



TOWN COUNCIL MINUTES

COUNCIL RETREAT

January 31st, 2020 @ 9:00 a.m.

The Kure Beach Town Council held its Retreat meeting on Friday, January 31st, 2019 beginning at 8:30 am. Town Attorney A. A. Canoutas was in attendance. There was a quorum of the Town Council 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 – Mandy Sanders
Finance Officer (FO) – Arlen Copenhaver
Building Inspector – John Batson
Police Chief – Mike Bowden
Recreation Director – Nikki Keely
Public Works Director - Jimmy Mesimer
Fire Department- Ed Kennedy
Deputy Town Clerk- Beth Chase

CALL TO ORDER

The Mayor called the meeting to order at 9:00 am.

DEPARTMENT HEAD REPORTS

PUBLIC WORKS DEPARTMENT

BUDGET IMPACTS:

Public Works Director Mesimer stated:

- This coming up year for the Capital plan is the Sewer Manhole rehab project
- Started this project 2 years ago and it is about 30% complete so in need of \$50,000
- The Public Works Department needs a new service truck in the amount of \$40,000
- Need to purchase new vac machine because the current one is too small and is very limited on what it can be used for
- Vac machine will help with storm water clean up
- Storm sewer vac machine is \$400,000 split over two funds
- The old Vac machine was broken for 10 months and had to rely on Carolina Beach



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- Didn't include in the 5 year plan but need to look into building a new Public Works building to store the equipment
- Requesting a new gator in the amount of \$15,000
- Requesting City Works software which handles work orders, sewer lines and day to day operations
- This is a program a lot of cities around Kure Beach are currently using
- \$15,000 for the service per year afterwards
- In the Water & Sewer fund requesting to do the sewer bypasses with the 4-inch water pump
- Currently have 3 installed and 9 more systems to go in the amount of \$60,000
- In the Storm Water fund asking \$200,000 to pay for the other half of the Vac Machine
- Requesting \$90,000 from the General Fund for street paving

UPDATE ON PROJECTS:

- Water Meter Project is almost complete with only 40 meters left to install
- Requested a 100% final walkthrough with Vanguard throughout the Town before signing off on the project

Commissioner Oliver commented the Town Council needs to look into quotes for the next budget year on pricing for building a storage building for the Public Works equipment. One of the most dangerous positions the Town has in the Public Works Department is the employees who ride on the back of the garbage trucks. He would like Public Works Director Mesimer to research into a one arm garbage truck for the residential areas.

Mayor Bloszinsky commented as Commissioners the Town Council can review the streets and determine the worst streets that will need to be paved.

Finance Officer Copenhaver stated the software for the water meter project is almost complete. Contracted with a company to provide the online portal for residents to be able to view their water usage online.

MPT Heglar stated Finance Officer Copenhaver needs to add a place holder for contract services required for the State Storm Water Audit. The Town Council needs to discuss the next steps at the February Town Council meeting about reinstating the Storm Water Committee and having each HOA have a representative present.



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BUILDING INSEPCIONS DEPARTMENT

Building Inspector Batson stated:

- No new regulatory requirements coming up for the Town
- ISO 5 year audit will be held in April to review the Department
- The last audit was in 2017 but has received no answer on why the ISO Audit is being completed early
- No equipment is needed this next budget year
- There is an increase in his budget for training and travel expenses as there is an additional employee
- Since new full time employee has started the department has documented 33 violations with only 19 pending
- Department is doing weekly ride arounds for sign violations
- In 2019 the department gave out 166 building permits
- 42 new homes in Kure Beach
- Three of the homes were rebuilds on the same lot
- Total fees brought in to the department was a little over \$360,000
- Around 210-220 lots left in Kure Beach
- Requesting from Town Council to determine if the Town should reevaluate the fees for permits
- He would be willing to do a small study of surrounding beach towns to determine the fees

CONSENSUS- Town Council agreed for Building Inspector Batson to reevaluate the pay of fees and permits

FINANCE DEPARTMENT

Finance Officer Copenhaver stated:

- He feels the staffing is currently fine at this time for the department
- No regulatory requirements coming up
- A new change the Town has now is the way the Town has to count for leases
- Doesn't feel in will effect the Town currently but will work with the auditors this year
- Deputy Finance Officer Gilley has spent a significant amount of time working with FEMA regarding Hurricane Dorian
- Debris removal is moving along and damages to the Storm Water outfalls
- Recently implemented ACH control because the Town has received a number of fraudulent checks against the Town this past year
- Future needs included in the 5 year Capital Plan for the Finance Department is a new finance software in the amount of \$100,000 split between two fiscal budget years
- Complaints for the department are mostly regarding water and sewer related



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- The customer portal for the new water meters systems will take an investment of time

Mayor Bloszinsky stated he believes it is time for the Finance Department to get a new finance software. Is there a system Finance Officer Copenhaver has decided on?

Finance Officer Copenhaver stated he has looked into the software but needs to do more research. It is a huge undertaking and the Finance Department will have to work around the yearly audits to make sure the Finance has good data for the budget process and yearly audit.

FIRE DEPARTMENT

Fire Chief Kennedy stated:

- The packet provided to the Town Council is the same as last year
- The department did hire a third party to do the flow testing on the hydrants this past January
- 78 buildings get inspected by the Fire Inspector each year
- The Department set a standard this past year for all full time employees
- Each firefighter is now 100% trained to meet the industry standard for each of their positions
- Fire Safety week this past year had a great turnout at the Fire House and the Department will host it again this year and also one before summer to kick off the Junior Firefighter program
- Continued to improve throughout the year the relationships with outside mutual aid
- The Fire Department has a program to install and check smoke detectors for residents and installed 112 new ones this past year
- Volunteer incentives thanks to the Town Councils support implemented a new pay and ranking structure for the volunteer Fire Fighters
- Continued Beach Safety talks with the Recreation Department
- Requesting again this year three new Fire Fighters
- Currently the Police responds to all calls while the Fire Department only responds to the deltas and echoes
- It currently takes on average 10 minutes and 19 seconds to get an ambulance to Kure Beach
- In order to be able to respond to all types of calls the department needs to demonstrate to the EMS board that the department is able to provide a certified EMS at all times
- Once a firefighter is with a patient, they're legally not allowed to leave that patient even if another fire call comes out
- Adding a third full time fire fighter for each shift will help the department be able to enter buildings quicker, help with ocean rescue calls and structure fires



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- Requesting this budget year turnout gear for 7 volunteers in the amount of \$21,000
- Truck replacement in the amount of \$600,000 to be budgeted in the fiscal year 2022/2023

Commissioner Oliver stated he agrees with everything Fire Chief Kennedy has requested.

MPT Heglar commented he doesn't have a strong opinion either way regarding the three additional staff for the Fire Department. Fire Chief Kennedy has done a good job informing the Town Council of what is needed for his Department.

POLICE DEPARTMENT

Police Chief Bowden stated:

- Received two dog bite calls this past year
- Lifeguards have done a great job this past year helping keep the dogs off the beach
- The Police Department issued more parking tickets this past year than any year before
- One issue the Department has is the scheduling of parking appeals as a third party attorney has to appear for the person who is appealing and this past year no citizens appeared for the hearing date
- Suggestions to the Town Council is to increase the fee schedule
- The new police officer Town Council approved last budget year is helping the department tremendously
- Received a quote in the amount of \$90,000 to replace the car cameras so decided to replace one at a time at a cost of \$5,000 a year
- The digital speed sign has been a huge help to the department and is requesting two additional signs at the cost of about \$7,000
- Budgeting for one new police vehicle this year in the amount of \$35,000
- The gas tank is still moving along as there have been a few issues with the site but will hopefully be done in the next 90 days
- The gas tank includes a hand pump and credit cards to use
- Received the grant for the new cameras throughout Town and the cameras will cover from sections of Atlantic Ave which has never been possible before

Mayor Bloszinsky commented the Town Council needs to discuss the drafted concealed weapons ordinance for Town buildings at a future Town Council meeting.



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RECREATION DEPARTMENT

Recreation Director Keely stated:

- Classes at the busiest time of the year can be up to 20 per week
- Recreation Department added a new town sponsored event this past year at the dog park which was a success
- Outside agencies have come in to use the facilities throughout the year
- This past year the Recreation Department held six blood drives
- Rental revenue brought in for the past year was \$26,000 and this year it is currently on pace to surpass
- Need Town Councils guidance on reviewing the fees for the rental facilities
- The Kure Beach Town Market revenue moving forward will stay 100% with the Town
- The Town has absorbed the Market Manager position which will save the department about \$5,000 a year
- The online store has brought in almost \$1,000 in revenue since it has opened
- One fee change is the Recreation Department has implemented a new cleaning company which is \$100 cheaper per month
- The company has offered a cleaning service to all rentals in the amount of \$75 per cleaning after an event
- The memorial bench has been installed at the Community Center
- Recreation Coordinator Geer passed the certified Playground Safety Inspector Certification course this past year
- The Facebook page was activated in September and has had a positive response
- Island Women wants to donate to the Town so after speaking with Fire Chief Kennedy on what was needed have requested for them to donate a fleet of tires
- Included in the agenda packet is the sponsorship policy which was brought forward regarding the Shoreline Access and Beach Protection Committee sign sponsorship program
- The Golf Cart Sponsorship form is also included for the Town Council to review
- This policy would all apply to all sponsorships for the Town
- The Recreation Department golf cart is currently in good shape but will be included in the 5-year Capital Plan to replace

Commissioner Oliver stated the Town needs to replace the grass down by the Ocean Front Park as Freeman Landscaping stated the Town currently has the wrong type of grass in that area.

ADMINISTRATIVE DEPARTMENT

Town Clerk Sanders stated:

- The department has gone live with the new Town website
- The Icompass agenda software is now live
- Worked with Amy Jarvis to complete safety trainings and started tracking database in administration to support other departments



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- The doors are now being used on the automatic system
- General IT update: have a new server, and all doors to council room, front door, employee entrance are now on the automatic system
- Processed all warranty claims and reported any issues to Thomas Construction
- MOTSU recent meeting any leases/licenses will take much longer to process due to having to be sent to General in Huntsville, AL
- Still waiting on date confirmation for Sunny Point tour from COG, proposed date is February 21st
- Possible increase in building maintenance for HVAC duct work for the one remaining old AC unit and additional contracts
- May need to increase legal budget due to the 160D code updates and work on the Land Use Plan
- Request to include in the budget replacing the front customer service windows for a safer option
- Secure contracts for annual power washing, carpet cleaning, and paint touch-ups for all three facilities
- Include in the budget the backsplash in the breakroom
- Requesting in the budget to have soundproof panels and chair railing installed in conference room off of council chambers
- Town phone contract is up for renewal and will be considering a new provider

FINANCE DEPARTMENT MID-YEAR FINANCIAL REVIEW

Arlen Copenhaver, Finance Officer, reviewed Town revenue and expenditure information for the current fiscal year in graphs and charts, as well as comparative charts for Fiscal Year 2015 through Fiscal year 2019. A review of Town debt, General Fund Services, comparisons of similar beach towns and Town investments was included, as well. All of this information was presented via PowerPoint slides.

Finalization of 2020 budget calendar

- Follows same plan as previous years
- Tried to schedule budget meetings on Friday
- Monday, April 3rd for first Budget meeting at 9 am
- Monday, April 17th for second meeting at 9 am
- Public Meeting at 6 pm on June 8th

MOTION- MPT Heglal made a motion to adopt the budget calendar with the first workshop to be scheduled for April 3rd at 9 am and the second workshop on April 17, 2020 at 9 am and schedule the Public Hearing for June 8, 2020 at 6 pm.

SECOND- Commissioner Whitley

VOTE- Unanimous



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COMMISSIONER ITEMS:

1. Goals and Objectives of the Pedestrian Ad-Hoc Committee

Mayor Bloszinsky stated:

- Commissioner Allen, and himself will be the two liaisons for the Committee
- Recommends including a Shoreline Access Beach Protection Committee member to this committee
- Mo Lindquist will be a member of the Committee
- The Town will need to advertise for the other members
- Town Council will review the applications received and appoint the members
- The goal of the Committee is to make the Town more accessible for residents and visitors
- Need to solve how to get bikes safer throughout the Town

Commissioner Oliver commented the Town Council need to determine the number of members for the Committee and get the advertisement on the website. Once the Committee is formed the Committee can than determine all the goals and objectives. The date and time for the meeting will be determined at a future meeting once applications have been received.

Mo Lindquist stated according to the Chair of the Carolina Beach Bike Ped Committee she was told the smaller the Committee the better. She does want to have as many different viewpoints as possible though on the Committee and believes 6 members would be a good number.

CONSENSUS- The Town Council directed Town Clerk Sanders to advertise for 7 full members of the Pedestrian Ad-Hoc Committee

2. Recycling

Finance Officer Copenhaver commented:

- In the agenda packet it shows the fee history for recycling
- It started in 2007 at \$2.02 for the smaller bin
- The fee currently is \$8.15 per month for a cart
- The fee has been raised once already this fiscal year
- Waste Management determines their per cart fees by the scale shown in the agenda packet
- Waste Management charged per ton is \$93
- Increase monthly recycling fee by 23 cents effective 1/31/2020. New fee would be \$8.38.
- Implement process to evaluate recycling fees on a regular basis (e.g. quarterly) and adjust fees accordingly.



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MOTION- Commissioner Whitley made a motion to raise the recycling fee by 23 cents to \$8.38 effective 1/31/2020 and work with Finance Officer Copenhaver to send out letter regarding recycling fees to residents

SECOND- MPT Heglar

VOTE- Unanimous

3. Stormwater Rates

Finance Officer Copenhaver commented:

- Sent out information a couple of months ago to the Town Council
- In the agenda packet is the history of the Kure Beach residential fee
- Starts in 2007 at \$4.64
- Significantly increased in fiscal year 2012 with the intention to pay for all the stormwater projects that have been completed
- There is currently a separate fee for duplexes at \$6.40
- Commercial rates currently range from \$5.42 - \$88.11
- Recommendation to the Town Council is to increase the residential fee by 25% effective 1/31/2020 at a new fee rate of \$10.89
- Charge \$10.89 storm water fee for all “residential units”
- A duplex would be considered a “residential unit”
- Recommendation is to increase all commercial storm water fees by 25% effective 1/31/2020 at new rates that would range from \$6.78 to \$110.14
- The above actions would result in \$26,450 additional revenue for the current fiscal year (FY 2020) and \$63,900 for all fiscal years thereafter

MPT Heglar commented he agrees with Finance Officer Copenhaver but doesn't feel the Town Council should make the increases to the stormwater fee increase at this time. He wants to be able to explain why the stormwater fees are increasing to the residents when the Town has received back the study. He would rather receive all the numbers and increase as part of the budget process.

Mayor Bloszinsky stated he agrees with MPT Heglar.

Commissioner Oliver commented once the Town receives the facts from the study than the Town can determine what the needs of the Town are and can then increase the fees as needed.



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4. Post-hurricane processes and FEMA requirements review:

Finance Officer Copenhaver stated:

- Hurricane Florence Debris removal cost a \$104,000 submitted to FEMA for reimbursement, which is now completed
- Emergency Protective Measures was \$232,753 Received FEMA's 75% share. Final report submitted to NC Division of Emergency Management on 10/18/19. Awaiting the remaining 25% from the State.
- Water Control Facilities- (Storm Water Outfalls) is Completed
- Directed Administrative Costs- Determined once all projects are complete Includes staff time for performing FEMA requirements.
- Hurricane Dorian Debris Removal Accumulation and submission of all required documentation to FEMA is in progress
- Emergency Protective Measures- Accumulation and submission of all required documentation to FEMA is in progress
- Water Control Facilities (Storm Water Outfalls) FEMA site inspection performed on 11/21/19. FEMA site inspectors estimated damages at \$51,180.
- Direct Administrative Costs- Determined once all projects are complete. Includes staff time for performing FEMA requirements.

Commissioner Ellen commented he would like to recommend once the Town receives the money from FEMA for the Mayor to send out a letter to the residents to acknowledge the staff time spent.

5. Land Use Plan

Commissioner Whitley stated:

- Pushed this project back a few months
- The Town has till June 2022 to complete
- He would like to finish the Chapter 160D legislative changes first and then complete the Land Use Plan

6. Other topics:

Commissioner Ellen stated the Town Attorney and himself had drafted an ordinance a few months ago regarding concealed carry of weapons at Town facilities that still needs to be addressed. Does the Town Council want to consider an employee drug testing? Another item he proposes the Town Council look at in the future is the burying of the power lines throughout the Town.

Town Clerk Sanders stated implementing the drug testing for employees is included in her department goals for the next fiscal year.



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Mayor Bloszinsky stated the Town could look into the process of burying the powerlines.

CWMTF Grant

Nancy Avery commented the Town completed a feasibility study last June with CWMTF grant funding. The recommendation of that study was to move forward with design, construction and installation of stormwater infiltration systems in the dunes at six beach access sites south of K Avenue. These systems are similar to the ones installed in the dunes between K and L avenue and in the Ocean Front Park. The deadline for submission is Monday, February 3, 2020. She is looking for formal authorization from the Town Council authorizing her to submit an application on the Town's behalf to the Clean Water Management grant program for the design, construction and installation of Storm infiltration systems at six beach access sites south of K avenue at a potential cost to the Town of \$135,000 cash and \$5,000 in-kind contribution. Coastal Federation thinks the Town has a good change at receiving the grant. All 6 sites would cost a total of \$835,369. With DOT funding of \$167,072, there is a balance of \$668,287. The Town's portion would be roughly 20% of the \$668,287 or \$135,000 cash and \$5,000 in-kind for staff time during the project.

MOTION- Commissioner Oliver made a motion authorizing Consultant Nancy Avery to submit an application on the Town's behalf to the Clean Water Management Grant program

SECOND-Commissioner Whitley

VOTE- Unanimous

Nancy Avery commented the CAMA grant next cycle for applications is due mid-April if there are any other grants the Town Council would like for her to apply for the Town. She would need the information by mid-February.

Council Determination of FY20-21 Council goals

Mayor Bloszinsky stated he will review the previous goals provided by Finance Officer Copenhaver and will send out to the Town Council to finalize.

MOTION- Commissioner Oliver made a motion to adjourn the meeting at 3:53 p.m.

SECOND-Commissioner Whitley

VOTE- Unanimous



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Craig Bloszinsky, Mayor

ATTEST: 

Mandy Sanders, Town Clerk

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