

# CAROLINA BEACH

Town Council Workshop Minutes  
Tuesday, January 23, 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, January 23, 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: Town Manager Michael Cramer, Assistant Town Manager Ed Parvin, Finance Director Debbie Hall, and Town Clerk Kim Ward

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

### 2. DISCUSSION ITEMS

- a. Proposal: Lease of Town Property to Establish an Ice Machine

Laura Snow presented a request to rent a piece of Town property to erect an ice machine. She mentioned that there is a high demand for ice by the charter boats. They would like to lease a small grassy portion of land located on Canal Drive near Carl Winner Avenue for \$1,200 per year. The machine can produce 10,000 pounds of ice in a 24 hour period.

Council Member Garza asked how many charter boats get ice daily.

Mrs. Snow said about 10 per day.

Council Member Shuttleworth mentioned that he has concerns of the legalities of leasing public property and wants to make sure it is done appropriately. He asked if the Snow's have considered putting the machine in the gravel lot by the marina.

Mrs. Snow replied that they had considered that but there would not be as much visibility in that location.

Council Member Shuttleworth also mentioned that he is concerned with the location both from a traffic safety standpoint as well as aesthetics. Is that really what we want to see on that street corner?

Mrs. Snow stated that they would have better returns on this piece of property.

Council Member Pierce asked about the price of ice and if it would be the same as the other two ice machines on the island.

Mrs. Snow said that it would be within the same price range of \$1.75 to \$2.00 per bag.

Council Member Garza asked if a long term parking deck became an option in that area, would this create a problem.

Mr. Cramer answered some of the questions:

If you lease public property for more than 10 years it becomes a sale. The Town usually leases property annually.

If a parking deck was planned for this piece of property, it would affect the construction time line but it would not preclude the Town from building it.

There are some parking and safety concerns with the location. People would probably park on Canal Drive to run up and get their ice.

The lease rate is the amount of two parking spots for a year which seems reasonable.

They could move it to the Harbor lot but there are concerns about visibility.

This is an AE13 flood zone so it would have to be elevated 13 feet if it were permanent or be on a trailer it could be there for 180 days as a temporary structure.

They would have to provide water, sewer and electricity. The sewer would be for the condensation from the unit.

Council Member Shuttleworth mentioned the paddle boats at the lake and how it goes out for competitive leasing every three years.

Mr. Cramer said it could go out in the paper for a couple of weeks to see if there are any competing proposals.

Mr. Snow mentioned the boat captains would utilize this machine between 4 and 6 am so traffic wouldn't be an issue during that time.

Cramer mentioned that council could consider putting this in parking spaces and you could lease them long term which would open up other locations such as the Harbor Master lot across from Gibby's.

Council Member Shuttleworth asked if they have looked at private locations?

Mrs. Snow replied that they had not.

Council Member Pierce stated that if people know that it's there, they will come to it. You don't necessarily have to have the visibility.

Mr. Cramer asked if Council is willing to hear this again after staff digs further into it.

Council requested that this item come back to them for approval.

b. Canal Flooding Project Update

Mr. Cramer gave an update on the Canal Drive flooding issue.

There are three types of flooding on Canal Drive:

Storm Related Flooding - Rain storms inundate the stormwater system and back up water into the street.

Tidal Flooding - High tides and wind push water into the sound and up the stormwater system.

Combined Flooding - High tides that coincide with storm events.

The Short Term Plan Includes:

Limit Access to Area During Flood Situations

Clean Stormwater Infrastructure to Improve Capacity and Flow

The Long Term Plan Includes:

Stop Tidal Flooding

Improve Stormwater System

Raise Canal Drive and Resurface

Develop Short and Long Term Funding Plans

Short Term Funding Plan – 2016 -2018

Request 1 full time Heavy Equipment Operator and 1 Maintenance Worker be added to the Stormwater FY 2017-2018 Budget - \$80,000

Rehabilitate Old Vactor to clean stormwater infrastructure - \$75,000

Continue to Fund Tide Flex Valve Replacement Program - \$20,000 per year

Develop Budget for Signage and Gate Arms and Flasher Improvements - \$18,350

Research funding options for infrastructure improvements

Total Budget = \$213,350 (Not including Staff Overtime)

**Long Term Funding Plan – 2018 - ???**

Review New Type of Valves - \$3,000 to \$6,000 each = \$108,000

Survey Canal Drive Area to determine public and private contours - \$60,000 to \$164,000

Improve Infrastructure Inventory Information (Condition Assessment-Camera) - \$25,000

Develop Bulkhead Plan for Street Ends - \$66,000 per bulkhead x 8 = \$528,000

Slip Lining Stormwater Pipes - \$600,000 - This would be the cheapest way to go to inflow into the current system.

Total Budget = \$1,311,000

MPT Bridges asked how much overtime is paid for staff per year to deal with these issues.

Mr. Cramer said he estimates around \$30-40,000 per year.

Mr. Cramer said that he would like to consider doing a survey this budget year. This would require

a budget adjustment.

Council Member Shuttleworth wants documentation on flood events.

Mr. Cramer responded that to date, staff has not been documenting flood events, but the new City Works programs will be able to give data on work orders that are created based on flooding.

Council Member Shuttleworth wants more detailed information such as date and reason for the flooding.

MPT Bridges is concerned that if you add bulkheads you are just moving the water somewhere else and not mitigating the problem.

Council Member Pierce asked if you can require bulkheads on private property.

Mr. Cramer said that staff is looking into that.

MPT Bridges said there is also undeveloped property that would have to be accounted for.

Council Member Shuttleworth mentioned that they need to research the standards for bulkheads.

Mr. Cramer replied that the Operations Advisory Committee is working on that.

Council Member Shuttleworth said he is going to respect the committee's time but he doesn't want to still be talking about this in 6 months.

Mr. Cramer summed up by saying there are various ways to work on this but this is a long term issue.

Council Member Pierce said the survey needs to be done immediately and the bulkheads need to be addressed immediately.

MPT Bridges asked about FEMA funds and grant funding.

Council Member Shuttleworth said that there are options for funding for flooding. He had a packet that he received from the last American Shore and Beach Commission Conference that he wanted to pass along to Council Member Garza since he would be attending the next conference in Washington, DC.

Mr. Cramer warned that most of this funding that is available is for studies, not implementation.

Council Member Shuttleworth stated that he and Mayor Benson met with Chance Lambeth from Congressman Rouzer's office and he is supposed to get back with the Mayor about some federal dollars that are out there to assist with product and not just studies.

Mr. Cramer said that most likely Carolina Beach would not be eligible for these block grants but he

is definitely willing to look into them.

Mr. Cramer mentioned that he would bring back the Canal Drive Flooding Committee establishment at the February 13th meeting which would open it up for applications. Council could make appointments at the March meeting.

c. Personnel Manual Update

Mr. Cramer stated that it is in his job description to prepare and maintain a personnel policy. He and the Human Resources Director Holly Brooks have been updating the personnel policy for the past two years.

Mr. Cramer distributed a hard copy of the Table of Contents and Mrs. Ward gave each Council Member a copy of the full policy on a flash drive.

The main change is how it is structured and the format, not so much the content.

Council Member Pierce asked if the Manager is looking for a vote. She stated that as a manager, he hired an expert being the Human Resources Director to re-write the policy so she is comfortable with voting on the policy at the next regular meeting.

**3. ADJOURNMENT**

Meeting adjourned at 10:17 am.

Adopted on February 13, 2018

Submitted by Kimberlee Ward