate on the respective dates indicated below. This Agreement is entered into the day and year first written above.

(SEAL)
OWNER: Town of Kure Beach, NC

By: _____

Type
Name: Craig Bloszinsky

Title: Mayor, Town of Kure Beach

Date: _____

ATTEST: _____

Type
Name: _____

Title: _____

This instrument has been preaudited in the manner required by the Local Government Budget and Fiscal Control Act.

Allen Copenhagen 12/12/18
Finance Officer Date

(SEAL)
ENGINEER: Engineering Services, PA

By: Todd S. Steele

Type Name: Todd S. Steele, PE

Title: President

Date: October 24, 2018

ATTEST: Brian G. Cox

Type Name: Brian G. Cox, PE

Title: Vice-President



OLD BUSINESS

**RESOLUTION R18-11 AND CONSISTENCY
STATEMENT**



KURE BEACH TOWN COUNCIL
TOWN OF KURE BEACH, NC

RESOLUTION R18-11

A RESOLUTION AMENDING CODE OF ORDINANCES

WHEREAS, On November 20th 2018 the Planning and Zoning Commission recommended Town Council amend two sections of the zoning code; and,

WHEREAS, On December 18th 2018 Town Council held a Public Hearing on these two proposed code amendments; and

NOW, THEREFORE BE IT RESOLVED by the Kure Beach Town Council that it hear by by adopts the following amendments to the code of ordinances;

1. Chapter 19 (Zoning), Article VI (Signs), Section 371 (Definitions) to add a new definition for ‘Monument Sign’
2. Chapter 19 (Zoning):
 - a. Article I (Definitions) to add new definitions for ‘Habilitation/Rehabilitation Facility’; ‘Halfway House’; Homeless shelter’; ‘Religious institution’; and ‘Religious annex’
 - b. Article III (Administration):
 - i. Division 1 (Generally), Section 79.5 (Permitted uses) to add ‘Habilitation/Rehabilitation Facility’; ‘Halfway House’; and ‘Homeless Shelter’ as new prohibited uses
 - ii. Division 2 (RA-1 Residential district), Section 92 (Permitted uses), Subsection (2) to delete ‘Churches and other places of worship including parish houses and Sunday schools (8661)’ and add new verbiage regarding ‘Religious institutions’
 - iii. Division 4 (RA-2 Residential district), Section 152 (Permitted uses), Subsection (4) to delete ‘Churches and other places of worship including parish houses and Sunday schools (8661) and add new verbiage regarding ‘Religious institutions’
 - iv. Division 6 (RA-2T Residential trailer), Section 177 (Permitted uses), Subsection (5) to delete ‘Churches and other places of worship including parish houses and Sunday schools (8661) and add new verbiage regarding ‘Religious institutions’
 - v. Division 7 (RA-3 Residential district), Section 187 (Permitted uses), Subsection (7) to delete ‘Churches and other places of worship including parish houses and Sunday schools (8661) and add new verbiage regarding ‘Religious institutions’
 - vi. Division 10 (B-1 district), Section 243 (Permitted uses), Subsection (5) to delete ‘Churches and other places of worship including parish houses and Sunday schools (8661) and add new verbiage regarding ‘Religious institutions’



KURE BEACH TOWN COUNCIL
TOWN OF KURE BEACH, NC

RESOLUTION R18-11

- vii. Division 12 (B-3 Business district), Section 282 (Permitted uses), Subsection (7) to delete 'Churches and other places of worship including parish houses and Sunday schools (8661) and add new verbiage regarding 'Religious institutions'

Adopted by the Kure Beach Town Council this 18th day of December, 2018.

Craig Bloszinsky
Mayor

Attest: Nancy Avery
Town Clerk



KURE BEACH
TOWN COUNCIL

Council Meeting Date: December 18, 2018
Council agenda Item# 4 Old Business

Date(s) Public Hearing(s) held:
December 18, 2018

CONSISTENCY STATEMENT 18-04

**ZONING CONSISTENCY STATEMENT
N.C.G.S. 160A-383**

- X Consideration of proposed text amendments to the Town of Kure Beach Code of Ordinances:
1. Chapter 19 Zoning, Article I, Section 1 Definitions
 2. Chapter 19 Zoning, Article III, Division 1, Section 79.5 Prohibited uses
 3. Chapter 19 Zoning, Article III, Division 2, Section 92 Permitted uses
 4. Chapter 19 Zoning, Article III, Division 4, Section 152 Permitted uses
 5. Chapter 19 Zoning, Article III, Division 6, Section 177 Permitted uses
 6. Chapter 19 Zoning, Article III, Division 7, Section 187 Permitted uses
 7. Chapter 19 Zoning, Article III, Division 10, Section 243 Permitted uses
 8. Chapter 19 Zoning, Article III, Division 12, Section 282 Permitted uses

X The proposed text amendment is CONSISTENT WITH the objectives/policies of the Town of Kure Beach Land Use Plan (“LUP”)

X The proposed text amendments are CONSISTENT WITH Part 3, Section 2.B of the LUP

 The proposed text amendment is NOT CONSISTENT WITH Part , Section of the LUP

The Kure Beach Town Council, after conducting a public hearing on the matter, finds that proposed amendments to Chapter 19 (Zoning) of the Town Code of Ordinances, which are attached hereto and incorporated herein by reference. The proposed amendments provide definitions for a monument sign and provide regulations governing a religious institution’s use of religious annex buildings. The proposed amendments also provide definitions for certain other prohibited uses. The Commission finds that adopting the amendments will be reasonable and in the public interest inasmuch as they are consistent with the goal on land use compatibility as set forth in Part 3, Section 2.B. of the LUP which provides, in pertinent part, as follows:

Kure Beach desires to ensure (consistency) with the historic small town nature of the communityand will work to ...ensure that any uses of the land and water minimize negative environmental impacts and avoid risks to public health, safety and welfare....

Based on these findings, the Town Council concludes that adopting the amendments is reasonable and in the public interest.

ATTEST: Nancy Avery, Town Clerk

Craig Bloszinsky, Mayor

TOWN APP AND EMERGENCY FACEBOOK PAGE

Beth Chase

From: Joseph Whitley
Sent: Tuesday, December 11, 2018 3:44 PM
To: Beth Chase
Subject: Re: December Agenda

Follow Up Flag: Follow up
Flag Status: Flagged

Under old business could you please add Town app or town emergency Facebook page. Thank you.

Joseph Whitley
Commissioner, Town of Kure Beach
910-620-4900

On Dec 10, 2018, at 12:03 PM, Beth Chase <b.chase@townofkurebeach.org> wrote:

Good afternoon Mayor, Commissioners, Department Heads, and Committee Chair Persons,

Below are the agenda items for the December 18th (Tuesday) Council meeting that begins at 6:30pm.

Please let me know of additional items or deletions by Wednesday, December 12th as the agenda packet will be printed and published Thursday.

APPROVAL OF CONSENT AGENDA ITEMS

1. *Accept resignation of Amanda Stiles from the Marketing committee
2. *Accept resignation of Linda Brett-Kell and Elaine Hall from the Community Center Committee
3. *Approve moving the Alternates of the Community Center Committee Sharon Lambeth and John Shalanski to full Members
4. *Accept resignation of Jonathan Perrotto from the WMPO Bike/Ped Committee
5. *Minutes:
 - November 20, 2018 Regular
 - December 3, 2018 Special
 - December 3, 2018 Closed

DISCUSSION AND CONSIDERATION OF DEPARTMENT HEAD BUSINESS

1. Public Works Department (Mesimer)
 - *Adoption of the local water supply plan to the North Carolina Department of Environmental Quality
 - *To approve the contract with Engineering Services for the water meter replacement project in the amount of \$31,500 to prepare bid docs, and manage bid process and oversee installation. To be funded as part of the project budget

DISCUSSION AND CONSIDERATION OF OLD BUSINESS

1. *Adopt resolution R18-11 and associated Consistency statement to:
 - Amend Code of Ordinances, Chapter 19 (Zoning), Article VI (Signs),

- Section 371 (Definitions) to add a new definition for ‘Monument Sign’
- Amend Code of Ordinances, Chapter 19 (Zoning):
 - Article I (Definitions) to add new definitions for ‘Habilitation/Rehabilitation Facility’; ‘Halfway House’; ‘Homeless shelter’; ‘Religious institution’; and ‘Religious annex’
 - Article III (Administration), Divisions 1, 2, 4, 6, 7, 10 and 12 on Permitted Uses to delete ‘Churches and other places of worship including parish houses and Sunday schools (8661)’ and add new verbiage regarding ‘Religious institutions’

2. Town Facility Construction Project Status Update (Oliver)

DISCUSSION AND CONSIDERATION OF NEW BUSINESS

1. Town Hall closed January 21st for Martin Luther King Holiday, January Council meeting to be rescheduled.
2. *2019 Retreat date and time at Community Center:
 - February 1st
 - February 8th
 - February 15th
3. Definition of ‘faithful attendance’ in policy for state required boards (Whitley)
4. *Address Town Complaints on Coyotes and adopt a course of action (Bloszinsky)
5. Island Chamber of Commerce Town recognitions (Ellen)

Thank you,

Beth Chase

Administrative Assistant
 Town of Kure Beach
 117 Settlers Lane
 Kure Beach, NC 28449
 910-458-8216 (Office)



MEMO

To: Town Council
From: Nancy Avery, Town Clerk
Subject: Other means of contact with residents during emergencies
Date: December 12, 2018

My staff was directed by Council to work with Commissioner Whitley on other communication means in addition to the website during emergencies.

My recommendation to Council is to use a mobile version of the Town's website instead of an app and use a Town Facebook page during emergencies only.

My reasoning on a mobile version of the website rather than an app is:

1. It doesn't take up storage space on a phone, which may be an issue for some folks
2. The link can be saved on the phone for easy access which is similar to the app
3. The same IT vendor that is used for the website may also be used for the mobile version rather than a separate IT vendor for an app which can't be supported by the website
4. Everything posted on the website will automatically feed to the mobile version, where as information on a separate app will have to be entered separately on another website
5. Turnaround time is quicker to have the current website IT team set it up as opposed to waiting for an app to be designed, tested and available

If you access some of the websites listed on the next page on your iPad and then bring up the same website up on your phone, you can see how the data is condensed and managed.

A reference to look at for town apps is Holden Beach and Wake Forest. They have both a mobile version of their website and a town app.

We will show a prototype of what a town Facebook emergency site would look like at the Council meeting. Concerns about Facebook are controlling negative comments and ratings. The other thing we get into with a Facebook page is data retention because it is public record and we are limited in what can be deleted due to public records laws.

Samples of VC3 Designed Websites – Website Partnership Plan

Town of Biltmore Forest, NC	https://www.biltmoreforest.org
Town of Forest City, NC	https://www.townofforestcity.com/
City of Isle of Palms, SC	https://www.iop.net/home
City of Hendersonville, NC	https://www.hendersonvillenc.gov/
City of Valdosta, GA	https://www.valdostacity.com
Town of Wake Forest, NC	https://www.wakeforestnc.gov/
City of Snellville, GA	http://www.snellville.org/
Town of Winterville, NC	https://www.wintervillenc.com/
City of Boiling Springs Lake, NC	https://www.cityofbsl.org/
City of Pinson, AL	https://www.thecityofpinson.com/
Town of Lewisville, NC	https://www.lewisvillenc.net/
Tennessee Municipal League	https://www.tml1.org/
Vermont League of Cities and Towns	https://www.vlct.org/
Town of Knightdale, NC	https://www.knightdalenc.gov/
Newberry County, SC	https://www.newberrycounty.net/
Greenville Utilities Commission, NC	https://www.guc.com/
City of Liberty, SC	https://www.libertysc.com/
Town of Zebulon, NC	https://www.townofzebulon.org/
Irmo Chapin Recreation Commission	https://www.icrc.net/
City of Sumter, SC	https://www.sumtersc.gov/
**Town of Yadkinville, NC	https://yadkinvillenc.preview.vc3.com/
Triangle J Council of Governments, NC	https://tjcog.org/

**preview – not live yet

NEW BUSINESS

2019 RETREAT DAY

January

2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 Town Hall Closed-New Year's Day	2 Reggae Yoga @ CC Classical Yoga @ CC P&Z Meeting @ TH	3 Line Dance @ CC 10am Aikido @ CC 6pm	4	5
6	7 Yoga @ CC 9am All Levels Yoga @CC 6:30pm	8 Community Center Committee Meeting @ CC 9:30am SLABP Meeting @TH 6pm	9 Classical Yoga @CC 9:15am MPO Committee location TBD 2pm	10 Line Dance @CC 10am Aikido @ CC 6pm	11	12
13	14 Yoga @ CC 9am All Levels Yoga @CC 6:30pm	15 Aikido @ CC 6pm	16 Classical Yoga @CC 9:15am Reggae Yoga @ CC 6:30pm	17 Line Dance @CC 10am Aikido @ CC 6pm	18	19
20	21 Town Hall Closed-MLK Yoga @ CC 9am All Levels Yoga @CC 6:30pm	22 Marketing Committee @CC 11:30am Aikido @CC 6pm BOA Meeting @ TH 7pm	23 Classical Yoga @CC 9:15am Reggae Yoga @ CC 6:30pm	24 Line Dance @ CC 10am Aikido @ CC 6pm	25 Red Cross Blood Drive @CC 10am	26
27	28 Yoga @ CC 9am All Levels Yoga @CC 6:30pm	29 Aikido @ CC 6pm	30 Classical Yoga @CC 9:15am Reggae Yoga @ CC 6:30pm	31 Line Dance @ CC 10am Aikido @ CC 6pm		

February

2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4 Yoga @CC 9am All Levels Yoga @CC 6:30pm	5 SLABP Meeting @TH 5pm Aikido @CC 6pm	6 Classical Yoga @CC 9:15am Reggae Yoga @CC 6:30pm	7 Line Dance @CC 10am Aikido @CC 6pm	8	9
10	11 Yoga @CC 9am All Levels Yoga @CC 6:30pm	12 Community Center Meeting @CC 10:30am Aikido @CC 6pm	13 Classical Yoga @CC 9:15am Reggae Yoga @CC 6:30pm	14 Line Dance @CC 10am Aikido @CC 6pm	15	16
17	18 Yoga @CC 9am All Levels Yoga @CC 6:30pm Council Meeting @TH	19 Aikido @CC 6pm	20 Classical Yoga @CC 9:15am Reggae Yoga @CC 6:30pm	21 Line Dance @CC 10am Aikido @CC 6pm	22	23
24	25 Yoga @CC 9am All Levels Yoga @CC 6:30pm	26 Marketing Committee Meeting @TH 11:30pm Aikido @CC 6pm BOA Meeting @TH 7pm	27 Classical Yoga @CC 9:15am Reggae Yoga @CC 6:30pm	28 Line Dance @CC 10am Aikido @CC 6pm		

COMMITTEE ATTENDANCE

Article 1. COMMITTEES

Section 1.01 General Policy

Adopted 2/16/2010, Updated 02/21/2012

A. GENERAL POLICY REGARDING AD HOC COMMITTEES

Ad Hoc Committees are herein identified as: Community Center, Marketing, and Shoreline Access and Beach Protection (SLABP).

1. The Kure Beach Town Council is responsible for the creation and management of all ad hoc, standing committees and boards of the Town. The Town Council will fix the membership number of each committee unless otherwise prescribed by statute.
2. It is the policy of the Kure Beach Town Council that all committee membership will represent a cross section of the Town of Kure Beach to the extent possible, consistent with the goals and operations of the committee.
3. All committees or boards required by the N.C. General Statutes will perform the duties and functions required by the statutes. Anything in this policy relating to such committees is superseded by the statutory requirements.
4. Committees and appointees thereto must uphold Town policies pertaining to the committee. The Kure Beach Town Council may, at its discretion, replace any committee members who violate town policies or conducts themselves in any way detrimental to the Town or the purpose of the committee.
5. All committees and boards, unless required by statute, are ad hoc and serve at the pleasure of the Council.
6. The Kure Beach Town Council may waive, at the discretion of Council, any policies or procedures herein set forth.

B. AD HOC COMMITTEE MEMBERSHIP

1. Except as noted below, any full-time resident of Kure Beach is eligible to serve on appointed committees, boards and commissions. Any Kure Beach property owner who is not a full-time resident of Kure Beach may apply to serve as a non-voting member on the Marketing Advisory Committee and the Shoreline Access and Beach Protection Committee.

2. No person may be appointed to serve on, or in any way be associated with, any committee if that person has an unpaid financial obligation to the Town.
 - a. Such obligations include past due taxes, water and sewer and related fees more than 60 days in arrears and unpaid citations, unless under contest or other obligations as may be determined by the Town.
 - b. A full-time resident or property owner becomes eligible to serve upon certification by the Town Finance Officer or Town Clerk that all financial obligations to the Town of Kure Beach have been satisfied.
3. No person may be appointed to, or serve on, any committee except upon submittal of proper application and appointment by a vote of the Kure Beach Town Council.
4. Each committee of the Town is requested to prepare and submit to Town Council a list of minimum requirements for committee membership. The Town Clerk will maintain such lists as approved by the Council. Each committee may update the requirements periodically as needed. (*Exemption –Marketing Committee*)
5. Requirements of this section notwithstanding, any person serving on an appointed committee and or board at the time this policy is adopted, may serve out the term of appointment.
6. No person may serve upon more than three committees at one time nor serve as chairperson of more than one committee.

C. AD HOC COMMITTEE TERMS AND VACANCIES

1. All committee appointees for ad hoc committees have no set term limits.
2. Committee members are required to attend all regularly scheduled committee meetings unless excused by the committee chair or a vote of the committee. Three unexcused absences shall be deemed a resignation from the committee and reported as such to the Kure Beach Town Council. Vacancies resulting from such absences shall be filled according to the procedure listed below.
3. The chair of each committee shall report all committee vacancies to the Town Clerk who is hereby authorized to advertise for volunteers to submit applications to serve on Town committees.

4. Vacancies on ad hoc committees will be filled by the following procedure:
 - a. Applications received by the Clerk will be forwarded to the appropriate committee and Town Council members for review. All applications shall be retained for a period of one (1) year.
 - b. Incumbent committee members will interview applicants at a regularly scheduled meeting of the committee in open session.
 - c. In open session, committee members will, by vote of the committee, select two applicants for each vacancy to forward to Town Council for consideration.
 - d. Town Council will, by vote of the Council, approve one applicant for each position. The Town Council may reject any and all committee recommendations and appoint any qualified person to fill any committee vacancy.

D. AD HOC COMMITTEE RESPONSIBILITIES

1. Committees, commissions or boards established by state statute will perform the duties and functions required by the statute.
2. Committees shall organize themselves by electing a chairperson and secretary.
3. Committees shall conduct regularly scheduled meetings, open to the public, with meeting minutes and actions recorded.
4. Committees shall diligently pursue the objectives or tasks assigned by the Town Council and shall regularly report to the Town Council on the progress of their work.
5. Annually, committees shall prepare and submit to the Town Council a budget for their projected initiatives. (See F, below)
6. Committees shall at all times conduct their business with proper decorum and with due regard to the greater good of the Town of Kure Beach.
7. Committees shall, at the beginning of each calendar year, submit to the Town Clerk a list of all current committee members, member contact information and the regular meeting date, time and location.

E. CONFLICTS OF INTEREST

1. If a committee member has a financial, personal, or employment related interest in an issue that comes before the committee, the member shall notify the committee chair and committee members of such interest and be excused from voting on the matter.
2. Any question relating to a potential conflict of interest should be referred to the Kure Beach Town Attorney for advice and counsel.

F. AD HOC COMMITTEE BUDGETS AND EXPENDITURE OF FUNDS

1. At the beginning of each budget cycle, committees shall submit to the finance commissioner a budget for the coming year. Such budgets should include all expected expenditures and a recommended source of funding whether it be receipts for expected activities, grants or the revenue of the Town.
2. No committee may expend funds except upon approval of the Finance Officer or the issuance of a proper purchase order or contract by Town staff. All town procedures and state requirements in the solicitation of bids and the issuance of purchase orders or contracts shall be followed.
3. Committees shall not financially obligate the Town except as authorized by an approved appropriation or purchase order properly approved and executed.

(The Marketing Committee is exempted from the budgeting requirement because it is not funded by the Town.)

G. COMMITTEES AND THE NORTH CAROLINA OPEN MEETINGS LAW

1. All committees, commissions and boards of the Town of Kure Beach are subject to the North Carolina Open Meetings Law. Committees may conduct special meetings, but such meetings must be advertised as required by North Carolina General Statutes.
2. It is the intent of Kure Beach Town Council that the Town Council of Kure Beach and all boards, commissions and committees of the Town of Kure Beach will comply with the letter and spirit of the Open Meetings Law. It is the express policy of the Kure Beach Town Council that no committee, commission or board appointed by the Town Council shall conduct any "closed" or "executive" session.

3. All committees, boards and commissions of the Town of Kure Beach will conduct regularly scheduled meetings, open to the public, with meeting records and minutes taken. (*Exemption – Damage Assessment and Emergency Operations.*)

H. DAMAGE ASSESSMENT AND EMERGENCY OPERATIONS COMMITTEES

The Town Council has two committees established for emergency management situations only. These committees do not hold regularly scheduled meetings and serve only during potential emergency situations to either represent the Town at the County Emergency Operations Center or to assist the Building Inspector and department heads in damage assessment after an emergency.

The only part of this policy applicable for these two committees is the following:

Vacancies for both shall be advertised by the Clerk. Applications received by the clerk will be forwarded to Town Council members for review. All applications shall be retained for a period of one (1) year. Town Council members will interview applicants at a properly scheduled meeting of the Council in open session. Town Council will, by vote of the Council, approve one applicant for each position. Incumbent members do not interview applicants, only Town Council.

I. COMMISSIONS AND BOARDS REQUIRED BY N.C. GENERAL STATUTE

Commissions and Boards covered by this section include the Kure Beach Board of Adjustment and the Kure Beach Planning and Zoning Commission.

This policy is applicable with the following exceptions:

Membership

1. Neither the Board of Adjustment nor the Planning and Zoning Commission shall be required to prepare and submit to Town Council a list of minimum requirements for membership.
2. Members shall hold no other public office under the town government and shall be appointed by the Town Council.

Terms and Vacancies

1. Board of Adjustment members shall serve a three-year term. Successors shall be appointed for three-year terms to fill the expiring term (not staggered).
2. Planning and Zoning Commission members shall serve a five-year term. Vacancies occurring for any reason other than for expiration of term shall be filled as they occur for the period of the unexpired term (staggered).

3. Vacancies for both shall be advertised by the Town Clerk.
Planning and Zoning Commission (P&Z) applicants:
Applications received by the Town Clerk will be forwarded to the P&Z clerk and chairperson to schedule interviews and include on the agenda. P&Z will interview applicants and make a recommendation to Town Council. The Council will make the official appointment.

Board of Adjustment (BOA) applicants
Applications received by the Town Clerk will be scheduled for interview by the Town Clerk in a Council meeting. The Town Council will make the official appointment.
4. All applications shall be retained for a period of one (1) year.
5. Members, after a public hearing, may be removed by the Town Council for inefficiency, neglect of duty or malfeasance in office.
6. Faithful attendance of the meetings is considered a prerequisite for the maintenance of membership.
7. All members have equal voting on all matters that come before them.
8. Members shall elect a chairman to serve a one-year term or until a successor is elected and shall be eligible for re-election.
9. There shall be a quorum of three members for the purpose of taking any official action required by this article.

References

Refer to Code of Ordinance requirements as follows:

Board of Adjustment – Chapter 19 (Zoning), Article II (Administration), Division 2 (Board of Adjustment), Sections 41 – 46.

Planning and Zoning Commission – Part II Code, Chapter 2 (Administration), Article III (boards, commissions, committees), Division 2 (P&Z), Sections 41 – 56.

Sec. 2-41. - Composition; terms of office.

- (a) The planning and zoning commission shall consist of five (5) regular members who shall be citizens and residents of the town.
- (b) One (1) alternate may be appointed by the town council who shall be seated as a regular member, automatically, in the event a member of the commission resigns or becomes incapacitated and unable to serve.

(Code 1973, § 2-26; Ord. of 8-15-78, § 2-26; Ord. of 3-20-01; Ord. of 4-21-15)

Sec. 2-42. - Terms; removal; filling of vacancies.

- (a) The members of the planning and zoning commission shall be appointed for terms of five (5) years.
- (b) The members of the commission may after a public hearing, be removed by the appointing authority for inefficiency, neglect of duty or malfeasance in office.
- (c) Vacancies occurring for reasons other than expiration of term shall be filled as they occur for the period of the unexpired term.
- (d) Faithful attendance at the meetings of the commission is considered a prerequisite for the maintenance of membership on the commission. The five (5) commission members shall have equal voting powers on all matters which come before the commission.

(Code 1973, § 2-26; Ord. of 8-15-78, § 2-26)

Sec. 19-44. - Chairman; term; duties.

- (a) The chairman of the board of adjustment shall be elected by the full membership including alternate and extraterritorial members of the board of adjustment from among its regular members.
- (b) The chairman's term of office shall be for one (1) year until his successor is elected and shall be eligible for re-election.
- (c) The chairman shall decide upon all points of order and procedure unless directed otherwise by a majority of the board in session at the time.
- (d) The chairman shall appoint any committees found necessary to investigate any matter before the board.

(Ord. of 8-19-03)

Sec. 19-45. - Removal; filling of vacancies.

Members of the board of adjustment may, after a public hearing, be removed by the appointing authority for inefficiency, neglect of duty or malfeasance in office. Vacancies occurring for reasons other than expiration of term shall be filled as they occur for the period of the unexpired term. Faithful attendance of the meetings of the board is considered a prerequisite for the maintenance of membership on the board. The five (5) members shall have equal voting powers on all matters which come before the board.

(Ord. of 8-19-03)

COMPLAINTS ON COYOTES

Beth Chase

From: Craig Bloszinsky
Sent: Friday, December 7, 2018 10:53 AM
To: Beth Chase; Allen Oliver; Andy Canoutas; David Heglar; John Ellen; Joseph Whitley; Arlen Copenhaver; Ed Kennedy; Jim Mesimer; John Batson; Mike Bowden; Nancy Avery; Nikki Keely; Craig Galbraith; debbie@talkinc.com; Dennis Panicali; Linda Brett Kell; Sara Barham
Cc: Nancy Avery; Mandy Sanders
Subject: Re: December Agenda

Beth, please add new business on Town Complaints on Coyotes. Chief Bowden and I have had several calls from concerned citizens. Mike can you provide some courses of action that council can consider. Last complaint was from residents around the Baptist Church and Frisbee Golf Course. We need to adopt a course of action.

Craig

Craig

From: Beth Chase <b.chase@townofkurebeach.org>
Sent: Thursday, December 6, 2018 10:40 AM
To: Allen Oliver; Andy Canoutas; Craig Bloszinsky; David Heglar; John Ellen; Joseph Whitley; Arlen Copenhaver; Ed Kennedy; Jim Mesimer; John Batson; Mike Bowden; Nancy Avery; Nikki Keely; Craig Galbraith; debbie@talkinc.com; Dennis Panicali; Linda Brett Kell; Sara Barham
Cc: Nancy Avery; Mandy Sanders
Subject: RE: December Agenda

Yes I will add it to the agenda.

Thank you,
Beth Chase
Administrative Assistant
Town of Kure Beach
117 Settlers Lane
Kure Beach, NC 28449
910-458-8216 (Office)

From: Allen Oliver
Sent: Thursday, December 6, 2018 10:09 AM
To: Beth Chase <b.chase@townofkurebeach.org>; Andy Canoutas <aa.canoutas@yahoo.com>; Craig Bloszinsky <c.bloszinsky@townofkurebeach.org>; David Heglar <d.heglar@townofkurebeach.org>; John Ellen <j.ellen@townofkurebeach.org>; Joseph Whitley <j.whitley@townofkurebeach.org>; Arlen Copenhaver <a.copenhaver@townofkurebeach.org>; Ed Kennedy <e.kennedy@townofkurebeach.org>; Jim Mesimer <j.mesimer@townofkurebeach.org>; John Batson <j.batson@townofkurebeach.org>; Mike Bowden <m.bowden@townofkurebeach.org>; Nancy Avery <n.avery@townofkurebeach.org>; Nikki Keely <n.keely@townofkurebeach.org>; Craig Galbraith <galbraithc@uncw.edu>; debbie@talkinc.com; Dennis Panicali <dpanicali@gmail.com>; Linda Brett Kell <lbrettkell@gmail.com>; Sara Barham <sbarham817@aol.com>
Cc: Nancy Avery <n.avery@townofkurebeach.org>; Mandy Sanders <m.sanders@townofkurebeach.org>
Subject: Re: December Agenda

MINUTES



TOWN COUNCIL MINUTES

REGULAR MEETING

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

The Kure Beach Town Council held its regular meeting on Tuesday, November 20, 2018 beginning at 6:30 pm.

COUNCIL MEMBERS PRESENT

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

COUNCIL MEMBERS ABSENT

None

STAFF PRESENT

Town Clerk – Nancy Avery
Finance Officer (FO) – Arlen Copenhaver
Deputy Town Clerk – Mandy Sanders
Building Inspector – John Batson
Fire Chief – Ed Kennedy
Police Chief – Mike Bowden
Public Works Director- Jimmy Mesimer
Recreation Director – Nikki Keely

Mayor Bloszinsky called the meeting to order at 6:30 pm. Rev. Thomas Williams gave the invocation and led in the Pledge of Allegiance.

APPROVAL OF CONSENT AGENDA ITEMS

1. Approval of Proclamation 18-04 America Recycles Day
2. Accept resignation of regular member John Cawthorne from P&Z
3. Direct the Town Clerk to advertise for an alternate on P&Z
4. Authorize closure of K Avenue (East of FFB) and Atlantic Avenue (between K and L Avenues) to vehicle traffic from the early morning hours on Monday, December 31, 2018 through the early morning hours on Tuesday, January 1, 2019 for the Island of Lights New Year's Eve event and allow for one food truck to operate within the event from 9pm until midnight.
5. Minutes:
 - October 22, 2018 Public Hearing
 - October 22, 2018 Regular



TOWN COUNCIL MINUTES

REGULAR MEETING

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

ADOPTION OF THE CONSENT AGENDA

MOTION – Commissioner Oliver motioned to approve agenda as presented

SECOND – Commissioner Whitley

VOTE - Unanimous

ADOPTION OF THE AGENDA

MOTION – Commissioner Ellen motioned to approve the agenda as presented

SECOND – MPT Heglar

VOTE - Unanimous

DISCUSSION AND CONSIDERATION OF PERSONS TO ADDRESS COUNCIL

1. Bill Moore stated:

- Member of HOA for Ocean Dunes located at 2003 Surftrider Court
- Follow up on an issue that Ocean Dunes has been facing since the storm (Hurricane Florence)
- The storm drain was destroyed during the storm and he is having trouble figuring out who owns the pipe
- The county says they don't own it, and neither does the Town
- To reroute the pipe it will cost him (HOA) between 80-90 thousand dollars, he can cap it because no one owns it
- Need some guidance from Council and financial help to fix the storm drain
- Insurance won't help him and HOA doesn't qualify for assistance from FEMA
- Have to tear down the walkway (public beach crossover) to build a trench and will not be rebuilding it

Council Comments and Questions:

Mayor Bloszinsky asked what schedule are you on Mr. Moore?

Mr. Moore replied they would like to start the first full week of December, the week of the 5th. They appreciate any guidance from the Town. He can cap the storm drain which no one seems to care but is concerned about Ocean Dunes running into liability issues.

MPT Heglar stated he disagrees that no one cares about the situation and, asked what the engineers had to say.

Mr. Moore replied he was unsure of exactly what the reports say but he knows to reroute the pipe near the walkway, and tear it down it could end up costing 80,000 dollars.

Mayor Bloszinsky stated the initial letter from the Town said the Town was responsible for the walkway. Council can sit down and review any of the information Mr. Moore has regarding the storm water issue.



TOWN COUNCIL MINUTES

REGULAR MEETING

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

Building Inspector Batson commented that he does have the application, but doesn't have the revised drawings yet.

Commissioner Ellen asked, does anyone have a plan of where that pipe goes currently?

Mr. Moore replied, that at this point they have ripped out the entire cement that was there. Best guess is that it helps eliminate water from 421(Highway) and Camp Wyatt.

MPT Heglar commented that Council can't promise money without a written plan, they need a list of each item and the cost. Once Council receives, they can legally respond after they review.

Mr. Moore asked, can we cap it?

MPT Heglar answered, according to your permit it doesn't say that you can.

Question from audience to Mr. Moore: Does your storm water drain through this pipe and do the outfalls run through private property?

Mr. Moore replied yes

2. Bernard Robinson & Co., Victor Blackburn, presentation of FY 2017-2018 audit

Mr. Blackburn reviewed highlight of the FY 2017-2018 audit as referenced in attached presentation, herein incorporated as part of these minutes.

- GASB 75 relates to accounting and financial reporting for postemployment benefits other than pensions (OPEB).
- For Kure Beach, GASB 75 applies to the medical, dental and vision insurance provided to retirees based on years of service to the Town.
- Implementation of GASB 75 required the Town to record the beginning total OPEB liability and the effects on net position of benefit payments and administrative expenses paid in the measurement period (period ending 12/31/17).

Council Comments and Questions:

Mayor Bloszinsky stated, Financial Officer Copenhaver does a great job, does Council do a good job with direction? The unassigned fund of 66% is that a good, great or poor position for the Town to be in?

Mr. Blackmore replied, it's a great position, 66% is 7 months operation expenses, if the Town didn't bring in any revenue for those months. The state only requires a town to have 2 months of revenue, so anything above half a year is a great position to be in.



TOWN COUNCIL MINUTES

REGULAR MEETING

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

MPT Heglar stated, the audit is to inform Council on how we're doing, was there a letter stating it was an unqualified audit?

Mr. Blackmore replied you received a letter at the beginning of the audit, and it also says that there were no disagreements with management.

2. Andro Keck, Special Olympics Athlete and Global Messenger

Mayor Bloszinsky said:

- Andro is going to address the Council but I think it warrants stating that we have a local hero and celebrity in our Town. Andro is a gold medal winner in the Special Olympics in golf for his age group. Congratulations and thank you for representing the Town so well.

Mr. Keck said: (He)

- Lives in Kure Beach and attends Ashley high school as a senior
- Special Olympics athlete and global messenger
- Thank you for hosting the polar plunge here in Kure Beach, which is a perfect spot
- Moved to NC in 2012 and competed in golf and swimming
- The Special Olympics are important to him because he looks forward to competing and has become a stronger and more confident person because of the sport.
- Played in the US games in Seattle WA and had a blast competing, he had to really work hard against the other athletes on a very challenging course
- All his hard work paid off when he won a gold medal in his division for golf
- You're never too old, athletes can be kids or adults
- Look at the NC Special Olympics website to find out more information

3. Arlene Diaz, Public Affairs Specialist with the (SBA) U. S. Small Business Administration, Office of Disaster Assistance

Ms. Diaz said:

- Member of the SBA office, office of Disaster Assistance
- More than 60% of loans that are approved are for homeowners and renters
- Provides assistance to businesses of all sizes
- Low interest of 3.675% for businesses, nonprofits 2.5%
- Low interest rates for property owners of 2%
- Homeowners which may apply up to \$200,000 to repair or to replace their home
- \$40,000 for personal property
- For businesses we have two types of loans, the physical (building and machinery) and economical injury (loss of business), if combined it can be up to 2 million dollars



TOWN COUNCIL MINUTES

REGULAR MEETING

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

- Program extended till December 13th for homeowners, June 14th for economical business loans
- Two centers located here in Wilmington
- Encourages individuals to do the applications with SBA, but you will need to go to FEMA first
- Also can apply through the website SBA.gov

DISCUSSION AND CONSIDERATION OF COMMITTEE BUSINESS

1. Planning & Zoning Commission (P&Z) – Chairman Galbraith

- Recommend amending Code of Ordinances, Chapter 19 (Zoning), Article VI (Signs), Section 371 (Definitions) to add a new definition for ‘Monument Sign’
- Recommend amending Code of Ordinances, Chapter 19 (Zoning):
 - Article I (Definitions) to add new definitions for ‘Habilitation/Rehabilitation Facility’; ‘Halfway House’; ‘Homeless shelter’; ‘Religious institution’; and ‘Religious annex’
 - Article III (Administration), Divisions 1, 2, 4, 6, 7, 10 and 12 on Permitted Uses to delete ‘Churches and other places of worship including parish houses and Sunday schools (8661)’ and add new verbiage regarding ‘Religious institutions’

P&Z Chairman Galbraith said:

- Two items on the agenda to address and both will require public hearings
- First is the approval process for the signs for HOAs, needed to include a definition for monument signs
- Second is a request from First Baptist Church that was brought to P&Z a couple of months ago about the use of an accessory building, the definition didn’t fit the usage. We couldn’t just change it for one church because that would be spot zoning. So we recommend a change to all districts.
- Current definition of an accessory building doesn’t fit the building type that it is being used for so we recommend it being changed to a Church Annex
- The churches are in the residential zone, and we were concerned about some of the usage so there will be some limitations, such as homeless shelters, and drug rehab shelters.
- Code refers only to churches and not other religious institutions, so the language has been recommended

Comments:

Mayor Bloszinsky said P&Z did a great job on the terminology, but this does not preclude them from hosting special meetings there. Only from residing for long periods of time.

Chairman Galbraith answered that yes they could, just prevents long term types of residences.



TOWN COUNCIL MINUTES

REGULAR MEETING

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

MOTION: MPT Heglar motioned to schedule a Public Hearing for the proposed amendments to Chapter 19, Articles I and III for December 18th at 5:30 pm

SECOND- Commissioner Oliver

VOTE: Unanimous

Commissioner Whitley and Attorney Eldridge will send the Town Clerk verbiage on the advertisement for code amendments.

2. Shoreline Access and Beach Protection Committee

MPT Heglar asked about the storm water pipes on the beaches, is there funding for fixing the outfalls? Or will it be done with the beach nourishment?

Mayor Bloszinsky stated they will be fixed as part of the beach nourishment if they're within the template. If the pipes aren't part of the nourishment template we will have to address then.

Public Works Director Mesimer asked if they can pick up the broken storm water outfalls and put them on Davis Road.

Financial Officer Arlen Copenhaver stated all inspections have been completed by FEMA so okay to move.

CONSENSUS- Directed Public Works to begin removing damaged storm water outfalls from the beach

DISCUSSION AND CONSIDERATION OF DEPARTMENT HEAD BUSINESS

1. Recreation

- Proposed Dates for 2019 OFP Summer Programs

Recreation Director Keely said:

In the packet you have the the dates for the summer program and events at Ocean Front Park which mirrors the last 5 years but she welcomes discussion. If no concerns she is requesting motion to approve as presented.

MPT Heglar asked the Police and Fire Chiefs who handle this weekend if they have any issues with the concerts on Labor Day weekend?

Police Chief Bowden stated they're short staffed on the beach so he was okay with a small local group to play a concert to help get people off the beaches.



TOWN COUNCIL MINUTES

REGULAR MEETING

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

MOTION – MPT Heglar motioned to approve dates for 2019 Ocean Front Park Summer Programs, as presented
SECOND - Commissioner Ellen
VOTE - Unanimous

Said programs and events are herein included as part of the minutes

DISCUSSION AND CONSIDERATION OF OLD BUSINESS

1. Parking update

Commissioner Whitley commented:

- They have held two public information sessions, one on a Monday evening and the other on a Saturday morning
- Mayor Bloszinsky did a phenomenal job, and he is the Mayor this Town needed
- Nobody from the south side of town was present, only the north side of town
- There seemed to be an overwhelming consensus that the suggested future spots were not popular. The only streets that had approval were I, E and 6th street.

Mayor Bloszinsky stated:

- 85-90 folks attended the meetings, and they don't want parking on the streets
- Residents were worried about children playing on the streets and want to manage the parking another way and don't want resident street parking in the neighborhoods

MPT Heglar asked Police Chief Bowden how was parking on the streets? Are you still giving out warnings?

Chief Bowden stated they're only getting a few people parking on the streets in the neighborhoods, and haven't had a lot of tickets in the recent months.

MPT Heglar said he wants to know where people are parking in the neighborhood. Are the HOAs enforcing the parking?

Mayor Bloszinsky commented absolutely.

Commissioner Ellen answered yes by sending out letters to residents.

CONSENSUS - Mayor Bloszinsky and Commissioner Whitley to give more information to Council on potential parking spaces, so Council can direct on how to proceed forward.

2. Town facility construction project update

- Approval of Landscaping Contract in the amount of \$15,509.00
Funding to be from project contingency budget
- Approval of annual landscaping maintenance contract for the Town Hall, Police and



TOWN COUNCIL MINUTES

REGULAR MEETING

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

Fire facility in the amount of \$3,810.00 for January – December of 2019 with one-half of cost to be charged to current Public Works General Fund budget and the second half to be budgeted as part of next year's Public Works General Fund budget.

Commissioner Oliver said he needs approval on these two items.

MOTION – Commissioner Oliver made a motion to approve Landscaping Contract for Freeman Landscape, INC in the amount of \$15,509.00. Funding to be from project contingency budget

SECOND – Commissioner Whitley

VOTE – Unanimous

MOTION- Commissioner Oliver made a motion to approve annual landscaping maintenance contract from Freeman Landscape, INC for the Town Hall, Police and Fire facility in the amount of \$3,810.00 for January – December of 2019 with one-half of cost to be charged to current Public Works General Fund budget and the second half to be budgeted as part of next year's Public Works General Fund budget.

SECOND – MPT Heglar

VOTE-Unanimous

Commissioner Oliver Said:

- December 18th is the tentative date for the Fire Department to move into the building
- They will then start working on old Fire Department to renovate it for Police department
- Flooring has been installed
- Hard hat rules have been relaxed, its ok to visit the construction site but check in with the superintendent first

3. Request from P&Z for direction regarding Overlay district for business district
Commissioner Whitley stated Planning and Zoning will take this topic up in the December meeting, but to start the process they're looking to Council for direction on how to move forward. Any thoughts on the process?

Mayor Bloszinsky commented: He doesn't feel that he is ready to start the overlay process, he would like some time spent discussing it. Council should determine what type of study the Town should do to make sure we're on the right path, ideas would be great at this time but don't get too much into details.

Commissioner Oliver commented he agrees with the Mayor, it's something to look into but we first need to define the character of the central business area. A lot of potential and a lot of potential headaches down there. He is not opposed to it but wants to make sure we do this the right way.



TOWN COUNCIL MINUTES

REGULAR MEETING

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

Mayor Bloszinsky stated he would like to add that as a Council we need to determine how to engage with the business owners, their input is critical.

Chairman Galbraith commented that with his amount of experience doing overlay districts how the Council can propose this to P&Z. If you have an image of what you would like to see the downtown area look like. P&Z will have public hearings and reach out to the business communities to get their input. This will be a 6-7 month type of effort. He suggests turning it over to P&Z to start looking into it and holding public hearings to see the options that are out there.

Attorney Eldridge said the overlay doesn't have to be comprehensive it's up to Council. It can be quasi-judicial but doesn't have to be.

CONSENSUS – Directed Planning and Zoning to begin the process of developing an overlay district in the B1 district to maintain a village feel and involve property owners

4. Re-entry process for emergencies

Commissioner Oliver stated:

Council decided last month to use stickers as presented.

MPT Heglar stated we will include a letter to residents with the stickers stating this was the resolution from the feedback gathered from the resident property owners during and after the storm.

MOTION –MPT Heglar to approve the change for the re-entry sticker process effective January 2019

SECOND – Commissioner Whitley

VOTE – Unanimous

Said process is herein incorporated as part of these minutes

DISCUSSION AND CONSIDERATION OF NEW BUSINESS

1. Start time for Council meetings – change from 6:30 to 6:00 pm

Mayor Bloszinsky stated this was his idea to move up the meeting time which will allow staff to get home earlier in the winter months. Many residents who attend the meetings leave before the meeting is adjourned because the council meetings can be long.

MPT Heglar asked to move the council meetings to Monday nights instead of Tuesdays?

MOTION – MPT Heglar motioned to approve Council meeting date change from the third Tuesday at 6:30 pm to third Monday at 6:00 pm effective January 2019



TOWN COUNCIL MINUTES

REGULAR MEETING

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

SECOND – Commissioner Whitley

VOTE – Unanimous

2. Encroachment request for 633 S Fort Fisher Blvd to encroach upon Easement area and utility area to construct a deck

Building Inspector Batson commented the easement request is very similar to other requests, they would like to utilize the 10ft alleyway to extend their deck to surround the pool, closer to the ocean.

Mayor Bloszinsky asked is this easement request not any deeper into the berm?

Building Inspector Batson replied he doesn't remember any of them being 4-6 feet.

Commissioner Whitley expressed concern that these requests keep getting larger, he feels the others were smaller at 4-6 feet.

Building Inspector Batson explained they want to use the Town's 10 foot alleyway not beach nourishment easement.

MOTION – MPT Heglar made a motion to approve encroachment request for 633 S Fort Fisher Boulevard to encroach upon the Town's 10 foot alleyway and utility easement to construct a deck

SECOND Commissioner Oliver

VOTE – Unanimous

Building Inspector Batson requested to re-review the encroachment for the proper language before the Mayor signs.

Mayor Bloszinsky stated it's approved with the proper language.

MAYOR UPDATES

1. Naming Committee

Mayor Bloszinsky stated:

- The naming committee has met and he will be sending out a note to the Town committees for opportunities to name the new Fire Department building. He is looking for input as it's not the intention for the naming committee to name every meeting room or building in the Town
- Both buildings should be finished in January and would prefer to have one grand opening, to be held in February if possible



TOWN COUNCIL MINUTES

REGULAR MEETING

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

MPT Heglar stated hosting an open house in December would be easier on the Fire staff with the current call volume. Chief Kennedy can plan and schedule to have extra staff on hand. Chief Kennedy will decide whether to do the open house or wait for grand opening.

COMMISSIONER ITEMS

1. Beach Storm Damage Control

Commissioner Oliver commented:

Bidding has started by the Corps of Engineers. The Engineers come up with the budget amount, but can reward up to 25% over that amount. Beach Nourishment should start first of year just waiting on the Corps to open bids and award a contract.

2. MPO Focus

Commissioner Ellen stated:

- Member of Metropolitan Planning Organization
- Big developments coming in 2020, 2024, and 2026 which is near future for transportation
- College Road and MLK to install overpass over Martin Luther King Jr Parkway to improve safety
- College Road and Oleander – Intersection will see improvements to have less impacts of traffic flow
- Monkey Junction - Continuous flow intersection will be installed with overpass to have less impact to traffic flow
- US 421 at Isabel Holmes Bridge – Trumpet interchange installed to increase safety and eliminates prevalent crash pattern at intersection

ADJOURNMENT

MOTION – Commissioner Ellen motioned to adjourn at 8:35 pm

SECOND – MPT Heglar

VOTE – Unanimous

ATTEST: _____
Nancy Avery, Town Clerk

Craig Bloszinsky, Mayor

NOTE: These are action minutes reflecting items considered and actions taken by Council. These minutes are not a transcript of the meeting. A recording of the meeting is available on the town's website under government>council.



TOWN COUNCIL MINUTES

REGULAR MEETING

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

DRAFT



TOWN COUNCIL MINUTES

SPECIAL MEETING

DECEMBER 3, 2018 @ 6:30 PM

The Kure Beach Town Council held a special meeting on Monday, December 3, 2018 at 6:30 pm. The Town Attorney was present and there was a quorum of Council members present.

COUNCIL MEMBERS PRESENT

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

COUNCIL MEMBERS ABSENT

None

STAFF PRESENT

Finance Officer – Arlen Copenhaver
Public Works Director – Jimmy Mesimer
Town Clerk – Nancy Avery

Mayor Bloszinsky called the special meeting to order at 6:30 pm stating the purpose was to hold a closed session to consult with the Town Attorney, as per N.C.G.S. 143-318.11(a)(3). Notice was posted at Town Hall and on the Town's website on November 30 at noon and notification was provided to the Sunshine List, thus meeting Open Meetings laws.

MOTION – Commissioner Oliver motioned to go into closed session at 6:31 pm as per N.C.G.S. 143-318.11(a) (3)

SECOND – MPT Heglar

VOTE – Unanimous

MOTION – MPT Heglar motioned to return to open session at 7:29 pm

SECOND – Commissioner Ellen

VOTE – Unanimous

MOTION – MPT Heglar motioned to adjourn at 7:30 pm

SECOND – Commissioner Ellen

VOTE - Unanimous

ATTEST: _____
Nancy Avery, Town Clerk

Craig Bloszinsky, Mayor

NOTE: These are action minutes reflecting items considered and actions taken by Council. These minutes are not a transcript of the meeting. A recording of the meeting is available on the town's website under government>council.

Department Reports

KURE BEACH FIRE DEPARTMENT

FIRE CHIEF'S REPORT NOVEMBER, 2018

DATE	PURPOSE
11/03/18	MUTUAL AID Cbfd
11/04/18	WATER RESCUE
11/04/18	EMS
11/05/18	DRILL
11/06/18	WIRE DOWN
11/06/18	FALSE ALARM
11/07/18	POWER POLE FIRE
11/08/19	EMS
11/10/18	MUTUAL AID Cbfd
11/11/18	EMS
11/11/18	MUTUAL AID Cbfd
11/12/18	2 ASSIST PUBLIC
11/15/18	MUTUAL AID Cbfd
11/15/18	TRANSFORMER
11/16/18	3 MUTUAL AID Cbfd
11/18/18	EMS
11/19/18	2 ASSIST PUBLIC
11/19/18	EMS
11/20/18	2 MUTUAL AID Cbfd
11/21/18	EMS
11/24/18	EMS
11/24/18	MUTUAL AID Cbfd
11/26/18	2 EMS
11/30/18	2 ASSIST PUBLIC

All equipment checked and found to be in working order

Ed Kennedy
Chief

Kure Beach Inspections Dept.-All Permits Issue Date: 11/1/2018 - 11/30/2018

PermitNo	Issue Date	Owner	Project Addr	ParcelID	Est Cost	Fee
Building addition						
Active						
180149	11/28/2018	WINEFORDNER SARA P Lift addition	410 KURE DUNES LN	R09200-001-002-046	\$15,275.00	\$200.00
180150	11/28/2018	BONKOVSKY MARILYN L HERBERT L Solar Installation	109 N FIFTH AVE	R09213-010-008-000	\$39,822.00	\$300.00
Total addition 2					\$55,097.00	\$500.00
New Construction						
Active						
180135	11/5/2018	PENSCO TRUST COMPANY LLC ETAL New SFD	633 FORT FISHER BLV S	R09405-007-007-000	\$542,000.00	\$10,662.00
180138	11/9/2018	MASTROPOLE THOMAS SUSAN New SFD	306 G AVE	R09217-022-011-000	\$485,600.00	\$10,377.00
180157	11/30/2018	WESLEY JOHN C MARY A New SFD	806 KETCH CT	R09205-015-061-000	\$513,000.00	\$10,517.00
Total New Construction 3					\$1,540,600.00	\$31,556.00
pool						
Active						
180141	11/20/2018	Hiatt Harrell New Pool	1362 FORT FISHER BLV S	R09320-002-009-000	\$24,489.00	\$300.00
180151	11/30/2018	REIDSVILLE CENTRE LLC ETAL New Pool	121 ATLANTIC AVE	R09213-014-013-000	\$35,000.00	\$300.00
Total pool 2					\$59,489.00	\$600.00
Renovations						
Active						
180137	11/7/2018	OCEAN DUNES H O A INC BUILDING 200	1 NEPTUNE PL	R09316-001-025-000	\$150,000.00	\$960.00
180139	11/13/2018	STRINGER GARRETT R HEATHER Carport enclosure etc	101 SEAWATCH WAY	R09200-001-129-000	\$200,000.00	\$1,160.00
180140	11/14/2018	BABSON JEFF DIANE renovation	137 J AVE	R09217-003-006-000	\$12,000.00	\$210.00
Total Renovations 3					\$362,000.00	\$2,330.00
Replacement						
Active						
180136	11/7/2018	OCEAN DUNES H O A INC BUILDING 1100 concrete replacement	1 NEPTUNE PL	R09316-001-025-000	\$26,162.00	\$250.00
180146	11/21/2018	CIMONE PAMELA JOAN Sheetrock and insulation repairs	1100 S FORT FISHER BLV	R09316-002-001-301	\$5,800.00	\$160.00
180144	11/21/2018	THOMAS WILLIAM J ELAINE W Sheetrock and insulation repairs	1100 S FORT FISHER BLV	R09312-003-001-102	\$4,467.00	\$160.00
180145	11/21/2018	NORRIS JOHN J Sheetrock and insulaton repairs	1100 FORT FISHER BLV S	R09312-003-001-101	\$9,880.00	\$160.00
180147	11/21/2018	DESROSIERS MICHAEL S WARSHA RAO Sheetrock and insulation repairs	1100 S FORT FISHER BLV	R09316-002-001-304	\$6,500.00	\$160.00
180143	11/21/2018	TOTTEN RANALD T MINDY S Sheetrock and header repalrs	1100 FORT FISHER BLV S	R09312-003-001-103	\$6,383.00	\$160.00
180142	11/21/2018	BRAZEL CHARLES J Sheetrock and insulation repairs	1100 S FORT FISHER BLV	R09312-003-001-104	\$9,070.00	\$160.00
180153	11/30/2018	MUTHUSWAMY YOGESH K STEPHAN Water Damage	1100 FORT FISHER BLV S	R09316-002-001-306	\$6,800.00	\$160.00
180152	11/30/2018	HILDABRANT C E MILDRED N TR Water Damage	1100 FORT FISHER BLV S	R09316-002-001-303	\$7,500.00	\$160.00
180156	11/30/2018	CELLA EUGENE J Water Damage	1100 S FORT FISHER BLV	R09316-002-001-405	\$2,500.00	\$110.00

PermitNo	Issue Date	Owner	Project Addr	ParcelID	Est Cost	Fee	
Building							
Replacement							
Active							
180155	11/30/2018	ROYAL HAROLD J KIMBERLY H Water Damage	1100 FORT FISHER BLV S	R09316-002-001-404	\$3,500.00	\$110.00	
180154	11/30/2018	BIANCHI DAVID R REV TRUST ETAL Water Damage	1100 S FORT FISHER BLV	R09316-002-001-403	\$1,500.00	\$60.00	
Total Replacement					12	\$90,062.00	\$1,810.00
Total Building					22	\$2,107,248.00	\$36,796.00
Demolition							
Residential							
Active							
180148	11/28/2018	PASCARELL LISA MICHAEL Demo existing house	205 F AVE	R09405-008-001-000	\$0.00	\$150.00	
Total Residential					1	\$0.00	\$150.00
Total Demolition					1	\$0.00	\$150.00
Total Permits:					23	\$2,107,248.00	\$36,946.00

TOWN OF KURE BEACH
REVENUE AND EXPENDITURE SUMMARY
JULY 1, 2018 TO DECEMBER 11, 2018

	REVENUES					EXPENDITURES			
	2019 Initial Bud.	2019 Amend. Bud.	Actual 12/11/2018	% Collected		2019 Initial Bud.	2019 Amend. Bud.	Actual 12/11/2018	% Spent
GENERAL FUND					GENERAL FUND				
Property Taxes (Cur. & PY)	\$ 2,920,300	\$ 2,920,300	\$ 1,666,491	57.1%	Governing Body	\$ 38,994	\$ 38,994	\$ 24,389	62.5%
Local Option Sales Tax	\$ 886,000	\$ 886,000	\$ 395,891	44.7%	Committees	\$ 100,115	\$ 100,115	\$ 83,895	83.8%
Garbage & Recycling	\$ 493,580	\$ 493,580	\$ 206,558	41.8%	Finance	\$ 157,937	\$ 157,937	\$ 84,987	53.8%
TDA Funds	\$ 235,000	\$ 235,000	\$ 22,343	9.5%	Administration	\$ 629,908	\$ 629,908	\$ 257,631	40.9%
Franchise & Utility Tax	\$ 225,000	\$ 225,000	\$ 48,287	21.5%	Community Center	\$ 23,300	\$ 23,300	\$ 8,175	35.1%
Communication Tower Rent	\$ 81,924	\$ 81,924	\$ 40,725	49.7%	Emergency Mgmt./Elections	\$ 1,100	\$ 1,100	\$ 4	0.4%
CAMA Grants - Beach Access Paving	\$ 78,523	\$ 78,523	\$ -	0.0%	Tax Collections	\$ 28,800	\$ 28,800	\$ 4,998	17.4%
Bldg. Permit & Fire Inspect. Fees	\$ 74,050	\$ 74,050	\$ 31,660	42.8%	Legal	\$ 29,850	\$ 29,850	\$ 9,716	32.5%
Sales Tax Refund	\$ 59,000	\$ 59,000	\$ 71,533	121.2%	Police Department	\$ 1,372,757	\$ 1,372,757	\$ 638,146	46.5%
Com Ctr/Parks & Rec/St Festival	\$ 20,700	\$ 20,700	\$ 8,040	38.8%	Fire Department	\$ 740,482	\$ 740,482	\$ 308,215	41.6%
Town Facility Rentals	\$ 18,000	\$ 18,000	\$ 9,793	54.4%	Lifeguards	\$ 200,088	\$ 200,088	\$ 91,381	45.7%
ABC Revenue	\$ 15,900	\$ 15,900	\$ 16,546	104.1%	Parks & Recreation	\$ 187,268	\$ 187,268	\$ 62,563	33.4%
Motor Vehicle License Tax/Decals	\$ 14,250	\$ 14,250	\$ 18,389	129.0%	Bldg Inspection/Code Enforcement	\$ 139,165	\$ 139,165	\$ 55,426	39.8%
OFP - Bluefish Purchases	\$ 14,000	\$ 14,000	\$ 9,095	65.0%	Streets & Sanitation	\$ 902,561	\$ 982,561	\$ 536,024	54.6%
Beer & Wine Tax	\$ 9,300	\$ 9,300	\$ -	0.0%	Debt Service	\$ 708,050	\$ 708,050	\$ 435,934	61.6%
All Other Revenues	\$ 19,505	\$ 19,505	\$ 31,216	160.0%	Transfer to Other Funds	\$ 9,807	\$ 9,807	\$ 9,807	100.0%
Other Financing Sources	\$ 115,000	\$ 195,000	\$ 154,084	79.0%	Contingency	\$ 9,850	\$ 9,850	\$ -	0.0%
Total Revenues	\$ 5,280,032	\$ 5,360,032	\$ 2,730,651	50.9%	Total Expenses	\$ 5,280,032	\$ 5,360,032	\$ 2,611,291	48.7%
WATER & SEWER FUND					WATER & SEWER FUND				
Water Charges	\$ 840,650	\$ 840,650	\$ 423,292	50.4%	Governing Body	\$ 17,994	\$ 17,994	\$ 7,389	41.1%
Sewer Charges	\$ 1,174,500	\$ 1,174,500	\$ 601,698	51.2%	Legal	\$ 29,850	\$ 29,850	\$ 9,716	32.5%
Tap, Connect & Reconnect Fees	\$ 67,500	\$ 67,500	\$ 29,400	43.6%	Finance	\$ 197,817	\$ 197,817	\$ 87,188	44.1%
All Other Revenues	\$ 19,435	\$ 19,435	\$ 8,490	43.7%	Administration	\$ 317,187	\$ 317,187	\$ 147,957	46.6%
Other Financing Sources	\$ 100,000	\$ 100,000	\$ 39,571	39.6%	Operations	\$ 1,639,237	\$ 1,639,237	\$ 790,061	48.2%
Total Revenues	\$ 2,202,085	\$ 2,202,085	\$ 1,102,451	50.1%	Total Expenses	\$ 2,202,085	\$ 2,202,085	\$ 1,042,311	47.3%
STORM WATER FUND					STORM WATER FUND				
Total Revenues	\$ 358,380	\$ 358,380	\$ 212,955	59.4%	Total Expenses	\$ 358,380	\$ 358,380	\$ 200,685	56.0%
POWELL BILL FUND					POWELL BILL FUND				
Total Revenues	\$ 175,000	\$ 175,000	\$ 32,935	18.8%	Total Expenses	\$ 175,000	\$ 175,000	\$ 13,084	7.5%
SEWER EXPANSION RESERVE FUND (SERF)					SEWER EXPANSION RESERVE FUND (SERF)				
Total Revenues	\$ 16,250	\$ 16,250	\$ 6,715	41.3%	Total Expenses	\$ 16,250	\$ 16,250	\$ -	0.0%
BEACH PROTECTION FUND					BEACH PROTECTION FUND				
Total Revenues	\$ 13,397	\$ 13,397	\$ 11,775	87.9%	Total Expenses	\$ 13,397	\$ 13,397	\$ -	0.0%
FEDERAL ASSET FORFEITURE FUND					FEDERAL ASSET FORFEITURE FUND				
Total Revenues	\$ 50,000	\$ 50,000	\$ -	0.0%	Total Expenses	\$ 50,000	\$ 50,000	\$ 27,374	54.7%

**TOWN OF KURE BEACH
CASH AND INVESTMENTS
AS OF NOVEMBER 30, 2018**

<u>FUND</u>	<u>CASH IN BANK</u>	<u>INVESTMENTS</u>	<u>TOTAL CASH & INVESTMENTS</u>
General	\$2,469,434	\$348,688	\$2,818,122
Water/Sewer	\$1,366,318	\$596,589	\$1,962,907
Storm Water	\$112,800	\$245,133	\$357,933
SERF	\$42,554	\$123,442	\$165,996
Powell Bill	\$286,588	\$70,916	\$357,504
Beach Protection	\$42,897	\$305,314	\$348,211
Federal Asset Forfeiture	\$143,200	\$0	\$143,200
Capital Project Funds	\$134,201	\$0	\$134,201
TOTAL	<u>\$4,597,992</u>	<u>\$1,690,082</u>	<u>\$6,288,074</u>

<u>INSTITUTION</u>		
BB&T	\$4,597,992	\$0
First Bank - Certificates of Deposit	\$0	\$921,046
NCCMT Term Portfolio	\$0	\$551,593
NCCMT Governmental Portfolio	\$0	\$217,443
TOTAL	<u>\$4,597,992</u>	<u>\$1,690,082</u>

TOWN OF KURE BEACH
SUMMARY OF CONTINGENCY FUND AND COMMITTEE
EXPENDITURE ACTIVITY
07/01/2018 - 12/11/2018

CONTINGENCY FUND

Fiscal Year 2019 Budget	\$9,850.00
Less:	
No activity	<u>\$0.00</u>
Remaining Budget as of 12/11/2018	<u><u>\$9,850.00</u></u>

COMMITTEE (Shoreline Access and Beach Protection) EXPENDITURES

Fiscal Year 2019 Budget	\$100,115.00
Less Expenditures:	
E & I Ave. Beach Access Parking Project - Capital Project	<u>\$83,894.84</u>
Total Expenditures	\$83,894.84
Projects Approved By Council But Not Yet Expended:	
No activity	<u>\$0.00</u>
Total Approved, Not Expended	<u>\$0.00</u>
Remaining Budget as of 12/11/2018	<u><u>\$16,220.16</u></u>

**TOWN OF KURE BEACH
DEBT LISTING
DECEMBER 18, 2018**

LOAN PURPOSE/DESCRIPTION	FUND	LENDER	DATE OF LOAN	AMOUNT FINANCED	INTEREST RATE	LOAN TERM (YRS)	DATE PAID OFF	BALANCE AT 12/18/18	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	\$4,666,666.66	Semi-annual	\$226,866.67	6/11/2019	\$999,750.00
Sewer Rehabilitation Project (b)	W/S	Fed Gov	5/1/2010	\$432,660	0.00%	20	5/1/2030	\$126,668.60	Annual	\$10,555.72	5/1/2019	\$0.00
Ocean Front Park (development)	G	BB&T	7/12/2011	\$347,000	4.39%	17	7/12/2028	\$204,117.68	Annual	\$29,372.53	7/12/2019	\$137,099.64
Ocean Front Park (acquisition)	G	BB&T	12/19/2007	\$3,600,000	4.28%	20	12/19/2027	\$584,134.69	Annual	\$89,904.82	12/19/2019	\$690,135.16
Kure Beach Pump Station #1	W/S	1st Bank	6/28/2017	\$475,000	2.11%	10	6/28/2027	\$431,918.00	Semi-annual	\$26,507.64	12/28/2018	\$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
Street Sweeper & Dump Truck (c)	G, SW	BB&T	10/30/2018	\$233,412	3.26%	5	10/30/2023	\$233,412.00	Annual	\$51,345.54	10/30/2019	\$23,315.68
2018 GMC Sierra 2500	W/S	BB&T	8/23/2018	\$39,571	3.68%	4	8/23/2022	\$39,571.00	Annual	\$10,819.32	8/23/2019	\$3,706.28
Water Tower & Well House & Town Hall Expansion (d)	G, W/S	BB&T	4/11/2007	\$1,187,187	3.92%	15	5/7/2022	\$341,707.18	Semi-annual	\$52,716.71	5/7/2019	\$394,314.33
2016 John Deere Backhoe (e)	W/S, SW	BB&T	11/9/2016	\$105,273	1.87%	5	11/9/2021	\$64,330.24	Annual	\$22,250.35	11/9/2019	\$5,978.75
2018 Police Dodge Durango	G	1st Bank	10/19/2017	\$31,668	1.95%	4	10/19/2021	\$23,978.85	Annual	\$8,312.14	10/19/2019	\$1,558.73
2017 Freightliner Garbage Truck	G	1st Bank	8/23/2016	\$179,756	1.70%	5	8/23/2021	\$109,666.34	Annual	\$38,303.62	8/23/2019	\$9,270.57
Compact Excavator (e)	W/S, SW	1st Bank	7/28/2017	\$63,915	1.80%	4	7/28/2021	\$48,361.26	Annual	\$16,714.37	7/28/2019	\$2,901.83
(2) 2016 Police Dodge Chargers	G	1st Bank	11/9/2016	\$63,500	1.60%	4	11/9/2020	\$32,253.94	Annual	\$16,524.00	11/9/2019	\$2,560.16
O'Brien 7065 HydroJetter (e)	W/S, SW	1st Bank	8/13/2015	\$81,485	1.70%	5	8/13/2020	\$33,420.33	Annual	\$17,149.28	8/13/2019	\$4,202.44
2016 Chevrolet Silverado	G	1st Bank	7/26/2016	\$36,867	1.60%	4	7/26/2020	\$18,726.07	Annual	\$9,593.55	7/26/2019	\$1,486.39
Cutter Court Drainage Project	SW	B of A	7/23/2005	\$875,000	4.40%	15	6/23/2020	\$116,056.80	Monthly	\$6,677.76	1/23/2019	\$326,995.49
FY 2016 Equipment & Vehicles (f)	G, W/S	BB&T	9/14/2015	\$186,000	2.01%	4	9/14/2019	\$47,897.14	Annual	\$48,859.87	9/14/2019	\$9,439.48
(2) 2015 Police Cars	G	BB&T	3/27/2015	\$48,359	2.19%	4	3/27/2019	\$12,485.40	Annual	\$12,758.83	3/27/2019	\$2,676.33

FUND CODES

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

TOTAL OUTSTANDING DEBT AT 12/18/2018:

General Fund	\$ 5,634,469.83
Water/Sewer Fund	\$ 1,519,059.34
Storm Water Fund	<u>\$ 268,472.80</u>
Total	<u>\$ 7,422,001.97</u>

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) - 66% of loan is General Fund and 34% is Storm Water Fund.
- (d) - 78% of loan is Water/Sewer Fund and 22% is General Fund.
- (e) - 50% of loan is Water/Sewer Fund and 50% is Storm Water Fund.
- (f) - 55.5% of loan is General Fund and 44.5% is Water/Sewer Fund.

LOAN PAYMENTS DUE (Next 12 Months):

12/19/2018 - 03/31/2019	\$ 107,383.95
04/01/2019 - 06/30/2019	\$ 336,680.02
07/01/2019 - 09/30/2019	\$ 190,845.82
10/01/2019 - 12/18/2019	<u>\$ 485,803.51</u>
Total	<u>\$ 1,120,713.30</u>

**TOWN HALL RENOVATION AND NEW FIRE STATION
CAPITAL PROJECT FUND SUMMARY
AS OF 12/11/2018**

	<u>APPROVED BUDGET</u>	<u>ACTUAL AS OF 12/11/18</u>	<u>% OF BUDGET</u>
<u>EXPENDITURES</u>			
<u>ARCHITECT</u>			
Oakley Collier Architects	<u>\$415,257</u>	<u>\$415,362.62</u>	100.0%
<u>OTHER PROJECT COSTS</u>			
Surveys	\$6,500	\$4,475.00	68.8%
Legal Fees	\$25,000	\$21,872.93	87.5%
LGC Loan Application Fee	\$1,250	\$1,250.00	100.0%
Bank Loan Fees	\$2,900	\$2,900.00	100.0%
Special Inspections	\$16,000	\$13,141.76	82.1%
Other	<u>\$500</u>	<u>\$150.00</u>	30.0%
Total Other Project Costs	<u>\$52,150</u>	<u>\$43,789.69</u>	84.0%
<u>PROJECT MANAGEMENT COSTS</u>			
Constructive Building Solutions	<u>\$100,000</u>	<u>\$69,419.94</u>	69.4%
<u>CONSTRUCTION</u>			
Town Hall	\$2,448,843	\$1,690,092.92	69.0%
Fire Station	<u>\$2,177,809</u>	<u>\$1,923,906.20</u>	88.3%
Total Construction Costs	<u>\$4,626,652</u>	<u>\$3,613,999.12</u>	78.1%
<u>FURNITURE & FIXTURES</u>			
Town Hall	\$47,500	\$0.00	0.0%
Fire Station	<u>\$89,400</u>	<u>\$36,864.91</u>	41.2%
Total Furniture & Fixtures	<u>\$136,900</u>	<u>\$36,864.91</u>	26.9%
<u>GRAND TOTAL EXPENDITURES</u>	<u>\$5,330,959</u>	<u>\$4,179,436.28</u>	78.4%
<u>PROJECT REVENUE SOURCES</u>			
Transfer From General Fund	\$330,959	\$330,959.00	100.0%
Installment Financing	\$5,000,000	\$5,000,000.00	100.0%
Interest on Project Fund Bank Account	<u>\$0</u>	<u>\$331.96</u>	
<u>GRAND TOTAL PROJECT REVENUE SOURCES</u>	<u>\$5,330,959</u>	<u>\$5,331,290.96</u>	100.0%