



# TOWN COUNCIL AGENDA

**REGULAR MEETING**

**October 21, 2019 @ 6:00 p.m.**

\*Asterisks indicate documentation is included in agenda packet

Call to Order – Mayor Bloszinsky

Invocation & Pledge of Allegiance – Pastor Dan Keck

## APPROVAL OF CONSENT AGENDA ITEMS

1. Close Town Hall at noon for the day on Wednesday, November 27, 2019 to allow employees to attend annual appreciation luncheon
2. \*Approve MaryAnn McConnell resignation from the Community Center Committee
3. \*Approval of Avery service agreement in amount not to exceed \$41,489
4. \*Approve the rescheduled date for hosting the Special Olympics Polar Plunge Saturday, February 15, 2020. Use of Ocean Front Park, K Avenue east of FFB, Atlantic Avenue and portions of the Boardwalk and Beach. Close K Avenue east of FFB and Atlantic Avenue between K and L to vehicle traffic from early morning hours through 5 pm on Saturday, Feb. 22. Allow 5K race in conjunction with event. Allow three food trucks vendors and waive associated fees due to non-profit status
5. \*Approve application for TDA funding for the Pleasure Island Chamber of Commerce 2019 Summer concerts
6. \*Approve application for TDA funding totaling \$ 7,050.29 for Ocean Front Park maintenance and supplies
7. \*Approve application for TDA funding totaling \$4,028.24 for the 2019 Kure Beach Street Festival
8. \*Approve Budget Amendment 20-02 totaling \$1,398 for Hurricane Dorian related communication equipment repairs
9. \*Appoint Tony Garibay as Planning and Zoning Alternate
10. Approve travel expenses in the amount of \$800 for Mayor Bloszinsky, Commissioner Whitley, Commissioner Oliver and Commissioner Ellen to attend the NCBIWA Annual Conference on November 12-13 in Wrightsville Beach
11. \*Minutes:
  - September 16, 2019 Regular
  - September 16, 2019 Public Hearing
  - October 12, 2019 Special
  - October 12, 2019 Closed

## ADOPTION OF THE AGENDA

## DISCUSSION AND CONSIDERATION OF PERSONS TO ADDRESS COUNCIL

- \*Wilmington MPO discussion of Alternative Funding Sources for Cape Fear Transportation Plan 2045, Abby Lorenzo



# TOWN COUNCIL AGENDA

## REGULAR MEETING

October 21, 2019 @ 6:00 p.m.

### DISCUSSION AND CONSIDERATION OF COMMITTEE BUSINESS

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

### DISCUSSION AND CONSIDERATION OF DEPARTMENT HEAD BUSINESS

1. Administration
  - Vehicle Decal Mailing (Avery)
2. Building Inspections Department
  - \*Oath of Office to Bethany White, Code Enforcement Officer (Bloszinsky)
3. Finance Department
4. Fire Department
  - \*Implementation of a new ranking structure (Kennedy)
5. Police Department
  - Gas tank installation (Bowden)
6. Public Works Department
7. Recreation Department

### DISCUSSION AND CONSIDERATION OF OLD BUSINESS

1. \*Readdress the stormwater contract to include area A

### DISCUSSION AND CONSIDERATION OF NEW BUSINESS

1. \*Reschedule November meeting (Bloszinsky)

MAYOR UPDATES (no action required)

COMMISSIONER ITEMS (no action required)



# TOWN COUNCIL AGENDA

**REGULAR MEETING**

**October 21, 2019 @ 6:00 p.m.**

CLOSED SESSION

ADJOURNMENT

# CONSENT

## Beth Chase

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**From:** Nikki Keely  
**Sent:** Tuesday, October 1, 2019 9:52 AM  
**To:** Beth Chase  
**Subject:** FW: October 8, 2019

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Good morning,

MaryAnn McConnell has resigned from the CC Committee. See below for her letter. Could you please put that on the Consent Agenda for Council?

Thanks,

**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](http://www.townofkurebeach.org)

**From:** mmccconnell777 <mmccconnell777@gmail.com>  
**Sent:** Tuesday, October 1, 2019 9:11 AM  
**To:** sbarham817@aol.com; Craig Bloszinsky <c.bloszinsky@townofkurebeach.org>; dale.akstin@gmail.com; davidsackret68@aol.com; hhowesley@gmail.com; john.shalanski@hotmail.com; jvmacapell@charter.net; leppolm@yahoo.com; netbum@yahoo.com; Parks <parks@townofkurebeach.org>; rldsack@aol.com  
**Subject:** Re: October 8, 2019

Good morning Sara and KBCC members

As it happens, I need to inform you all that I will no longer serve on the KBCC committee. As you know, my availability has been and continues to be limited and I feel someone more present could better serve the committee. Will miss your smiling faces and I wish you the best of luck going forward .

Warm regards

MaryAnn McConnell

Sent from my Verizon, Samsung Galaxy smartphone

----- Original message -----

From: [sbarham817@aol.com](mailto:sbarham817@aol.com)

Date: 9/30/19 6:05 PM (GMT-05:00)

To: [craigbloszinsky@tokb.org](mailto:craigbloszinsky@tokb.org), [dale.akstin@gmail.com](mailto:dale.akstin@gmail.com), [davidsackret68@aol.com](mailto:davidsackret68@aol.com), [hhowesley@gmail.com](mailto:hhowesley@gmail.com), [john.shalanski@hotmail.com](mailto:john.shalanski@hotmail.com), [jvmacapell@charter.net](mailto:jvmacapell@charter.net), [leppolm@yahoo.com](mailto:leppolm@yahoo.com), [mmccconnell777@gmail.com](mailto:mmccconnell777@gmail.com), [netbum@yahoo.com](mailto:netbum@yahoo.com), [parks@tokb.org](mailto:parks@tokb.org), [rldsack@aol.com](mailto:rldsack@aol.com)

Subject: October 8, 2019

Hope everyone is doing well. Please find attached the agenda for our next meeting on Tuesday October 8th. Let me know of any changes to the agenda.

Deborah the town council approved you as an alternate so we are very happy to have you join the committee!

See everyone Tuesday. If you can't attend, please let me know

God Bless  
Sarah

Sent from my iPad

CONTRACT SERVICE AGREEMENT

This Contract is between the Town of Kure Beach, NC (hereinafter "Town") and Nancy Avery, independent municipal government consultant, entered into this the 21<sup>st</sup> day of October, 2019.

**1. Services.** Nancy Avery will provide consultant services to ensure completion and approval by both the Town Council and Town Attorney on the attached projects and will submit monthly progress reports to be attached to the Consent Agenda.

**2. Duration of Services.** This Contract is effective Monday, January 1, 2020 and terminates June 30, 2020.

**3. Compensation.** The Town agrees to pay an amount not to exceed Forty-One Thousand Four Hundred Eighty-Nine Dollars (\$41,489.00) in exchange for completion of services over the six (6) month period of January to June 2020

**4. Payments.** The Town agrees to pay six (6) equal monthly payments of Six Thousand Nine Hundred Fourteen Dollars (\$6,914.00) to Nancy Avery by the last day of January, February, March, April, May and June 2020. Last payment will be provided at the completion of the work or at the completion of this Contract, whichever is later.

**5. Liaisons.** The Mayor shall serve as liaison for issues concerning this work under this Contract for the Town.

**6. Modification, Extension and Termination.** This Contract represents the entire agreement between the parties. It may be modified, extended or terminated by mutual written consent of both parties.

It is agreed that all information will be treated as totally confidential and no information will be released without the expressed consent of the Town of Kure Beach and the consultant.

Town of Kure Beach

By: \_\_\_\_\_  
Mayor Craig Bloszinsky  
117 Settlers Lane  
Kure Beach, NC 28449  
(910) 458-8216

Independent contractor

By: \_\_\_\_\_  
Nancy Avery  
6509 Berridge Drive  
Wilmington, NC 28412  
(910) 443-0410  
averynan@gmail.com

Projects:

1. *Review and updating of existing Personnel Policy to:*
  - Bring language current and in compliance with all town, state and federal regulations to include the sections listed below. These sections have not been updated since the original policy in 2001.
  - Meet with Department Heads to determine sections of the policy that they think could be clearer or tightened up
  - Clarify sections of the policy on:
    - Benefits and compensation relating to departments with shift work
    - Employee classification
    - Separation and reinstatement
    - Unsatisfactory job performance
    - Grievance procedure
  - Review and approval of updated policy language by Town Attorney and Town Council

Completion of this item deemed to be acceptable upon adoption by the Town Council.

2. *Creation of ADA transition plan:*

Required by the State of North Carolina Department of Transportation which requires self-audit of town facilities, streets, sidewalks, curbs, and parks for compliance with ADA regulations

- Draft plan for review and approval by the Town Attorney and Town Council

Completion of this item deemed successful upon adoption by the Town Council

3. *Write Standard Operating Procedures (SOPs) for Administration Department:*  
*Assist the Administration Department with writing SOPs for:*

- Workers Compensation claims
- Short Term Disability claims
- New Hire Orientation
- Benefit processing
- Employee separations and retirement
- Grievance procedure
- Unsatisfactory job performance, searches, investigations

Completion of this item deemed successful upon acceptance by the Mayor

4. *Mentor and continue to train acting Town Clerk and Administration staff* as needed during transition while the Town Council makes its decision on how to fill the Town Clerk position

Initiation for this item will be from either the acting Town Clerk or the Mayor.



5. *Grants*

- Administer and coordinate work, payment and close out of grant if Town receives CAMA grant for ADA crossover at access # 1004 ½
- Write applications for future grants, if requested
  - Possible CAMA grant to replace existing boardwalk/walkway from K to N Avenue with longer lasting material such as TREX or decorated pavement, solar lighting and possible rinse stations/showers across from public restroom
  - Oversee grant applications in process along with additional grant applications to install storm water infiltration systems at beach accesses David Road through L Avenue resulting from CWMTF grant feasibility study and keep the Mayor and Council informed

## Beth Chase

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**From:** Nikki Keely  
**Sent:** Monday, October 7, 2019 12:37 PM  
**To:** Beth Chase  
**Subject:** FW: Polar Plunge Reschedule - October Council Meeting

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Hi Beth,

We received the request below from NHC Special Olympics asking to move the Polar Plunge event from February 22<sup>nd</sup> to February 15<sup>th</sup>, 2020. There are no conflicts currently on the Town's calendar that would interfere with their request. I also did a quick search for other island events and did not see anything significant.

Council approved this event for February 22<sup>nd</sup> as part of the Consent Agenda at the August meeting. Could we put the date change request as part of the Consent Agenda for October? Let me know if you need any additional information or a more formal memo.

Thank you,  
**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](http://www.townofkurebeach.org)

**From:** Sean Geer <s.geer@townofkurebeach.org>  
**Sent:** Monday, October 7, 2019 12:26 PM  
**To:** Nikki Keely <n.keely@townofkurebeach.org>  
**Subject:** FW: Polar Plunge Reschedule

**Sean Geer**  
Recreation Coordinator, CPSI

Recreation Department  
Town of Kure Beach  
117 Settlers Lane  
Kure Beach, NC 28449  
910.458.8216/Fax 910.458.7421  
[www.townofkurebeach.org](http://www.townofkurebeach.org)



**CERTIFIED PLAYGROUND  
SAFETY INSPECTOR**

**From:** Brooke DeAmaral <[Brooke.DeAmaral@wilmingtonnc.gov](mailto:Brooke.DeAmaral@wilmingtonnc.gov)>  
**Sent:** Monday, October 7, 2019 12:22 PM  
**To:** Sean Geer <[s.geer@townofkurebeach.org](mailto:s.geer@townofkurebeach.org)>  
**Subject:** Polar Plunge Reschedule

Hey sir,

Originally we asked for February 22<sup>nd</sup> for our Polar Plunge, but we have come to find out there is a conflict that day. We would like to move the plunge to February 15<sup>th</sup> instead if possible. Thank you!

Brooke DeAmaral  
Special Olympics Coordinator  
City of Wilmington  
302 Willard Street  
Wilmington, NC 28401

Ph: (910)341-7253 Fax: (910)341-7854



E-mail correspondence to and from this address is subject to the North Carolina Public Records Law and may be disclosed to third parties.

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

Governing Body: Kure Beach Town Council

Contact Person: Arlen Copenhaver, Finance & Budget Officer

Address: 117 Settlers Lane Kure Beach, NC 28449

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

Date Approved by Governing Body: October 21, 2019

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

Total Cost of Project/Activity: \$9,800.00    Amount Requested: \$9,800.00

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

The Town of Kure Beach respectfully requests funding for expenditures that were incurred for the Pleasure Island Chamber of Commerce Free Summer Concerts held during the summer of 2019.

The six free summer concerts, held at the Fort Fisher Military Recreation Area, attract tourists to Kure Beach by providing an enjoyable and affordable entertainment venue. The expenditures for Fiscal Year 2019/2020 total \$9,800 and are supported by documentation attached to this request.

Your consideration of this funding is appreciated.

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

Submitted By: Arlen Copenhaver, Finance & Budget Officer

Date: 10/21/19

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

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

Governing Body: Kure Beach Town Council

Contact Person: Arlen Copenhaver, Finance & Budget Officer

Address: 117 Settlers Lane Kure Beach, NC 28449

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

Date Approved by Governing Body: October 21, 2019

---

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

Total Cost of Project/Activity: \$7,050.29      Amount Requested: \$7,050.29

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

The Town of Kure Beach respectfully requests funding for expenditures that were incurred for maintenance, improvements and operating supplies at the Ocean Front Park and pavilion and public restrooms for the period of July 2018 to September 2019.

The Kure Beach Ocean Front Park has become a favorite destination for tourists visiting Kure Beach. The Ocean Front Park pavilion is the location of many tourist-related activities, including the Boogie In The Park concert series, weekly markets, programs for children and educational programs. Additionally, tourists may reserve the facility for private events. The location of the pavilion in proximity to the ocean is part of the draw, but also leads to a variety of maintenance issues. Also, there are expenditures for operating supplies (e.g. paper products, etc.) used at the public restrooms located at the park. The expenditures for the period of July 2018 to September 2019 total \$7,050.29 and are supported by documentation attached to this request.

Your consideration of this funding is appreciated.

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

Submitted By: Arlen Copenhaver, Finance & Budget Officer

Date: 10/21/19

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

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

Governing Body: Kure Beach Town Council

Contact Person: Arlen Copenhaver, Finance & Budget Officer

Address: 117 Settlers Lane Kure Beach, NC 28449

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

Date Approved by Governing Body: October 21, 2019

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

Total Cost of Project/Activity: \$4,028.24            Amount Requested: \$4,028.24

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

The Town of Kure Beach respectfully requests funding for expenditures that were incurred for the Annual Kure Beach Street Festival held on April 27, 2019. This event attracts tourists to Kure Beach by providing enjoyable and affordable activities and entertainment. The expenditures were as follows:

Entertainment	\$3,520.00
Supplies, Food, Etc.	<u>\$ 508.24</u>
Amount of This Request	<u>\$4,028.24</u>

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

Your consideration of this funding is appreciated.

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

Submitted By: Arlen Copenhaver, Finance & Budget Officer

Date: 10/21/19

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

BUDGET AMENDMENT

FISCAL YEAR ENDING JUNE 30, 2020

AMENDMENT DATE: 10/14/2019

Budget Amendment No.: 20-02

DESCRIPTION/PURPOSE OF AMENDMENT

The antenna for the VHF communication system used in emergency situations was damaged during Hurricane Dorian. This Budget Amendment increases the equipment maintenance budgets for the Police and Fire Departments with the offset being the insurance proceeds received for the damages.

ACCOUNTS AFFECTED

<u>Account No.</u>	<u>Account Name</u>	<u>Debit</u>	<u>Credit</u>
10-510-16-00	Equipment Maintenance – Police	\$699	
10-530-16-00	Equipment Maintenance - Fire	\$699	
10-340-00-00	Insurance Claim Proceeds		\$1,398

NOTE: (a) Budget Officer may transfer between line item expenditures without limitation and without a report being required up to \$10,000 at any one time. (b) The Budget Officer may transfer amounts within departments and of the same fund and reported as part of the financial statements. He/She shall make an official report immediately to Council on such transfers. (c) The Budget Officer may not transfer amounts between funds without prior Council action.

Requested By: Ed Kennedy, Fire Chief & Mike Bowden, Police Chief Date: 10/14/19

Approved By: Arlen Copenhaver, Finance/Budget Officer Date: 10/14/19

(Copies of actions/directives from Council Meeting to be attached, if required as per NOTE above).

Approved by Council 10/21/19 \_\_\_\_\_ Craig Bloszinsky, Mayor

ATTEST: \_\_\_\_\_ Nancy Avery, Town Clerk



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

MUST BE A FULL-TIME RESIDENT TO SERVE

Request for Appointment to: Planning & Zoning  
 Name Tony Garibay  
 KB Property Address 1717 Pinfish Lane Kure Beach NC  
 Mailing Address 1717 Pinfish Lane, Carolina Beach NC 28428  
 Contact PH# 336-263-6350 Email ragaribay@trane.com

(You will receive the majority of correspondence via email)

Length of full-time residency in Kure Beach 10 years  
 Employment Trane / Ingersoll Rand  
 Job Title Contracting Operations Leader  
 Professional Activities Licensed General Contractor, Master HVAC License NC & SC, License Refrigeration  
 Volunteer Activities Kure Beach Board of Adjustments - 3 terms  
CB Inlet Association  
 Other committee work, past or present KB Stormwater, KB BOA.

What is your understanding of the purpose of this committee?

Having served on BOA, I have a good understanding

Why are you interested in serving on this committee?

OF P&Z I feel I have experience and knowledge to

In what specific concerns or areas are you interested?

bring to P&Z nothing specific - just want to bring value to

What days and/or times between 8am-8pm, Monday through Friday, are you unable to attend meetings?

the committee I'm fairly open but do travel for work on business trips

Signature Tony G. Date Dec 9, 2018

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

Please submit your application to:

Town Clerk, Kure Beach Town Hall, 117 Settlers Lane, Kure Beach, NC 28449

NOTE: All financial obligations to the town must be satisfied to be a Kure Beach committee member.

Town Use Only

Date Received \_\_\_\_\_ Initials \_\_\_\_\_ Financial Obligations Satisfied  YES  NO  
 Interview Date \_\_\_\_\_ (If applicable) Appointment Date \_\_\_\_\_  
 Term Length \_\_\_\_\_ Term Expiration \_\_\_\_\_





# PLANNING & ZONING COMMISSION MINUTES

REGULAR MEETING

Monday, October 7, 2019 @ 7:00 pm

Tony Garibay answered that he has been a full time resident in Kure Beach for 12 years. He served on the Stormwater Committee as the chairperson and is currently on his third term for Board of Adjustment. In his career, he has had to stand up for the things he believed in to achieve the end goal when others had given up. There are always challenges when you still work but does not see there being a problem as he would know ahead of time when the monthly meetings would be held. He thinks even if you disagree with the regulations set before the Commission these are the laws and it is required of the Commission to follow them.

MEMBER- Member Richardson made a motion to recommend Tony Garibay to the Town Council as the alternate for the Planning and Zoning Commission

SECOND- Chairman Galbraith

VOTE- Unanimous

3. Overview of new agenda/minute software – Admin Assistant Chase

Admin Assistant Chase stated:

- The Administrative Department is in the process of transitioning to a new software system for our minutes and agendas
- As shown here on the screen the new agenda packet will be available in a split screen version
- This will allow for you to view the agenda on the left hand side of the screen while the agenda packet is displayed on the right
- This system will also come with a new recording system that will be connected to the microphones
- visiting our website they will enter the portal by clicking on a link on our home page
- The portal as shown is mirrored to look very similar to our website design

MOTION – Member Moore made a motion to adjourn the meeting at 8:12 p.m.

SECOND – Member Garceau

VOTE - Unanimous

ATTEST:

\_\_\_\_\_  
Beth Chase, Administrative Assistant

\_\_\_\_\_  
Craig Galbraith, Chairman



# PLANNING & ZONING COMMISSION MINUTES

**REGULAR MEETING**

**Monday, October 7, 2019 @ 7:00 pm**

## 2. Remote Participation in Meetings

Attorney Eldridge stated:

- As discussed in the previous HPC meeting remote participation for the P&Z Commission has little risk, but need to avoid remote participation in closed sessions
- Allow remote participation only when enough members are physically present to constitute a quorum.
- Do not allow remote participation in closed sessions due to the difficulty of ensuring no one else is present at the remote location.
- Permit voting only when a remote member is participating by telephone or video.
- Permit voting on all matters coming before either commission excepting quasi-judicial matters coming before the HPC.
- Board Of Adjustment has its own rule of procedures and Town Clerk and I agreed we could draft rules of procedure for P&Z using the BOA template to include the remote participation
- Recommends making a motion to adopt a resolution to draft rules of procedure for P&Z to include in those rules of procedure the policy provisions as presented in the agenda packet

MOTION – Chairman Galbraith made a motion to direct Attorney Eldridge to draft rules of procedure for the Planning & Zoning Commission to include the policy provisions on remote participation as presented

SECOND – Member Moore

VOTE - Unanimous

## NEW BUSINESS

### 1. Interview Tony Garibay for alternate member position

Tony Garibay introduced himself stating:

- Lives at 1717 Pinfish Lane as a Kure Beach resident
- Spent 18 years as a remote employer
- Worked 42 years in the HVAC business
- Has his General contractor license
- The past 25 years he has worked for Trane Inc

Interview Questions From the Commission:

- What is your experience here in Kure Beach?
- How long have you been a resident in Kure Beach?
- If everyone on the commission agrees but you disagree, would you feel comfortable standing up?
- Will your schedule allow you to attend the monthly meetings?
- How would you handle a situation if the regulations restrict something you are personally against?

# **PRESENTATIONS**



# Cape Fear Moving Forward 2045 Alternative Funding Opportunities

October 2019



# Wilmington Urban Area MPO

- Wilmington
- Carolina Beach
- Wrightsville Beach
- Kure Beach
- New Hanover County
- Leland
- Belville
- Navassa
- Brunswick County
- Pender County
- Cape Fear Public Transportation Authority
- NCDOT Board of Transportation





# MPO Long Range Planning Requirements

- Federally required to adopt and maintain long range transportation plan for region known as Metropolitan Transportation Plan (MTP)
  - Updated and adopted every 5 years
  - Minimum planning horizon of 20 years
  - Must be fiscally constrained
- Projects must be in adopted MTP to be eligible for federal funds



# Financial Forecast for Fiscal Constraint

- Research, collect, and process historical data from past 10 years
- Project historical funding trends out to 2045

Mode	Forecast Capital Funding
Highway	\$3.2 billion
Bicycle and Pedestrian	\$127 million
Mass Transit	\$70 million
Ferry	\$42 million
Aviation	\$206 million
Rail	\$32 million
<b>Total</b>	<b>\$3.6 billion</b>



# Estimating Project Costs

1

Specify the details of each project by mode

2

Research, Collect, and Process Project Data

3

Prepare cost estimates by mode using the appropriate tools





# Identifying the Funding Gap





# Types and Examples of Alternative Funding Sources

- Taxes
  - Quarter Cent Local Sales Tax
  - Vehicle Registration Fees
  - Vehicle Rental Tax
  - Tolling
- Grant and Loan Programs
  - Consolidated Rail Infrastructure and Safety Improvement Grant (CRISI)
  - Capital Investment Grant
- Financing
  - Transportation Bonds
  - Grant Anticipation Revenue Vehicles (GARVEE)
  - Better Utilizing Investments to Leverage Development (BUILD) Transportation Discretionary Grant Program



## Board Recommended for Forecasting and Further Consideration

- Quarter-Cent Local Option Sales Tax
- Quarter-Cent Local Option Sales Tax for Transit
- Vehicle Registration Fee
- Motor Vehicle License Tax
- Motor Vehicle License Tax for Transit
- Vehicle Rental Tax
- Bicycle Registration Fee
- Municipal Transportation Bonds
- Tolling



# Quarter-Cent Local Sales Tax / Quarter- Cent Local Sales Tax for Transit

- Utilized for any service offered by County
- Transit only sales tax applicable to construction, operation, and maintenance of TRANSIT only

Tax / Fee	2020 dollars (million)			
	Total	New Hanover	Brunswick	Pender
Quarter Cent Tax on Sales	612	494	69	49
Quarter Cent Tax on Sales (Transit Only)	612	494	69	49



# Vehicle Registration Fee

- G.S 105-570 enables up to \$7
- Financing for construction, operation, and maintenance of TRANSIT only

Tax / Fee	2020 dollars (million)			
	Total	New Hanover	Brunswick	Pender
Annual Vehicle Registration Fee	40	32	4	4



# Motor Vehicle License Tax / Motor Vehicle License Tax for Transit Only

- N.C.G.S 20-97 allows annual tax up to \$30
  - \$5 for financing, construction, operating, and maintaining transit
  - Up to \$20 for public streets (\$5 assumed for forecast)

Tax / Fee	2020 dollars (million)			
	Total	New Hanover	Brunswick	Pender
Annual Driver's License Tax	25	20	3	2
Annual Driver's License Tax (Transit Only)	25	20	3	2



# Vehicle Rental Tax

- N.C G.S 153A-156 enables county tax on passenger vehicle rentals
- For the financing, construction, operating, and maintaining transit

Tax / Fee	2020 dollars (million)			
	Total	New Hanover	Brunswick	Pender
Vehicle Rental Tax	29	29	0	0



# Bicycle Registration Fee

- The number of existing bicycles and bicycle sales per year estimated for WMPO region and a \$10 annual fee assumed.

Tax / Fee	2020 dollars (million)			
	Total	New Hanover	Brunswick	Pender
Bicycle Registration Fee	8	6	1	1





# Municipal Transportation Bonds

- N.C G.S 159-43 authorizes transportation bonds with voter approval
- Example: City of Wilmington 2014 Transportation Bond
  - \$44 million in bonds totaling \$55 million in projects
    - \$35 million in roadway projects
    - \$20 million in bicycle and pedestrian projects



# Tolling

- N.C G.S 136-89 created NC Turnpike Authority
- Project specific, only allowed on new route, bridges, and managed lane facilities
- Example: Cape Fear Crossing estimated toll revenue for 2040 MTP was \$88 million



## Next Steps

- WMPO Board to determine which alternative funding sources to be supported and applied in 2045 MTP
- Based on project rank and cost, WMPO Board to endorse additional fiscally constrained projects



# Alternative Funding Options

- Quarter-Cent Local Option Sales Tax
- Quarter-Cent Local Option Sales Tax for Transit
- Vehicle Registration Fee
- Motor Vehicle License Tax
- Motor Vehicle License Tax for Transit
- Vehicle Rental Tax
- Bicycle Registration Fee
- Municipal Transportation Bonds
- Tolling

Tax / Fee	2020 dollars (million)			
	Total	New Hanover	Brunswick	Pender
Quarter Cent Tax on Sales	612	494	69	49
Quarter Cent Tax on Sales (Transit Only)	612	494	69	49
Annual Driver's License Tax	25	20	3	2
Additional Driver's License Tax (Transit only)	25	20	3	2
Annual Vehicle Registration Fee	40	32	4	4
Vehicle Rental Tax	29	29	0	0
Bicycle Registration Fee	7	6	1	1
<b>Total</b>	<b>1350</b>	<b>1094</b>	<b>149</b>	<b>106</b>
Percentage by county	100%	81%	11%	8%



# Discussion

Abby Lorenzo

Sr. Transportation Planner

[Abby.Lorenzo@wilmingtonnc.gov](mailto:Abby.Lorenzo@wilmingtonnc.gov)

# **DEPARTMENT BUSINESS**

# **BUILDING INSPECTIONS**



## OATH OF OFFICE

I, Bethany White, do solemnly swear that I will support, maintain and defend the Constitution and laws of the United States, and the Constitution and laws of North Carolina not inconsistent therewith, and that I will faithfully execute the duties of my office as Code Enforcement Officer for the Town of Kure Beach.

---

Bethany White

---

Craig Bloszinsky, Mayor

Date: October 21, 2019

ATTEST:

---

Town Clerk



# **FIRE DEPARTMENT**



**Dear Mr. Mayor and Commissioners,**

This letter is in regard to the implementation of a new ranking structure within our department to best meet our mission.

The main objective of the ranking structure is to clearly define specific requirements required of each rank, as well as the responsibilities placed on each position.

Our current ranking structure includes the following ranks:

1. Probationary Firefighter
2. Firefighter (Exterior and Interior)
3. Captain
4. Deputy Chief
5. Fire Chief

Our new ranking structure consists of the following (New Ranks Highlighted):

1. Probationary Firefighter
2. Firefighter (Exterior and Interior)
3. Engineer/Driver
4. Lieutenant
5. Captain
6. Deputy Chief/ Assistant Chief
7. Fire Chief

The new ranking structure is an industry standard and is also implemented at the New Hanover County Fire Department, Carolina Beach Fire Department, Wilmington Fire Department, as well as the Wrightsville Beach Fire Department. This ranking structure also allows the structure of Officer, Driver, and Firefighter on every truck (3 person engine). Wilmington Fire Department currently operates on an Officer, Driver, FF, FF (4 person engine), and Carolina Beach Fire was just approved a 4 person engine starting in November of 2019 (Officer, Driver, FF, FF). Wrightsville Beach fluctuates between a 3 person and 4 person engine company (Officer, Driver, FF, FF). We are currently operating under a 2 person engine company (Officer, FF).

### **PURPOSE:**

#### **#1- Operational Responsibilities and Roles on Incidents (Required Knowledge and Roles)**

The main reason for implementing this ranking structure is due to the very specific responsibilities placed on the individual in each of the “seated positions” on the fire engine. For example, on scene, an officer is required to take command of the incident, in which he/she will give a building size up, declare whether or not an offensive or defensive strategy will be taken, and assign tasks to more than a dozen firefighters in which rescue of citizens, safety of firefighters, and many other topics are considered. This requires complete knowledge of jurisdictional hazards, apparatus capabilities, fire flow calculations, capabilities of mutual aid

companies and their apparatus, water supply, operational knowledge of policy, and much more. Therefore, the knowledge requirements placed on this individual should reflect exactly that.

Another example is the requirements of a driver/engineer on scene. This individual needs to have complete understanding of theoretical friction loss, hose line type and how it is affected by additional strains on the water supply system, hydrant locations, hose thread type for both ours and our neighboring jurisdiction, nozzle types used and the various needs of each type, engine tank depletion time prior to the arrival of mutual aid companies, drafting operations, valve type, coupling sizes and adaptors, and much more to ensure that water is supplied to the fire efficiently, safely and properly to enable everyone on scene to do their job. Therefore, the knowledge requirements placed on this individual should reflect exactly that as well.

The firefighter also has their own responsibilities that are more task based, but still needs to have a thorough understanding of building construction, ladders, fire behavior, rescue, hose lines and nozzles, and much more.

*Currently, our firefighters are actually operating under the knowledge capacity of Engineer/Driver, even though they are classified as Firefighters. Furthermore, they are operating as Officers in the event that our Officer on duty is absent with training, Kelly day, sick day, or vacation day.*

## **#2- Operational Responsibilities and Roles in the Workplace**

As described above, each employee has a responsibility area around the workplace as well. Because we are a minimal staffed fire department, when the officer on duty has a vacation, sick, Kelly, or training day, currently our firefighters will fill the role of the Captain on duty for that day. Therefore, the requirements of the officer/driver are now placed on this Firefighter. In short, a person at the rank of firefighter is acting as a supervisor on shift and is also expected to act in all of the roles and responsibility on both emergency incidents as well as in the workplace. Clearly defining the educational requirement and certifications ensure that this void is met.

*Currently our firefighters at the rank of "firefighter" are filling this void by acting as supervisor on a shift in the workplace.*

## **#3- Operational Consideration of Additional Needed Manpower in a Combination Fire Dept.**

Another very important reason to implement this structure is not just to provide the adequate manpower with knowledge required to complete the tasks required of them on scene with an officer, driver, and firefighter on every engine, but to also supply the second engine for additional resources as well as the second call as volunteer staff the station. This will ensure that our level of professionalism and knowledge of skills is carried out through all calls, not matter who is on the truck, placing both the safety of our personnel and our citizen of utmost importance.

Currently, all of our volunteers that report to the station are “firefighters,” with the exception of Captain Jim Dugan, and Deputy Chief Wayne Bostic. Both of these members are 76 years old, and will be retiring in the very near future. When this happens, our department will recognize one of the largest losses in leadership within our volunteer ranks, and there will be zero (0) acting officers to fill that void. Fires, CPR calls, and drownings incidents are non-prejudice if there is a paid officer or volunteer officer responding, but requires the same skillset to successfully handle the call in not only the most professional manner, but one that always improves and increases the chance of life saving and property conservation.

*The implementation of this rank structure will ensure/work towards having an officer, driver, and firefighter to back fill the fire station and respond to second and simultaneous calls having the same knowledge as discussion point # 1 above: Operational Responsibilities and Roles on Incidents (Required Knowledge and Roles).*

#### **#4- Non-Separate Ranking Structure in Combination Fire Department**

Another reason for implementing this ranking structure is that both paid and volunteer members have the same requirement placed on them, making it achievable within the entire department to achieve the ranks. As a combination fire department, it is important that we consider all avenues to consistently train and retain our volunteer force, and our new ranking structure and promotional process will provide a clear career development path (CDP) for those seeking moving up in the ranks. Furthermore, its important clearly define the responsibilities of each of those ranks, as well as the education required to hold that rank.

An excerpt from our promotional/rank structure policy as it regards the rank of engineer is shown below:

**(BLANK SPACE INTENTIONAL)**



# ENGINEER

To qualify for the rank of Engineer:

- 1.) Have 1 year experience at the rank of Firefighter for Kure Beach Fire Department
- 2.) NIMS 700 & 800
- 3.) EVD Certification
- 4.) Complete Intro to Pumps (15 Hours)
- 5.) Complete Pump Basics (24 Hours)
- 6.) Complete Pump Hydraulics (15 Hours)
- 7.) 60 Hours total of Driver/Operator Training (54 above + 6 department)

Once you have met these requirements, you will be eligible to take:

- 1.) Kure Beach Hydrant Map Test           80% (116 out of 146)
- 2.) Kure Beach Road Map Test           100%

Once you have completed each with required scores, you will be eligible to take:

- 1.) Kure Beach Written Test –           80%

Once you have completed the written test at 80%, you are eligible to take:

- 1.) Kure Beach Engineers Skills Test

Applicants will be graded and based on the score of:

<b>Hydrant Map Test:</b>	146 possible points
<b>Engineers Skills Test</b>	56 possible points
<b>Map Test</b>	84 possible points
<b>Engineers Skills Test</b>	100 possible points

Total Possible Points:           386 points

This means that in order to reach the possibility of becoming an engineer, you must first take the required certification classes, have an almost perfect knowledge of where every single hydrant is at in Kure Beach (not just crossroads but exactly where ; i.e Northwest side of the intersection of K and Ft Fisher), pass an extensive written test that encompasses all of the responsibilities/knowledge required of you, and finally pass a skills based test in which you are given three scenarios in which you must operate the engine without a critical failure. (Vehicle Fire, Small Residential Fire, Large/complex commercial fire).

It will then come down to overall points for the potential candidates. For example if we have three positions for the rank of Engineer in the given year, and 5 firefighters take the exam, the 3 with the highest scores will be promoted to Engineer, which promotes a competitive environment as well.

I have attached the overall Kure Beach Fire Department Promotional Qualifications/Rank Requirements at the back of this packet for all of the ranks for you to view at your own leisure.

*Currently we are operating under the combined promotional process/ranking structure, with no incentives to achieve ranking up on the volunteer side.*

**NEED:**

The main purpose for this proposal is that I need Councils assistance and approval of a new pay structure for Volunteer firefighters, Part Time Firefighters, and Full Time Firefighters that more appropriately reflects discussed responsibilities, roles, and requirements placed on individuals at each rank that are shown in the Town of Kure Beach Salary Band. The proposed pay structure matches the salary band that was adopted by Town Council and that of neighboring and similar sized departments, and is as follows:

**(BLANK SPACE INTENTIONAL)**

### Current Volunteer Pay Structure

	Drill Pay	On Call	Overnight
Probationary Firefighter	\$ 12.50	\$ 12.50	\$ 40.00
Firefighter	\$ 12.50	\$ 12.50	\$ 40.00
Engineer	\$ 12.50	\$ 12.50	\$ 40.00
Lt	\$ 12.50	\$ 12.50	\$ 40.00
Captain	\$ 12.50	\$ 12.50	\$ 40.00
Assistant Chief	\$ 12.50	\$ 12.50	\$ 40.00
Deputy Chief	\$ 12.50	\$ 12.50	\$ 40.00

### Proposed Volunteer Pay Structure

	Drill Pay	On Call	Overnight
Probationary Firefighter	\$ 10.00	\$ 10.00	\$ 30.00
Firefighter	\$ 12.50	\$ 12.50	\$ 40.00
Engineer	\$ 15.00	\$ 15.00	\$ 45.00
Lt	\$ 17.50	\$ 17.50	\$ 52.50
Captain	\$ 20.00	\$ 20.00	\$ 60.00
Assistant Chief	\$ 20.00	\$ 20.00	\$ 60.00
Deputy Chief	\$ 20.00	\$ 20.00	\$ 60.00

## Current Part Time Pay Structure

	\$/HR	
Probationary Firefighter	\$ 10.00	
Firefighter	\$ 10.00	
Engineer	\$ 10.00	
Lt	\$ 10.00	
Captain	\$ 10.00	
Assistant Chief	\$ 10.00	
Deputy Chief	\$ 10.00	

## Proposed Part Time Pay Structure

	\$/HR	
Probationary Firefighter	\$ 10.00	
Firefighter	\$ 12.50	
Engineer	\$ 15.00	
Lt	\$ 17.50	
Captain	\$ 20.00	
Assistant Chief	\$ 20.00	
Deputy Chief	\$ 20.00	



**Current Full Time Pay Structure**

	Salary Band	Min Salary
Probationary Firefighter	IC	\$ 32,287.58
Firefighter	IC	\$ 36,471.76
Engineer	N/A	N/A
Lt	N/A	N/A
Captain	II	\$ 43,284.00
Assistant Chief	III	\$ 61,430.00
Deputy Chief	III	\$ 61,430.00

**Proposed Full Time Pay Structure**

	Salary Band	Min Salary	Stipend
Probationary Firefighter	IC	\$ 32,287.58	\$ -
Firefighter	IC	\$ 36,471.76	\$ -
Engineer	IC		\$ 3,405.25
Lt	ID		\$ 3,918.06
Captain	II	\$ 43,284.00	\$ -
Assistant Chief	III	\$ 61,430.00	\$ -
Deputy Chief	III	\$ 61,430.00	\$ -

**OR**

**Current Full Time Pay Structure**

	Salary Band	Min Salary
Probationary Firefighter	IC	\$ 32,287.58
Firefighter	IC	\$ 36,471.76
Engineer	N/A	N/A
Lt	N/A	N/A
Captain	II	\$ 43,284.00
Assistant Chief	III	\$ 61,430.00
Deputy Chief	III	\$ 61,430.00

**Proposed Full Time Pay Structure**

	Salary Band	Min Salary
Probationary Firefighter	IC	\$ 32,287.58
Firefighter	IC	\$ 36,471.76
Engineer	IC	\$ 39,877.01
Lt	ID	\$ 40,389.82
Captain	II	\$ 43,284.00
Assistant Chief	III	\$ 61,430.00
Deputy Chief	III	\$ 61,430.00

There would be no changes to the full time pay structure due to the salary research study and accepted salary bands, but it would recognize the Engineer having responsibilities in both Band I C, as well as Band II due to the fact that they are required to supervise other staff, exercise discretion and judgement on a regular basis when the Captain is off duty. The Lt. Rank would recognize the position as both Band ID, as well as Band II for similar reasons. This would mean a pay increase for those in that full time position.

The two options for approaching this are to apply this to salaries or provide a stipend. After speaking with Town Clerk Nancy Avery, she recommends that it would be more appropriate to apply a stipend, opposed to having an employee recognized as a split band.

Currently we have 4 full time firefighters that have met the initial requirements set forth and are eligible to test for the position. 2 volunteers are also currently working on the requirement and should be done before January 2020. Therefore, the total costs of this is reflected in the following chart:

<b>Total Estimated Increase All Areas</b>			
	<b>2020</b>	<b>2021</b>	<b>2022</b>
<b>Volunteer/Drill Pay</b>	\$ 300.00	\$ 600.00	\$ 900.00
<b>Part Time Salaries</b>	\$ 6,570.00	\$ -	\$ -
<b>Full Time Salaries</b>	\$ 13,624.00	\$ -	\$ -
<b>FICA</b>	\$ 1,567.79	\$ 45.90	\$ 68.85
<b>Retirement</b>	\$ 1,409.99	\$ 41.28	\$ 61.92
<b>401K</b>	\$ 681.20	\$ -	\$ -
	\$ -	\$ -	\$ -
<b>Total</b>	\$ 24,152.98	\$ 687.18	\$ 1,030.77

After speaking with the Town Clerk Nancy Avery to ensure that this request is in line with the adopted salary bands, and with Finance Officer Arlen Copenhaver about the financial impact and budget process, the next line of action is to request that Council approves the following:

- 1. Increase in full time budget, part time budget, drill fees, FICA, 401k, retirement as well as ½ of total estimated increase to be effective January 1, 2019. This would be a total increase of \$12,076.49**

**How does this affect the department financially long term?**

1. Budget would need to be increased again by \$12,076. in the upcoming budget year to reflect full year.
2. Part time budgets would be analyzed on a year by year basis but increases in future costs should be minimal as “ranking positions” will open very infrequently, as shown in the chart for the next three years.
3. Drill Fees budget will also be analyzed on an annual basis but increases in this area should also be minimal for the same reasons as above, as shown in the chart for the next three years.

I appreciate your time in reading this, as I wanted to make sure I gave a complete justification in the process. I strongly feel that the implementation of this process will provide very satisfying results for our organization for both paid and volunteer members, and also make it a very attractive option for those looking to join our ranks. I also strongly feel that we have the best combination fire department in the County if not the region or State, and that this will propel our department into not only retaining current members but attracting new members at an unimaginable speed. If we move forward with this, I believe that we can achieve the following:

1. Recognize the increase in responsibilities and demands placed on our firefighters when the officer is not working, and it is required that they are the supervisor on duty.
2. Create a promotional/ranking structure in which applies to both volunteers and paid, one that provides incentives.
3. Provide a safer working environment for our employees
4. Provide a safer working environment for our citizens
5. Operate at extremely efficient levels on the fire ground and in complex incidents
6. Establish specific requirements and certifications required for each position.
7. Provide each seated position for both first out and seconds out engines.
8. Provide a structure in which we can establish on call volunteers to sign up for sheets (i.e every day we can allow volunteer officers, drivers, and firefighters to sign up for on call shifts)
9. Greatly enhance our recruitment strategy of volunteers.
10. Reduce the turnover of volunteers by implementing the long-term strategy of a career development path.

Thanks again for your time and I look forward to speaking with you at the October 21<sup>st</sup>, 2019 Town Council Meeting. Thanks for all that you do, as our department has always recognized the immense support you have given us in order to provide our citizens and visitors with a safe community.

Sincerely,

Edmund C Kennedy  
Fire Chief  
Kure Beach Fire Department



# PROMOTIONAL QUALIFICATIONS/ RANK REQUIREMENTS

## KURE BEACH FIRE DEPARTMENT



Fire Chief Edmund C Kennedy

12/1/2017  
Date

## RANK REQUIREMENTS

- 1.) Probationary Firefighter
  - a. Completion of Kure Beach Fire Department Task Book (240 Hours Total)
  
- 2.) Firefighter
  - a. Annual Physical
  - b. NIMS 100 & 200
  
- 3.) Engineer (12 Hours Con Ed)
  - a. 1 Year as a Firefighter
  - b. NIMS 700 & 800
  - c. EVD certification
  - d. Intro to Pumps Certification (15 Hours)
  - e. Pump Basics Certification (24 Hours)
  - f. Pump Hydraulics Certification (15 Hours)
  - g. 60 Total hours of Driver/Operator Training (54 above + 6 department)
  - h. Completion of KBFD Engineer Skills and Written Test
  - i. Completion of Hydrant map Test
  
- 4.) Lieutenant (12 Officer Hours Con Ed)
  - a. 1 year as an Engineer
  - b. Fire Instructor I
  - c. Blue Card Incident Management Certification
  - d. Completion of KBFD Officer Skills and Written Test
  
- 5.) Captain
  - a. 1 Year as Lt.
  - b. NIMS 300
  - c. Fire Officer I
  
- 6.) Assistant Fire Chief
  - a. 1 Year as a Captain
  - b. NIMS 400
  - c. Chief 101
  
- 7.) Deputy Fire Chief
  - a. 1 year as Assistant Fire Chief



# **FIREFIGHTER**

To qualify for the rank of Firefighter:

- 1.) Completion of 6 months probationary period in the Kure Beach Fire Department
- 2.) Completion of the Kure Beach Fire Department Task Book (240 Hours Total)

**OR**

- 3.) Completion of Fire Academy

**OR**

- 4.) Completion of Firefighter II Certification
- 5.) Completion of Annual Medical Physical

## **INTERIOR FIREFIGHTER REQUIREMENTS**

Due to the extreme hazardous conditions that are present in an interior fire attack, it is important to recognize that a significant level of skill and care should be placed on the requirements of the interior attack firefighter. Below is the requirements of the interior attack firefighter:

- Pass the Kure Beach Fire Department physical fitness examination annually
- Complete NFPA 1403 classes or the :
  - Safety and Survival
  - Fire Behavior
  - Portable Fire Extinguishers
  - Personal Protective Equipment (PPE)
  - Ladders
  - Fire Hose Streams and Appliances
  - Overhaul
  - Water Supplies
  - Ventilation
  - Forcible Entry



# ENGINEER

---

To qualify for the rank of Engineer:

- 6.) Have 1 year experience at the rank of Firefighter for Kure Beach Fire Department
- 7.) NIMS 700 & 800
- 8.) EVD Certification
- 9.) Complete Intro to Pumps (15 Hours)
- 10.) Complete Pump Basics (24 Hours)
- 11.) Complete Pump Hydraulics (15 Hours)
- 12.) 60 Hours total of Driver/Operator Training (54 above + 6 department)

Once you have met these requirements, you will be eligible to take:

- 1.) Kure Beach Hydrant Map Test 80% (116 out of 146)
- 2.) Kure Beach Road Map Test 100%

Once you have completed each with required scores, you will be eligible to take:

- 1.) Kure Beach Written Test – 80%

Once you have completed the written test at 80%, you are eligible to take:

- 1.) Kure Beach Engineers Skills Test

Applicants will be graded and based on the score of:

<b>Hydrant Map Test:</b>	146 possible points
<b>Engineers Skills Test</b>	56 possible points
<b>Map Test</b>	84 possible points
<b>Engineers Skills Test</b>	100 possible points

Total Possible Points: 386 points



# LIEUTENANT

---

To qualify for the rank of Lieutenant:

- 1.) Have 1 year experience at the rank of Engineer for Kure Beach Fire Department
- 2.) Fire Instructor I
- 3.) Blue Card Incident Management Certification

Once you have met these requirements, you will be eligible to take:

- 1.) Kure Beach Hydrant Map Test      80% (116 out of 146)
- 2.) Kure Beach Road Map Test      100%

Once you have completed each with required scores, you will be eligible to take:

- 1.) Kure Beach Officer Written Test –      80%

Once you have completed the written test at 80%, you are eligible to take:

- 1.) Kure Beach Officer Skills Test

Applicants will be graded and based on the score of:

<b>Hydrant Map Test:</b>	146 possible points
<b>Officer Written Test</b>	56 possible points
<b>Road Map Test</b>	84 possible points
<b>Officer Skills Test</b>	100 possible points

Total Possible Points:      386 points





# CAPTAIN

To qualify for the rank of Captain:

- 1.) Have 1 year experience at the rank of Lt. for Kure Beach Fire Department
- 2.) NIMS 300
- 3.) Fire Instructor I

Once you have met these requirements, you will be eligible to take:

- 1.) Kure Beach Hydrant Map Test      80% (116 out of 146)
- 2.) Kure Beach Road Map Test      100%

Once you have completed each with required scores, you will be eligible to take:

- 1.) Kure Beach Officer Written Test –      80%

Once you have completed the written test at 80%, you are eligible to take:

- 1.) Kure Beach Officer Skills Test

Applicants will be graded and based on the score of:

<b>Hydrant Map Test:</b>	146 possible points
<b>Officer Written Test</b>	56 possible points
<b>Road Map Test</b>	84 possible points
<b>Officer Skills Test</b>	100 possible points

Total Possible Points:      386 points



# ASSISTANT

# FIRE CHIEF

To qualify for the rank of Assistant Fire Chief:

- 1.) Have 1 year experience at the rank of Captain for Kure Beach Fire Department
- 2.) NIMS 400
- 3.) Chief 101

Once you have met these requirements, you will be eligible to take:

- 1.) Kure Beach Hydrant Map Test           80% (116 out of 146)
- 2.) Kure Beach Road Map Test           100%

Once you have completed each with required scores, you will be eligible to take:

- 1.) Kure Beach Officer Written Test –       80%

Once you have completed the written test at 80%, you are eligible to take:

- 1.) Kure Beach Officer Skills Test

Applicants will be graded and based on the score of:

<b>Hydrant Map Test:</b>	146 possible points
<b>Officer Written Test</b>	56 possible points
<b>Road Map Test</b>	84 possible points
<b>Officer Skills Test</b>	100 possible points

Total Possible Points:           386 points



# DEPUTY

# FIRE CHIEF

To qualify for the rank of Assistant Fire Chief:

- 1.) Have 1 year experience at the rank of Captain for Kure Beach Fire Department
- 2.) NIMS 400
- 3.) Chief 101

Once you have met these requirements, you will be eligible to take:

- 1.) Kure Beach Hydrant Map Test           80% (116 out of 146)
- 2.) Kure Beach Road Map Test           100%

Once you have completed each with required scores, you will be eligible to take:

- 1.) Kure Beach Officer Written Test –       80%

Once you have completed the written test at 80%, you are eligible to take:

- 1.) Kure Beach Officer Skills Test

Applicants will be graded and based on the score of:

<b>Hydrant Map Test:</b>	146 possible points
<b>Officer Written Test</b>	56 possible points
<b>Road Map Test</b>	84 possible points
<b>Officer Skills Test</b>	100 possible points

Total Possible Points:           386 points

# **OLD BUSINESS**



# LDSI

*Celebrating 20 years*

September 11, 2019

**David Heglar, PE**  
Mayor Pro Tem  
**Town of Kure Beach**  
117 Settlers Lane  
Kure Beach NC 28449  
910.458.8216

Re: RFP Stormwater Study  
Kure Beach, NC

Dear Commissioner Heglar,

We want to thank you and Mr. Mesimer for meeting with us a couple of Fridays ago, as well as thank the board for approving you to work with us on this project for scoping purposes.

Following our meeting we reviewed the areas and per your request adjusted Area B to include the area near Town Hall. The additional area added in-turn increased effort for data collection and analysis. Per your instruction we also broke out Phases #1 and #2 into the four study areas. We have updated our budget as well as the maps and attached them to this letter. The remainder of our previously submitted proposal remains unchanged.

Please note on the attached maps that "Isolated" (magenta) pipes and inlets indicate drainage network features within close proximity to know affected parcels. Both the pipes and inlets labeled "To be Analyzed" (yellow) and "Isolated" (magenta) will be included within our analysis.

Project Phase	Budget
Phase #1: Inventory and Assessment	
Area A	\$ 21,140
Area B	\$ 13,320
Area C	\$ 3,440
Area D	\$ 3,860
Phase #2: Existing System Analysis	
Area A	\$ 14,260
Area B	\$ 14,260
Area C	\$ 8,960
Area D	\$ 8,960
Phase #3: Infrastructure Improvement Analysis	\$ 24,440
Phase #4: Assess Funding Opportunities	\$ 7,560
Phase #5: Ordinance Review	\$ 6,840
<b>Project Total</b>	<b>\$127,040</b>

[www.ldsi-inc.com](http://www.ldsi-inc.com)

**LDSI – Charlotte**  
201 W 29<sup>th</sup> Street  
Charlotte, NC 28206  
704.337.8329

**LDSI – Kinston**  
1308 HWY 258 N  
Kinston, NC 28504  
910.663.4123

A Service - Disabled Veteran - Owned Small Business

Again, we want to thank you, Kure Beach Town Commissioners, staff and Town's people for the opportunity to work with you on this project. After your review please let us know if you have any additional questions or concerns.

**LDSI, Inc.**

*Jonathan Hinkle*  
Jonathan D. Hinkle, PE

Attachments:  
Area Maps





**Legend**

- Stormwater Inventory - 2014
- Stormwater Inventory - 2014
- Stormwater Inventory - 2014
- Stormwater Inventory - 2014
- Stormwater Inventory - 2014
- Stormwater Inventory - 2014
- Stormwater Inventory - 2014
- Stormwater Inventory - 2014
- Stormwater Inventory - 2014
- Stormwater Inventory - 2014

**AREA A**  
 Stormwater Inventory Proposal  
 Kure Beach  
 Kure Beach  
 New Hanover County  
 North Carolina  
 prepared for  
 Kure Beach





Location Map

- Legend**
- Yellow Line: Areas to be inventoried (100)
  - Blue Line: Existing Stormwater Pipes (100)
  - Red Line: Proposed Stormwater Pipes (100)
  - Blue Square: Existing Stormwater Ponds (100)
  - Red Square: Proposed Stormwater Ponds (100)
  - Red Square: Sewer Main (100)

**AREA B**

Stormwater Inventory Proposal  
Kure Beach

Kure Beach  
New Hanover County  
North Carolina

prepared for  
Kure Beach

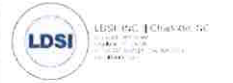






- Legend**
- Yellow line: Stormwater Infrastructure - 2012
  - Red line: Stormwater Infrastructure - 2012
  - Blue line: Stormwater Infrastructure - 2012
  - Green line: Stormwater Infrastructure - 2012
  - Black line: Stormwater Infrastructure - 2012
  - Red line: Stormwater Infrastructure - 2012
  - Blue line: Stormwater Infrastructure - 2012
  - Green line: Stormwater Infrastructure - 2012
  - Black line: Stormwater Infrastructure - 2012

**AREA C**  
 Stormwater Inventory Proposal  
 Kure Beach  
 Kure Beach  
 New Hanover County  
 North Carolina  
 prepared for  
 Kure Beach





Source: ESRI

- Legend**
- Point of Interest (POI)
  - Polygon of Interest (POI)
  - Polygon of Interest
  - Polygon of Interest
  - Polygon of Interest
  - Polygon of Interest
  - Polygon of Interest
  - Polygon of Interest

**AREA D**  
 Stormwater Inventory Proposal  
 Kure Beach  
 Kure Beach  
 New Hanover County  
 North Carolina  
 prepared for  
 Kure Beach



# **NEW BUSINESS**

# November

2019

Subtitle

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4	5	6 P&Z Meeting	7	8	9
10	11	12	13	14	15	16
17	18 Council Meeting	19	20	21	22	23
24	25	26	27	28 Thanksgiving	29 Town Hall Closed	30

# **MAYOR ITEMS**

## Re: Gun law

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AA Canoutas

Craig Bloszinsky

Thursday, September 26, 12:52 PM

Hi Craig,

Thank you for your kind thoughts and I'm happy to be back in the saddle again.

With reference to concealed weapons, this subject is covered extensively under NCGS 14-415 but regarding your request is covered more specifically under NCGS 14-415.23 of which I'm attaching in this email...

### **14-415.23. Statewide uniformity.**

- a) It is the intent of the General Assembly to prescribe a uniform system for the regulation of legally carrying a concealed handgun. To insure uniformity, no political subdivisions, boards, or agencies of the State nor any county, city, municipality, municipal corporation, town, township, village, nor any department or agency thereof, may enact ordinances, rules, or regulations concerning legally carrying a concealed handgun. A unit of local government may adopt an ordinance to permit the posting of a prohibition against carrying a concealed handgun, in accordance with G.S. 14-415.11(c), on local government buildings and their appurtenant premises.
- b) A unit of local government may adopt an ordinance to prohibit, by posting, the carrying of a concealed handgun on municipal and county recreational facilities that are specifically identified by the unit of local government. If a unit of local government adopts such an ordinance with regard to recreational facilities, then the concealed handgun permittee may, nevertheless, secure the handgun in a locked vehicle within the trunk, glove box, or other enclosed compartment or area within or on the motor vehicle.
- c) For purposes of this section, the term "recreational facilities" includes only the following:
- (1) An athletic field, including any appurtenant facilities such as restrooms, during an organized athletic event if the field had been scheduled for use with the municipality or county office responsible for operation of the park or recreational area.
  - (2) A swimming pool, including any appurtenant facilities used for dressing, storage of personal items, or other uses relating to the swimming pool.
  - (3) A facility used for athletic events, including, but not limited to, a gymnasium.
- d) For the purposes of this section, the term "recreational facilities" does not include any

reenway, designated biking or walking path, an area that is customarily used as a walkway or bike path although not specifically designated for such use, open areas or fields where athletic events may occur unless the area qualifies as an "athletic field" pursuant to subdivision (1) of subsection (c) of this section, and any other area that is not specifically described in subsection (c) of this section.

e) A person adversely affected by any ordinance, rule, or regulation promulgated or caused to be enforced by any unit of local government in violation of this section may bring an action for declaratory and injunctive relief and for actual damages arising from the violation. The court shall award the prevailing party in an action brought under this subsection reasonable attorneys' fees and court costs as authorized by law. (1995, c. 398, s. 1; [2011-268](#), s. 21(b); [2013-369](#), s. 6; [2015-95](#), s. 15.)

As to our Code, we have Section 13-37 and 38 which covers law enforcement personnel and Section 9-4 which covers the discharging of BB guns, air rifles, and gas pistols. Section 9-5 prohibits the firing of a gun, rifle, pistol, or other firearms within the town except in the case of self defense or necessity, etc.

Basically I think the town needs to adopt an ordinance prohibiting the carrying of a concealed weapon on any town property or any town facility including our parks and beach.

Please let me know if you need anything further.

Andy

---

Craig Bloszinsky

AA Canoutas

Thursday, September 26, 12:57 PM

Thanks Andy this is exactly what I wanted.

Craig

Craig

---

2 Emails

# MINUTES





# TOWN COUNCIL MINUTES

## REGULAR MEETING

September 16, 2019 @ 6:00 p.m.

The Kure Beach Town Council held its regular meeting on Monday, September 16, 2019 at 6:00 pm. The Town Attorney was absent and there was a quorum of Council members present.

### COUNCIL MEMBERS PRESENT

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

### COUNCIL MEMBERS ABSENT

### STAFF PRESENT

Town Clerk – Nancy Avery  
Building Inspector – John Batson  
Recreation Director – Nikki Keely  
Financial Officer – Arlen Copenhaver  
Deputy Town Clerk – Mandy Sanders

Mayor Bloszinsky called the meeting to order at 6:00 p.m. and gave the invocation and Pledge of Allegiance.

### APPROVAL OF CONSENT AGENDA ITEMS

1. Appoint Deborah Hutchings as an alternate member of the Community Center Committee
2. Authorize the Recreation Department to create “Kure Beach Recreation Department” Facebook and Instagram accounts
3. Minutes:
  - August 19, 2019 Regular
  - September 2-7, 2019 Emergency Meeting

MOTION- Commissioner Oliver made a motion to approve the consent agenda

SECOND- Commissioner Ellen

VOTE- Unanimous

### ADOPTION OF THE AGENDA

MOTION- Commissioner Oliver made a motion to remove the proclamation request from under New Business and approve as amended

SECOND- Commissioner Ellen

VOTE- Unanimous



# TOWN COUNCIL MINUTES

REGULAR MEETING

September 16, 2019 @ 6:00 p.m.

## DISCUSSION AND CONSIDERATION OF PERSONS TO ADDRESS COUNCIL

Becky Blackmore stated thank you to the Town Council for everything the Town did during the storm. Thank you to all the departments who worked through the storm.

## DISCUSSION AND CONSIDERATION OF DEPARTMENT HEAD BUSINESS

### 1. Finance Department

Finance Director Copenhaver stated:

- NC Emergency Management has requested preliminary information
- He provided them with the following numbers regarding the storm
- Debris removal \$20,000
- Emergency protection measures \$30,000
- Damages to Town Property \$10,000

### 2. Public Works Department

Public Works Director Mesimer stated:

- Thank you to his whole department for their hard work during his absence through the storm
- He appreciates the Town Council recognizing the department's hard work during the Hurricane
- He would recommend to Town Council \$100 per employee to recognize their hard work

MPT Heglar commented:

- The Town Council spoke after the storm regarding recognizing the Public Works Department's for responding quickly when the department was called in to work on Labor Day
- The whole department canceled their plans for labor day and came into work
- His proposal to the Council is for the Mayor to speak with the department heads at the monthly department head meeting regarding recognizing employees
- He will speak with Finance Officer Copenhaver and bring a recommendation to the October Council meeting
- His proposal regarding the storm debris pickup is to send out a notice letting residents know the last pickup will be completed by this Thursday

MOTION- MPT Heglar made a motion to schedule the final yard and lawn debris pick up for Hurricane Dorian to be completed on Thursday, September 19, 2019.

SECOND- Commissioner Oliver

VOTE- Unanimous



# TOWN COUNCIL MINUTES

REGULAR MEETING

September 16, 2019 @ 6:00 p.m.

## DISCUSSION AND CONSIDERATION OF OLD BUSINESS

### 1. Storm water study

MPT Heglar stated:

- Spoke with LDSI and asked them to break up the quote by areas
- The two areas of concern are Area A and Area B
- Area A is the North part of Town and covers most the concerns Denise Hubbard had brought forward in her presentation
- Area B is the two ponds Beach Walk owns and the Sandman lot
- He doesn't have a strong recommendation either way
- After Hurricane Dorian his personnel opinion is to do area B Phase 1 and 2 but open to either option
- Once this is complete the Town can come back to area A and work on funding it in the budget
- Budgeted this year for this project is \$30,000
- Phase 1 & 2 for area A would cost \$35,000
- Phase 1 & 2 for area B would cost \$27,000

Town Council Discussion:

Mayor Bloszinsky stated he supports Phase 1 and 2 on area B to resolve the issue with the HOAs. Then proceed forward with area A once complete. Do we know how much the work behind Settlers will cost?

Commissioner Whitley stated he would like to wait on area C till after The Cove is built to see the impacts. If the Town waits on area A will this drive up the cost? How long will area B take to complete? He would also like to include an assessment of area A.

MPT Heglar stated the Town asked them to break it up into areas. If they did them both together it may be beneficial but they do take it into consideration breaking it up into areas. The Town will come back to Area A. Once LDSI starts work if they find big problems that will tell the Town to go back to area A sooner and the Town Council can start working on the stormwater fee. His recommendation is to not spend more money until the Town finds out what we got.

Public Works Mesimer commented it will probably take about 6 months to complete area B. The work behind Settlers will cost about \$30,000 in materials and will be about \$50,000 for the Public Works Department to complete.



# TOWN COUNCIL MINUTES

REGULAR MEETING

September 16, 2019 @ 6:00 p.m.

MOTION- MPT Heglar made a motion to authorize the Public Works Director Mesimer and Finance Officer Copenhaver to enter into a contract with LDSI for Phase #1 and Phase #2 in Area B

SECOND- Commissioner Ellen

VOTE- Unanimous

2. Proposed text amendment Chapter 19 (Zoning), Article II (Administration), Division 3 (Amendments), Section 61 (Amendment and Changes)

Proposed text adoption Chapter 19 (Zoning) Article II (Administration), Division 3 (Amendments), Section 62 (Rezoning Applications)

Clarifies that only property owner or property buyer may apply for rezoning. Current code allows anyone to apply

MOTION- MPT Heglar made a motion to amend Chapter 19 article II, Division 3, Section 61 and Section 62 of the Code

SECOND- Commissioner Oliver

VOTE- Unanimous

MOTION- Commissioner Whitley made a motion to adopt the Consistency Statement 19-02

SECOND- MPT Heglar

VOTE- Unanimous

3. Approval to adopt reorganized and renumbered Code of Ordinances

MOTION- Commissioner Ellen made a motion to amend the reorganized and renumbered Code as referenced above

SECOND- Commissioner Whitley

VOTE- Unanimous

4. Proposal to provide comprehensive Safety and Risk Management services to Town in the amount of \$2,000 per month for 6 months

Commissioner Whitley stated:

- Safety Committee has met a few times
- Asked Amy Jarvis to bring forward a proposal
- The Committee feels it will be Town money well spent
- All safety related issues regarding reports or if the Town has an OSHA investigation it is included in the proposal
- Training and travel is included in her fees
- Recommends entering into a contract with Amy Jarvis



# TOWN COUNCIL MINUTES

**REGULAR MEETING**

**September 16, 2019 @ 6:00 p.m.**

MPT Heglar stated as she is writing polices for the Fire Department and Public Works Departments ask her to highlight the exemptions for these departments. The Town doesn't want a policy written that the departments aren't enforcing due to an exemption not listed.

MOTION- Commissioner Oliver made a motion to enter into a contract to provide a comprehensive Safety and Risk Management services to the Town in the amount of \$2,000 per month for 6 months and adopt the Budget Amendment 20-01

SECOND- Commissioner Whitley

VOTE- Unanimous

## COMMISSIONER ITEMS

Commissioner Oliver asked who handles the street lights down near the Ocean Front Park?

Public Works Director answered Progress Energy fixes the lights.

Commissioner Whitley commented the Town has turned in the forms to MOTSU for the security check and the Town is currently waiting on a response. The Town is also still waiting to hear back on the ditch clearing.

MPT Heglar commented that all departments did a great job during the storm. He is concerned by the number of residents who decided to stay for this storm. Just a reminder that Hurricane Dorian only brought tropical storm winds to Kure Beach and hopes residents in the future make their decision based on a hurricane.

MOTION- Commissioner Ellen made a motion to adjourn the meeting at 6:42 p.m.

SECOND- Commissioner Whitley

VOTE- Unanimous

ATTEST: \_\_\_\_\_  
Beth Chase, Administrative Assistant

\_\_\_\_\_  
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

## PUBLIC HEARING

**September 16, 2019 @ 5:00  
PM or soon thereafter**

The Kure Beach Town Council held a Public Hearing on Monday, September 16, 2019 at 5:00 pm. The Town Attorney was absent and there was a quorum of Council members present.

### COUNCIL MEMBERS PRESENT

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

### COUNCIL MEMBERS ABSENT

### STAFF PRESENT

Town Clerk – Nancy Avery  
Building Inspector – John Batson  
Recreation Director – Nikki Keely  
Financial Officer – Arlen Copenhaver  
Deputy Town Clerk – Mandy Sanders

Mayor Bloszinsky called the meeting to order at 5:00 p.m. stating the purpose of this public hearing is to receive public comments on:

#### *Public Hearing # 1 – Reorganized and Renumbered Code of Ordinances*

Date: Monday, September 16, 2019

Time: 5:00 pm or soon thereafter

Location: Town Hall at 117 Settlers Lane in Kure Beach

Purpose: Receive comments on the proposed reorganization and renumbering Code of Ordinances. No existing content of the Code has been changed or removed.

MOTION-MPT Heglar made a motion to close the hearing at 5:01 pm

SECOND- Commissioner Oliver

VOTE- Unanimous

Mayor Bloszinsky called the meeting to order at 5:30 p.m. stating the purpose of this public hearing is to receive public comments on:

#### *Public Hearing # 2 – Proposed text amendment to Code of Ordinances*

Date: Monday, September 16, 2019

Time: 5:30 pm or soon thereafter – directly after Public Hearing #1 concludes

Location: Town Hall at 117 Settlers Lane in Kure Beach

Purpose: Receive comments on:



# TOWN COUNCIL MINUTES

## PUBLIC HEARING

**September 16, 2019 @ 5:00  
PM or soon thereafter**

- a) Proposed text Amendment to Chapter 19 (Zoning), Article II (Administration), Division 3 (Amendments), Section 61 (Amendment and Changes)
- b) Proposed text adoption to Chapter 19 (Zoning) Article II (Administration), Division 3 (Amendments), Section 62 (Rezoning Applications) Clarifies that only property owner or property buyer may apply for rezoning. Current code allows anyone to apply

Notice of the public hearing was posted at Town Hall and on the Town's website on August 26, 2019 and published as legally required by N.C.G.S. 160A-20 in the newspaper on August 28th, and 4th, 2019.

MOTION- MPT Heglar made a motion to close the public hearing at 5:31 pm  
SECOND- Commissioner Whitley  
VOTE- Unanimous

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ATTEST: Beth Chase, Admin

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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

## SPECIAL MEETING

Saturday, October 12, 2019 @ 10:00 am

The Kure Beach Town Council held a special meeting on Saturday, October 12, 2019 beginning at 10:00 am. There was a quorum of Council and the Town Attorney was present.

### 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

Mayor Bloszinsky called the meeting to order at 10:00 am stating the purpose of this special meeting is to conduct a closed session per N.C.G.S. 143-318.11(a)(6) to discuss a personnel matter. The mayor called for this meeting on Thursday, September 26, 2019. Notice of this meeting was posted at Town Hall and on the Town's website on Friday, September 27, 2019.

MOTION TO GO INTO CLOSED SESSION AS PER N.C.G.S. §143-318.11 (a) (6).

MOTION - Commissioner Ellen made a motion to go into closed session at 10:00 a.m. as per N.C.G.S. §143-318.11(a) (6)..

SECOND- Commissioner Oliver

VOTE- Unanimous

MOTION TO RETURN TO OPEN SESSION

MOTION – Mayor Pro Tem Heglar made the motion to return to open session at 11:40 a.m.

SECOND – Commissioner Whitley

VOTE - Unanimous

Mayor Tem Heglar stated the mayor would confer with the Finance Officer and upon his approval enter into an agreement with Nancy Avery for consulting services from January to June, as presented.

ADJOURNMENT

MOTION – Commissioner Ellen made the motion to adjourn at 11:42 a.m.

SECOND – Mayor Pro Tem Heglar

VOTE - Unanimous





# TOWN COUNCIL MINUTES

**SPECIAL MEETING**

**Saturday, October 12, 2019 @ 10:00 am**

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

## SPECIAL MEETING

Saturday, October 12, 2019 @ 10:00 am

The Kure Beach Town Council held a special meeting on Saturday, October 12, 2019 beginning at 10:00 am. There was a quorum of Council and the Town Attorney was present.

### 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

Mayor Bloszinsky called the meeting to order at 10:00 am stating the purpose of this special meeting is to conduct a closed session per N.C.G.S. 143-318.11(a)(6) to discuss a personnel matter. The mayor called for this meeting on Thursday, September 26, 2019. Notice of this meeting was posted at Town Hall and on the Town's website on Friday, September 27, 2019.

MOTION TO GO INTO CLOSED SESSION AS PER N.C.G.S. §143-318.11 (a) (6).

MOTION - Commissioner Ellen made a motion to go into closed session at 10:00 a.m. as per N.C.G.S. §143-318.11(a) (6)..

SECOND- Commissioner Oliver

VOTE- Unanimous

MOTION TO RETURN TO OPEN SESSION

MOTION – Mayor Pro Tem Heglar made the motion to return to open session at 11:40 a.m.

SECOND – Commissioner Whitley

VOTE - Unanimous

Mayor Tem Heglar stated the mayor would confer with the Finance Officer and upon his approval enter into an agreement with Nancy Avery for consulting services from January to June, as presented.

ADJOURNMENT

MOTION – Commissioner Ellen made the motion to adjourn at 11:42 a.m.

SECOND – Mayor Pro Tem Heglar

VOTE - Unanimous



# TOWN COUNCIL MINUTES

**SPECIAL MEETING**

**Saturday, October 12, 2019 @ 10:00 am**

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**

## RECREATION REPORT: Classes, Rentals, and Events Update

### Classes @ CC:

Mon	9:15-10:15am	Vinyasa Flow Yoga
Mon	10:30am-11:45am	Stretch & Restore Yoga
Mon	6:30-7:30pm	Gentle Yoga
Tues/Thurs	6-9pm	Aikido
Wed	9:15-10:15am	Classical Yoga
Wed	10:30-11:30am	Slow Flow Yoga
Wed	1-3pm	Knitting by the Sea (Last Wed of Month)
Wed	6:30-7:30pm	Reggae Flow Yoga
Thurs	8:15-9:15am	Sunrise Flow Yoga (Moved outside/beach for summer)
Thurs	10-11am	Line Dance
Thurs	3:15-4:15pm	Stretch & Restore Yoga
Fri	9:15-10:15am	Slow Flow Yoga

### Classes @ OFP:

Sun	8:30am	Beach Church (Kure Beach First Baptist Church)
Tues	10-11am	Tai Chi

### Classes @ JEP:

Thurs	6:30-7:30pm	Try Tennis (6 week program)
Sat	10am	PIDGC Workday (1 <sup>st</sup> Saturday of Month)
Sun	9:30am	PIDGC Monthly Tournament (2 <sup>nd</sup> Sunday of Month)

### Private Rentals:

CC	Sat, 10/26/2019	All day	Reception
OFP	Sat, 11/16/2019	9 hours	Reception
CC	Thurs, 11/28/2019	All Day	Family Reunion
CC	Fri, 11/29/2019	7 hours	Birthday Party
OFP	Sat, 4/18/2020	4 hours	Ceremony
OFP	Sat, 4/18/2020	4 hours	Reception
CC	Sat, 5/2/2020	All Day	Reception
OFP	Sat, 5/9/2020	3.5 hours	Reception
OFP	Sat, 6/20/2020	7 hours	Wedding
OFP	Fri, 6/26/2020	5 hours	Family Reunion
OFP	Sat, 6/27/2020	3 hours	Ceremony

### Upcoming Events:

Halloween Story Time by the Sea	Sat, 10/26/2019 from 10-11:30am, OFP
Red Cross Blood Drive	Fri, 11/15/2019 from 10am-3pm, CC
Kure Beach Holiday Market	Sat, 11/23 & 11/30/2019 from 9am-3pm, OFP
Lighted Globe Craft Project	Sun, 12/1/2019 from 3-5pm, CC
Fantasy Christmas Show	Fri, Sat, Sun, 12/13, 12/14, & 12/15/2019, OFP

# KURE BEACH FIRE DEPARTMENT

## FIRE CHIEF'S REPORT SEPTEMBER, 2019

DATE	PURPOSE
09/01/19	TRANSFORMER
09/01/19	ASSIST PUBLIC
09/02/19	EMS
09/03/19	EMS
09/06/19	ASSIST PUBLIC
09/07/19	MUTUAL AID CBFD
09/07/19	GAS LEAK
09/07/19	EMS
09/11/19	MUTUAL AID CBFD
09/13/19	MUTUAL AID CBFD
09/14/19	3 EMS
09/14/19	WATER LEAK
09/15/19	EMS
09/16/19	EMS
09/16/19	ASSIST PUBLIC
09/17/19	EMS
09/17/19	TRANSFORMER
09/18/19	MUTUAL AID CBFD
09/19/19	2 EMS
09/20/19	ASSIST PUBLIC
09/20/19	EMS
09/21/19	2 EMS
09/22/19	FALSE ALARM
09/22/19	MUTUAL AID CBFD
09/22/19	EMS
09/23/19	MUTUAL AID CBFD
09/24/19	WATER RESCUE
09/24/19	MUTUAL AID CBFD
09/24/19	ELEVATOR

# KURE BEACH FIRE DEPARTMENT

09/26/19	EMS
09/28/19	2 EMS
09/28/19	STOVE FIRE
09/29/19	2 WATER RESCUE

All equipment checked and found to be in working order

Ed Kennedy  
Chief



## **Police Activity Reports for September – 2019**

- Page 1 Activity Log Event Summary Totals**
- Page 2 Arrest Status/Disposition Totals by Offense**
- Page 3 Citation Totals by Charge**
- Page 4 Civil Papers Summary Totals**
- Page 5 Criminal Papers Summary Totals**
- Page 6 Incident Status/Disposition Totals by Offense**
- Page 7 Ordinance Violations Summary**



# Activity Log Event Summary (Totals)

Kure Beach Police Department

(09/01/2019 - 09/30/2019)

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911 Hangup	1	Accident	1
Alarm Activation	2	Animal Complaint	1
Breaking & Entering - No Report	1	Check Welfare	2
Dispute	1	Found Property / Other	2
Larceny - No Report	2	Lost or Found Property	1
Noise Complaint	1	Property Damage - No Report	1
Standby	1	Suspicious Person/Vehicle	5
Trespassing	2		

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Total Number Of Events: 24

# Arrest Status/Disposition Totals by Offense

Kure Beach Police Department

(09/01/2019 - 09/30/2019)

Offense:	Further Invest.:	Inactive:	Closed/Cleared:	Arrest/No Supp.:	Arrest/No Invest.:	Felony:	Misd.:	Juvenile:	Adult:	Offense:
2640 - Contempt of Court, Perjury, Court Violations	0	0	1	1	0	0	1	0	1	1
2690 - All Other Offenses	0	0	1	0	1	0	1	0	1	1
Totals:	0	0	2	1	1	0	2	0	2	2

# Citation Totals by Charge

Kure Beach Police Department

(09/01/2019 - 09/30/2019)

Charge:	Number of Charges:
Speeding (Infraction)	1
Driving While License Revoked	3
Inspection	1
Unsafe Movement	1
Failure To Stop (Stop Sign/Flashing Red Light)	1
Other (Misdemeanor)	4
Other (2nd Charge - Misdemeanor)	2
Other (2nd Charge - Infraction)	2
<b>Total:</b>	<b>15</b>

# Civil Papers Summary Totals (by Paper Type)

Kure Beach Police Department

(09/01/2019 - 09/30/2019)

Type of Civil Paper:	Total Served:	Total Returned:	Total Ret. to Clerk:	Total Issued:	Total Issued Outstanding:
Subpoena	2	0	0	3	1
Totals:	2	0	0	3	1

# Incident Status/Disposition Totals (With Percentages) by Offense

Kure Beach Police Department

(09/01/2019 - 09/30/2019)

Primary Offense:	Total Reported:	Total Unfounded:	Actual Incidents:	% Unfounded:	Cleared Arrest:	Cleared Other:	% Cleared:	Active:	% Active:	Inactive:	% Inactive:
2690 - All Other Offenses	1	0	1	0%	0	0	0%	1	100%	0	0%
<b>Totals:</b>	1	0	1	0%	0	0	0%	1	100%	0	0%

# Ordinance Violations Summary

Kure Beach Police Department

(09/01/2019 - 09/30/2019)

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## Civil Citation

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Leaping from Fishing Pier	1
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Noise Ordinance Viol	1
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Total Number Of Charges for Category: 2

## Parking Viol

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Obstructing Traffic Lane	1
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To close to Intersection	1
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Total Number Of Charges for Category: 2

Total Number Of Charges: 4

**TOWN OF KURE BEACH  
REVENUE AND EXPENDITURE SUMMARY  
JULY 1, 2019 TO OCTOBER 15, 2019**

	<b>REVENUES</b>					<b>EXPENDITURES</b>			
	2020 Initial Bud.	2020 Amend. Bud.	Actual 10/15/2019	% Collected		2020 Initial Bud.	2020 Amend. Bud.	Actual 10/15/2019	% Spent
<b>GENERAL FUND</b>					<b>GENERAL FUND</b>				
Property Taxes (Cur. & PY)	\$ 3,044,300	\$ 3,044,300	\$ 618,253	20.3%	Governing Body	\$ 38,290	\$ 50,290	\$ 21,689	43.1%
Local Option Sales Tax	\$ 960,500	\$ 960,500	\$ 413,079	43.0%	Committees	\$ 5,005	\$ 5,005	\$ -	0.0%
Garbage & Recycling	\$ 488,000	\$ 488,000	\$ 133,217	27.3%	Finance	\$ 166,660	\$ 166,660	\$ 50,823	30.5%
TDA Funds	\$ 260,000	\$ 260,000	\$ -	0.0%	Administration	\$ 549,763	\$ 549,763	\$ 162,355	29.5%
Franchise & Utility Tax	\$ 240,000	\$ 240,000	\$ 49,818	20.8%	Community Center	\$ 23,300	\$ 23,300	\$ 3,858	16.6%
Sales Tax Refund	\$ 135,000	\$ 135,000	\$ 162,969	120.7%	Emergency Mgmt./Elections	\$ 5,800	\$ 5,800	\$ 2	0.0%
Bldg. Permit & Fire Inspect. Fees	\$ 98,050	\$ 98,050	\$ 17,230	17.6%	Tax Collections	\$ 28,800	\$ 28,800	\$ 2,088	7.3%
Communication Tower Rent	\$ 84,348	\$ 84,348	\$ 27,067	32.1%	Legal	\$ 34,679	\$ 34,679	\$ 6,848	19.7%
Com Ctr/Parks & Rec/St Festival	\$ 20,700	\$ 20,700	\$ 6,278	30.3%	Police Department	\$ 1,630,215	\$ 1,630,215	\$ 410,733	25.2%
ABC Revenue	\$ 19,175	\$ 19,175	\$ 9,962	52.0%	Fire Department	\$ 805,218	\$ 805,218	\$ 249,848	31.0%
Town Facility Rentals	\$ 19,000	\$ 19,000	\$ 6,542	34.4%	Lifeguards	\$ 207,174	\$ 207,174	\$ 100,522	48.5%
Motor Vehicle License Tax	\$ 10,000	\$ 10,000	\$ 2,800	28.0%	Parks & Recreation	\$ 212,474	\$ 212,474	\$ 59,860	28.2%
Beer & Wine Tax	\$ 9,600	\$ 9,600	\$ -	0.0%	Bldg Inspection/Code Enforcement	\$ 199,788	\$ 199,788	\$ 43,121	21.6%
OFP - Bluefish Purchases	\$ 7,800	\$ 7,800	\$ 2,295	29.4%	Streets & Sanitation	\$ 897,657	\$ 897,657	\$ 252,081	28.1%
Investment Earnings	\$ 7,450	\$ 7,450	\$ 1,757	23.6%	Debt Service	\$ 716,925	\$ 716,925	\$ 112,699	15.7%
All Other Revenues	\$ 10,825	\$ 22,825	\$ 11,597	50.8%	Transfer to Other Funds	\$ 18,000	\$ 18,000	\$ 18,000	100.0%
Other Financing Sources	\$ 145,000	\$ 145,000	\$ 29,859	20.6%	Contingency	\$ 20,000	\$ 20,000	\$ -	0.0%
<b>Total Revenues</b>	<b>\$ 5,559,748</b>	<b>\$ 5,571,748</b>	<b>\$ 1,492,723</b>	<b>26.8%</b>	<b>Total Expenses</b>	<b>\$ 5,559,748</b>	<b>\$ 5,571,748</b>	<b>\$ 1,494,527</b>	<b>26.8%</b>
<b>WATER &amp; SEWER FUND</b>					<b>WATER &amp; SEWER FUND</b>				
Water Charges	\$ 917,050	\$ 917,050	\$ 320,690	35.0%	Governing Body	\$ 19,040	\$ 19,040	\$ 5,689	29.9%
Sewer Charges	\$ 1,301,100	\$ 1,301,100	\$ 426,913	32.8%	Legal	\$ 34,679	\$ 34,679	\$ 6,848	19.7%
Tap, Connect & Reconnect Fees	\$ 91,800	\$ 91,800	\$ 18,420	20.1%	Finance	\$ 208,446	\$ 208,446	\$ 57,839	27.7%
All Other Revenues	\$ 24,440	\$ 24,440	\$ 8,504	34.8%	Administration	\$ 312,913	\$ 312,913	\$ 120,324	38.5%
Other Financing Sources	\$ 90,000	\$ 90,000	\$ 72,483	80.5%	Operations	\$ 1,849,312	\$ 1,849,312	\$ 458,531	24.8%
<b>Total Revenues</b>	<b>\$ 2,424,390</b>	<b>\$ 2,424,390</b>	<b>\$ 847,010</b>	<b>34.9%</b>	<b>Total Expenses</b>	<b>\$ 2,424,390</b>	<b>\$ 2,424,390</b>	<b>\$ 649,231</b>	<b>26.8%</b>
<b>STORM WATER FUND</b>					<b>STORM WATER FUND</b>				
Total Revenues	\$ 335,225	\$ 335,225	\$ 83,316	24.9%	Total Expenses	\$ 335,225	\$ 335,225	\$ 86,314	25.7%
<b>POWELL BILL FUND</b>					<b>POWELL BILL FUND</b>				
Total Revenues	\$ 66,450	\$ 66,450	\$ 32,843	49.4%	Total Expenses	\$ 66,450	\$ 66,450	\$ 2,267	3.4%
<b>SEWER EXPANSION RESERVE FUND (SERF)</b>					<b>SEWER EXPANSION RESERVE FUND (SERF)</b>				
Total Revenues	\$ 17,420	\$ 17,420	\$ 4,766	27.4%	Total Expenses	\$ 17,420	\$ 17,420	\$ -	0.0%
<b>BEACH PROTECTION FUND</b>					<b>BEACH PROTECTION FUND</b>				
Total Revenues	\$ 24,500	\$ 24,500	\$ 19,539	79.8%	Total Expenses	\$ 24,500	\$ 24,500	\$ -	0.0%
<b>FEDERAL ASSET FORFEITURE FUND</b>					<b>FEDERAL ASSET FORFEITURE FUND</b>				
Total Revenues	\$ 50,000	\$ 50,000	\$ -	0.0%	Total Expenses	\$ 50,000	\$ 50,000	\$ 4,211	8.4%

**TOWN OF KURE BEACH  
CASH AND INVESTMENTS  
AS OF SEPTEMBER 30, 2019**

<u>FUND</u>	<u>CASH IN BANK</u>	<u>INVESTMENTS</u>	<u>TOTAL CASH &amp; INVESTMENTS</u>
General	\$2,570,631	\$354,310	\$2,924,941
Water/Sewer	\$1,667,291	\$606,209	\$2,273,500
Storm Water	\$30,417	\$249,084	\$279,501
SERF	\$63,274	\$125,432	\$188,706
Powell Bill	\$191,119	\$72,060	\$263,179
Beach Protection	\$60,897	\$310,239	\$371,136
Federal Asset Forfeiture	\$100,220	\$0	\$100,220
Capital Project Funds	\$608	\$0	\$608
TOTAL	<u>\$4,684,457</u>	<u>\$1,717,334</u>	<u>\$6,401,791</u>

<u>INSTITUTION</u>	<u>CASH IN BANK</u>	<u>INVESTMENTS</u>
BB&T	\$4,684,457	\$0
First Bank - Certificates of Deposit	\$0	\$672,596
NCCMT Term Portfolio	\$0	\$562,535
NCCMT Governmental Portfolio	\$0	\$482,203
TOTAL	<u>\$4,684,457</u>	<u>\$1,717,334</u>



**TOWN OF KURE BEACH**  
**SUMMARY OF CONTINGENCY FUND AND COMMITTEE**  
**EXPENDITURE ACTIVITY**  
**07/01/2019 - 10/15/2019**

**CONTINGENCY FUND**

Fiscal Year 2020 Budget	\$20,000.00
Less:	
No activity	<u>\$0.00</u>
Remaining Budget as of 10/15/2019	<u><u>\$20,000.00</u></u>

**COMMITTEE (Shoreline Access and Beach Protection) EXPENDITURES**

Fiscal Year 2020 Budget	\$5,005.00
Less Expenditures:	
None	<u>\$0.00</u>
Total Expenditures	\$0.00
Projects Approved By Council But Not Yet Expended:	
None	<u>\$0.00</u>
Total Approved, Not Expended	<u>\$0.00</u>
Remaining Budget as of 10/15/2019	<u><u>\$5,005.00</u></u>

**TOWN OF KURE BEACH  
DEBT LISTING  
OCTOBER 21, 2019**

<u>LOAN PURPOSE/DESCRIPTION</u>	<u>FUND</u>	<u>LENDER</u>	<u>DATE OF LOAN</u>	<u>AMOUNT FINANCED</u>	<u>INTEREST RATE</u>	<u>LOAN TERM (YRS)</u>	<u>DATE PAID OFF</u>	<u>BALANCE AT 10/21/19</u>	<u>PAYMENT FREQUENCY</u>	<u>PAYMENT AMOUNT</u>	<u>NEXT PAY DATE</u>	<u>INT. EXPENSE LIFE OF LOAN</u>
Fire Station/Town Hall Project (a)	G, W/S	BB&T	12/11/2017	\$5,000,000	2.58%	15	12/11/2032	\$4,499,999.99	Semi-annual	\$224,716.67	12/11/2019	\$999,750.00
Sewer Rehabilitation Project (b)	W/S	Fed Gov	5/1/2010	\$432,660	0.00%	20	5/1/2030	\$116,112.88	Annual	\$10,555.72	5/1/2020	\$0.00
Water Meter Replacement	W/S	BB&T	7/18/2019	\$1,325,000	2.78%	10	7/18/2029	\$1,325,000.00	Semi-annual	\$84,667.50	1/18/2020	\$193,383.80
Ocean Front Park (development)	G	BB&T	7/12/2011	\$347,000	4.39%	17	7/12/2028	\$183,705.92	Annual	\$28,476.45	7/12/2020	\$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	\$387,909.42	Semi-annual	\$26,507.64	12/28/2019	\$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	\$245,682.67	Annual	\$47,064.62	3/12/2020	\$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
Telemetry System & 2019 Dodge Charger (d)	G, W/S	1st Bank	9/26/2019	\$102,342	2.14%	4	9/26/2023	\$102,342.00	Annual	\$26,988.23	9/26/2020	\$5,610.92
2018 GMC Sierra 2500	W/S	BB&T	8/23/2018	\$39,571	3.68%	4	8/23/2022	\$30,207.89	Annual	\$10,819.32	8/23/2020	\$3,706.28
Water Tower & Well House & Town Hall Expansion (e)	G, W/S	BB&T	4/11/2007	\$1,187,187	3.92%	15	5/7/2022	\$295,687.93	Semi-annual	\$52,716.71	11/7/2019	\$394,314.33
2016 John Deere Backhoe (f)	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	\$16,139.76	Annual	\$8,312.14	10/19/2020	\$1,558.73
2017 Freightliner Garbage Truck	G	1st Bank	8/23/2016	\$179,756	1.70%	5	8/23/2021	\$73,725.35	Annual	\$38,303.62	8/23/2020	\$9,270.57
Compact Excavator (f)	W/S, SW	1st Bank	7/28/2017	\$63,915	1.80%	4	7/28/2021	\$32,527.55	Annual	\$16,714.37	7/28/2020	\$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 (f)	W/S, SW	1st Bank	8/13/2015	\$81,485	1.70%	5	8/13/2020	\$16,851.00	Annual	\$17,149.28	8/13/2020	\$4,202.44
2016 Chevrolet Silverado	G	1st Bank	7/26/2016	\$36,867	1.60%	4	7/26/2020	\$9,437.34	Annual	\$9,593.55	7/26/2020	\$1,486.39
Cutter Court Drainage Project	SW	B of A	7/23/2005	\$875,000	4.40%	15	6/23/2020	\$52,534.87	Monthly	\$6,677.76	11/23/2019	\$326,995.49

**FUND CODES**

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

**TOTAL OUTSTANDING DEBT AT 10/21/2019:**

General Fund	\$ 5,354,041.20
Water/Sewer Fund	\$ 2,759,204.89
Storm Water Fund	\$ 188,749.35
<b>Total</b>	<b>\$ 8,301,995.44</b>

**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) - 70.825% of loan is Water/Sewer Fund and 29.175% is General Fund.
- (e) - 78% of loan is Water/Sewer Fund and 22% is General Fund.
- (f) - 50% of loan is Water/Sewer Fund and 50% is Storm Water Fund.

**LOAN PAYMENTS DUE (Next 12 Months):**

10/22/2019 - 12/31/2019	\$ 497,321.25
01/01/2020 - 03/31/2020	\$ 151,765.40
04/01/2020 - 06/30/2020	\$ 332,380.02
07/01/2020 - 10/21/2020	\$ 240,103.59
<b>Total</b>	<b>\$ 1,221,570.26</b>

**WATER METER REPLACEMENT  
CAPITAL PROJECT FUND SUMMARY  
AS OF 10/15/2019**

	<u>APPROVED BUDGET</u>	<u>ACTUAL AS OF 10/15/19</u>	<u>% OF BUDGET</u>
<b><u>EXPENDITURES</u></b>			
<b><u>ENGINEERING AND CONSTRUCTION ADMIN.</u></b>			
<b>ENGINEERING SERVICES, P.A.</b>			
Engineering Design Services - Specifications & Bid Documents	\$5,000	\$5,000.00	100.0%
Bidding Assistance Services	\$4,500	\$4,500.00	100.0%
Construction Administration	\$11,000	\$0.00	0.0%
Construction Observation	<u>\$11,000</u>	<u>\$0.00</u>	0.0%
Total Engineering Services, PA	<u>\$31,500</u>	<u>\$9,500.00</u>	30.2%
<b><u>OTHER PROJECT COSTS</u></b>			
LGC Loan Application Fee	<u>\$1,250</u>	<u>\$1,250.00</u>	100.0%
<b><u>CONSTRUCTION</u></b>			
VANGUARD UTILITY SERVICE, INC.	\$1,239,440	\$225,459.41	18.2%
Contingency	<u>\$61,975</u>	<u>\$0.00</u>	0.0%
Total Construction Costs	<u>\$1,301,415</u>	<u>\$225,459.41</u>	17.3%
<b><u>GRAND TOTAL EXPENDITURES</u></b>	<b><u><u>\$1,334,165</u></u></b>	<b><u><u>\$236,209.41</u></u></b>	17.7%
<b><u>PROJECT REVENUE SOURCES</u></b>			
Installment Financing	\$1,325,000	\$1,325,000.00	100.0%
Transfer From Water/Sewer Fund	\$9,165	\$0.00	0.0%
Interest on Project Fund Bank Account	<u>\$0</u>	<u>\$26.81</u>	
<b><u>GRAND TOTAL PROJECT REVENUE SOURCES</u></b>	<b><u><u>\$1,334,165</u></u></b>	<b><u><u>\$1,325,026.81</u></u></b>	99.3%