

CAROLINA BEACH

Town Council Workshop Day Meeting Minutes
Tuesday, November 26, 2019 @ 9:00 AM
Council Chambers
1121 N. Lake Park Boulevard
Carolina Beach, NC 28428

ASSEMBLY

A Day Meeting Workshop of the Town of Carolina Beach Town Council was held on Tuesday, November 26, 2019, at 9:00 AM at Council Chambers.

PRESENT: Mayor Joe Benson, Mayor Pro Tem Tom Bridges, Council Member LeAnn Pierce, Council Member Steve Shuttleworth, and Council Member JoDan Garza

ALSO PRESENT: Interim Town Manager Ed Parvin, and Town Clerk Kim Ward

1. MAYOR BENSON CALLED THE MEETING TO ORDER

2. DISCUSSION ITEMS

a. Employee Recognition

The Town recognized the following employees for their service:

- Mark Meyer, Public Utilities Director, 5 years
- Joe Hutcherson, Code Enforcement Officer, 5 years

b. Presentation by Tim Buckland on the 2020 Census

New Hanover County Intergovernmental Affairs Coordinator Tim Buckland presented information on the 2020 Census. He focused on reasons for the Census, participation goals, community outreach, and key dates. Mr. Buckland said ideas the Town might consider to help with the effort are providing space and computers the public may use to fill out online forms, inserting promotional materials in Town correspondence with residents, and providing a Census booth at community events.

Mayor Benson suggested the billboard on the south side of Snow's Cut Bridge would be a good resource for getting the word out about the Census.

Council Member Pierce asked Mr. Parvin to think about setting up computers for the public and using the billboard as suggested by Mayor Benson.

Council Member Garza suggested using Facebook and the Town's website to promote the Census effort. Mr. Buckland said the County is planning to produce PSAs that can be shared online.

c. Update on Hamlet Avenue Facility

Mark Meyer, Public Utilities Director, presented an update and two proposed revised layouts for the Hamlet Avenue Facility. The purpose of the revisions was to explore adding additional bathrooms to the project, which is scheduled for completion in mid-July.

Mayor Pro Tem Bridges said he liked the design of revised layout 1 because it offered more storage.

Council Member Pierce said she liked the addition of a family bathroom in revised layout 1.

There was a consensus among Council that Town staff should move forward with revised layout 1.

Council Member Pierce suggested that the outside design be “beachy and attractive.” Mr. Parvin said Town staff would discuss this with the architect.

d. Discussion on Restructuring Town Committees

Mr. Parvin asked Council to consider consolidating the Ad Hoc Power Line Committee with the Operations Advisory Committee. He said the Power Line Committee had a lot of energy and excitement but that it only had three members and they need time with the Operations Advisory Committee to delve into bigger projects and explore burying power lines.

ACTION: Motion to consolidate the Operations Advisory Committee and the Ad Hoc Power Line Committee effective immediately, and in doing so the Operations Advisory Committee is increased to 7 members and 2 alternates.

Motion: Joe Benson

Vote: UNANIMOUS

3. NON-AGENDA ITEMS

a. Mr. Parvin mentioned that in previous discussions about Freeman Park Council had asked that the vendor fee to sell annual passes at Island Tackle be passed to the customer. He said the additional \$5 would make the cost inconsistent between sales locations, resulting in possible confusion.

ACTION: Motion for consistency to make the price for Freeman Park passes the same at all points of sale and reaffirming the previous decision to charge consumers for transaction and processing fees.

Motion: Joe Benson

Vote: UNANIMOUS

Council Member Garza said at the upcoming Council retreat he hoped to hear an update from a representative of each Town committee as well as reports from Mr. Parvin about key issues. Mr. Parvin said a possible date for the retreat is February 5. Council Member Pierce said the retreat should be in January. Mr. Parvin said he would look at earlier dates.

Council member Garza said he was disappointed with what the Town gave its employees during the holidays last year. He said many employees liked the blankets they received but expressed complaints about the \$10 turkey gift certificate. He also suggested instead of having an off-site party that Town staff consider hiring a food truck and using the money saved to invite employees’ loved ones to join them to make the party more engaging. Mr. Parvin said this year’s party is planned for December 13 at Fort Fisher so it was too late to change the venue but that Town staff would look at another option besides the \$10 turkey gift certificates.

Council Member Pierce asked Council to start thinking about ideas for the upcoming retreat, including things that need to be discussed or addressed. Mr. Parvin said he is putting together information from each of the department heads to present.

Council Member Pierce said she was concerned about reports that entries for the Christmas Parade were capped and that local business owners were turned away from participating. She asked that this process be examined so all locals had a chance to be in the parade.

Council Member Garza asked that the two new incoming Council members each get a copy of *Robert's Rules of Order*. He also wanted to see more availability of Town shirts and other branded apparel for Council.

Mayor Benson said final preparations were under way for the Canal Drive Flooding Advisory Committee Open House on December 3. He also said Ocean Cure would receive a key to the city on December 10. Mayor Benson also reported that a recent letter from the Local Government Commission indicated that the fund balance was 32.5%, not including two FEMA reimbursements, which the organization acknowledged as a positive trend.

4. ADJOURNMENT

a. Mayor Benson adjourned the meeting 9:42 a.m.

Submitted by Kimberlee Ward, Town Clerk

Meeting minutes approved on January 14, 2020.