



# TOWN COUNCIL MINUTES

## COUNCIL RETREAT

February 2, 2024 @ 9:00 a.m.

The Kure Beach Town Council held its Retreat meeting on Monday, February 2, 2024 beginning at 9:00 am. Town Attorney Jim Eldridge was in attendance. There was a quorum of the Town Council present.

### COUNCIL MEMBERS PRESENT

Mayor Allen Oliver  
MPT David Heglar  
Commissioner Connie Mearkle  
Commissioner Dennis Panicali  
Commissioner John Ellen

### COUNCIL MEMBERS ABSENT

None

### STAFF PRESENT

Director of Administration – Mandy Sanders  
Town Clerk – Beth Chase  
Finance Officer (FO) – Arlen Copenhaver  
Police Chief – Mike Bowden  
Police Lieutenant - Brandon Bailey  
Recreation Director – Nikki Keely  
Public Works Director - Jimmy Mesimer  
Fire Department- Ed Kennedy  
Code Enforcement Officer – Bethany White

### CALL TO ORDER

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

### PUBLIC COMMENT

Resident at 733 Cutter Court on behalf of herself and tennis friends based on the revisions being made to the Joe Eaks Park plan being presented today. She is trilled to have an additional court to the two courts they currently have but the 4<sup>th</sup> court that was on the original plan has been deleted. The reasons for their concerns its already difficult to use the courts in the morning as there seems to be a standing reservation every day at 8:00 -10:30 a.m. and this becomes even more difficult when the temperature rises. Only 81 residents responded out of the population of the 2106 residents, this means only 4% of full-time residents responded providing enough information to change the sketch. She is requesting Council to have 4 tennis courts at Joe Eaks Park.

### PRESENTATION

Cindy Maier gave a presentation on Friends of Kure Beach that is hereby incorporated into the minutes.



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MPT Heglar stated the Town can't tell you if you can or can not create one. He would like more research from the Town Attorney regarding the topic and understanding the rules regarding non-profits for the Town. He understands the non-profits to distinguish how the money is spent but not sure that is how it works. He would like a better understanding, but the non-profit has the right to start if desired.

Commissioner Mearkle commented do you have an attorney the non-profit is working with? She thinks its great that they're working with the Carolina Beach non-profit.

Cindy Maier stated the non-profit has been speaking with the attorney who did the Carolina Beach non-profit that wrote their bylaws but wanted to speak with Council before moving forward.

## DEPARTMENT HEAD PRESENTATIONS

### PUBLIC WORKS DEPARTMENT

Public Works Director Mesimer stated:

- The Department currently has 15 full time employees currently but hoping to fill the 16<sup>th</sup> position soon
- The Town has 10 lift stations and have completed installing new controls and bypasses, this next year requesting the generators
- Sludge removal for the lagoon has been completed
- The request for a new service truck fell short, it was more than estimated so will need additional funds
- The valve replacement is completed
- Water Tower Aeration - He has held off as the department is doing the AIA grant and feels it is best to hold off till they come in
- Beach Accesses - #322 should be completed by next week, Applied for grants for accesses for #99 and #140
- AIA Grant – It will be starting in March, all the well houses will be checked and repaired if needed
- Service Truck - \$11,007 short to purchase the truck in this years budget, he will work with Finance Office Copenhaver to purchase within this year's budget year
- Sewer Manhole rehab - Requesting in the amount of \$10,000 for next budget year
- Purchase of 100 new Town banners for the poles throughout Town for during the summertime
- Garbage Truck - Need to purchase new rear loader truck in the amount of \$250,000, he has tried to surplus the old garbage trucks but haven't been able to sell them
- Street Paving for FY 24/25 – Requesting \$300,000 to be able to pave Kure Beach Dunes, Anchor Way, Largo Way, 4<sup>th</sup> Avenue North, Gulf Stream Drive
- Boardwalk Replacement – What type of scope would Council like to see done?



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MOTION- MPT Heglar made a motion to authorize Director of Administration and Department Heads to be able to scrape any equipment after 6 months of trying to sell the items

SECOND- Commissioner Ellen

VOTE- Unanimous

Mayor Oliver stated Council shared an email thread several months ago that needs to be reviewed and Public Works Director needs to come up with the proposed scope of work.

MPT Heglar commented Public Works Director and himself will work on the proposed engineer scope of work and bring it back to Town Council.

### **BUILDING INSEPTIONS DEPARTMENT**

Code Enforcement Bethany White stated:

- Permits – 178 issued this past year
- 28 new residential units in Town, 22 were single family homes, 5 new townhomes, and one new mobile home
- Collected \$310,000 in fees
- 170 vacant lots left in Town, 7 of these lots are ocean front lots
- Code Enforcement – 86 violations were given out on the 3 strike system
- 205 Alabama demolition, hoping to get it completed in this current budget year
- No fee increase needed this coming budget year for the permit fees, CAMA did a study regarding fee increases but did not raise any currently
- Her year was focused on training and in late 2022 received her flood plan manager certificate, in November 2023 certified as Zoning Officer, in December 2023 received her certificate for Building Inspector 1, probationary Building Inspector 2 she received in January 2024 and needs to hold it for a year before she can test

MOTION- MPT Heglar made a motion to appoint Bethany White as the Building Inspector for acting Building Inspector for purposes of 205 Alabama

SECOND- Commissioner Ellen

VOTE- Unanimous

### **FINANCE DEPARTMENT**

Finance Officer Copenhaver stated:

- Fully implemented new software system this past year
- New customer portal - 30% of all accounts have been set up which is above the exaptation of what is expected
- Bills are now being printed through a third party and it has been very successful and is cost saving for the Town



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- Future needs - There are new accounting regulations that will go into effect next budget year where the Town will need to analyze the use of sick time, there is not a lot of guidance on this new regulation
- New software feature – Accounts payable automation to arrange electronic payments for invoices from third party vendors, there is no cost to the Town and will have cost savings
- Just a reminder time sheets need to be received for every payroll period
- Also a reminder the department needs detailed receipts, and there are currently 3 amazon accounts so may need to switch to business account in the future to save funds, he is currently doing research

## FIRE DEPARTMENT

Fire Chief Kennedy reported:

- Ocean Rescue Supervisor on all 3 shifts was completed this budget year
- Purchased ½ of the new radios for compliance and will purchase the other half in this upcoming budget year
- Fire Engine Replacement – This is expected to receive in October 2024
- Purchase of New Fire Hose as outlined in the 5 Year Capital Outlay Plan
- Purchase of New Generator – The new generator is on order but will affect this coming budget year, a downpayment of \$5,000 was paid
- Ocean Rescue Pickup Truck – Current truck is 17 years old, and the purchase of a replacement will need to be included in the budget in the amount of \$60,000
- 4x4 Replacement – This is on a rotation schedule
- Ocean Rescue Lifeguards - Increase Salaries by COLA to stay competitive in the area

## POLICE DEPARTMENT

Police Lieutenant Bailey reported:

- By adding one more officer the department would have coverage with back-up throughout the entire day/night shift, making the safety of our officers and community priority. At the present the department does not have enough manpower on night shift to ensure every officer has a partner to work with the full 12-hour shift.
- In addition, if the department were to add one more officer it would give us the ability to completely reshape our department. The department would be able to have supervisory presence on our shifts 24/7. Our Detectives would be able to primarily concentrate on casework and intelligence gathering rather than having to answer lower priority calls with patrol. By adding this position our Patrol Sergeants would be able to adjust their schedule to spend 50% of their shift on dayshift and 50% of their shift with nightshift giving an equal amount of supervisory coverage.
- Officer involved shootings have risen 60% since 2018.
- Community Statistics - Fort Fisher Historical State Park is the most visited of the 27 State Parks in North Carolina, drawing in over 1.4 million visitors per year. The Fort Fisher Civil War Museum is in the midst of a \$28.5 million dollar project which will bring far



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more capability to the museum and likely increase visitation. The Aquarium at Fort Fisher sees approximately 500,000 visitors per year. 25,000 of these visitors are school children. The Aquarium consists of a staff of 51 full-time employees, 500 volunteers and hosts 150 events every year. The Fort Fisher Ferry Terminal services approximately 500,000 people annually.

- Cost Assessment: \$76,000.00 (Vehicle \$70,000) (4-Wheeler \$6,000) Reasoning: A new Detective vehicle is needed due to the existing one being eleven (11) years old. The plan is to place the old detective vehicle into our reserve fleet. Our 4-Wheeler is eight (8) years old showing signs of degradation from extensive use on the beach strand.
- Contracts: Cost Assessment: \$45,300.00 Lexipol (\$11,000 per year plus \$7,000 for Tier 2) VC3 MDT Maintenance Contract (\$13,800 per year) Team Keeper (\$1,620 per year) Flock Safety Camera System (\$6,000 for two cameras plus \$1,200.00 onetime installation fee) Verizon Jet Packs (\$4,680) Flock Safety Camera System Reasoning: Continuation of Lexipol Policy Implementation / Addition of Team Keepers Software for Police Department and Fire Department to streamline timesheets and vacation/sick time requests / Addition of Flock Camera System License Plate Reader to locate Stolen Vehicles and Wanted Subjects / Need ten (10) Jet Packs to prevent MDT's from dropping VPN's. VC3 to service MDT's as we have had one of our Patrol Sgt's doing this but is not a professional IT expert.
- Radar Signs: Cost Assessment: \$30,000.00 (Five Radar Signs costing \$5,000 per sign and five mounting poles at \$1,000 per pole) Reasoning: The existing Radar Signs have been highly effective at reducing speeders. In addition, they provide capabilities to conduct speed studies throughout the community. Citizens have requested more Radar Signs in town.

## RECREATION DEPARTMENT

Recreation Director Keely reported:

- 2023 year of review is included in the agenda packet, the Recreation Department has 13 active classes throughout the facilities currently and will be up to 17 soon with baseball starting soon
- The Recreation Department holds a very vibrant summer program, and are included on the list in the agenda packet
- The Town sponsored events, this year adding a new Town event called Ocean Front Flicks which will be on Friday nights from April through early May
- Hosted 9 outside agency special events, and only received one film permit due to the film strike
- ADA Accessible Parking Assessment – Currently working with the Public Works Department to implement
- Community Center Upgrades – Upgraded the flooring to LVP and replaced lights in the Community Center



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- Disc Golf Course Tee Pad Upgrades – This has been completed and received positive feedback
- Recreation Department Internship Program – Started this program last summer and have started the process for this summer

## ADMINISTRATIVE DEPARTMENT

Town Clerk Sanders stated:

- Received a quote for the exterior painting on the building in the amount of \$11,864 and for the interior in the amount of \$10,863 which also includes power washing, chair rail in the Council Chamber
- Requesting a quote to add blinds to the Council Chambers for the top windows and also quote the Facilities Manager office
- May need to replace the mini split in the amount of \$7,500 so putting placeholder in the budget
- Adding additional funds for environmental testing in the building and continue to do yearly functions
- May convert the Town phone system to VC3 for their phone system in this upcoming budget year which may end up saving costs

MPT Heglar commented does Town Council think the Town should do the painting in this year and do a budget amendment at the February meeting.

MOTION- MPT Heglar made a motion to have the Finance Officer Copenhaver to bring forward a budget amendment on the exterior and interior painting of the building for this current budget year

SECOND- Commissioner Ellen

VOTE- Unanimous

**Council recessed for Lunch at 12:00 p.m. to 1:00 p.m.**

## COMMITTEE BUSINESS

Bike/Ped Committee

Chairperson Linquist read a letter from the Bike/Ped Committee that is hereby incorporated into the minutes.



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**COUNCIL RETREAT**

**February 2, 2024 @ 9:00 a.m.**

## **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 2019 through Fiscal year 2023. A review of Town debt, General Fund Services, comparisons of similar beach towns and Town investments was included, as well. All this information was presented via PowerPoint slides. PowerPoint slides are hereby incorporated into the minutes.

### **Finalization of 2025 budget calendar**

- Follows same plan as previous years

MOTION- Heglar made a motion to adopt the budget calendar with the first workshop to be scheduled for at 9:00 a.m. on April 1, 2024 and the second workshop on April 24, 2024 at 9:00 a.m. and schedule the Public Hearing for June 10, 2024 at 6:00 p.m.

SECOND- Commissioner Ellen

VOTE- Unanimous

### **System Development Fees Update**

Finance Officer Copenhaver stated need to schedule a Legislative Hearing for the System Development fees for the March 18, 2024 Town Council meeting. There must be 45 days for it to be posted on the Town website and receive public comment from residents. Finance Officer Copenhaver gave a brief presentation on the System Development Fee that is hereby incorporated into the minutes.

MOTION- Commissioner Ellen made a motion to schedule a Legislative Hearing for the System Development fees for the March 18, 2024 Town Council

SECOND- Commissioner Panicali

VOTE- Unanimous

### **COUNCIL TOPICS**

1. Schedule a Legislative hearing on the question of establishing verifiable percentage goals for participation by historically underutilized businesses (HUB) in building projects

MOTION- MPT Heglar made a motion to Schedule a Legislative hearing on the question of establishing verifiable percentage goals for participation by historically underutilized businesses (HUB) in building projects

SECOND- Commissioner Panicali

VOTE- Unanimous



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### 2. Joe Eaks Park

Recreation Director Keely stated the memo in the agenda packet breaks out the details of how the Town has gotten this far and also a draft plan of the park. Recreation Staff believes this is a good time to receive feedback from MOTSU. Another round of revisions to the plan will cost \$5,000 and if the Town wants to look into grants for this project, it will require a 25 year lease. The MOTSU Joe Eaks Park lease is coming up in April 2024 so may want to include in the request.

### 3. Legislative Goals / Request for Short Session

- Legislative Goals / Request for Short Session
- Water / Sewer Infrastructure needs
- Stormwater Infrastructure needs
- Restore Bicycle and Pedestrian Funding in 2024
- Fire
- Police
- DOT Request

Mayor Oliver stated last conversation he had with Representative Miller he has limited funds in the short session and if the Town wanted to send a letter to him of requests. He will be putting together a letter and reaching out to Department Heads on requests.

### 4. New Hanover County Endowment

Mayor Oliver commented he attended a meeting a couple weeks ago regarding the New Hanover County Endowment which is from the funds received from the sale of the hospital. It is operated separately from the County Commissioners. He learned a lot about it and they're encouraging Towns to come speak with them about projects that would fit into their budget cycle. He met with them and told them about the plans for Joe Eaks Park and said they would help us with funding.

## COUNCIL DETERMINATION OF FY24-25 COUNCIL GOALS

### Current Goals:

1. Work smarter to maintain and improve our quality of life in Kure Beach
  - a. Secure CAMA approval of the Land Use Plan and Survey
  - b. Work on Department of Defense Land Use Plan to retain assets
  - c. Implement the Bike/Ped Committee Solutions
2. Ensure the integrity of Town financial data and maintain financial stability in all Town funds
  - a. Be Fiscally responsible





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- b. Review ordinance for enforcement process
- c. Maintain Tax and water/sewer rates
- 3. Enable an optimum working environment for staff to produce high levels of service to the Town
  - a. Ensure policies are fair (morale)
  - b. Public Works Space (physical)
  - c. Enhance procedures to retain and attract Town personnel
  - d. Complete and execute the Salary Plan
- 4. Provide all departments with the support to maintain a safe working and living environment
  - a. Support Camera program
  - b. Use technology to multiply abilities
  - c. Continue to improve employee safety plan
  - d. Support K9 program
  - e. Provide necessary tools for safe environment

Mayor Oliver stated 1.A needs to be removed.

MPT Heglar commented 1.B needs to be removed.

Consensus- Town Council to review the goals and bring back recommendations to the April Budget meeting.

MOTION- MPT Heglar made a motion to adjourn the meeting at 3:25 p.m.

SECOND- Commissioner Ellen

VOTE- Unanimous

\_\_\_\_\_  
Allen Oliver, Mayor

ATTEST: \_\_\_\_\_  
Beth Chase, Town Clerk

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



FEBRUARY 2, 2024

TOWN OF KURE BEACH

ANNUAL RETREAT



**FY 2024 BUDGET  
STATUS AND  
REVIEW**

**GENERAL FUND  
FY 2024 HIGHLIGHTS  
7/1/23 – 12/31/23**

**Budget**

**\$8,046,713**

**Actual Revenue**

**\$4,757,618**

**Revenue % of Budget**

**59.1%**

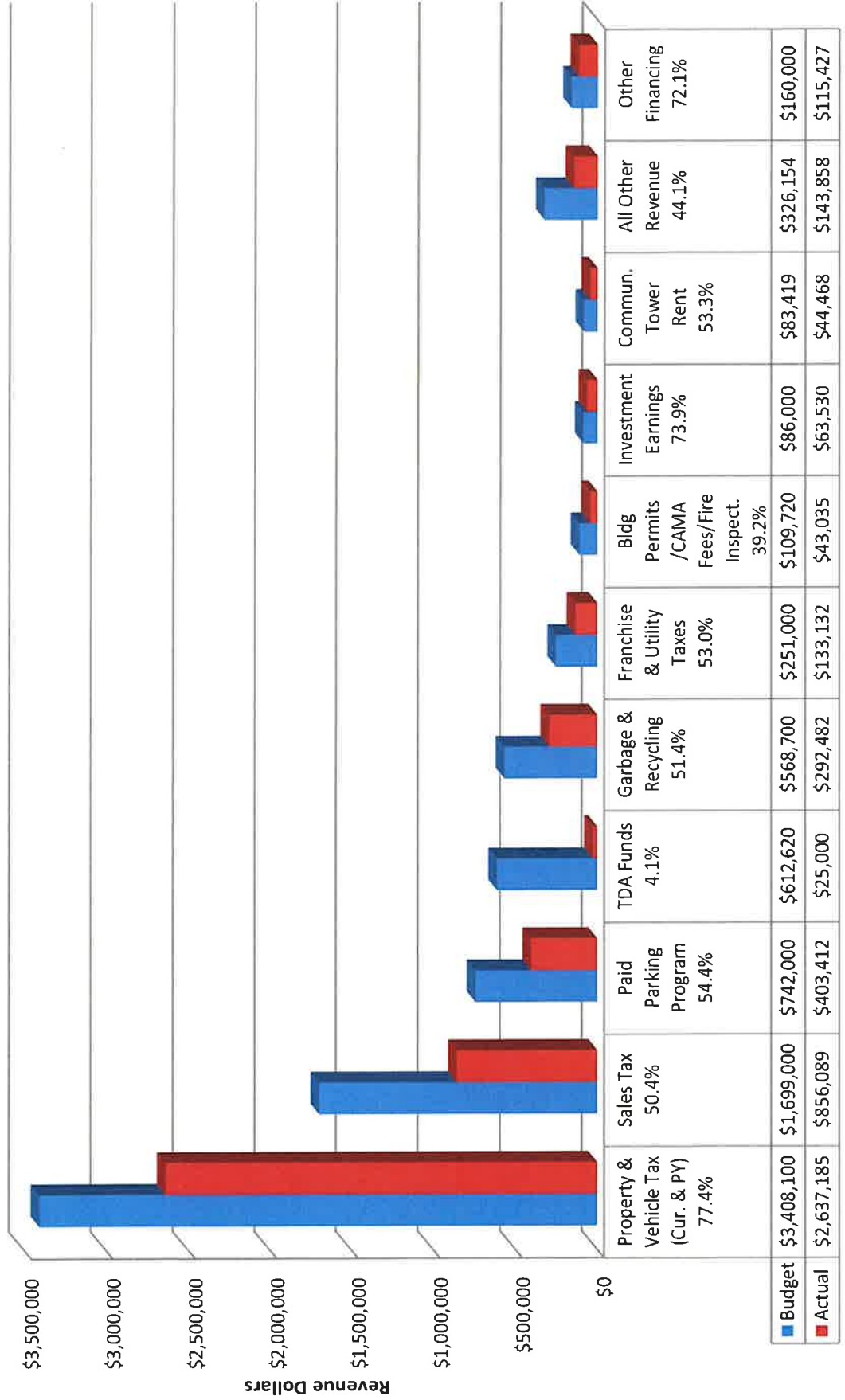
**Actual Expenses**

**\$3,945,446**

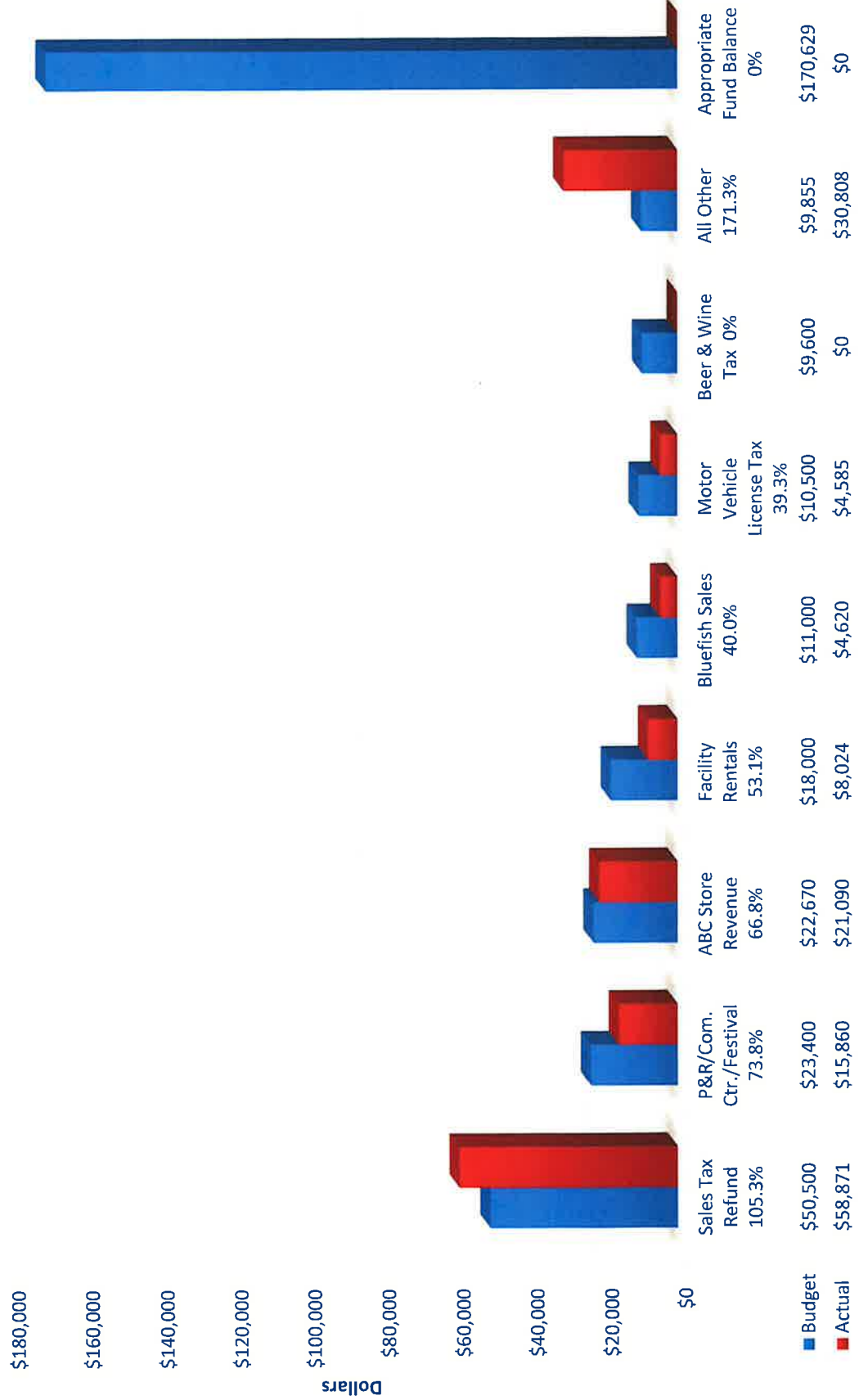
**Expenses % of Budget**

**49.0%**

## GENERAL FUND REVENUE - BUDGET VS. ACTUAL 7/1/23 - 12/31/23



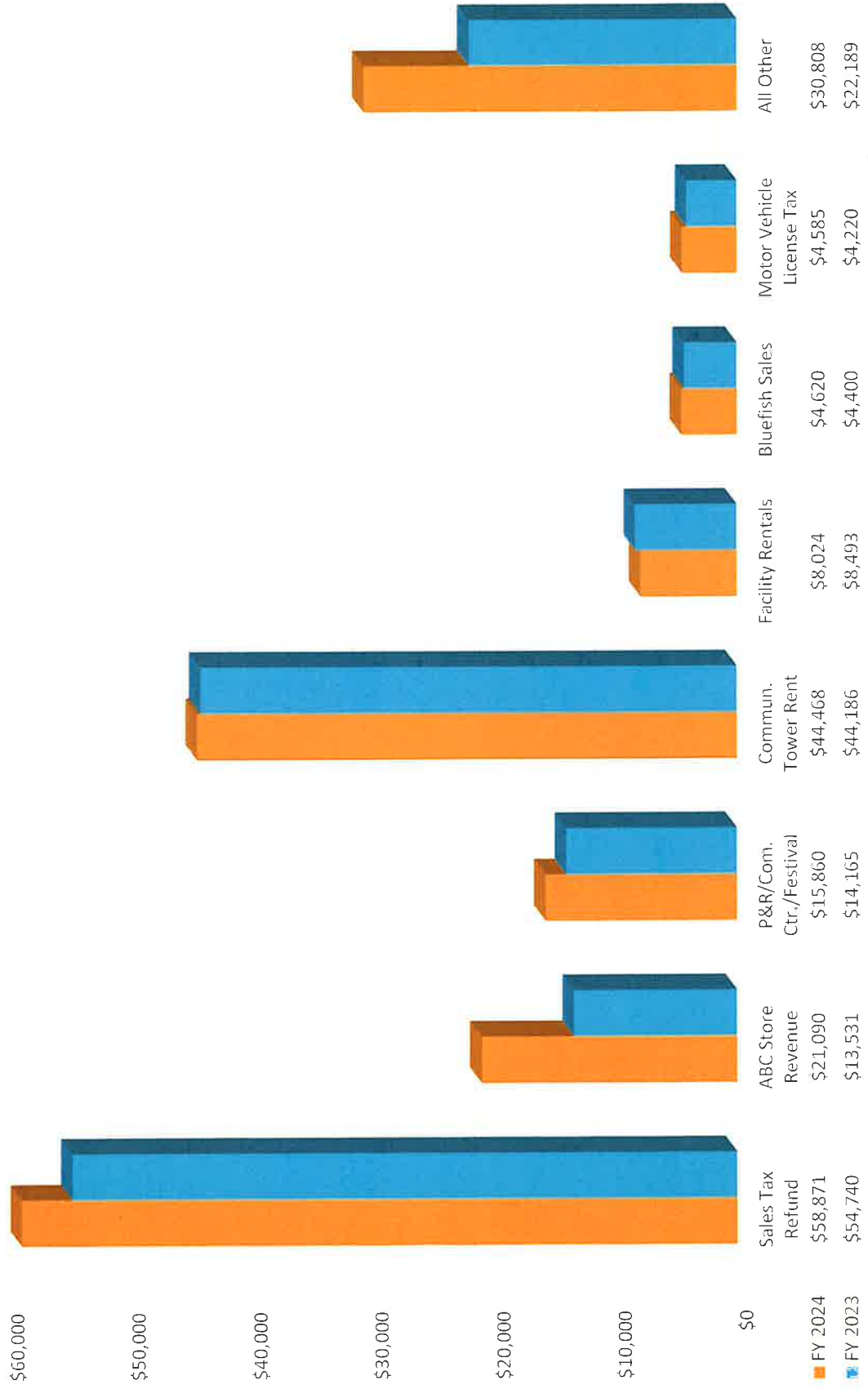
## GENERAL FUND "OTHER" REVENUE - BUDGET VS. ACTUAL 7/1/23 - 12/31/23



**GENERAL FUND  
ACTUAL REVENUE  
12/31/2023 VS. 12/31/2022**

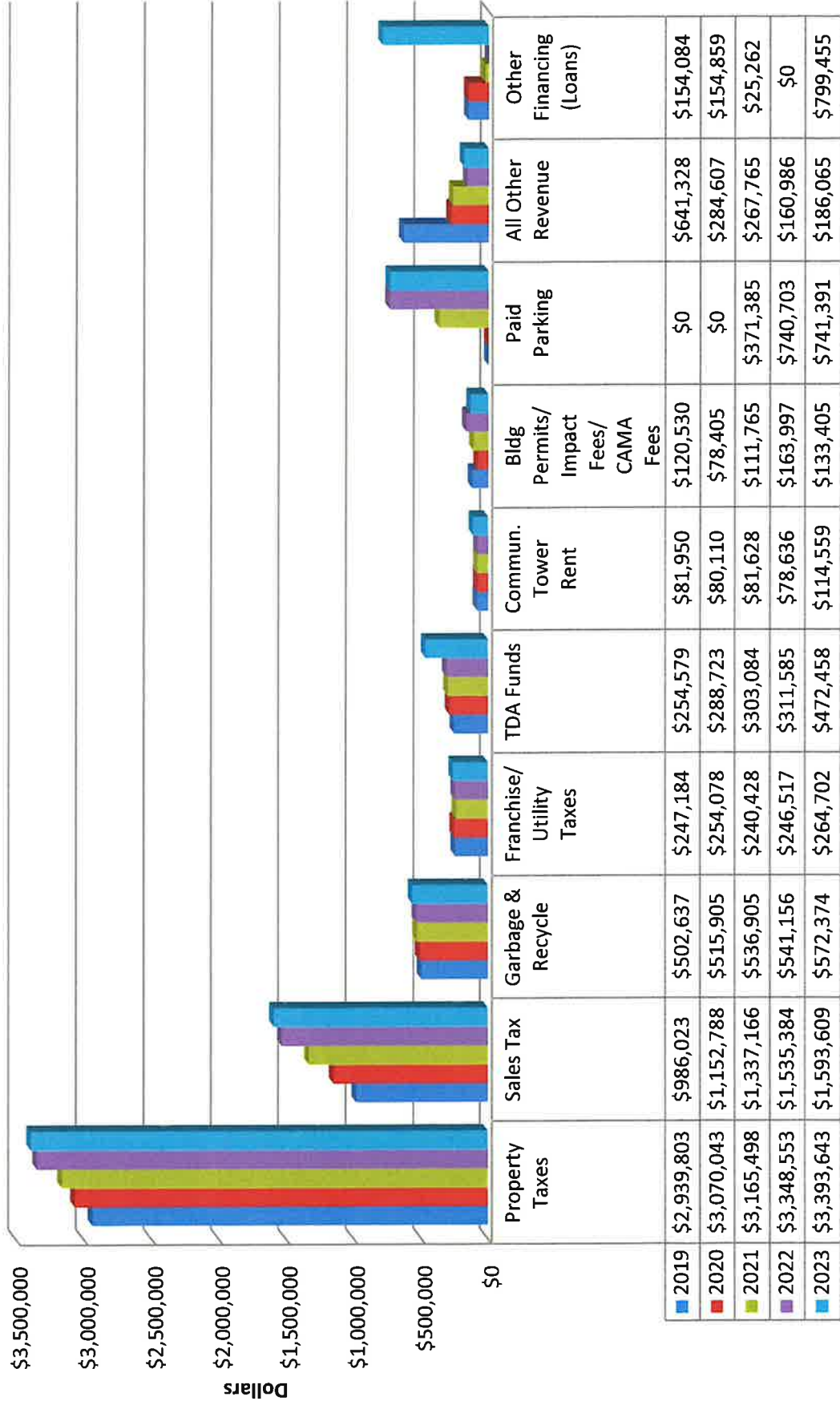


**GENERAL FUND  
ACTUAL "ALL OTHER" REVENUE  
12/31/2023 VS. 12/31/2022**

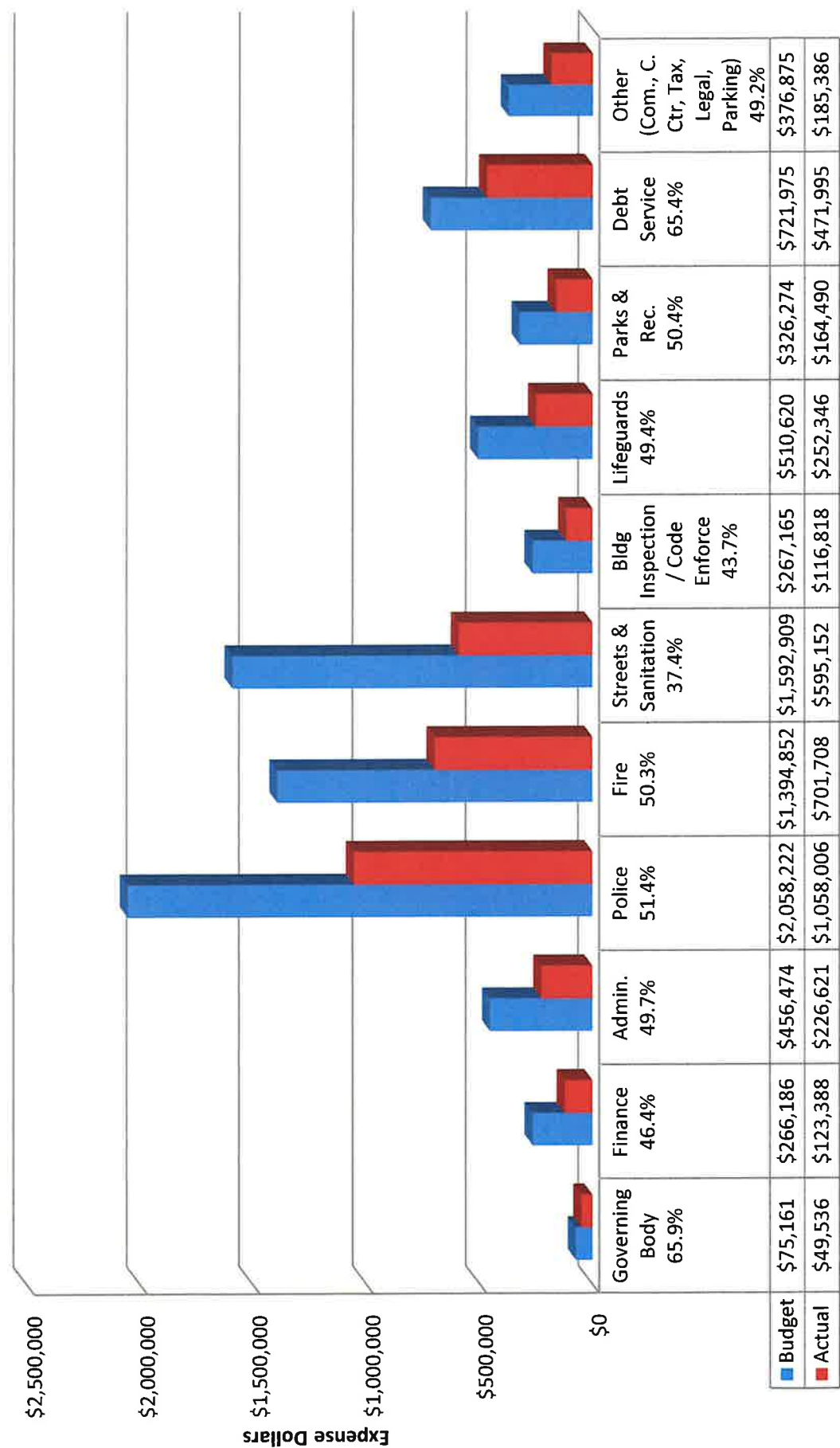




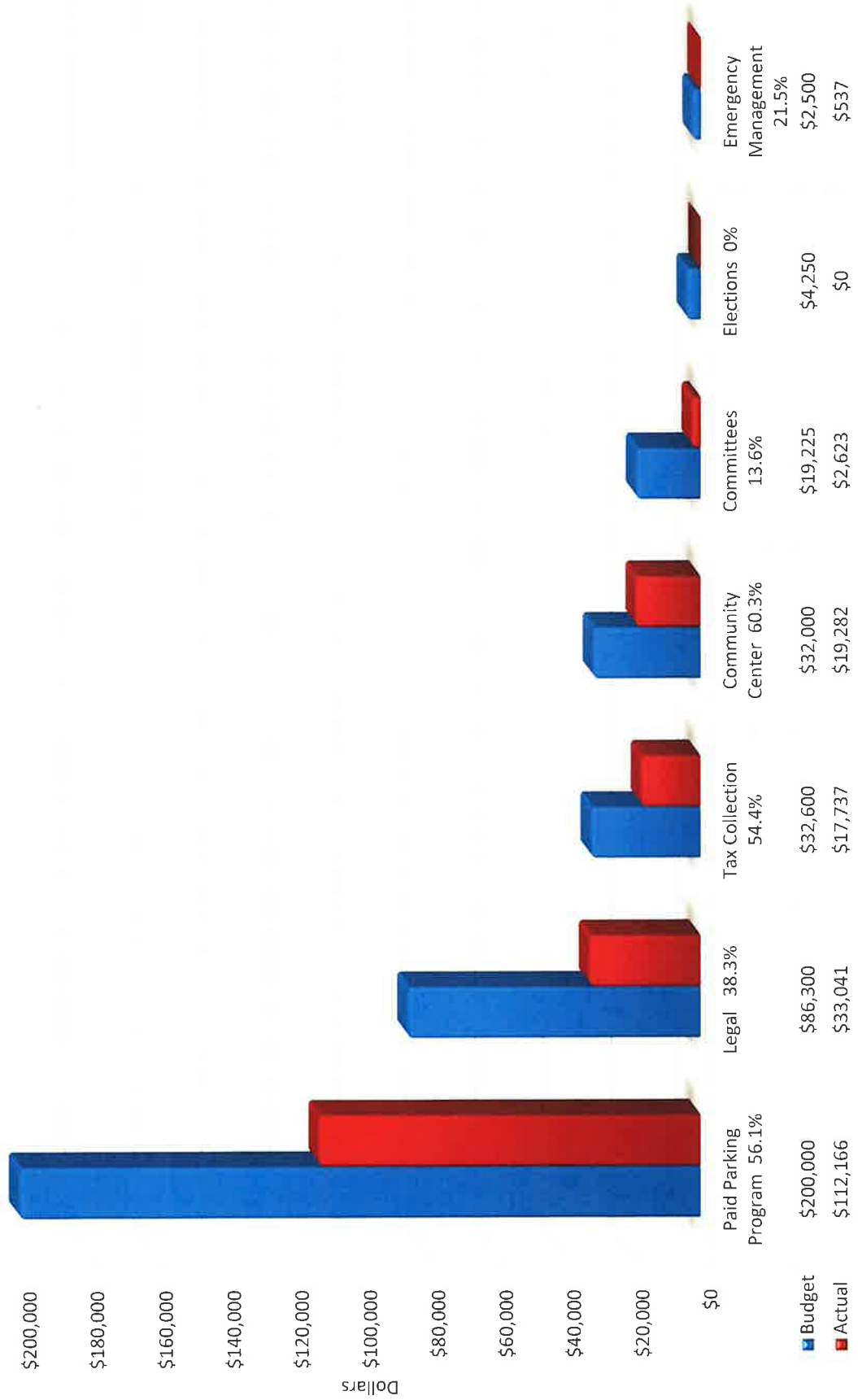
# GENERAL FUND REVENUE FY 2019 - 2023



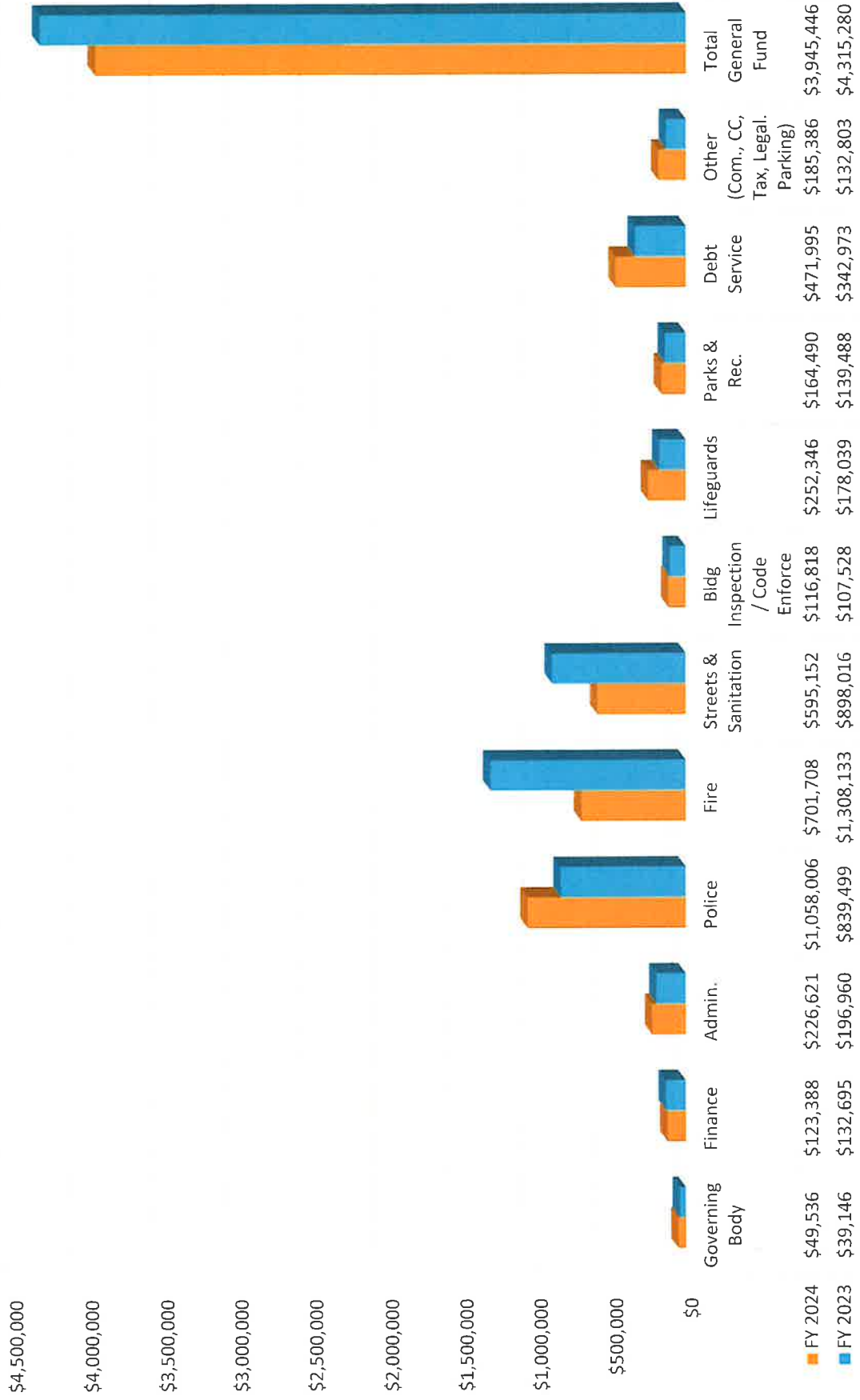
# GENERAL FUND EXPENSES - BUDGET VS. ACTUAL 7/1/23 - 12/31/23



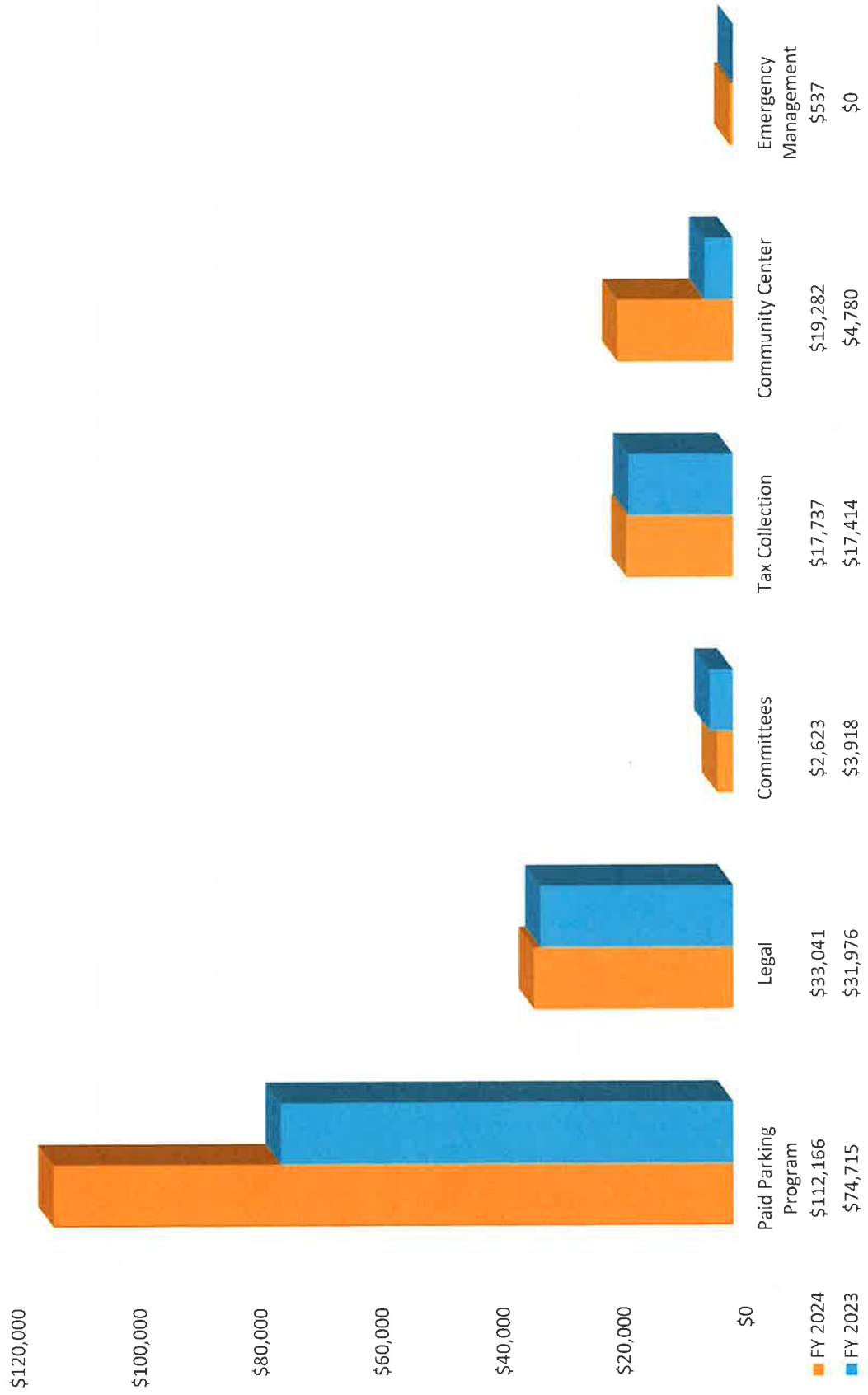
## GENERAL FUND "OTHER" EXPENSES - BUDGET VS. ACTUAL 7/1/23 - 12/31/23



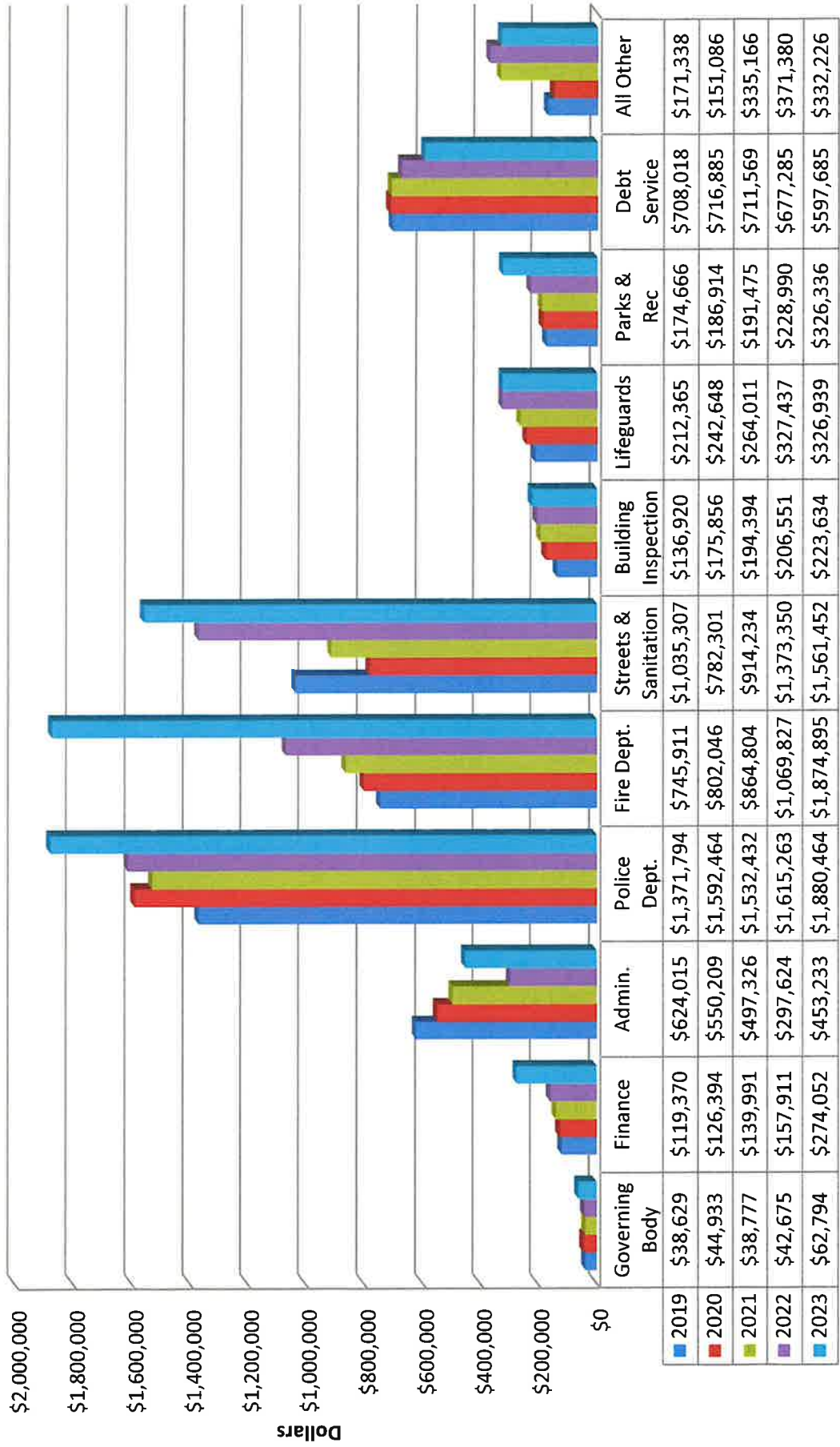
**GENERAL FUND  
ACTUAL EXPENSES  
12/31/2023 VS. 12/31/2022**



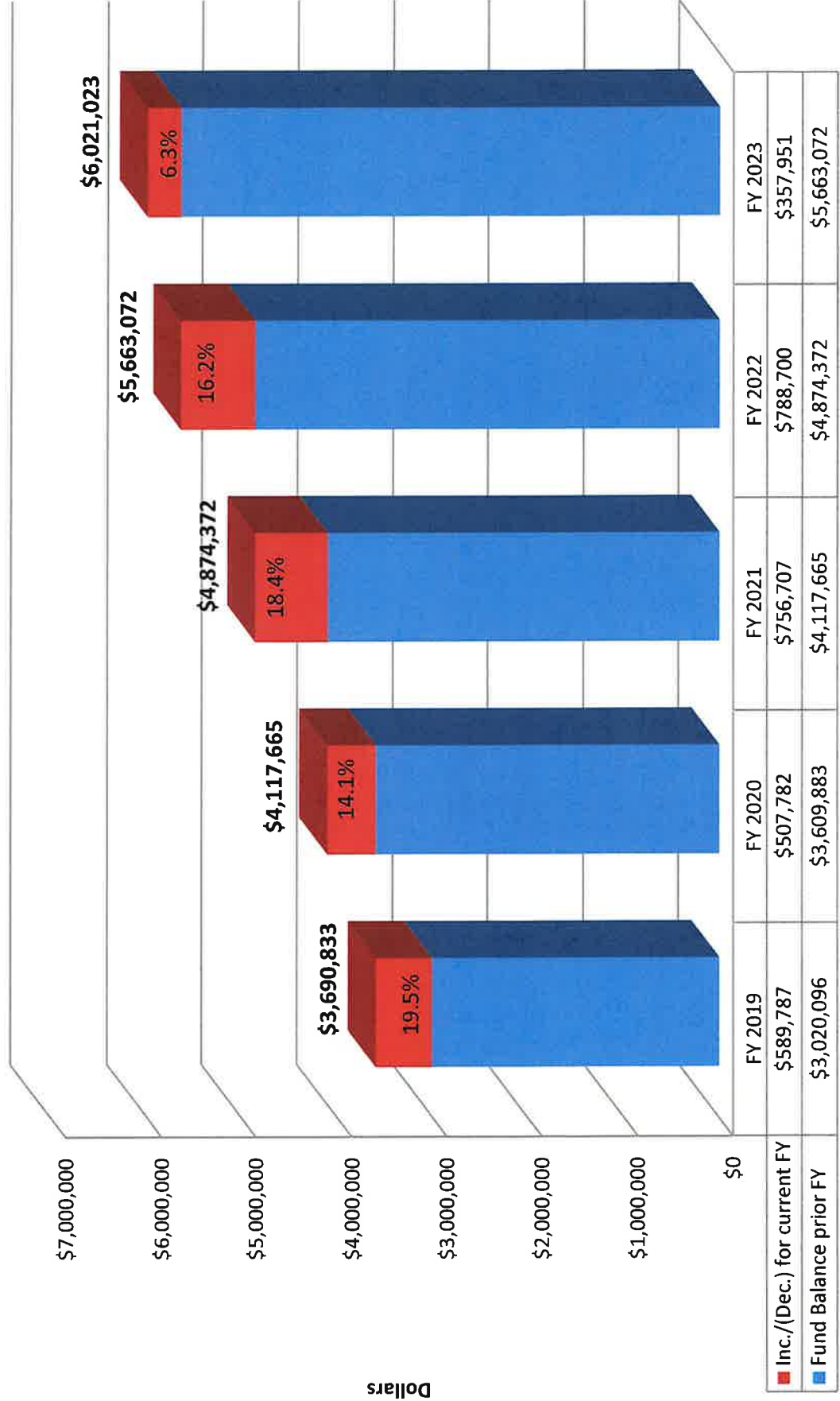
**GENERAL FUND  
ACTUAL "ALL OTHER" EXPENSES  
12/31/2023 VS. 12/31/2022**



# GENERAL FUND EXPENSES BY DEPARTMENT FY 2019 - 2023



## GENERAL FUND CHANGE IN FUND BALANCE FISCAL YEAR 2019 TO 2023



**WATER & SEWER FUND  
FY 2024 HIGHLIGHTS  
7/1/23 – 12/31/23**

**Budget**                      **\$2,674,255**

**Actual Revenue**                      **\$1,442,213**

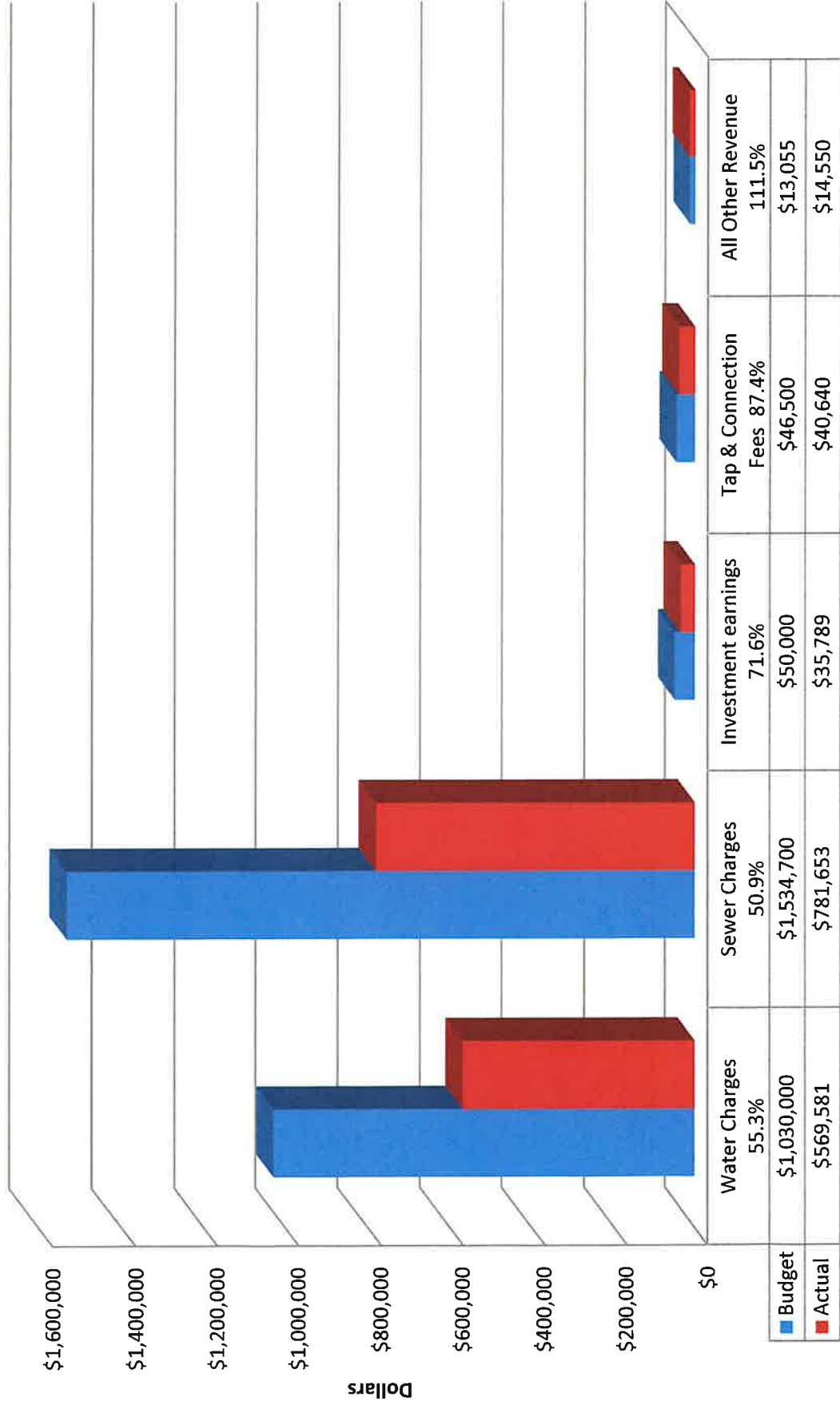
**Revenue % of Budget**                      **53.9%**

**Actual Expenses**                      **\$1,081,295**

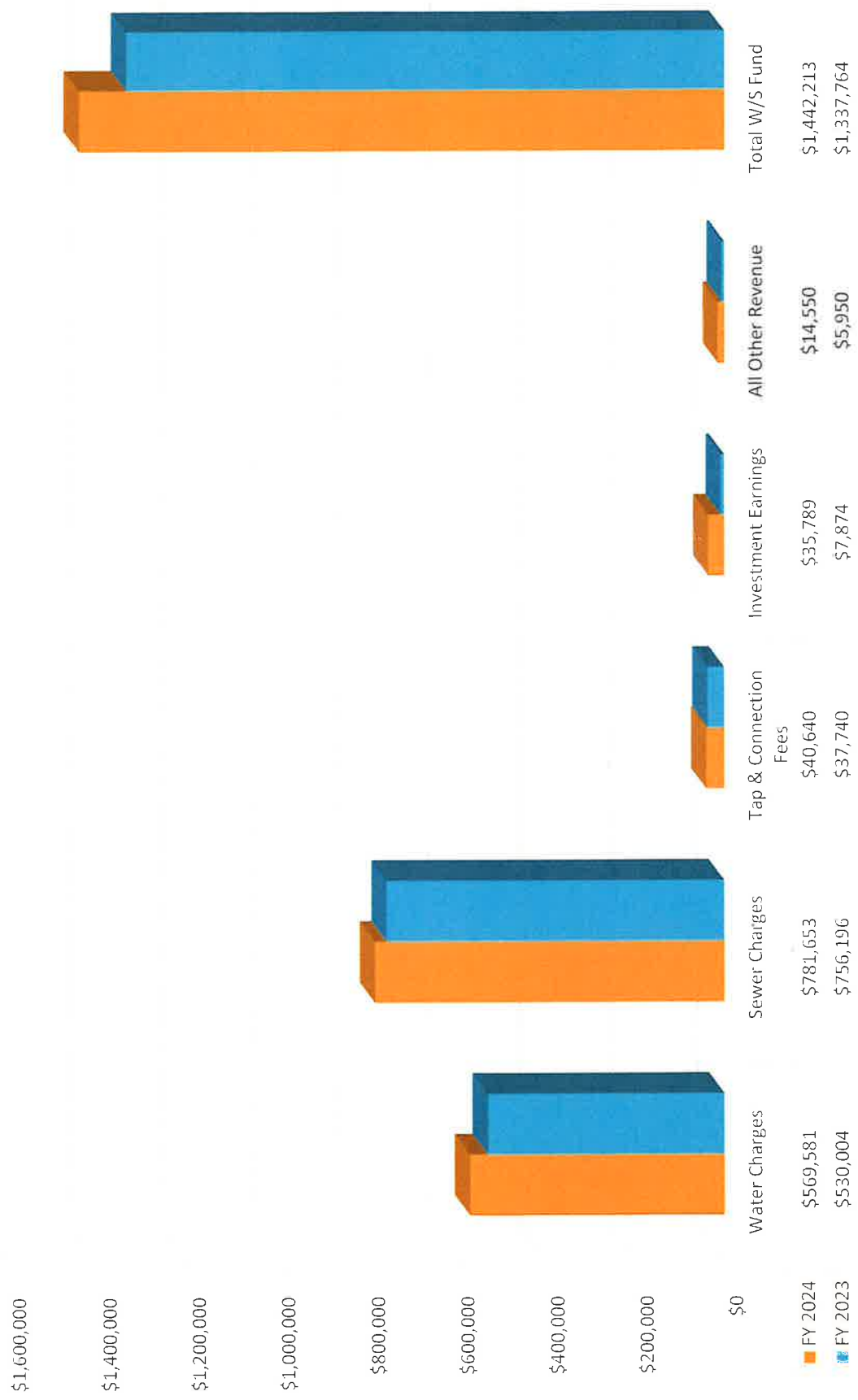
**Expenses % of Budget**                      **40.4%**



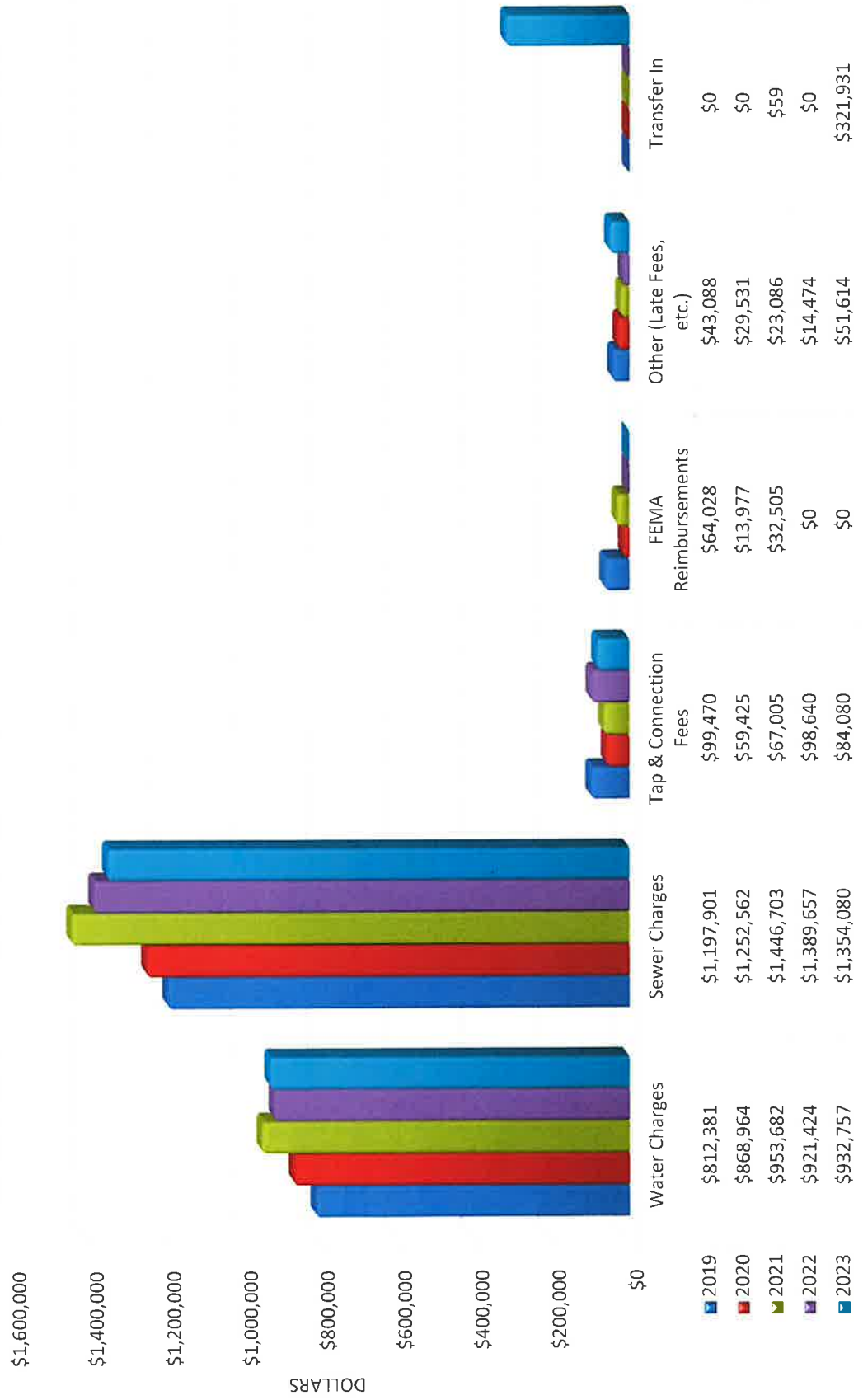
# WATER/SEWER FUND REVENUE - BUDGET VS. ACTUAL 7/1/23 - 12/31/23



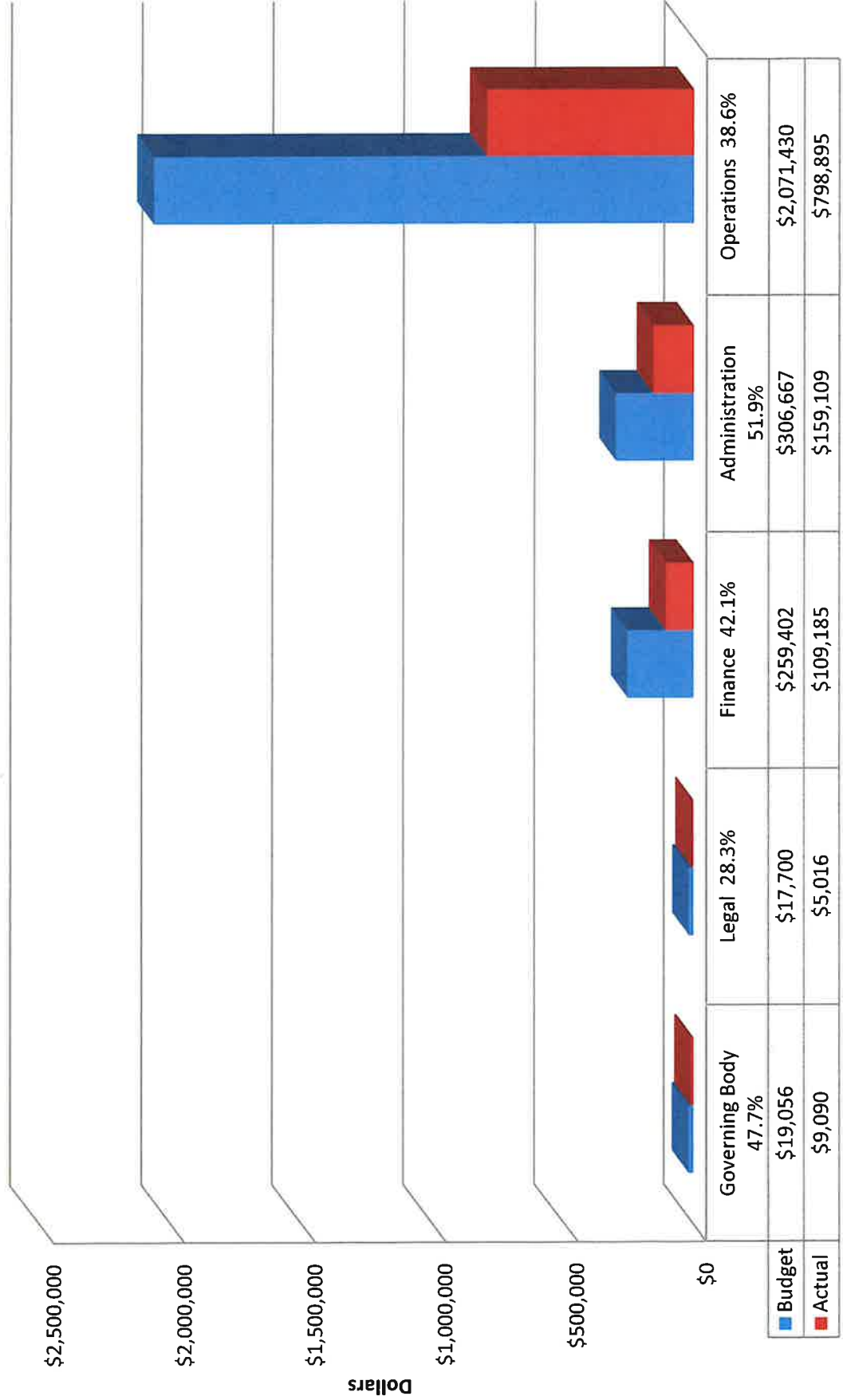
**WATER/SEWER FUND  
ACTUAL REVENUE  
12/31/2023 VS. 12/31/2022**



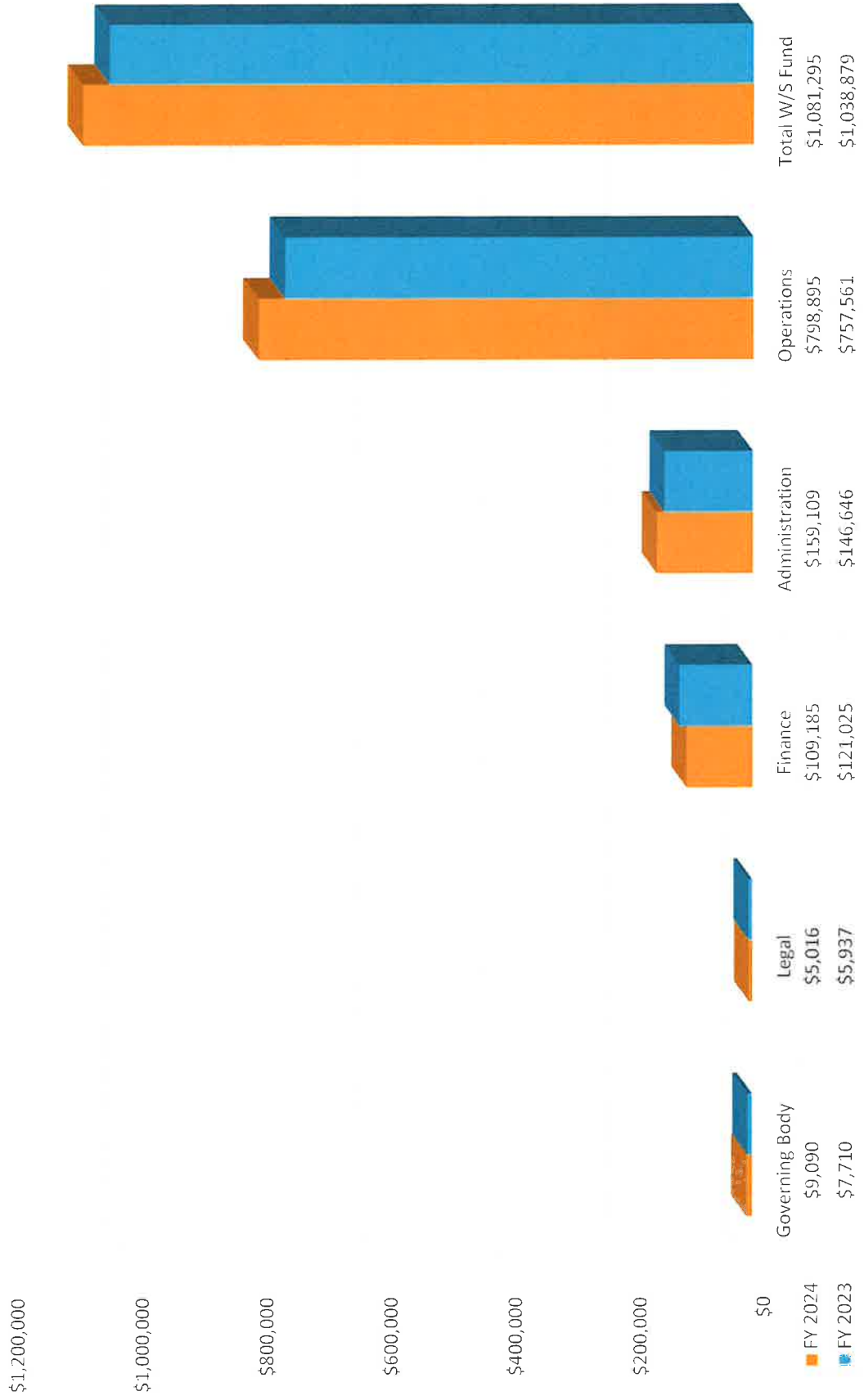
# WATER/SEWER FUND REVENUE BY SOURCE FY 2019 - 2023



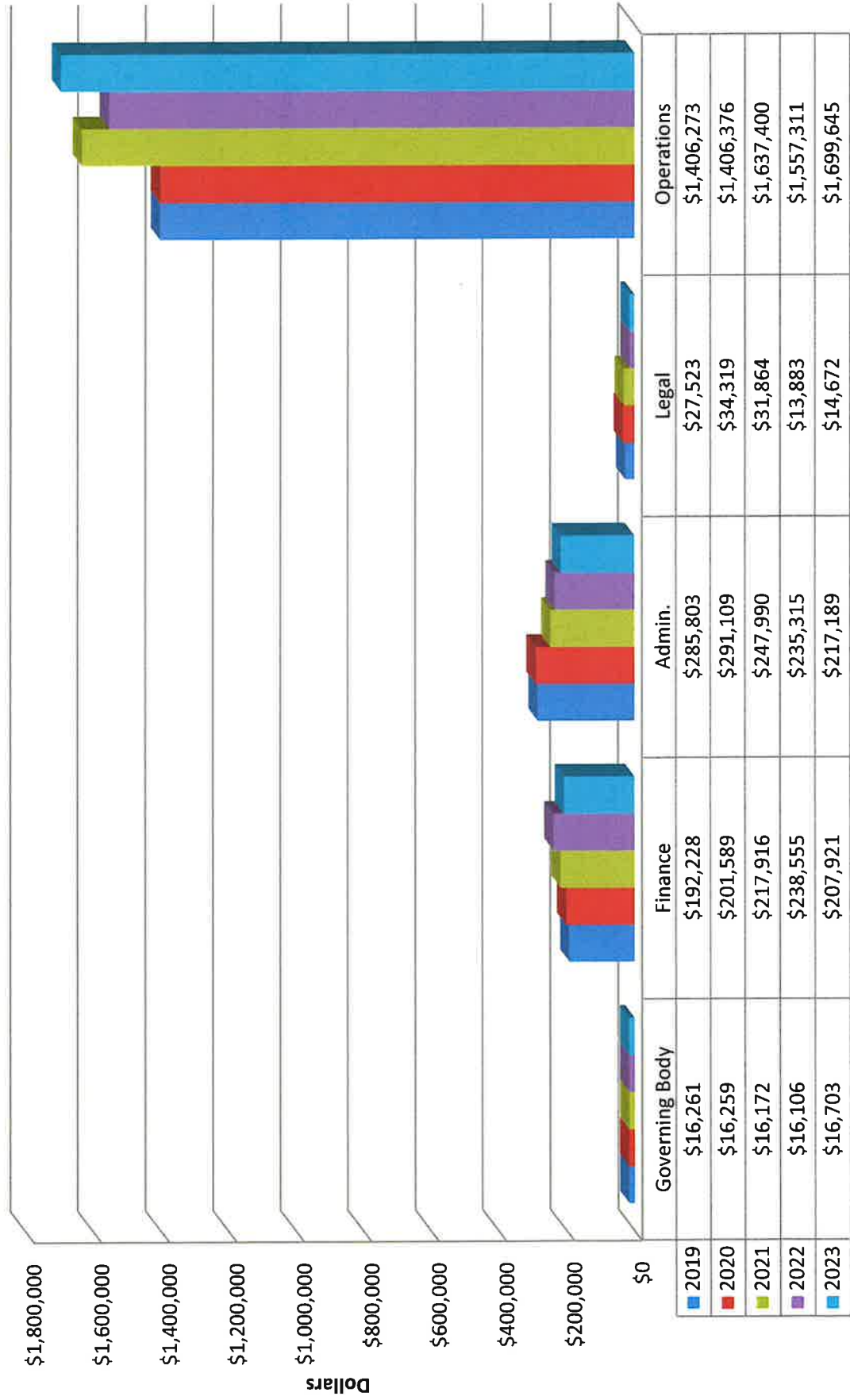
# WATER/SEWER FUND EXPENSES - BUDGET VS. ACTUAL 7/1/23 - 12/31/23



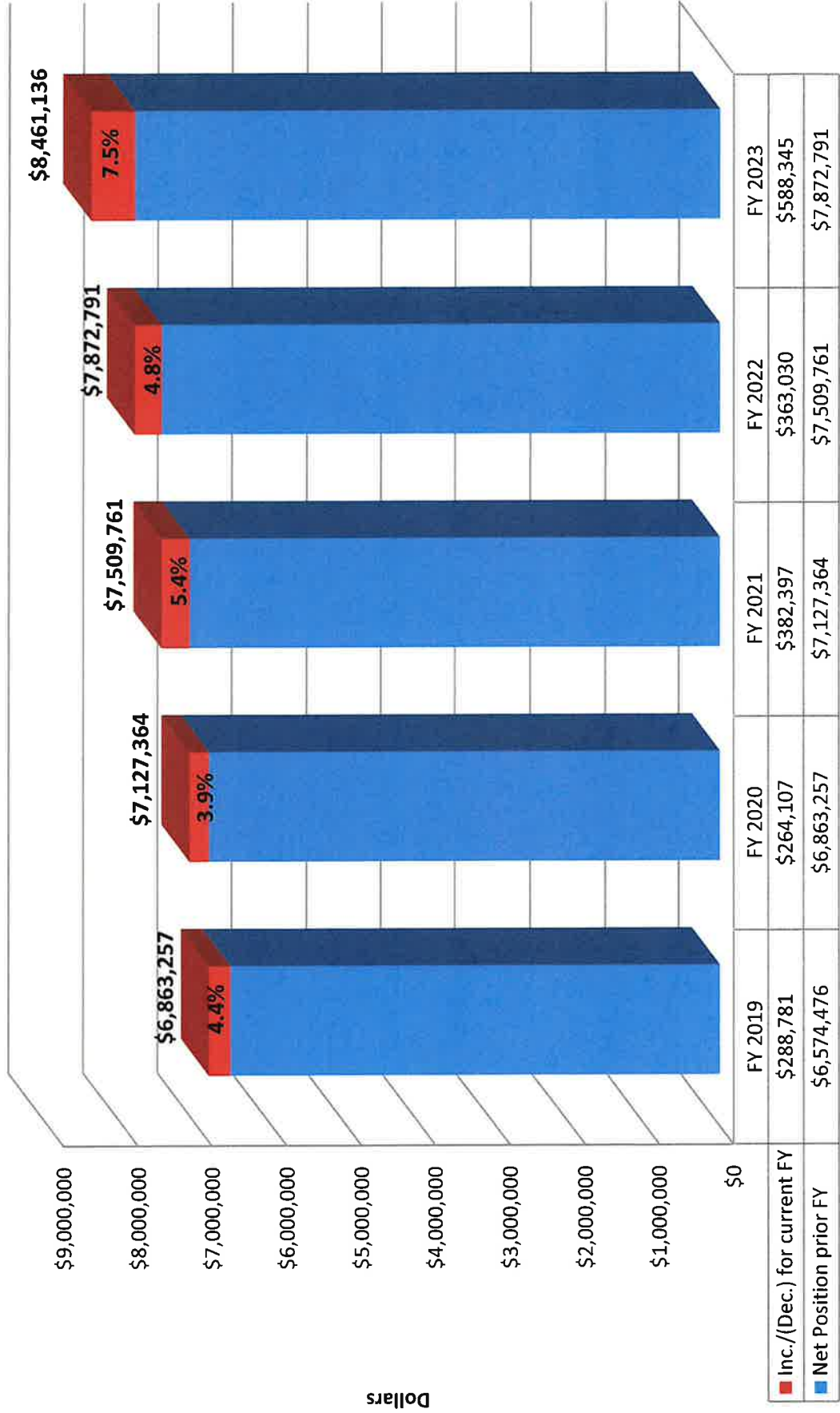
**WATER/SEWER FUND  
ACTUAL EXPENSES  
12/31/2023 VS. 12/31/2022**



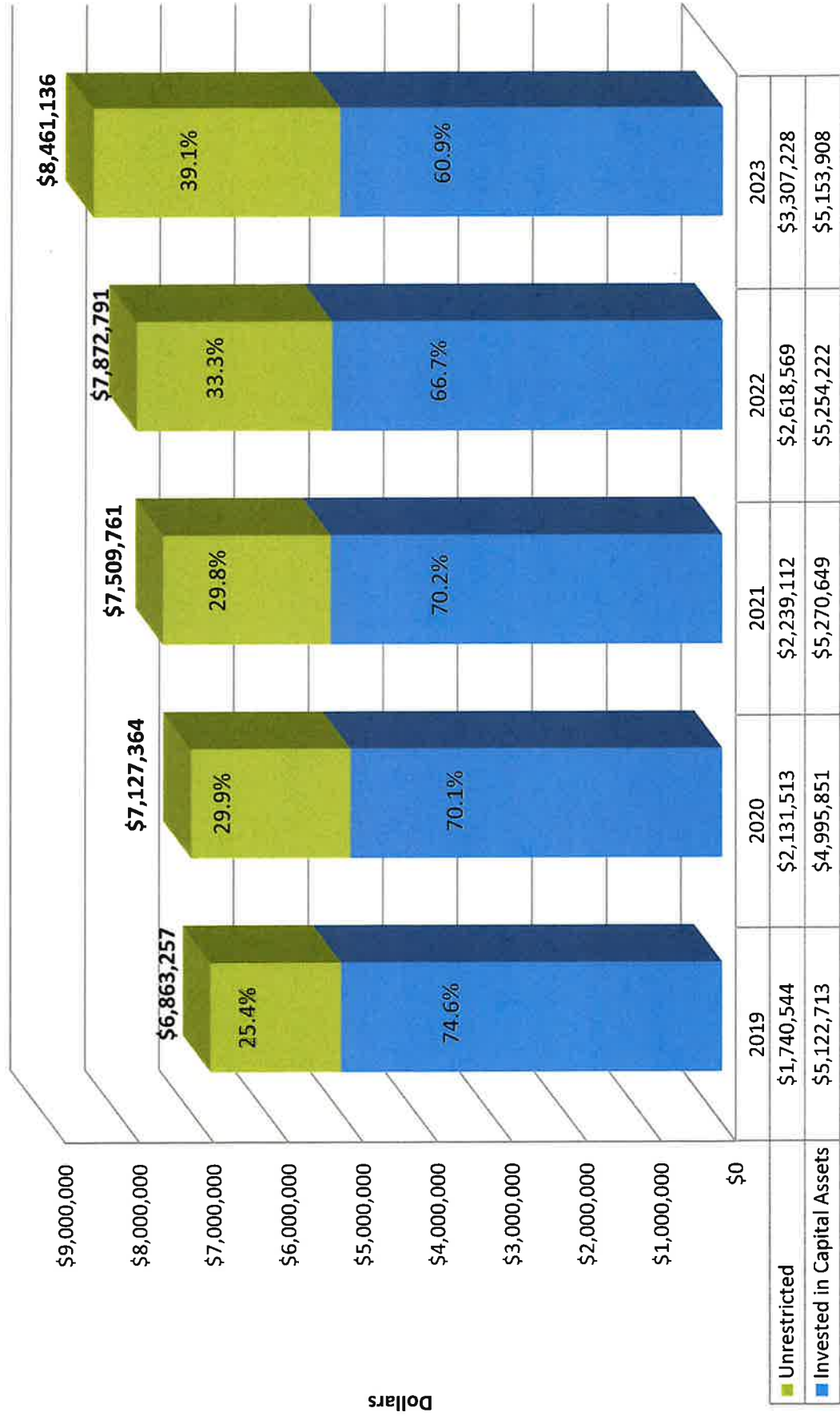
## WATER/SEWER FUND EXPENSES BY FUNCTION FY 2019 - 2023



## WATER/SEWER FUND CHANGE IN NET POSITION FISCAL YEAR 2019 - 2023



# WATER/SEWER FUND NET POSITION FISCAL YEAR 2019 - 2023



Dollars





# STORM WATER FUND REVENUE - BUDGET VS. ACTUAL 7/1/23 - 12/31/23

