

# CAROLINA BEACH

Town Council Workshop Minutes  
Tuesday, July 23, 2019 @ 9:00 AM  
Council Chambers  
1121 N. Lake Park Boulevard  
Carolina Beach, NC 28428

## ASSEMBLY

The Town of Carolina Beach Town Council Workshop was held on Tuesday, July 23, 2019 at 9:00 AM at Council Chambers.

PRESENT: Mayor Pro Tem Tom Bridges, Council Member LeAnn Pierce, and Council Member Steve Shuttleworth

ABSENT: Mayor Joe Benson and Council Member JoDan Garza

ALSO PRESENT: Town Manager Lucky Narain, Interim Town Manager Ed Parvin, Finance Director Debbie Hall, Town Clerk Kim Ward, and Town Attorney Noel Fox

### 1. MPT BRIDGES CALLED THE MEETING TO ORDER AT 9 AM

- a. Mayor Benson and Council Member Garza had scheduling conflicts and were excused from this meeting.

### 2. DISCUSSION ITEMS

- a. Pay Study Presentation by David Hill with HRE Consultants

David Hill with HRE Consultants presented his findings from his study of Town salaries. On average, employees are approximately 2 pay grades below or -7% where they should be.

Mr. Parvin said this will come back to the August 13, 2019 meeting for a vote to approve the salary grade adjustment.

- b. Update on New Website

GIS Coordinator Gigi Baggarley reviewed the status of the new website design. Granicus conducted a live demonstration remotely.

Mrs. Baggarley said this would cost \$7,500 the first year for the redesign, then it would go down to around \$4,000 each year. The difference you would pay over a 5 year period is \$7,400.

Council Member Shuttleworth asked how long the transition would take.

Mrs. Baggarley replied 4-6 months to go live.

Council Member Shuttleworth said that he would like to bring this back to the August meeting for Council Member Garza to see since he expressed an interest.

c. Discussion on various DOT related topics

Public Works Director Brian Stanberry gave a few updates on communications with NCDOT.

The collapsible bollards at all crosswalks (8) were approved by DOT. The Town has to install and maintain them. They also approved the supplemental signage to put flashing signs on each side at every crosswalk.

They are still working on putting a high visibility crosswalk at the Ocean Boulevard greenway crosswalk. DOT is asking for clarification on what type of beacon that will be used. They may not all be implement at one time but the Town is asking for all from DOT.

Council member Shuttleworth asked if there were crosswalks needed on any Town maintained roads.

Mr. Stanberry said that they have been focused on the problematic areas which are the State roads.

Council Member Shuttleworth said that Wildlife is towing vehicles off Annie Drive and St. Joseph Street. Residents think the Town is doing it. He asked staff to reach out to Wildlife to see if they can work something out so that trucks and trailers are not getting towed.

MPT Bridges mentioned that the timing of the lights at the crosswalks flash longer than they need to. Atlanta Avenue was flashing the other day and no one was around. Same at Good Hops.

Mr. Stanberry said he would look into it.

Council Member Shuttleworth asked about getting a left turn signal at the light at the ABC store and Publix.

Mr. Hardison replied that DOT and Publix are working on it. They recognize the need.

Council Member Shuttleworth asked staff to put the word out that they are looking into it. He also asked staff to inquire if they could adjust the timing of the stop lights in general seasonally.

Council Member Shuttleworth asked staff to get with Lanier Parking on why they are not manning Freeman Park and why the meters are not working. Also, are they working on plan for double golf cart parking?

Council Member Pierce said that visitors are going on Freeman Park prior to 8 am because they know that no one will be at the gate.

Chief Spivey mentioned that he was at Freeman Park at 6 am for three Saturdays in July and only 1-3 vehicles came onto the park before 8 am.

Council Member Shuttleworth recommended sending an officer out at 7:55 am to check passes.

Council Member Pierce asked how long it would be before the flashing beacons go out.

Mr. Stanberry replied that they are ready to go.

Council Member Pierce asked Mr. Stanberry to push forward because the citizens want to see movement.

Council Member Pierce mentioned that everyone wants to see the solar speed signs around Town. People love them. She suggested looking into a cost share with neighborhoods.

Mr. Stanberry said that the cost \$2,600 each.

Council Member Shuttleworth stated that he likes the analytics side of it.

Council Member Shuttleworth said that signs are becoming very cluttered and busy. Observe pedestrian habits, some are not going to the crosswalks.

MPT Bridges stated that if signs stay in one place for a long time you start ignoring them. Move the solar signs around to get valuable data. The sign on South Sixth has trees growing over it.

Council Member Shuttleworth asked for an update on the speed limit reduction request to DOT.

Mr. Hardison said that he sent the request to DOT on Friday. He requested they look at Dow Road, North Lake Park Boulevard, and Ocean Boulevard. It usually takes about 8-10 weeks to get the results back.

MPT Bridges feels that it would be beneficial to have Ocean Boulevard reduced to 35 mph due to the Greenway.

d. Town Manager Hiring Discussion

Mr. Parvin reached out to the Mercer Group for assistance with hiring a town manager. The cost to search for an interim town manager would not exceed \$1,000. The full time town manager proposal is laid out in several steps. They estimate it would be mid-April before they could have a full time manager in place. The cost would be up to \$22,500.

Council Member Pierce said that at the last Council meeting, Council directed staff to put out an advertisement for an interim and a full time manager.

Mr. Parvin said that he understood that Council wanted staff to move forward with either the Cape Fear Council of Governments or a consultant to start the process but staff can do this internally if Council desires that.

Council Member Shuttleworth said that he would like to advertise sooner rather than later because

they could be missing a possible candidate that's out there right now. He feels that the Interim Town Manager, the HR Director, and the Attorney can sit down and review the advertisement and benefits package. He agrees that a vision statement needs to be established. There are parts of the consultant's contract that could be negotiated but he does not want the full scope. Maybe have them produce a brochure.

MPT Bridges wants to move forward to get the interim in for a smooth transition. He feels staff can handle this without a consultant group.

Council Member Pierce said that she was very clear two weeks ago that staff needs to advertise for an interim and/or a full-time manager. She agrees that there may be some benefits to parts of what the consultant is proposing but she is not interested in paying \$22,000 for the full scope.

Mr. Parvin asked to move forward with the Mercer Group on finding an interim and limit them to \$500 because they could probably find some good candidates. Staff could go ahead and advertise for the full-time position.

Council Member Pierce asked if staff could advertise for both without relying on a consultant.

Mr. Parvin replied that they could.

MPT Bridges suggested to go that route.

Council Member Shuttleworth asked what staff was looking for out of an interim.

Mr. Parvin said that there are multiple projects going on right now that he needs help with. It would depend on the person but he feels that they need someone for 40 hours a week.

Council Member Pierce mentioned that she doesn't want Mr. Parvin having to train the interim.

MPT Bridges feels that a novice person will not apply for the position. He asked that Ms. Brooks communicate with Council what she is requesting in the advertisement.

Council Member Pierce asked Ms. Brooks when she would get the advertisement out.

Ms. Brooks said that she would have it out by Friday.

### **3. NON-AGENDA ITEMS**

- a. Council Member Pierce commended Mr. Hardison for doing an awesome job while Mr. Parvin was out. She asked for an update on the number of daily passes sold over the past couple of months in comparison to last year. Maybe pull the last three years.

Mr. Parvin said that they are pulling a lot of data on Freeman Park so they will get that together.

Council Member Shuttleworth mentioned that this is going to have a budget impact so they need to evaluate that. He would like a month by month like the ROT reports. The sell of annual park passes

are in last year's budget so you cannot account for that in our current fiscal year.

Council Member Shuttleworth said that the Land Use Plan meeting has started a flurry of activities. There is a lot of confusion about what the CRC is allowing. Financing is very difficult when you have a non-conforming use.

Mr. Parvin asked to funnel all questions through Planning and not the consultant. Residents have been contacting Stewart Engineering.

Council Member Shuttleworth said they need a clear understanding of the CRC ruling with what the development line allows. Who's drafting the language? The Land Use Plan Committee was not familiar with what showed up in the final draft.

Council Member Pierce asked if the Town would have to extend the contract with Stewart Engineering if they add more meetings.

Mr. Parvin said that they would. The contract covers a certain number of meetings.

Mr. Hardison added that there is a meeting with the consultant on August 22.

Council Member Pierce said that they need to highlight all changes. The consultant can't expect everyone to read all 60 pages every time to look for what's been changed.

#### 4. CLOSED SESSION

- a. **MPT Bridges made a motion to go into closed session to discuss a real estate matter in accordance to NCGS 143-318.11(a)(5). The real estate matter includes properties located at 310 Canal Drive and 3 Carolina Beach Avenue South for the purpose of parking. Also to discuss an attorney/client matter in accordance to NCGS 143-318.11(a)(3). The matters being discussed are:  
Town of Carolina Beach vs Carolina Freeman LLC 18CVS3151  
Town of Carolina Beach vs BNF Enterprises LLC 18CVS3152  
Town of Carolina Beach vs DRDK LLC 18CVS3153  
Town of Carolina Beach vs Freeman Beach LLC 18CVS3154  
Motion carried unanimously.**

#### 5. ADJOURNMENT

- a. MPT Bridges called the meeting back into open session stated that no action was taken.  
  
**MPT Bridges made a motion to adjourn at 11:45 am. Motion carried unanimously.**

Adopted at a regular meeting on August 13, 2019.

Recorded by Kimberlee Ward, Town Clerk