



**CAROLINA BEACH**  
**TOWN COUNCIL MEETING**  
**MINUTES • FEBRUARY 23, 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. Workshop Schedule Discussion

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

Mr. Cramer presented the option of changing all of the workshop meetings to all day time meetings and asked council how they would like to proceed. The majority of council members felt that it was important to allow the opportunity for citizens to attend meetings in the evening. Council came to a consensus to keep alternating day and night meetings as it currently is.

## b. Employee Recognition

*(Requested by Kim Ward, Town Clerk)*

Gil DuBois recognized Mark Fowler for having 15 years of service with the town serving in the water department.

Mark Meyer introduced David Berkel as a new town employee working in the stormwater department.

Daniel Keating introduced Louis Hull as a new town employee working in the operations department.

## c. 1811 : Dram Tree Presentation

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

Mr. Parvin introduced Roger Johnson and Adrian Cox with Dram Tree - presentation on the idea of the town setting aside \$60,000 for a parking study for the downtown area of Carolina Beach as well as recommendations for other areas of the town. Study could start immediately but not completed until after Labor Day. Cost would be \$10,000 up front and \$50,000 at completion.

Mr. Cramer said this money is already set aside in the FY 2017 budget for a parking study.

Council asked that Dram Tree bring back a more detailed presentation to the March 8, 2016 council meeting. Council should submit questions to be addressed at that meeting.

d. Muni-Code Discussion

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

Mr. Parvin reviewed some of the updates that are being recommended for the recodification of the Municipal Code. The town manager, assistant manager, town clerk and town attorney have all reviewed the recommended changes. Some of the recommended changes include deleting repetitive and outdated codes. We also updated the code to comply with the NC General Statute requirements.

There are 9 specific areas that we updated:

Reorganization, errors, irrelevant, unused, repetitive, comply with NC General Statutes, clarify current processes and procedures, clarify accountability and removed references to dollar amounts except in the fee schedules.

Some substantive changes where code was changed:

Temporary health care structures, Board of Adjustment and wireless telecommunications facilities.

Council agreed to bring this back to the March 8th council meeting for a public hearing to vote whether or not to accept the changes.

e. Dinky Dock and Street End Discussion

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

Mr. Cramer asked that this item be removed from the agenda at this time.

f. Award Construction Contract for the Boardwalk Northern Extension Project

*(Requested by Kim Ward, Town Clerk)*

Mr. Cramer - back in January, we went out for bids for the Northern Boardwalk Extension and only received one bid and could not accept it by state statute. We went out for bid again with a few minor adjustments we received comments on and received 3 bids. The three bids we received were from Civil Works Contractors, Paragon Building Corporation and Intercoastal Marine, LLC. Engineering Services is recommending that we go with Paragon Building Corporation at a cost of \$727,211.00, lowest responsive bidder.

Civil Works came in at \$728,882.00 and Intercoastal Marine came in at \$838,575.00

Staff has reviewed all the information, sent additional information and questions to clarify positions and they came back as reasonable results. We didn't have anything that says we should disqualify one bidder or another and have no reason to believe that Paragon Builders cannot perform the construction constraints.

If council chooses, we would request to award the contact to Paragon Builders and authorize the finance director to set up that project account.

Mayor Wilcox asked why the bid came in \$60,000 higher from the contractor that bid on the project back in January.

Mr. Cramer said the first bid came in at \$672,000 for the northern extension of the

boardwalk.

Mayor Wilcox - it was based on heavy timber construction with a greater scope, wider walkways and things of that nature. In speaking with these contractors what has caused it to go up \$60,000 and after we've reduced the scope, made it narrower?

Mr. Cramer - there are two things that are different about the scope that the bid that we sent out this time than the previous bid. One is during the construction of the first section of the boardwalk we made changes along the way like the handrails, the railing on the boardwalk itself. We made changes at those points that we had to mirror in this one and they were more extensive and more costly. I believe it was \$12,000 to \$15,000 for just the handrail change order. The other was there was no connection or any reference to it in the previous bid to the Hampton Inn. We knew the Hampton Inn was coming, we just didn't know how they would connect to us, whether they would need a separate connection or whether they would use the existing connection that was there at Harper. Since that time we've determined that their interest is to have a separate connection that they will participate with us. We expect that there will be a \$30,000 - \$40,000 change where they will participate with us in the project itself. But that whole connection was not part of the bid initially. So, all in all, we did reduce the scope by about 35%. That scope was quite a bit on ancillary things like bumpouts, not as much for structure. So we didn't reduce so much the structure of the boardwalk just the width. So there were a few changes. That's the result the conversation that I've had with the companies and I believe that there were some other things the companies did not take into account with the first section of the boardwalk and probably did not make money doing it and that's the reason for the \$60,000 difference there.

Mayor Wilcox - I think that is probably confirmed by the company who did the original construction was right with those numbers. They probably had a learning curve there.

Council Member Doetsch - in the contract with whoever we give the bid to, is there a construction end date attached with it so that they understand we should be done by that time?

Mr. Cramer - the construction timeframe that we gave them was 100 days from notice to proceed, so, yes. We were looking at starting the construction ASAP so if council awards a contract today my intent is to have all the contract documents and everything buttoned up by the middle of next week and then have the opportunity to start construction. We would try to get it done before the season starts or as close to that as possible.

Mayor Wilcox - what about our coastal storm damage activity out there - beach nourishment equipment, pipelines?

Mr. Cramer - the actual coastal storm damage project starts to taper off in this general area down to virtually nothing by the time we get to Harper. So they are going to start at the northern end by the pier and we don't believe there will be much overlap on the two projects or impact.

Mayor Wilcox - commencement to begin when?

Mr. Cramer - most likely in about two weeks, first week in March to middle of June.

Council Member Doetsch - you're going to start where the boardwalk ends right now?

Mr. Cramer - yes, the intent is to go in at Pelican Lane and make that our entry point onto the facility. They will do grading for the entire length of it and temporary crossovers for those properties along that area but they will start the foundation work at the tie in to the existing boardwalk.

MPT Pierce - I guess I have a little bit of concern about it going into, there are several hotels right in front of that stretch and I'm a little concerned about construction going on and also the time. Have we addressed those issues?

Mr. Cramer - yes. We've had conversations with the property owners along there at various points in time. They know that there will be some noise associated to it but we are trying to make accommodations for their access to the beach. For instance, if we come down to one of the hotels and we have to take out their temporary access, we will make it so they have a temporary access to the new portion of the boardwalk so they can get to the beach. So we're trying to make accommodations with them as we go. Our intent is - Gil, myself, Jerry we were out there almost on a daily basis and that we will end up being the eyes, the ears and the face to go and talk to those people as we run into issues.

Mayor Wilcox - we spoke about it before and I know the proposal is to move forward without a private contractor as a project manager and to assign someone within the town as project manager and have staff and such work with them. I think it's important that we have a single name that residents and businesses know who to contact and act as a conduit and we get that out there and that person is kind of like what Construction Interface did for us last time. This time I see this being more of a public relations role in this case.

Mr. Cramer - that is definitely our intent. I see it the same way. With the previous section of the boardwalk much more of that area was commercialized. Gil and our staff did a great job communicating back and forth with them to make sure they were up to speed with what was going on. We need to do the same thing if not more with property owners in the northern extension to make sure we are available for them. We will have one particular person that they will call for concerns or issues and we can address them. We have a couple of different options. We have our building inspector, our code enforcement officer and staff. We will definitely choose one.

MPT Pierce - how much did we spend on the previous boardwalk project?

Mr. Cramer - the initial construction bid was a little bit more than \$1M and that was the construction of the boardwalk. There are ancillary items that the town pitched in for things like landscaping, irrigation, the construction manager and things of that nature that we spent approximately \$300,000 to improve that and get a finished product. Initially the project had \$1.6M worth of funds dedicated to it either from grants through New Hanover County, the Water Resources grants or the CAMA grants and then the matches from town for those grants. During the process council revised the budget for the boardwalk on a couple occasions. One of those being we need to adjust the budget to add in the town's match for the CAMA grant. It took probably a good year during the time of construction to negotiate with CAMA on what our match was required to be. They started out at a 50/50 match. We ended up getting a 75/25 match - CAMA 75% and the town 25%. Our match is \$228,000 so there we have to make a change for the budget so we can match those grants. On top of that we did spend resources on the other activities, the irrigation, landscaping.

We put in some areas where we had retaining walls that we needed to replace at the time, specifically the ones around the bathrooms and so forth. All that we spent approximately \$300,000 for. In order to get the project completed at this point we will need to make the adjustments so we add in for those costs and the grant match.

Mayor Wilcox - back before the project started the Boardwalk Committee met and talked about the sun shades, trash cans, benches, extra landscaping, etc., and it was estimated at that time that it was probably going to be \$250,000 - \$300,000 plus for those items. The intent was that we would continue to sell off benches, swings and fish tiles and that would go to offset those additional expenses. I think today we've sold about \$76,000.

Mr. Cramer - at this point we've sold about \$76,000 of either swings, benches or fish and will continue to do that so that anything that we bring in from this point forward will continue to go into a fund to help offset those costs related to the irrigation, sun shades, etc.

Mayor Wilcox - is that \$76,000 reflected in this?

Mr. Cramer - no because at this point we know we have certain costs associated to it. If we buy the bench for X dollars we sell the bench for Y dollars, we have to have that up-front money. We have that somewhat in a reserve so that any of the funds that come in will go towards the offset of the project but that we have some that we can build new benches.

Mayor Wilcox - so you're paying for the construction of the benches as well as bringing the revenue into there and you're maintaining a balance account. If we were to apply that balance right now we'd be at about \$260,000. I just want people to understand that this is an expense we obviously have to pay for but it is one that is intended to be offset or has always intended to be offset by the sale of these items over time.

Mr. Cramer - we anticipate it will continue to do so.

Council Member Doetsch - if you do 100 days that is going to push you into June, which will be on the very north end of the project. That would be the best place to have it I guess.

Mayor Wilcox - it will also be the lighter duty work, railings and things of that nature, not the heavy equipment type stuff. That will be out of the way. They will put the substructure in first and then come back and do deck boards and railings and stuff at the end.

Mr. Cramer - that's why we will have temporary crossovers for those because we will need to come through, demo existing structures, put in temporary structures for them to cross and get to while we put in pilings as we go.

MPT Pierce - my concern is noise. You pay \$150 a night for a room you don't want to wake up to hammer and nails.

Mr. Cramer - we are anticipating that most of the heavy construction will be done before the season gets here and then it will be more light construction.

Council Member Doetsch - the three companies who have submitted bids, they understand the schedule they are going to be operating with?

Mr. Cramer - they do and they understand their laydown area which will be the Harbor Master lot. We had previously allowed the Hampton Inn to gate off a section of the Harbor Master lot. They used it a little, not much and they no longer need that so we asked them to leave the fencing up there and we'll use that as the laydown yard.

MPT Pierce - have you considered or have you thought about extending hours in March and April, maybe the first of May for them to work more?

Mr. Cramer - we'll end up talking to them at our first kickoff meeting and one of the things that we've talked to various contractors about is during the off season we may extend their hours, allow them to work on Saturdays, may allow them to work later in the evening/earlier in the morning type of stuff to try and get the bulk of that work done.

Mayor Wilcox - are we looking at some milestones in here for not just the start and completion but, for instance, a date when we want the piling driving finished by in the contract? Are we able to tweak it so they know that time is of the essence for that?

Mr. Cramer - we'll solidify that once we have our initial construction meeting with the contractor. What we did was we said here are our milestones and this is what we're looking to get to. You tell us how you're going to do it and we'll tweak it after that point. We will have a construction meeting with them and figure out a date that we'll have X done by.

Council Member Shuttleworth - once we're moving forward, Michael, I would like to better understand exactly what we're doing with the hotel and their boardwalk decking and the contribution that they're making and narrowing that all down.

Council Member Doetsch - I think we ought to go further once he has the negotiations done with whoever we award the contract to I'd like for Mike to come back to us and let us know exactly when and are they prepared to meet those schedules and everything else.

Council Member Shuttleworth - I think we're doing some of that work for them aren't we?

Mr. Cramer - no. This is all through the contract but they will be paying us for part of the contract.

Council Member Shuttleworth - that's what I want to understand at some point.

MPT Pierce - have you negotiated that?

Mr. Cramer - we have in general. On Monday, the 29th, we have a final meeting with them to lock down what we have now that we have the bids.

Council Member Shuttleworth - we had always planned on taking the boardwalk past the back of their property and that we would always rebuild the waterward portion of the walkover like we're doing for everyone else. But the old decking that was left there and the tie in point and anything that they chose to attach from the landward side of the boardwalk back to the hotel and all that decking area was on them. Whatever they wanted that to do.

Mr. Cramer - basically that is how we've structured it trying to make it so they are paying for the areas that are closest to or on their property and we're just being the middleman where we have the contractor.

Council Member Shuttleworth - I think that is perfectly appropriate. We should have one contractor build the whole thing including theirs but I'm expecting a chargeback and I want to understand what that is.

Mr. Cramer - not a problem. What we're requesting at this point is to award the contract to Paragon Builders for \$727,211 and to authorize the finance director to make the appropriate budget adjustments to accommodate the project.

**Council Member Doetsch made a motion to approve Paragon Building Corporation at \$727,211 and authorize the finance director to make the appropriate budget adjustments to accommodate the project. Motion carried unanimously.**

Mayor Wilcox - for the public, we are voting on something of substance today and have advertised this as best we could. Some of us put it out on our private Facebook pages and town Facebook page. It is a time is of the essence decision so we could move forward and that was the reason we made that call.

**III. ADJOURN**

**Mayor Wilcox made a motion to adjourn. Motion carried unanimously.**

Kimberlee Ward  
Kimberlee Ward, Town Clerk

3.8.2016  
Date Approved