



KURE BEACH TOWN COUNCIL  
RETREAT WITH DEPARTMENT HEADS  
February 20, 2008

## MINUTES

**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
Building Inspector	John Batson
Finance Officer	Susan Suggs
Fire Chief	Harold Heglar
Police Chief	Dennis Cooper
Public Works	Sonny Beeker
Town Clerk	Nancy Avery

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

**Committee chairs present:**

Chuck Keener, Shoreline Access and Parking  
Eric Vann, Storm water  
Ken Withrow, Beautification

The Kure Beach Town Council held a second all day retreat with department heads on Wednesday, February 20, 2008 for the purpose of discussing projects and goals for fiscal year 2008-2009.

Mayor Montgomery called the meeting to order at 9am.

Discussion centered on upcoming and on going projects as follows:

**1. Ocean front park project – ACTION - consensus reached on the following:**

Purpose of project: develop park on property at 105 Atlantic Avenue (site of Rolling Surf motel)

Lead staff: Nancy Hewitt is administrative support with all staff available as needed and requested. Public Works Director Beeker is the lead staff on the demolition.

Commissioner role: Mayor Pro Tem Dugan is chair of oversight committee  
Commissioner Lambeth is vice chair of oversight committee

Timeframe: first payment on purchase of property due December 19<sup>th</sup>, 2008  
Oversight committee's first report to Council is July 2008

Financial allocation: funding sources and grant applications

Committee assignment: Council appointed member from each standing committee at February 19<sup>th</sup> Council meeting

Identify obstacles and resources:

A. oversight committee responsibilities as tasked by council:

- 1) determine what services the oceanfront park will provide - committee needs to know before beginning:
  - CAMA setbacks/permits
  - grant restrictions
  - BB&T loan restrictions
- 2) develop conceptual drawings – committee doesn't have authority to contract with company that charges. Administrator James stated an architect, Leanne Lawrence, that lives in Kure Beach has donated her time to the committee
- 3) council needs to provide their guidelines as to any requirements such as restrooms, etc

B. demolition – estimated completion date by end of March 2008

Public Works Director Beeker stated:

- there will be additional engineering costs such as air quality as part of abatement for asbestos– approximately \$3400
- he requests Council use an outside firm such as Engineering Services to track contracts to make sure everything moves in a timely manner – will be a lot of paperwork to track - approximately \$4,000 to oversee project
- demolition will require police involvement to monitor site for public safety

C. maintenance of park during/after demolition

- create a border to provide safety after demolition
- use for overflow parking – to be determined
- use at street festival – to be determined

ACTION – consensus – Public Works Director Beeker to keep Council informed and he is to make a decision on items listed under “C” above.

ACTION – consensus – Building Inspector Batson to take pictures of demolition for Town's scrapbook.

Funding/Grants – Ocean Front Park  
Commissioner – Mayor Mac Montgomery  
Staff - Michelle and Nancy H.

Acquisition/Funding

1. New Hanover County	\$500,000	Received
2. Division of Coastal Management	\$500,000	Commitment by March, 2008
3. Parks and Rec Trust Fund	\$500,000	Commitment by May 15, 2008
4. Division of Water Resources	\$300,000	Commitment by March 30, 2008
5. Clean Water Management	\$750,000	Commitment by May, 2008
6. Natural Heritage Trust Fund	\$500,000	Commitment by May, 2008
7. Federal Appropriations	\$500,000	Commitment by October, 2008 for FY 2009

Other Funding Sources for Acquisition from Private Agencies:

BB&T	RBC
Wachovia	J. Smith Reynolds Foundation
Bank of America	Doris Duke Foundation

ACTION – consensus - it was decided that Michelle and Nancy H. would evaluate future grants and funding resources. The evaluation would be made available to the Utilization Committee to define the overall use of the park.

ACTION - Commissioner Lambeth motioned to use monies received from grants, public and private agencies and/or foundations to pay down the park loan and renegotiate the terms of the loan with BB&T. Commissioner Varttr seconded the motion. THE VOTE OF APPROVAL WAS UNANIMOUS.

**2. B1 district**

Purpose of project: create and maintain a viable business district

- develop B1 district to promote economic development in the Town (merchants, property owners)
- redefine so that no new residence may be built
- protect homeowners already in B1
- restrict so that if existing use is for home and turns into business, can't go back to home use

Identify obstacles and resources:

- what is the identity of the B1 District - need to define
- should control to some degree the types of business that go into the B1
- need principal owners to invest in the B1
- should incentives be provided?
- possibly develop 'toolbox' to control façade and or renovation – maybe an architectural review board
- research grants

- need to define identify what we want B1 District to be before changing ordinances
- need to find way to help businesses help themselves
- do we need overall plan to determine look, purpose and implementation/development?
- need to look at improving traffic congestion in the short term
- do we need a short term and also a long term plan – should we set allocations in FY08-09 budget year for short term?
- how can we try to get involvement from business owners when we don't know what we want?
- nothing will change until we get business owners on board.
- Town doesn't have a planner on staff like larger towns do to help with this kind of planning
- do we need a sidewalk up north side of K Avenue – would be a quick fix
- look at trolley and other transportation options

Prior Council when adopting the B1 study in 2007 developed the following priorities:

- rewrite ordinances as needed – funded \$8,000 for Hayes Planning
- bury power lines
- widen sidewalks
- remove parking in center lane

Council in past has looked at extending parking up K Avenue with center line parking (schematic plan already exists)

Lead staff/commissioner role:

ACTION - consensus – Commissioners Vatr and Nelder, Building Inspector Batson, and Town Administrator James to be a small staff and Council committee to bring to Council during the budget process a short term and a long term plan (next year and 5 years) for the B1 district.

### **3. Sandman property**

Purpose of project: determine use of Town owned property on Sandman Drive

Committee assignment:

ACTION – consensus - Committee assignment - Parks & Recreation has the lead – both Beautification and Parks & Recreation committees are doing planning

### **4. Water and Sewer projects**

A) Purpose of project: complete overall renovation of sewer rehab on Fort Fisher Blvd from E to N Avenues that Town has been working on for years

Lead staff - Public Works Director Beeker

Timeframe: fall of 2008

Financial Allocation: Town received Clean Water Trust Fund (CWTF) grant for \$591,000 – total estimated cost for project is \$1.9 million (waiting on CWTF to distribute grant). Entire project requires matching funds of \$800,000 – need to find funding for \$394,000 –possibly more grant funds or low interest funding?

Identify obstacles and resources:

- consider reducing scope of the project from E to K instead of E to N
- Engineering Services (ES) is the engineer and they recommend doing entire area from E to N Avenues

ACTION – consensus - steps to be taken:

- review recommendations and options with Engineering Services
- revisit CWTF for additional grants
- identify all enterprise debt

B) Purpose of project: complete upgrade of water meters - 210 meters at cost of \$22,000

Timeframe – throughout 2008

Financial Allocation – \$22,000 to be budgeted

C) Purpose of project: valve insertions – approximate cost of \$10,000

Financial Allocation - \$10,000 to be budgeted

D) Purpose of project: Outfalls

- May be a connection to oceanfront park – tie water from park to outfall

Timeframe – late fall/early fall

Financial Allocation:

- NC state does engineering
- DOT funds material
- Town provides physical labor
- Town contributed \$8,000 last year

ACTION - Consensus – before March 3<sup>rd</sup> retreat, finance officer to provide a list of all debt and all grants to pay debt and balance owing on all loans

## **5. Beach renourishment**

Mayor Montgomery stated:

- Town is on contract to have renourishment every 3 years through 2040
- next scheduled renourishment is 2010 and is a consolidated contract involving shared cost among Kure Beach, Carolina Beach, Wrightsville Beach and Ocean Isle Beach
- we won't know in advance if it is underwater or on beach renourishment

- maps are available in Town Hall
- the funding mix remains the same 75 federal/25% local with 65% of local 25% coming from state traditionally – remaining local share has traditionally come from TDA funding
- Town pays beach renourishment coordinator approx \$800 to \$900 month – sometimes more

Lead staff and commissioner role:

ACTION - consensus – Commissioner Vatr, Town Administrator James, and Finance Officer Suggs to meet with Tom Barber, current contracted person, and address three items:

- Reevaluate contract
- Determine whether to absorb in house if staff can efficiently handle
- Evaluate necessity of continuing to budget \$20,000 yearly

## **6. Town Hall extension and new Fire Department**

Purpose of project: complete phase II and III of expansion plans consisting of new council room and new fire station - architectural plans have been drawn

Phase II - construct council meeting room and lobby – estimated cost \$600,000 (included finishing bathrooms at cost of \$22,000 – was completed in phase I) – currently unfunded.

There is possibly grant money from Homeland security available if council chambers are used for emergency operations.

Phase III - build a new fire station where the current corral is located at an estimated cost of \$700,000 - currently unfunded and seeking grants.

Additional plans for expansion:

- current fire station becomes community center – unfunded status
- current community center building to be torn down for parking – unfunded status

Discussion points:

- use contractor or internal labor?
- change priority to make fire station first priority and council room second priority?

## **7. Public access signage**

Purpose of project: make all informational and statutorily regulated signage consistent

Committee assignment:

- Beautification committee wanted signs to be prettier and look more consistent
- all beach access signage is different
- Beautification Committee has asked the Building Inspector to come to the March meeting to explain sign ordinances, then they will review and compare to existing

signs and make a recommendation to Council to replace all signs as part of one project

Identify obstacles and resources:

- Statutory regulated signs such as no parking, handicapped, etc have to meet legal requirements - Code says ordinance can't be enforced without signage
- should replace signs in a new format as they need to be replaced due to age or destruction, rather than all at once
- estimated cost to replace all signs at each beach access is \$1,000 per access point
- "no overnight parking" signs on accesses could be marked better
- would be nice to come up with an overall concept of signs and use as a guideline for future replacement of signs

ACTION - Consensus – direct Beautification committee to continue and bring recommendation to council to be considered for future use.

### **8. Streetlights south of K Avenue**

Purpose of project – add streetlights at needed locations south of K Avenue

A study has already been done by Progress Energy.

Staff lead/commissioner role:

ACTION – consensus - staff lead is Public Works Director Beeker, Council lead is Mayor Montgomery. They are to explore details and make a recommendation to Council.

Discussion point:

In past, individual requests by citizens haven't been brought to Council by Public Works for approval – do we continue with that process?

ACTION – consensus – process to be addressed also by Public Works Director Beeker and Council lead Mayor Montgomery

### **9. Sidewalks and parking on K Avenue parking**

Purpose of project: put sidewalk and parking on north side of K Avenue from 3<sup>rd</sup> to 6<sup>th</sup> streets to provide more parking for visitors and allow residents in Beachwalk, etc to walk safely to the beach on a sidewalk on the north side of K Avenue

Identify obstacles and resources:

- prior Council looked at this suggestion before
- can be done – public money is available
- quick way to provide more parking would be to the corral space and give visitors a sidewalk to walk on to the beach without having to cross the street
- the corral space will eventually be the site of the new fire station – would be a temporary fix for parking and beach access
- priority should be backing the B1 plan first
- could explore trolley/transportation as part of B1 plan

ACTION - consensus – explore transportation trolley with Wilmington Trolley System to include Carolina Beach and the Aquarium and continue to explore remote parking places.

#### **10. Personnel Policy, Rules of Procedure for council, State Health Plan**

Purpose of project: update Personnel Policy and develop Rules of Procedure for Council

Administrator James wants to begin a Personnel Policy discussion at each staff meeting and will provide a sample.

Lead staff:

ACTION - consensus – Town Administrator James to take lead on Personnel Policy to include gap in retirement health plan, pay scale, shared vacation pool for hardships, and develop policies and procedures.

Lead staff:

ACTION - consensus – Town Clerk Avery to develop Rules of Procedure for Council and review for committees, and all boards.

Administrator James stated she would like to have an employee relations committee to develop ideas for special things to do for employees and determine cost involved.

Lead staff/commissioner role:

ACTION - consensus – Town Clerk and Mayor Pro Tem Dugan to explore participation in State Health Plan.

Administrator James stated Nancy Hewitt is assuming all new hire personnel process and maintaining all personnel files.

Discussion points:

- Look at changing travel expenses tracking
- Look at cost of current retirement health benefits

Project priority:

Council and department heads set the following priority of projects rating them as short term or long term and whether priority 1 or 2 as follows:

Oceanfront park – LT1 and ST1

B1 District – LT1

Water/Sewer – LT1

Outfalls – LT/ST1



Sandman Property – ST2

Town hall/fire – LT2

Bike path – LT2

Trolley/transportation (B1) - LT

Renourishment – ST/LT

Dow Road – LT

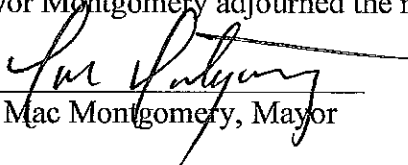
Street lighting - LT

Sidewalks/K Avenue parking - LT

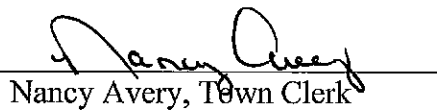
Town/public access signage – not rated

Administrator James stated she will compile results of the retreat and provide Council and department heads with a work plan.

Mayor Montgomery adjourned the retreat at 2:40pm.

  
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Mac Montgomery, Mayor

ATTEST:

  
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Nancy Avery, Town Clerk

