



TOWN COUNCIL AGENDA

REGULAR MEETING

March 24, 2016 @ 6:30 p.m.

***Asterisks indicate documentation is included in agenda packet**

CALL TO ORDER – Mayor Swearingen

*Vote to change meeting date from Tuesday, March 22, 2016 to Thursday, March 24, 2016.

INVOCATION & PLEDGE OF ALLEGIANCE – Reverend Thomas Williams

AWARDS & RECOGNITION

*Presentation of Certificate of Appreciation to Reverend Thomas Williams

APPROVAL OF CONSENT AGENDA ITEMS

1. *Adopt Resolution R-16-04 transferring \$4,000 from the Contingency to the Town Council budget for Comprehensive Plan expenses and \$30,000 to the Administration budget for architectural services.
2. *Approve Budget Amendment 16-06 authorizing transfer of \$4,000 from the FY2016 General Fund Contingency account to the Town Council budget for Comprehensive Plan expenses.
3. *Approve Budget Amendment 16-07 authorizing transfer of \$30,000 from the FY2016 General Fund Contingency account to the Administration budget for architectural services.
4. *Approve Budget Amendment 16-08 to increase the Lifeguard budget for the proceeds received (\$3,600) from the sale of surplus ATVs.
5. *Approve application for funding from NHC Tourism Development Authority (TDA) totaling \$8,500 for Pleasure Island Chamber of Commerce concerts held during the summer of 2015.
6. *Approve application for funding from NHC TDA totaling \$3,300 for the 2015 Kure Beach Fantasy Christmas Show.
7. *Approve reimbursement request from Mayor Swearingen who attended Promoting Sustainable Tourism Businesses meeting in Beaufort, NC on 3/9/16 for total cost of \$148.
8. *Approve travel for Mayor Swearingen and Mayor Pro Tem Bloszinsky to attend the 2016 NC Coastal Local Governments Annual meeting in Pine Knoll Shores, NC, 4/20-4/21/16, for the approximate total cost of \$695.
9. Approve Paula Withrow's move to an alternate member position on the Parks & Recreation Board
10. *Appoint Gregory Wrubluski as a regular member on the Parks & Recreation Board
11. *Appoint Patti Rose as a regular member on the Parks & Recreation Board
12. *Appoint Dennis Panicali as an alternate member of the Shoreline Access, Beach Protection and Parking Committee
13. *Building Inspections Report – February 2016
14. *Fire Department Report – February 2016
15. *YTD Finance Report



TOWN COUNCIL AGENDA

REGULAR MEETING

March 24, 2016 @ 6:30 p.m.

16. Approve meeting minutes:

- *February 16, 2016 public hearing
- *February 16, 2016 regular council meeting
- *February 22, 2016 council retreat

ADOPTION OF THE AGENDA

DISCUSSION AND CONSIDERATION OF PERSONS TO ADDRESS COUNCIL

1. Don Harris, 777 Sloop Pointe Lane – ADA shoreline access

DISCUSSION AND CONSIDERATION OF COMMITTEE BUSINESS

1. Board of Adjustment
2. Community Center Committee
3. Marketing Committee
 - a. New Strategic Plan
4. Parks & Recreation Advisory Board
5. Planning & Zoning Commission (Votta)
 - a. *Revised draft zoning ordinance amendment to Section 190-373(7) for political signs (*adoption requires public hearing – recommend scheduling as part of April 19th meeting*)
 - b. *Update on discussion of Shipping Container Houses
6. Shoreline Access, Beach Protection and Parking Committee
7. Non-town Committee Reports

DISCUSSION AND CONSIDERATION OF DEPARTMENT HEAD BUSINESS

1. Administration and Recreation
 - a. *Adoption of resolution R16-05 declaring an exemption from the Qualifications Based Selection process required by G.S. 143-64.31 for architectural services
 - b. *Approval of RFP for architectural services related to expansion of Town Hall and design of a new fire station
2. Finance Department
3. Building Department
4. Fire Department
5. Police Department
6. Public Works Department

DISCUSSION AND CONSIDERATION OF OLD BUSINESS

DISCUSSION AND CONSIDERATION OF NEW BUSINESS

1. *Interview of applicant process for committees, P&Z and BOA (Swearingen)
2. *April NCBIWA Meeting: Bronze Sponsorship \$250 (Swearingen)



TOWN COUNCIL AGENDA

REGULAR MEETING

March 24, 2016 @ 6:30 p.m.

3. *FY2017 Sewer Authority rates (Heglar/Beeker)
Need vote to approve –
 - *Variable costs: \$77.66 per 1,000 gallons*
 - *Fixed costs: \$13,671.31 per month*
 - *Capital Recovery: \$3,746.25 per month*
4. *Council travel expenses

MAYOR UPDATES (no action required)

1. *Promoting Sustainable Tourism Businesses meeting
2. NCLM Legislative Agenda
3. DOT Bike/Pedestrian Plan
4. Comprehensive Plan
5. Upcoming Events

COMMISSIONER ITEMS (no action required)

CLOSED SESSION - as per N.C.G.S. 143-318.11(a)(6), to discuss a personnel matter

ADJOURNMENT

Certificate of Appreciation

Presented to

Reverend Thomas Williams

*for dependable service to the Town of Kure Beach
in conducting the invocation at council meetings*

March 24, 2016



Signed _____

Mayor Emilie Swearingen



TOWN COUNCIL
TOWN OF KURE BEACH, NC

RESOLUTION R16-04

**TRANSFERRING FUNDS FROM CONTINGENCY LINE ITEM TO
FY 15-16 TOWN COUNCIL BUDGET FOR COMPREHENSIVE PLAN EXPENSES
AND ADMINISTRATION BUDGET FOR ARCHITECTURAL SERVICES EXPENSES**

WHEREAS, it is a policy of the Town of Kure Beach that the Kure Beach Town Council adopt a resolution any time funds need to be transferred out of the General Fund Contingency account; and

WHEREAS, the Kure Beach Town Council has approved FY 15-16 Budget Amendments totaling \$34,000 (Town Council - \$4,000 and Administration - \$30,000) for Comprehensive Plan expenses and architectural services; and

NOW, THEREFORE, BE IT RESOLVED THAT the Kure Beach Town Council authorizes the Finance Officer to transfer funds in the amount of \$34,000 from the General Fund Contingency account. These funds are to be allocated to the following FY 15-16 departmental budgets:

Town Council – Comprehensive Plan	\$ 4,000
Administration – Architectural Services	<u>\$30,000</u>
Total	<u>\$34,000</u>

Adopted by the Kure Beach Town Council this 24th day of March, 2016.

Emilie Swearingen, Mayor

Attest: Nancy Avery, Town Clerk

BUDGET AMENDMENT

FISCAL YEAR ENDING JUNE 30, 2016

AMENDMENT DATE: 02/16/2016

Budget Amendment No.: 16-06

DESCRIPTION/PURPOSE OF AMENDMENT

At the 2/16/16 Town Council meeting, Council directed the Finance Officer to prepare a Resolution to transfer \$4,000 from the General Fund Contingency to the Town Council budget for expenses relating to creation of a Comprehensive Plan for the Town. At the 03/24/16 Town Council meeting, Council adopted Resolution 16-04 to transfer funds from the FY 2016 Contingency Fund to the Town Council budget for the Comprehensive Plan expenses.

ACCOUNTS AFFECTED

<u>Account No.</u>	<u>Account Name</u>	<u>Debit</u>	<u>Credit</u>
10-410-65-01	Governmental & Volunteer Relations	\$4,000	
10-490-00-00	General Fund Contingency		\$4,000

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

Requested By: Kure Beach Town Council Date: 02/16/16

Approved By: Arlen Copenhaver, Finance/Budget Officer Date: 02/16/16

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

Approved by Council 03/24/16 _____ Emilie Swearingen, Mayor

ATTEST: _____ Nancy Avery, Town Clerk

BUDGET AMENDMENT

FISCAL YEAR ENDING JUNE 30, 2016

AMENDMENT DATE: 02/22/2016

Budget Amendment No.: 16-07

DESCRIPTION/PURPOSE OF AMENDMENT

At the 2/22/16 Town Council Retreat, Council directed the Finance Officer to prepare a Resolution to transfer \$30,000 from the General Fund Contingency to the Administration Capital Outlay account. The purpose of the transfer is to provide funds for architectural services in relation to expansion of the Town Hall complex and construction of a fire station. At the 03/24/16 Town Council meeting, Council adopted Resolution 16-04 to transfer funds from the FY 2016 Contingency Fund to the Administration Capital Outlay account for the architectural services expenses.

ACCOUNTS AFFECTED

<u>Account No.</u>	<u>Account Name</u>	<u>Debit</u>	<u>Credit</u>
10-420-74-00	Capital Outlay	\$30,000	
10-490-00-00	General Fund Contingency		\$30,000

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

Requested By: Kure Beach Town Council Date: 02/22/16

Approved By: Arlen Copenhaver, Finance/Budget Officer Date: 02/22/16

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

Approved by Council 03/24/16 _____ Emilie Swearingen, Mayor

ATTEST: _____ Nancy Avery, Town Clerk

BUDGET AMENDMENT

FISCAL YEAR ENDING JUNE 30, 2016

AMENDMENT DATE: 02/26/2016

Budget Amendment No.: 16-08

DESCRIPTION/PURPOSE OF AMENDMENT

The Fire Department/Ocean Rescue sold two ATVs for \$3,600. The ATVs were declared surplus equipment on December 31, 2015. This budget amendment is to increase the Lifeguards Minor Equipment Purchases budget in the amount of the proceeds received.

ACCOUNTS AFFECTED

<u>Account No.</u>	<u>Account Name</u>	<u>Debit</u>	<u>Credit</u>
10-531-73-00	Minor Equipment Purchases	\$3,600	
10-381-00-00	Sale of Surplus Property		\$3,600

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

Requested By: Ed Kennedy, Assistant Fire Chief Date: 02/26/16

Approved By: Arlen Copenhaver, Finance/Budget Officer Date: 02/26/16

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

Approved by Council 03/24/16 _____ Emilie Swearingen, Mayor

ATTEST: _____ Nancy Avery, Town Clerk

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

Governing Body: Kure Beach Town Council

Contact Person: Arlen Copenhaver, Finance & Budget Officer

Address: 117 Settlers Lane Kure Beach, NC 28449

Phone: (910)-458-8216 Fax: (910)-458-7421 Email: acopenhaver@townofkurebeach.org

Date Approved by Governing Body: March 24, 2016

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

Total Cost of Project/Activity: \$8,500.00 Amount Requested: \$8,500.00

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

The Town of Kure Beach respectfully requests funding for expenditures that were incurred for the Pleasure Island Chamber of Commerce Free Summer Concerts held during the summer of 2015 (Fiscal Year 2015/2016).

The six free summer concerts, held at the Fort Fisher Military Recreation Area, attract tourists to Kure Beach by providing an enjoyable and affordable entertainment venue. The expenditures for Fiscal Year 2015/2016 total \$8,500 and are supported by documentation attached to this request.

Your consideration of this funding is appreciated.

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

Submitted By: Arlen Copenhaver, Finance & Budget Officer

Date: 3/24/16

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

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

Governing Body: Kure Beach Town Council

Contact Person: Arlen Copenhaver, Budget & Finance Officer

Address: 117 Settlers Lane Kure Beach, NC 28449

Phone: (910)-458-8216 Fax: (910)-458-7421 Email: acopenhaver@townofkurebeach.org

Date Approved by Governing Body: March 24, 2016

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

Total Cost of Project/Activity: \$3,300.00 Amount Requested: \$3,300.00

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

The Town of Kure Beach respectfully requests funding for expenditures that were incurred for the 2015 Kure Beach Fantasy Christmas Show. The show, coordinated by the Kure Beach Volunteer Fire Department, consisted of three performances on the evenings of December 11 to December 13, 2015.

This annual event provides family entertainment for tourists visiting Kure Beach. The show includes singing, dancing and holiday-related stories. The expenditures for Fiscal Year 2015/2016 total \$3,300 and are supported by documentation attached to this request.

Your consideration of this funding is appreciated.

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

Submitted By: Arlen Copenhaver, Finance & Budget Officer

Date: 03/24/16

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

Employee's Name	Title	Department
Emilie Swearingen	Mayor	Governing Body

This is a true and accurate statement of expenses incurred in the discharge of official duties.

Employee Signature _____

Approved: 
Department Head

Purpose and destination: Attend Promoting Sustainable Tourism Business on NC Coast

List Actual Expenses						TOTALS
Date and City	3/9/16 - Beaufort, NC					
Private Car Mileage .54	250 Miles round trip					\$135.00
Hotel/motel						
Breakfast						
Lunch	\$13.00					\$13.00
Dinner						
Air Travel						
Other Travel						
Tips						
Registrations						
Telephone						
Parking						
Other Travel						
TOTALS	\$13.00	\$0.00	\$0.00			\$148.00

Accountant Office

10-410-14-00	\$74.00
30-410-14-00	\$74.00

Expenses	\$148.00
Advance	0
Amount Due	\$148.00

Approved _____

Accountant _____

Check No. _____ Date _____

Rev 01-11-05

3/9 Emilie Swearingen
"Promoting Sustainable
Tourism Business on
NE Coast"

Beaufort, NC

250 miles R/T

Lunch per diem



2016 NC COASTAL LOCAL GVTS ANNUAL MEETING
PINE KNOLL SHORES

4/20-4/21/16

	Amount	Quantity	Total
Registration Fee*	\$95	2	\$190
Hotel 4/20/16 @ \$95.84/nt	\$96	2	\$192
Meals Per Diem (1B,1D)	\$38	2	\$76
Gas Allow: 220 miles, roundtrip @ .54/mile	\$119	2	\$238
TOTAL ESTIMATED COST			\$695

Emilie and Craig attending

***Registration fee includes one breakfast and two lunches**



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

CC: Ken Withrow
 Mayor Swearingen
 orig: App Book

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

Request for Appointment to: Parks & Recreation Committee

Name Gregory E. Wrubloski

Address 118 Bluefish Ln.

Telephone 910 787 3400 Cell 910 787 3400

Email gwrubloski@gmail.com (You will receive the majority of correspondence via email)

Length of permanent residence in Kure Beach 10 months

Employment Marine Corps Special Operations and Explosive Ordnance Disposal Officer

Job Title Medically retiring on 3/30/16 currently attending UNCW

Professional Activities See attached Resumé.

Volunteer Activities Numerous community volunteer activities, including kids activities, orphanage visits, etc. over the last 21 years.

Other committee work, past or present None.

What is your understanding of the purpose of this committee?

To assist in the decisions, management, budget and improvement of park and recreation resources in and available to our town.

Why are you interested in serving on this committee?

To help enhance the place we live for residents and visitors and, simply, to give back in some way.

What specific concerns or areas are you interested in?

Leveraging county and State resources to improve existing facilities and introducing new opportunities and programs that appeal to all age groups.

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

No.

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

Signature [Signature] Date 2/22/16

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 2/24/16 Initials MSH Utilities Current YES NO
 Interview Date _____ (If applicable) Appointment Date _____
 Term Length _____ Term Expiration _____

GREGORY E. WRUBLUSKI

118 Bluefish Lane ~ Kure Beach, North Carolina 28449

(910) 787-3400

gwrubluski@gmail.com

PROJECT & OPERATIONS MANAGER

Combat-tested leadership skills combined with an exceptional ability to manage multiple large-scale projects, tasks and priorities effectively and in a timely manner. Demonstrated track record of success in controlling costs, increasing efficiencies, and identifying uncharted opportunities. Expert at building “can do” teams that thrive in the most demanding of operational environments. Superior communicator, readily distills the most complex of materials into easily-understood, compelling presentations. Core competencies include:

- ◆ Process Optimization
- ◆ Strategic Vision/Planning
- ◆ Training Plans/Programs
- ◆ Logistics Troubleshooter
- ◆ Sets Performance Standards
- ◆ Quality Assurance
- ◆ Innovative Problem Solver
- ◆ Capital Budget Oversight
- ◆ Excellent People Skills

PROFESSIONAL EXPERIENCE

Project Management: Took the strategic vision of executive leadership and swiftly developed detailed plans of action, guiding staff in the execution of groundbreaking organizational objectives. Resourceful and adaptable, exercising superb leadership and team playing skills with every assignment.

- Accurately analyzed stakeholder needs in face-to-face meetings, developed project scopes/outlines, and organized all resources and personnel for on-time, on-budget project rollout.
- Flawlessly managed a budget of \$11M while overseeing assets valued in excess of \$450M.
- Designed and implemented integrated training programs in close collaboration with senior leadership, analyzing current training demands and devising innovative and appropriate solutions.
- Conducted analysis and risk assessments; recommended risk mitigation strategies.
- Supervised the execution of 124 Very Important Persons Protection Support Activity (VIPPSA) missions in support of the Dept. of Defense, U.S. Secretary of State and NATO requirements.
- Analyzed internal processes while recommending and implementing procedural or policy changes to improve and streamline operations while promoting overall mission accomplishment.

Leadership & Supervision: A superior leader with demonstrated performance in high-pressure environments. Improved organizational performance through hands-on training and a leadership approach that emphasized decision-making through active listening.

- Superbly managed and motivated as many as 174 personnel including subordinate department heads; earned a reputation for firm, yet compassionate mentorship.
- Proven proficiencies in classroom and field training; renowned for professional expertise; served as Program Manager for Specialized Demolition Courses and Target Analysis Courses.
- “Go to” manager for turning around underperforming teams and reorganizing production process to dramatically boost work output and morale.

Problem-Solving & Analysis: Consistently implements keen analytical abilities and a proven team-based work dynamic with a systems-oriented approach to facilitate efficient and effective solutions. A critical thinker open to alternative views to optimize decision-making.

- Accelerated recruiting efforts to meet full manning requirements for Special Operations Forces (SOF) Explosive Ordnance Disposal (EOD) Technicians one year ahead of schedule.
- Planned, implemented and managed the SOF EOD Level I Course for all Marine SOF EOD Personnel.
- Excels at proactively identifying project bottlenecks and recommending immediate, practical and cost-effective solutions in the field.

Continued ...

EMPLOYMENT

U.S. MARINE CORPS, Various Duty Stations Globally 1995 – 2016
Patient, Wounded Warrior Battalion-East, 2013 – 2015
Component Explosive Ordnance Disposal Officer / Special Operations Officer, 2012 – 2013
Explosive Ordnance Disposal Company Commander, 2010 – 2012
Executive Officer, Marine Spec Ops Company Fox / EOD Officer, 2009 – 2010
Battalion Explosive Ordnance Disposal Officer, 2007 – 2009
Explosive Ordnance Disposal Technician / Logistics Specialist / Parachute Rigger, 1995 – 2007

EDUCATION & TRAINING

University of North Carolina Wilmington, Wilmington, North Carolina
Bachelor of Science, Business Administration, Management & Leadership anticipated grad date Dec 2017

CENTRAL TEXAS COLLEGE, Killeen, Texas
Associate of Arts, General Studies, 2008

Military Occupational Specialties:

- 0370, Special Operations Officer
- 2305, Explosive Ordnance Disposal Officer
- 2300, Basic Ammunition and Explosive Ordnance Disposal Marine
- 2336, Explosive Ordnance Disposal Technician
- 0400, Basic Logistics Marine
- 0451, Parachute Rigger

Selected Military Training: Expeditionary Warfare (EWS); Advanced Access and Disablement; High Risk Personnel; Warfighting Skills Program (Warfighting); Staff Noncommissioned Officers Advanced Nonresident Program (SNCOANP); Resident Staff Noncommissioned Officer (NCO) Career Regular; Operations Against Guerilla Units; Infantry Patrolling; Desert Operations; Military Operations on Urban Terrain; Correspondence Procedures; Master Breacher Course; Solid State Devices; Interior Wiring; Principles of Instruction for the Marine Noncommissioned Officer (NCO); Intelligence Brief: Southwest Asia; Sergeant's Course; Sergeants Nonresident Program; Explosive Ordnance Disposal Phase 2 (Surface) (C1); Explosive Ordnance Disposal, Phase 1; Large Vehicle Bomb Post Blast Crime School; Military Post Blast Course; Advanced Biological Course; Chemical Energetics Course; Joint Nuclear EOD Course; Responsible Officer Course (AT/FP Officer); Nuclear Weapons Emergency Team Operations Course; Dynamics of International Terrorism; Dynamic Entry Course, Dynamic Assault Course; Recruit Training

Computer Skills: MS Office Suite (Word, PowerPoint, Excel, Access)

Selected Awards: *Bronze Star Medal, Meritorious Service Medal, Navy & Marine Corps Commendation with Valor and 3 Gold Stars, Navy & Marine Corps Achievement Medal, Combat Action Ribbon with Gold Star and many others*

MILITARY

Major (O-4), U.S. Marine Corps (Medical Retirement effective March 30th, 2016)



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

orig → App Book

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

Request for Appointment to: Parks & Recreation Committee

Name Patti Rose

Address 325 S. 4th Ave Kure Beach, NC 28499

Telephone 804 836-6353 Cell same

Email pattirun@yahoo.com (You will receive the majority of correspondence via email)

Length of permanent residence in Kure Beach 5 yrs (since 2011)

Employment Kure Beach Diner, ~~AS~~

Job Title Assistant Manager, Server

also on-call: Phelps Family Dentistry, Wilmington, NC

Professional Activities Dental Assistant / Dental Office Manager

30+ years. ② USWF Certified National Water Aerobics

Instructor

Volunteer Activities I have volunteered with the Red Cross, I have

worked with Boy Scouts, I have been a Soccer Coach,

I have worked in the Church as Secretary and Nursery Leader

Other committee work, past or present Durham Girls League Soccer, Durham NC

Church Womens Leadership Development, The Church of Jesus Christ

of Latter Day Saints

What is your understanding of the purpose of this committee?

My understanding is that the committee plans and develops and

implements community activities that promote community

well-being.

Why are you interested in serving on this committee?

① I LOVE Kure Beach! ② I hope to help promote and

encourage Community togetherness.

What specific concerns or areas are you interested in?

I HAVE A DREAM of promoting a Community Pool,

water safety, swimming programs, etc.

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

YES! I usually work 6:00 AM - 2:00 PM daily.

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

Signature Pattirun L. Rose Date 3/8/16

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	<u>3/8/16</u>	Initials	<u>PR</u>
Interview Date	<u>3/8/16</u>	(If applicable)	Utilities Current <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
Term Length		Appointment Date	<u>3/24/16</u>
		Term Expiration	



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

cc: Tony Gonsalves
orig: Book

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

Request for Appointment to: SHORELINE ACCESS, BEACH PROTECTION & PARKING (ALT)

Name DENNIS PANICALI

Address 217 MARQUESA WAY

Telephone Cell 650-575-4868

Email DL PANICALI@GMAIL.COM (You will receive the majority of correspondence via email)

Length of permanent residence in Kure Beach 6 YEARS

Employment RETIRED

Job Title

Professional Activities - CEO OF A BIOTECHNOLOGY COMPANY
- CONSULTANT

Volunteer Activities BOY SCOUTS OF AMERICA, YOUTH SOCCER COACH
SURF RIDER FOUNDATION

Other committee work, past or present

What is your understanding of the purpose of this committee?

WORK WITH THE TOWN TO ASSESS COMPLIANCE TO STATE STANDARDS FOR ACCESS, MAKE RECOMMENDATION TO THE TOWN CONCERNING BEACH PROTECTION AND WHY ARE YOU INTERESTED IN SERVING ON THIS COMMITTEE? ASSESS PARKING REQUIREMENTS.

I HAVE A STRONG INTEREST IN PROTECTING THE QUALITY OF OUR BEACHES, ENSURING THE SAFETY OF OUR VISITORS AND RESIDENTS AT THE OCEAN.

What specific concerns or areas are you interested in?

CLEANLINESS, BEACH ACCESS, STORM WATER, SAFETY

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

NO

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

Signature [Handwritten Signature]

Date FEB. 9, 2016

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 2/10/16 Initials DSA Utilities Current [X] YES [] NO

Interview Date (If applicable) Appointment Date

Term Length Term Expiration

Kure Beach Inspections Dept.-Building Permits Issue Date: 2/1/2016 - 2/29/2016

PermitNo	Issue Date	Owner	Project Addr	Descript	Fee
Building addition					
160017	2/25/2016	MEDLEY WILLIAM J	610 J AVE	Deck addition	\$100.00
				To add on to existing structure by adding a roof covering, and side deck. Must comply with all state and local codes and regulations.	
160013	2/18/2016	CARTER JOSEPH F DAWN L	505 SANDMAN DR	Deck Additions	\$200.00
				To construct and add on 400sf of decking to existing structure. Must comply with all state and local codes and regulations.	
160015	2/23/2016	SILVERMAN ALAN	730 SETTLERS LN	New deck addition	\$25.00
				To construct 6x7.5 deck onto existing structure. Must comply with all state and local codes and regulations.	
Total addition 3					\$325.00
New Construction					
160010	2/9/2016	KAZURA ALHERD AND ELLEN	213 SEAWATCH WAY	New SFD	\$11,760.00
				To construct new 2368sf SFD. Must comply with all state and local codes and regulations.	
Total New Construction 1					\$11,760.00
pool					
160014	2/23/2016	Pleasure Island Partners LLC	307 KURE VILLAGE WAY	Pool and Pool house	\$2,000.00
				To construct new 9x36 pool, pool equipment building, and bathroom. Must comply with all state and local codes and regulations.	
160009	2/9/2016	OLLIE EDWIN J	402 SANDMAN DR	New Pool	\$300.00
				To construct new 12x26 inground swimming pool. Must comply with all state and local codes and regulations.	
Total pool 2					\$2,300.00
Replacement					
160011	2/10/2016	KKH LLC	202 FORT FISHER BLV N	Water Damage	\$100.00
				To repair and replace interior fixtures, and finishes, including new flooring cabinets etc. due to water damage. Must comply with all state and local codes and regulations.	
160012	2/18/2016	VISTAS @ KURE BEACH UOA INC	644 S FORT FISHER BLV	Rot Repair	\$100.00
				To repair and replace rotted girder and lvl etc. Must comply with all state and local codes and regulations. Engineers letter required.	
160008	2/8/2016	BURK JAMES DESHAWN SHANNON K	929 S FORT FISHER BLV	Rot Repair	\$100.00
				To repair and replace rotted areas of existing home. Must comply with all state and local codes and regulations.	
Total Replacement 3					\$300.00
Rot Repair					
160007	2/2/2016	CHISHOLM PATRICK S CHARLENE R	1208 N FORT FISHER BLV	To repair rot	\$100.00
				To repair and replace rotten LVL. Must comply with all state and local codes and regulations.	
Total Rot Repair 1					\$100.00
Total Building 10					\$14,785.00
Total Permits: 10					\$14,785.00

KURE BEACH FIRE DEPARTMENT

FIRE CHIEF'S REPORT FEBRUARY, 2016

DATE	PURPOSE
02/02/16	EMS
02/04/16	POWER WIRE
02/05/16	EMS
02/07/16	ASSIST PUBLIC
02/08/16	EMS
02/08/16	DRILL
02/09/16	EMS
02/10/16	STRUCTURE FIRE
02/10/16	EMS
02/13/16	MUTUAL AID Cbfd
02/14/16	ASSIST PUBLIC
02/14/16	WATER LEAK
02/16/16	EMS
02/17/16	EMS
02/19/16	EMS
02/20/16	WATER RESCUE
02/22/16	EMS
02/22/16	ASSIST PUBLIC
02/22/16	DRILL

All equipment checked and found to be in working order

Harold Heglar
Chief

TOWN OF KURE BEACH
REVENUE AND EXPENDITURE SUMMARY
JULY 1, 2015 TO MARCH 16, 2016

REVENUES

	2016 Initial Bud.	2016 Amend. Bud.	Actual 03/16/2016	% Collected
GENERAL FUND				
Property Taxes (Cur. & PY)	\$ 2,121,250	\$ 2,121,250	\$ 2,118,302	99.9%
Local Option Sales Tax	\$ 785,200	\$ 785,200	\$ 608,717	77.5%
Franchise & Utility Tax	\$ 201,500	\$ 201,500	\$ 183,091	90.9%
TDA Funds	\$ 203,057	\$ 203,057	\$ -	0.0%
Garbage & Recycling	\$ 341,400	\$ 341,400	\$ 234,838	68.8%
ABC Revenue	\$ 10,725	\$ 10,725	\$ 10,571	98.6%
Bldg. Permit & Fire Inspect. Fees	\$ 54,400	\$ 54,400	\$ 57,675	106.0%
Communication Tower Rent	\$ 86,702	\$ 86,702	\$ 51,222	59.1%
Motor Vehicle Tags	\$ 7,000	\$ 7,000	\$ 5,280	75.4%
Com Ctr/Parks & Rec/St Festival	\$ 28,150	\$ 28,150	\$ 16,321	58.0%
Town Facility Rentals	\$ 10,500	\$ 10,500	\$ 6,335	60.3%
Beer & Wine Tax	\$ 9,500	\$ 9,500	\$ -	0.0%
OFF - Bluefish Purchases	\$ 8,800	\$ 8,800	\$ 7,920	90.0%
Sales Tax Refund	\$ 30,000	\$ 30,000	\$ 35,693	119.0%
CAMA & Impact Fees	\$ 2,800	\$ 2,800	\$ 2,430	86.8%
All Other Revenues	\$ 7,845	\$ 50,215	\$ 27,598	55.0%
Other Financing Sources	\$ 111,000	\$ 111,000	\$ 103,287	93.1%
Total Revenues	\$ 4,019,829	\$ 4,062,199	\$ 3,469,280	85.4%

EXPENDITURES

	2016 Initial Bud.	2016 Amend. Bud.	Actual 03/16/2016	% Spent
GENERAL FUND				
Governing Body	\$ 40,467	\$ 40,467	\$ 26,857	66.4%
Committees	\$ 7,500	\$ 61,794	\$ 25,032	40.5%
Finance	\$ 146,033	\$ 148,027	\$ 118,268	79.9%
Administration	\$ 385,448	\$ 390,638	\$ 272,102	69.7%
Community Center	\$ 17,750	\$ 17,750	\$ 12,233	68.9%
Emergency Mgmt. & Elections	\$ 3,200	\$ 3,200	\$ 2,189	68.4%
Tax Collections	\$ 25,000	\$ 25,000	\$ 17,030	68.1%
Legal	\$ 28,900	\$ 28,900	\$ 14,488	50.1%
Police Department	\$ 1,208,819	\$ 1,213,819	\$ 861,530	71.0%
Fire Department	\$ 484,760	\$ 479,760	\$ 323,438	67.4%
Lifeguards	\$ 190,957	\$ 190,957	\$ 116,685	61.1%
Parks & Recreation	\$ 138,748	\$ 138,748	\$ 83,999	60.5%
Bldg Inspection/Code Enforcement	\$ 126,565	\$ 126,565	\$ 73,604	58.2%
Streets & Sanitation	\$ 740,797	\$ 740,797	\$ 494,512	66.8%
Debt Service	\$ 294,205	\$ 294,205	\$ 274,735	93.4%
Transfer to Other Funds	\$ 50,000	\$ 50,000	\$ 50,000	100.0%
Contingency	\$ 130,680	\$ 111,572	\$ -	0.0%
Total Expenses	\$ 4,019,829	\$ 4,062,199	\$ 2,766,702	68.1%

WATER & SEWER FUND

Water Charges	\$ 710,710	\$ 710,710	\$ 522,896	73.6%
Sewer Charges	\$ 1,011,270	\$ 1,011,270	\$ 700,566	69.3%
Tap, Connect & Reconnect Fees	\$ 27,840	\$ 27,840	\$ 52,380	188.1%
All Other Revenues	\$ 6,035	\$ 6,035	\$ 5,211	86.3%
Other Financing Sources	\$ 130,750	\$ 130,750	\$ 51,455	39.4%
Total Revenues	\$ 1,886,605	\$ 1,886,605	\$ 1,332,508	70.6%

WATER & SEWER FUND

Governing Body	\$ 16,767	\$ 16,767	\$ 9,174	54.7%
Legal	\$ 28,900	\$ 28,900	\$ 14,488	50.1%
Finance	\$ 171,402	\$ 171,402	\$ 118,587	69.2%
Administration	\$ 251,919	\$ 251,919	\$ 190,548	75.6%
Operations & Transfer	\$ 1,417,617	\$ 1,417,617	\$ 879,828	62.1%
Total Expenses	\$ 1,886,605	\$ 1,886,605	\$ 1,212,625	64.3%

STORM WATER FUND

Total Revenues	\$ 523,330	\$ 523,330	\$ 236,212	45.1%
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STORM WATER FUND

Total Expenses	\$ 523,330	\$ 523,330	\$ 183,051	35.0%
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POWELL BILL FUND

Total Revenues	\$ 64,030	\$ 64,030	\$ 65,429	102.2%
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POWELL BILL FUND

Total Expenses	\$ 64,030	\$ 64,030	\$ 7,074	11.0%
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SEWER EXPANSION RESERVE FUND (SERF)

Total Revenues	\$ 22,635	\$ 22,635	\$ 45,105	199.3%
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SEWER EXPANSION RESERVE FUND (SERF)

Total Expenses	\$ 22,635	\$ 22,635	\$ -	0.0%
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BEACH PROTECTION FUND

Total Revenues	\$ 50,000	\$ 50,000	\$ 50,112	100.2%
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BEACH PROTECTION FUND

Total Expenses	\$ 50,000	\$ 50,000	\$ -	0.0%
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FEDERAL ASSET FORFEITURE FUND

Total Revenues	\$ 50,000	\$ 60,000	\$ -	0.0%
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FEDERAL ASSET FORFEITURE FUND

Total Expenses	\$ 50,000	\$ 60,000	\$ 51,440	85.7%
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**TOWN OF KURE BEACH
CASH AND INVESTMENTS
AS OF FEBRUARY 29, 2016**

<u>FUND</u>	<u>CASH IN BANK</u>	<u>INVESTMENTS</u>	<u>TOTAL CASH & INVESTMENTS</u>
General	\$2,645,982	\$341,418	\$2,987,400
Water/Sewer	\$1,333,914	\$584,151	\$1,918,065
Storm Water	\$752,605	\$240,024	\$992,629
SERF	\$290,386	\$91,148	\$381,534
Powell Bill	\$256,177	\$19,901	\$276,078
Beach Protection	\$61,640	\$175,111	\$236,751
Federal Asset Forfeiture	\$96,374	\$0	\$96,374
TOTAL	\$5,437,078	\$1,451,753	\$6,888,831
<u>INSTITUTION</u>			
BB&T	\$5,437,078	\$0	
First Bank - Certificates of Deposit	\$0	\$961,955	
Bank of America - Certificate of Deposit	\$0	\$258,487	
NCCMT Term Portfolio	\$0	\$225,489	
NCCMT Cash Portfolio	\$0	\$5,822	
TOTAL	\$5,437,078	\$1,451,753	

**TOWN OF KURE BEACH
SUMMARY OF CONTINGENCY FUND AND COMMITTEE
EXPENDITURE ACTIVITY
07/01/2015 - 03/16/2016**

CONTINGENCY FUND

Fiscal Year 2016 Budget	\$130,680.00
Less:	
Budget Amendments - Transfer funds to Administration & Finance Departments - Resolution R15-12	\$7,184.00
Budget Amendment - Transfer funds to Committees Budget- Resolution R16-03	<u>\$11,924.00</u>
Remaining Budget as of 03/16/2016	<u><u>\$111,572.00</u></u>

COMMITTEE (Shoreline Access, Beach Protection & Parking) EXPENDITURES

Fiscal Year 2016 <u>Amended</u> Budget	\$61,794.00
Less Expenditures:	
Grant Writer Fees	\$825.00
Parking signs	\$104.95
Engineer deposit - H Ave. beach access	\$500.00
Parking lot stone/hauling	\$653.41
Parking signs	\$105.00
Adopt A Beach Website Fees	\$183.90
Deposit for H Ave. Beach Access Project	<u>\$22,660.00</u>
Total Expenditures	\$25,032.26
Projects Approved By Council But Not Yet Expended:	
Engineer - H Ave. beach access	\$2,000.00
H Avenue beach access project	<u>\$31,634.00</u>
Total Approved, Not Expended	<u><u>\$33,634.00</u></u>
Remaining Budget as of 03/16/2016	<u><u>\$3,127.74</u></u>

**TOWN OF KURE BEACH
DEBT LISTING
MARCH 24, 2016**

LOAN PURPOSE/DESCRIPTION	FUND	LENDER	DATE OF LOAN	AMOUNT FINANCED	INTEREST RATE	LOAN TERM (YRS)	DATE PAID OFF	BALANCE AT 03/24/16	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	\$158,335.75	Annual	\$10,555.72	05/01/2016	\$0.00
Ocean Front Park (development)	G	BB&T	07/12/2011	\$347,000	4.39%	17	07/12/2028	\$265,352.96	Annual	\$32,060.75	07/12/2016	\$137,099.64
Ocean Front Park (acquisition)	G	BB&T	12/19/2007	\$3,600,000	4.28%	20	12/19/2027	\$778,846.27	Annual	\$98,238.48	12/19/2016	\$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	\$368,524.03	Annual	\$51,142.95	03/12/2017	\$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	\$599,829.16	Semi-annual	\$52,716.71	05/07/2016	\$394,314.33
O'Brien 7065 Hydroletter (c)	W/S, SW	1st Bank	08/13/2015	\$81,485	1.70%	5	08/13/2020	\$81,484.95	Annual	\$17,149.28	08/13/2016	\$4,202.44
Cutter Court Drainage Project	SW	B of A	07/23/2005	\$875,000	4.40%	15	06/23/2020	\$309,663.55	Monthly	\$6,677.76	04/23/2016	\$326,995.49
FY 2016 Equipment & Vehicles (d)	G, W/S	BB&T	09/14/2015	\$186,000	2.01%	4	09/14/2019	\$186,000.00	Annual	\$48,859.87	09/14/2016	\$9,439.48
(2) 2015 Police Cars	G	BB&T	03/27/2015	\$48,359	2.19%	4	03/27/2019	\$36,659.23	Annual	\$12,758.83	03/27/2017	\$2,676.33
2015 Ford F-250 Utility Truck	W/S	BB&T	10/24/2014	\$32,216	2.19%	4	10/24/2018	\$24,421.80	Annual	\$8,499.73	10/24/2016	\$1,782.92
Downtown Improvement Project	G	BB&T	01/17/2014	\$117,000	1.93%	4.5	06/17/2018	\$71,644.71	Annual	\$24,719.00	01/17/2017	\$6,595.00
2013 Ford F-150 Police Truck	G	BB&T	01/15/2014	\$32,000	2.18%	4	01/15/2018	\$16,345.00	Annual	\$8,440.70	01/15/2017	\$1,762.80
2013 Ford Police Utility	G	BB&T	06/28/2013	\$29,836	2.17%	4	06/28/2017	\$15,238.21	Annual	\$7,867.99	06/28/2016	\$1,635.96
2011 International Garbage Truck	G	BB&T	09/16/2011	\$152,152	1.81%	5	09/16/2016	\$31,531.79	Annual	\$32,102.53	09/16/2016	\$8,360.65

FUND CODES

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

TOTAL OUTSTANDING DEBT AT 03/24/2016:

General Fund \$ 1,819,334.62
Water/Sewer Fund \$ 774,136.77
Storm Water Fund \$ 350,406.03
Total \$ 2,943,877.41

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.
 (c) - 50% of loan is Water/Sewer Fund and 50% is Storm Water Fund.
 (d) - 55.5% of loan is General Fund and 44.5% is Water/Sewer Fund.

LOAN PAYMENTS DUE (Next 12 Months):

03/25/2016 - 06/30/2016 \$ 91,173.70
 07/01/2016 - 09/30/2016 \$ 150,205.71
 10/01/2016 - 12/31/2016 \$ 179,488.20
 01/01/2017 - 03/24/2017 \$ 117,094.76
 Total \$ 537,962.37



TOWN COUNCIL MINUTES

PUBLIC HEARING

February 16, 2016

The Kure Beach Town Council held a Public Hearing on Tuesday, February 16, 2016 at 6:00 p.m. for the purpose of receiving public comments on the draft proposal to amend Chapter 19 Zoning, Article VI Signs, Section 373 Exceptions, subsection (7) for political signs. Notice of the public hearing was posted at Town Hall and on the town's website January 25, 2016, and was published in the Island Gazette on February 3 and 10, 2016. The Town Attorney was present and there was a quorum of council members.

COUNCIL MEMBERS PRESENT

Mayor Emilie Swearingen
Mayor Pro Tem (MPT) Craig Bloszinsky
Commissioner David Heglar
Commissioner Joseph Whitley
Commissioner Jim Dugan

STAFF PRESENT

Building Inspector – John Batson
Town Clerk – Nancy Avery
Deputy Town Clerk – Nancy Hewitt

CALL TO ORDER

Mayor Swearingen called the public hearing to order and asked the Planning and Zoning (P&Z) Commission Chairman, John Ellen, to give background on the proposed ordinance amendment.

Mr. Ellen said that the ordinance was requested by the previous mayor during the October 2015 council meeting because he didn't agree with the placement of his opponent's election signs along Dow Road. He stated that the former mayor's opponent had been told by the Department of Transportation (DOT) that she could put her signs along that road. Mr. Ellen explained that the current ordinance states it applies to signs within the town, not the Extraterritorial Jurisdiction (ETJ); so the commission added it into the proposed amendment.

PUBLIC COMMENTS

1. Randy Gilliland, 133 S. 6th Avenue

Mr. Gilliland said he's interested in the ordinance because of the issue of freedom of speech. He said that the NC General Assembly has legislation specific to this issue which is bipartisan and comprehensive, and he suggested it would be good for the town to incorporate its wording into the local ordinances. He cited Senate Bill 315, An Act to Permit Campaign Signs in Highway Rights-of-Way with Reasonable Time, Place and Manner Restrictions. He pointed out that Paragraph F allows for municipalities to prohibit or regulate in its ordinances the placement of political signs on rights-of-way of streets located within the corporate limits that are maintained by the municipality. He said the 17-day period in the proposed amendment is a bit arbitrary and pointed out that the senate bill stipulates 30 days. He also said he didn't see a penalty mentioned if someone leaves their



TOWN COUNCIL MINUTES

PUBLIC HEARING

February 16, 2016

sign up beyond the allowed period of time. He said that defining what a “political sign” is can be very difficult and suggested naming it a “campaign sign,” as noted in the state law.

2. Joan and Richard Van Ham, 233 Seawatch Way

Mayor Swearingen read an email that Mr. and Mrs. Van Ham sent to the Town Clerk which states they are in favor of restricting the time that political signs should be allowed to stay posted.

3. Mary Beth Whitten, 422 Settlers Lane

Ms. Whitten asked Council how they can regulate Dow Road when that is government property and how does that give them the right to make a decision for the ETJ.

Public sign-up sheet is herein incorporated as part of these minutes.

CLOSING OF PUBLIC HEARING

As no one else indicated their intent to speak, Mayor Swearingen closed the hearing at 6:15 p.m.

DISCUSSION AND CONSIDERATION

Commissioner Heglar stated that Paragraph F in the state statute gives council the authority to regulate the placement of signs which is what the town’s current statute does, and if council doesn’t do anything, it is still regulated and leaves the current ordinance in effect.

Mayor Swearingen said that she talked to DOT and they regulate Highway 421, Dow Road and K Avenue, and they also told her that Sunny Point, the adjacent property owners on Dow Road, hasn’t opposed allowing signs along the road. She said the town doesn’t maintain Highway 421 or Dow Road. She read the proposed ordinance amendment out loud and said it allows candidates to put signs in the ETJ near the tree line, but it forbids any resident from putting a sign in their yard for more than 17 days.

Commissioner Heglar said he is a Libertarian and thinks people should be able to put whatever they want, whenever they want, on their private property; but his issue is with public property. He said the public property within Kure Beach should be regulated. He commented that one can tell the difference between Kure Beach and Carolina Beach when driving along Dow Road during election time from the absence of signs on Dow Road when you cross into Kure Beach, and he’s glad of it. He said the ordinance shouldn’t include anything about privately-owned properties.

Town Attorney Canoutas reminded council that the town maintains the cleanliness of Dow Road. He proposed keeping the first sentence, eliminating the second sentence, changing 5 days to 10 days in the third sentence and eliminating the last sentence in the proposed amendment. He said the reason he would eliminate the last sentence is because the election board can take care of their own laws; council isn’t here to enforce those. He said that the property along Dow Road belongs to the



TOWN COUNCIL MINUTES

PUBLIC HEARING

February 16, 2016

government and there is a statute in place that says the state must oblige any zoning laws that are passed by the municipality.

Commissioner Heglar stated that council needs to give P&Z guidance to only regulate the size of a sign on private property and, for public property along the roads, to conform to the state's statute that allows political signs to remain up for 30 days. He also recommended not allowing signs on any public property owned by the town.

COUNCIL CONSENSUS – Council agreed that forbidding political signs on town-owned public property should be put in the ordinance amendment.

Mayor Swearingen recommended keeping the last sentence of the ordinance because, if Council is going to stipulate no political signs on publicly-owned property, it should allow regulation of the polling place signs near the Town Hall voting precinct.

MOTION – Commissioner Heglar moved to send the proposed ordinance amendment to Chapter 19 Zoning, Article VI Signs, Section 373 Exceptions, subsection (7) for political signs back to Planning and Zoning, and to work with the town attorney to craft the proposed wording as directed by council, as follows: keep the first sentence, eliminate the second sentence, change five days to ten days in the third sentence, don't allow any signage on publicly-owned property except at the polling place which is stipulated and needs to be kept in the last sentence of the proposed ordinance.

SECOND – MPT Bloszinsky

VOTE – Unanimous

ADJOURNMENT

MOTION – Commissioner Heglar moved to adjourn.

SECOND – Commissioner Dugan

VOTE – Unanimous

The meeting adjourned at 6:40 p.m.

Emilie Swearingen, 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.



TOWN COUNCIL MINUTES

REGULAR MEETING

February 16, 2016

The Kure Beach Town Council held their regular meeting on Tuesday, February 16, 2016 at 6:45 p.m. The Town Attorney was present and there was a quorum of Council members.

COUNCIL MEMBERS PRESENT

Mayor Emilie Swearingen
Mayor Pro Tem (MPT) Craig Bloszinsky
Commissioner David Heglar
Commissioner Joseph Whitley
Commissioner Jim Dugan

STAFF PRESENT

Building Inspector – John Batson
Finance Officer – Arlen Copenhaver
Town Clerk – Nancy Avery

CALL TO ORDER AND WELCOME

Mayor Swearingen called the meeting to order at 6:45 p.m., following the Public Hearing, and called for a five-minute break. The meeting resumed at 6:50 p.m.

Pastor Rick Butterworth from Kure Beach First Baptist Church delivered the invocation and led everyone in the Pledge of Allegiance.

APPROVAL OF CONSENT AGENDA ITEMS

1. Appoint Jim Dugan as COG representative, council liaison to the Fire and Police Departments, KB/CB Sewer Authority (replacing Swearingen), and *check signatory authority
2. Pre-approval of any mileage reimbursement related to Mayor Swearingen's attendance at the NCLM's Legislative Taxes and Finance Action committee meetings in Raleigh
3. Approve updated Town organizational chart
4. ~~Approve adding an alternate member position to the Marketing Advisory Committee and appoint Debbie Elliott to that position~~
5. Appoint David Sack as an alternate member of the Community Center Committee
6. Approve permanent time change for the monthly Community Center Committee meeting from 10:00 a.m. to 9:30 a.m.
7. Fire Department report – January 2016
8. YTD Finance Report Meeting
9. Minutes:
 - January 19, 2016, regular meeting
 - January 19, 2016 closed session
10. Accept Sam Khatib's resignation from the Marketing Advisory Committee
11. Appoint Allen Oliver as a member of the MPO Bike and Pedestrian Committee



TOWN COUNCIL MINUTES

REGULAR MEETING

February 16, 2016

Mayor Swearingen asked that the following changes be made to the Consent Agenda Items, as follows:

- Remove Item 4 from the Consent Agenda
- Accept Sam Khatib's resignation from the Marketing Committee as Item 10
- Appoint Allen Oliver as a member of the MPO Bike and Pedestrian Committee as Item 11

MOTION – Commissioner Heglar moved to approve the Consent Agenda Items, as amended by Mayor Swearingen.

SECOND – Commissioner Dugan

VOTE – Unanimous

ADOPTION OF THE AGENDA

Mayor Swearingen asked that the following changes be made to the meeting agenda, as follows:

- Add “Appoint Debbie Elliott as a regular member of the Marketing Committee” as Item C under Marketing Committee
- Add “Approve the addition of an Alternate Member position for the Marketing Committee” as Item D under Marketing Committee

MOTION – Commissioner Heglar moved to adopt the agenda, as amended by Mayor Swearingen.

SECOND – MPT Bloszinsky

VOTE – Unanimous

AWARDS AND RECOGNITION

Town Clerk Avery congratulated Deputy Town Clerk Hewitt for receiving her certification as a clerk with the International Institute of Municipal Clerks and her certification as a clerk with the NC Association of Municipal Clerks.

DISCUSSION AND CONSIDERATION OF PERSONS TO ADDRESS COUNCIL

1. Greg Reynolds, Pleasure Island Chamber of Commerce – Funding request

Mr. Reynolds asked council to fund the summer concert series which will take place from June to August at the Fort Fisher Air Force Recreation Area on the second and fourth Fridays from 6:30 to 8:30 p.m., at a total sponsorship cost of \$8,800. He said that they will follow the town's application process for requesting funds, but he just wanted to formally make his request to council.

DISCUSSION AND CONSIDERATION OF COMMITTEE BUSINESS

1. Marketing Committee

a. Kim Hufham, Tourism Development Authority (TDA)

Ms. Hufham said that Mayor Swearingen attended her first TDA meeting in January and asked that she come to share her presentation with council. She presented a flow chart demonstrating the use of Room Occupancy Tax (ROT) funds, explaining its breakdown. She said that they advertised the town in Charlotte and the Piedmont Triad, as well as out-of-state and got great results. She said that



TOWN COUNCIL MINUTES

REGULAR MEETING

February 16, 2016

the town has outpaced every other municipality in New Hanover County over the last few years on tourism and ROT growth.

b. Rollover ROT Funds

Marketing Advisory Committee (MAC) Chairperson, Robin Nalepa, reviewed Marketing's plan and asked for council to approve their recommendations for use of the total rollover of \$47,542 from ROT funds.

Commissioner Heglar asked where the ten percent reserve was located that council had them set aside from last year's budget, to which Ms. Nalepa responded that the ten percent is listed on the spreadsheet as "contingency" in the amount of \$3,042. She reminded council that the only thing for which the money can be used is marketing, so the town is just sitting on those funds and not achieving anything with them.

Discussion ensued about the best time of year to advertise using the majority of the funds that would be most beneficial to Kure Beach businesses.

MOTION – MPT Bloszinsky moved to direct the Marketing Advisory Committee to query the local business owners on the best time of the year to use of the marketing advertising funds, and bring their findings back to council.

SECOND – Commissioner Heglar

MOTION – MPT Bloszinsky and Commissioner Heglar removed their motion and second

MOTION – Commissioner Heglar moved to approve the rollover budget, as presented, and directed the Marketing Committee to build a future budget for 35 percent to go in the reserve and, in the future, council will give the committee clear budget guidance moving forward.

SECOND – Commissioner Whitley

VOTE – Unanimous

c. Appoint Debbie Elliott as a regular member of the Marketing Committee

MOTION – Commissioner Heglar moved to appoint Debbie Elliott as a regular member on the Marketing Advisory Committee.

SECOND – Commissioner Dugan

VOTE – Unanimous

d. Approve the addition of an Alternate Member position for the Marketing Committee

MOTION – Commissioner Heglar moved to add one alternate member position to the Marketing Advisory Committee and to direct the clerk to advertise the vacancy.



TOWN COUNCIL MINUTES

REGULAR MEETING

February 16, 2016

SECOND – Commissioner Whitley
VOTE – Unanimous

2. Planning & Zoning (P&Z) Commission

Chairman John Ellen said that he was elected during the February P&Z meeting to be the chairman. He said that council had directed P&Z to hold a public hearing on the issue of container homes and to craft wording for an ordinance. He said they held their meeting on February 4th at which time P&Z discussed allowing container homes in the RA2-T district with trailer homes. He said 16 emails were received by town staff on the subject with 12 being against the homes, 1 in favor of them and the rest with questions. He said they had five people come to speak on the issue with four of them against the homes and one with questions about insurance requirements. He said they reviewed four options and at the end of the meeting there was a motion to disallow container homes in the confines of Kure Beach that passed with a four-to-one vote. He said P&Z is developing two optional proposals: one with words to restrict containers from being used as homes and one to allow container homes to be in the RA2-T district.

Commissioner Heglar recommended that the commission take their time composing the two proposals to be brought before council, at which time a public hearing will be scheduled.

Mayor Swearingen said she knows someone who has a container home next to a friend of hers and the friend doesn't mind it.

MPT Bloszinsky said that the emails received were as important as those that came from people who attended the meeting.

Lore Eccleston from 812 Settlers Lane said that she doesn't want them in her backyard. She said there are a lot of pretty houses on Alabama Avenue and now there is a container home near the entrance of Kure Beach that looks like "hell." She said there are nice mobile homes around the area now, but she doesn't like the look of the "rusty old shipping containers."

Chairman Ellen said that, because the town can't regulate the aesthetics, it wouldn't be able to regulate whether or not the container looks rusty.

MOTION – Commissioner Heglar moved to have P&Z craft wording for two optional proposed zoning ordinances regarding container houses and bring them to council so a public hearing can be scheduled.

SECOND – MPT Bloszinsky
VOTE – Unanimous



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3. Shoreline Access, Beach Protection and Parking Committee

- a. Approval to submit pre-application for CAMA grant to improve ADA parking access and viewing stands at E and I Avenues. Potential impact to FY16-17 budget of \$28,000 local match (some in-kind and cash). Estimated total project cost \$110,000.

Chairman Gonsalves said that the town applied in 2014 for a CAMA grant to install solar viewing stations, but since the town still had an active grant with CAMA for the Ocean Front Park, funding was denied. He said that a new grant cycle has come and CAMA said they would consider Kure Beach's application this time. He said that the town won't be charged by the grant writer to submit the pre-application since it's already done and only needs the construction amounts updated. The application is due on March 31, 2016.

Mayor Swearingen said she'd always like to see the paperwork before she signs it. She said that she wants all of the town procedures followed for seeking grants, including having a staff member work with committees on getting grants.

Commissioner Dugan said that, based on the rules council made, committees aren't allowed to work on them alone; but Mr. Gonsalves is coming to council in the early stage of the grant so he has no problem with getting the information quickly rather than being rushed to approve it at the last minute.

Town Clerk Avery said she sent the information to Mr. Gonsalves about the grant cycle opening again and then contacted the writer of the previous grant, Diana Woolley. She said that she, Ms. Woolley and Mr. Gonsalves met together and she told them the first thing that should be done is to go to council and request they approve the pre-application. She said they just want to know if council is going to fund it in the upcoming fiscal year before trying to submit the pre-application. She said they don't need to be submitting pre-applications for a grant if council isn't going to agree to fund, if it's approved.

MOTION – Commissioner Whitley moved to give SLABPP Chairman Gonsalves approval to submit the pre-application for the CAMA grant to improve ADA parking access and viewing stands at E and I Avenues.

SECOND – Commissioner Heglar

VOTE – Unanimous

4. Cape Fear Disability Commission update

Town representative, Deborah McKenna, gave the following report:

- She talked to Chief Cooper about allowing ATV's on the Kure Beach strand, and he said it was up to council if they wanted to allow them. She said that a resident told her that the Fort Fisher Recreation Area has allowed him to use his ATV on their strand.
- Carolina Beach is doing a test of hard plastic pieces that can be put up to a beach access to allow wheelchairs to have access all the way down to the ocean front.



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- The disability commission is going to offer a lot more athletic activities to the elderly, and anyone interested can contact her about that.

Discussion ensued about “trackchairs,” which are wheelchairs that have tank-like tread belts in place of wheels for traction.

Commissioner Heglar said the police chief should figure out a rule about ATVs and trackchairs on the beach that he can live with and bring his recommendation to council and not leave it completely up to council to regulate this. He said he personally doesn’t want to see ATVs driving around on the beach.

Ms. McKenna said the resident who would like to bring his ATV on the beach would use it during early morning or late evening hours so he can get his fishing equipment on the beach.

Commissioner Dugan said he will talk to Chief Cooper about the issue.

DISCUSSION AND CONSIDERATION OF DEPARTMENT HEAD BUSINESS

1. Public Works Department

Commissioner Heglar said he would like a second commissioner to be assigned to help him work together with Director Beeker and Inspector Batson on storm water issues in three areas of Kure Beach. He said a plan needs to be formulated and brought back to council.

MOTION – Commissioner Dugan moved to have Commissioners Heglar and Whitley work together with Public Works Director Beeker and Building Inspector Batson on storm water issues throughout the town, to come up with a plan to bring back to council for approval.

SECOND – Commissioner Heglar

VOTE – Unanimous

DISCUSSION AND CONSIDERATION OF OLD BUSINESS

1. Lease request from Communications Specialists for the south water tower

Finance Officer Copenhaver said Communications Specialists offered to provide internet service at the community center in exchange for lower rental costs, but the internet connection reliability may be questionable. He recommended keeping the contract strictly cash-based and suggested \$350/month for rent on the south water tower, plus \$40 electric with a three percent per-year increase on the rent for the length of the agreement.

The town attorney said that item C on page three under “Premises Access” needs to be eliminated from the contract before signing it.

MOTION – Commissioner Heglar moved to approve a lease agreement with Communications Specialists to pay the town \$390 per month in rental and electricity fees, for use of the south water



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tower, for the first 12 months of the agreement, to automatically increase by three percent annually on the lease payment for the duration of the agreement.

SECOND – Commissioner Whitley

VOTE – Unanimous

2. Grant contract #6780 NC Public Beach and Coastal Waterfront Access Program (CAMA) for H Avenue handicapped access
 - a. Approval of contract obligates town to \$11,924 cash match to be paid from contingency fund. Total contracted amount is \$56,494; \$42,370 grant from CAMA, \$2,200 in-kind contribution from town for project oversight and \$11,924 cash match from town.

Town Clerk Avery explained the background of the grant application stating the project will replace the existing wooden step access and crossover with a new crossover, viewing area and ADA compliant ramp. She said the engineering plans have been reviewed and approved by Inspector Batson and Director Beeker, and the town attorney has reviewed and approved the grant contract.

Inspector Batson said that the contract will be emailed and asked council to give him the authority to award the contract to Snow Marine and to give him more latitude to spend money for necessary items. He asked if he would need to come back to council for further approval after receiving the new estimate from Snow Marine.

Commissioner Heglar said that as long as the money stays within the budget, he doesn't need to come back to council for approval.

MOTION – Commissioner Heglar moved to approve CAMA contract #6780 as presented, to designate Building Inspector Batson to oversee the work and sign off on invoices before submittal to finance for payment, to approve Resolution R16-03 authorizing transfer of \$11,924 from the FY 2016 General Fund Contingency account to the committee FY 15-16 budget and to approve Budget Amendment 16-05 authorizing transfer of \$11,924 from the FY 2016 General Fund Contingency account to the Committee Capital Outlay account to provide for the expected grant proceeds for the project

SECOND – MPT Bloszinsky

VOTE – Unanimous

DISCUSSION AND CONSIDERATION OF NEW BUSINESS

1. MPO Ferry fees and multi-modal funding

Mayor Swearingen reviewed the Wilmington MPO Transportation Authority Committee's (TAC) resolution to support an increase in the ferry tolls for the Fort Fisher/Southport Ferry and said that council will soon be voting on this.



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MPT Bloszinsky asked if the TAC had considered only increasing the cost of the fees during certain times of the year.

The mayor said they aren't going to do that and the additional money is supposed to go back into the local ferries, wherever it's collected.

Commissioner Heglar said we should support the TAC's recommendation if increasing the fees will make the ferry financially viable.

2. Pleasure Island (PI) Chamber of Commerce Board of Directors meeting with mayors
Mayor Swearingen said that she attended a meeting sponsored by the chamber, and Congressman Rouzer and Representative Davis were there. She said that it was stressed that they are not the Carolina Beach Chamber but the Pleasure Island Chamber and should do more for Kure Beach. She said she talked with Town Clerk Avery and Recreation Manager Keely about the chamber taking over the Boogie in the Park with town staff still picking the bands but chamber volunteers staffing the concerts and cleaning up afterwards. She said it wouldn't happen this summer and are just starting the conversation about this.

3. KB Comprehensive Plan

Mayor Swearingen said that she and Commissioner Dugan met with people from UNCW and the UNC School of Government (SOG). She said they discussed holding a community "vision" event to receive public input on the future of Kure Beach. Resident Denise Hubbard has volunteered to help in this process to subsidize staff time. She said Oak Island is going to start a Citizens Academy and Lydian Altman from the SOG would like to make it available to Kure Beach. She said there is also a "Budgeting 101" type of class she thought Kure Beach residents might be interested in.

Commissioner Heglar said that it's difficult enough to get residents to attend meetings where a plan for spending their tax dollars is taking place, so he isn't in favor of town money being spent on teaching a government budgeting class for them.

Mayor Swearingen said the visioning event would take place on a Sunday, either April 3rd or the 10th from 1:00 to 4:00 p.m. and town staff would be invited but not required to attend. She said town committee members would be encouraged to participate. She said that the timeframe on developing a comprehensive plan should be made clear that day with a target to actually implement the plan in about a year. She said the cost would be \$2,000 plus travel for the SOG representative's help.

Finance Officer Copenhaver said that the money would have to come out of the Contingency Fund.

Commissioner Heglar said that, after that, the rest of the process will go through the budgeting process for consideration.



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MPT Bloszinsky said that the town should only spend \$4,000, preferring to receive guidance from the school to start the process and then have council take it from there.

MOTION – Commissioner Heglar moved to direct the finance officer to create a resolution and budget amendment, to be presented to council for approval at their March meeting, to not spend more than \$4,000 from the Contingency Fund to pay for a consultant’s travel and leadership during a community vision event to be held on Sunday, April 10, 2016 from 1:00-4:00 p.m. at the Community Center, as part of the Comprehensive Plan.

SECOND – MPT Bloszinsky

VOTE – Unanimous

4. Reschedule date of March council meeting due to primary elections being held at Town Hall on March 15th

Council was asked to reschedule their regular meeting since the primary elections will be taking place at the Town Hall voting precinct on their usual meeting date of March 15th.

MOTION – Commissioner Heglar moved to reschedule the March regular council meeting to be held at Town Hall on Tuesday, March 22, 2016 beginning at 6:30 p.m. or soon thereafter.

SECOND – Commissioner Whitley

VOTE – Unanimous

ADJOURNMENT

MOTION – Commissioner Heglar moved to adjourn the meeting.

SECOND – Commissioner Whitley

VOTE – Unanimous

The meeting adjourned at 9:25 p.m.

Emilie Swearingen, 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.



TOWN COUNCIL MINUTES

COUNCIL RETREAT

February 22, 2016

The Kure Beach Town Council held a special meeting on Monday, February 22, 2016 at 8:00 a.m. for the purpose of holding a retreat to discuss items pertinent to the town. The Town Attorney was present and there was a quorum of Council members.

COUNCIL MEMBERS PRESENT

Mayor Emilie Swearingen
Mayor Pro Tem (MPT) Craig Bloszinsky
Commissioner David Heglar
Commissioner Joseph Whitley
Commissioner Jim Dugan

STAFF PRESENT

Building Inspector – John Batson
Finance Officer (FO) – Arlen Copenhaver
Fire Chief – Harold Heglar
Assistant Fire Chief – Ed Kennedy
Police Chief – Dennis Cooper
Public Works Director – Sonny Beeker
Town Clerk – Nancy Avery
Deputy Town Clerk – Nancy Hewitt

CALL TO ORDER AND WELCOME

Mayor Swearingen called the meeting to order at 8:00 a.m.

MID-YEAR FINANCIAL REVIEW

1. Mid-year financial status

FO Copenhaver reviewed revenue and expenses for all of the town's funds from July 1, 2015 through the end of January 2016, as follows:

GENERAL FUND

- Actual revenues are where they should be about this time of year at \$3,158,495, which is 78.6 percent of the budget.
- The exception is the new electricity tax revenue and building permits/impact fees & CAMA fee revenues that are higher than expected at this time of year.
- Actual expenses are where they should be about this time of year at \$2,327,363, which is about 57.9 percent of the budget.
- There's a balance of about \$111,600 in the Contingency Fund.
- A five-year comparison of expenses show that Administration and Finance expenses were higher in FY2015 because of the purchase of the three vacant lots near Public Works.



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- Since 2011, the fund balance has increased from \$1.065 million to \$2.5 million, an increase of almost 140 percent over that time period; this is a very good trend.

STORM WATER FUND

- The budget was set at \$523,330.
- Actual revenues are at \$221,755, which is 42.4 percent of the budget.
- Actual expenses are at \$156,814, which is 30 percent of the budget.

POWELL BILL FUND

- The budget was set at \$64,030.
- Actual revenues are at \$65,427, which is 102.2 percent of the budget.
- Actual expenses are at \$7,074, which is 11 percent of the budget.

OTHER GOVERNMENTAL FUNDS

- Beach Protection's budget is \$50,000 with actual revenues at \$50,093.
- Federal Asset Forfeiture's budget is at \$60,000 with no revenues and \$49,640 actual expenses.

WATER/SEWER FUND

- The budget was set at \$1,886,605.
- Actual revenues are at \$1,220,776, which is 64.7 percent of the budget.
- Actual expenses are at \$1,042,931, which is 55.3 percent of the budget.

SEWER EXPANSION RESERVE FUND (SERF)

- The budget was set at \$22,635.
- Actual revenues are at \$45,095, which is 199.2 percent of the budget, with no actual expenses.

MINIMUM FUND BALANCE

- The policy adopted by council in January 2012 is to maintain an unrestricted fund balance in the Governmental Funds of no less than 32 percent of the total projected expenditures.
- As of 6/30/15, the unrestricted fund balance is 72.1 percent of which 48.1 percent is unassigned, so the town has strong reserves at the moment.

2. Mid-year review of council Goals for FY15-16

FO Copenaver reviewed last year's goals set during the 2015 retreat and commented as follows:

- Goal #1 – In Progress



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Resolution of outstanding issues relating to Sandman Properties – discussions continue with the Beach Walk and Kure Dunes Homeowners Associations (HOAs) regarding retention pond issues.

Commissioner Heglar said that both communities want the issues resolved or there could be legal actions instituted by the HOAs. He said he doesn't see it working itself out without a lot of work, and he doesn't think the town can sell Sandman until everything is worked out.

- Goal #2 – In Progress

Develop a short-term and long-term space plan for town departments – Preliminary discussions with department heads regarding space needs have been conducted.

- Goal #3 – Completed

Maintain the current tax rate, if possible.

- Goal #4 – In Progress

Develop a long-term plan for funding beach nourishment, including one new funding stream independent of property taxes – four options for long-term funding continue to be investigated.

Mayor Swearingen said that the beach towns are going to work together to support each other, and we may or may not have to use general funds towards beach nourishment in the future. She said the county hired a lobbyist to ask the state to contribute 65 percent of the funds but, in the meantime, the beach towns are trying to get the legislature to find money.

MPT Bloszinsky said that we finally have a committed effort to have the legislature work on this, but we need to maintain our own beach nourishment funds for times in between the main nourishments.

Mayor Swearingen said we can't count on the county to come up with the other 35 percent to cover everything.

Charlie Allo, of 954 S. Fort Fisher Boulevard, asked if council had considered fixing wood structures on the beach that would help amass sand which could be moved to areas that need it.

Commissioner Heglar said they haven't done this at any other beach that he knows of, and he doesn't want Kure Beach to be the first to experiment. He said the citizens don't like any structures on the beach, including the lifeguard stands, so big blocks of wood to catch sand would be another thing the citizens don't like. He said that, with all the communities and engineering schools up and down the east coast trying to figure out the best way to increase sand on the beach, there must be a reason why no one has done this.



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Mayor Swearingen asked Inspector Batson to talk to CAMA to see if anyone has ever suggested this.

Inspector Batson said it can be built, but it would take manpower and time, adding that a 3'x5' wooden stand would have to be erected to make it worthwhile.

- Goal #5 – In Progress

Prioritize potential dune infiltration projects – potential dune infiltration projects continue to be evaluated.

Director Beeker said finding a location to install one would be a problem and there are other more important projects going on right now like treating storm water before it goes onto the beach. He said he'd be glad to work with the DOT and the state if they want to help with this like they did before. He emphasized that only the first half-inch of rain is diverted and we don't have enough area to stage enough of the infiltration system out on the beach.

Commissioner Heglar said the HOA community that wanted the town to work on this doesn't have enough property to work with, since the area is surrounded by private property.

- Goal #6 – Completed and implemented

Review, decide and implement the Salary Study and any potential salary adjustments.

- Goal #7 – In Progress

Monitor potential revenue shortfalls that may occur in future years – revenue and expense projections to be discussed as part of this retreat.

3. 5-year Capital Plan

FO Copenhaver reviewed the current Capital Plan, by fund, for FY 2017 to 2021. He stated that nothing major has changed from last year's plan. He said that a separate capital project fund will be set up under the Water/Sewer Fund for the water line replacement project that will cost an estimated \$500,000.

Director Beeker said he'd like to start working on the H Avenue lift station project this coming fall. He said he had major problems with that lift station this year and will need to get drawings and permits as soon as possible to construct a new one within about ten months. He said that it is the town's main lift station and will have to stay in operation during the construction process. He said the new station will probably be located behind the existing one or may go somewhere else altogether once planning gets under way.



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FO Copenhaver said that a separate capital project fund will be set up under the Storm Water Fund for the Kure Beach Village storm water project which will cost an estimated \$750,000.

4. Financial Projections

FO Copenhaver reviewed the financial projections for FY16-21 and gave council a list of assumptions he used to calculate his projections, as follows:

- General Fund assumptions used were 1) revenue increases at 1.75 percent per year; 2) operating expenses increase at 5 percent per year; 3) no increase in property tax rate or service fees; 4) no additions to headcount; 5) doesn't include a transfer to the Beach Protection Fund or Contingency; 6) Debt Service expense based on current debt and projection from the Five Year Capital Plan; and 7) Capital Outlay not financed based on the Five Year Capital Plan.
- The same approach was used for the water/sewer fund except only 0.5 percent per year revenue increase was assumed after FY 2016 rate increases.
- The expenses do not include depreciation of assets.
- The same approach was used for the storm water fund except that the revenue remains flat after adjustment for higher storm water builder fees in 2015.

FO Copenhaver said the town is doing well, but we need to look at reserves for future storm water projects. He said there will be a big increase in 2017 in projected outstanding debt due to capital projects, but it's manageable.

Mayor Swearingen reminded the committee liaisons to make sure their committees submit their budget requests by March 29th, so they don't come to council a few months after the budget is set to ask for more money.

FO Copenhaver said that he sends out a form to all committees to be submitted before the budget planning session, but they can't budget for grants until they know it was awarded, so there are exceptions to committees being able to plan on these. He said we don't want to ignore a grant just because it wasn't budgeted.

Mayor Swearingen said if the ultimate goal of council is to make every beach access ramp handicapped accessible, then the SLABPP committee should project for that.

Town Clerk Avery said that council should direct the SLABPP Committee on this issue, if that is what council wants.

The mayor called for a break at 9:30 a.m.

The meeting resumed at 9:40 a.m.



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DEPARTMENT HEAD PRESENTATIONS

(plans for management of the upcoming tourist season and FY16-17 potential budgetary impacts)

1. Police Department (PD)

Police Chief Cooper reported the following:

- Traffic has become a big issue during the tourist season and the town may see one of its busiest years yet.
- He gets complaints about traffic flow and there's not much he can do about it.
- His biggest issue is getting emergency service vehicles to the south end of the island and back up to Dow Road on tourist season weekends.
- Beginning south of E Avenue all the way to the ferry is congested beginning around 9:30 a.m. and some people take shortcuts through the neighborhoods to travel north.
- He is drafting policies with the help of the town attorney that might help with the traffic issues, which he hopes to present to council by March.
- He will probably request another employee during this year's budget session, preferably an investigator to help with increased narcotic activity on the island.
- He has a space solution that will be presented to council.
- His department is able to handle the off-season, but they need more help during the tourist season. He has five part-time officers and is looking for more, but there is no workers compensation for them which makes it hard to find applicants.
- They have to take their prisoners to the magistrate in Carolina Beach and then transport them to the main jail on Blue Clay Road which, in-season, means about a five-hour trip for one officer.

Mayor Swearingen suggested putting in a third lane down the middle of Fort Fisher Boulevard that could be used for turning lanes and emergency vehicles. She said there is no prisoner holding tank close by because it's not economically feasible.

Council discussed the reasons for increased traffic such as more tourists being attracted to the area, traffic to the ferry at Southport, Freeman Park admission and camping regulation changes and day-trippers taking advantage of free parking in Kure Beach.

2. Public Works

Director Beeker said that he didn't have much to share regarding management of the upcoming tourist season. He said that garbage pickup is handled as usual, and Inspector Batson has been



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taking care of citing rental properties for leaving their carts out in violation of the town's ordinances.

Inspector Batson said having the ordinances helps him take care of enforcement, and he is able to contact the property owners and management companies if there are any problems. He said that his assistant mails notification letters to them and helps keep track of timelines associated with the enforcement procedures.

3. Fire Department (FD)/Ocean Rescue

Fire Chief Heglar said Ocean Rescue has new, light-weight aluminum lifeguard towers that are easy to move and last longer than the old wooden ones.

Assistant Chief Kennedy said that the town has the best trained lifeguards in the county and the highest amount of EMTs on the beach at any one time, and they work well with the PD and Public Works. He said the issues Ocean Rescue has are, as follows:

- They get complaints from residents that the location of the lifeguard towers blocks their view of the ocean.
- Lifeguards have to pick up unattended beach equipment left on the beach after 7:00 p.m. which is a high risk time for rip tides
- He asked if using lifeguards to do this when people are still in the water could end up being a liability issue.
- He may schedule one person just to pick up the equipment.
- The lifeguards hand out flyers to beach goers which contain the town's ordinances regarding beach equipment left of the beach after 7:00 p.m.
- The lifeguards also put stickers on any equipment left on the beach when they don't have time to pick them up.

Comments on possible fixes for the unattended beach equipment issue were, as follows:

- There is a financial penalty in the ordinances that should be enforced.
- When the beachgoers come to pick up their equipment at the firehouse, they should pay their penalty fee then.
- The lifeguards shouldn't be responsible for collecting the fines.
- Don't allow anyone to pick up their equipment until after 1:30 p.m. the next day.

Mayor Swearingen asked the PD, FD and Inspections department heads to discuss how to best handle the situation and recommend a plan to council.

4. Building Inspections

Inspector Batson stated the following:



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- There is an increase in weekly rentals throughout Kure Beach with people buying properties for the sole purpose of renting them out during the season and then using them for their families the rest of the year.
- Soon, vacant lots in Kure Beach will be built out with the result of a significant decrease in fee collections which will negatively impact the town's finances.
- Building/User Fees are much more substantial for new homes than they are for homes being remodeled.
- Remodeled homes have lesser fees, but more bedrooms and bathrooms are added to them so that they use just as many of the town's resources that the newly-built homes use.

Director Beeker said council should come up with a percentage user fee based on the number of bedrooms and bathrooms being constructed on a property, not based on whether it's a new home or a remodel.

Both Inspector Batson and Director Beeker agreed that the parking at the rental homes with a large number of bedrooms should be reviewed, too, for the new and remodeled homes.

COUNCIL CONSENSUS – Inspector Batson, Director Beeker and FO Copenhaver were directed to work on a recommendation to change the permit and user fees for new construction homes and for homes being remodeled, and present it at the budget work session.

Other comments made were, as follows:

- Charging commercial water/sewer fees to short-term rental homes should be considered. Homeowners are asked on the town's New Services request application if they will use their property for short-term rentals and she plans to remind people via the town's website that they need to pay the Room Occupancy Tax (ROT) if they rent their property short-term. (Town Clerk)
- The town should mail letters to all short-term rental property owners to tell them they will be reported to the county tax office if they haven't been paying ROT. (Commissioner Heglar)
- Some of the houses being built and remodeled can house a lot of renters, almost as many as a small hotel. (Mayor Swearingen)

5. Recreation

Town Clerk Avery stated the following:

- Recreation Manager Keely works with the police to choose what bands and activities to have at the Ocean Front Park (OFP).
- No bands are being booked on holiday weekends and there is always a staff person onsite at town events.



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- There are a lot of day trippers that attend the park activities for children.
- More activities and events are being concentrated toward the shoulder season and, so far, there aren't any marathons scheduled for the summer.
- Ms. Keely's main focus has been activities at the OFP pavilion and Community Center, but use of Joe Eakes Park is increasing with two youth baseball teams and a flag-football team using the field.
- Sherwin Williams has donated the paint to repaint the OFP pavilion.

STORM WATER MANAGEMENT PLAN

Director Beeker reviewed maps of the areas in Kure Beach that are having storm water problems and made recommendations on how to address them. He said that some of the properties were in low-lying areas, sometimes 24" lower than the road level. He said Public Works is helping some homeowners get a handle on their issues and mailing them information packets on how they can fix the issues.

MPT Bloszinsky asked Director Beeker how he should respond to inquiries from the Kure Keys and Seawatch HOAs that had to have their flooded areas pumped out by Public Works during the last heavy rains.

Director Beeker said that, years ago, Public Works provided a line going to a basin located off of Kure Village Way that the HOA's could have tapped into to help drain excess water, but the HOAs never did anything with the line to finish the job.

Commissioner Heglar said Kure Beach has had an unusually large amount of rain this year and we must inform the public that some of the issues are the property owner's problem. He said we can help the owners understand their problems and instruct them on how they can be fixed, but they need to take it from there.

Director Beeker said there are some problems they can handle quickly and some are going to take more time, but he hopes it won't take more than a year to do the town's part to deter the problems. He also pointed out the properties slated to be addressed this spring for the Storm Water Phase Two project.

The mayor called for a break at 11:30 a.m.
The meeting resumed at 11:35 a.m.

STAFFING

Assistant Chief Kennedy reviewed the current staffing at the Fire Department (FD), as follows:



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- In the next five years, about 20 percent of the volunteers will retire. Some of them have over 30 years of experience; 63 percent of the volunteers have less than 10 years of experience; and 20 percent of them only having 1-5 years of experience.
- State requirements have been increasing, making it difficult to get certified.
- It's not an issue to get people to work at the FD, but it's hard to get experienced people.
- There are constraints on how much time a volunteer can work before being considered by the IRS as a part-time worker.
- During the budget session, he will be requesting council approve four additional full-time firefighters. If approved, it will enable the FD to go to 24-hour shifts with two certified firefighters on duty at all times.

Chief Heglar said the FD has applied for a safety grant from Homeland Security that could help pay for additional staff. He said he's not sure if they'll get it, and it won't be awarded until November 2016, so he can't count on it during the budget planning session.

SPACE NEEDS

Mayor Swearingen said council started talking about needing more space 12 years ago, and last year council was going to put \$30K into the Administration budget to rework the previous expansion plans but decided not to. She proposed to either do what needs to be done or decide to drop the whole thing.

Inspector Batson showed council a plan that the department heads agreed would be a good solution to their space needs. The plan included the following:

- building a new fire station located in the corral area, fronting K Avenue
- adding space onto the south side of Town Hall to house the inspections office and a new council room or offices
- redesigning the front parking area to add spaces in the green space along Settlers Lane and putting in an entrance and exit at the north and south ends for better traffic flow
- subdividing the existing fire station into Public Works indoor storage/truck bays, and PD indoor storage and office space
- adding onto the west side of the PD for Evidence Room storage and offices
- paving the north-west section of the current fire station parking area to be used as a laydown area for Public Works
- keeping some bays in the current fire station to house the ocean rescue vehicles

Mayor Swearingen asked council if they wanted to move forward with Inspector Batson's plan.

Commissioner Heglar asked the department heads if the improvements would be enough to live with for another 25 years.



TOWN COUNCIL MINUTES

COUNCIL RETREAT

February 22, 2016

Director Beeker stated it's hard to say what council will do in the future, but if no drastic changes occur, this plan should suffice.

Town Clerk Avery added that it gives the departments the room they need and estimated it will cost about \$2 million to pay for it all.

Commissioner Dugan said this will be the first public building in Kure Beach not built by the citizens, if we do this.

FO Copenhagen said the approximate \$30K it would cost to have professional plans drawn up would have to come from the Contingency Fund this fiscal year, and the project should be put into a separate budget.

MOTION Commissioner Heglar moved to direct the Finance Officer to transfer \$30K from the current fiscal year's Contingency Fund for architectural services and to direct the Town Clerk to do a Request for Qualifications for architectural services for formal plans to be drawn up for improvements and expansion of town facilities.

SECOND – Commissioner Dugan

VOTE – Unanimous

The mayor called for a lunch break at 12:35 p.m.

The meeting resumed at 1:15 p.m.

COUNCIL DISCUSSION TOPICS

1. Comprehensive Plan

Mayor Swearingen stated that the town is getting to a saturation point with tourists and she would like council and the citizens to help figure out what they want Kure Beach to be known for, how they're going to get to that point and how they're going to pay for it. Other points she made are as follows:

- She has been working with the School of Government (SOG) and a small planning committee consisting of the Building Inspector, Commissioner Dugan, Town Clerk Avery and business owner/realtor Ea Ruth.
- Dr. Tom Barth from the SOG and Kure Beach resident, Denise Hubbard, have also said they will help.
- There will be a community event on Sunday, April 10th from 1-4 p.m. at the Community Center where residents and business owners will be asked to give their input to help develop the Comprehensive Plan. Town committee members will be urged to attend, and staff will also be invited, but not required, to attend.



TOWN COUNCIL MINUTES

COUNCIL RETREAT

February 22, 2016

- The meeting will include discussion on tourism trends, the exploding tourist population, and surrounding improvements/new construction in the area; and it should also educate the community on the local government and processes.
- Town departments will be asked to identify tools to make the vision a success and a community survey may also be needed.
- The Marketing Advisory Committee would like to involve the business community by going to see them individually.
- At their February regular meeting, council approved a maximum of \$4,000 for an SOG representative to help the town plan and implement the Comprehensive Plan.
- She hopes to have as much as possible finished by next January to have the plan in-hand for FY17-18 budget planning.

2. Renewal of lease on parking lot next to Sunoco

Comments made about the parking lot are as follows:

- The parking lot next to the Kwik Mart will be available for one, last year to rent but, due to incidents reported at the lot last year, he isn't sure it's a good idea to rent it again. (MPT Bloszinsky)
- The parking lot has relieved parking issues in the town during the tourist season. (Town Clerk)
- The town didn't need to add any money this past year for the lease since town business owners contributed the money to rent it, but we may have to contribute \$500 this year since the new owner is one of the business owners who donated rent last year. (Finance Officer)
- Public Works took responsibility to clean it every day and weed-eat about once a week, but the workers heard a lot of complaints about the lot from the residents who live adjacent to it. (Public Works Director)
- The lot is the town's liability if the town leases it. (Town Attorney)

Further discussion ensued about parking in the leased lot with the conclusion that, since the business owners provide the lease money and it allows for employees, town residents and tourists to park in it, it would be good to lease it for one, final year before it is developed.

MOTION – MPT Bloszinsky moved to proceed in the same manner as the last two years, to lease the parking lot next to the Kwik Mart through contributions from businesses and at the lowest cost to the town.

SECOND – Commissioner Whitley

VOTE – Unanimous

3. Town's land assets and options reviewed by Town Clerk at MPT Bloszinsky's request



TOWN COUNCIL MINUTES

COUNCIL RETREAT

February 22, 2016

MPT Bloszinsky said he had requested that the town clerk present a list of the town's land assets so he could see what was available in case the town needs space to expand.

The list of land assets is herein incorporated as part of these minutes.

4. DIVE Cameras on Beach

Mayor Swearingen asked council if they knew of any way the county could be convinced to use the DIVE cameras' information in place of the U.S. Army Corps of Engineers (USACE) method, which costs about \$200K.

Inspector Batson said that there is no way the DIVE cameras could ever be used to replace the USACE information, adding that the buildings in Kure Beach aren't tall enough to get a full-range view so they would need to put cameras on private residences.

MPT Bloszinsky said he doesn't know if there's much value in the DIVE cameras' information if all they'll be good for is identifying rip tides, which the Ocean Rescue team can do while they're right there on the beach.

Assistant Fire Chief Kennedy agreed that having access to the cameras wouldn't benefit the lifeguards.

Mayor Swearingen said it may not be necessary if the data provided by the DIVE cameras isn't going to be used by the county.

5. ADA Beach Access Ramps

Town Clerk Avery asked council if they wanted to give directions to the Shoreline Access, Beach Protection and Parking (SLABPP) Committee about making it a long-term goal to make all of the beach access ramps ADA compatible. The following comments were made:

- It's hard to keep the ADA beach access ramps clear because sand builds up around them and he doesn't feel it's necessary to have ADA ramps at every, single beach access. He is in favor of paving the CAMA parking lots. (Public Works Director)
- The people who borrow the town's beach wheelchairs from Ocean Rescue usually ask what ADA accesses are available when they come to pick them up. (Asst Fire Chief)
- The paved CAMA parking lots will be a lot more expensive to maintain than the gravel lots. (Commissioner Dugan)
- The town gets considered for grants more often because it looks for ways to make its beach accesses ADA compatible. (Building Inspector)



TOWN COUNCIL MINUTES

COUNCIL RETREAT

February 22, 2016

- Council should go after a grant if it's part of the goals of the town, not because we're just looking for grant money. She isn't sure how many more ADA ramps the town would need over what it already has. (Mayor Swearingen)

COUNCIL CONSENSUS – Council agreed that a decision on whether or not to make all beach accesses ADA accessible should be put on a future meeting agenda for further discussion.

DETERMINATION OF FY16-17 COUNCIL GOALS

Council formulated their goals for FY16-17, as follows:

1. Resolution of outstanding issues relating to the Sandman Lane property
2. Over the next two years, resolve the storm water issues identified during the February 2016 Council Retreat
3. Before the end of FY 2018, develop plans, obtain financing and construct a new fire station and perform improvement to other town facilities
4. Maintain the current tax rate, if possible
5. Work with New Hanover County, Carolina Beach and Wrightsville Beach to develop a long-term Coastal Storm Damage Reduction funding plan
6. Monitor potential revenue shortfalls that may occur in future years
7. Complete the town's Comprehensive Plan by February 2017
8. Address public safety staffing during the FY 2017 budget process

ADJOURNMENT

MOTION – Commissioner Dugan moved to adjourn.

SECOND – Commissioner Whitley

VOTE – Unanimous

The meeting adjourned at 3:00 p.m.


Emilie Swearingen, 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.



MEMO

TO: Town Council
FROM: Nancy Avery, Town Clerk 
RE: Agenda item 5a under committee business
DATE: 3/11/16

Background

Several months ago, Council directed the Town Attorney to work with P&Z to draft an amendment to the political signage section of the Code of Ordinances regarding placement of signs in the right-of-way of the extraterritorial jurisdiction.

At the February meeting, Council sent the proposed ordinance amendment presented by the Town Attorney and P&Z back to them to amend as follows:

- keep the first sentence
- eliminate the second sentence
- change five days to ten days in the third sentence
- don't allow any signage on town-owned public property except at the Town Hall voting precinct with instructions to keep the last sentence of the proposed ordinance

The proposed amendment that P&Z and the Town Attorney are submitting to Council at the March meeting incorporates all changes Council requested at the February meeting. It does not include any new proposals.

P&Z will also recommend to you that language be added to impose a time limit for when political signs may be posted of 30 days prior to an election. There is no time limit in the current ordinance.

If you agree to this, I recommend language be added as the last sentence of the proposed amendment to read:

“Political signs may not be erected more than thirty (30) calendar days prior to an election or general run-off election”.

Action requested by staff

Adoption of this proposed amendment to the code requires a public hearing. Council needs to vote to schedule a hearing. My recommendation is that you schedule it as the first order of business at the April 19th meeting.

Funding required

Budgeted

KURE BEACH
PLANNING & ZONING COMMISSION

Meeting Date: March 2, 2016
Agenda Item# V. A.

Present to Town Council on:
Date: March 22, 2016

PLANNING AND ZONING COMMISSION
CONSISTENCY STATEMENT
N.C. Gen. Stat. 160A-383

(To be read into the record as a motion, seconded, and voted upon)

 This recommendation is consistent with the objectives and policies of the Town of Kure Beach Land Use Plan adopted by Town Council September 27, 2006 (Adopted and Certified by Coastal Resources Commission November 17, 2006)

 This recommendation applies to Section Part of the Town of Kure Beach Land Use Plan

 X Consideration of recommended text amendment to The Town of Kure Beach Code , Chapter 19 Zoning, Art. Sec. 19-373 (7)

 This recommendation applies to the John Sawyer Architects B1 District Study (HPA 2007)

The Planning and Zoning Commission considers its recommendation to be reasonable and in the public interest based on the following:

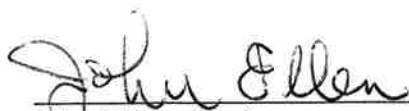
1. Proposed text amendment consistent with codified sign regulations;

2. Content neutral;

3. Constitutionally valid.

Therefore, the Planning and Zoning Commission requests Town Council's consideration of the above recommendation.

Attest:



John Ellen, Chairman
Planning and Zoning Commission

PROPOSED AMENDMENT TO CODE OF ORDINANCE SECTION 19 (zoning)
ARTICLE 6 (signs)
SECTION 373 (exceptions)
SUBSECTION 7 (political signs)

Proposed amendment with exact changes to current code

~~Temporary~~ political signs may be erected on any privately owned premises. ~~One may erect non-illuminated political signs prior to any primary or general election.~~ Political signs shall be removed within ten (10) days after the general or run-off election to which the sign pertains or after the termination of a candidacy, whichever occurs first. Portable political signs are not permitted. Political signs may not exceed six (6) square feet in size. Political signs will not be allowed within the right-of-way in the town limits or any publicly owned property. Political signs in the its extraterritorial jurisdiction shall not be attached to trees or utility poles, shall not be roof mounted, nor shall they be allowed on any publicly owned property be placed near the tree line from the edge of the road. Political signs may be erected within ~~one hundred (100) yards~~ within fifty (50) feet of the town hall or polling place twenty-four (24) hours prior to the scheduled election subject to limits imposed by the New Hanover County Board of Elections.

Proposed amendment would read:

⁽¹⁾ Political signs may be erected on any privately owned premises. ⁽²⁾ Political signs shall be removed within ten (10) days after the general or run-off election to which the sign pertains or after the termination of a candidacy, whichever occurs first. ⁽³⁾ Portable political signs are not permitted. Political signs may not exceed six (6) square feet in size. ⁽⁴⁾ Political signs will not be allowed within the right-of-way in the town limits or any publicly owned property. ⁽⁵⁾ Political signs in the extraterritorial jurisdiction shall be placed near the tree line from the edge of the road. ⁽⁶⁾ Political signs may not be erected within fifty (50) feet of the Town Hall or polling place twenty-four (24) hours prior to the scheduled election subject to limits imposed by the New Hanover County Board of Elections.

The above proposed amendment makes the following changes to the existing code. These changes were also incorporated in the draft amendment submitted at the February council meeting.

- 1) Removes language 'temporary' (*approved by council at February meeting. Council also requested this first sentence remain in the proposed amendment*)
- 2) Adds language requiring political signs to be removed within ten (10) days after election (*as per Council request at the February meeting – also complies with state law*)
- 3) Adds language that bans usage of portable political signs (*any sign which is not securely and permanently attached to the ground or a building*).
- 4) *Council specifically requested this language remain in the proposed amendment.*
- 5) Adds language to clarify that political signs are allowed in the extraterritorial jurisdiction only near the tree line (*current code does not allow*)
- 6) Changes placement of political signs from within 100 yards of town hall or polling place to within 50 feet (*matches BOE requirements*)
- 7) Deletes language "one may erect non-illuminated political signs prior to any primary or general election" (*as per Council request at the February meeting*)

- 8) Removes language stating signs may not be attached to trees or utility poles or be roof-mounted

Code currently reads:

Temporary political signs may be erected on any privately owned premises. One may erect non-illuminated political signs prior to any primary or general election. Political signs shall be removed after the general or run-off election to which the sign pertains or after the termination of a candidacy, whichever occurs first. Political signs may not exceed six (6) square feet in size. Political signs will not be allowed within the right-of-way in the town limits or its extraterritorial jurisdiction, shall not be attached to trees or utility poles, shall not be roof-mounted, nor shall they be allowed on any publicly owned property. Political signs may be erected within one hundred (100) yards of the town hall or polling place twenty-four (24) hours prior to the scheduled election subject to limits imposed by the New Hanover County Board of Elections.

PROPOSED AMENDMENT

Chapter 19-373(7)

Political signs may be erected on any privately owned premises. Political signs shall be removed within ten (10) days after the general or run-off election to which the sign pertains or after the termination of a candidacy, whichever occurs first. Portable political signs are not permitted. Political signs may not exceed six (6) square feet in size. Political signs will not be allowed within the right-of-way in the town limits or any publicly owned property. Political signs in the extraterritorial jurisdiction shall be placed near the tree line from the edge of the road. Political signs may not be erected within fifty (50) feet of the Town Hall or polling place twenty-four (24) hours prior to the scheduled election subject to limits imposed by the New Hanover County Board of Elections.

From: John Ellen <67jellen@gmail.com>
Sent: Friday, March 04, 2016 9:18 AM
To: Emilie Swearingen; Craig Bloszinsky; David Heglar; Joseph Whitley; Jim Dugan; Nancy Avery; Nancy Hewitt; AA Canoutas
Subject: Planning and Zoning March 2016 Meeting

Madam Mayor and Distinguished Kure Beach Town Commissioners:

POLITICAL SIGNS

Below are results of last night's Planning and Zoning Commission Meeting:

First issue: proposed ordinance change regarding political signs.

- Supporting information as the Kure Beach Town Council considers the new proposed ordinance change.
- P&Z was merely trying to clean up the language as requested by Council.
- The way the draft reads now, it complies with the Board of Elections.
- Any prohibition of a sign is unconstitutional.
- Content neutral would suffice for compliance with the First Amendment.
- Signs cannot be on Kure Beach town property
- The latest draft reiterates the State Election Laws.
- There was further discussion regarding time limits; how soon can signs go up and when should they come down; time can be regulated as long as it is reasonable and constitutionally valid considering "one stop early voting," primaries and general elections -- Law states 30 days beginning prior to one stop early voting and ending 10 days after the primary or general election
- Although the approved P&Z "draft" ordinance does not include a time limit for posting signs, we recommend the Council consider adding a 30-day limit to the start of sign usage.
- Proposed draft political sign ordinance:

○ **Section 19-373(7)** "Political signs may be erected on any privately owned premises. Political signs shall be removed within ten (10) days after primary or general election to which the sign pertains or after the termination of a candidacy, whichever occurs first. Political signs may not exceed six (6) square feet in size. Political signs will not be allowed within the right-of-way in the town limits or any publicly owned property. Political signs in the extraterritorial jurisdiction shall be placed near the tree line from the edge of the road. Political signs may not be erected within fifty (50) feet of the Town Hall or polling place twenty-four (24) hours prior to the scheduled election subject to limits imposed by the New Hanover County Board of elections."

SHIPPING CONTAINERS

Second Issue: Use of shipping containers as residential dwellings.

Supporting Information:

P&Z has two options to present; one prohibiting containers and one allowing containers within Zoning District RA-2T.

Attorney presented his legal opinion for two sets of ordinance changes.

It is possible that each of our specific zoning districts permitted use lists will have to be changed to exclude container dwellings rather than just simple statement that excludes them throughout the town.

Even if the prevailing wisdom of the council approves container dwellings in RA-2T, the other district permitted use lists may still need to be changed to exclude them in those other districts.

Attorney Eldridge cited a Supreme Court case where regulations of uses in zoning provisions need to be clear and specific. Kure Beach Sec. 19-79 (page 1216) may need to be revised. This section may need to be struck from the ordinances per the Supreme Court Case so it doesn't come back to adversely impact the town.

Revising all districts is a big undertaking.

This complex issue presents legal risk which needs more work before presenting to Council.

P&Z is checking how other towns, i.e. Chapel Hill and Cary are handling this issue.

General Statute says mobile homes cannot be prohibited but can be regulated. Containers likewise can be regulated considering property values, being harmonious and not prohibit aesthetics.


In my absence, Vice Chairman Alan Votta will attend the Council meeting on March 22nd to discuss the sign ordinance and will be available to answer questions regarding our progress on the container dwelling issue.

Respectfully,

John Ellen



MEMO

TO: Town Council
FROM: Nancy Avery, Town Clerk 
RE: Agenda item 1 under department head business
DATE: 3/11/16

Background

At the council retreat in February, I was directed to prepare the process to hire an architect to provide drawings to establish a construction budget for the expansion of town hall and to build a new fire station.

NC General Statute 143-64.31 states that the town must hire an architect, engineer, surveyor and other design service firm based on qualifications for the job only and may not consider pricing. Once a firm is selected by qualifications, council may then negotiate with that firm on price. If no agreement can be reached, then council may go to the next most qualified firm.

This requirement puts council in the position of trying to decide whether the price the selected firm sets is reasonable without having any means of comparison with what another firm would charge.

NC General Statute 143-64.32 authorizes the town to exempt itself from this requirement and in doing so, allows the town to request pricing and include that as part of the selection process. This exemption may only apply if the cost of the service does not exceed \$50,000.

Action requested by staff

I recommend the council adopt Resolution R16-05 exempting the town from the requirement of selecting an architectural firm based on qualifications only.

I am also asking council to approve the request for architectural design service. The request is for architectural firms to submit pricing to provide conceptual drawings for:

- a new fire station building
- expansion of the town hall building for additional office/meeting space
- redesign of the existing fire station office space to accommodate use by the police
- redesign of existing traffic flow and parking for both staff and the public

Proposals are to be received by April 20th to be reviewed by council at the April 22nd budget workshop. (since the March meeting is so late in the month, it only allows 2 ½ weeks to receive proposals. If we push it to the budget meeting, it allows 3 ½ weeks for proposals to be received)

Funding required

As decided at retreat, the Finance Officer prepared a resolution transferring \$30,000 from the contingency fund to my budget for this expense.

Comments for consideration

Council may elect to not exempt the town from the qualification based requirement and issue a RFQ (request for qualifications). Council elected to do the exemption when hiring an architect for the Ocean Front Park because they didn't want to make a selection without a pricing comparison. The exemption is only my recommendation.



TOWN COUNCIL
TOWN OF KURE BEACH, NC

RESOLUTION R16-05

RESOLUTION DECLARING AN EXEMPTION FROM G.S. 143-64.31 REQUIRING INITIAL SELECTION OF ARCHITECTURAL FIRMS WITHOUT REGARD TO FEE

WHEREAS, G. S. 143-64.31 requires the initial solicitation and evaluation of firms to perform architectural, engineering, surveying, construction management-at-risk services, and design-build services (collectively “design services”) to be based on qualifications and without regard to fee; and

WHEREAS, the Town of Kure Beach proposes to enter into one or more contracts for design services for a conceptual architectural design for expansion of the town hall complex and construction of a separate building to be used as a fire station; and

WHEREAS, G. S. 143-64.32 authorizes units of local government to exempt contracts for design services from the qualifications-based selection requirements of G.S. 143-64.31 if the estimated fee is less than \$50,000; and

WHEREAS, the estimated fee for design services for the above-described project is less than \$50,000

NOW, THEREFORE BE IT RESOLVED, that the Kure Beach Town Council does hereby declare the above described project exempt from the provisions of G.S. 143-64.31.

Adopted this the 24th day of March, 2016.

Emilie Swearingen, Mayor

ATTEST:

Nancy Avery, Town Clerk



REQUEST FOR ARCHITECTURAL DESIGN SERVICES

FOR CONCEPT DRAWINGS AND RELATED COSTS

KURE BEACH TOWN HALL EXPANSION AND NEW FIRE STATION PROJECT

INTRODUCTION

The Town of Kure Beach is seeking providers of architectural services for conceptual drawings of a new fire station building and expansion of the existing town hall building for additional office space. Concept design will provide enough detail on best use of space to maximize office and storage areas and provide a reasonable estimate of materials and cost to construct. The Town Council will use the conceptual drawings to set the construction budget.

BACKGROUND

The Town of Kure Beach is a municipality serving a community of 2,012 year-round residents and a summer population in the tens of thousands. Services provided by the town are garbage and recycling pick-up, water and sewer service, building inspection, code enforcement, police, and fire. The existing town hall facility and the site of a new fire station are located 6 blocks from the Atlantic Ocean and approximately 6-8 blocks from the Cape Fear River.

SITE

Town Hall complex located at 117 Settlers Lane in Kure Beach, NC

PROPERTY INSPECTION

All interested parties should contact John Batson, Building Inspector at (910) 458-6535 or Nancy Avery, Town Clerk at (910-458-8216) to schedule a time to view and inspect the buildings and property.

SCOPE OF WORK

The exact scope of services required by the Town will be set forth in an agreement between the Town and the selected architectural firm.

The scope of work for the architectural firm shall include, but is not limited to, working with staff to design concept drawings for the following:

- Extension of the south side of the existing town hall building to connect with the existing police department building to add office, conference/meeting room and storage space. Approximately 2,700 square feet.
- A new fire station facility to be built on vacant land adjacent to the town hall complex to include a one to three story building with bays, offices, restrooms, kitchen, conference/training room, reception area, sleeping quarters, storage areas and parking for staff and visitors. Approximately 4,500 square feet.

- Renovation of existing fire department office space for use by the police department. Approximately 2,800 square feet.
- Redesign of existing traffic flow and parking for both staff and the public.

Drawings need to be detailed enough to give the Town Council a reasonable idea of cost and material type to decide the construction budget. Every effort shall be made to incorporate green and sustainable design features as budget allows.

PROPOSAL SUBMISSION

Proposals must be received by 3:00 pm on Wednesday, April 20, 2016. Proposals are to be submitted to the attention of the Town Clerk by either email to townclerk@tokb.org or mail to:

Kure Beach Town Hall
117 Settlers Lane
Kure Beach, NC

Submissions received after 3:00 pm on April 20th will not be considered.

Proposals will be reviewed by the Town Council in a budget workshop on April 22nd.

CONTENT OF RESPONSES

Each response shall provide:

- Description of the overall capabilities of the firm relevant to the proposed project located in a coastal community.
- General information and background to include contact information, size of the firm, number of years in business, number of staff by discipline and total personnel.
- Summary of most recently completed projects on which similar services were provided.
- Indication of experience level in green and sustainable design features.
- Pricing associated with producing the requested conceptual drawings and estimates to be used to determine the project construction budget.

NOTE: At the March 24th meeting, the Town Council passed a resolution exempting the Town from General Statute 143-64.31 (Mini-Brooks Act) requiring use of the Qualifications - Based Selection (QBS) process.

PROJECT FUNDING

The project will be funded from the town's general fund budget in the form of loans and possibly grants.

TOWN RESERVATIONS

The Town expressly reserves the right to:

- Withdraw this request anytime without prior notice.
- Postpone the response due date for its own convenience.
- Reject any or all responses.
- Accept the responses deemed by the Town to be in the best interest of the Town and the general public.
- Waive any irregularity and/or informality in the responses received.
- Award a contract for the project to one architect or not award a contract.

Excerpts from policy on committees and boards regarding appointments

AD HOC COMMITTEES

(Community Center, Marketing, Parks and Recreation, Shoreline Access, Beach Protection and Parking (SLABPP)).

1. Vacancies on ad hoc committees will be filled by the following procedure:
 - a. Applications received by the clerk will be forwarded to the appropriate committee and Town Council members for review. All applications shall be retained for a period of one (1) year.
 - b. Incumbent committee members will interview applicants at a regularly scheduled meeting of the committee in open session.
 - c. In open session, committee members will, by vote of the committee, select two applicants for each vacancy to forward to Town Council for consideration.
 - d. Town Council will, by vote of the Council, approve one applicant for each position. The Town Council may reject any and all committee recommendations and appoint any qualified person to fill any committee vacancy.
 - e. In the event there is only one applicant to fill the position, Council will vote to decide whether to waive the requirement of two applicants. (revised 3/16/10)

COMMISSIONS AND BOARDS REQUIRED BY N.C. GENERAL STATUTE (P&Z and BOA)

1. Vacancies for both shall be advertised by the clerk. Applications received by the clerk will be forwarded to Town Council members for review. All applications shall be retained for a period of one (1) year. Town Council members will interview applicants at a properly scheduled meeting of the Council in open session. Town Council will, by vote of the Council, approve one applicant for each position. Incumbent members do not interview applicants, only Town Council.
(Revised 2/16/10)

Nancy Hewitt

From: Emilie Swearingen
Sent: Saturday, February 27, 2016 2:34 PM
To: Nancy Avery
Cc: Nancy Hewitt; Joseph Whitley; Craig Bloszinsky; Jim Dugan; Andy Canoutas
Subject: RE: Application for Parks & Rec Membership

Pls put on march agenda.

Em

From: Nancy Avery
Sent: Thursday, February 25, 2016 4:48 PM
To: Emilie Swearingen <emilieswearingen@townofkurebeach.org>
Cc: Nancy Hewitt <frontdesk@townofkurebeach.org>; Joseph Whitley <jos.whitley@gmail.com>; Craig Bloszinsky <craigbloszinsky@townofkurebeach.org>; Jim Dugan <twoatbeach@bellsouth.net>; Andy Canoutas <aa.canoutas@yahoo.com>
Subject: Re: Application for Parks & Rec Membership

I had it backwards about P&Z opting out of interviewing applicants. What happened was that in January of 2010, P&Z interviewed applicants and made a recommendation to Council. Council did not accept P&Z interviewing applicants and in February 2010, Council revised the committee policy to say P&Z and BOA applicants would be interviewed only by Council and that incumbent members did not interview applicants, only Town Council.

The Code of Ordinances is silent on the interview process.

Nancy Avery
Town Clerk
117 Settlers Lane
Kure Beach, NC 28449
910-458-8216 office
910-443-0410 cell
townclerk@townofkurebeach.org
www.townofkurebeach.org

On Feb 24, 2016, at 4:14 PM, Nancy Avery <townclerk@townofkurebeach.org> wrote:

All committees do per policy, but P&Z opted not to. Political thing with council couple of years ago, as I recall.

Nancy Avery
Town Clerk
Town of Kure Beach
117 Settlers Lane
Kure Beach, NC 28403
910-458-8216 office
910-458-7421 cell
910-443-0410

www.townofkurebeach.org

On Feb 24, 2016, at 3:56 PM, Emilie Swearingen <emilieswearingen@townofkurebeach.org> wrote:

And why does P&R get to interview and choose members when no other committee does, including P&Z?

Emilie

Sent from my iPad

On Feb 24, 2016, at 9:55 AM, "Nancy Hewitt" <frontdesk@townofkurebeach.org> wrote:

Emilie & Ken:

I put a completed Parks & Rec Board membership application in your boxes at Town Hall, and I'm also attaching the application to this email in case Ken wants to call the applicant to schedule an interview at the board's next meeting. If P&R decides to bring him on as a member, just let me know after the meeting and I'll put it on council's consent agenda for approval. Thanks!

Nancy Hewitt, CMC
Deputy Town Clerk

Town of Kure Beach
117 Settlers Lane
Kure Beach, NC 28449
910.458.8216/Fax 910.458.7421
<http://www.townofkurebeach.org>

BE YOURSELF; everyone else is taken!

E-Mail correspondence to and from this address may be subject to North Carolina Public Records Law "NCGS.Ch.132" and may be disclosed to third parties by an authorized state official.

<20160224095116.pdf>



NCBIWA 2016 NC Coastal Local Government Annual Meeting

Wednesday April 20 to Thursday April 21, 2016
NC Aquarium at Pine Knoll Shores

EVENT SPONSORSHIP AND EXHIBITOR OPPORTUNITIES

Sponsors at any level will receive 2 registrations at no additional charge except Silver which receives 1

Wednesday Pre-Meeting Morning Snack-\$700

8:00 am – 9:00 am Includes co-op logo in program - logo card on table- listing in the program schedule

Wednesday Evening Reception - \$5,000

(May be shared by 2 or more sponsors)

5:00 pm – 7:00 pm Includes co-op logo in program - logo card on table- listing in the program schedule

Wednesday Working Box Lunch - \$3,000

(May be shared by 2 or more sponsors)

Wednesday 12:00noon -1:30pm; Includes co-op logo in program - logo card on table- listing in the program schedule

Thursday Continental Breakfast-\$1,500

Thursday Morning-Includes co-op logo in program - logo card on table- listing in the program schedule

Thursday Working Box Lunch - \$3,000

(May be shared by 2 or more sponsors)

Thursday 12 noon-1:30 pm

Includes co-op logo on back cover of program - a logo card on table - listing in the program schedule

FOUR intra-program breaks - \$1,250 each

Wednesday morning, Wednesday afternoon, Thursday morning, Thursday afternoon
Coffee, soft drinks, snacks / Includes co-op logo in program - listing in the program schedule + a logo card on table

Printed Conference Program-\$700

Name or co-op logo printed on each page of conference program

Meeting Coffee & Water Service - \$1,000

Card with logo in coffee service area and in program

Printed Meeting Bags-\$900

Includes one color imprint

Name Badge Holders-\$600

Includes one color imprint

GENERAL LEVEL SPONSORSHIPS – (Number available unlimited)

\$2,500 Diamond Sponsorships

Listing and logo in program

\$1,500 Platinum Sponsorships

Listing and logo in program

\$1,000 Sponsorships

Listing and logo in program

\$500 Silver Sponsorships

Listing in program

\$250 Bronze Sponsorships

Listing in program

To ask questions or commit to an involvement option, contact:
Kathleen Riely at < ncbiwa@gmail.com > or at 203-415-8148

If you want to sponsor this meeting mail your check or mail credit card info to:

NCBIWA, Post Office Box 440, Wrightsville Beach, NC 28480

Please indicate which event you wish to sponsor

You will be provided an invoice for our records

(We accept Master Card, Visa, and Discover Card)

Memo



To: Emilie Swearingen, Craig Bloszinsky, David Heglar,
Jim Dugan and Joseph Whitley

From: Arlen Copenhaver *AC*

Date: March 14, 2016

Re: Carolina/Kure Beach Sewer Authority Update

The Carolina/Kure Beach Sewer Authority met on February 25, 2016, to finalize expenses for fiscal year 2015, adjust rates for fiscal year 2016 and to set rates for fiscal year 2017. The Authority previously met on March 19, 2015, at which time fiscal year 2014 was reconciled.

The rates previously established for fiscal year 2016 were adjusted based on the actual data from fiscal year 2015 as follows:

Variable Costs: 0.01 cent per 1,000 gallons decrease (from 78.87 to 77.66)

Fixed Costs: \$3,966.14 per month increase (from \$9,705.17 to \$13,671.31)

Capital Recovery: No change (\$3,746.25 per month)

As a result of the above adjustments to the fiscal year 2016 rates, Kure Beach owes Carolina Beach \$26,223.20 for the period of July 2015 through January 2016. This was determined as follows:

<u>Over/(Under)</u> <u>Variable Costs</u>	<u>Over/(Under)</u> <u>Fixed Costs</u>	<u>Over/(Under)</u> <u>Capital</u>	<u>Over/(Under)</u> <u>Total</u>
\$1,539.75	(\$27,762.95)	\$0.00	(\$26,223.20)

At the meeting, several expense categories that had significant changes from the prior year were discussed with Carolina Beach providing explanations for the increases. Also, several proposed capital projects at the Carolina Beach treatment plant for fiscal year 2017 were discussed. The approximate cost for these projects is \$1.2 million with the Kure Beach share being about \$291,100. The \$291,100 would be spread over a period of 25 years in relation to the project financing.

Carolina Beach agreed to provide the fiscal year 2017 waste water treatment budget information as soon as it is available.

As of February 25, 2016, the Authority set the following rates for fiscal year 2017 subject to approval by the respective Town Councils:

Variable Costs: 77.66 cents per 1,000 gallons

Fixed Costs: \$13,671.31 per month

Capital Recovery: \$3,746.25 per month

Please let me know if you have any questions or require additional information.

Section 5.06 Travel, Training and Business Expenses P&P

Adopted 2/17/2009

Revised 1/17/2012

A. PURPOSE

The Town's Travel, Training and Business Expenses Policy provides for reimbursement to Town employees/elected officials for approved expenses that are incurred as part of their responsibilities as Town employees/elected officials. It is the intent of the Town to pay for reasonable expenses for Town employees/elected officials attending training sessions, conferences and other authorized meetings which will, through knowledge gained by those attending, benefit the Town. It is also the intent of the Town to reimburse Town employees/elected officials for any required travel when using their private vehicle.

B. AUTHORITY AND APPROVALS

The department head shall approve, in advance, all requests for training and travel expenses made by Town employees under his or her supervision assuming there are sufficient funds available within the department's approved budget. The applicable Town Council department liaison shall approve all requests for training and travel by department heads and Town Council shall approve all training and travel requests for elected officials. In both instances, there must be sufficient funds available within the applicable department's approved budget.

The respective department head will review Travel Expense Reports (Exhibit 1) for reasonableness of expenses and compliance with this policy. Travel Expense Reports must be approved in writing by the department head prior to submission to the Finance Department.

The Finance Department will also review all travel related transactions, including the Travel Expense Report and supporting documentation, and advise the department head of any apparent deviations from this policy.

C. GENERAL POLICY

It is the policy of the Town to reimburse employees/elected officials for approved out-of-town travel and transportation expenses directly related to official business of the Town.

1. Training/Conference Fees

The Town will pay all registration costs, including charges for any meals that are included as part of a registration fee for a meeting, conference, workshop or seminar that has been approved in accordance with Section II of this Policy.

2. Transportation

The Town will pay round trip train, bus or coach airfare to the destination and transportation between airports, hotels, and activity sites. The use of rental cars may be allowed by the department head when cost effective. All other approved transportation related fees will be reimbursed by the Town.

3. Use of Personal Vehicle

The Town will pay employees/elected officials on the basis of mileage incurred for the use of their private vehicle when on Town business. The cost of providing the mileage allowance in relation to the cost and practicality of other forms of transportation should be evaluated. The Town's mileage allowance is based on current IRS regulations. Travel by Town vehicle is encouraged whenever available. Parking fees will be reimbursed. However, any parking or speeding violations received while on Town business are the responsibility of the employee/elected official.

4. Lodging

The Town will pay the actual cost of moderately priced lodging, including gratuities, for the employee/elected official only. If an activity is being held at a hotel, that hotel may be selected for lodging. The Town will pay expenses for an extended overnight stay when significant savings may be realized. Such extended stay must be specifically approved in advance by the department head and the amount of the savings documented on the Travel Expense Report.

5. Meals

The Town will pay per diem for meals and gratuities as shown in IRS Publication 1542, Per Diem Rates for Travel within the Continental United States (CONUS), for Wilmington, NC. The current breakdown of per diem meals, including gratuities, per IRS Publication 1542 is:

- Breakfast \$ 9.00
- Lunch \$13.00
- Dinner \$29.00

For out-of-state travel, the Town will pay per diem for meals and gratuities as shown in IRS Publication 1542 for the destination city.

Additionally in regard to meal expenses:

- a. It is expected that if expenses greater than the per diem amount are incurred on a specific day that generally these expenses will be offset by other days where expenses are less than the per diem rate.
- b. Meals or banquets, included in an activity's program where there is no practical control over the site or food selection, that exceed per diem amounts may be considered for reimbursement on a case-by-case basis. Upon prior approval by the department head, the Town will pay reasonable extra costs for these meals and gratuities only when a receipt is furnished and the expense justified on an approved Travel Expense Report, showing prior approval.
- c. Meals that are included in an event's registration costs should not be claimed as a per diem expense. The Town will only allow exceptions related to medical dietary restrictions. If it is decided to skip an event meal (that is included in the registration fees paid by the Town) and purchase meals elsewhere, it will be considered a personal expense and will not be reimbursed by the Town.
- d. For an employee/elected official to be eligible for per diem meal allowances, the following times apply to the travel days:
 - Breakfast – must depart prior to 7:30 am
 - Lunch – must depart prior to 10:00 am and return after 2:00 pm
 - Dinner – must return after 6:30 pm
- e. Under circumstances where breakfast or other meals are provided by the hotel at no additional cost, the employee/elected official may choose the complimentary meal and forgo the per diem or choose to make alternative meal arrangements and receive the per diem at their discretion.

6. Incidental Travel Expenses

The Town will reimburse for incidental expenses such as Internet access (for business purposes) upon approval of the department head. The employee/elected official must document the type of expense and reason for the need (if applicable). At the discretion of the department head or Town Council, the per diem rate for incidental expenses per IRS Publication 1542 may be used. The current per diem rate for incidental expenses is \$5.00. The Town will not pay for personal expenses that are unrelated to the purpose of the travel. Expenses such as, but not limited

to, alcoholic beverages, magazines, movies, premium TV channels, personal Internet use and other entertainment will not be reimbursed.

D. PROCEDURES

1. To request funds in advance for overnight travel, a Travel Expense Report must be submitted for the funds needed (minimum \$50) indicating the purpose of the travel, dates, location of the activity, the name of the employee and the applicable due date for payment. Approved Travel Expense Reports must be received by the Finance Department no less than 10 days prior to the date the check is needed. For payment of training/conference fees, it is important that two copies of any forms that must accompany a prepayment be sent to the Finance Department. The Finance Department will mail the prepayment and a copy of the required form(s) directly to the vendor.
2. After the completion of the activity involving overnight travel, all related expenses must be reported within five days to the Finance Department by submitting a Travel Expense Report. Receipts or other documents will be required for all expenses other than meals being reimbursed on a per diem basis as noted in Section III.E of this Policy. Employees are cautioned that the Town may deny payment of any unreasonable expense or any unsupported expense. The approved Travel Expense Report and attachments must be submitted to the Finance Department before any reimbursements can occur.
3. If a receipt is lost for an expense greater than \$10, a duplicate receipt must be obtained. If the amount is less than \$10, additional details must be provided on the Travel Expense Report or other attached documents. Duplicate receipts are generally available from vendors and hotels upon request.
4. Town issued credit cards may be used to pay overnight travel and training expenses. The total amount charged to the credit card prior to, or during travel and training activity, is to be entered on the Credit Card Log Sheet (Exhibit 2). The Credit Card Log Sheet and original receipts must be submitted to the Finance Department as detailed in Section IV of the Town's Purchasing Policy and Procedures Manual.

When reimbursement is due to the Town, the employee/elected official must submit an approved Travel Expense Report to the Finance Department, along with a check payable to the Town in the amount of the reimbursement, within five working days after completion of the activity.



N.C. Green Travel, Carteret County Tourism Development Authority, and the N.C. Coastal Reserve Present:

Promoting Sustainable Tourism Businesses on the North Carolina Coast

March 9, 2016

**NOAA Beaufort Lab Auditorium, Pivers Island
101 Pivers Island Road, Beaufort, NC**

Workshop Objectives – Coastal businesses will learn about:

- Sustainable tourism efforts that help the environment and their business's bottom line;
- The N.C. Green Travel program and its certification process;
- The marketing advantages of being a certified green travel business;
- Waste Reduction Partners and the services they offer businesses; and
- The sustainability efforts implemented by the Hampton Inn & Suites of Jacksonville, N.C.

Agenda

8:30am	Check-in, Coffee & Snacks – Sponsored by the Carteret County Tourism Development Authority
9:00am	Welcome & Introductions
9:15am	Why Sustainable Tourism? An environmental perspective – Paula Gillikin, N.C. Coastal Reserve
9:45am	Why Sustainable Tourism? A business perspective – David Avery, The Tombras Group & Carol Lohr, Carteret County Tourism Development Authority
10:15am	Break – Sponsored by the Carteret County Tourism Development Authority
10:30am	N.C. Green Travel – Tom Rhodes, N.C. Division of Environmental Assistance & Customer Service
11:00am	Waste Reduction Partners – Ernie Swanson, Consultant
11:30am	Hampton Inn & Suites of Jacksonville, N.C. Sustainability in action – Miguel Murillo, General Manager
12:00pm	Wrap up & Adjourn