



TOWN COUNCIL AGENDA

 ORIGINAL

REGULAR MEETING

April 21, 2015 @ 6:30 p.m., or
soon thereafter

*** Asterisks indicate documentation in packet**

CALL TO ORDER – Mayor Lambeth
INVOCATION – Rev. Tim Russell, Beach Community Worship Service
PLEDGE OF ALLEGIANCE – Mayor Lambeth

APPROVAL OF CONSENT AGENDA ITEMS

1. *Appoint Anne Brodsky as a member on the Board of Adjustment.
2. *Approve contract with the auditing firm of Bernard Robinson and Company, LLP in the amount of \$16,400 for FY14-15
3. *Building Inspections Report – March 2015
4. *Fire Department Report – March 2015
5. *YTD Finance Report
6. Approve Meeting Minutes:
 - *March 23, 2015 regular
 - *March 23, 2015 closed session

ADOPTION OF THE AGENDA

DISCUSSION AND CONSIDERATION OF PRESENTATIONS TO COUNCIL

1. *Wes Moore, Wilmington Trolley Company

DISCUSSION AND CONSIDERATION OF PERSONS TO ADDRESS COUNCIL

1. Sign up at podium

DISCUSSION AND CONSIDERATION OF COMMITTEE BUSINESS

1. Board of Adjustment
2. Community Center Committee
3. Marketing Committee
4. Parks & Recreation Advisory Board
5. Planning & Zoning Commission (Galbraith)
 - a. *Vacation Rental Room Occupancy Tax (ROT)
 - b. *Identification and Tracking of Violations for short term rentals as per NC Statute
6. Shoreline Access, Beach Protection & Parking Committee

DISCUSSION AND CONSIDERATION OF DEPARTMENT HEAD BUSINESS

1. Administration and Recreation Department
 - a. *Proposed On the Job Training policy
 - b. *Proposed revision to the Tuition Reimbursement policy



TOWN COUNCIL AGENDA

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**April 21, 2015 @ 6:30 p.m., or
soon thereafter**

2. Finance Department
3. Building Department
4. Fire Department
5. Police Department
6. Public Works Department

DISCUSSION AND CONSIDERATION OF OLD BUSINESS

1. *Revised job description for Finance/Budget Officer (Avery)
2. *Revised job description for Town Clerk (Avery)
3. *Ordinance amendment adding one alternate member position to the Planning and Zoning Commission (Canoutas)

DISCUSSION AND CONSIDERATION OF NEW BUSINESS

1. *Adoption of Resolution R15-03 opposing Senate Bill 369 that proposes decreases in annual sales tax revenues for the Town (Lambeth)

COMMISSIONER ITEMS

CLOSED SESSION (if necessary)

ADJOURNMENT



TOWN OF KURE BEACH
REQUEST FOR APPOINTMENT

CC: Peter Bouter
Josie Fitzgerald
ORIG -> Book

Board/Commission/Committees

MUST BE A FULL-TIME RESIDENT TO SERVE ON TOWN COMMITTEES

Request for Appointment to: Board of Adjustment
Name: Anne E. Brodsky
Address: 133 N. Ft Fisher Blvd Kure Beach, NC
Telephone: 458-5269 Cell: 228-7810
Email: rentals@palmairrealtyn.com
Length of permanent residence in Kure Beach: 11 living 14ish vacationing
Employment: Palm Air Realty
Job Title: Property Manager/owner

Professional Activities: still hold teacher cert in K-12, GED, SPECIAL ED and Master in
Vol. Beach Council,
Entrepreneur of the Year
Volunteer Activities: all my activities have been on a volunteering basis
Island Day, Chamber events, Disabled Fisherman, House of Hope

Other committee work, past or present: Chamber of Com BOD, PTC in KB, ADA in KB, Marketing in KB,
Marketing in NewHannover, any KB or CB activity needing volunteers to step up and take
a leadership role

What is your understanding of the purpose of this committee?

Planned master plan, growth, community adhering to city planners visions, following
law on a non personal, nonemotional regarding building

Why are you interested in serving on this committee?

Served in the past but had to resign when parents became ill. Interested in "order" and
consistency of community growth

What specific concerns or areas are you interested in?

multi interests as a resident and the calm of our town to planned growth

Are there any time blocks from 8am-8pm, Monday through Friday, when you cannot attend meetings?

with notice, I am adaptable to the needs of committee and citizens

Any misrepresentation of fact on this application will subject the applicant to legal proceedings as prescribed
by law.

Signature: [Handwritten Signature] Date: 2-26-15

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

Please return ORIGINAL to: Town Clerk - Town of Kure Beach 117 Settlers Lane, Kure Beach, NC 28449

Town Use Only

Date Received: 2/26/15 Initials: MSJ Utilities Current: [X] YES [] NO
Interview Date: (If applicable) Appointment Date:
Term Length: Term Expiration:

[Handwritten mark]



Town of Kure Beach

BOARD OF ADJUSTMENT

Annual Organizational Meeting
Tuesday, March 24, 2015, 7:00pm
A Quorum was present

MEMBERS IN ATTENDANCE:

Peter Boulter, Chairman
Harry Humphries
Bryant Bass

MEMBERS ABSENT:

Tony Garibay

STAFF ATTENDANCE:

Josie Fitzgerald, BOA Secretary

I. CALL TO ORDER:

Chairman Boulter called the meeting to Order at 7:14 p.m.

II. APPROVAL OF AGENDA:

MOTION: Member Humphries moved to approve agenda as revised

SECOND: Member Bass

VOTE: Unanimous

III. APPROVAL OF MINUTES: (1/27/15)

MOTION: Member Bass

SECOND: Member Humphries

VOTE: Unanimous

IV. OLD BUSINESS:

None

VI. NEW BUSINESS:

A. Interview applicant Anne Brodsky for BOA Member (Resume attached)

- She has previously served on the Board and has been trained
- She has a good understanding of the BOA function

- **Member Humphries served on the Board with Anne and believes her to be knowledgeable and invaluable regarding Disability Act matters and will be an asset to the BOA**

MOTION: Member Humphries moved to recommend Anne Brodsky to Council for confirmation as a member of BOA

SECOND: Member Bryant Bass

VOTE: Unanimous

B. Training:

Attorney James E. Eldridge presented a power point training session BOA and Quasi Judicial Hearings which included handouts:

1. Appeals
2. Variances
3. Quasi-Judicial Hearings

VI. Member Items:

A. Council accepted the resignation by Dolores Coe

B. Election of Vice Chair

Member Humphries nominated Member Garibay; no other nominations

MOTION: Member Humphries moved to elect Member Garibay for Vice Chair of BOA for 2015-2016

SECOND: Member Bass

VOTE: Unanimous

C. Member Bass has been confirmed to serve a three-year term on the BOA

D. BOA has one Member position and two alternate positions open

VII. ADJOURNMENT:

MOTION: Member Humphries moved to adjourn the meeting at 8:46

SECOND: Member Bass

VOTE: Unanimous

Meeting was adjourned at 8:46 p.m.

PETER BOULTER, Chairman

Attest: _____
Josie Fitzgerald, Secretary

CONTRACT TO AUDIT ACCOUNTS

Town of Kure Beach, North Carolina

Of _____
Governmental Unit and Discretely Presented Component Unit (DPCU) if applicable

On this 30th day of March, 2015

Auditor: Bernard Robinson & Company, L.L.P. Auditor Mailing Address: 1501 Highwoods Blvd, Ste. 300
Greensboro, North Carolina 27410 Hereinafter referred to as The Auditor

and Town Council (Governing Board (s)) of the Town of Kure Beach, North Carolina

_____ : hereinafter referred to as the Governmental Unit (s), agree as follows:
Governmental Unit (s)

1. The Auditor shall audit all statements and disclosures required by generally accepted accounting principles (GAAP) and additional required legal statements and disclosures of all funds and/or divisions of the Governmental Unit (s) for the period beginning July 1, 2014, and ending June 30, 2015. The non-major combining, and individual fund statements and schedules shall be subjected to the auditing procedures applied in the audit of the basic financial statements and an opinion will be rendered in relation to (as applicable) the governmental activities, the business-type activities, the aggregate DPCU's, each major governmental and enterprise fund, and the aggregate remaining fund information (non-major government and enterprise funds, the internal service fund type, and the fiduciary fund types).

2. At a minimum, the Auditor shall conduct his/her audit and render his/her report in accordance with generally accepted auditing standards. The Auditor shall perform the audit in accordance with *Government Auditing Standards* if required by the State Single Audit Implementation Act, as codified in G.S. 159-34. If required by OMB Circular A-133 Audits of States, Local Governments, and Non-Profit Organizations and the State Single Audit Implementation Act, the Auditor shall perform a Single Audit. This audit and all associated workpapers may be subject to review by Federal and State agencies in accordance with Federal and State laws, including the staffs of the Office of State Auditor (OSA) and the Local Government Commission (LGC). If the audit and/or workpapers are found in this review to be substandard, the results of the review may be forwarded to the North Carolina State Board of CPA Examiners (NC CPA Board).

County and Multi-County Health Departments: The Office of State Auditor will designate certain programs that have eligibility requirements to be considered major programs in accordance with OMB Circular A-133 for the State of North Carolina. The LGC will notify the auditor and the County and Multi-Health Department of these programs. A County or a Multi-County Health Department may be selected to audit any of these programs as major.

3. If an entity is determined to be a component of another government as defined by the group audit standards - the entity's auditor will make a good faith effort to comply in a timely manner with the requests of the group auditor in accordance with AU-6 §600.41 - §600.42.

4. This contract contemplates an unqualified opinion being rendered. The audit shall include such tests of the accounting records and such other auditing procedures as are considered by the Auditor to be necessary in the circumstances. Any limitations or restrictions in scope which would lead to a qualification should be fully explained in an attachment to this contract.

5. If this audit engagement is subject to the standards for audit as defined in *Government Auditing Standards*, 2011 revisions, issued by the Comptroller General of the United States, then by accepting this engagement, the Auditor warrants that he has met the requirements for a peer review and continuing education as specified in *Government Auditing Standards*. The Auditor agrees to provide a copy of their most recent peer review report regardless of the date of the prior peer review report to the Governmental Unit and the Secretary of the LGC prior to the execution of the audit contract (See Item 22). **If the audit firm received a peer review rating other than pass**, the Auditor shall not contract with the Governmental Unit without first contacting the Secretary of the LGC for a peer review analysis that may result in additional contractual requirements.

If the audit engagement is not subject to Government Accounting Standards or if financial statements are not prepared in accordance with GAAP and fail to include all disclosures required by GAAP, the Auditor shall provide an explanation as to why in an attachment.

6. It is agreed that time is of the essence in this contract. All audits are to be performed and the report of audit submitted to the State and Local Government Finance Division (SLGFD) within four months of fiscal year end. Audit report is due on: October 31, 2015. If it becomes necessary to amend this due date or the audit fee, an amended contract along with a written explanation of the delay must be submitted to the Secretary of the LGC for approval.

Contract to Audit Accounts (cont.) Town of Kure Beach, North Carolina

Name of Governmental Unit and Discretely Presented Component Unit's (DPCU) if applicable

- 7. It is agreed that generally accepted auditing standards include a review of the Governmental Unit's systems of internal control and accounting as same relates to accountability of funds and adherence to budget and law requirements applicable thereto; that the Auditor will make a written report, which may or may not be a part of the written report of audit, to the Governing Board setting forth his findings, together with his recommendations for improvement. That written report must include all matters defined as "significant deficiencies and material weaknesses" in AU-C 265 of the *AICPA Professional Standards (Clarified)*. The Auditor shall file a copy of that report with the Secretary of the LGC.
- 8. All local government and public authority contracts for audit or audit-related work require the approval of the Secretary of the LGC. This includes annual or special audits, agreed upon procedures related to internal controls, bookkeeping or other assistance necessary to prepare the Governmental Unit's records for audit, financial statement preparation, any finance-related investigations, or any other audit-related work in the State of North Carolina. **Invoices for services rendered under these contracts shall not be paid by the Governmental Unit until the invoice has been approved by the Secretary of the LGC.** (This also includes any progress billings.) [G.S. 159-34 and 115C-447] All invoices for Audit work must be submitted by email in PDF format to the Secretary of the LGC for approval. The invoices must be sent to: lgc.invoice@netreasurer.com. Subject line should read "Invoice - [Unit Name]". The PDF invoice marked 'approved' with approval date will be returned by email to the Auditor to present to the Governmental Unit for payment. Approval is not required on contracts and invoices for system improvements and similar services of a non-auditing nature.
- 9. In consideration of the satisfactory performance of the provisions of this contract, the Governmental Unit shall pay to the Auditor, upon approval by the Secretary of the LGC, the following fee, which includes any cost the Auditor may incur from work paper or peer reviews or any other quality assurance program required by third parties (Federal and State grantor and oversight agencies or other organizations) as required under the Federal and State Single Audit Acts:

Year-end bookkeeping assistance – [For audits subject to Government Auditing Standards, this is limited to bookkeeping services permitted by revised Independence Standards] None

Audit \$12,800

Preparation of the annual financial statements \$3,600

Prior to submission of the completed audited financial report, applicable compliance reports and amended contract (if required) the Auditor may submit invoices for approval for services rendered, not to exceed 75% of the total of the stated fees above. If the current contracted fee is not fixed in total, invoices for services rendered may be approved for up to 75% of the prior year audit fee. The 75% cap for interim invoice approval for this audit contract is \$ 12,300 **** NA if no interim billing**

- 10. If the Governmental Unit has outstanding revenue bonds, the Auditor shall include documentation either in the notes to the audited financial statements or as a separate report submitted to the SLGFD along with the audit report, a calculation demonstrating compliance with the revenue bond rate covenant. Additionally, the Auditor should be aware that any other bond compliance statements or additional reports required in the authorizing bond documents need to be submitted to the SLGFD simultaneously with the Governmental Unit's audited financial statements unless otherwise specified in the bond documents.
- 11. After completing the audit, the Auditor shall submit to the Governing Board a written report of audit. This report shall include but not be limited to the following information: (a) Management's Discussion and Analysis, (b) the financial statements and notes of the Governmental Unit and all of its component units prepared in accordance with GAAP, (c) supplementary information requested by the client or required for full disclosure under the law, and (d) the Auditor's opinion on the material presented. The Auditor shall furnish the required number of copies of the report of audit to the Governing Board as soon as practical after the close of the accounting period.
- 12. If the audit firm is required by the NC CPA Board or the Secretary of the LGC to have a pre-issuance review of their audit work, there must be a statement added to the engagement letter specifying the pre-issuance review including a statement that the Governmental Unit will not be billed for the pre-issuance review. The pre-issuance review must be performed **prior** to the completed audit being submitted to the LGC. The pre-issuance report must accompany the audit report upon submission to the LGC.
- 13. The Auditor shall electronically submit the report of audit to the LGC when (or prior to) submitting the invoice for services rendered. The report of audit, as filed with the Secretary of the LGC, becomes a matter of public record for inspection, review and copy in the offices of the SLGFD by any interested parties. Any subsequent revisions to these reports must be sent to the Secretary of the LGC. These audited financial statements are used in the preparation of official statements for debt offerings (the Auditors' opinion is not included) by municipal bond rating services to fulfill secondary market disclosure requirements of the Securities and Exchange Commission and other lawful purposes of the Governmental Unit without subsequent consent of the

Contract to Audit Accounts (cont.)**Town of Kure Beach, North Carolina**

Name of Governmental Unit and Discretely Presented Component Unit's (DPCU) if applicable

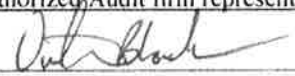
Auditor. If it is determined by the LGC that corrections need to be made to the Governmental Unit's financial statements, they should be provided within three days of notification unless, another time frame is agreed to by the LGC.

If the OSA designates certain programs to be audited as major programs, as discussed in item #2, a turnaround document and a representation letter addressed to the OSA shall be submitted to the LGC.

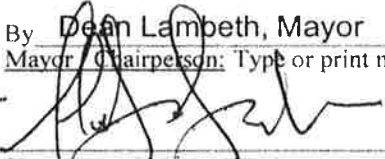
The LGC's process for submitting contracts, audit reports and Invoices is subject to change. Auditors should use the submission process in effect at the time of submission. The most current instructions will be found on our website: <https://www.nctreasurer.com/slg/Pages/Audit-Forms-and-Resources.aspx>

14. Should circumstances disclosed by the audit call for a more detailed investigation by the Auditor than necessary under ordinary circumstances, the Auditor shall inform the Governing Board in writing of the need for such additional investigation and the additional compensation required therefore. Upon approval by the Secretary of the LGC, this contract may be varied or changed to include the increased time and/or compensation as may be agreed upon by the Governing Board and the Auditor
15. If an approved contract needs to be varied or changed for any reason, the change must be made in writing, signed and dated by all parties and pre-audited if the change includes a change in audit fee. This document and a written explanation of the change must be submitted by email in PDF format to the Secretary of the LGC for approval. The portal address to upload your amended contract and letter of explanation documents is <http://nctreasurer.slgfd.leapfile.net> No change shall be effective unless approved by the Secretary of the LGC, the Governing Board, and the Auditor.
16. Whenever the Auditor uses an engagement letter with the Governmental Unit, Item #17 is to be completed by referencing the engagement letter and attaching a copy of the engagement letter to the contract to incorporate the engagement letter into the contract. In case of conflict between the terms of the engagement letter and the terms of this contract, the terms of this contract will control. Engagement letter terms are deemed to be void unless the conflicting terms of this contract are specifically deleted in Item #23 of this contract. Engagement letters containing indemnification clauses will not be approved by the LGC.
17. Special provisions should be limited. Please list any special provisions in an attachment. None
18. A separate contract should not be made for each division to be audited or report to be submitted. If a DPCU is subject to the audit requirements detailed in the Local Government Budget and Fiscal Control Act and a separate audit report is issued, a separate audit contract is required. If a separate report is not issued and the DPCU is included in the primary government audit, the DPCU must be named along with the parent government on this audit contract. Signatures from the DPCU Board chairman and finance officer also must be included on this contract.
19. The contract must be executed, pre-audited, physically signed by all parties including Governmental Unit and Auditor signatures and submitted in PDF format to the Secretary of the LGC. The current portal address to upload your contractual documents is <http://nctreasurer.slgfd.leapfile.net> Electronic signatures are not accepted at this time. Included with this contract are instructions to submit contracts and invoices for approval as of April, 2014. These instructions are subject to change. Please check the NC Treasurer's web site at www.nctreasurer.com for the most recent instructions.
20. The contract is not valid until it is approved by the LGC Secretary. The staff of the LGC shall notify the Governmental Unit and Auditor of contract approval by email. The audit should not be started before the contract is approved.
21. There are no other agreements between the parties hereto and no other agreements relative hereto that shall be enforceable unless entered into in accordance with the procedure set out herein and approved by the Secretary of the LGC.
22. Municipal & County Contracts: The Auditor acknowledges that any private employer transacting business in this State who employs 25 or more employees in this State must, when hiring an employee to work in the United States, use E Verify to verify the work authorization of the employee in accordance with N.C.G.S. §64 26(a). The Auditor acknowledges further that any such private employer and its subcontractors must comply with all of the requirements of Article 2 of Chapter 64 of the North Carolina General Statutes (North Carolina's E-verify law), and that such private employer has a duty under the law to ensure compliance by its subcontractors. The Auditor further acknowledges that this contract is of the type governed by S.L. 2013-418, which makes it unlawful for a local government to enter into certain types of contracts unless the contractor and its subcontractors comply with North Carolina's E-verify law, and that failure to comply with such law could render this contract void. The Auditor hereby covenants, warrants and represents for itself and its subcontractors that with respect to this contract the Auditor and its subcontractors shall comply with the provisions of North Carolina's E-verify law and that failure to comply with such law shall be deemed a breach of this contract and may render this contract void.
23. All of the above paragraphs are understood and shall apply to this contract, except the following numbered paragraphs shall be deleted: (See Item 16 for clarification). None

Communication regarding audit contract requests for modification or official approvals will be sent to the email addresses provided in the spaces below.

Audit Firm Signature:
Bernard Robinson & Company, L.L.P.
Name of Audit Firm
By Victor Blackburn
Authorized Audit firm representative name: Type or print

Signature of authorized audit firm representative
vblackburn@brccpa.com
Email Address of Audit Firm:


Date 4/2/15

Governmental Unit Signatures:
By Dean Lambeth, Mayor
Mayor / Chairperson: Type or print name and title

Signature of Mayor/Chairperson of governing board
Date 4/9/15

By _____
DPCU Chairperson: Type or print name and title
Signature of Chairperson of DPCU if applicable
Date _____

Unit Signatures (continued):
By n/a
Chair of Audit Committee - Type or print name
Signature of Audit Committee Chairperson
Date
** If Governmental Unit has no audit committee, this section should be marked "N/A." **

PRE-AUDIT CERTIFICATE: Required by G.S. 159-28 (a)
This instrument has been preaudited in the manner required by The Local Government Budget and Fiscal Control Act or by the School Budget and Fiscal Control Act. Additionally, the following date is the date this audit contract was approved by the governing body.

By Arlen Copenhaver
Governmental Unit Finance Officer: Type or print name

Finance Officer Signature
acopenhaver@townofkurebeach.org
Email Address of Finance Officer
Date 4/9/15
(Pre-audit Certificate must be dated.)

Date Governing Body Approved Audit Contract - G.S. 159-34(a) 4/21/15
Board Approval Date - Primary Government

Board Approval Date - DPCU

Kure Beach Inspections Dept.-Building Permits Issue Date: 3/1/2015 - 3/31/2015

PermitNo	Issue Date	Applicant	Owner	Project Addr	Est Cost	Fee	Descript	Final
Building								
New Construction								
5666	3/3/2015	FINCH, SANDRA J ETAL	FINCH, SANDRA J ETAL	505 ALABAMA AVE	\$6,300	\$100.00	New deck addition	
5668	3/18/2015	BASS, EDGAR B BARBARA G	BASS, EDGAR B BARBARA G	117 LEEWARD CT	\$2,500	\$50.00	Enclose bottom and deck	
				Total New Construction 2	\$8,800	\$150.00		
Renovations								
5667	3/4/2015	OCEAN DUNES H O A INC,	OCEAN DUNES H O A INC,	1 NEPTUNE PL	\$50,000	\$400.00	BUILDING 1200	
5669	3/23/2015	BRINKLEY, FRANCES P	BRINKLEY, FRANCES P	330 S FORT FISHER BLV	\$2,500	\$50.00	Enclose bottom	
				Total Renovations 2	\$52,500	\$450.00		
				Total Building 4	\$61,300	\$600.00		
				Total Permits: 4	\$61,300	\$600.00		

KURE BEACH FIRE DEPARTMENT

FIRE CHIEF'S REPORT MARCH, 2015

DATE	PURPOSE
03/02/15	EMS
03/02/15	FIREFIGHTER I&II CLASS
03/04/15	MUTUAL AID Cbfd
03/04/15	FALSE ALARM
03/04/15	EMS
03/06/15	MUTUAL AID Cbfd
03/07/15	EMS
03/08/15	EMS
03/09/15	FIREFIGHTER I&II CLASS
03/11/15	STRUCTURE FIRE
03/13/15	EMS
03/13/15	EMS
03/14/15	MUTUAL AID Cbfd
03/14/15	MUTUAL AID Cbfd
03/16/15	RADIATION TRAINING
03/18/15	WATER RESCUE
03/23/15	DRILL
03/24/15	FALSE ALARM
03/26/15	FALSE ALARM
03/27/15	EMS
03/28/15	MUTUAL AID Cbfd
03/29/15	EMS
03/30/15	DRILL
03/31/15	EMS

All equipment checked and found to be in working order

Harold Heglar
Chief

**REVENUE AND EXPENDITURE SUMMARY
JULY 1, 2014 TO APRIL 14, 2015**

REVENUES

	2015 Initial Bud.	2015 Amend. Bud.	Actual 04/14/2015	% Collected
GENERAL FUND				
Property Taxes (Cur. & PY)	\$ 2,100,250	\$ 2,100,250	\$ 2,093,307	99.7%
Local Option Sales Tax	\$ 713,000	\$ 713,000	\$ 586,284	82.2%
Franchise & Utility Tax	\$ 142,250	\$ 142,250	\$ 141,953	99.8%
TDA Funds	\$ 198,651	\$ 198,651	\$ -	0.0%
Garbage & Recycling	\$ 338,700	\$ 338,700	\$ 257,036	75.9%
ABC Revenue	\$ 10,175	\$ 10,175	\$ 11,093	109.0%
Bldg Permit, Impact Fees & CAMA	\$ 44,700	\$ 44,700	\$ 45,525	101.8%
Communication Tower Rent	\$ 84,769	\$ 84,769	\$ 70,526	83.2%
Motor Vehicle Tags	\$ 7,500	\$ 7,500	\$ 6,445	85.9%
Com Ctr/Parks & Rec/St Festival	\$ 27,450	\$ 27,450	\$ 20,888	76.1%
Town Facility Rentals	\$ 10,000	\$ 10,000	\$ 8,598	86.0%
Beer & Wine Tax	\$ 8,500	\$ 8,500	\$ -	0.0%
OFF - Bluefish Purchases	\$ 7,920	\$ 7,920	\$ 6,820	86.1%
All Other Revenues	\$ 31,426	\$ 35,850	\$ 63,270	176.5%
Appropriate Fund Balance	\$ 4,125	\$ 4,125	\$ -	0.0%
Other Financing Sources	\$ 64,000	\$ 473,471	\$ 457,830	96.7%
Total Revenues	\$ 3,793,416	\$ 4,207,311	\$ 3,769,575	89.6%

WATER & SEWER FUND

Water Charges	\$ 625,000	\$ 625,000	\$ 462,552	74.0%
Sewer Charges	\$ 905,000	\$ 905,000	\$ 670,219	74.1%
Tap, Connect & Reconnect Fees	\$ 28,500	\$ 28,500	\$ 50,220	176.2%
All Other Revenues	\$ 41,656	\$ 85,622	\$ 37,128	43.4%
Total Revenues	\$ 1,600,156	\$ 1,644,122	\$ 1,220,119	74.2%

STORM WATER FUND

Total Revenues	\$ 287,370	\$ 287,370	\$ 224,474	78.1%
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POWELL BILL FUND

Total Revenues	\$ 62,030	\$ 62,030	\$ 65,425	105.5%
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SEWER EXPANSION RESERVE FUND (SERF)

Total Revenues	\$ 22,640	\$ 22,640	\$ 42,604	188.2%
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BEACH PROTECTION FUND

Total Revenues	\$ 103,000	\$ 103,000	\$ 103,000	100.0%
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FEDERAL ASSET FORFEITURE FUND

Total Revenues	\$ 50,000	\$ 50,000	\$ -	0.0%
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EXPENDITURES

	2015 Initial Bud.	2015 Amend. Bud.	Actual 04/14/2015	% Spent
GENERAL FUND				
Governing Body	\$ 39,167	\$ 39,167	\$ 36,747	93.8%
Committees	\$ 7,500	\$ 7,500	\$ 2,503	33.4%
Administration/Finance	\$ 455,208	\$ 876,429	\$ 778,270	88.8%
Community Center	\$ 14,650	\$ 14,650	\$ 9,847	67.2%
Emergency Management	\$ 300	\$ 300	\$ 8	2.7%
Tax Collections	\$ 25,000	\$ 25,000	\$ 13,582	54.3%
Legal	\$ 24,000	\$ 24,000	\$ 21,254	88.6%
Police Department	\$ 1,133,547	\$ 1,133,547	\$ 854,909	75.4%
Fire Department	\$ 423,138	\$ 423,138	\$ 323,795	76.5%
Lifeguards	\$ 186,575	\$ 190,999	\$ 105,729	55.4%
Parks & Recreation	\$ 132,018	\$ 132,018	\$ 76,795	58.2%
Bldg Inspection/Code Enforcement	\$ 118,135	\$ 118,135	\$ 80,505	68.1%
Streets & Sanitation	\$ 695,206	\$ 695,206	\$ 546,914	78.7%
Debt Service	\$ 255,372	\$ 255,372	\$ 235,905	92.4%
Transfer to Other Funds	\$ 103,000	\$ 103,000	\$ 103,000	100.0%
Contingency	\$ 180,600	\$ 168,850	\$ -	0.0%
Total Expenses	\$ 3,793,416	\$ 4,207,311	\$ 3,189,763	75.8%

WATER & SEWER FUND

Governing Body	\$ 14,967	\$ 14,967	\$ 12,597	84.2%
Legal	\$ 24,000	\$ 24,000	\$ 21,254	88.6%
Administration/Finance	\$ 357,750	\$ 369,500	\$ 295,586	80.0%
Operations	\$ 1,203,439	\$ 1,235,655	\$ 775,958	62.8%
Total Expenses	\$ 1,600,156	\$ 1,644,122	\$ 1,105,395	67.2%

STORM WATER FUND

Total Expenses	\$ 287,370	\$ 287,370	\$ 140,567	48.9%
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POWELL BILL FUND

Total Expenses	\$ 62,030	\$ 62,030	\$ 17,466	28.2%
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SEWER EXPANSION RESERVE FUND (SERF)

Total Expenses	\$ 22,640	\$ 22,640	\$ -	0.0%
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BEACH PROTECTION FUND

Total Expenses	\$ 103,000	\$ 103,000	\$ -	0.0%
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FEDERAL ASSET FORFEITURE FUND

Total Expenses	\$ 50,000	\$ 50,000	\$ 28,281	56.6%
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TOWN OF KURE BEACH
 CASH AND INVESTMENTS
 AS OF MARCH 31, 2015

<u>FUND</u>	<u>CASH IN BANK</u>	<u>INVESTMENTS</u>	<u>TOTAL CASH & INVESTMENTS</u>
General	\$2,304,725	\$340,845	\$2,645,570
Water/Sewer	\$1,254,002	\$583,255	\$1,837,257
Storm Water	\$670,730	\$239,656	\$910,386
SERF	\$237,886	\$91,008	\$328,894
Federal Asset Forfeiture	\$150,389	\$0	\$150,389
Powell Bill	\$241,590	\$19,871	\$261,461
Beach Protection	\$186,640	\$0	\$186,640
TOTAL	<u>\$5,045,962</u>	<u>\$1,274,635</u>	<u>\$6,320,597</u>
BB&T	\$5,045,962	\$0	
First Bank - Certificates of Deposit	\$0	\$960,191	
Bank of America - Certificate of Deposit	\$0	\$258,398	
NCCMT Term Portfolio	\$0	\$50,231	
NCCMT Cash Portfolio	\$0	\$5,815	
TOTAL	<u>\$5,045,962</u>	<u>\$1,274,635</u>	

**TOWN OF KURE BEACH
SUMMARY OF CONTINGENCY FUND AND COMMITTEE
EXPENDITURE ACTIVITY
07/01/2014 - 04/14/2015**

CONTINGENCY FUND

Fiscal Year 2015 Budget	\$180,600.00
Less:	
Budget Amendment - Transfer of funds for purchase of vacant lot - Resolution R14-09	\$115,000.00
Budget Amendment - Transfer of funds for addition of a full-time Finance employee (50% from the General Fund) - Resolution R15-01	\$11,750.00
Plus:	
Budget Amendment - Replenish Contingency after receiving loan proceeds for purchase of vacant lot	<u>\$115,000.00</u>
Remaining Budget as of 04/14/2015	<u><u>\$168,850.00</u></u>

COMMITTEE (Shoreline Access, Beach Protection & Parking) EXPENDITURES

Fiscal Year 2015 Budget	\$7,500.00
Less Expenditures:	
Lifeguard Tower Sign for new Tower #9	\$34.73
Corral Survey	\$450.00
Beach Sweep Supplies	\$91.85
Sea Oats	\$1,650.00
Warning Signs on Beach	<u>\$276.00</u>
Total Expenditures	\$2,502.58
Projects Approved By Council But Not Yet Expended:	
Brochures	\$1,251.90
Banner	<u>\$25.00</u>
Total Approved, Not Expended	<u><u>\$1,276.90</u></u>
Remaining Budget as of 04/14/2015	<u><u>\$3,720.52</u></u>

TOWN OF VILLAGE BEACH

DEBT FINANCING

APRIL 21, 2015

LOAN PURPOSE/DESCRIPTION	FUND	LENDER	DATE OF LOAN	AMOUNT FINANCED	INTEREST RATE	LOAN TERM (YRS)	DATE PAID OFF	BALANCE AT 04/21/15	PAYMENT FREQUENCY	PAYMENT AMOUNT	NEXT PAY DATE	INT. EXPENSE LIFE OF LOAN
Sewer Rehabilitation Project (a)	W/S	Fed Gov	05/01/2010	\$432,660	0.00%	20	05/01/2030	\$168,891.47	Annual	\$10,555.72	05/01/2015	\$0.00
Ocean Front Park (development)	G	BB&T	07/12/2011	\$347,000	4.39%	17	07/12/2028	\$285,764.72	Annual	\$32,956.83	07/12/2015	\$137,099.64
Ocean Front Park (acquisition)	G	BB&T	12/19/2007	\$3,600,000	4.28%	20	12/19/2027	\$843,750.13	Annual	\$101,016.37	12/19/2015	\$690,135.16
334 S. 4th, 402 H & 406 H Ave.	G	BB&T	03/12/2015	\$409,471	2.49%	10	03/12/2025	\$409,471.15	Annual	\$51,142.95	03/12/2016	\$56,077.07
Water Tower & Well House & Town Hall Expansion (b)	G, W/S	BB&T	04/11/2007	\$1,187,187	3.92%	15	05/07/2022	\$679,402.26	Semi-annual	\$52,716.71	05/07/2015	\$394,314.33
Cutter Court Drainage Project	SW	B of A	07/23/2005	\$875,000	4.40%	15	06/23/2020	\$369,101.04	Monthly	\$6,677.76	05/23/2015	\$326,995.49
(2) 2015 Police Cars	G	BB&T	03/27/2015	\$48,359	2.19%	4	03/27/2019	\$48,359.00	Annual	\$12,758.83	03/27/2016	\$2,676.33
2015 Ford F-250 Utility Truck	W/S	BB&T	10/24/2014	\$32,216	2.19%	4	10/24/2018	\$32,216.00	Annual	\$8,499.73	10/24/2015	\$1,782.92
Downtown Improvement Project	G	BB&T	01/17/2014	\$117,000	1.93%	4.5	06/17/2018	\$94,539.10	Annual	\$24,719.00	01/17/2016	\$6,595.00
2013 Ford F-150 Police Truck	G	BB&T	01/15/2014	\$32,000	2.18%	4	01/15/2018	\$24,256.90	Annual	\$8,440.70	01/15/2016	\$1,762.80
2013 Ford Police Utility	G	BB&T	06/28/2013	\$29,836	2.17%	4	06/28/2017	\$22,615.45	Annual	\$7,867.99	06/28/2015	\$1,635.96
2011 International Garbage Truck	G	BB&T	09/16/2011	\$152,152	1.81%	5	09/16/2016	\$62,503.02	Annual	\$32,102.53	09/16/2015	\$8,360.55

FUND CODES

G - General Fund	\$ 1,940,727.97
W/S - Water/Sewer Fund	\$ 731,041.23
SW - Storm Water Fund	\$ 369,101.04
Total	\$ 3,040,870.24

TOTAL OUTSTANDING DEBT AT 04/21/2015:

NOTES

(a) - Total amount borrowed was \$432,660. As part of ARRA, the unpaid balance was immediately reduced by one-half of the loan amount.

(b) - 78% of loan is Water/Sewer Fund and 22% is General Fund.

LOAN PAYMENTS DUE (Next 12 Months):	
04/22/2015 - 06/30/2015	\$ 84,495.94
07/01/2015 - 09/30/2015	\$ 85,092.64
10/01/2015 - 12/31/2015	\$ 182,266.09
01/01/2016 - 04/21/2016	\$ 123,772.52
Total	\$ 475,627.19



TOWN COUNCIL MINUTES

REGULAR MEETING

**March 23, 2015 @ 6:30 p.m., or
soon thereafter**

The Kure Beach Town Council held their regular meeting on Monday, March 23, 2015 at 6:30 p.m. The Town Attorney was present and there was a quorum of Council present.

COUNCIL MEMBERS PRESENT

Mayor Dean Lambeth
Mayor Pro Tem (MPT) Craig Bloszinsky
Commissioner Emilie Swearingen
Commissioner David Heglar
Commissioner Steve Pagley

STAFF PRESENT

Finance Officer Arlen Copenhaver
Building Inspector John Batson
Fire Chief Harold Heglar
Town Clerk Nancy Avery
Deputy Town Clerk Nancy Hewitt

CALL TO ORDER AND WELCOME

Mayor Lambeth called the meeting to order at 6:30 p.m., Reverend Thomas Williams delivered the invocation and the Mayor led everyone in the Pledge of Allegiance.

APPROVAL OF CONSENT AGENDA ITEMS

1. Appoint Kathleen Zielinski as an alternate member on the Community Center Committee.
2. Renew three-year term for Bryant Bass on the Board of Adjustment.
3. Renew five-year term for Alan Votta on the Planning and Zoning Commission.
4. Approve TDA Application for Funding for expenses incurred at the 2014 Christmas Show in the amount of \$3,300.
5. Approve TDA Application for Funding for the 2014 Free Summer Concert Series sponsored by Kure Beach for \$8,800.
6. Approve Budget Amendment 15-05 for loan proceeds received by BB&T for the purchase and financing of vacant lots bought by the Town (334 S. 4th Avenue, and 402 & 406 H Avenues) in the amount of \$409,471.
7. Surplus Property Report – Calendar Year 2014
8. Building Inspections Report – February 2015
9. Fire Department Report – February 2015
10. YTD Finance Report
11. Approve Meeting Minutes:
 - February 17, 2015 regular



TOWN COUNCIL MINUTES

REGULAR MEETING

**March 23, 2015 @ 6:30 p.m., or
soon thereafter**

MOTION – Commissioner Heglar made the motion to adopt the Consent Agenda Items, as presented.

SECOND – Commissioner Pagley

VOTE – Unanimous

Budget Amendment 15-05 is herein incorporated as part of these minutes.

ADOPTION OF THE AGENDA

Commissioner Heglar asked to amend the agenda by adding “KB and CB Sewer Authority Update” as Item 2 under New Business.

MOTION – Commissioner Swearingen made the motion to adopt the agenda, as amended.

SECOND – MPT Bloszinsky

VOTE – Unanimous

PERSONS TO ADDRESS COUNCIL

The Mayor asked that Mr. Allo be allowed to address Council before the scheduled presentation, due to extenuating circumstances.

Charlie Allo, 954 S. Fort Fisher Boulevard

Mr. Allo presented Council with a recommendation from the Citizens Advisory Group (CAG) about possibly getting involved with Carolina Beach’s bike path. He said that the information put together by the group was done on very short notice and there were a lot of pre-conceived concepts which, he has discovered, don’t match up with reality. He recommends at this time that Council be careful about getting involved with this.

DISCUSSION AND CONSIDERATION OF PRESENTATIONS TO COUNCIL

1. Bethany Windle and John Ellen – Draft project list for the Wilmington Metropolitan Planning Organization’s (WMPO) draft Cape Fear Transportation 2040 proposal
Ms. Windle said she is an Associate Transportation Planner with the WMPO, and she introduced John Ellen who represents Kure Beach on the WMPO’s Citizens Advisory Committee. She said from April 1st through April 30th, the WMPO will be holding Open Houses throughout the region and will also have a survey on the Cape Fear Transportation 2040 website on which the public can give feedback. The following points were made:

- Planning is due to be completed in December 2015.
- Modes of transportation projects being presented are aviation, bicycle and pedestrian, ferry, freight/rail, mass transportation and roadways.
- All of the maps and details of the projects will be presented in draft form on the website and at the Open Houses.



TOWN COUNCIL MINUTES

REGULAR MEETING

**March 23, 2015 @ 6:30 p.m., or
soon thereafter**

- Each project will still have to go to the Technical Advisory Committee for approval before anything is started.
- The list was prioritized according to budget constraints.
- There is still plenty of time to suggest additional projects and suggest how to prioritize the currently listed projects.
- An Open House will be held at Carolina Beach Town Hall on Tuesday, April 14 from 4:00-6:00 p.m.

After Commissioner Swearingen asked Ms. Windle if there was any talk about adding Shallow Draft Navigable Inlets to the project list, since the State of North Carolina recognizes inlets as highways, Ms. Windle encouraged her to suggest that during the Open House phase as an operations and maintenance project, but the plan's funding will only be used for Capital Improvement projects for things like water vessels.

PERSONS TO ADDRESS COUNCIL, CONTINUED

Stewart Pittman, 637 N. Fort Fisher Boulevard

Mr. Pittman showed a schematic of the landscape plan for the Sea View Townhome project stating that they are using the same person who designed Seawatch's landscape to keep the look similar. He explained that the walkway shown on the schematic going out to Fort Fisher Boulevard doesn't lead to an official DOT crosswalk. He also showed pictures of what the homes will look like with different roof lines. He said all of the homes will measure 2,250 square feet and have garage doors.

DISCUSSION AND CONSIDERATION OF COMMITTEE BUSINESS

1. Planning & Zoning (P&Z) Commission

- a. Chairperson Craig Galbraith reported that 13 people, mostly realtors, spoke out against the subject of requiring Short Term Rental Certificates for rental properties during P&Z's Special meeting in March. He said that only one resident was for the proposal and one was lukewarm about it. He said P&Z's attorney said the Town is restricted from doing this, according to certain NC Statutes, so they tabled the item. Mr. Galbraith concluded that anything regarding the proposal that is brought before Council will be well vetted and well thought out by the commission before it is presented. The subject will be talked about again at their next meeting in April.
- b. Mr. Galbraith said that Council also had requested they work on an ordinance about parking along Route 421. He said they held a special meeting on that issue to receive input from the public. He said their findings were: 1) the Town has a lot of flexibility on what the DOT is willing to do along Route 421 at the Town's request and, 2) there aren't a lot of ordinances restricting parking on residential streets. He said that P&Z feels they've gone as far as they can go on the subject, due to a general opinion



TOWN COUNCIL MINUTES

REGULAR MEETING

**March 23, 2015 @ 6:30 p.m., or
soon thereafter**

from the parking committee and others that a strategic plan related to parking can't be developed until the Council gives more guidance regarding any plans for paid parking, permitted parking, short term parking and restricted parking on residential streets. He said that P&Z doesn't have the skill to go much further and recommended that strategic planning be given to the existing parking committee or to establish a separate committee to address this issue.

Commissioner Heglar asked if P&Z was basically saying that there's nothing they can recommend to meet Council's request to regulate parking along Route 421.

Mr. Galbraith said that it became a bigger issue than just parking along Route 421 once other factors were taken into consideration. He said they understand they can restrict parking along Route 421, but as parking is restricted there it will push the problem back to the residential streets. He said if P&Z recommends eliminating parking on Route 421, then it may raise a whole new set of ordinances for residential parking. He added that the issue of "parking" isn't within P&Z's expertise.

Commissioner Swearingen said that the biggest thing she has gotten from the people who live in Kure Beach is that they want Council to seriously look at where they want the Town to be about 5 to 20 years from now and how it should get there; whether they don't mind the influx of visitors and allowing free parking everywhere, or whether they do mind it. She said this doesn't just concern parking but many other things including the anticipated impact on Fire and Police. She said that the committee members need direction from Council, instead of just being asked by Council to come up with something with no clear vision. She said she hates to see committees spending months trying to come up with a plan Council will approve, only to have it declined because it wasn't anything Council would even consider.

c. Interview applicants to fill one vacancy on P&Z Commission

• William (Bill) Moore

Mr. Moore introduced himself and said he has owned property in Ocean Dunes for 23 years and moved to Kure Beach full time a year ago; he is a member of the Citizens Advisory Group; he is the president of Ocean Dunes HOA; he is a retired high school principal and a retired lieutenant colonel in the U.S. Army Reserve. He said he has been involved in logistics throughout his military service and has served on the planning board for Edenton, NC. He would like to use his expertise and leadership by serving on the commission. He said he gave a presentation at the last P&Z meeting. He wants to keep the 35 foot height limit.



TOWN COUNCIL MINUTES

REGULAR MEETING

March 23, 2015 @ 6:30 p.m., or soon thereafter

- **Kenneth Richardson**

Mr. Richardson said he has lived in Kure Beach for five years, served on the Kure Keys HOA for three years and was their HOA President for one year. He said he worked for the Department of Energy where he was in charge of planning and production of many projects. He said the DOE was like a small city in itself where they had a fire, police and utility department. He said if they planned anything, they had to look at the whole process and all of the ins and outs. He said he wants to serve on P&Z to figure out what the Town wants to be in the future; he would like to see it stay residential. He wants to keep the 35 foot height limit.

Council gave their consensus on which candidate would be best suited, as follows:

- MPT Bloszinsky leaned toward Mr. Moore who is a member of the Citizens Advisory Group and has also attended meetings where he isn't even a member, which demonstrates his interest in the Town.
- Commissioner Swearingen said she likes Mr. Richardson because he has background working in a large Federal agency that is pretty much like a small city, giving him experience in trying to balance ideas with requirements.
- Commissioner Pagley said he liked Mr. Moore's answers the most.
- Mayor Lambeth said he would have to go with Mr. Moore.
- Commissioner Heglar said he likes both candidates: Mr. Moore for his military background and Mr. Richardson because he has lived in Kure Beach for five years.

MOTION – Commissioner Pagley made the motion to appoint William Moore as a member of the Planning and Zoning Commission.

SECOND – Commissioner Heglar

VOTE PASSED 4 to 1, as follows: Mayor Lambeth, MPT Bloszinsky and Commissioners Heglar and Pagley FOR, Commissioner Swearingen AGAINST

Commissioner Pagley asked why Mr. Richardson couldn't be made an alternate on the commission. He said that the commission is very important, and he doesn't think it's good for them to sit with an empty seat if someone resigns. He said if someone leaves, the alternate can step right into that seat the very next month to fill the gap.

MOTION – Commissioner Pagley made the motion to have the Town Attorney work with staff to amend the Town's ordinance to add an alternate member position on the Planning and Zoning Commission, to be presented for Council approval at their April meeting.

SECOND – Commissioner Swearingen

VOTE – Unanimous



TOWN COUNCIL MINUTES

REGULAR MEETING

March 23, 2015 @ 6:30 p.m., or soon thereafter

MOTION – Commissioner Pagley made the motion to automatically appoint Kenneth Richardson as an alternate member on the Planning and Zoning Commission, if Council adopts the amended ordinance to add an alternate member position to the commission.

SECOND – Commissioner Swearingen

VOTE – Unanimous

2. Shoreline Access, Beach Protection & Parking Committee

- a. Approval to pay \$470.80 for three signs for the Beach Sweep from the Committee Budget.

Chairperson Tony Gonsalves said that the three banners he wants to order have “2nd Saturday in April” printed on them, so they can be used year after year. He said two of the signs will be posted at the entrances to Kure Beach on Dow Road and on Fort Fisher Boulevard, and the third sign will be posted near the Kure Beach Fishing Pier. He said that they need the signs so that people who don’t have computers or receive emails will know about the event.

Commissioner Swearingen questioned if it was wise to advertise the event too much; she is afraid there will be too many people at the event and they will trample the dunes.

Mr. Gonsalves reassured her that the more help they can get, the better it will be. He said that people will be given instructions on which parts of the beach to clean and there shouldn’t be any damage to the dunes.

MOTION – Commissioner Heglar made the motion to approve spending \$470.80 to pay for three Beach Sweep signs out of the Committee budget.

SECOND – Commissioner Pagley

VOTE PASSED 4 to 1, as follows: Mayor Lambeth, MPT Bloszinsky and Commissioners Heglar and Pagley FOR, Commissioner Swearingen AGAINST

DISCUSSION AND CONSIDERATION OF DEPARTMENT HEAD BUSINESS

1. Administration and Recreation Department

- a. Cell Tower Lease Renewal

The Town Clerk asked Council to approve renewing the Cell Tower lease for the tower located behind Town Hall. She said we are currently on the fourth amendment to the lease which started in 1998, and it will expire April 30, 2016. She said the fifth amendment to the lease has the Town getting a three percent increase, per year, just like the current lease. The new lease will begin May 1, 2016.

MOTION – Commissioner Heglar made the motion to approve renewing the Cell Tower lease with Crown Castle/AT&T, as presented.



TOWN COUNCIL MINUTES

REGULAR MEETING

**March 23, 2015 @ 6:30 p.m., or
soon thereafter**

SECOND – Commissioner Pagley
VOTE – Unanimous

b. Crosswalks on Route 421

The Town Clerk said she received a call from Pat Edgecomb with the Kure By The Sea (KBTS) HOA, who stated they have been trying to get a DOT crosswalk along Fort Fisher Boulevard at the Sealane Way intersection, but the DOT turned them down even though they were willing to pay for it. She said there is a crosswalk located at Kure Village Way that Kure Village HOA doesn't want. KBTS HOA asked if Council would approve them getting the crosswalk that Kure Village HOA doesn't want. The Town Clerk said she spoke with the DOT, and they will do whatever Council wants them to do. She recommended switching the crosswalks now, before the DOT starts painting the newly paved road.

Mr. Gonsalves said all 11 members of the SLABP&P Committee are against moving the crosswalk because it is a very difficult process to go through with the DOT.

Commissioner Swearingen said it seems the Town Clerk has already worked it out with the DOT.

Discussion ensued about the safety of crosswalks on Fort Fisher Boulevard and that the Kure Village Way crosswalk leads right to the HOA's private beach access.

Town Clerk Avery said that there are two HOAs in agreement with what they'd like to do; one would like to have one and one would like to get rid of one.

Stating that KBTS HOA's crosswalk installation request is a separate issue, Commissioner Swearingen made the motion to approve Kure Village HOA's request to remove the crosswalk at Kure Village Way. The motion died for lack of a second.

Commissioner Heglar said Council should decide where a new crosswalk should go, if it is going to remove the one at Kure Village Way.

Council discussed which location would be best served by having a crosswalk.

Mr. L.J. Hecht of 209 Sealane Way said that the KBTS HOA would like to have the crosswalk at Sealane Way because there are several families with young children; these families would benefit from having a crosswalk there.

MOTION – Commissioner Swearingen made the motion to authorize the DOT to install a crosswalk at Sealane Way and to remove the crosswalk at Kure Village Way.



TOWN COUNCIL MINUTES

REGULAR MEETING

March 23, 2015 @ 6:30 p.m., or
soon thereafter

SECOND – Commissioner Heglar
VOTE – Unanimous

c. Proposed On the Job Training (OJT) policy

Commissioner Heglar commended the Town Clerk and Finance Officer for doing an excellent job on the proposed policies. He said that the OJT policy and the Tuition Reimbursement policy strike a good balance with each other. He said he liked that the proposed OJT policy requires two years of service in return for financial help from the Town, or the individual would be required to pay the Town back.

Commissioner Swearingen said it's a little confusing that education is talked about in both of the policies. She suggested that the OJT and Tuition Reimbursement policies be combined, or that education and OJT should be separated. She suggested that employees should have to serve two years for every year their full tuition is paid.

Commissioner Heglar said that the two policies, OJT and Tuition Reimbursement, are separated by IRS rules and proceeded to explain the different tax reporting requirements for both: if a fireman goes to fire school and Council says it is part of the job, the Town pays for it and the IRS doesn't have to get involved; if Council sends them to get an MBA, but it's not required for their job, the Finance Officer has to report that to the IRS and the employee is liable for the taxes.

MOTION – Commissioner Heglar made the motion to table discussion and consideration of the proposed On the Job Training and Certification policy until the April Council meeting and, in the meantime, Council is to provide written feedback on the proposals to the Town Clerk and Finance Officer within a week and a half.

SECOND – MPT Bloszinsky
VOTE – Unanimous

d. Proposed Revision to Tuition Reimbursement policy

Town Clerk Avery recommended increasing tuition reimbursement from \$500 per year to \$1,200 per year, after researching the tuition reimbursement policies of other local towns. She said that tuition reimbursement is considered a benefit and is subject to IRS taxes.

MOTION – Commissioner Heglar made the motion to table discussion and consideration of the proposed Tuition Reimbursement Policy until the April Council meeting and, in the meantime, Council is to provide written feedback on the proposal to the Town Clerk and Finance Officer within a week and a half.

SECOND – MPT Bloszinsky
VOTE – Unanimous



TOWN COUNCIL MINUTES

REGULAR MEETING

March 23, 2015 @ 6:30 p.m., or
soon thereafter

DISCUSSION AND CONSIDERATION OF OLD BUSINESS

1. Beachwalk and Kure Dunes Stormwater

Commissioner Heglar said the next meeting with the two HOA's will be held next Tuesday night. He said he emailed information with seven different options to Council, and he asked them to give him their list of the pros and cons by this coming Friday.

2. Revised Town Clerk and Finance Officer Job Descriptions

Town Clerk Avery began to review the revised job descriptions until Council decided they needed more time to review the information.

MOTION – Commissioner Swearingen made the motion to table discussion and consideration of the revised Finance Officer job description until the April Council meeting, at which time Council will decide. Council members will give feedback to the Town Clerk by March 31st with their changes and questions.

SECOND – Commissioner Heglar

VOTE – Unanimous

MOTION – Commissioner Heglar made the motion to table discussion and consideration of the revised Town Clerk job description until the April Council meeting, at which time Council will decide. Council members will give feedback to the Town Clerk by March 31st with their changes and/or questions.

SECOND – MPT Bloszinsky

VOTE – Unanimous

3. Appoint Council liaison to Finance Department

Mayor Lambeth appointed Commissioner Pagley to serve as Council Liaison to the Finance Department.

4. Expiration of leased parking lot on Fort Fisher Boulevard

MPT Bloszinsky said that the Town is at the end of the lease for the downtown parking area along Fort Fisher Boulevard. He reminded Council that the Town leased property last year to establish a temporary, free parking area for visitors, and he asked Council if they wanted to extend the lease to have the parking area again.

CONSENSUS – Council directed MPT Bloszinsky to talk to Public Works Director Beeker, Police Chief Dennis Cooper, the Shoreline Access, Beach Protection and Parking Committee, and the owner of the leased property on Fort Fisher Boulevard. He is to bring the information back to the April Council meeting for further discussion and consideration.

The Finance Officer added that the Town spent about \$3,500 to establish and maintain the temporary parking area last year, in addition to the actual lease payment.



TOWN COUNCIL MINUTES

REGULAR MEETING

March 23, 2015 @ 6:30 p.m., or soon thereafter

DISCUSSION AND CONSIDERATION OF NEW BUSINESS

1. Coastal "Static Line"

MPT Bloszinsky said he wanted to address this because the Coastal Resources Commission (CRC), is proposing "developed lines" based on specific communities. He wanted Council to see the map for Kure Beach, see where the Static Line is now to see what the impact would be on potential property loss.

Building Inspector Batson explained that, currently, coastal North Carolina has what is called a "Static Line" that CAMA created based on previous erosion rates and storms; this line never moves unless there's a catastrophic storm. He said that the CRC is talking about creating a "Development Line." He said the proposal may or may not become a rule but, if it does, these will be the options to choose from regarding building along the coast line.

- Towns that don't get large scale beach nourishment projects are required to abide by the Static Line setback that is currently in place.
- Apply for a "Static Line Exception" which is a rule that was put into place five years ago which allows development closer to the ocean. When it became a rule, there was a stipulation that the dwelling could be no larger than 2,500 square feet and it had to be located no closer to the ocean than the dwellings on both sides of it. At that time, the Building Inspector recommended that Council not choose this route because he couldn't find any properties that would be better off with this exception and it would have cost the Town \$10,000 to go through the process. Now, however, the requirements have been modified including the maximum square footage stipulation.
- If the "Development Line" rule passes, the Town could delineate a line that is specific to Kure Beach, which CAMA would have to approve; this would entail having the properties surveyed or pulling information from GIS maps.

Inspector Batson recommended that Council wait to see if the Development Line rule is approved before deciding which way to go. He said that the Town could apply for the Static Line Exception, and potentially create a benefit to its ocean front properties. He said there are also other new regulations coming down the line such as new flood plain mapping that positively affects most Kure Beach properties, but if property owners decided to move their dwellings closer to the ocean, it could have a negative impact. He proceeded to show Council a current aerial view of the Static Line along the Kure Beach strand and explained how houses could build up to a certain line with the Static Line Exception.

Commissioner Swearingen mentioned there are "wetlands" regulations that the EPA established and Congress hasn't stopped. She said there's going to be a public hearing next month regarding this issue and, unless Congress stops this regulation, they will be implemented by July 2015. She said that although Kure Beach doesn't have any wetlands right now, they are revamping the definition of it which would include any open ditches like



TOWN COUNCIL MINUTES

REGULAR MEETING

March 23, 2015 @ 6:30 p.m., or soon thereafter

the ones near Trout Lane. She said if someone wants to build or renovate a home where a wetland exists, the Building Inspector would have to require the land owner present specific information in order to issue a permit. She said that one requirement may be to have a review of the property by the Corps of Engineers.

2. KB & CB Sewer Authority to New Business

Commissioner Heglar said that he, Mayor Lambeth, Public Works Director Beeker and Finance Officer Copenhaver met with Carolina Beach's Mayor Pro Tem Pierce and Commissioner Shuttleworth for the Sewer Authority annual review. He said that, last year, Kure Beach got about \$400,000 back from Carolina Beach due to an overpayment, but this year Kure Beach owes Carolina Beach \$42,750.78 due to increased fees and flow rates. He said that while Carolina Beach's flows went down, Kure Beach's flows went up. He explained that the changes in the rates are as follows: the Variable Cost increased to \$78.87 per 1,000 gallons, the Fixed Cost increased to \$9,705.17 per month, and the Capital Recovery Cost increased to \$3,746.25 per month.

He said that Public Works Director Beeker will bring the cost of Capital Improvement to Kure Beach's sewer system to the budget planning process in April so the Town can divert more flows to its own sewer pond.

MOTION – Commissioner Heglar made the motion to approve the adjusted rates of the Carolina Beach/Kure Beach Sewer Authority, as follows: Variable Costs, \$78.87 per 1,000 gallons; Fixed Costs, \$9,705.17 per month; and Capital Recovery, \$3,746.25 per month.

SECOND – MPT Bloszinsky

VOTE – Unanimous

COMMISSIONER ITEMS

Mayor Lambeth

1. Tourism Development Authority (TDA) distribution status

Mayor Lambeth said that he, Carolina Beach Mayor Wilcox, Wilmington Mayor Saffo and Kim Hufham from the TDA met. He said that they would like to present a letter to the TDA at their meeting this Wednesday that lets each beach town take up to 20 percent of the rollover funds to park in a fund that the TDA is in charge of for up to five years. After that, the rollover funds will actually become available to the Marketing Committee. The reason is that, if we have a catastrophic storm, we won't have enough marketing money to get Kure Beach "back on the map," as far as advertising goes. He said that this applies to the new budget year and we are going along with what Carolina Beach is doing. He asked Council to adopt the wording that Carolina Beach's Town attorney put together and use it for Kure Beach, as well.



TOWN COUNCIL MINUTES

REGULAR MEETING

**March 23, 2015 @ 6:30 p.m., or
soon thereafter**

MOTION – Commissioner Heglar made the motion to send a letter to the TDA regarding distribution of 20% of the rollover funds; the letter is to be according to the one proposed by the Town of Carolina Beach.

SECOND – Commissioner Swearingen

VOTE – Unanimous

2. Update on status of paving 421

Mayor Lambeth said that the paving on Route 421 is finished and the next step is to finish painting the lines on the street, including the crosswalk lines.

3. Improvements at Town Hall

Mayor Lambeth pointed out the new color scheme in the Council Room and said the Town Clerk is working on getting a new Town logo put on the wall behind the Council dais.

CLOSED SESSION

MOTION – Commissioner Heglar made the motion to go into Closed Session to discuss a personnel matter, per N.C.G.S. 143-318.11.

SECOND – Commissioner Pagley

VOTE – Unanimous

MOTION – Commissioner Heglar made the motion to return to open session at 9:10 p.m.

SECOND – Commissioner Pagley

VOTE – Unanimous

Commissioner Heglar stated that Council discussed a request from retiring employee Dennis Ebersole to consider his volunteer time in order to meet the 15-year service requirement policy of the Town so that the Town would agree to pay 50% of his health (medical, dental, vision) insurance. He also stated that the Town had made changes to the health policy that were detrimental to Mr. Ebersole.

MOTION – Commissioner Heglar made the motion to make an exception to the Retiree Health Insurance policy to accept volunteer service, along with paid service, for Mr. Ebersole to qualify to have the Town pay 50% of his health (medical, dental, vision) insurance benefits, until either he becomes eligible for Medicare or obtains employment with health insurance coverage.

SECOND – MPT Bloszinsky

VOTE – Unanimous

ADJOURNMENT

MOTION – Commissioner Heglar made the motion adjourn.



TOWN COUNCIL MINUTES

REGULAR MEETING

**March 23, 2015 @ 6:30 p.m., or
soon thereafter**

SECOND – MPT Bloszinsky
VOTE – Unanimous

The meeting adjourned at 9:11 p.m.

Dean Lambeth, Mayor

ATTEST: Nancy Hewitt, Deputy Town Clerk

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

DRAFT

Wilmington Trolley Company

304 Okeechobee Road

Wilmington, NC 28412

910763-4483

Business Plan for Pleasure Island Trolley

The Company

The Wilmington Trolley Company has provided charter and tour service in New Hanover County since 1998. We currently operate six trolleys for hire. We also operate daily sightseeing tours of Wilmington, NC. Wilmington Trolley company is a private locally owed company. Pleasure Island Trolley would provide much needed transportation around Carolina Beach and Kure Beach. Pleasure Island Trolley will be operated by Wilmington Trolley Company.

Mission:

Pleasure Island Trolley would provide safe, reliable and fun transportation around Carolina and Kure Beach. The trolley will be open air style bus for passengers to enjoy the warm summer climate.

Product and Services:

Pleasure Island Trolley would provide daily trolley service and stops around the island. Proposed stops would be at the boardwalk, Kure beach pier, four to five stops along lake park blvd and other points of interest.

Marketing and Sales:

Pleasure Island Trolley best marketing tool is the trolley. The trolley will be seen on the route and we also advertise in most local publications. The Wilmington Trolley Company will also be making a web page for the Pleasure Island Trolley route.

The Competition:

There is no other business operating that we would be in competition at this time.

Target Market:

The PIT would be marketing vistors and locals that would like to get from point to point on the island.

Operations and Tickets Sales:

The PIT would operate seven nights a week from 530PM-10-30PM. The cost to ride will be \$2.00 per person (children under 3 years old will be free). The PIT would also generate money from selling adverstiment on the side of the trolley.

Any questions or concern please contact:

Wes Moore 910-368-7378

Shannon Moore 910-368-7041

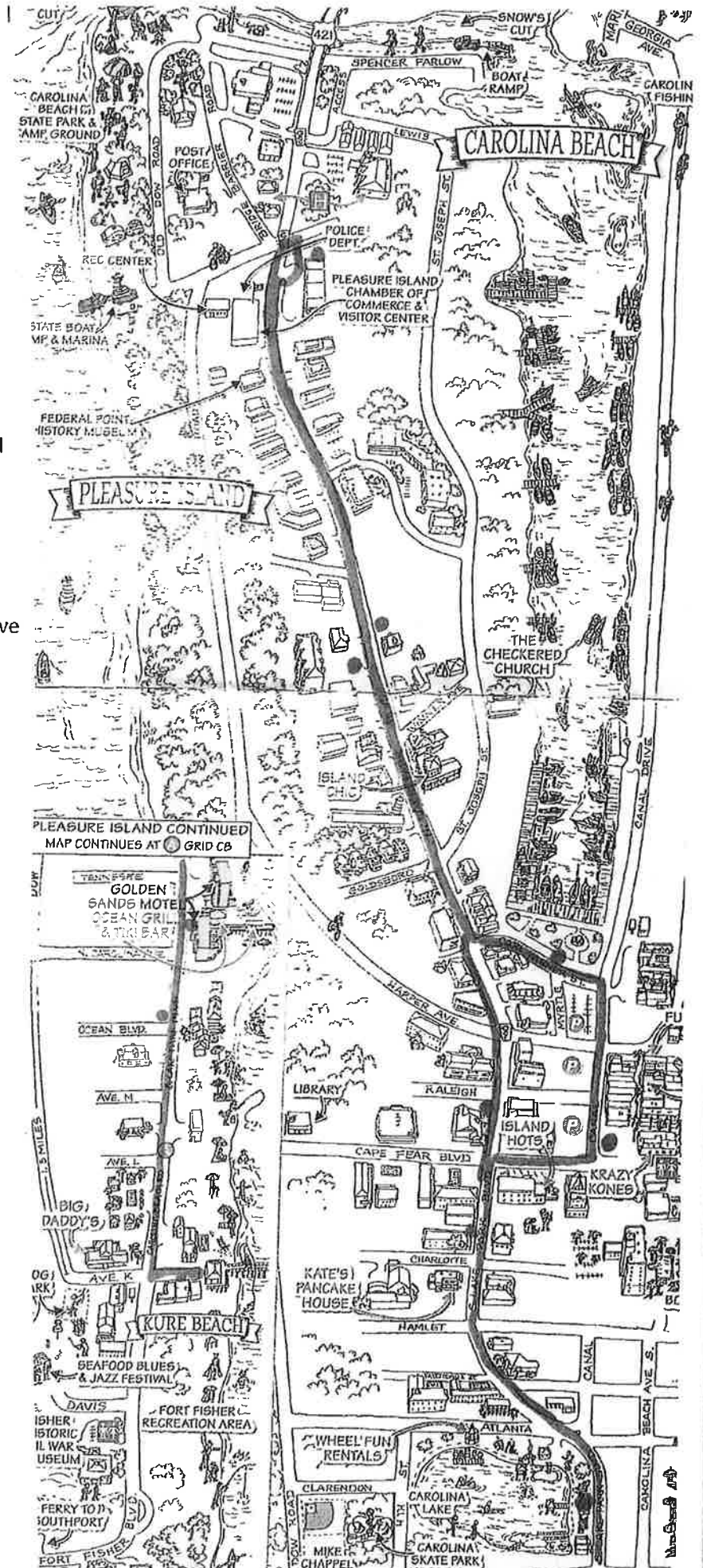


Wilmingtontrolley.com

Proposed Stops

- 1 The Boardwalk
2. Marina
3. Winner Ave. and North Lake Park Blvd.
4. Access road near M. Seafood
5. Winner Ave. and North Lake Park Blvd.
6. Harper Ave and North Lake Park Blvd.
7. Cape Fear Blvd and North Lake Park Blvd
8. The Lake
9. Ocean Blvd and North lake Park
10. Kure Beach Pier area
11. North Lake Park Blvd. and Tennessee Ave

PIT Route in Red



POINT 1 - Permitting

Background: In the April meeting P&Z voted to not develop a separate “all-inclusive” permitting process for short-term rentals, but rather recommends to Town Council to follow the process that is clearly allowed in NC State Statutes (GS 160A-424) regarding “permitting “for PROBLEM short-term rental properties.

From GS 160A-424(c)

. . . In no event may a city do any of the following: (i) adopt or enforce any ordinance that would require any owner or manager of rental property to obtain any permit or permission from the city to lease or rent residential real property, except for those properties that have more than three verified violations in a 12-month period or upon the property being identified within the top 10% of properties with crime or disorder problems as set forth in a local ordinance . . .

Issues (from several public hearings where KB resident complained about certain short-term rental properties)

- The vast majority of “disorder problems” are NOT reported to police or town officials; they go unreported, or the complainant deals directly with the renters, agent, or property owner.
- There are many disorder problems that are not “crimes”.

P&Z suggests Kure Beach Town Council consider

- 1) Developing a “local ordinance” that specifies what constitutes a “crime and/or disorder” problem relevant to short-term rentals (as allowed and defined by GS 160A-424).
- 2) Need method to then track these “problems” (as per GS 160A-424)

If council decides, P&Z could develop the language for a “local ordinance” that specifies disorder problems related to short-term rentals

POINT 2 – Collection of Room Tax

Background: One of the issues in P&Zs original concept of permitting short-term rentals was to insure that the Room Occupancy Tax (ROT) was being properly accounted for, and paid by properties located in Kure Beach. Investigation of this issue indicated a serious problem with how ROT is currently collected and accounted for.

Problem. New Hanover County has been allowing Real Estate Agents and Property Managers of short-term rentals to simply pay a lump sum for all the properties managed, with the only account file registered with the County being the address of the agent. The Agent or Property Manager then simply

“allocates” on the remittance form as to which town(s) the tax came from (see attached form). This procedure creates 3 major problems.

- 1) It is impossible to actually track payment of a particular property’s short-term ROT, and determine if the ROT from a particular property was actually paid to the County. This violates a basic auditing principle, and creates the window for fraud. For example, an agent could collect \$1,000 ROT each from 10 properties (for a total of \$10,000), and only pay “\$5,000” to the County (since it is a bundled payment). Individual property owners are provided an “accounting” for their property (this is a report from agent to property owner, and does not involve the County), however, it is IMPOSSIBLE to track if that ROT payment was actually ever made for a particular short-term property to the County. If asked by the property owner, the agent could simply say it was paid as part of the \$5,000 bundle payment, and since the only address on file with the County is the agent’s office address, there is no way of tracking a ROT payment to the actual property that should be paying the ROT
 - a. For example, the County only reports a few accounts (a large portion are hotels) for Kure Beach when there are over 100 short-term properties for rent in Kure Beach).
- 2) Since the Agent pays the ROT in a bundle, and there is no way of double checking on the percentage allocation made on the ROT remittance form (between Kure Beach, Carolina Beach, etc.). It is very possible that the agent will check the address that their office is located in (and allocated 100% for that address), thus other towns do not get credit for the ROT tax – or the agent will arbitrarily make an allocation between towns. For example, an agent headquartered in Carolina Beach may manage properties in both Carolina Beach and Kure Beach, however, if they do not allocate the gross receipts to Kure Beach when they send in their bundle payment (Interviews indicated that some Agents DO NOT provide allocated amounts or they are estimates), and simply check “Carolina Beach” since that is where their office is, Kure Beach will get no credit for the ROT collected in Kure Beach. There is simply no way to check this right now.
- 3) Given that individual properties are NOT currently required to have a payment file account address with the County, it is impossible to see if properties are being rented, but not paying ROT. For example, the vast majority of short-term rentals advertise through an agent (sign in front of house and/or agent web-page) or through a non-agent web-page, such as AIRBNB or VRBO. If each short-term rental property is required to have a separate account file with the County, it is easy to see if a rental property is, in fact, paying ROT (Mecklenburg County specifically tracks this way, comparing web-site rentals with the ROT account on file with County). If found (e.g., web-site rental advertisement but no account file with County for that address), town representative could “remind” property owner to pay their ROT.

Recommendations:

P&Z recommends Kure Beach Town Council to consider an ordinance that requires each short-term rental property in Kure Beach to have a separate ROT account by property location with New Hanover County, and that property owners and/or agents pay the ROT identified by the property location. The

County would then enter the ROT paid for a specific property to that particular property file. This would completely solve all three issues raised above.

Cost: There is no additional cost for an individual property that is privately managed by the owner since this should be done anyway. There is no additional cost for a property manager/agent since the property manager/agent is already required to keep track the ROT by address for each property they manage (and they should report this information back to the property owner anyway) – Property managers would just need to remit to the County a single check, but then with a list of the ROT by property located in Kure Beach so County staff can enter the data by property address. Only difference to County is that the County would enter the ROT data by specific property address rather than a single lump sum for the property manager/agent address. In calculating the ROT collected for Kure Beach there is no cost since the County's software calculates ROT by location by a search of the data.



New Hanover County Room Occupancy Tax Report

230 Government Center Drive, Suite 190
Wilmington, NC 28403
910-798-7113
Website: www.nhcgov.com

For the month of: _____, 20____
(Month that the tax was collected)

Room Occupancy Tax Account # (s) _____

Name of Firm/Owner _____

Name of Mgmt. Firm _____

Doing business as: _____

Mailing address: _____

E-mail address: _____

Property Location(s): _____

(If additional space is needed, attach list. This information is extremely important in order to distribute funds properly)

GROSS RECEIPTS:		Tax Calculation:		Amount
City of Wilmington	_____	1. Total Gross Receipts	\$	_____
Carolina Beach	_____	2. Occupancy Tax (Line 1 x 6%)	\$	_____
Kure Beach	_____	3. Late Penalty (After 20th, Line 2 x 5% per mo. - min \$5.00)	\$	_____
Wrightsville Beach	_____	4. Late Payment Penalty (After 20th, Line 2 x 10% - min \$5.00)	\$	_____
Convention Center District	_____	5. Total Remitted (Add lines 2, 3 & 4)	\$	_____
New Hanover County (unincorporated area)	_____			
TOTAL - <small>(Enter amount on line 1 of tax calculations.)</small>	_____			

Number of hotel/motel rooms and condo/cottage units available for rent on the first (1st) of the month _____.

Check the category of your rental(s): Hotel _____; Motel: _____; Cottage _____; Condo _____; Other _____.

If income was zero(\$0.00) during reporting period, check here: _____

If business is closed for the season, provide the following:
 Date Closed: _____
 Reopen Date: _____

If business is closed PERMANENTLY, enter the date the business ceased to operate: _____

If business is sold: Close Date: _____ New Owner: _____

CERTIFICATE OF TAXPAYER: This is to certify that this report, including all attachments, has been examined by me and is, to the best of my knowledge and belief, a true and complete report made in good faith covering the month indicated above, and that same is in accordance with the books and records of the reporting taxpayer.

Taxpayer Signature _____ Date: _____

Taxpayer Name Printed _____ Phone Number _____

Make check payable and mail to:
**New Hanover County
Tax Collector's Office
P.O. Box 18000
Wilmington, NC 28406**

OFFICE USE	
PM _____	DD _____
CK# _____	\$ _____
BK _____	
OP(+) _____	UP (-) _____



KURE BEACH PLANNING & ZONING COMMISSION
REGULAR MEETING ♦

A Regular Meeting of the Kure Beach Planning & Zoning Commission was held on
Wednesday, April 1, 2015
A quorum of the Commission was present.

P&Z MEMBERS IN ATTENDANCE

Craig Galbraith, Chair
Vice Chair Joe Whitley
Member Alan Votta
Member John Ellen

ABSENT

Council Liaison: Craig Bloszinsky
Attorney: James E. Eldridge

STAFF PRESENT

John Batson, Building Inspector.
Josie Fitzgerald, Administrative Assistant

I. CALL TO ORDER

Chairman Galbraith called the meeting to order at 7:01pm

OATH OF OFFICE - BILL MOORE AS P&Z MEMBER

Administered by Nancy Avery, Town Clerk

II. APPROVAL OF THE AGENDA

MOTION: Member Ellen moved to approve the Agenda
SECOND: Member Whitley
VOTE: Unanimous

III. A. APPROVAL OF THE MINUTES OF MARCH 4, 2015

MOTION: Member Ellen moved to approve the minutes of March 4, 2015
SECOND: Member Votta
VOTE: Unanimous

B. APPROVAL OF THE CLOSED SESSION MINUTES

MOTION: Member Whitley moved to approve the closed session minutes of March 4, 2015
SECOND: Member Ellen
VOTE: Unanimous

IV. PUBLIC COMMENTS

Question raised- Why was there a closed session?

Attorney Eldridge explained the client attorney privilege. The options available to P&Z as well as interpretations of the law was discussed. The closed session minutes will be kept sealed and not open to public. Chairman Galbraith stated that a summary of the closed session was offered at the regular meeting and the minutes of that meeting will be on the Town website for review.

V. OLD BUSINESS:

A. Parking on Hwy. 421

Chairman Galbraith stated there was a presentation to Council, recommendations were given to them of information that was obtained and requested direction to see what they wanted P&Z to do from here; continue or give to SLAP or form a new committee. Council did not take any action at that meeting. Parking issues were defined and the problems that will arise if the parking is pushed from 421 creating a problem for side residential streets.

P&Z does not have anything to do until further direction from Council.

B. Vacation Rentals

- Last month we had a public session which disclosed thoughts from residents
- The Town already has the ability to address some of the issues i.e. parking and trash, most people will work with the Town for a solution
- The rules are very broad and there have been police reports
- P&Z was directed by Council to make it simple and less onerous as possible. At that time we didn't realize the limitations in State Statutes regarding a permitting process; there are some options available as pointed out by our attorney, but not sure we are at a point to push forward on a permitting process.
- We can deal with three issues that are important:
 1. Individual property room tax; recommendation to develop an ordinance to be able to identify individual properties paying room taxes. Currently taxes are paid in a lump sum for short term rentals.
 2. Parking is a major issue need directed ordinance
 3. Existing State Statutes states when permitting is allowed. Based on complaints and worst 15% offenders.
- We need a way of keeping records of offenders.
- Parking and trash are problems
- The collecting agency makes up the form and should identify individual properties
- Currently cannot identify individual properties paying taxes
- A mechanism is needed to identify by a separate account to determine which renters are paying the taxes
- Town Council should handle the tax issue by recommendation by P&Z; Council may contact the County Commissioners; work needs to be done on the County level to maintain ROT structure
- There is a potential for fraud with the current process of paying in a lump sum

MOTION: Member Votta moved to pass on information we have to Council to address the ROT issue

SECOND: Member Galbraith

VOTE: Unanimous

- We need better data collection in order to enforce the existing statute for a permitting process
- Police reports are filed each month

MOTION: Chairman Galbraith moved to recommend to Council to address the data collecting and record keeping of offenders to utilize the existing State Statute allowing for the permitting process for the worst offenders

SECOND: Member Ellen

VOTE: Unanimous

- Trash pickup days are after renters leave so trash sits out for days piling up
- Tourists come on Saturdays and Sundays, trash is picked up is on Tuesday
- Can trash collection be changed
- Parking is another issue with rentals; many have excess cars parking on a property
- Some agencies are adding parking in their contracts.
- Parking should be in the hands of real estate professionals and owners
- Parking is already covered in Town Ordinance

MOTION: Chairman Galbraith moved to go back to Council to get further direction regarding excess parking issues at rental properties

SECOND: Member Ellen

VOTE: Unanimous

- Excess parking is hard to enforce at rental properties
- Suggested to wait to get direction from Council before moving forward with this issue

Resident speaker: Kathy Adnor of 414 Ft. Fisher Blvd. S.

- She has experienced a problem with excess cars at a neighboring rental house
- There were about 30 cars parked at one time
- Complaints are made to the rental agency with no response
- There are 70-75 people in the duplex at one time.
- Complaints of noise have been made to police
- She doesn't feel that she has any recourse

Chairman Galbraith stated that he will present her issues to Council and suggested that she attend the April 21st Council meeting.

VI. NEW BUSINESS

There is a property that is conducting an illegal manufacturing operation. This matter will be looked into further.

VII. MEMBER ITEMS

Council is considering confirming an alternate member for P&Z. There needs to be clarification on what is meant by alternate.

A review of ordinances regarding planting in the Town right-of-away and off-street parking in residential areas will be addressed.

VIII. ADJOURNMENT:

MOTION: Member Moore moved to adjourn the meeting at 8:12

SECOND: Member Whitley

VOTE: Unanimous

P&Z Meeting was adjourned at 8:12 p.m.

Craig Galbraith, P&Z Chairman

Josie Fitzgerald, Secretary



MEMO

TO: Town Council
FROM: Nancy Avery, Town Clerk
RE: Council agenda items
DATE: April 14, 2015

Proposed On the Job Training policy and Proposed revision to the Tuition Reimbursement policy

Mayor Lambeth and Mayor Pro Tem Bloszinsky told me they are fine with the revision to the Tuition Reimbursement policy in the Personnel Policy as written increasing the reimbursement amount from \$500 to \$1200.

Commissioner Swearingen said she is okay with both policies but wants them combined into one policy.

I have not heard from Commissioners Pagley or Heglar.


Revised job description for Finance/Budget Officer and Town Clerk

Mayor Lambeth and Mayor Pro Tem Bloszinsky stated they are okay with both job Descriptions as written.

I have not heard from Commissioners Pagley, Heglar or Swearingen



MEMO

TO: Town Council
FROM: Nancy Avery, Town Clerk 
RE: March 23rd agenda items
DATE: March 13, 2015

Department Head business item # 1c – Admin – proposed on the job training policy

Background

At the February meeting, Council directed myself and the Finance Officer to find out if other towns pay for an employee to receive a degree and to draft a policy to address this subject.

We did not find any towns that pay for an employee's degree as part of the duties of the position or as part of an agreement to stay with the town for so many years. Some towns do reimburse for tuition and books as a benefit and assistance to an employee. Most towns that have this benefit, reimburse \$1000 or \$1200 annually per employee. Some towns require the employee to show proof of passing the course, others do not.

Funding required

None in this budget year. Possibly in future budget years, at the discretion of the Town Council.

Comments for consideration

The proposed policy, I believe, achieves what the Town Council said it was looking for. It allows a way to pay for certain employees college degrees, if it is deemed necessary for the position.

We do not currently have a policy addressing on the job training expenditures, only a policy in the Personnel Policy that gives a \$500 tuition reimbursement as a benefit.

What was discussed at the February meeting was not a tuition reimbursement, but on the job training, in my opinion. I believe it is important to make this distinction for purposes of the IRS and possible tax consequences to the employee.

Action requested by staff

Recommend adopting the proposed policy as presented. It in no way obligates future Town Councils, but does give them an option.

Proposed Policy for Policy Manual, Article IX – On the job training and certification

The Town will pay all registration fees, course material, and travel expenses as designated in Article 5-06 of the Policy Manual for seminars, workshops, certifications and renewal, attendance at conferences and training directly related to the performance of duties and responsibilities of the employee's position.

In the event, the Department Head determines reasonable and adequate on the job training programs are not available, and/or believes there is benefit to the Town for the employee to obtain a college or master's degree, a petition may be put before Town Council for payment of the expenses related to obtaining a degree. This petition needs to be approved by Town Council prior to any remittal of Town funds. The Town Council shall determine the extent and range of the expenditures to be paid.

Should the Town Council approve the petition, the employee will be required to sign an agreement to remain in full time employment with the Town for a period of two (2) years after the receipt of the degree. In the event, an employee leaves before the completion of the two (2) year period, he/she must reimburse the Town for the expense associated with receiving the degree.

Courses taken for cultural and personal enrichment are not eligible under the definition of on the job training and must be taken after normal working hours at the employee's expense. (Reference Article VI, Employee Benefits, for assistance with tuition reimbursement).



MEMO

TO: Town Council
FROM: Nancy Avery, Town Clerk *Nancy*
RE: March 23rd agenda items
DATE: March 13, 2015

Department Head business item # 1d – Admin – proposed ^{tuition reimbursement} ~~on the job training policy~~

Background

In gathering information from other towns on whether they contribute to an employee cost of college education, it was noticed that most towns that have this benefit offer between \$1000 and \$1200 annually per employee. We currently offer \$500 annually. At today's prices, \$500 may cover the cost of books or 1/3 of a semester's tuition.

Funding required

None in this budget year, but possibly in future budget years.

Comments for consideration

The proposed revision to the Tuition Reimbursement policy in the Personnel Manual brings us more in line with other towns and offers a better benefit to an employee seeking to obtain a college degree to better themselves. This is also a benefit to the Town.

Action requested by staff

Recommend adopting the proposed revision to the current Tuition Reimbursement policy Changing the amount from \$500 annually to \$1200 annually.

Current Policy in Personnel Police, Article VI, Employee Benefits

Section 10. Tuition Assistance Program

Full-time employees who have completed initial probation may apply for tuition Re-imbursement for courses taken on their own time, which will improve their skills for their current job or prepare them for promotional opportunities within the Town service. Tuition, registration, fees, laboratory fees, and student fees are eligible expenses. Employees may be reimbursed for eligible expenses up to a total of five hundred dollars (\$500) per fiscal year. Satisfactory completion of the courses will be required for reimbursement. Requests for tuition assistance shall be submitted to the Department Head prior to course registration and are subject to the review and approval of Town Commissioners.

Amendment to current policy

Increase the reimbursement amount from \$500 a year to \$1200 a year.

CURRENT TOWN CLERK JOB DESCRIPTION	NEW TOWN CLERK JOB DESCRIPTION WITH FINANCE SEPARATE
Title:	Title:
Town Clerk and Office Manager	Town Clerk and Office Manager
Department:	Department:
Administration and Finance	Administration and Finance
<u>General Statement of Duties</u>	<u>General Statement of Duties</u>
Perform supervisory, administrative, management and statutory work for the Town Council. Manage daily operations of Town Hall for administration and finance. Manage recreation, Town event marketing, rental of Town facilities and Special Events	Perform supervisory, administrative, management and statutory work for the Town Council. Manage daily operations of Town Hall for administration and finance. Manage recreation, Town event marketing, rental of Town facilities and Special Events
<u>Supervision</u>	Same -- no change
Work is performed under supervision of the Town Council and is evaluated through conferences, by review of appropriate records and reports, and the accuracy and thoroughness of assigned work.	
<u>Duties and Responsibilities</u>	<u>Duties and Responsibilities</u>
Manage daily operations for administration and finance for Town Hall to include supervision of the Finance/Budget Officer, the Finance Specialist, Utilities Manager and the Deputy Town Clerk positions.	Manage daily operations for administration and finance in for Town Hall to include supervision of the Finance/Budget Officer, the Finance Specialist, Utilities Manager and the Deputy Town Clerk positions. Plan, organize, supervise and perform administrative operations for Town Hall.
Perform selection, training, counseling and disciplining to include dismissal of department personnel with the exception of the Finance/Budget Officer	Perform selection, training, counseling and disciplining to include dismissal of department personnel with the exception of the Finance/Budget Officer
Administer employee benefits, monitor expenses and make recommendations to the Town Council.	Administer employee benefits to include vendor selection and associated contracts as approved by Council, monitor expenses and make recommendations to the Town Council.
Perform personnel officer responsibilities.	Serve as Town's Perform personnel officer to include custodian of personnel files.
Monitor and oversee third party vendor residential and business curbside recycling service; assist in the renewal and negotiation of vendor contract for recycling services.	Negotiate and renew vendor contracts related to administrative operations of Town Hall to include residential curbside recycling, Property, Liability and Workers Compensation insurance, lease of cell tower, and use of property on MOTSU land as directed by Town Council or as per policy.
Monitor and assist in the negotiation and or renewal of other vendor contracts related to daily operations of Town Hall.	

<p>Perform statutory Town Clerk responsibilities</p> <p>Provide administrative support to the Town Council, including correspondence, research and compilation of information, document production, conference and travel arrangements, and related tasks and track Town Council expenditures and budget</p> <p>Serve as custodian of official Town records and Town historian</p> <p>Prepare ordinances for codification.</p> <p>Research and interpret policies and procedure manuals and other Town records to provide information to the Town Council, staff, citizens and others.</p> <p>Insure vacancies and appointments to Town Council, Board of Adjustments, Planning and Zoning Commission and committees are monitored and kept current.</p> <p>Administer Oaths of Office as required.</p> <p>Coordinate Administrative Hearings for appeal of Civil Citations</p> <p>Supervise Event Marketing Coordinator and Recreation Coordinator positions.</p> <p>Prepare budget and monitor expenditures for Town Hall.</p>	<p>Plan, organize and direct departmental operations to include recruitment and supervision of three FTE employees to ensure conformance to Federal and State laws regarding personnel; maintain Town Hall facility; track Town property and maintain inventory to include surplus equipment; perform statutory Town Clerk duties; provide administrative support for Town Council, boards, committees and departments; oversee rental of Town facilities, Town sponsored programs at the Ocean Front Park pavilion, and special events.</p>
<p>Prepare budget and monitor expenditures for Town-Hall Administration department, Town Council, Legal, Elections, and Emergency Management. Prepare budget and monitor expenditures for Parks & Recreation and Community Center with input and review by board and committee.</p>	

<p>Supervise preparation of the Town Council agenda with the Mayor and Deputy Town Clerk along with related materials for Town Council meetings; supervise preparation of Town Council meeting minutes</p> <p>Perform risk management, including maintaining necessary property and casualty insurance, coordinating processing of liability and casualty claims, workers compensation and other risk management tasks in association with the Finance/Budget Officer.</p> <p>Process and track personal injury claims with insurance provider.</p> <p>Serve as custodian of official Town records and Town historian</p> <p>Serve as a member of the management team.</p> <p>Serve as Deputy Finance Officer and Town banking signatory.</p> <p>Grant Administration.</p>	<p>Approve the final Town Council agenda with the Mayor and the draft Town Council meeting minutes.</p> <p>Perform risk management, including maintaining necessary property and casualty insurance, coordinating processing of liability and casualty claims, workers compensation and other risk management tasks in association with the Finance/Budget Officer.</p> <p>Serve as custodian of official Town records and Town historian. Included in other duties.</p> <p>Serve as a member of the management team.</p> <p>Serve as Deputy Finance Officer and Town banking signatory.</p> <p>Supervise daily financial operations of Town Hall in absence of the Finance/Budget Officer</p> <p>Same -- no change</p>
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JOB DESCRIPTION – TOWN OF KURE BEACH - DRAFT

Title: TOWN CLERK

Department: Administration

Work Type: Full Time, salaried

Pay Grade: 19

Status: Exempt

General Statement of Duties

Perform supervisory, administrative, management and statutory work for the Town Council.

Supervision

Work is performed under supervision of the Town Council and is evaluated through conferences, by review of appropriate records and reports, and the accuracy and thoroughness of assigned work.

Duties and Responsibilities

- Plan, organize, supervise and perform administrative operations for Town Hall.
- Plan, organize and direct departmental operations to include recruitment and supervision of three FTE employees to ensure conformance to Federal and State laws regarding personnel; maintain Town Hall facility; track Town property and maintain inventory to include surplus equipment; provide administrative support for Town Council, boards, committees and departments; oversee rental of Town facilities, Town sponsored programs at the Ocean Front Park pavilion, and special events.
- Serve as Town's Personnel Officer to include custodian of personnel files.
- Negotiate and renew vendor contracts and leases related to administrative operations to include residential curbside recycling, Property, Liability and Workers Compensation insurance, lease of cell tower, and use of property on MOTSU land as directed by Town Council or as per policy.
- Prepare budget and monitor expenditures for administration department, Town Council, Community Center, Parks & Recreation, Legal, Elections, and Emergency Management.
- Perform risk management, including maintaining necessary property and casualty insurance, coordinating processing of liability and casualty claims, workers compensation and other risk management tasks.
- Approve the final Town Council agenda with the Mayor and the draft Town Council meeting minutes.
- Administer employee benefits to include vendor selection and associated contracts, monitoring of expenses and making recommendations to the Town Council.
- Grant administration.
- Serve as Deputy Finance Officer and Town banking signatory.
- Supervise daily financial operations of Town Hall in absence of the Finance/Budget Officer.

Additional Job Duties

Perform related duties as required.

Recruitment and Selection Guidelines

Knowledge, Skills, and Abilities

- Thorough knowledge of N.C. General Statutes and local ordinances governing municipal practices and procedures and the statutory role of Clerk.
- Knowledge of modern personnel practices and policies and related laws and regulations. Ability to interpret and apply personnel policies, laws and regulations.
- Knowledge of modern supervisory principals of motivation, communication, leadership, performance coaching and evaluation.
- Working knowledge of risk management including employee benefits, workers' compensation, property, casualty, and liability insurance.
- Skill in document production and the accurate preparation of minutes.
- Ability to establish and maintain effective working relationships with the public, department heads, governmental officials, and with other Town employees.
- Ability to obtain IIMC Certification and North Carolina Municipal Clerk certification.

Training and Experience Requirements

- High School Diploma or General Equivalency Diploma (GED).
- Five years of strong administrative support experience required.
- Bachelor's Degree in Public Administration or Business Administration strongly preferred.

ADA compliance

Physical Ability

- Ability to sit continuously at a computer terminal or receptionist station for periods of two hours, ability to operate standard office equipment including copier, computer, fax machine, mailing machine, etc. and ability to reach into file drawers in standard four-drawer filing cabinets.

Visual Ability

- Must possess the visual acuity to work with data and figures, operate a computer terminal, and work with detailed use of the eyes.

Hearing Ability

- Hearing ability sufficient to hold conversation with other individuals in both person and over a telephone.

Speaking Ability

- Sufficient to communicate effectively with other individuals in person and over a telephone.

Hiring salary range is \$41,002 –\$ 65,081 with benefits.

This job description does not create an employment contract, implied or otherwise. The Town of Kure Beach is an Equal Opportunity Employer.

OLD JOB DESCRIPTION FINANCE/BUDGET OFFICER	NEW JOB DESCRIPTION ADDING DEPARTMENT HEAD DUTIES
<p>Title: Finance/Budget Officer</p>	<p>Same – no change</p>
<p>Department: Administration and Finance</p>	<p>Department: Administration and Finance</p>
<p><u>General Statement of Duties</u> Perform professional duties regarding supervision of financial operations for the Town, assist the Town Council with preparation of the Town's general operating budgets, and monitor revenues and expenditures as specified by statutory law. This position serves as Town Treasurer as per Chapter 2, Article IV, and Division 4 of the Code of Ordinances.</p>	<p>Same – no change</p>
<p><u>Supervision</u> Work is performed under the general direction of the Town Clerk/Officer Manager and is evaluated through conferences, reports, and by an independent audit of financial records.</p>	<p><u>Supervision</u> Work is performed under the general direction of the Town Council Clerk/Officer Manager and is evaluated through conferences, reports, and by an independent audit of financial records.</p>
<p><u>Duties and Responsibilities</u> Plan, organize and supervise fiscal operations for the Town including accounting of municipal funds, revenue collection, financial reporting, journal entries, budgetary accounting, fixed assets, and advising the Town Council on fiscal issues and investments.</p>	<p>Same – no change</p>
	<p><u>Added:</u> Plan, organize and direct departmental operations to include recruitment and supervision of two FTE employees to perform accounts payable and receivable; utility billing and collection; payroll operations, and front desk customer service functions.</p>
<p>Direct the financial performance of the Finance Specialist, Utilities Manager and Deputy Town Clerk positions and insure compliance with division of duties as per statutory requirements:</p>	<p>Direct the financial performance of the Finance Specialist, Utilities Manager and Deputy Town Clerk positions and insure compliance with division of duties as per statutory requirements.</p>
<p>Perform a variety of financial operations including disbursement and accounting of municipal funds accounts payable, fixed assets, general ledger and budgetary accounting, and preparation of monthly,</p>	<p>Same – no change</p>

<p>quarterly and annual financial reports.</p> <p>Assist the Town Council in preparation of the general operating and capital improvements budgets; research and project revenues; perform research and trend forecasting; track capital project accounts, maintain records and disbursements; prepare and submit budget documents to the Town Council.</p>	<p>Same – no change</p>
<p>Review and monitor ongoing administration of Town budget, monitor revenues and expenditures; coordinate activities and changes with Town departments and provide information to them as needed. Monitor cash flow and investment of idle funds.</p>	<p>Same – no change</p>
<p>Advise the Town Council on management of a variety of financial issues; attend Town Council meetings when needed</p>	<p>Advise the Town Council on management of a variety of financial issues; attend Town Council meetings when needed</p>
<p>Assist the auditors during the annual audit of Town financial records; follow up on findings to improve financial systems</p>	<p>Same – no change</p>
<p>Submit to Town Council periodic statements of the financial condition of the Town; work with staff to prepare budget amendments and monitor fiscal liability of the Town.</p>	<p>Same – no change</p>
<p>Maintain financial records for each department and fund; maintain separate accounts for items of appropriation in the budget; monitor expenditures and obligations on accounts</p>	<p>Same – no change</p>
<p>Monitor, supervise and direct the reimbursement of all expended Town funds from Grants, Tourism Development Authority, New Hanover County Parks and Recreation Bond Funding, Powell Bill Funding or other funding sources.</p>	<p>Combined with item below on Powell Bill funding</p>
<p>Coordinate the preparation of reports submitted to State Departments/Agencies relating to the Town's cash and investment position, debt service requirements, ad valorem tax assessments and levies, Powell Bill allocations and expenditures, annual financial audit, and other reports as required</p>	<p>Same – no change</p>
	<p>Added: Negotiate and renew vendor contracts and leases related to financial operations to include banking, payroll, etc. with the direction of Town Council and as per policy.</p>

	<p>Added: Prepare budget and monitor expenditures for the finance department, Town committees, tax collection and debt service.</p> <p>Added: Serve as Town banking signatory.</p>
Supervise the daily operations of Town Hall in the absence of the Town Clerk.	Supervise the daily administrative operation of Town Hall in the absence of the Town Clerk.
Prepare the application and act as contact person for the Tourism Development Authority in collection of Room Occupancy Taxes	Prepare the application and act as contact person for the Tourism Development Authority in collection of Room Occupancy Taxes--(this was added to an item above)
Perform, direct and coordinate the filing and collection of Powell Bill funding	Perform, direct and coordinate the filing and collection of Powell Bill funding (this was added to section above)
Write checks as needed and sign checks along with approved signatories as per statutory requirements.	Write checks as needed and sign checks along with approved signatories as per statutory requirements.
Perform risk management, including maintaining necessary property and casualty insurance, coordinate processing of liability and casualty claims, and other risk management tasks along with the Town Clerk/Office Manager	Perform risk management, including maintaining necessary property and casualty insurance, coordinate processing of liability and casualty claims, and other risk management tasks along with the Town Clerk/Office Manager -- Town Clerk duty
Perform, direct and supervise the general accounting functions for the Town.	Perform, direct and supervise the general accounting functions for the Town. Already stated in job description -- redundant
Contact the Town Clerk/Office Manager when there are problem areas and insure adherence to Town policies and ordinances.	Contact the Town Clerk/Office Manager when there are problem areas and insure adherence to Town policies and ordinances.
Assist the Town Clerk/Office Manager as needed	Assist the Town Clerk/Office Manager as needed
<u>Recruitment and Selection Guidelines</u> Knowledge, Skills, and Abilities	This entire section was not changed



JOB DESCRIPTION – TOWN OF KURE BEACH

Title: FINANCE/BUDGET OFFICER

Department: Finance

Work Type: Full Time, salaried

Pay Grade: 19

Status: Exempt

Approved by Town Council

Date: DRAFT February 17, 2015

General Statement of Duties

Perform professional duties regarding supervision of financial operations for the Town, assist the Town Council with preparation of the Town's general operating budgets, and monitor revenues and expenditures as specified by statutory law. This position serves as Town Treasurer as per Chapter 2, Article IV, and Division 4 of the Code of Ordinances.

Supervision

Work is performed under the supervision of the Town Council and is evaluated through conferences, reports, and by an independent audit of financial records.

Duties and Responsibilities

- Plan, organize, supervise and perform fiscal operations for the Town including accounting of municipal funds, general accounting, revenue collection, disbursement processing, budgetary accounting, fixed assets, financial reporting and payroll operations.
- Plan, organize and direct departmental operations to include recruitment and supervision of two FTE employees to perform accounts payable and receivable functions; utility billing and collection; payroll operations, general accounting, and front desk customer service functions.
- Assist the Town Council in preparation of the general operating and capital improvements budgets; research and project revenues; perform research and trend forecasting; track capital project accounts, maintain records and disbursements; prepare and submit budget documents to the Town Council.
- Review and monitor ongoing administration of Town budgets, monitor revenues and expenditures; coordinate activities and changes with Town departments and provide information to them as needed. Monitor cash flow and investment of idle funds.
- Advise the Town Council on management of a variety of financial issues; attend Town Council meetings when needed.
- Assist the auditors during the annual audit of Town financial records; follow up on findings to improve financial systems.
- Submit to Town Council periodic statements of the financial condition of the Town; work with staff to prepare budget amendments and monitor fiscal liability of the Town.

- Maintain financial records for each department and fund; maintain separate accounts for items of appropriation in the budget; monitor expenditures and obligations on accounts.
- Monitor, supervise and direct the reimbursement of all expended Town funds from Grants, Tourism Development Authority, New Hanover County Parks and Recreation Bond Funding, or other funding sources.
- Coordinate the preparation of reports submitted to State Departments/Agencies relating to the Town's cash and investment position, debt service requirements, ad valorem tax assessments and levies, Powell Bill allocations and expenditures, annual financial audit, and other reports as required.
- Negotiate and renew vendor contracts and leases related to financial operations to include banking, payroll, etc. with the direction of Town Council and as per policy.
- Prepare budget and monitor expenditures for the finance department, Town committees, tax collection and debt service.
- Serve as Town banking signatory.
- Supervise the daily administrative operation of Town Hall in the absence of the Town Clerk.

Additional Job Duties

Perform related duties as required.

Recruitment and Selection Guidelines

Knowledge, Skills, and Abilities

- Thorough knowledge of North Carolina General Statutes and of local ordinances and policies governing municipal financial practices and procedures.
- Considerable knowledge of the principals and practices of public finance administration and municipal accounting.
- Considerable knowledge of fiscal support activities such as purchasing, fixed assets, liability, payroll, and budget analysis and preparation.
- General knowledge of automated accounting, spreadsheets, and related systems and ability to work with Town staff in handling duties in an automated environment.
- Ability to design and prepare analytical or interpretative financial statements.
- Ability to establish and maintain effective working relationships with the public, department heads, governmental officials, and with other Town employees.
- Accuracy and thoroughness in the analysis and preparation of financial records.

Training and Experience Requirements

Graduation with a bachelor's degree in accounting, or business and considerable experience in public finance administration; or an equivalent combination of education and experience.

ADA compliance

Physical Ability

- Ability to sit continuously at a computer terminal or receptionist station for periods of two hours, ability to operate standard office equipment including copier, computer, fax machine, mailing machine, etc. and ability to reach into file drawers in standard four-drawer filing cabinets.

Visual Ability

- Must possess the visual acuity to work with data and figures, operate a computer terminal, and work with detailed use of the eyes.

Hearing Ability

- Hearing ability sufficient to hold conversation with other individuals in both person and over a telephone.

Speaking Ability

- Sufficient to communicate effectively with other individuals in person and over a telephone.

Special Requirements

Prefer CPA; ability and willingness to obtain Certified Finance Officer status from NC Institute of Government within a time frame required by the Town Board.

Hiring salary range is \$41,002 – \$65,081 with benefits.

This job description does not create an employment contract, implied or otherwise. The Town of Kure Beach is an Equal Opportunity Employer



ORDINANCE AMENDMENT

That Section 2-41 of the Code of the Town of Kure Beach, North Carolina, is hereby amended to read as follows:

Sec. 2-41. - Composition; terms of office.

- (1) The Planning and Zoning Commission shall consist of five (5) regular members who shall be citizens and residents of the town.
- (2) One (1) alternate may be appointed by the Town Council who shall be seated as a regular member, automatically, in the event a member of the Commission resigns or becomes incapacitated and unable to serve.

Adopted by Kure Beach Town Council on Tuesday, April 21, 2015.

Dean Lambeth, Mayor

ATTEST: _____
Nancy Hewitt, Deputy Town Clerk

Version 1
(not approved)



TOWN COUNCIL
TOWN OF KURE BEACH, NC

RESOLUTION R15-03

A RESOLUTION OPPOSING SENATE BILL 369 (S369)

WHEREAS, the Town of Kure Beach is a public entity established under the laws of the State of North Carolina; and

WHEREAS, the Town relies heavily on sales tax revenues to provide services, to include those necessary to provide for the health and safety of its residents; and

WHEREAS, Senate Bill 369 (S369), as proposed, will result in the Town potentially losing over \$454,000 in annual sales tax revenues, resulting in a projected 55.6 percent decrease as compared to projected collections under the current law; and

WHEREAS, the Town would have to increase the property tax rate by approximately 5.75 cents per \$100 in valuation (22 percent increase) to replace lost revenues as a result of S369 in order to continue providing services required to protect the health and safety of our residents; and

WHEREAS, an increase to the property tax rate necessitated by the passage of Senate Bill 369 (S369) would place a burden on our residents;

NOW, THEREFORE, BE IT RESOLVED THAT the Kure Beach Town Council strongly opposes Senate Bill 369 (S369) due to the detrimental effect this proposed bill will have on the Town's ability to provide for and protect the health and safety of our residents.

Adopted by the Kure Beach Town Council this 21st day of April, 2015.

Dean Lambeth, Mayor

Attest: Nancy Hewitt, Deputy Town Clerk



TOWN COUNCIL
TOWN OF KURE BEACH, NC

RESOLUTION R15-03

A RESOLUTION OPPOSING SENATE BILL 369 (S369)

WHEREAS, the Town of Kure Beach is a public entity established under the laws of the State of North Carolina; and

WHEREAS, the Town serves as many as 400,000 to 700,000 tourists per year; and

WHEREAS, the Town relies heavily on sales tax revenues to provide services, to include those necessary to provide for the health and safety of its residents and tourists; and

WHEREAS, Senate Bill 369 (S369), as proposed, will result in the Town potentially losing over \$454,000 in annual sales tax revenues, resulting in a projected 55.6 percent decrease as compared to projected collections under the current law; and

WHEREAS, the Town would have to increase the property tax rate by approximately 5.75 cents per \$100 in valuation (22 percent increase) to replace lost revenues as a result of S369 in order to continue providing services required to protect the health and safety of our residents and tourists; and

WHEREAS, Senate Bill 369 (S369), as proposed, would result in a 22 percent increase to the property tax rate, placing a burden on our residents;

NOW, THEREFORE, BE IT RESOLVED THAT the Kure Beach Town Council strongly opposes Senate Bill 369 (S369) due to the detrimental effect this proposed bill will have on the Town's ability to provide for and protect the health and safety of our residents and tourists.

Adopted by the Kure Beach Town Council this 21st day of April, 2015.

Dean Lambeth, Mayor

Attest: Nancy Hewitt, Deputy Town Clerk

Nancy Avery

From: Craig Bloszinsky
Sent: Friday, April 17, 2015 6:50 PM
To: deanlambeth@townorkurebeach.org; David Heglar; Emilie Swearingen; Steve Pagley
Cc: arlencopenhaver@townofkurebeach.org; Nancy Avery; Rdcooper01@yahoo.com; Sbeeker@charter.net
Subject: Parking Lot Expiration on May 30

My apologies to you all for missing Council this month. Per last months meeting I had some action items that I want to update with this note. Nancy, feel free to add this for the commissioners to discuss.

I contacted Lance to renew the lease for the parking lot downtown, after several communications he agreed to the same terms but wanted the lease to cover all his taxes. Arlin was able to identify the lots and the rates so the old rate of \$7500 will increase to \$7905.47. I believe this is reasonable and the town should cover this increase. Last year we contributed \$2000 and the lot prep, without the same lot prep our contribution should still be less from a year to year standpoint. I did talk to Mike Robertson and he is working with our Merchants to come up with the \$5500 they contributed last year, he will advise after he meets with all of them.

Regarding the suggestions on traffic flow for a right hand turn from the lot onto Fort Fisher:

I met with Sonny and he confirmed that with some changes we would be physically able to allow the right turn, the exit is close to the north end of the lot near the Quickmart exit and entrance. Sonny is evaluating if we need to add some additional stone and speed bumps.

Chief Cooper and I then discussed the logic of the turn, it is fair to anticipate that during heavy season weekends some people may attempt to enter from Fort Fisher, since the exit would be close to the light we have a significant potential to block traffic through the intersection flowing in a south direction as people wait for exiting traffic before entering the lot. We also have the same potential heading north at the intersection when people turn down K to Atlantic and wait for parking spaces which has the potential to stop traffic heading north. Given this scenerio I do not support or recommend exit from the lot to Fort Fisher.

I also discussed this with Tony Gonsolvas as the SLAP Chair, he reminded me that QuickMart suppliers also park loading trucks on the west side of Fort Fisher with the potential to block the view of exiting autos. He is in full support of NOT having a right exit unto Fort Fisher.

If the commissioners agree I think we should have a motion for me to close if we get the support expected from the downtown merchants, for me to work with Andy on getting the same agreement resigned for another year. Also to have Sonny come back with any needs for the lot that could alleviate some of the concerns expressed last year by the citizens on Third Ave.

That should close my actions from last meeting.

Regards,

Craig Bloszinsky
Mayor Pro-Tem