



**CAROLINA BEACH**  
**TOWN COUNCIL MEETING**  
**MINUTES • DECEMBER 1, 2015**

<b>Council Chambers</b>	<b>Workshop</b>	<b>9:00 AM</b>
<b>1121 N. LAKE PARK BLVD.</b> <b>CAROLINA BEACH, NC 28428</b>		

**I. CALL TO ORDER**

Attendee Name	Title	Status	Arrived
Dan Wilcox	Mayor	Present	
LeAnn Pierce	Mayor Pro Tem	Late	10:30 AM
Steve Shuttleworth	Council Member	Present	
Sarah Friede	Council Member	Absent	
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. Wind Energy Resolution

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

Mr. Cramer presented the resolution sent by Bald Head Island opposing wind energy leases within 24 nautical miles of North Carolina's shores. Bald Head Island is asking if Carolina Beach would consider adopting a similar resolution.

Council Member Shuttleworth said that he is not necessarily in favor of the 24 miles that Bald Head adopted. At some point we have to let them do something.

Mayor Wilcox said that he likes to support our coastal partners but he has the same feelings as Council Member Shuttleworth.

Council Member Doetsch feels that the same way and feels that we should just take no action at all at this point.

All members present agreed not to take any action at this time.

b. Update on the FEMA grants to elevate structures to meet flood regulations.

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

Senior Planner Jeremy Hardison gave an update on the FEMA Grant to elevate structures. Staff has applied and received funds over the last three years to elevate flood prone structures. We received grant authorization at the December 10, 2015 council meeting to move forward with the FY '14 grant that we applied for in 2014. We would like to set up a project budget ordinance for that. We were held up in 2013 and that is why we are back logged. FEMA now has approved a reconstruction method for homes that are not feasible to elevate. They can do a full or partial reconstruction. We have seven homes that were funded under FY '13, we have six more under the FY '14 that we are in the process of meeting with homeowners and

FY '15, we have received word that we have received funding for five homes. We can apply for more funds in 2016 if the town wishes. We hired Holland Consultant Planners as a project consultant and Reed Whitesell is here to give us an update on where we are with the project.

Mr. Whitesell, Senior Planner and Mitigation Project Manager for Holland Consultant Planners - Since Hurricane Fran we have elevated over 500 structures. Right now you have seven houses that we are in the middle of engineering. We have met with all the homeowners. We have requested through FEMA another \$148,000. We have also changed our request for 1118 Canal and 906 Canal to be reconstructed. The owners want to do that. The footprint can't be over 110% of the existing footprint. We have also requested that Mr. Eason's house at 508 Canal be reconstructed as well. Three other houses we are going to demolish the first floor, drive the pilings, build a whole new first floor and drop the second floor on top. It's more cost effective to reconstruct the first floor on these. The lower level will be at freeboard. The FY '14 project just started up. If we are short on one house, we will move a lower priority house from the FY '13 project to the FY' 14. Hopefully we will be able to do 12 houses if 801 Canal drops out. I don't see how it would be cost effective to reconstruct that first floor. That's a three story structure. The reason these houses are on the list is because they have had so much water damage.

Mr. Hardison and Council Member Shuttleworth discussed the new flood plain maps and the base flood elevation. Mr. Cramer summarized it by saying that we will know more about these maps in the spring because they are currently in the 90 day appeals process period. No one from Carolina Beach has filed an appeal that we are aware of.

Mayor Wilcox asked about the town being liable for any damages incurred during this process. Mr. Whitesell said the town is just the facilitator of the process and would not be held liable.

Mr. Cramer - We will need to move on the FY '14 budget ordinance. Even though this is completely FEMA funded, we are not putting in any matching funds but we have to be the responsible party to do the pass through of funds. We established a budget ordinance on the 2013 fund. All the money comes through the town. It is not reflected in our budget. There is close to \$3 million for 13 -18 property owners. You will have a budget ordinance on the December 8th consent agenda to establish the funding mechanism.

c. Discussion concerning the use of the Old Library Building

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

Mr. Cramer presented some ideas on what to do with the old library building on Cape Fear Blvd. New Hanover County moved the location of the library to the Food Lion Shopping Center on North Lake Park Blvd. He said the purpose of this presentation is to give council an opportunity to communicate what they would like to see done with the property.

Mayor Wilcox suggested short term that we leave the library as open space and do some cleaning and painting, we could have two meeting spaces.

Council Member Doetsch feels the current community center's condition is questionable.

Mr. Cramer - We occasionally receive requests from neighborhoods for meeting space. Our current community center is used pretty extensively by AA and NA so we

are unable to oblige those folks. Another thought would be that we could move the Help Center over to the community center.

Council Member Shuttleworth agrees with the Mayor that we should not put a lot of money into remodeling these buildings. The single biggest issue I heard during our campaign was water quality. I would like for us to focus on a long term solution for this block. I also think we should solve some Sunny Point/MOTSU issues with the water tank and wells and get a definitely answer if we can get those done. I have been told by staff that the water tank is going to explode any day. Brian said he is tired of putting duct tape on it.

Mr. Cramer - I agree and I am trying to push that discussion towards that in January with MOTSU.

Mayor Wilcox - I think the Help Center being over there is an interesting idea. It's working now because we have staff their already.

Mr. Cramer - The staff at the Help Center has concerns about security. They are open Monday through Friday from 10:00 a.m. until 12:00 noon.

Eric Jelinski, Parks and Recreation Director - The Help Center is a great thing for our community. However, you have people coming into the recreation center and you don't know who they are because they are not registered members. There has been conflict in there at times. The Help Center is volunteer based. They have a panic button back there. It is literally a wireless doorbell the rings at the rec center front desk. We would the call the police department. I think it would be great to relocate them but at the same time we need to make sure they have security and that all their needs are met. Our Parks and Recreation Advisory Committee discussed what they would like to do with that space and one idea was to incorporate a youth lounge for older kids and teens.

Mayor Wilcox - To me either concept works on the Community Center property. They can both be left for meeting centers or the small one can be used for the Help Center. I would like for staff to get with the police department and the Help Center and figure out what they feel would work for them. From there, we will know which direction to go in.

Eric Jelinski - We met with the Help Center a couple of years ago and the biggest challenge was the space, trying to incorporate the Help Center with the AA and NA groups. It just didn't work.

Mayor Wilcox - My concern is we are looking for a short term solution but then long term we are looking at a big robust community center, where does that leave the Help Center. Now we have created another problem.

Mr. Cramer - If you follow the vision of the master plan that the community has laid out, you would have the community center and the Help Canter incorporated in that long term plan. You just have to bring them along in the conversation to let them know that this may be temporary but we want you there and want you to fit into this space. The reason staff has not moved forward with remodeling the building is we wanted to hear if council had any other ideas for this property.

Mayor Wilcox - I don't have any ideas that wouldn't be considered long term. Short term, I think opening those up as meeting facilities seems to be the best thing. I don't want to spend a lot of money on them but I'd like to see them cleaned up and

made safe.

Council Member Doetsch - I think water quality is the first issue and understanding where all the facilities on that current piece of property may go to. If we have clear direction on that, I think that opens it up. I think if we are going to do this as a community complex, having those pieces of property on the west end of that block is certainly well within the thinking of what we need to do.

Mayor Wilcox - Is that also where you would like to have the community garden?

Council Member Shuttleworth - We can have that discussion. I still want to discuss with Michael having one on the MOTSU property but he and I are not always on the same page about MOTSU.

Mr. Cramer - That is an opportunity. That is currently an area that we only use for green space.

Mayor Wilcox - Can we start a conversation with the Help Center?

Mr. Cramer - Yes, we will work with them and we can get some contractors in to look at the facility to give us some quotes and we will come back to you guys within the next couple of months. The library will be completely out of there by the end of December.

Council Member Doetsch - Maybe give us a long range overview and a short range so we can come up with a step by step process for that whole block.

Mr. Jelinski - If we could move the NA and AA over to the old library, which would open up the community center for different uses. We have hosted birthday parties and small family reunions.

d. Review Implementation of no parking regulations on the north end side streets

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

Mr. Cramer mentioned that we have current regulations in our ordinance say that the streets between Canal and Carolina Beach Avenue North are one way streets, yet we never implemented that. That's what got this discussion started. At the last meeting, you all asked Ed to go back and look at a few items and he will be presenting those at this time.

Ed Parvin - A couple of months ago we adopted a code to keep the north end two way and eliminate the parking on the side streets. One thing council wanted us to do was to make sure we were not hurting anyone that doesn't have off-street parking. Jeremy and I took a couple of hours and went out and drove every street to see how parking is configured. We only found one and that is on Sailfish.

Mayor Wilcox - My thought process is that we do not create and immediate hardship on the homeowner or the town.

Mr. Cramer - This actually falls into a program that council adopted back in the 80's regarding residential parking. It states that older facilities that never had parking because they used public street parking, that we would dedicate a residential parking spot to them. We have about 5 around town. Those were created specifically for those residents at that time. We could expand that to this particular location.

Mayor Wilcox - I don't think this is addressing our goal for this situation.

Council Member Doetsch - Is this house eligible for the FEMA elevation program? Maybe we could look into that. Is the fence in the right of way?

Mr. Parvin - Yes about 3 feet into the right of way. The lot is 25 wide. The house is about 22 feet wide. The owner lives in Belize so it is difficult to get up with them.

Mayor Wilcox - Is there a recommendation on an appropriate period of remedy?

Mr. Cramer - I don't think there is any industry standard in this regard. One thing we could do if it is council's wishes we could finish the process by making the streets two way and leave this one, one way until we figure out the details with that homeowner or find a remedy that other communities have for this type of situation.

Council Member Shuttleworth - I like the idea of giving them the three feet like staff suggested with a time limit like the mayor brought up and I'd ask that you talk to the town attorney to make sure that we are not doing anything inappropriate.

Mayor Wilcox - What if we left it two way, lined it off and gave them a period of time to solve the problem. It's not that heavy of traffic through there.

Mr. Cramer - I don't think that would be a problem.

Mr. Parvin - We will talk to the owner about moving the fence down on the one side and then come up with an agreement with the attorney on a two to four year time frame.

Mayor Wilcox - I will suggest we start with the shorter time frame and if there is a severe hardship then we have a little latitude.

Mr. Cramer - This will be an items where we need to bring this back to council to change the ordinance at the January meeting.

Mr. Parvin - I think they already voted on the two-way so everything else is just administrative.

e. Waste Stream Reduction Discussion

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

Mr. Cramer gave a presentation on the waste stream facility at 1313 Bridge Barrier Road. We have made significant improvements over the past few years. The fish freezer is working great. We also purchased a knuckle boom truck. It has been in place for a month now and seems to be working very well. We have also improved the waste pick up for Freeman park due to the changes you guys made to the camping regulations. Waste has been reduced at approximately 20%.

Some possible waste solutions for Freeman Park include: 1. Retrofit current can machine to off load instead of dump container. 2. Install 3 9.5 containers on Freeman Park in Zone 4. 3. Remove all 55 gallon blue barrels. 4. Additional cost would be \$29,738.

Mayor Wilcox and Council Member Shuttleworth made a suggestion to explore the option at the water tower.

Mr. Cramer presented a possible waste solution for the beach strand. We could trade in the old can machine to an off load container not dump the container. This

would cost \$114,000. 2. Install two 9.5 yard containers in the Hamlet Parking Lot. 3. Off load full and empty cans daily for pick up. 4. Additional collection cost would be \$34,786.

The remaining waste comes from parks, trails and the lake. A possible solution for that would be: 1. Reconfigure dumpster area (\$8,000). 2. Install three 6 yard containers behind the Recreation Center. 3. Off load trash into dumpsters for daily pick up. 4. Additional collection cost would be \$8,532.

The only area we do not see an improvement in is yard waste. Some yard waste solutions include: 1. As-Is - Continue to use Bridge Barrier and Waste Industries. 2. Change Process. 3. Storage Location - Vacant property. We have a little over 5 acres behind the Loran Station on River Road. They have denied us access to the Loran Tower property to gain access to our property which is land locked.

Staff recommends to continue to use Bridge Barrier Road for yard waste and bulk waste. That would take 85% off of that property.

Council Member Shuttleworth asked why we are in the port-o-o-john business. Why don't we require the events to rent their own port-o-johns? We need to get out of that. MPT Pierce agreed.

Mr. Cramer agreed and said he would work with the events coordinator to have events order their own.

Mr. Cramer asked council how they would like to proceed with the recommended improvements for the waste stream.

Mayor Wilcox said he would like to move forward as quickly as possible. We could either wean them so to speak by having two locations with the dumpsters and then in a year or two do away with the most remote location or we could try it cold turkey to see if that remote location is really needed.

Council Member Doetsch - I think small incremental steps is the best way to do it and you change it if you need to.

Mr. Cramer - That would be the preferred way of handling it. The fear is that they will just leave the trash there and then we are back in the same situation.

Mr. Cramer - The next question is where do you take those canisters? There is really two options. If you are not going to take them to Bridge Barrier Road and dump them into a 30 yard container, you have to have town property to take these dumpsters to and have Waste Industries come to you and pick them up. The closest location is our Canal parking lot property. That would mean taking out a few parking spaces but you could easily station three dumpsters there. The other location would be at the water tower site. We just recently fenced that in and it has been great for additional storage. We could store containers there and have Waste Industries come to that location to pick them up.

Mayor Wilcox - No matter what we do it is going to cost money. I think we have two options. One is to acquire those properties. The other is to move into a municipal property that doesn't put us back in the fire. The Canal Drive site just creates another problem. My personal opinion is to do something more long term which would be the water tower and we would just have to deal with that expense.

Mr. Cramer - I think we could invest in the equipment upgrades to make the process work. The last sticking point is, where do you put that? I am hearing that the mayor feels that it would be best at the water tower. Is there any other opinions from council?

Mayor Wilcox - It would help us if we had projections on cost such as what kind of manpower we would save at Freeman Park versus what it is going to cost us, how many days a week are we running that 3.5, what's a more likely cost analysis.

Mr. Cramer - I can give you a few other options and let you know how long it takes for one trip.

MPT Pierce - You could look at locking one of the dumpsters until the other one is half full.

Mr. Cramer - We considered that and determined that is what we would start out with.

MPT Pierce - If we are going to use those lots at the water tower, we have to maintain them. We have to keep them clean.

Council Member Shuttleworth - I think we should look at the water tower site. I would like to try to get rid of all the blue cans maybe move them to the water tower site. What would be the difficulty to have one can for recyclable's and one for trash. I would encourage us to use the water tower site, get the 9.5's out there, figure out the locations and if it becomes labor intensive and we have to go to something else, we can do that.

Council Member Doetsch - I think we should color coordinate the bags for trash and recycled materials.

MPT Pierce - Can we color the dumpsters? I think that would help with the appearance.

Mr. Cramer - They only come to us in the off white color but we can paint them. They belong to us.

Mr. Cramer - Now looking at the beach strand, that's a little bit difference. We have approximately 250 cans out there. One at almost every beach access point. We also have additional cans in between. We currently use the old can machine on the beach strand and the new can machine on Freeman Park. We could trade in our old can machine for a refurbished can machine that off loads the 9.5 yard container and that doesn't dump for about \$114,000 with the cans included. With just these two solutions, we would eliminate approximately 85% of the waste going to the transfer site. The remaining is the trails, the lake, the park, yard waste and bulk waste. We could reconfigure the dumpster pads behind the Parks and Rec building. Instead of having one 9 yard dumpster, we would have three smaller six yard containers. The way we pick up trash on the trails and parks is much different. We physically go out there and open the can, take the bag out, tie it up and put it onto a little truck that we have and carries it to Bridge Barrier Road to go in the compactor. In this case, we would take it behind the Parks and Rec facility and throw it into those containers. Waste Industries would pick up those containers on a regular basis. That would cost approximately \$8,000 to reconfigure that dumpster area and possibly an additional \$8,500 in pick up fees. Basically that would get all the municipal garbage waste away from Bridge Barrier Road. We would still want to have the ramp, the

compactor and the 30 yard containers at the facility for yard waste and as a back up. The only area that we don't see any concrete solutions on Bridge Barrier is the yard waste and bulk waste. These items typically do not have an odor. If we continue to use the knuckleboom and use Bridge Barrier Road as is, we would be able to limit that odor and noise just by the operating hours and things of that nature. Another solution to yard waste is completely transporting it off the island. The difficulty is the time consuming process of taking it up to the landfill. Right now, we take the knuckleboom to pick up limbs and branches and we transport that over to Bridge Barrier Road, put it into a 30 yard container, Waste Industries comes in and takes the container away to the landfill. We don't get charged for land waste material at the landfill. We are only paying for the hauling from Bridge Barrier Road. If we were to fill our knuckleboom and drive it to the landfill, it would take us about an hour and a half of someone's time to do that. That would slow down our schedule for pick up and we would get even further behind on pick up. The other option is vacant property. There is not much vacant property on the island. Currently, the town only has one piece of property that is close to the island that is large enough to contain that kind of waste. That is the 5 acre piece of property behind the Loran Station on River Road near Snow's Cut. That property is landlocked. I have spoken to the folks at the Loran Station requesting access across their property into our piece of property. They denied the request. I have taken up two chains so far and each has been denied. They do not want to give access to a secure facility. If they gave us access, they wouldn't want us going anywhere near the buildings. The only entry point is off River Road.

Council Member Doetsch - I don't understand, the loran towers are gone. I would keep pushing them.

Mr. Cramer - I'm assuming they have reasons that they are not telling us about but I do not know for sure. The other two locations that we could come into our landlocked property is off Glen Chapel Road. It is public road that turns private in the back. We would have to get easements, cross a stream and the wetlands. That would be expensive. The other one is to go through the Cape. It would be less costly but you have the issue of driving our trucks through private streets. This is not an attractive candidate. Staff's recommendation is to continue to use Bridge Barrier Road for yard waste and bulk waste that does not have odor or noise considerations and that we help mitigate that by our hours of operation. That would take 85% of the waste out of that facility.

Mayor Wilcox - It's a start.

Council Member Shuttleworth - We have a lot of port-o-johns. Other than the north end, do we need that many? Do we need to be in the port-o-john business? Are we providing them to events, if so, why?

Mr. Cramer - Yes, that's a good question. We are looking into changing that in the spring. We would need some for lake activities that we have, the boardwalk, some but not many.

MPT Pierce - I agree with Steve. Let them go rent their own port-o-johns.

Council Member Shuttleworth - When we discussed creating the events coordinator position, it was not to facilitate the needs for the events, it was to keep track of who's coming and what they are doing. People that are having their own event, need to get their own stuff. Our guys have enough to do.



Mr. Cramer - I would think that our Events Coordinator could help the event coordinate that with the private company. There are several other things that we would like to look at contracting out to help our staff do the jobs that are intended.

MPT Pierce - As long as you're on it.

Mr. Cramer - All in all for this particular item, we are talking about an up front cost of about \$150,000 to change equipment, get the cans and change our process. The question I have for you, is we can do that before the season starts with a mid year budget adjustment in January or we can do it during the next fiscal year.

Mayor Wilcox - Aside from budget issues, what is the implementation time?

Mr. Cramer - About 60 days to get us the retrofit for the can machine on Freeman Park and 120 days for the retrofit for the can machine on the beach strand. We could do it before the season started.

Mayor Wilcox - As long as we have a month or two to get things working, I would like to see us get it in place as fast as we can, personally, before the season.

Mr. Cramer - The only other way we could do it any faster is to add a budget adjustment to December 8th council agenda under consent. We would move \$150,000 out of fund balance and then we would be able to purchase faster.

Mayor Wilcox - You could get the truck for Freeman Park before the truck for the beach strand and stage those.

MPT Pierce - I don't want to wait another season, let's just do it.

Council Member Shuttleworth - Let's just bring it back on the consent agenda on December 8th. Find a solution for the port-o-johns as well.

MPT Pierce - ..and paint the cans.

Council Member Doetsch - We also need a comprehensive plan on how we can save the town money on sponsoring events.

Council Member Shuttleworth - I think we should, at some point, hear an update on how the event program is working and where the catch all's are. Let's get out of the port-o-john business.

Resident, Patrick Boykin - You guys mentioned buying adjacent properties, where you referring to residential properties?

Mayor Wilcox - We were not talking very seriously about that.

Council Member Doetsch - Yes, I was anyway. I'm not sure about anybody else.

Mayor Wilcox - It's obviously one of the options.

MPT Pierce - Michael, you mentioned taking the yard waste over the bridge to our property. We don't have use our property. We could look for another piece that is over the bridge that is zoned properly. We can keep our eyes open.

Mr. Cramer - I even suggested to the Loran folks that if they would give us the five acres in the front, we would give them the five acres in the back.

Council Member Doetsch - We need to get with our Representatives to see if Mr. Rouzer can help us out.

- f. Intelligence Led Policing being implemented to reduce crime in Carolina Beach.

*(Requested by Angie Earl, Police Department)*

Chief Chris Spivey presented the Intelligence Led Policing model that he is Implementing into Carolina Beach. It is policing in a business model.

Detective Scott Hettinger explained Intelligent Led Policing. What it is: It is more efficient policing model, proactive policing, intelligence generated policing, quality approach to policing service, relentless police method of identifying type 1 crimes and offenders and community involvement. What it isn't: Spying, wire tapping, unconstitutional search or seizures, violation of any rights. He mentioned that 6% of our people are committing 60% of the crime.

Council members supported the idea of Intelligent Led Policing and asked what the police department would need to move forward with the program.

Chief Spivey said that they would need the software from OSSI and possibly two positions in the future.

Council Member Shuttleworth asked about CALEA and how this relates.

Mr. Cramer explained that it is a standards package. There are costs associated to it but not as much as the public may perceive.

Council Member Shuttleworth said he has received feedback from professionals and the public that we should not be getting into to.

Mayor Wilcox said we can still take advantage of the standards without being involved in the program.

Mr. Cramer said that we are in the low level tier of the program.

MPT Pierce asked if OSSI is the best product or if it will be changing in the near future.

Chief Spivey said that the courts, the jails, Emergency Management are all on this program so he does not foresee them changing any time soon.

### **III. NON-AGENDA ITEMS**

Mr. Cramer mentioned that he may be coming to council to ask for reimbursement for the cost of sink holes as a result of the flooding. We requested federal assistance for around \$500,000, \$300,000 was sink holes. We were denied the request. The governor is appealing that decision and we are waiting to hear back.

Mayor Wilcox asked if we could start using the camera system at the boardwalk. I heard that someone was pulling lights out of the Christmas decorations which is not a huge deal but it would be a nice time to go and see what we can see.

Mr. Cramer - We heard the same thing and we have already started looking into it.

Mayor Wilcox - I have had several residents tell me that they have seen people driving down the multi-use path on Cape Fear.. Can't we put down markings on the trail? The pedestrian knock downs would be nice.

Brian Stanberry - We received the signs this week and we will get them out next week.

Mr. Cramer said that we are putting up signs and we can mark the trail as well. We have a few options that can help delineate the problem.

Council Member Shuttleworth feels that it is locals and they could truly be mistaken. He thinks that time will help.

Council Member Shuttleworth - Michael, during the manager's update next week, will you give us an update on where we are with the boardwalk construction? The public wants to hear where we are at with it.

Mr. Cramer - Yes, not a problem.

#### IV. ADJOURN

**Mayor Wilcox made a motion to adjourn at 12:20 p.m. Motion carried unanimously.**

Kimberlee Ward  
Kimberlee Ward, Town Clerk

1-12-16  
Date Approved