

CAROLINA BEACH

Town Council Workshop Minutes
Tuesday, November 27, 2018 @ 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, November 27, 2018 at 9:00 AM at Council Chambers.

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

ABSENT: Mayor Joe Benson

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

1. MPT TOM BRIDGES CALLED THE MEETING TO ORDER AT 9:00 AM

2. DISCUSSION ITEMS

a. Stormwater Update

Public Utilities Director Gil DuBois and Brian Cox with Engineering Services reviewed the top 5 priorities for the existing storm drainage system. They are:

Priority #1 Lake Park Boulevard (Network Realty to Black's Marina)

Priority #2 Texas Avenue and Snapper Lane

Priority #3A Charlotte, Cape Fear and 6th

Priority #3B 4th and Cape Fear

Priority #4A and 4B Lake Park (Phase C - Goldsboro and Wilgon)

Priority #5 Dow Road to 7th Street from Harper to Sumter

b. Update on installing cameras and a fuel tank at the marina

Ed Parvin and Chief Spivey met with Satellite Army on Monday to look at options for cameras. Staff will bring back the quotes to Council when they receive them.

There will be additional lighting added on the west side of the marina.

There are a few hurdles to adding a fuel tank at the marina. Once you bring in hazardous materials to a marina, you become a designated waterfront facility and you are then looked at differently from the state and feds. There are specific safety requirements you must meet. One of the requirements is that you have to have someone onsite managing the fuel area. This is for public and privately owned facilities.

Council Member Shuttleworth asked who on staff was reviewing these requirements.

Mr. Parvin stated that the fire marshal and the building inspector.

Council Member Shuttleworth suggested reaching out to other places like Inlet Watch and other municipalities that offer this service to see how they manage it. He feels that it is very problematic that the Town does not offer these resources for the charter fleet. Council needs to know if it would be better to have this as a municipal service or leasing out the land for a private company to come in and offer it.

Mr. Parvin said that staff would continue to work on it.

c. Restroom Project Update

Gil DuBois gave an update on the restroom upgrade project.

The Alabama Avenue restroom upgrades should be completed in two weeks.

The roof was torn off the bathroom at the marina. Foley Roofing Company is working on replacing it. Not sure of a timeline yet.

The bathroom on Canal Drive will have to be completely renovated. Hopefully it will be completed by April.

Mr. Parvin said they are looking at putting timers on the doors at the Canal Drive and Sandpiper Lane restrooms.

Council Member Shuttleworth stated that he was more interested in having timers on the water spigots and not so much on the doors.

Mr. Parvin said they will be doing both.

Council Member Pierce suggested educating the neighbors about putting lock boxes on their water spigots.

Mr. DuBois said there are a lot of restrictions on renovating the bathrooms on the boardwalk. They have asked Debbie at the CAMA office if they can replace that bathroom with another bathroom with the same foot print but they have not heard back from her.

Council Member Pierce suggested doing away with the existing stalls and possibly having nice individual bathrooms.

Mr. DuBois said there will be a new restroom on the FEMA lot facing Cape Fear Boulevard beside the new restaurant. That will need to be built before renovating the ones on the boardwalk. The

ladies restroom will have 6 stalls and the men's will have 4 urinals and 2 stalls. There will also be an area for storage. The survey has been completed on that project. There is very limited space for the building foot print due to easements, set backs, and the need to access lift station #1. The entrance will be on Cape Fear Boulevard.

Mr. DuBois suggested postponing the Hamlet Avenue restroom project until after the 2019 season. The project was not budgeted for this fiscal year.

Mr. Parvin agreed and that his goal is to have the Hamlet project completed by the 2020 season. He mentioned that he has been in contact with Joseph Middleton regarding the current lease of the boardwalk substation. Mr. Middleton would like the Town to sign a long term lease but he is not interested in selling.

Council Member Pierce said that she is not in favor of leasing property.

Mr. DuBois said that the Town has a lot of electrical equipment for cameras installed in that building.

Council Member Shuttleworth said he is not in favor of the location of the new bathroom. He asked that Mr. DuBois look at moving it as far off the corner as possible or not have it there at all.

Mr. DuBois reminded Council that there are easements on that lot that limits where the building can be placed.

Council Member Shuttleworth asked if they could look at putting the entrance on the Canal Drive side.

Mr. DuBois said that he would.

MPT Bridges and Council Member Garza asked for a sketch of the location with all of the landmarks around it.

d. FEMA Update

Mr. Parvin asked Council to consider approving Ordinance 18-1097 amending the general fund budget creating a budget appropriation for Hurricane Florence.

ACTION: Motion to approve Ordinance 18-1097 amending the budget appropriation from \$700,000 to \$870,000 which is a \$170,000 amendment.

Motion: Steve Shuttleworth

Vote: UNANIMOUS

e. Hurricane Florence After Action Report

Ed Parvin reviewed the After Action Report from Hurricane Florence. Staff collected feedback from Council, Kure Beach, New Hanover County, and department heads and made a list of items to work on. Five separate committees have been formed to look into these areas. The committees include:

Committee 1: How to sustain basic needs of staff during an incident: Review all town property for structural ratings, emergency back up equipment.

Committee 2: Review Basic Plan with a focus on activation levels, staffing levels, who should be at the Incident Command Post and how will they communicate with teams. Web EOC, required forms to assist with Recovery

Committee 3: Develop an annex that focuses on PIO, Social Media, battle rhythm, visibility of ICP activities.

Committee 4: Review following annexes: Evacuations, Bridge Closure, Re-Entry, TIC Cards/Vehicle Stickers.

Committee 5: Develop policy for employee compensation, required personnel, manager leave. Thresholds for when/how pay/resources are documented for incident vs daily work: Continuity of Operation Plan (COOP)

The After Action Timeline Includes:

December 2018: Committee Chairs and staff members appointed with meeting schedules set.

January 2019: Committee meetings with recommendations completed for insert into EOP

February 2019: First Draft of revisions to EOP sent to all department heads for review.

March 2019: Final draft of EOP updates finalized for presentation to council.

April 2019: Council approves changes to EOP.

June 2019: Table Top exercise conducted to re-train staff on changes to EOP

f. TASA Grant Opportunity

Jerry Haire presented an opportunity to apply for the Transportation Alternatives Set Aside (TASA) grant funding. The project would be for the Clarendon Avenue multi-use path. He asked if Council was interested in submitting the pre-application.

Council was in favor in moving forward with applying for the grant.

ACTION: Provide direction to staff in preparing a TASA grant application.

Vote: UNANIMOUS

3. NON-AGENDA ITEMS

- a. Council Member Shuttleworth asked Mr. Parvin to talk to Kure Beach and Waste Industries about combining recycling services. Kure Beach does their own trash pick up but they contract with Waste Industries for recycling.

Council Member Shuttleworth asked Council to consider buying open space. He spoke to SECOF about property on the boardwalk where photo-op space is and the smaller lot next to the Gazebo.

Council Member Pierce said that the Bike/Ped committee has identified 30 locations that they would like to put bike racks. They also would like kiosks. She would like to present this to the TDA. She asked Mr. Parvin to put something together for her to present. Council was in favor of that suggestion.

Council Member Pierce asked Mr. Parvin to revisit the boardwalk businesses about how they are assessed for solid waste.

Council Member Pierce suggested talking to Carolina Beach Presbyterian Church again about the purchase of their property.

Council Member Garza asked staff to look into affordable housing in Carolina Beach.

Council Member Pierce mentioned that she and MPT Bridges are on a task force with the Help Center and the St. Paul's United Methodist Church that is discussing this topic. She invited Council Member Garza to attend.

Council Member Garza suggested having a block party with possibly an open container, family-friendly environment.

Council Member Shuttleworth said he was in favor of encouraging commerce. He is interested in having that discussion.

MPT Bridges suggested reaching out to the businesses to get their input.

Council Member Pierce said they need to explore the legalities of open containers.

Council Member Garza said the bike path on Cape Fear at 7th has a tree that obstructs visibility. That tree needs to be trimmed back.

Council Member Shuttleworth asked if there was a vacancy on the Land Use Plan Committee. (There is not).

MPT Bridges mentioned that at the corner of South Carolina Avenue and Mackerel Lane there was a lot of rushing water yesterday. Staff may want to make sure there is not a leak somewhere.

Mr. Parvin said that staff received a letter from the LGC regarding the drop in the general fund balance. The LGC has asked for a detailed response as to why the balance has dropped. Finance Director Debbie Hall is working on a response that will need to be signed by Council.

Council Member Pierce said that she doesn't disagree with them. She said she has concerns about the fund balance as well. It has gone from 50% to 31%.

Council Member Shuttleworth asked for a list of non-funded expenses that came out of the fund balance.

Ms. Fox said the response letter should be very detailed in what the LGC is asking for.

Council Member Shuttleworth said it will come to cutting services or raising taxes.

MPT Bridges asked to prioritize the services and get feedback from the public on what they are willing to give up.

Council Member Pierce asked for a more detailed budget presentation from each department during the next budget season. She would like to see the detailed line items.

4. CLOSED SESSION

- a. Closed Session to Discuss a Personnel Matter in Accordance to NCGS 143.318.11(a)(6)

ACTION: Motion to go into closed session to discuss a personnel matter in accordance to NCGS 143-318.11(a)(6).

Motion: Tom Bridges

Vote: UNANIMOUS

5. ADJOURNMENT

Council returned from closed session and stated that no action was taken.

- a. **ACTION:** Motion to adjourn at 12:30 pm

Motion: Tom Bridges

Vote: UNANIMOUS

Adopted on December 11, 2018.

Recorded by Kimberlee Ward, Town Clerk