



**CAROLINA BEACH**  
**TOWN COUNCIL MEETING**  
**MINUTES • JANUARY 19, 2016**

**Off-site Ft. Fisher Recreation Center Special Meeting**

**8:00 AM**

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

**I. CALL MEETING TO ORDER**

<b>Attendee Name</b>	<b>Title</b>	<b>Status</b>	<b>Arrived</b>
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	
Noel Fox	Attorney	Present	

**II. DISCUSSION**

The Carolina Beach Town Council met with staff to discuss the goals for the 2016 year. Also in attendance were department heads Eric Jelinski, Brian Stanberry, Gil DuBois, Chris Spivey, Alan Griffin. Project Manager Jerry Haire and Administrative Assistant Sheila Nicholson.

Mr. Cramer reviewed the 2015 accomplishments that included:

- **Infrastructure:**
  - Completed Phase 1 A Repair and Replace Project
  - Started Phase 1 D Repair and Replace Project
  - Completed Phase 1 Boardwalk Improvement Project
  - New Wooden Boardwalk
  - Concrete Boardwalk and Utility Project
  - Started Phase 2 Boardwalk Improvement Project
  - Awarded Permit for Wooden Boardwalk Extension
  - Started Concrete Boardwalk and Utility Project
  - Completed New Operations Building
  - Completed New Multi-purpose room
- **CB Lake Dredging:**
  - Researched Funding Opportunities
  - Researched Other Non-Invasive Technologies
- **Parking:**
  - Added 1 New Leased Parking Lot with 38 spaces
  - Added 46 metered On-Street spaces at 5 locations

- Added 25 metered On-Street Spaces on Cape Fear Blvd
- **Sand Fence/Sea Oats/Dune Maintenance**
  - Partnered with Surfrider Organization to Plant 7,500 Sea Oat Plants
  - Partnered with Surfrider Organization to install Christmas Trees in Dunes
  - Spencer Rogers performed Dune Health Survey
- **Harbor/Marina:**
  - Conducted Bulkhead Condition Survey
  - Repaired and Replaced Water services and several ladders and railings
  - Started Review of Management Issues
- **Stormwater Valves on Canal:**
  - Repaired and Replaced XX Tide Flex Valves out of XX
- **Other Accomplishments**
  - Re-Organized Freeman Park Rules and Camping
  - Completed Fire Department Expansion
  - Issued Notice to Proceed for CSDR 2016

Mr. Cramer said that the next section is where he would like council to give their input, guidance and expectations for things to improve or activities to take place this next year. The list below is the responses that he received from council for topics to discuss at this meeting. We also included some of the goals that staff mentioned they would like to accomplish this year. The majority of it has to do with infrastructure.

#### **Phase A-E:**

Council Member Shuttleworth asked why there was a 20% contingency built in to this project. All of the numbers were doubled and there was a 20% contingency. That's padding.

Mr. Cramer - Yes. That's one of the things that I am anticipating we will have a conversation on to get down to a brass tacks number. I have always added 10-20% on a project for miscellaneous items that may come up during the project. Brian already had a 10% contingency in so now we have 30% contingency in there. That's way more than we need. What I need from council is to tell me that we are overestimating too much and how much we should hone this down. I'm comfortable either direction. It's easier for us to bond finance for the total amount as large as we can and then take some of those resources and turn them as a first payment on the bond.

Mayor Wilcox - You probably need to tell Brian he can take this contingency out and only have one person have the contingency.

Council Member Shuttleworth - Whatever the contingency, you are paying a fee for that contingency. Even if you immediately pay that money back, there is a cost incurred.

Gil DuBois - Quite often the bids come in significantly higher than what our engineer estimates.

Council Member Shuttleworth - We need to remind our engineer to do a more accurate estimate or find a different engineer.

Mayor Wilcox - I like Brian but his estimates continually come in low. I would hope that we are letting him know that and that we might be making some adjustments.

Mr. Cramer - We have done that. We have let him know areas that we want him to improve. We have been going to other engineering companies for other projects for the past year. That has helped generate some interest on their part. You are right, now is the time to change the approach because we now have a better handle on the projects themselves. What do you guys feel is a good contingency?

Mayor Wilcox - It can be anywhere from 2-20% depending on how well defined the scope of work is. I always go out to bid on every third project even if I am really comfortable with somebody.

Council Member Shuttleworth - 5-10% but generally 10% and I want to know why that 10 is showing up.

Mr. Cramer elaborated on some of the ideas for the Waste Water Treatment Plant such as looking for a location that is more centrally located, water quality, water treatment plant and putting it on MOTSU property. We are hoping to get about 75% of our wells directly sending raw water to the plant location, treating the water and then back out. That really hasn't been vetted entirely. There have been conversations in the past whether to do a NANO plant, reverse osmosis or ASR wells. At this point, Gil and I feel like ASR wells are not something we want to recommend because there are a lot of issues that surround taking treated water and pumping it into the Aquifer for later use. The Nano plant treats water to a certain level or the reverse osmosis plant that treats water so it helps with the salinity. We have salt water all around us and if we get an intrusion, it can be treated and we don't have to abandon that well. We are going to start visiting places that have these facilities. The permitting is very extensive.

Council Member Shuttleworth - Is Phase A-E bringing 70% of our raw water over to a new treatment facility at MOTSU?

Mr. Cramer - Yes.

Mayor Wilcox - 5 years ago we were looking at ASR. I would like to have a discussion in the future as to why we are changing that position.

Mr. DuBois - I was with the City of Wilmington when they received a grant for the ASR. What we found out after 2 1/2 years of pumping water into the ground is when you start taking treated water and pumping it into the raw water aquifer, it generates a huge elevation of chloramine that you have to regenerate and spend twice as much time to treat that water again to get the harmful bacteria out. The ASR was not cost effective. We have one well that we get slight salinity from and a lot of time it's when we have low rainfall. We have three new proposed wells. We have one low producing well that we could possibly take off line. If we had the three proposed well sites, we would have more than enough water for any kind of maximum build out we would have at Carolina Beach. By using a membrane filtration system like the NANO or reverse osmosis system, we would be able to maximize and always have water reserve. We have done test wells and the state approved them. The only thing we don't have is a lease agreement from MOTSU for two of the wells. One is already drilled it just hasn't been put on line. Both systems are membrane filtration but the reverse osmosis takes the salinity out of the water. The NANO filtration is totally filtration to remove organic material through the organic filtration system. It will not remove salinity.

Mr. Cramer - Our location makes it where we are going to have a problem with salinity.

It is more likely that we will need to lean toward reverse osmosis.

Council Member Shuttleworth - Are we having any long term discussions with Kure Beach as far sharing water - looking at it as an island versus two different municipalities spending twice the money?

Mr. Cramer - We have not at this point.

Council Member Shuttleworth - A couple of years ago we talked about having a gate valve that was supposed to be installed between the two systems that allowed for an emergency transfer. We authorized it. It was supposed to have been done.

Mr. DuBois - The only thing I know about a gate valve was on the sewer system for the force main coming to us but I will go back and check.

Council Member Doetsch - I personally would rather us assume that on our own and have them as a customer.

Council Member Shuttleworth - I would agree with that.

Mr. Cramer - We can look into that.

#### **CB Lake:**

Mr. Cramer - We now have some basic information on cost. Directional drilling from the pump house on 3<sup>rd</sup> to Birmingham all the way to Henniker's Ditch would cost around \$800,000. That would make it so we could have a second pump to evacuate the lake.

Council Member Shuttleworth - Several years ago we were asked if we wanted a bulk head or rip rap, we were ready to go. Council suggested that staff identify the pressure points around the lake to do rip rap as opposed to a bulk head because a bulk head would require tiebacks and double sheeting. We were within 90 days of getting permits. Now, we are still 2 years out. We have been talking about this for 6 -8 years. We have had another year of serious rain that flooded the lake. Increasing the pump and the pipe is important but paramount for me is understanding why we can't move forward with getting the lake dredged.

Mr. DuBois - Jerry, Brian and I met with the team of engineers and designers. They told us we could not get within 20 feet of the existing bank because of wetlands so there won't be any rip rap or bulk heads.

Council Member Shuttleworth - At some point we need to just pay the fees and dredge the lake.

Mr. Cramer - You probably were close when Tim Owens left and then there was a period of time before I got here and the town had stopped working on it. We came back and started working on it and figured out the permitting. Now we think we have a good plan. They will allow us to get within 20 feet of the embankment only if we do the nationwide permit. That brings in other regulations. I would like to get a priority list together. I'm hearing that you would rather us gain the capacity (dredge) and put that in the forefront than the other aspects of improving the stormwater in that area.

Mayor Wilcox - I have inquired about that 48 inch line that runs between the lake and the harbor. Why are we not incorporating that and putting some type of system that pumps out the lake? I know the harbor fills up also. You guys were going to look into that and

come back with a recommendation.

Mr. Cramer - One thing we looked into was how to evacuate the lake faster in an emergency situation. Because of the tidal flows and the fact that the sound has tidal impacts, it doesn't work very well engineering wise to try to evacuate it out that way. We looked at evacuating out to the ocean. There is an outfall to the ocean line on the project list. That was so that we can take a line from the pond, go up Driftwood Lane underground to a distribution point at the dunes and pump over them. That is how we got around the issue with tidal flows. That is an easier permit than anything else.

Council Member Doetsch - The water is not going to naturally flow from the lake to the yacht basin if it's higher than the yacht basin.

Council Member Shuttleworth - For half the price of dredging the lake, you could put a second pump in but it doesn't increase our capacity.

Mr. DuBois - A pump out in the ocean can only be done in emergencies and Henniker's ditch is something we could do as daily maintenance. What we are doing right now with Phase B is, we are taking out any stormwater that is going to the lake that we can and putting into gravity flow to Henniker's ditch. If we have dual lines for the two 12 inch pumps, it is a much better management tool when we see a storm coming.

Mr. Cramer - For us, the outflow to the ocean is highly critical and inexpensive at \$150,000. Then if you did the dredging, you would have more capacity. If you had the 16 inch force main, you could dredge it out faster. What staff is recommending is to put in the emergency overflow to the ocean because you could need that, dredge the lake, then do the force main to Henniker's ditch. Now you have everything that could possibly happen dealing with stormwater in the lake.

#### **Lake Park Blvd:**

Mr. Cramer - We met with NCDOT to talk about improvements to Lake Park Boulevard. We can add additional crosswalk markings, signals and knock down pedestrian bollards if we pay for it ourselves and maintain them.

Mayor Wilcox - We have had citizen groups offer to raise money and pay for them. Can we get a cost put together?

Mr. Cramer - We can get with an engineer and have them put something together to bring back. You can easily put down crosswalk markings. You would have to put down ADA ramps on the intersections and at the cross walks. The next thing would be signage that has flashers on it. We had 15 intersections from Harper to Alabama that had some level of crosswalks associated to it. We talked to them about closing off Atlanta going east. They liked that idea and thought it would make it much safer and encouraged us to do that. We have added that into the Phase B Project so we could show you what that would look like. At this point for the next Fiscal Year, we should budget funds for the engineering analysis on those and try to fit in where we can, improvements right now for maintenance.

Council Member Doetsch - An engineering firm would coordinate that with DOT. We might want to look at making the intersection coming out of Woody Hewitt onto Lake Park a right turn only. That would be safer.

Mayor Wilcox - Can we use that closed off space for parking? Do we have to split it with the adjacent properties?

Mr. Cramer - Yes, we can use it for parking and it is town right of way so we can do with it what we please. When you close a street and give it back, you have to split it. This, we would continue using it and it would be a right of way.

MPT Pierce recommended looking into the waist high posts where the pedestrian pushes the button before they cross which activates a yellow caution light. They are very effective.

### **Multi-use paths:**

Council Member Shuttleworth - We approved the Clarendon bike path at one time and then it was decided not to do it. There were a couple of reasons given not to do it. One was the cost and the desire to have a grant and the other was the design because it flip flopped from one side to the other. My question to council is, given that is an integral part of the island greenway project connecting the lake to the park and school, at what point if any would council want to reconsider and look at the Clarendon bike path?

Council Member Doetsch - The grant funding part would be a good one for me and the design wouldn't be a bad thing to discuss.

Mayor Wilcox - Of the two designs, the south side is more problematic due to utilities but the south side is the one I would be more inclined to look at on the park side of the street down and then cross over at the school.

Council Member Shuttleworth - I would like to use grants as well but I am concerned that we are relying so heavily on grants before we move a project forward. Not having that linkage to the lake, potentially could impact us on some Safer Routes to School grants. Some of the sidewalks are eligible for grants if you have those trails connected. I would like to ask to put it back on the table and get the bike path done. It was the spine to the Island Greenway plan.

Mayor Wilcox - I would not be in favor of putting a 10 foot path down Clarendon.

MPT Pierce - I don't like the 10 foot either. I don't even like it Cape Fear but I'm willing to take a look at it.

Council Member Bridges - I don't know why we don't have the yellow bollards on that path stopping the cars and golf carts from going down it.

### **Utility Improvements:**

Council Member Shuttleworth - This is more of a long term vision and that is to look at burying the power lines in sections or from the bridge all the way down Lake Park and the overhead lines on Canal and Carolina Beach Avenue North. It's expensive but I would like to know if council has a desire to look at it long term.

Mayor Wilcox - I would love to see underground lines. Let's get everyone back in the room and work through the "can't do's" and see if we make them can do.

Mr. Cramer - We sat down with Duke Energy and they gave us some information. They do have a plan that they did 7 years ago for Lake Park Boulevard from Goldsboro to the lake. That was \$2.8 million. They have an engineered drawing showing where we would

need bases and transformers. Typically they ask for the engineering costs up front. It's usually 5% of initial cost for engineering. Canal Drive is approximately \$3 million to bury the lines. On Carolina Beach Avenue North, it's another \$3 million. That's just putting the conduit in the ground and putting the utilities underground. That does not include sidewalks or any other construction. I asked about not taking down the poles and just doing the cross connections. That saves a lot of money. The poles would stay but the wires crossing over the street would go away. That only gives you part of the visual aspect you are looking for.

Council Member Shuttleworth - Let's put this on the table for discussion and then take it to the public.

### **Master Plan for Cape Fear/3<sup>rd</sup> Street Town property:**

Council Member Shuttleworth - I would like to know what the 3,9,12 month plan is for the library and surrounding property.

Mr. Cramer - VITA is using the library right now. They are the group that does taxes for free. I mentioned that we could make one large community building, split it into sections so we could have multiple meetings at the same time. I am getting quotes on that just to get an idea on cost. The master plan shows that the town would purchase that whole block and upfit for transportation and a community area. Staff is looking at moving the meetings from the community building over to the library and putting the help center in the community center. Currently, the help center is in the parks and recreation building. In 2 or 3 years, once we move the infrastructure for the tank, then you will have one large piece of property to make whatever you choose.

Council Member Doetsch - I would like to see us look into getting the remainder of that block and making a town complex there.

### **Communications**

Mayor Wilcox - Our website has problems. We need to take another look at it. The format does not seem to be user friendly.

Mr. Cramer - I would certainly welcome any input.

### **Final Comments**

Council Member Doetsch - Is council ok with sending Attorney Fox to the Plastic Bag Committee meeting? (All agreed)

Mayor Wilcox - I have really been impressed with how Kure Beach handles their events. They have someone from the town out at every event handing out pamphlets and information promoting other things. I'm always impressed by it. There is someone out there all day managing the event. I would really like to see us work towards something like that on our end.

Council Member Shuttleworth - Room Occupancy Tax. We're in discussions on multiple fronts on how to deal with room occupancy tax. Either distribution of the 6%, the first 3%, the second 3%, how it's done, the MAC committee, some of the county commissioners want to increase it to 7%, etc. Then we have a separate issue of where we are at in the county and our emergency funding interlocal agreement that may or may not be expired. We have repeatedly brought up that we need to get some

commitment from the state to help fund storm damage reduction. There is a move of foot, unbeknownst to us, that the county's lobbyist and other local groups have been meeting to try to get the state to fund. Then the question is, what's the shortfall that the room occupancy tax would not cover? How much of that would the county cover and how much would we have to pay? Where would we get our share if it was needed? Would we take it out of Freeman Park? Would we take it out of the second 3%? Would we have to generate a new revenue source?

Council Member Doetsch - I would be shooting for an additional room occupancy tax, point of origin, complete control by the municipalities and have that written through the state legislature.

Council Member Shuttleworth - This would be the time to get into short session. Susi Hamilton said she would support some kind of modification to the existing 3% distribution. In the short session, we have to get the local elected officials to agree. My recommendation to council is that we meet with Susi and Ted Davis and tell them we have a problem. My plan was to say, we want something out of that second 3%. Instead of doing 50% marketing and 50% activities, what if we did 1/3, 1/3, 1/3?

Mayor Wilcox - We have asked repeatedly for assistance from the county for some creative ways to solve this problem. It's going to take the beach towns to sit down, create a new structure that all the beach towns feel they can support and push that issue.

Meeting adjourned at 12:00 noon.

Kimberlee Ward  
Kimberlee Ward, Town Clerk

3-8-2014  
Date Approved