



CAROLINA BEACH
TOWN COUNCIL MEETING
MINUTES • NOVEMBER 22, 2016

Council Chambers

Workshop

9:00 AM

1121 N. LAKE PARK BLVD.
CAROLINA BEACH, NC 28428

I. CALL TO ORDER

Attendee Name	Title	Status	Arrived
Dan Wilcox	Mayor	Present	
LeAnn Pierce	Mayor Pro Tem	Present	
Steve Shuttleworth	Council Member	Present	
Tom Bridges	Council Member	Present	
Gary Doetsch	Council Member	Present	
Michael Cramer	Town Manager	Present	
Ed Parvin	Assistant Town Manager	Present	
Debbie Hall	Finance Director	Present	
Kim Ward	Town Clerk	Present	

II. DISCUSSION ITEMS

a. New Hanover County Property Tax Evaluation Presentation

(Requested by Michael Cramer, Town Manager's Office)

Allison Snell, New Hanover County Tax Administrator gave an overview on the 2017 tax revaluation. Below is the timeline for the revaluation:

Values completed	January 2017
Notices mailed	February 2017
Informal Appeals	February 2017 thru March 30
Appeals to Board of Equalization	Beginning April 2017
Tax bills mailed	August 2017
Tax bills due	September 1, 2017
Tax bills delinquent	January 5, 2018

b. 2017-2022 Parks, Recreation and Open Space Master Plan (overview of needs assessment survey and timeline moving forward)

(Requested by Eric Jelinski, Parks & Recreation)

Eric Jelinski gave an overview on the results on the 2016 Carolina Beach Parks and Recreation Survey and the upcoming Master Plan. The Parks and Rec Committee will meet in January to review the recommended changes and bring it to the February council meeting.

c. Marina Bulkhead & Management Discussion

(Requested by Michael Cramer, Town Manager's Office)

Ed Parvin presented the discussion. There are seven issues. 1. Fees - In September, Council voted for a fee schedule to be put in place starting in January. There were some concerns by boat captains for raised fees with no increase in service. If paid annually, the fees are decreased. Council and staff agreed on doing a fee analysis to include total costs, what other marinas charge, and price per foot

versus a flat fee per slip. Staff will look at this and bring back some recommendations. 2. Protection for current license holders - As long as license holder is operating in accordance with their license, they can renew their license. Priority for assigning vacant slips with regard to moving from one slip to another - Staff can bring back a resolution with policies and procedures for prioritizing who gets to move to a vacant slip as noted in items 1-4. 3. Insurance - Whether the town wants to require \$1M or \$500,000. Difference in cost factors, length of vessel, type of fuel, age of vessel, speed of vessel, professional crew, inspected versus uninspected, etc. Two examples were given with a range in cost of \$50 to \$1,000. Cost of insurance would be determined by the insurance company for each boat. (\$100,000 is the current requirement with \$300,000 being most likely minimum.)

Council Member Shuttleworth - We would already be raising their insurance from \$100,000 to \$500,000. The town attorney has stated that \$1M is not unreasonable.

Mayor Wilcox - The Harbor Commission suggested a two-step process, \$500,000 this year and \$1M next year.

Noel Fox - We are looking at other municipal marinas and talking with other insurance agents, \$1M coverage seems to be the amount of insurance municipalities require. My recommendation is \$1M and I understood Wells Insurance Company to say they thought it should be \$1.2M. I suggest tasking the Harbor Commission to gather difference in insurance costs from the boat captains and present it to council.

MPT Pierce wanted to make it clear that the town is not saying to go to a particular agent.

Michael Cramer - Staff will ask the Harbor Commission if they have that information. Their next meeting is in January.

Ed Parvin - 4. Vibrant marina - Ensuring charter boats are in use, recommendation of minimum of 50 charters per year, use of a ledger (data can be used for accountability, demographics, marketing). Boat captains are opposed.

Council feels a log with number of people, number of trips and zip codes would suffice. They suggested security cameras to help the Harbor Master in validation of trips.

Council Member Shuttleworth - Boat captains need support at the marina with repairs, seeing thefts of equipment off boats and would like cameras.

MPT Pierce suggested including a boat captain on the MAC committee.

Ed Parvin - 5. Wait list - Research showed 43 people on some sort of list over past years. Most were not interested in getting a slip but moving to another slip on the east side.

Council Member Shuttleworth - Boat captains are concerned the bulkhead on west side won't be completed for spring season and they will lose business.

Ed Parvin - Walk-up traffic is very high on east side. Three people potentially are interested in being on a list and six wanted to move slips. One slip is available on the east and four on the west (three open). There are five active headboat lease agreements with probably three that are actually working, potentially reducing headboats to three. The design is not completed. 6. Marina management - Sent

out RFP's to contractors for marina/mooring field management and we had three responses. All had significant upfront costs and wanted the town to put everything in place for them prior to coming. The boat captains want to work directly with the town with no third party. We are looking at potentially using someone in-house.

Mayor Wilcox - We need to provide some type of office facility.

Michael Cramer - We need to provide all these things but it will take some time. Recommendation - do the upfits, hire someone internally as harbor master under the executive department and have it run similar to what we do with the parking.

Ed Parvin - We have around 150 feet of bulkhead that has failed and we have a bathroom facility. We are looking at a wraparound office where we could combine our marina operations and parking. Harbor Master/Dock Master would be right at the town marina. The bottom floor would have some parking as it is in a flood zone, there could be a shared admin on the top. The marina manager/parking would each have an office, storage room, and a bathroom.

Michael Cramer - We could have an assistant that worked two days and rotate in and out of operation. Bathrooms might not need to be added as there is already one. The building would be 20'x 50' off of an existing structure. We currently spend \$1,200 on the lease and utilities a month for the parking office.

Ed Parvin gave an overview of upgrades to the western side of the town marina. It is easier and cheaper to replace it all at once. We would have a concrete sidewalk adjacent to the bulkhead, fiberglass sheet piles, still have ladder system, three ramps, and floating docks. No loss of space. Engineers are looking at repeating the design on the east side potentially limiting headboats (only have three now). We are looking at pedestals for utilities, day dock area, and how to incorporate the pump out. We estimate around \$500,000 for these repairs. We are looking at paving the parking lot and finalizing marina/parking facility on the west side of the parking lot. Staff would like to bid that out, put it in place this year and at beginning of new fiscal year hire the marina manager.

Mayor Wilcox asked about the dinghy docks in the new plan.

Michael Cramer - It would be eliminated but we anticipate being able to incorporate it into the east side.

Mayor Wilcox - Not sure the deck is needed as there is already plenty of that type of space.

Michael Cramer - There are many unknowns about this - pump out station, dinghy/day docks. By setting this type of system up, we would have a more unified area for the boat captains.

Mayor Wilcox does not want to lose dinghy docks in that area because of proximity to restaurants, shopping, etc.

Michael Cramer - This is a 2-3 year project with engineering done this year, then three segments (west, east and south).

Council Member Shuttleworth - Can we get the bulkhead fixed, or half of it this year before the season so they have a place to operate?

Michael Cramer - Some of that depends on CAMA which I am currently with on this issue because it only makes sense to do the whole side at one time. It requires a CAMA major permit and a 75 day review. I'm hoping to talk with Debbie Wilson next week to address some of these issues to get some finalization on it. Engineered plans are 75% complete for the west side.

Council Member Shuttleworth - We have an immediate need that is preventing us from utilizing that section of the harbor. Couldn't we phase in the bulkhead repairs and do the first 40% or 50% with the sheet piles?

Michael Cramer - That is where we're running into difficulty with CAMA. Our goal is to get this done before the spring season.

Council Member Shuttleworth - This portion can be done under an emergency maintenance program through New Bern.

Michael Cramer - Our intent is to do it under maintenance.

Ed Parvin - We will start with an initial meeting with Debbie and move up as we go. We also looked at a plan to keep the boat captains in business while we're doing construction which would include completing the floating dock all the way down and push it out to the east and still have these vessels operational while they're doing the bulkhead. Once it is finished, we would push the dock back in place. Even when we are in construction, we will still have a place for everybody to have their vessel at the town marina.

Michael Cramer - I would love to have anybody help me out on pushing it up the chain of command for CAMA.

Mayor Wilcox - While we're fixing the rest of this stuff we need to look at fixing the ordinance with regard to head boats/charter boats and type of business, etc.

Michael Cramer - We are looking into it and it is something that needs to be addressed.

Council Member Doetsch - Would the bus parking would remain the same?

Michael Cramer - You will have less (6-8 down to 3 or 4), we don't typically see more than two at a time and they coordinate with us to get free parking.

d. Special Events - Weddings

(Requested by Michael Cramer, Town Manager's Office)

Mr. Cramer gave an update on the "Wedding House" and that we are still experiencing numerous noise complaints from this residence.

Council discussed various options for enforcement and agreed that they would like for the town to clean up the noise ordinance as well as the parking ordinance and enforce the ordinances as well as increase the fines and their numbers.

Mr. Cramer said he would work with the attorney and get this on the January council agenda.

e. Stormwater/Pesticides and Right of Way Maintenance

(Requested by Jeremy Hardison, Planning and Zoning)

Michael Cramer said this discussion has two prongs. One, issues between neighbors regarding pesticides and chemicals which we have tried to mediate. There have also been investigations by the State Department of Agriculture and EPA which have been concluded and no further action taken at this point as nothing substantial was found. This was initiated by the Veals who also presented a copy of the Carrboro stormwater ordinance which was found to be extremely similar to ours other than their definition of pollutant which lists pesticides and herbicides but they do nothing different in their implementation compared to what we do which is treating it as a legal discharge that can be done on private property and it is not a point source that goes into the stormwater system. Only if it is being poured directly into the stormwater system. If we added the words pesticides and herbicides into our definition of pollutants most likely the result would still be the same, a legal application on private property and not a point source distribution. The other point was discharge or application of pesticides/herbicides onto public property and current regulations regarding the maintenance of town right-of-way.

Ed Parvin reviewed the intent of changes to the code: should not be modifying what is in the right-of-way, should not put landscaping in right-of-way, existing landscaping not planted by town will not be cut unless a public health or safety issue, town installed landscaping vs what was existing which has maintained by town unless adjacent property owner wishes to maintain it. This last item would be changed to require property owner to maintain to edge of street unless town has installed landscaping.

Mayor Wilcox requested the town attorney look into the legality of a municipality to require a property owner to take care of the right-of-way. What does maintain mean? Cutting grass, removing debris, etc.

Michael Cramer said generally it is just mowing, trimming. The infrastructure is the town's. Lawn maintenance could minimize any confusion. We have no ordinance that prohibits use of pesticides/herbicides in the right-of-way. What we want people to do is maintain the property in front of their house but not try and maintain all public property. The right-of-way is traditionally the property between your property line and the edge of pavement and we could term it this way instead of adjacent property.

Mayor Wilcox said can we not say that each person is responsible for lawn care in the right-of-way adjacent to their property but shall have no right to apply those same practices to the right-of-way in front of other adjacent properties and includes mowing or application of pesticides and/or herbicides.

Michael Cramer said we can definitely put in language associated to lawn care maintenance type practices and that it is only that property in front of your private property and not all other right-of-way property. This will be brought back to the December meeting.

III. ADJOURN

Meeting adjourned at 12:05 p.m.

Kimberlee Ward
Kimberlee Ward, Town Clerk

12.13.2016
Date Approved