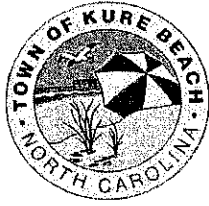


MINUTES

TOWN OF KURE BEACH TOWN COUNCIL

117 Settlers Lane ▪ Kure Beach, NC 28449



Mac Montgomery, Mayor
Jim Dugan, Mayor Pro Tem
Dean Lambeth, Commissioner
Barry Nelder, Commissioner
Jim Vatr, Commissioner

Michelle James, Town Administrator ▪ Kaysie Pralle, Town Clerk

REGULAR MEETING
NOVEMBER 17, 2009 AT 6:30 P.M.

COUNCIL MEMBERS PRESENT:

Mayor	Mac Montgomery
Mayor Pro Tem	Jim Dugan
Commissioner	Dean Lambeth
Commissioner	Barry Nelder
Commissioner	Jim Vatr

COUNCIL MEMBERS ABSENT:

None

STAFF PRESENT:

Town Administrator	Michelle James
Police Chief	Dennis Cooper
Public Works Director	Sonny Beeker
Building Inspector	John Batson
Town Clerk	Kaysie Pralle

Town Attorney A. A. Canoutas was in attendance. There was a quorum of the Town Council present.

CALL TO ORDER AND WELCOME

Mayor Montgomery called the meeting to order at 6:30 pm. Pastor Richard Graff of Kure Memorial Lutheran delivered the invocation. Mayor Montgomery led in the Pledge of Allegiance.

PRESENTATIONS TO COUNCIL

- ☞ Parking Study Results - Wilmington Metropolitan Planning Organization (WMPO)
Bill McDow, Traffic Engineer made a parking study presentation.
This presentation is incorporated by reference and made a part of these minutes.
Copy of the study will be on the website, and a copy will go to the SLAP Committee.

WMPO will recommend that NCDOT further evaluate the intersection of K Ave and Ft Fisher Blvd for the installation of pedestrian signal indicator (push button). Timed or paid parking should also be considered.

Mayor Montgomery noted the Town will assist the WMPO in contacting the NCDOT.

ACTION - Commissioner Nelder MADE THE MOTION to go into Closed Session at 7:02 pm to discuss pending legal action against the Town and contractual issues. Mayor

Pro Tem Dugan seconded the motion. THE VOTE OF APPROVAL WAS UNANIMOUS.

Council returned to Open Session at 7:30 pm.

- ☞ Beautification Committee cost estimate for signs from RAGS - Candace Clark
This presentation is tabled.

PERSONS TO ADDRESS COUNCIL

- ☞ Jean Martin - Island of Lights (IOL) funding request of \$1500.00.
Mayor Montgomery noted this issue is on the agenda for Council consideration later in the meeting.

- ☞ Alan Votta - Award of Landscaping Contract for Atlantic Avenue.
The Beautification Committee was given a \$20,000 budget for landscaping on Atlantic Avenue. He questions why it did not come back for public input and why was this given to a committee to find a landscaper. He emphasized \$20,000 landscaping project is a large project, especially in today's economy.
Why was this not opened up for bidding?

Commissioner Nelder - The committee obtained two bids. The committee would be happy to hear Mr. Votta's input.

Alan - Was it advertised for bid?

Mayor Montgomery - Any contract signed is done by Town Official, not a committee member. All contracting is done by the Town. This is not a private project. The Town is accountable for the funds expended for this project. John Batson is the staff member currently over this project.

Tony Gonsalves, Beautification Committee - Only two companies were contacted for bids. RTM Landscaping was higher, but the committee voted 6 to 3 to accept their contract.

Alan - He does not have an issue with the committee. He has an issue with this project being turned over to a committee by Council.

Mayor Montgomery - Town Council is trying to maintain an oversight over the committees.

Alan Votta - Recommends for future projects, opening the bid up for local contractors.

- ☞ Public Works Director Sonny Beeker - Fort Fisher Recreation Area tie in
The understanding he had with Fort Fisher was they were going to construct project with their contractor at no cost to the Town. They went through the permitting process and everything was fine. The Town Administrator told him that the Town was

responsible for tap and distribution line. Seymore Johnson recently sent documentation saying the Town needed to do their own application to the State, which would start the process over again as far as permitting goes. He felt uncomfortable with this option. He asked the Town Engineer, Brian Cox, to meet with him on Thursday. He informed Council we need to start the application process as soon as possible. He will work with Brian. He recommends putting in writing Seymore Johnson would be responsible for the costs.

Public Works Director Beeker distributed informational packet which is incorporated by reference and made a part of these minutes.

Mayor Montgomery - The Town would be responsible for contracting and then would bill Seymour Johnson. This contract and tie in would generate estimated revenues in excess of \$30,000 per year. He is requesting Council give consensus to Sonny to open negotiations with Seymore Johnson by offering the impact fee as originally projected at \$184,062.00.

ACTION - Commissioner Vatr MADE THE MOTION to approve Public Works Director Beeker to begin negotiations with Seymore Johnson. Commissioner Lambeth seconded the motion. THE VOTE OF APPROVAL WAS UNANIMOUS.

- ☞ Public Works Director Beeker - Sewer Rehab project
All the underground utilities have been installed on Atlantic Avenue. There was a change order totaling \$26,665.60. This extends a line that installs a man hole and laterals tied in.

Public Works Director Beeker distributed a handout that is incorporated by reference and made a part of these minutes.

To complete this project, Public Works Director Beeker would like to tear out the reaming 30' - 40' of asphalt, tie in with new asphalt and then resurface N Avenue with Powell Fund money. An estimate from SurfaceMax, Inc. in the amount of \$5,625 is included in the handout.

APPROVAL OF CONSENT AGENDA

1. Building Department report: October 2009
2. Finance report: October 2009
3. Fire Department report: October 2009
4. Police Department report: October 2009
5. Budget Amendment - Disc Golf
6. Customer Service & Marketing Rep Job Description (Updated)
7. Personnel Appraisal Form (Updated for Finance/Admin Employees Only)
8. Approval of Community Center Rental Forms, General Policy and Lease
9. Accept resignation from Linda Cheshire from SLAP Committee
10. Accept resignation from Christine Blish/Bell from Beach Protection Committee
11. Accept appointment of Richard Graham to SLAP Committee
12. SLAP Committee membership from nine to seven members

13. Christmas holidays for Town employees

14. Meeting Minutes

☺	6/10/09	Workshop
☺	6/10/09	Public Hearing
☺	10/20/09	Public Hearing
☺	10/20/09	Regular
☺	10/30/09	Special
☺	11/5/09	Special

The Consent Agenda is amended by adding as Item #15, Accept appointment of Donna Budd, Charlie Allo and Craig Galbraith to the Planning & Zoning Overlay District Committee.

ACTION - Mayor Pro Tem Dugan MADE THE MOTION to approve the Consent Agenda as amended. Commissioner Nelder seconded the motion. THE VOTE OF APPROVAL WAS UNANIMOUS.

ADOPTION OF THE AGENDA

The Agenda is amended by adding the following items under New Business:

#4 Schedule Organizational Meeting for New Council

#5 Budget Amendment - Reestablishing Newsletter

#6 Electronic Council Meetings and Agenda Packets

ACTION - Mayor Pro Tem Dugan MADE THE MOTION to adopt the Agenda as amended. Commissioner Nelder seconded the motion. THE VOTE OF APPROVAL WAS UNANIMOUS.

OLD BUSINESS

1. P&Z Recommendation - Zoning Overlay ad hoc committee clarification

1:18:43

The Committee is a sub-committee to P&Z.

Tim Fuller - P&Z did not want to undertake this on their own. Council was to request volunteers for this committee.

Administrator James - Craig Galbraith agreed to meet with each committee to solicit volunteers.

CONSENSUS - Clerk to put out email to Committee Chairs to contact Craig Galbraith or Commissioner Nelder with questions about the committee.

2. Economic Development Committee Update/Recommendations and schedule a workshop (Vatrt)

Commissioner Vatrt read the minutes of the November 9, 2009 Economic Development Study Committee meeting. These minutes are filed in the committee minutes at Town Hall and are available for public inspection.

The committee is requesting Council consider a long and short term plan. Action is deferred and will be considered at the December Council meeting.

3. Compromised Town list serv being used for personal agenda (Vatrt)

Many residents have contacted Commissioner Vatrt about getting emails from private residents using the email distribution for their own agendas.

Town Administrator James noted it is a distribution list that is kept on her computer.

Attorney will return to Council with information regarding email privacy laws and a recommendation.

4. Discussion and Consideration of Contribution to Island of Lights (James)

A \$1500.00 contribution was requested last year. Town Administrator recommends making a budget amendment from General Fund reserves.

ACTION - Commissioner Nelder MADE THE MOTION to approve a budget amendment for \$1,500 from General Fund for the IOL. Commissioner Lambeth seconded the motion. THE VOTE OF APPROVAL WAS UNANIMOUS.

5. Discussion and Consideration of Benefits for Retirees/Amendment to Personnel Manual (James)

Mayor Montgomery - The Town participates in the State Health Plan Retirement System. The plan has a flat rate fee that has been budgeted.

The current personnel policy reads as follows:

Years Employed by Kure Beach	Age	% Paid By Town
20 years of service	55	25%
20 years of service	60	50%
25 years of service	65	75%
30 years of service	60	100%

The recommended amendments to the personnel policy retirement benefits are as follows:

20 plus years of service	100% of health benefits paid
15-19 years of service	50% of health benefits paid
5-14 years of service	0% of health benefits paid

This would be at no additional cost to the Town, because the Town participates in the State Health Plan Retirement system.

ACTION - Mayor Pro Tem Dugan MADE THE MOTION to accept the revised retirement plan benefits as recommended. Commissioner Lambeth seconded the motion. THE VOTE OF APPROVAL WAS UNANIMOUS.

6. Discussion and Consideration of hiring VC3 as Email and Website Host (James & Woodard)

Administrator James - At the October Council meeting she and Steve Woodard informed Council they were exploring a new website vendor. VC3 serves many municipalities in the southern states. By hiring VC3 it will allow for a multi hosting system. With an exchange server you can download calendars from each other as was suggested by Commissioner Nelder. Their system would virtually eliminate the spam that is currently flooding our email accounts.

Steve Woodard - This is not the cheapest of the options, but it is his recommendation. They were highly recommended by the League of Municipalities and will keep us in compliance with email storage.

Commissioner Lambeth - Questioned the price of their services after the 24 month term. Administrator James answered that it would not change.

Mayor Montgomery - Questioned the transition time. Steve estimated a one week transition.

Administrator James - Currently the Town is paying \$900.00 per year with Concentric. This transition will cost approximately \$500.00 more per year and there will be a one time set up fee of \$400.

ACTION - Commissioner Nelder MADE THE MOTION to approve the contract with VC3 as the Town's email and website host. Mayor Pro Tem Dugan seconded the motion. THE VOTE OF APPROVAL WAS UNANIMOUS.

7. Discussion and Consideration of contracting with Comspeco for wireless services and water tower lease (James & Attorney Canoutas)

The Town Administrator and Fire Chief Heglar have been working with Comspeco to explore the option of putting a wireless antenna on the Town's water towers to provide an alternate internet provider to the Town. Comspeco would provide wireless internet free of charge to Town Hall and Town parks. They will pay the Town for the lease for putting antenna's on Tower. They currently pay Wrightsville Beach approximately \$1000.00 per month.

Administrator James noted the Town is currently negotiating the contract so no information is available at this time.

Public Works Director Beeker and Town Engineer, Brian Cox to meet with Comspeco.

The Town Attorney, Public Works Director Beeker, Fire Chief Heglar, Finance Officer Watson and IT Professional, Steve Woodard to continue negotiating contract and return to Council for consideration.

The meeting took a recess at 9:06 pm.
The meeting was re-opened at 9:17 pm.

NEW BUSINESS

1. Financial Report and Outgoing Statement (Vatrt)

Commissioner Vatrt - The statements the Town Administrator made in the 5:00 Council meeting covered most of his points. He encourages the new Finance Commissioner to meet up with CPA, Jason Keller.

Lambeth - Chris May will meet up with Sonny this week to go over projects

2. Discussion and Consideration BB&T contract for electronic payment services

Finance Officer Watson will meet with Finance Commissioner regarding this contract. The convenience charge from BB&T is .33% per transaction. Council will need to decide if the Town or will absorb this charge or pass it along to the resident.

Currently the Town pays fees when depositing checks. If the Town deposits less checks using the electronic payment system, the costs should just about even out.

The system would accept payments from VISA, Discover and MasterCard.

Administrator James - This is just an introductory presentation of this topic to Council. She is not looking for Council approval at this time.

3. Appointment of Budget and Personnel Officers

Mayor Montgomery - The Town Administrator's last day is this Friday. Council must appoint an interim Budget and Personnel Officer until the elected Council takes over on December 15th. He recommended Finance Commissioner Jim Vatrt as Budget Officer effective Friday, November 20 - Tuesday, Dec. 15.

Commissioner Lambeth - The General Statute does not require it be an elected official. He recommended employees Pat Fortier or Erin Dineen as the interim Budget Officer.

ACTION - Mayor Pro Tem Dugan MADE THE MOTION to appoint Commissioner Vatrt as Budget Officer effective November 20 -December 15. Mayor Montgomery seconded the motion. THE VOTE PASSED FOUR TO ONE. Commissioner Lambeth was opposed.

ACTION - Mayor Montgomery MADE THE MOTION to appoint Mayor Pro Tem Dugan as Personnel Officer effective November 20 - December 15. THE VOTE OF APPROVAL WAS UNANIMOUS.

#4 Schedule Organizational Meeting for New Council

ACTION - Commissioner Lambeth MADE THE MOTION to schedule a Pre-Organizational meeting Tuesday, November 24, at 6:30 pm. Commissioner Nelder seconded the motion. THE VOTE OF APPROVAL WAS UNANIMOUS.

#5 Budget Amendment - Re-establishing Newsletter

ACTION - Commissioner Lambeth MADE THE MOTION to approve \$2,000 from Reserve Fund to reestablish newsletter. Funds will transfer to Clerks budget. Commissioner Nelder seconded the motion. THE VOTE PASSED THREE TO TWO. Mayor Pro Tem Dugan and Commissioner Vatrtr were opposed.

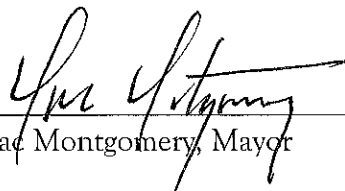
#6 Electronic Council Meeting Agenda's

Commissioner Nelder would like to explore the option of electronic meetings and agendas. This would greatly reduce the amount of paper being used and the cost of printer usage.

CONSENSUS - Clerk to query list serv regarding electronic meetings.

ADJOURNMENT

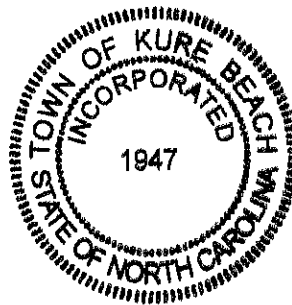
ACTION - Commissioner Nelder MADE THE MOTION to adjourn the meeting at 9:43 pm. THE VOTE OF APPROVAL WAS UNANIMOUS.



Mac Montgomery, Mayor



Kaysie Pralle, Town Clerk

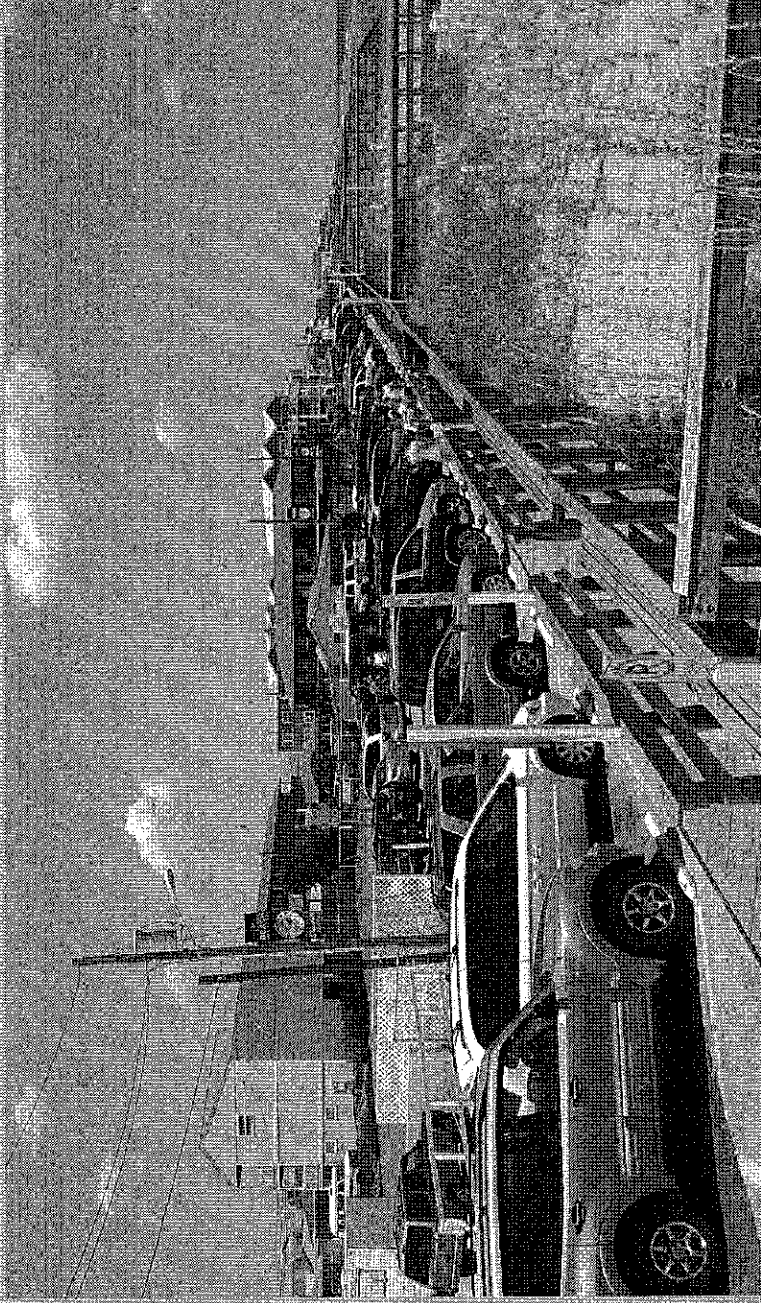


NOTE: These are action minutes reflecting items considered and actions taken by Council. These minutes are not a transcript of the meeting. Persons wishing to hear the recording of this meeting may request to do so by contacting the Town Clerk.

ITEMS
INCORPORATED BY REFERENCE
AND MADE A PART OF THESE
MINUTES

OR

SIGNED AND SEALED
ORDINANCE
RESOLUTION
PROCLAMATION
CONTRACT



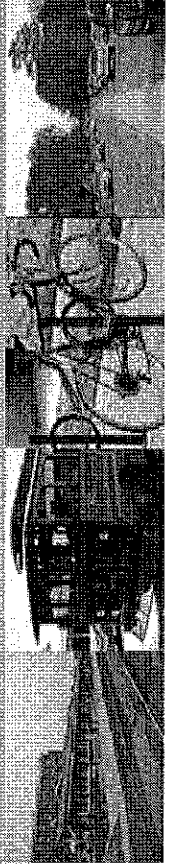
Town of Kure Beach Parking Study



Town of Kure Beach
Wilmington Metropolitan Planning Organization
November 17, 2009

How the Parking Study was Started

- A request was received on April 7, 2009, from the Town of Kure Beach requesting WMPO assistance in conducting a Parking Study
- The request outlined the Scope of Work for the Parking Study
- Requested study was to be conducted in peak period (from Memorial Day to Labor Day)



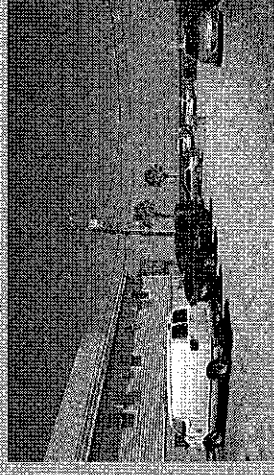
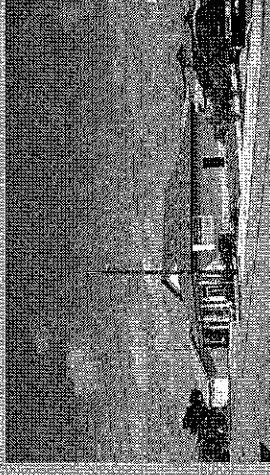
Why the Parking Study was Completed

- To provide information for the “best utilization of existing parking, planning for future parking needs, and ...optimal use of limited space”
- To provide recommendations “regarding the possible use of paid parking, timed parking and any other combination/ option that may provide optimal use of parking spaces”
- To provide data on vehicular parking for local business as well as support for seasonal visitors



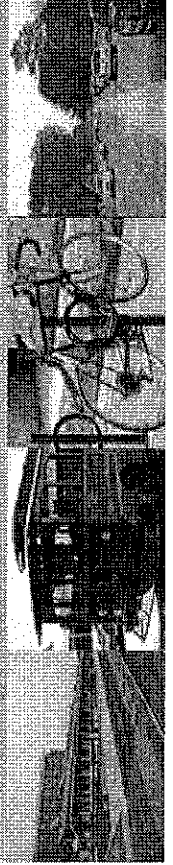
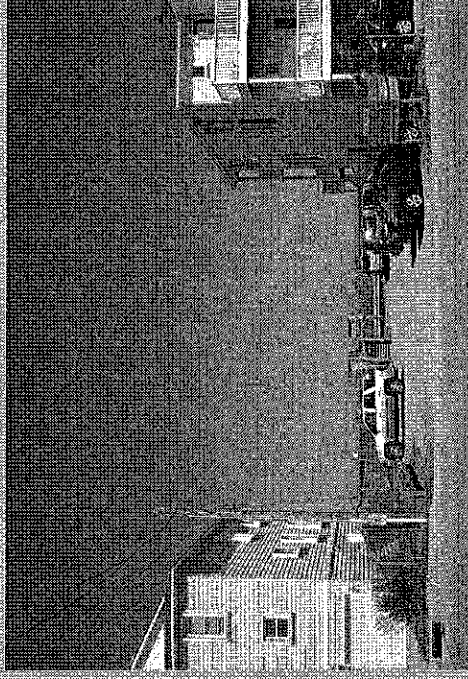
How the Data was Collected

- Recorded # of parked vehicles in each lot, available spaces, capacity, utilization, and time/ date; collected for the period from July 1-10, 2009
- Kure Beach parking patrons were surveyed about their parking experiences
- Measured dimensions of each lot

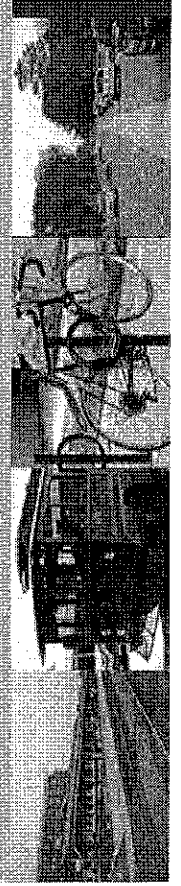
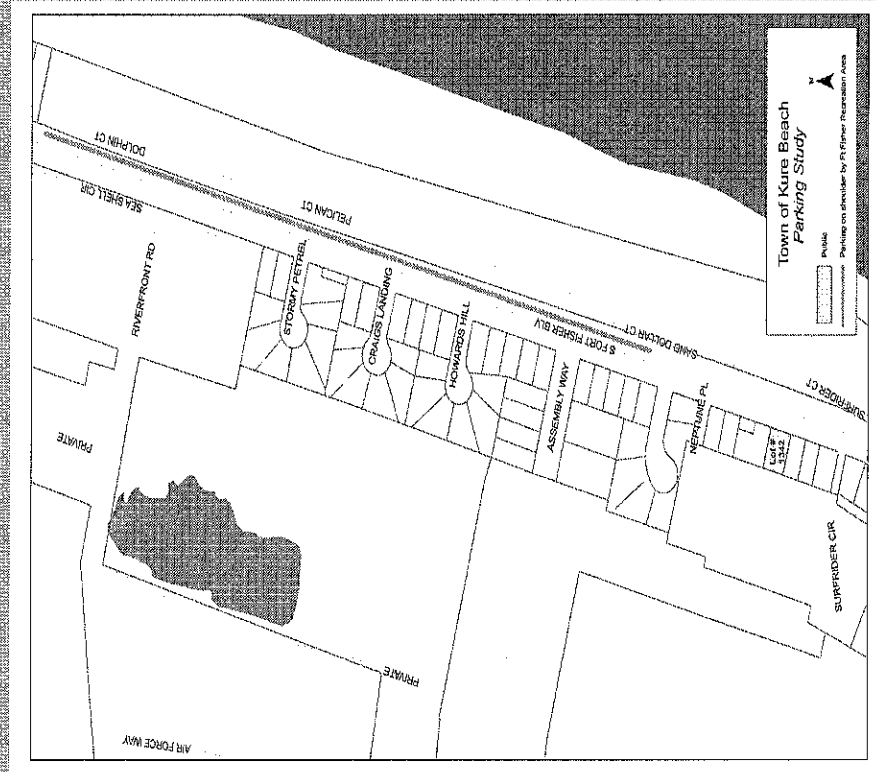
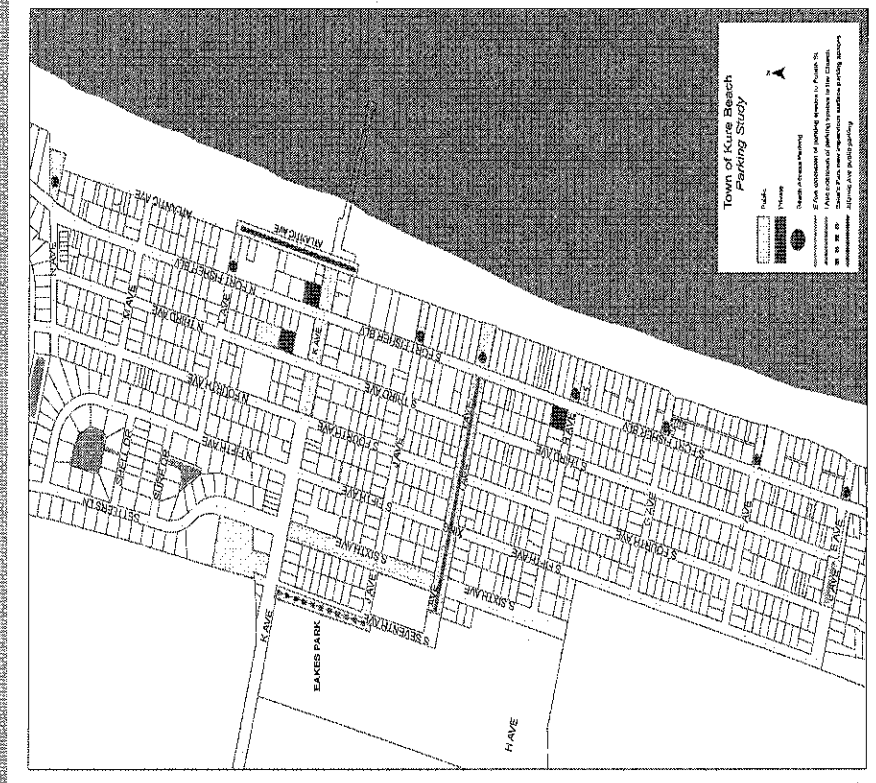


When the Data was Collected

- Parking area counts were recorded on July 1st, 4th, 6th, 8th, and 10th.
- Parking area data was collected from 9 AM to 5 PM
- Pedestrian count was collected at K Ave and Ft Fisher Blvd on July 10th

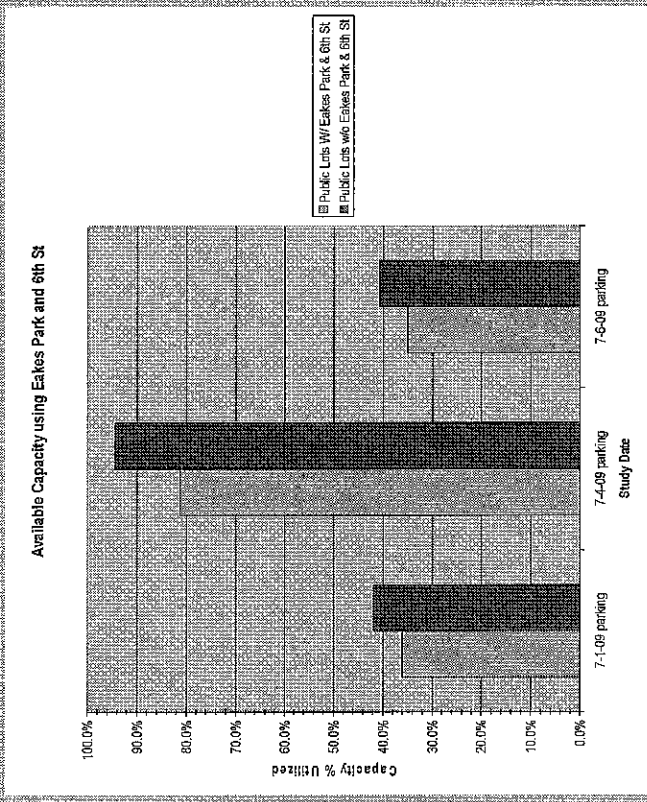


What was the Study Area



What is the Capacity of Parking in the Town?

- An Estimated parking capacity of approximately 719 vehicles, based upon lot size, direction of parking, & on street spaces was used in the Parking Study
- 36.7% parking capacity used on July 1st & 6th and 81.2% parking capacity used on July 4th
- Capacity may be hindered by barriers in the lot, and placement of fence & utility poles



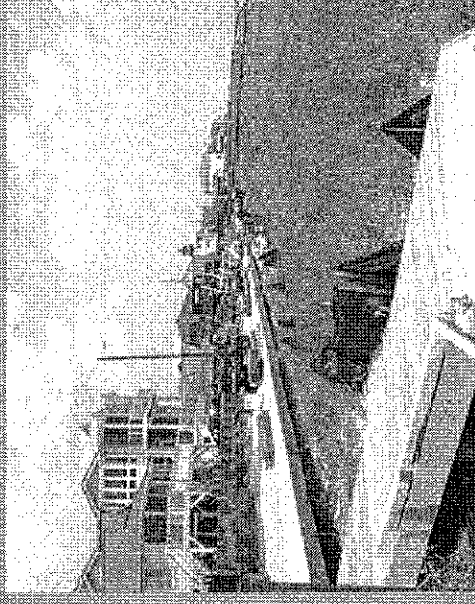
Results of the Data Collection Efforts

- Parking users reported delays in parking of less than 10 minutes on average days and over 1 hour on July 4th
- Average number of vehicles parked varied from 264 vehicles on July 1st and 6th to 584 vehicles on July 4th
- Utilization of available lots varied from day to day, however, some lots remained under utilized



Results of the Data Collection Efforts (continued)

- Visitors drove past parking areas West of Ft Fisher Blvd, such as Community Center, E Ave Ext. area, and I Ave Ext. area.
- From 12 pm to 3pm on July 4th, over 100 spaces were available in Town Hall Lot, Eake's Park, the Corral, and 6th Avenue South area
- Parking in Private lots increased from 52 vehicles on July 1st & 6th to 145 vehicles on July 4th



Results of the Data- Parking Characteristics

- First lots to fill were lots by the Pier, (K Ave and Atlantic Ave)
- Beach access lots fill up prior to on-street parking spaces
- Non uniformity of angle and 90 degree parking in beach access lots may result in 2-3 lost spaces per lot



Parking Characteristics (continued)

- Holiday traffic volumes in Kure Beach increased by over 75% on July 4th
- Average # of parked vehicles increased by over 100% on July 4th compared to July 1st and 6th



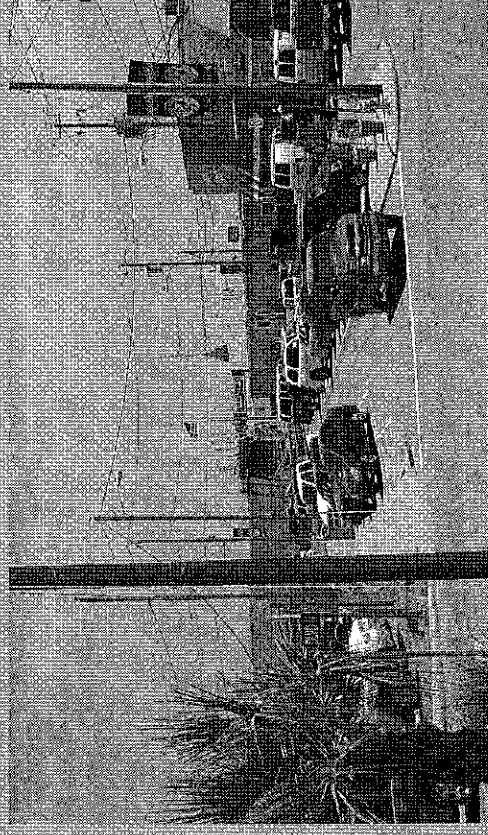
Evaluation of Timed and Metered Parking

- ❑ Kure Beach is the only New Hanover County beach without timed or metered parking
- ❑ Timed parking is less difficult to implement, but requires signs and enforcement



Evaluation of Timed and Metered Parking (continued)

- Metered parking may require more utility work, equipment purchase and installation
- Metered parking could be pursued in the business district
- Metered parking may increase vehicle turnover



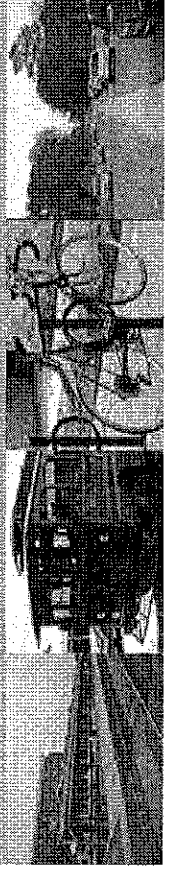
Pay Stations in the Business District

- Alternative to parking meters, which reduces the need for individual meters at each parking space
- May reduce equipment, utility, installation and maintenance costs for paid parking
- Enforcement and collection may be performed by an outside vendor



Recommendations for Signage and Parking Maps

- Parking signs are non uniform and small sized
- Install uniform signs and label lots (E, F, G, etc)
- Parking map should be developed and available at Visitor Center, local businesses, and on-line



Recommendation for Parking Map

- Map gives parking lot capacity and hours of operation
- Simple directions are used on the map
- Map shows Short Term and Long Term Parking areas

City of Santa Monica
Parking Lots & Structures Detail Map

4th St.
3rd St.
2nd St.
1st St.
Oxnard Ave.
Montana Ave.
Wishing Div.
Alfred Ave.
Santa Monica Blvd.

OCEANA, CALIFORNIA INCLUDES
Oxnard Ave. Pacific Coast Hwy.
Santa Monica Blvd.

Shuttle Buses & Monthly Parking Permits

Driving Directions

From westbound Interstate 10 Santa Monica freeway, stay to the left and continue onto Pacific Coast Hwy (Route 1) toward Oxnard. After the tunnel, watch for blue signs identifying parking lots on your left. Turn left into the appropriate parking lot.

Lot Information

May - September:
\$7 weekends & holidays;
\$6 weekdays

April & October:
\$7 weekends & holidays;
\$5 weekdays

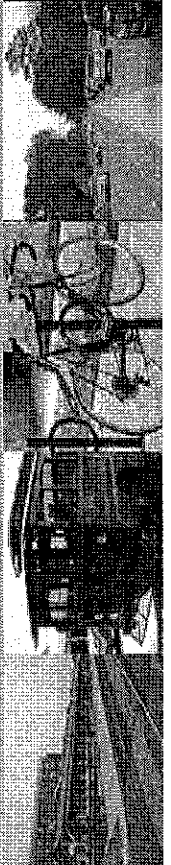
November - March:
\$5 weekends & holidays;
\$5 weekdays

Lot 10 North
445 Pacific Coast Hwy.
162 spaces
Open seven days a week, year-round;

Lot 7 North
930 Pacific Coast Hwy.
85 spaces
Summer 8am - 7pm
Winter 8am - 5pm

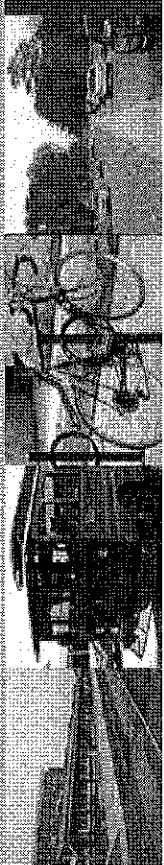
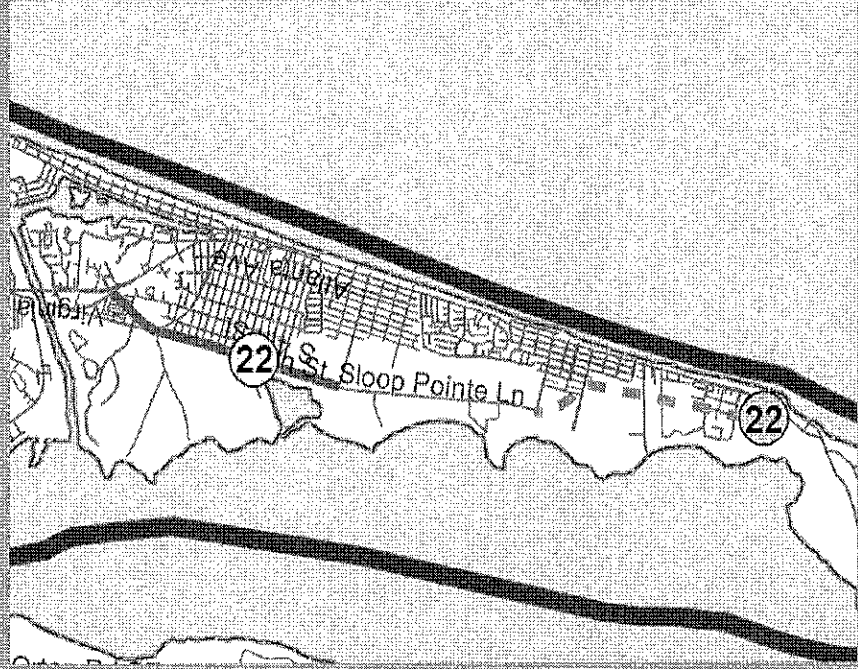
Lot 6 North
950 Pacific Coast Hwy.
75 spaces
Summer 8am - 7pm
Winter 8am - 5pm

Lot 5A North
1018 Pacific Coast Hwy.
44 spaces
Summer 8am - 7pm
Winter 8am - 5pm



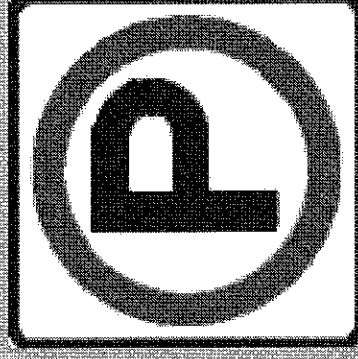
Dow Road Signage

- Add directional way finding signs on Dow Rd for parking areas along K Avenue and Fort Fisher Blvd



Recommendations for Municipal Lots

- Add standard public parking signs for Town Hall, Corral, Eake's Park and Community Center
- Add signs on Dow Rd and Ft Fisher Blvd. directing visitors to these parking lots
- Add additional concrete wheel stops and possible street lighting for Eake's Park and the Corral area



Recommendations for E and I Ave Extension Lots

- Add additional concrete wheel stops to E Avenue Ext. and I Avenue Ext.
- Wheel stops will help prevent drivers from taking multiple spaces
- Add signs to identify these areas as parking areas



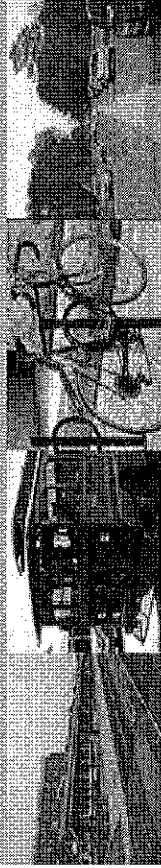
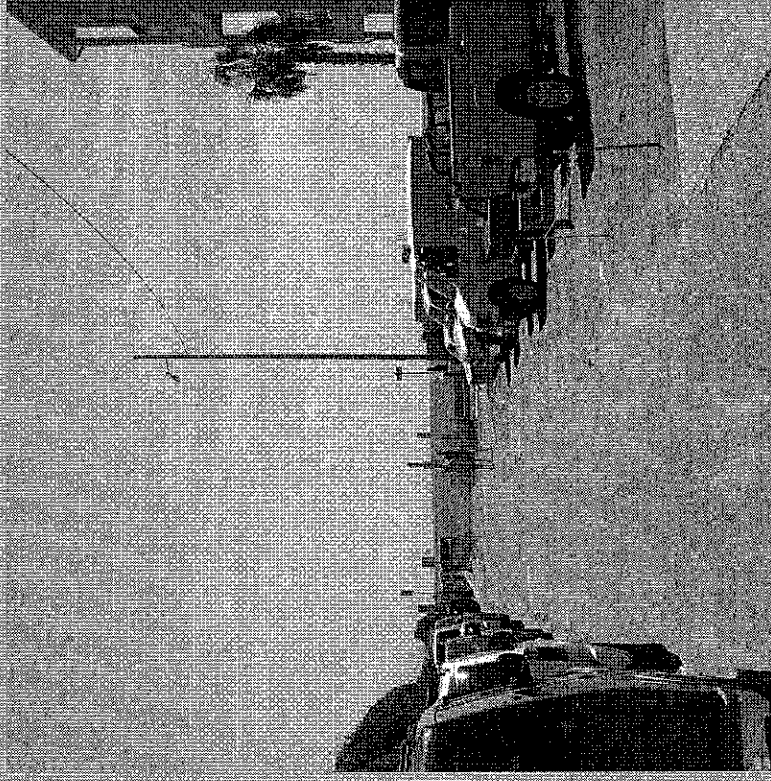
Recommendations for 6th Avenue South Area

- Add directional signs to direct cars to the lot and public parking signs to identify the lot as a parking area
- Add concrete wheel stops to help maximize available spaces
- Street lighting may help to improve safety for vehicles parking in the area after dark



Recommendations for Beach Access Lots- General Improvements

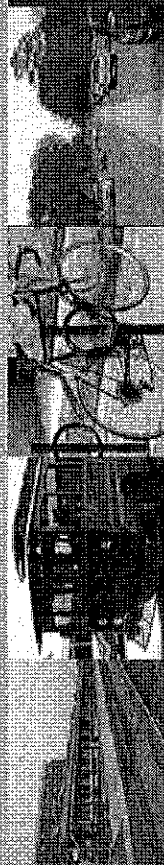
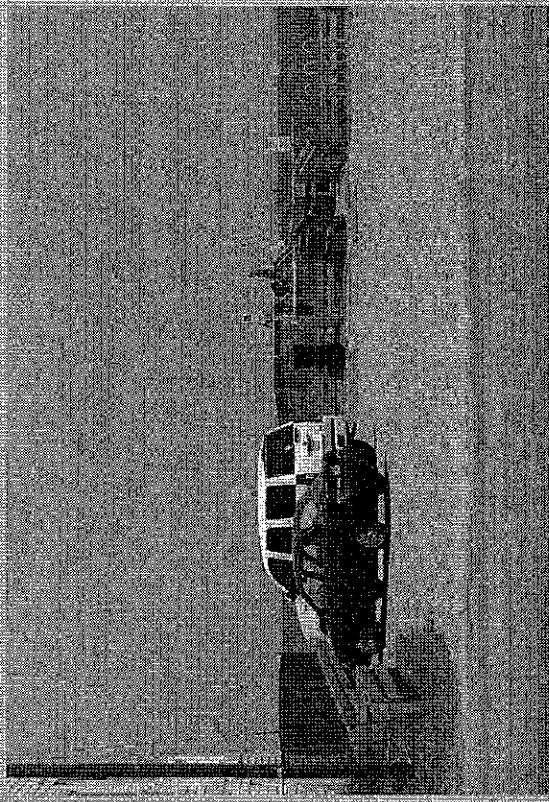
- Install standard public parking signs
- Add concrete wheel stops to help maximize the available spaces
- Move handicap spaces closer to beach access ramp and standardize the location of the bike racks



Recommendations for Beach Access

Lots- E Avenue and H Avenue Lots

- Relocate utility pole in E Ave and H Ave lots to allow 90 degree parking
- E Ave lot has a blocked handicap space, relocate it closer to beach access ramp
- Relocate bike rack to NE corner of E Ave lot



Recommendations for F Avenue Lot

- F Avenue lot has reserved parking area for adjacent property
- Mark the designated spaces with wheel stops
- Add a sign showing the designated parking space for the adjacent property owner

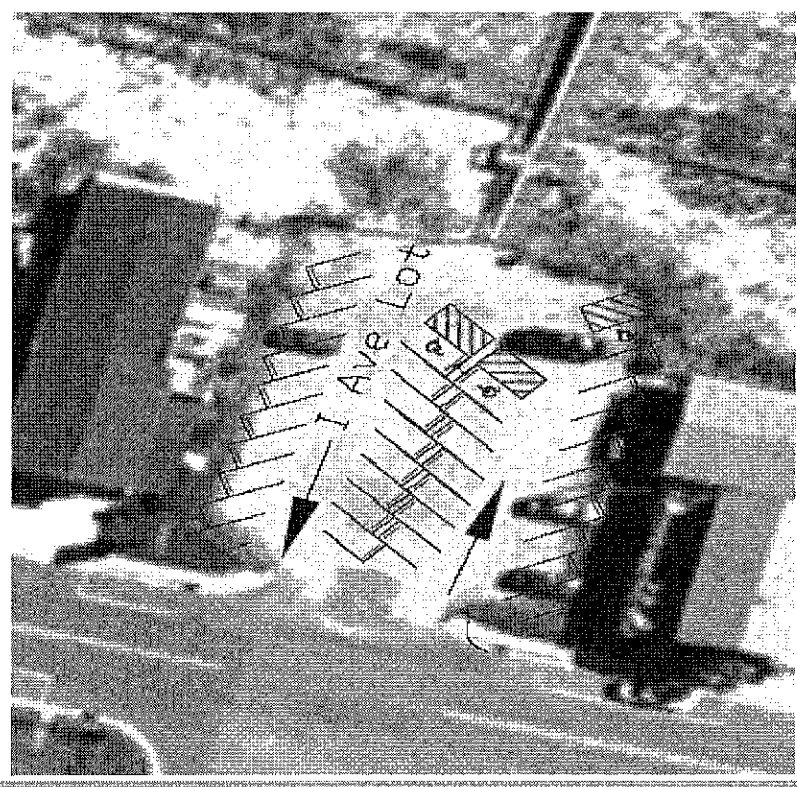
F Ave designated parking



Recommendations for Beach Access

Lots- I Avenue Lot

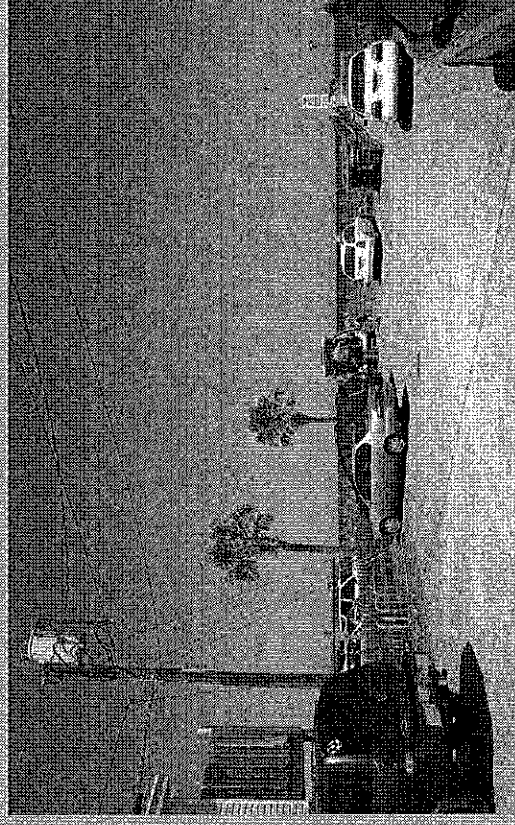
- I Ave lot has width for ~13 additional parking spaces in the center
- Use Pervious concrete surface and re-stripe the lot for angle parking
- Move handicap spaces to area by beach access ramp
- Add concrete wheel stops for additional spaces



Recommendations for Beach Access

Lots- J Avenue Lot

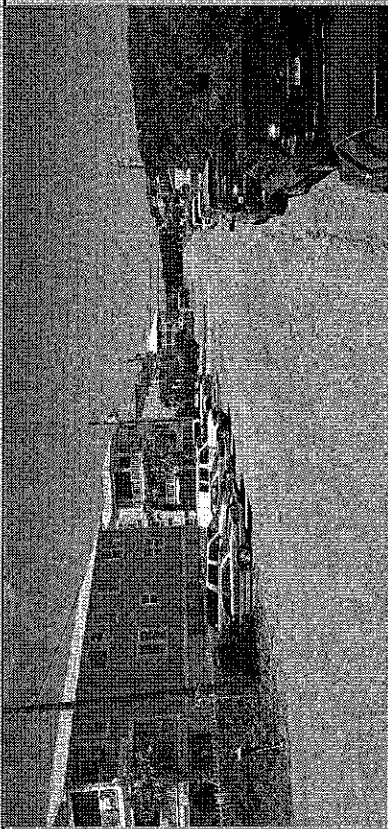
- Relocate handicap spaces closer to beach access ramp
- Move bike rack to NE Corner of J Ave lot (bike rack is currently blocked by cars that park in front of the rack)



Recommendations for Beach Access

Lots- N Avenue Lot- turn one way direction

- ❑ Narrow travel lane width to 10 ft and make One Way Street
- ❑ Re-stripe the area for angle parking and add 5 additional spaces



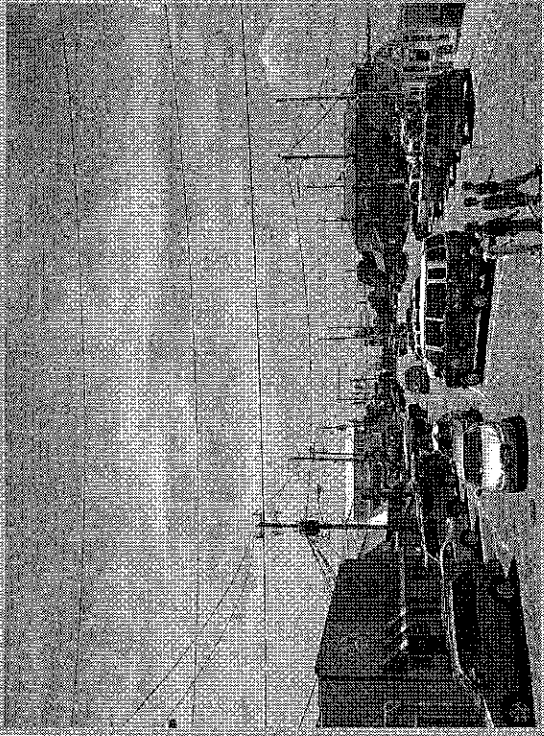
K Avenue Improvements

- Add signs for emergency vehicle parking space at pier
- Narrow K Ave travel lane from 16 ft to 11 ft, between 3rd St and 4th St,
- Re-stripe area to for additional 14 spaces



Recommendations for K Avenue & Ft Fisher Blvd

- Pedestrian volume at the intersection exceeded the 100 pedestrians per hour minimum threshold on July 10th
- Pedestrian signal indicators are warranted for the signal
- WMPO will recommend that NCDOT study the intersection and further evaluate the signal for Pedestrian Signal indicators (i.e. a push button)



Conclusions

- Parking study results showed adequate parking on most days (36.7% utilization); however holiday and festival demand may exceed overall parking capacity
- Many lots are under utilized due to lack of public parking signs, directional way finding signage and parking maps
- Recommended changes to parking areas may result in additional spaces (re-count)



Conclusions (Continued)

- WMPO will recommend that NCDOT further evaluate the intersection of K Ave and Ft Fisher Blvd for the installation of pedestrian signal indicator (push button)
- Timed or paid parking should be considered



□ Questions?

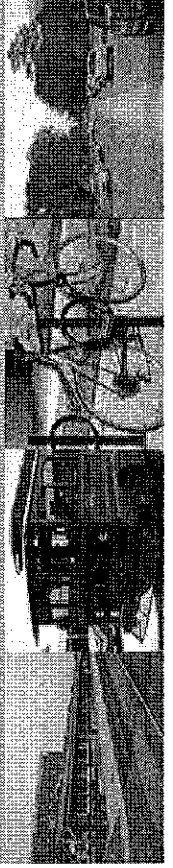


**If you would like additional
information please contact:**

Mike Kozlosky
Executive Director
Wilmington MPO
(910) 342-2781

Mike.Kozlosky@wilmingtonnc.gov

www.wmpo.org



Fort Fisher Recreation Area Tie-In

- In October 2008 the Engineer Squadron from Seymour Johnson AFB requested us to supply them with an estimate of cost for a 6" water tap to service the Fort Fisher Recreational Area.
- Brian Cox of Engineering Services supplied me with an estimated cost breakdown for the water tap (see attached).
- Seymour Johnson thought the estimate was high and asked if they could handle the project in-house by drawing and submitting plans, applications, and obtaining all permits for construction from DENR. They also requested to use their in-house contractor to do the construction. We agreed to the request.
- Seymour Johnson submitted plans to us for review and applications and plans to the state (DENR) for review on December 15, 2008. Plan approval was granted on January 14, 2009. Authorized to Construct was issued on January 16, 2009 (see attached) and the approved project letter was mailed January 22, 2009.
- A couple of months ago, the Town Administrator informed me that she had been in contact with Seymour Johnson and the Town would have to be responsible for the tap and water line extension.
- The Town Administrator received an e-mail from Bruce Hebert on October 30, 2009 and forwarded a copy to me for an application for approval to start a new application process with the state, but this time with the Town as the applicant.
- My understanding is that for contracting purposes the government has to stay within its property lines and can not go beyond, making it necessary for the Town to its own permit process and construction.
- They were going to complete the application to the state for the Town and still use their engineers and in-house contractor. At the time, I had not received the updated plans.
- I have a meeting with Brian Cox of Engineering Services Thursday morning to sort through this. We will make application to the state and continue the process.
- A letter of agreement for any cost associated with the process (permitting, plans, construction) will need to be issued to insure reimbursement to the Town from the government.

**Kure Beach Water Main Service Connection
Opinion of Probable Cost
July 19, 2007**

Item	Description	Quantity	Units	Unit Price	Cost
1	6x8 Tapping Sleeve and Valve	1	LS	\$ 2,500.00	\$ 2,500.00
2	6" DIP Water Main	100	LF	\$ 30.00	\$ 3,000.00
3	Bore & 16" Jack Steel Casing	60	LF	\$ 120.00	\$ 7,200.00
4	Miscellaneous Valves, Bends, Etc.	1	LS	\$ 2,500.00	\$ 2,500.00
5	Precast Vault and Access Hatch	1	LS	\$ 8,500.00	\$ 8,500.00
6	6" Compound Water Meter and Backflow Materials	1	LS	\$ 14,000.00	\$ 14,000.00
7	Traffic Control	1	LS	\$ 1,500.00	\$ 1,500.00
8	Contractor OH/P & Mobilization	1	LS	\$ 7,056.00	\$ 7,056.00
Total Const. Cost					\$ 46,256
Plus 10% Contingency					\$ 4,626
Plus 2% Bonds & Insurance					\$ 1,018
Engineering, Permitting & Const. Admin.					\$ 7,632
Field Location Survey					\$ 1,400
Total Cost					\$59,531



ENGINEERING
SERVICES, PA

518 Village Court
P.O. Box 1849
Garner, NC 27529

Telephone:
919.662.7272

Fax:
919.662.7320

08055

October 14, 2008

Mr. Sonny Becker
Public Works Director
117 Settler's Lane
Kure Beach, NC 28449

RE: Fort Fisher Recreational Area Water Tap & Meter Plan Review
Engineering Services Project No. 08000

Sonny,

Per your request, I have reviewed the plans and specifications for the Fort Fisher Recreational Area water service connection and meter. I offer the following comments:

1. Plan sheet 8 of 9 calls out the 6" meter as a Hersey meter or equal. A compound meter is recommended for this application.
2. The size of the steel casing, shown on sheet 9 of 9, for the bore is shown as 10" outside diameter. The outside diameter of a 6" DIP push on joint is 8.75" at the bell. A larger diameter casing is recommended.

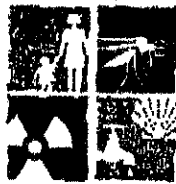
If you have any questions, please do not hesitate to call.

Sincerely,
ENGINEERING SERVICES, P.A.

Brian G. Cox, P.E.

enc:

North Carolina

Division of
Environmental Health**Division of Environmental Health**

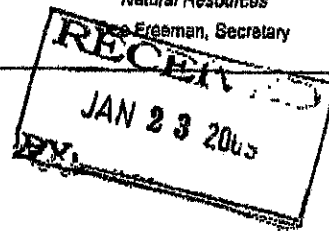
Terry L. Pierce, Director

Public Water Supply Section

Jessica G. Miles, Section Chief

State of North Carolina
Beverly Eaves Perdue, GovernorDepartment of Environment and
Natural Resources
D. Freeman, Secretary

08-01945



January 16, 2009

DENNIS G GOODSON, PE
4TH CIVIL ENGINEER SQUADRON
1095 PETERSON AVENUE
GOLDSBORO, NC 27531Re: **Authorization to construct
FORT FISHER RECREATION CENTER
KURE BEACH INTERCONNECT
FORT FISHER REC CENTER
NEW HANOVER County, NC0465197****Authorization to Construct (This is not a Final Approval)**

Dear Applicant:

This letter is to confirm that a complete Engineer's Report and a Water System Management Plan have been received, and that engineering plans and specifications have been approved by the Department for FORT FISHER RECREATION CENTER-KURE BEACH INTERCONNECT, DEH Serial No. 08-01945.

The Authorization to Construct is valid for 24 months from the Issue Date (refer to next page). Authorization to Construct may be extended if the Rules Governing Public Water Supplies and site conditions have not changed (see Rule .0305). The Authorization to Construct and the engineering plans and specifications approval letter shall be posted at the primary entrance of the job site before and during construction.

Upon completion of the construction or modification, and prior to placing the new construction or modification into service, the applicant must submit an Engineer's Certification and Applicant Certification directly to SIRAJ CHOHAN, P.E. of this office.

- **Engineer Certification:** in accordance with Rule .0303 (a), the applicant shall submit a certification statement signed and sealed by a registered professional engineer stating that construction was completed in accordance with approved engineering plans and specifications, including any provisions stipulated in the Department's engineering plan and specification approval letter.
- **Applicant Certification:** in accordance with Rule .0303 (c), the applicant shall submit a signed certification statement indicating that the requirements for an Operation and Maintenance Plan and Emergency Management Plan have been satisfied in accordance with Rule .0307 (d) and (e) and that the system has a certified operator in accordance with Rule .1300. The "Applicant Certification" form is available at <http://www.deh.ennr.state.nc.us/pws/> (click on Plan Review Forms, under Plan Review heading).

If this Authorization to Construct is for a new public water system, the owner must submit a completed application for an Operating Permit and the appropriate fee. For a copy of the application for an Operating Permit please call (919) 715-3214.

Once the certifications and permit application and fee, (if applicable), are received and determined adequate, the Department will issue a Final Approval letter to the applicant. In accordance with Rule .0309 (a), no portion of this project shall be placed into service until the Department has issued Final Approval.

If Public Water Supply Section can be of further assistance, please call (919) 733-2321.

Sincerely,

Tony C. Chen, P.E.
Technical Services Branch

TCC:SMC

cc: DEBRA B. BENOY, P.E., Regional Engineer
GREENHORNE & O'MARA INC1634 Mail Service Center, Raleigh, North Carolina 27699-1634
Phone (919) 733-2321 / Fax (919) 715-4374 / Lab Form Fax (919) 715-6637
<http://ncdrinkingwater.state.nc.us/>

An Equal Opportunity / Affirmative Action Employer

One
North Carolina
Naturally

Sonny

From: "Michelle James" <mjames@townofkurebeach.org>
To: "Sonny Beeker" <sonnybeeker@townofkurebeach.org>; "Brian Cox" <bgrcox@bellsouth.net>
Cc: "Mac Montgomery" <macmontgomery@townofkurebeach.org>; "Kaysie Pralle"
<kpralle@townofkurebeach.org>
Sent: Monday, November 02, 2009 1:50 PM
Attach: Document.pdf; Document.pdf; Document.pdf; Document.pdf; Bid Schedule.xlsx
Subject: FW: Request For Proposal

Please review and send back to Mac for signatures. Thanks.

From: Hebert, Bruce L 1st.Lt USAF ACC 4 CONS/LGCA [mailto:Bruce.Hebert@seymourjohnson.af.mil]
Sent: Friday, October 30, 2009 2:03 PM
To: Michelle James
Subject: Request For Proposal

Ms. James,

Please see the attached request for proposal. In the application for approval, please have the bottom of page two and top half of page 3 complete and signed when returned. If you have any questions please feel free to call.

Bruce L. Hebert, 1st.Lt, USAF
OIC, Base Operations Support Flight
4th Contracting Squadron, SJAFB
DSN/Comm: (919) 722-1726

11/10/2009

Public Works

From: Michelle James [mjames@townofkurebeach.org]
Sent: Thursday, November 12, 2009 3:09 PM
To: 'Public Works'; 'Sonny Beeker'
Cc: 'Michelle James'; 'Kaysie Pralle'; 'Jennifer Watson'
Subject: Fort Fisher/Seymour Johnson AFB Contract Modification for Purchase of Water

This contract is due back to Kyle Donah no later than November 20. It was sent to me via email on October 30 and forwarded to you. I have not heard the status of your review or received any finalized documents. When you are finished reviewing the contract and have signed it, send a copy over to Town Hall for the Town's master files. Send the signed agreement and a proposal as it has been requested in their letter to Kyle Donah, Contracting Officer, at:

4th Contracting Squadron/LGCB
1695 Wright Brothers Avenue
Seymour Johnson AFB NC 27531-2459

I am writing him today to ensure Mr. Donah knows that you are the main contact and to take my name off his contact list.

Michelle James
Town Administrator
Town of Kure Beach
117 Settlers Lane
Kure Beach, NC 28449
910.458.8216 - office
910.367.9711 - mobile
910.458.7421 - fax
mjames@townofkurebeach.org

Sewer Rehab Project Update

1. All the underground utilities have been installed on Atlantic Avenue.
2. We found what we thought was a 6" lateral exiting the southernmost manhole, but it turned out to be a 6" main reduced to a 4" main. It was old terra cotta and needed to be replaced. I authorized the change order and attached is the cost associated with the work and the amount remaining in the contingency funds.
3. Starting Monday, November 30, the paving contractor will start the grading work on Atlantic Avenue. That will take approximately two days and the paving will take one day. Once that is completed, the contractor will put speed bumps in place. The speed bumps will have an open middle to allow a safe bicycle pathway. Triangle warning decals will also be placed before the speed bumps.
4. To complete this Atlantic Avenue section of our rehab project, and keeping in mind the proposed landscaping of the walkway project, we would like to straighten the road, moving it approximately two feet on the upper north end of the project between M Avenue and N Avenue. This would give us a consistent planting area and look more uniform and would have little or no effect on the property owners.
5. I would like to tear out the remaining (approximate) 30' to 40' of asphalt and one speed bump and tie in with new asphalt and then resurface N Avenue with Powell Fund money. Attached is the fund balance for the Powell Fund and cost estimates for work.

Work to start this week:

On Wednesday, November 18, the contractor will start cutting the asphalt between E Avenue and F Avenue. Weather permitting, they will begin excavation of this area and replace 175" of pipe with 8" ductile, install two new manholes and fix a point repair (see attached diagram).

**Town of Kure Beach
Fort Fisher Blvd. I&I Project
Change Order Items**

(Additional 190 ft. Sewer Replacement on Atlantic Avenue & Full Asphalt Overlay)

Item #	Item Description	Qty	Units	Unit Price	Total Price
1	8" DIP 0-6' Depth	107	LF	\$60.00	\$6,420.00
2	8" PVC SDR 35 0-6' Depth	83	LF	\$65.00	\$5,395.00
3	4'0" Dia. Precast MH 0-6'	1	EA	\$3,575.00	\$3,575.00
4	6" Service Assembly	5	EA	\$500.00	\$2,500.00
5	6" DIP Lateral Line	20	LF	\$40.00	\$800.00
6	10 ft. Wide Asphalt Overlay	253	SY	\$25.20	\$6,375.60
7	Speed Bumps	2	EA	\$800.00	\$1,600.00
TOTAL:					\$26,665.60

TOTAL BASE BID: \$709,634.00
Contingency 15% \$106,445.10
TOTAL CONSTRUCTION FUNDS: \$816,079.10

TOTAL BASE BID: \$709,634.00
CHANGE ORDER COST: \$26,665.60
TOTAL PROJECT COST: \$736,299.60

REMAINING CONTINGENCY FUNDS: \$79,779.50

TOWN OF KURE BEACH
Encumbrances & Expenditure Statement

Fiscal Year: 2010

10/30/09

Period Ending: October 31, 2009

Fiscal Month Range: 1-4

09:37:17

11 POWELL FUND

(D)

Account Description	Account No	Budget Amount	Activity This Period	Expenditure Year to Date	Encumbrance Year to Date	Unencumbered Balance	% Spent
DEPT (570) POWELL FUND - STREET EXPENSE							
POWELL FUND EXPENDITUR	11-570-00-00	55,800.00	2,010.00	2,010.00	-24,700.00	78,490.00	-40.66
(00)		55,800.00	2,010.00	2,010.00	-24,700.00	78,490.00	-40.66
TOTAL DEPT: (570) POWELL FUND - STREET EXPENSE		55,800.00	2,010.00	2,010.00	-24,700.00	78,490.00	-40.66
TOTAL FUND: (11) POWELL FUND		55,800.00	2,010.00	2,010.00	-24,700.00	78,490.00	-40.66

SurfaceMax, Inc

P.O. Box 75

Wrightsville Beach, NC 28480

DBE, HUB, & SBE CERTIFIED

Estimate

Date	Estimate #
11/17/2009	789

Name / Address
KURE BEACH PUBLIC WORKS ATTN: SONNY BEEKER & DAVID MEEHLING PO BOX 3 401 H. AVE.

Project

Item	Description	Cost	Qty	Total
1 1/2 OVERLAY	CLEAN EXISTING PAVEMENT, APPLICATION OF TAC MATERIAL & INSTALLATION OF 1 1/2 INCH DEPTH HOT MIX ASPHALT (SY)	12.50	450	5,625.00

Phone #	Fax #
910-794-3245	910-796-1831

Total	\$5,625.00
--------------	-------------------

Signature upon Acceptance _____

809 216
409 414
601

NDMAN DRIVE
505 805 215 915
505 509 513 517
WELL SITE
401
402
405

"N" AVE
402

310 306 302
309 313 317 321 325
406 402
301 305

"N" AVE
606
326 322 318 316 312 308 304 300 333
314 310 304 300 306 312 317 321 325 333

334 330 326 322 318 314 310 302
301 305 309 313 317 321 325 329 333 337 341

342 338 334 332 330 326 318 314 310
KURE KEY MOTEL
306 300 305 301 329 325 321 317 313 309 305 301

226 222 218 214 210 206 202
201 205 209 213 217 221 225 229 233 237 241
A/B

"M" AVE
314 310 306 302
234 230 226 222 218 214 210 206 202
225 221 217 213 209 205 201
305 309 303 237

THIRD AVE. No.
214 210 209 213 217 221 225 229 233 237
238 234 230 226 222 218 214 210 206 202
POST OFFICE

"M" AVE
242 238 234 230 226 222 218 214 210 206 202
DOCKSIDER INN
229 225 221 217 213 209 205 201 233 237 241

137 139
130

"L" AVE
306 305 303 301 135

142 138
1 AIR RAGES

"L" AVE
SEVE MC
691 7

FORT FISHER BLVD. No.

ATLANTIC AVE.

18" INV.(S)=9.90
18" INV.(S)=9.90

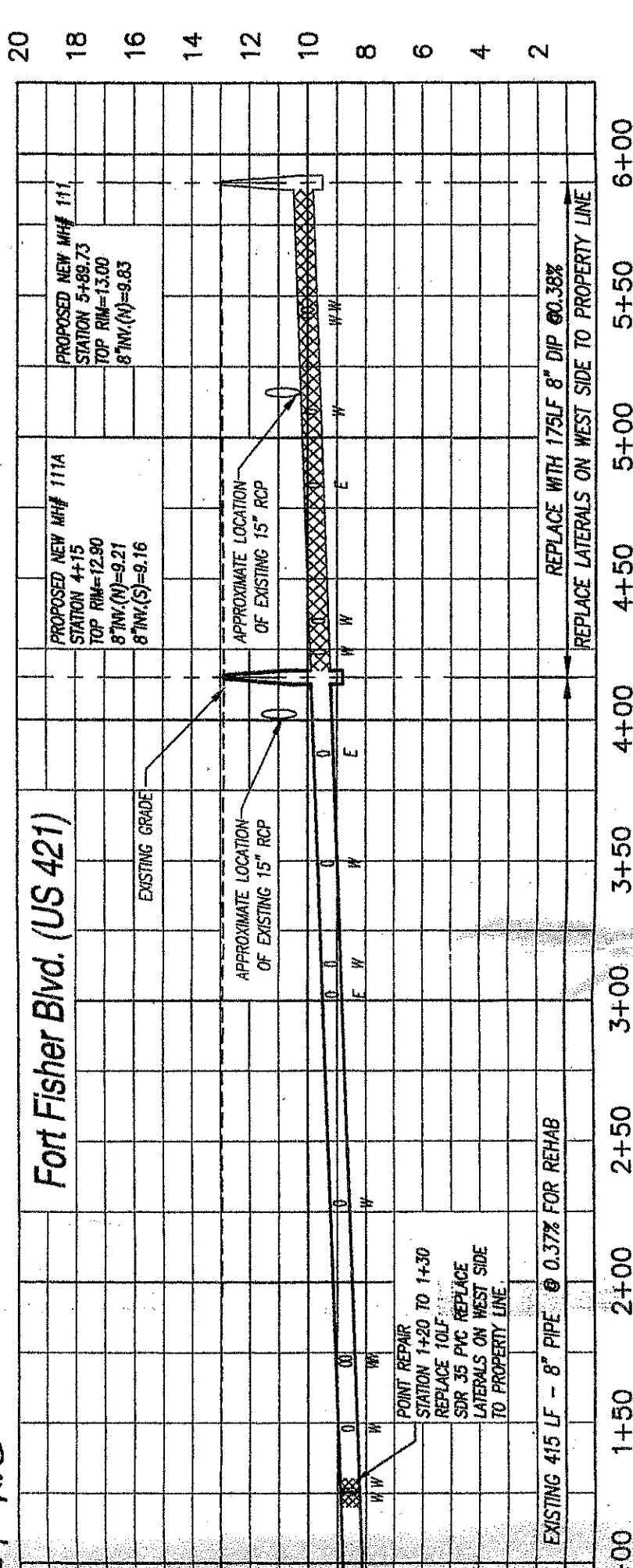
15" INV.(S)=10.19
INV.(W)=10.29

Fort Fisher Blvd. (US 421)

TOP RIM=13.00
8" INV.(N)=9.83

F Ave

E Ave



PROPOSED SSMH#112A
STATION 4+99.39
TOP RIM=18.25

YARD INLET

WER LINE

Phase One: Economic Development Committee Report

Co-Chair: Councilmen Jim Vatr and Jim Dugan

November 17, 2009

To Kure Beach Town Council and residents of Kure Beach:

The five categories of design recommendations-Circulation and Parking, Beach Access, Kure Beach Plaza, Other Street Types, and Branding- will work collectively to improve Kure Beach as an attractive and inspiring community for both residents and visitors alike.

Recommendations and Initial Strategies for Implementation:

1. Improve the public spaces to create a continuous pedestrian-friendly character with efficient access to parking.
 - The committee agreed that an investment into the development of public spaces would expand our seasonal business, encourage new investors and stimulate our economic revenue & income.
2. Enhance convenience and public accessibility to the beach and ocean.
 - The committee encourages further intra-committee meetings, including SLAP and P&Z.
3. Promote the development of an identifiable downtown center filled with pedestrian-friendly, economically viable activity.
 - The committee offers its support to council to define both short and long-range plans and thereby confirm council and residents commitment to this project. The Economic Development Committee joins P&Z and now awaits for council to pledge their commitment and budget support to a number of recommendations that include: burying of power lines in the central business district, improved open space walk ways between Kure Beach Town Hall & Joe Eakes Park to the central business center, Ocean Park, pier & boardwalk.
4. Improve the quality of the physical environment in public spaces to create a high level of expectation for the quality of downtown development.
 - The committee endorses the concept of culturally attractive public walking space between town hall & Joe Eakes Park and the Ocean Park.
 - The committee encourages event planning, such as, farmers markets, artist festival, seasonal social events, etc.
5. Emphasize the distinctiveness and interconnectivity of Kure Beach's public spaces. Sponsor arts, cultural, and other special events to appeal to residents and visitors. Adopt sustainable, energy efficient strategies, processes, and materials for the development and branding of the public spaces

- The committee urges council to anchor our public spaces and reward the public with predetermined town artifacts.
- The committee endorses a branding concept of becoming a green eco-friendly community. Utilizing new technology in wind and solar power as a means of both design and financial benefit to the town.

The Economic Development Committee believes that Kure Beach has a bright future with enormous potentials for rich development that will meet the needs of residents and visitors alike. The Committee hopes this document, along with the full work from the North Carolina State School of Design, will be useful tools as we work together as a community to shape our town.

We expect the next step, a town council & committee public workshop, will be to continue the discussions started here in order to reach community consensus about priorities, fundraising, and project phasing. As the town moves forward, we encourage you to seek the services of licensed professionals who will guide the project in bringing these initial ideas to fruition through design and development.

Best Regards,
Economic Development Committee
James J Vatr
Co-Chairmen

MEMORANDUM

Date: November 17, 2009
To: Town Council
From: Mayor Mac Montgomery
Re: Appointment of Budget & Personnel Officer

There are two duties which officially return to Council when the Town Administrator departs on Friday, November 20, 2009. They are the budget officer and the personnel officer.

According to the statutes outlined below, the appointment of these duties can be made to an official of the Town or to an employee. The finance officer, as stated in the statute below, can also supervise staff.

§ 159-9. Budget officer.

Each local government and public authority shall appoint a budget officer to serve at the will of the governing board. In counties or cities having the manager form of government, the county or city manager shall be the budget officer. Counties not having the manager form of government may impose the duties of budget officer upon the county finance officer or any other county officer or employee except the sheriff, or in counties having a population of more than 7,500, the register of deeds. Cities not having the manager form of government may impose the duties of budget officer on any city officer or employee, including the mayor if he agrees to undertake them. A public authority or special district may impose the duties of budget officer on the chairman or any member of its governing board or any other officer or employee. (1971, c. 780, s. 1; 1973, c. 474, s. 6.)

§ 159-24. Finance officer.

Each local government and public authority shall appoint a finance officer to hold office at the pleasure of the appointing board or official. The finance officer may be entitled "accountant," "treasurer," "finance director," "finance officer," or any other reasonably descriptive title. The duties of the finance officer may be imposed on the budget officer or any other officer or employee on whom the duties of budget officer may be imposed. (1971, c. 780, s. 1; 1973, c. 474, s. 17.)

§ 159-25. Duties of finance officer; dual signatures on checks; internal control procedures subject to Commission regulation.

- (a) The finance officer shall have the following powers and duties:
 - (1) He shall keep the accounts of the local government or public authority in accordance with generally accepted principles of governmental accounting and the rules and regulations of the Commission.

- (2) He shall disburse all funds of the local government or public authority in strict compliance with this Chapter, the budget ordinance, and each project ordinance and shall preaudit obligations and disbursements as required by this Chapter.
- (3) As often as may be requested by the governing board or the manager, he shall prepare and file with the board a statement of the financial condition of the local government or public authority.
- (4) He shall receive and deposit all moneys accruing to the local government or public authority, or supervise the receipt and deposit of money by other duly authorized officers or employees.
- (5) He shall maintain all records concerning the bonded debt and other obligations of the local government or public authority, determine the amount of money that will be required for debt service or the payment of other obligations during each fiscal year, and maintain all sinking funds.
- (6) He shall supervise the investment of idle funds of the local government or public authority.
- (7) He shall perform such other duties as may be assigned to him by law, by the manager, budget officer, or governing board, or by rules and regulations of the Commission.

All references in other portions of the General Statutes, local acts, or city charters to county, city, special district, or public authority accountants, treasurers, or other officials performing any of the duties conferred by this section on the finance officer shall be deemed to refer to the finance officer.

(b) Except as otherwise provided by law, all checks or drafts on an official depository shall be signed by the finance officer or a properly designated deputy finance officer and countersigned by another official of the local government or public authority designated for this purpose by the governing board. If the board makes no other designation, the chairman of the board or chief executive officer of the local government or public authority shall countersign these checks and drafts. The governing board of a unit or authority may waive the requirements of this subsection if the board determines that the internal control procedures of the unit or authority will be satisfactory in the absence of dual signatures.

(c) The Local Government Commission has authority to issue rules and regulations having the force of law governing procedures for the receipt, deposit, investment, transfer, and disbursement of money and other assets by units of local government and public authorities, may inquire into and investigate the internal control procedures of a local government or public authority, and may require any modifications in internal control procedures which, in the opinion of the Commission, are necessary or desirable to prevent embezzlements or mishandling of public moneys. (1971, c. 780, s. 1; 1973, c. 474, ss. 18-20; 1975, c. 514, s. 10; 1987, c. 796, s. 3(5).)

I. Recommendation & Action

I recommend appointing Finance Commissioner Jim Vatrt as the Budget Officer until the new Council is sworn in on December 15, 2009. With this appointment, Commissioner Vatrt will also have complete oversight and supervision of the Finance Department. Finance Officer Jennifer Watson will report to Finance Commissioner Vatrt.

II. Recommendation & Action

The Town will also need to appoint a Personnel Officer. I recommend appointing Commissioner Dugan as the Personnel Officer until December 15 when the new Council is sworn into office. The following statute requires that an official or employee be appointed to provide maintenance over the personnel program.

§ 160A-168. Privacy of employee personnel records.

(a) Notwithstanding the provisions of G.S. 132-6 or any other general law or local act concerning access to public records, personnel files of employees, former employees, or applicants for employment maintained by a city are subject to inspection and may be disclosed only as provided by this section. For purposes of this section, an employee's personnel file consists of any information in any form gathered by the city with respect to that employee and, by way of illustration but not limitation, relating to his application, selection or nonselection, performance, promotions, demotions, transfers, suspension and other disciplinary actions, evaluation forms, leave, salary, and termination of employment. As used in this section, "employee" includes former employees of the city.

(b) The following information with respect to each city employee is a matter of public record: name; age; date of original employment or appointment to the service; the terms of any contract by which the employee is employed whether written or oral, past and current, to the extent that the city has the written contract or a record of the oral contract in its possession; current position title; current salary; date and amount of the most recent increase or decrease in salary; date of the most recent promotion, demotion, transfer, suspension, separation, or other change in position classification; and the office to which the employee is currently assigned. For the purposes of this subsection, the term "salary" includes pay, benefits, incentives, bonuses, and deferred and all other forms of compensation paid by the employing entity. The city council shall determine in what form and by whom this information will be maintained. Any person may have access to this information for the purpose of inspection, examination, and copying, during regular business hours, subject only to such rules and regulations for the safekeeping of public records as the city council may have adopted. Any person denied access to this information may apply to the appropriate division of the General Court of Justice for an order compelling disclosure, and the court shall have jurisdiction to issue such orders.