



CAROLINA BEACH
TOWN COUNCIL MEETING
MINUTES • NOVEMBER 10, 2015

Council Chambers **Regular Meeting** **6:30 PM**

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

1. CALL MEETING TO ORDER INVOCATION AND PLEDGE OF ALLEGIANCE

Mayor Pro-tem Pierce called the meeting to order at 6:30 p.m. Mayor Wilcox will be a few minutes late.

Mayor Wilcox joined the meeting at 6:40 p.m.

The invocation was given by Reverend Blackwelder with St. Paul's United Methodist Church. Invocation was followed by the Pledge of Allegiance.

Attendee Name	Title	Status	Arrived
Dan Wilcox	Mayor	Late	6:40 PM
LeAnn Pierce	Mayor Pro Tem	Present	
Steve Shuttleworth	Council Member	Present	
Sarah Friede	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	

2. ADOPT THE AGENDA

Council Member Doetsch made a motion to adopt the agenda. Motion carried unanimously.

3. SPECIAL PRESENTATIONS

a. Request by Island Montessori School to host a Color Run

(Requested by Kim Ward, Town Clerk)

Danielle Surdel presented, said they are the SSA from Island Montessori School and are requesting permission to have a 5K and 3K color run through Mike Chappell Park on April 16, 2016. The school would like to open it to the public. They are in contact with the UNCW track team and will aim at other track teams from local high schools, Strides program and the Girls on the Run program to bring them here to participate. They will be using cornstarch and FDA approved dyes, and will have water stations where they can remove dyes that might get in eyes or mouth. Dye will only be thrown at low levels or up high for a rainfall effect at the park at the start and end of the race so it is not spread throughout the town. They will have masks and glasses for every runner at check-in. Cleanup will be provided by the parents to remove powder. There will be cleanup stations with paper towels and garbage bags. She showed maps with routes. The 3K is for children to run or walk with parents or anyone wishing to participate. They will be utilizing Brunswick Timing Services who will have all of the directionals set out for runners. Following the 3K will be the 5K

run, which will go throughout the lake and will make sure barrels and officers are in place. Volunteers will be around for guidance. They also have a waiver which she will get to council - a copy of all the items they will be using for safety measures. They will have packets of extra color available after the race at the park only. They will be providing runners with recommendations on what to avoid so they can come prepared. They are hoping to have 200 runners.

MPT Pierce asked about the parking on side streets.

Brenda Butler said they discussed that and there is going to be an area where the color is going to be thrown that will be roped off so no one will park there and they have also agreed to do signs that say color is going to be thrown between here and here if you don't want it on your car, don't park there. The fire department has agreed to wash it down with their hoses afterwards.

Council Member Shuttleworth made a motion to approve Tinted Turtle Trot 5K and 3K Run for the Island Montessori School on April 16, 2016. MOTION CARRIED UNANIMOUSLY.

- b. Presentation by Jerry Leeman, Vice President of WARM (Wilmington Area Rebuilding Ministry)

(Requested by Sheila Nicholson, Town Manager's Office)

Jerry Leeman Vice President with WARM, Wilmington Area Rebuilding Ministry, gave a presentation on what they offer the community. This organization helps homeowners who own their house and have gotten into a situation where the house may no longer be safe for them due to some financial issues. If people meet the criteria for financial awareness and what needs to be done they will come in and fix the house for free and make the house safe to live in. Charts were provided with details and showed the many benefits. Our overhead is around 10% so we can administer and get money that is given to us to manage and return 90% of it into the houses and cases we are managing. We always need volunteers as almost all of the labor is done by them. They also need donations for operating funds and also receive grants. They do two fund raisers a year - a gala in June and a harvest luncheon in October. They are here tonight to get the word out and identify homeowners in need. Houses have been repaired on the island. Currently they have no houses in Carolina Beach requiring repairs and they want to get the word out so people here who need help get enrolled in the program to receive help so they can stay in their houses. People can contact him or go to the website and call the office. Website: warmnc.org.

Council Member Doetsch asked the town manager to put them on the town's website with a link to their organization for those who are interested.

Mayor Wilcox suggested that Mr. Leeman contact the local newspaper to get the information out and also offered to help the organization.

Council Member Shuttleworth said our building inspector and senior planner would also have information that would help.

Mr. Leeman will leave handouts with information.

- c. Brief on November and December Special Events

(Requested by Brenda Butler, Planning & Development)

Brenda Butler gave a brief update of the November/December special events.

MPT Pierce said Christmas By the Sea could use some volunteers and can contact her if they are interested.

d. Committee Updates

(Requested by Kim Ward, Town Clerk)

Rick Rogge, Freeman Park Committee, said they had a good year despite losing a large portion of the park. Net income was up and the number of people was down. The number of problems continue to be few. He asked council if there is a way to keep up the park through sand from dredging. Right now during high tide there is a lengthy section where water runs right up to the dunes and some of the dunes are gone. Erosion is massive. It would be tragic to lose that enjoyment to so many people as well as the income for renourishment and other projects. Also, we may want to do some research about having a trail down the backside that would be gated for emergency uses. Town staff has done an amazing job up there.

Council Member Shuttleworth asked about the timing of the sale of passes and whether it was enough time as well as the 3 day passes.

Michael Cramer said it will be December 1-15.

Mr. Rogge said the committee discussed everything mentioned and the consensus was it worked and just do it again.

Rick Rogge, Harbor Commission, said the two main items the commission, originally and to this day, has had on its agenda to have cleaner water and to improve usage of the harbor. On the clean water they have made a little bit of progress. On the usage with the dinghy docks and mooring field he feels we have done some major stuff. We are the first not only in the state but maybe the east coast to legally have the authority to police in our harbor and also the first to have a mooring field owned by a municipality. Those were changes that had to go through Raleigh and were quite an undertaking. We are now seeing some very valuable vessels stopping in Carolina Beach and social outreach is very positive. The committee would like to proceed to get ten more moorings. The design is already in place. There are some changes learned from the first ten that will be made in the next group and it looks very strong that there is grant money to do that. Our mooring field has helped stop accidents with boats in the harbor from drifting into someone else's dock or boat. The committee would like council's consideration on increasing the moorings. Regarding the mooring field season and usage, it is very busy in the spring and fall and is pretty much full. They are considering some ideas to encourage additional use during the summer. Awareness of the mooring field is really catching on and showing up.

Mayor Wilcox said he would like to take a look at where we are now with our current moorings, seeing what the income is, looking at that whole scenario in relation to possibly expanding it or not expanding it. If we don't expand it, what is the best path forward for managing that revenue? Would we be better off getting \$10 on an honor system than \$5? With the possibility of it doubling in size, at what point in time does it make financial sense to have a full-time person from the town to manage it?

Mr. Rogge said they had 84 rentals in the month of October with an income of \$1,680. What is the saturation point? I don't know if ten more or twenty more is the right number. It seems like we could easily do ten more. The grant situation looks very strong for it so it would not be a big expense for the town. The decision to change to a full-time employee is probably down the road a ways. He could bring

back a plan for the additional moorings.

Mayor Wilcox would like the committee to take a look at those different management styles like Ocracoke where they have the honor system vs other places and look at how that affects the revenue and town involvement and those types of things and the success of those places.

MPT Pierce asked if home owners in front of the areas where you intend to put the moorings were notified.

Ed Parvin said we did send out letters to people along Canal Drive letting them know what we were doing. That was after we applied for the boating infrastructure grant and were going through the permitting to let them know that was coming into place. We also had a public hearing. The additional ten moorings in already on the CAMA permit for the first ten.

Mr. Cramer said if we were to expand we would do some type of public outreach to the folks impacted the most by the mooring.

Mr. Rogge said he has received many positive comments from real estate clients who live in that area. With regard to clean water, some efforts have been made to put in different types of filter systems and it's better than it was but we have a really long way to go. The committee would like permission and help from council in moving forward with an idea of putting in a pipe from the town marina out into the ocean. Currently we have a dead end harbor and nothing flows in and out. At the north end you get some green water but not anywhere else. There are a lot of other harbors like ours and if you look at a place as big as San Diego which has a naval base there and massive traffic; it's a dead end harbor. They put a canal at the south end and it cleaned up tremendously. If we could put a pipe in it would no longer be a dead end and we could have fresher ocean water flushing through our harbor and would be a huge, positive change. There is also a strong possibility it might help alleviate some of the flooding on Canal. This is something an engineer would have to look at and would be a long term process. If it could work, it would be a huge change. Right now where the outfalls are located the water quality is very bad. We have an opportunity to maybe do some research and see if this is a viable thing and then look into different ways to do it. There are many levels on which it would qualify for grant money and we would like to pursue that and would like to know what the council's opinion is on it.

Mr. Rogge said they would do that. He said as far as the marina goes he can't say what is currently being done with regard to the bulkhead but there was a heavy discussion as far as the management or lack of it at the marina. The management is not working and there are several problems from the way the boats are kept, the condition of the marina, to the pump out, etc. It is a very lengthy list. We need to have management in place to do something about it.

Mayor Wilcox said it was discussed at the last meeting that he and Council Member Doetsch would get with the commission and go through the list of concerns, see what needs to go back to the committee, what is policy decision, what needs to come to council and would bring that information forward to council and help you with that stuff. He asked that the committee bullet point those items before the next meeting.

Mr. Parvin said he has that information and will send it out to everybody. Our next meeting is Wednesday, December 2nd at 6:30. He will look into changing that date

so everyone can attend.

Mr. Cramer said staff liaison will take care of it and get the information to you.

Mr. Rogge said he is on the board of directors at the Help Center, Christmas is coming and he would like the town residents to consider local donations going to the Help Center which go only to local needs. They need help financially and with food. The Island Cottage which is the thrift store next to the post office, 100% of its money goes to the food bank. They could use some volunteers there. The Help Center is in the recreation center, Monday thru Friday 10:00 to noon where people can take their donations.

Council Member Shuttleworth said the town manager could maybe hook him up with Hannah to help get the word out.

MPT Pierce said maybe with Christmas By the Sea we could do a drop off and ask people to bring food items as well as maybe getting folks from the restaurant/hospitality groups to do individual drives.

Mr. Rogge said they have a website and the Chamber of Commerce has been posting on all their emails things the Help Center is in need of. If the town could do a similar type of thing it would hit such a large group of people.

e. Project Update by Gil DuBois

(Requested by Kim Ward, Town Clerk)

Ed Parvin presented update.

Utility updates- for the boardwalk all of the utilities from the north pavilion and south pavilion have been installed. The concrete on south pavilion has been removed. Before Thanksgiving we were planning on having all the concrete put back from north to south pavilion and all the utilities down in south pavilion. After Thanksgiving we'll be putting the concrete back on south pavilion so that whole section of the boardwalk will be done shortly after Thanksgiving. Right now at the north pavilion, where we stopped last year right around the arcade, all the utilities are in from there all the way down to the old Frank's Pizza. Today the concrete is starting to be poured. Going up towards the beach is the area we're focused on now, concrete has been removed and utilities are being installed. All of the concrete on the main boardwalk will be in before Thanksgiving. Shortly after that is complete we will be finishing up the south pavilion. We will still be moving south during Christmas on the pathways.

Mr. Parvin presented an update on Phase 1A - since October 1st this is what we have accomplished in landscaping: the grass from Third Street to Sixth Street is in, 62 Crepe Myrtles have been installed in that stretch of roadway, completed installation of concrete sidewalks and driveway aprons. Additional asphalt paving on either side of Cape Fear was recently installed, and we made modifications to the catch basins and added more where they were needed.

Mr. Parvin presented on Phase 1D - going up Sixth to Dow we are in the process of installing the 18" stormwater concrete pipe and we've got about 400' on the 600 and 700 block installed along with five catch basins. We're still doing some exploratory digging on the 600 block, there's quite a few lines going through private property which we're working out the easements for in that area.

Michael Cramer said our original completion date was the 28th of February but with

the rain and everything that has been pushed back to March 6th. We're still generally in that same ballpark.

Mr. Parvin said we still have the trail after that. If all goes well we'll have everything in place with DOT and have that ready for bid in late March/early April for the multi-use path going up from Sixth to Dow. Wastewater treatment plant - the discharge pipe project and the EQ basin are still moving forward, just waiting for some information back from our engineer on those projects. Around town maintenance issue we've had quite a few water main installations at different areas due to failures. We had 30 plus sinkholes and with the continued rains we haven't made a lot of progress being able to resolve those issues. We are securing them making sure they are blocked off so they are safe and trying to address them as the water recedes hopefully in the coming weeks. Most are in the easements on private property or on the edge of the right-of-ways, mostly in the grass areas. The 6" Godwin diesel power pump and the two variable message boards that Gil was able to get some grant money for, the pump might have arrived today or is coming this week and the message boards will be coming the next week or so.

Mayor Wilcox asked about the assessment of the street ends along Canal to the Harbor.

Mr. Parvin said we have looked at all the street ends on Canal and talked with the Harbor Commission about which ones are the best ones that we could upfit with some parking. I think we're going to bring back some recommendations for the north end traffic flow, about keeping it two-way as council recommended. We found one house that does not have off-street parking. Jeremy and I met with the tenant yesterday and think we have a solution that we will bring to you.

Mayor Wilcox said there are two kind of separate issues. I know that we asked you to do that but we also talked, a few meetings ago, about our public dock and no signage, it's overgrown, no one knowing it's a public dock and those assets all the way up Canal around Florida, all of those street ends along the harbor. I was on Florida Avenue today with some residents and it was embarrassing. There was trash, weeds and water. I'd like us to look at how we can improve those existing conditions and make them a place where someone wants to go. There are no benches. It's a mess.

Mr. Parvin said I know Parks and Rec was interested in that. I'll broach that with them as well as fixing up that Florida access.

Mayor Wilcox said there's Florida, Maryland there's a place if you want to do some launches that could be improved and one we've already got, the dinghy dock. I would like to see staff come back with some recommendations on how to improve that. If we need to get some rope and post fencing, some signage, some benches - whatever it takes to clean that up. I don't know who is going to take care of the landscaping whether we need to add that to our contract with the landscaper or what but I'd like to see us work toward a plan.

Mr. Cramer said we are working towards a plan on that and since those street ends actually dead end into the sound, those would go back to the Harbor Commission and talk to them about specific improvements and things that we've brought forward.

Council Member Shuttleworth said I think what Dan was looking at, and we had talked about as a council, was doing an inventory all the way up Canal and through

the far north end and identifying some kind of priorities. For example, the dinghy dock we already have as a number one priority. Let's get some signage and clean it up and then what are the other priorities. I don't think you can do them all at once. It goes to the conversation, Michael; we had about the south end. Beach crossovers, there are only so many hours in the day and so many resources but if we don't have a long term prioritization of the different assets up there, and then that can come into play with when we start talking about stormwater prevention, flood prevention at the north end. Whether it's future bulkheads or the improvements to Florida and Delaware, if we could see in the next couple of months some kind of inventory like here are the 26 access points, here's the first tier of what we can do, and here's the second tier of what we can do. We agree that there are some of those that historically people have assumed ownership or done some things that might be a little tougher to go in to today and say that's public property and we are going to reclaim it when we have other assets that might be easier to do and just as beneficial.

Mr. Cramer said we have been working on that inventory and we'll be bringing it back to you.

Mayor Wilcox said as far as the fencing, the pathways, the seats, the signage and the landscaping; I think if you look at the Harbor Commission plan, we did this four or five years ago, so, it's in there. We just need to go back and pull out that plan and see what it was we wanted to do, figure out what those elements are and move forward with them.

Mr. Parvin said you are right, it is in there. We have pictures of each one of those street ends so we can go back and put together a presentation for you on what we think...

Mayor Wilcox said we need to standardize- what kind of benches, fencing and signage - standardize it and apply it to whichever of those street ends are most suited. The water behind those street ends, that's not any part of the adjacent private properties, what is that?

Mr. Cramer said it is town right-of-way.

Mayor Wilcox said there is a boat parked in the town right-of-way at Florida Avenue that has been there quite a while.

Council Member Shuttleworth said it's another one of those enforcement issues and at some point we have to step up. I see people who park their boat on a trailer at those dead ends on a regular basis and it's not fair to those who have to pay for a boat space.

Mayor Wilcox said the walking path that runs along Snow's Cut, who maintains that?

Mr. Cramer said Parks and Rec maintains it, picks up the trash, etc., and typically mows it about three feet back.

Mayor Wilcox said a citizen said it is kind of overgrown and unkempt, maybe we could check it.

Mr. Cramer said he would have somebody check it.

f. Town Manager's Update

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

Michael Cramer presented and said he has two items for update. The first item is the Lake Park crosswalks. Last month Council Member Doetsch and I went to the NCDOT district representative's office up in Castle Hayne and talked with them about the 15 intersections that we have along Lake Park. Only about half of them have any form of crosswalks at them. Some of them have four crosswalks, one on each leg. Most are single, individual crosswalks. Very few of them have a lot of signage and there has been some discussion about putting the knock-down pedestrian signs on the double yellow line in the middle of the intersections to try and identify those as critical areas to be safe for pedestrians. In talking with NCDOT they were amenable to us paying, doing the work and maintaining such crosswalks to their standards. They said we can get an encroachment agreement with them at the locations where we're interested in having them. We can beef up the signage, improve the striping and we can try putting in the knock down pedestrian signs and they will allow us to do that with the encroachment agreement. A knock down pedestrian sign is able to be knocked down if somebody hits it but is a pedestrian friendly sign that says yield to pedestrians and so forth. It would have a small island where you would place it on the double yellow line in the middle of the intersection but it is removable and changeable and you are able to maintain it. Over the next couple of months we're going to go through each individual intersection and determine if there should be additional crosswalks at some or all of them, go through the encroachment agreement with NCDOT and see which things they will or will not allow in that agreement and bring back to council a list of things that we think we can do to improve those intersections for pedestrian safety.

Council Member Friede said the crosswalk at Lake Park and Atlanta, which I understand runs with the sidewalk along the north side of Atlanta, 90% to 95% of pedestrians are using that crosswalk if they are heading west. They are then crossing to the lake in part because there is no safe place to walk on Atlanta and in part because they are going to some sort of event at the lake and I can't tell you how many times people crossing in front of cars there have nearly gotten hit or caused backups on Lake Park. We need to reconfigure that.

Mr. Cramer said we actually talked extensively about reconfiguring that intersection. They were quite interested and one of the ideas was to close off the eastern section of that intersection from Atlanta at Lake Park to Woody Hewitt right next to the Shell parking lot. If that leg of the intersection was cut off and was only a three way intersection then you could go and add sidewalks to the area that you are speaking of next to the lake with our Phase 1B project, reconfigure that intersection so you would have three crosswalks there, two on each side of the intersection and one going across Atlanta, making it much safer in that general area. The traffic engineers thought that was something we needed to explore. Brian Cox with Engineering Services and who is working with our Phase 1B project will be looking at that area for improvements.

Council Member Friede said she feels we need to go back to DOT and ask them again about flashing signs, something the pedestrians can push when they are in the crosswalk to remind motorists, something.

Mr. Cramer said they will allow it if we pay for it. Quite often you have to go and make it to their standard where there is an island of refuge or if it's a signalized type intersection you have to do it to their standards which are in the \$25,000 to \$30,000 range and that's not with the reconfiguration of the intersection. We'll work on those over the next couple of months and bring back a plan to council with some of our

recommendations on ways to improve these areas. One of them may be with the Phase 1A project putting in some of these other amenities at the lights.

Council Member Shuttleworth asked will you also be looking at the sidewalks south of the lake, south of Atlanta?

Mr. Cramer said yes, down to the entry point at the lake where we have the little side entrance, down at Woody Hewitt where it comes out.

Council Member Shuttleworth said I meant from Woody Hewitt south on 421 to much further than you are talking about. Have we looked at a sidewalk further down Lake Park?

Mr. Cramer said no we have not.

Mayor Wilcox said I have had a number of local businesses and a couple of local organizations call me about the crosswalks. They are willing to do fundraising events to help us with that so when you get to a point where you've got some costs and a plan maybe we could engage them.

Mr. Cramer said that would be a great idea. The other item tonight is an update on parking operations. In June we installed new parking meters on Cape Fear from Lake Park down to Canal. We also installed new parking meters along other ancillary roads we came and spoke to you about. We purchased or went into a pilot program with MacKay Meters to test out the new credit card capable parking meters and we did 50 of them. The plan was that after the season we would evaluate whether or not the meters function well and whether or not the locations that we put them in created a good return on investment. I am pleased to say that out of the 50 meters the cost of those meters was approximately \$33,600 and during that time from June to October they brought in \$45,000 in revenue. This was a pilot program given to us for those four months by the meter company. It is now time to either purchase those meters or give them back. I recommend we go ahead and purchase the meters to continue to utilize those spaces and improve our parking situation in that area. I put in the consent agenda with the budget transfers the opportunity to transfer \$33,600 from the General Fund Fund Balance to pay for them and add that to our stockpile of parking spaces. Lifespan on housing is 20 years. The internal mechanisms can be replaced or repaired every year.

Council Member Shuttleworth asked about the key areas on Lake Park that some of the businesses have asked to have limited parking time to get better customer turnover.

Mr. Cramer said we've had several conversations and sent Pete from SP Plus Parking to go and talk with the individual property owners basically between Atlanta all the way down to Harper on Lake Park and in general he had a very positive response to those businesses wanting meters placed there with 2 hour limits on them. They would be very similar to those placed on Cape Fear from Lake Park to Canal.

Council Member Shuttleworth asked would we have the flexibility to shorten those hours in some areas?

Mr. Cramer said we could shorten the hours. The problem is that you get into more of a maintenance or enforcement aspect. With all the number of meters, with all the parking lots that we have, we only have so many parking enforcement agents to go around and make sure that people are only staying in those allotted parking spaces

for so much time. If you do it for less than 2 hours you start draining that and 30 minutes don't usually work. He asked Council Member Shuttleworth who the other businesses are that he has received concerns about so he can go and talk to them.

MPT Pierce asked how many spaces are there which we could put meters on?

Mr. Cramer said somewhere between 50 and 100.

MPT Pierce said she thinks we probably need to have a public meeting and have the business owners come and see what their thoughts are but I don't think they would be against the meters at all.

Mr. Cramer said my intent was over the next couple of months to pull the information together so we could have either a workshop or a meeting in that area to talk to the business owners and see their thoughts then bring back to council what the costs would be, what we could gain out of it and have something we could decide on and implement before the season next year.

Mayor Wilcox said a meeting or two ago we talked about the restrooms not being open during the off season. Have you guys thought about that or come up with any solutions, schedules?

Mr. Cramer said they did move on it and opened the restrooms back up and keeping them open. He sent an email to the lady who came to the council meeting that night and explained it. We will most likely once it starts getting cold close them down and drain the lines because that's where we had the issues. That will probably be for at least another month that those restrooms will be open.

Mayor Wilcox asked any thought to putting cameras on those public restrooms?

Mr. Cramer said we haven't gotten that far yet. We can go and look at cameras. We've been trying to do by having shifts of our police department go by those locations for vandalism and things like that. It's not so much the vandalism during the off season that we're worried about, it's the freezing pipes and things like that, that's why they end up closing them. I'm sorry I didn't update you on that earlier.

MPT Pierce said maybe we need to put a notice on there and let people know when they are going to be closing.

4. OLD BUSINESS

None.

Mr. Cramer said the waste transfer center will be a topic for a workshop on November 24th.

5. PUBLIC DISCUSSION

None.

6. PUBLIC HEARINGS

None.

7. CONSENT AGENDA

Council Member Friede made a motion to approve the Consent Agenda. Motion carried unanimously.

The following items were approved:
 Budget amendments and transfers as requested by the finance director.
 Minutes for October 13, 2015 6:00 p.m. special meeting and the 6:30 p.m. regular meeting.

8. NEW BUSINESS

a. Consider awarding the Fire Engine Contract

(Requested by Kim Ward, Town Clerk)

Fire Chief Alan Griffin presented. He said the fire engine was approved in the FY 15/16 budget with \$475,000 allotted with a 10 year payment period. Debt services for two out of three fire engines are gone. The new engine will replace a front line engine that is 22 years old and is well past its life. A committee was formed of members of the fire department to determine the needs of a new engine and solicited bids from five vendors and received bids from three. On December 1st there is an 8% increase across the market. The recommendation is to award the bid to C. W. Williams/Rosenbauer Fire Apparatus, the same manufacturer of our tower ladder engine. The bid came in at \$429,864 with a prepay allowance of 100% up front discount. The savings with the prepay discount paying before December 1st would equal \$47,211.

Michael Cramer said council voted on this in the budget as part of the Capital Improvement Plan and will be debt financed. That's part of the next two items after voting on awarding the contract - the budget and financing mechanism.

Chief Griffin said they will put the old engine on a government auction site. They have been told \$25,000 to \$35,000 seems to be the going market which would go into the General Fund but it could be less. It is about a ten month limited bid which will give them a chance to look at what equipment we can move over, what we can purchase and if we need to make up a little bit of difference in the next budget year. We'll talk about that but we're hoping this will carry us through. The town attorney will review the contract.

Recommendations:

- Fire Engine Committee and Fire Chief recommend the following:
- Award Contract to Rosenbauer Fire Apparatus
- Bid with prepay \$429,864.00

If we prepay for Fire Engine and complete the contract by November 31, 2015, the town

will see a savings of $\$12,822.00 + \$34,389.12 = \$47,211.12$

- Adopt Budget Ordinance ##### for \$473,864.00
- Contract Price \$429,864.00
- Essential Equipment \$45,136.00

Radios Scene Lighting

Ladders Adaptors and Fittings

Nozzles Hoses

Mayor Wilcox made a motion to approve the award to C. W. Williams in the amount of \$475,000. MOTION CARRIED UNANIMOUSLY.

b. Consider Approving the Budget Ordinance for the New Fire Engine

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

Michael Cramer said the next item is the budget ordinance for the purchase of the fire engine. We had budgeted \$475,000 in order to get the pre-payments we need

to go and pull funds out of Fund Balance and pay for the purchase of the fire engine. Then we will reimburse ourselves with the following resolution which is the financing. This is Budget Ordinance 15-993.

Council Member Doetsch made a motion to approve Budget Ordinance 15-993. MOTION CARRIED UNANIMOUSLY.

- c. Consider Approving Financing Resolution for New Fire Engine

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

Michael Cramer said this is the financing resolution for the fire engine, Resolution 15-2113 for the same \$475,000 and will enable us to do debt financing at a later date. We went out for competitive bids and expect we will get a bid from BB&T and possibly Sun Trust. Interest right now is between 3% to 3.5% range depending on the amount and type of loan and will most likely do a ten year loan.

Mayor Wilcox made a motion to approve Resolution 15-2113 reimbursement resolution for the purchase of a replacement fire engine for engine #22. MOTION CARRIED UNANIMOUSLY.

- d. Consider NCDOT Pedestrian Planning Grant Application and Resolution No. 15-2112 in Support of the Grant

(Requested by Jerry Haire, Grant Administration)

Jerry Haire presented on the NCDOT Pedestrian Planning Grant. He said this was brought forward from the October 27th workshop. There are no changes except that we decided to move forward with the Pedestrian Planning Grant and not a Bicycle Planning Grant because it would be a stronger application. It's an 80/20 matching program. This would be a 12 to 18 month process for development of the plan involving a consultant and would be a comprehensive town-wide process involving a steering committee, survey, a number of open houses for public input. It would be a good opportunity to take an in-depth, long range look at issues like sidewalks and crosswalks. There would be a lot of focus on downtown areas and interconnectivity. The awards applications are due November 20th. The process could dovetail with the new Parks and Recreation Master Plan that is currently underway and would be beneficial to have those plans concurrent. The cost estimates for this plan, the amount of which is set by DOT based on population, would be \$25,000 to \$40,000 making it \$20,000 to \$32,000 with a town match of \$5,000 to \$8,000. Some of the benefits, we don't have a pedestrian plan currently, we have the bicycle/multi-use plan that has some pedestrian elements to it. We have been advised that a pedestrian plan would be a pretty strong application and we could incorporate some updates to our bicycle plan within the pedestrian plan using the same consultant, etc. He showed a map of the current bicycle/multi-use plan.

Council Member Shuttleworth made a motion to approve Resolution 15-2112 in support of the grant. MOTION CARRIED UNANIMOUSLY.

- e. Consider adopting Resolution No. 15-2111 to support the STP-DA grant application to add bike lanes on St. Joseph St. and Lewis Dr.

(Requested by Jerry Haire, Grant Administration)

Jerry Haire presented. He said we have an update for this project. We met with the MPO staff engineer, went through the project with him and the proposal we were looking at was adding some asphalt to both sides of St. Joseph and Lewis Drive. We took a look at the project and the pavement on both streets is old and has a lot of problems. The MPO rep was not in favor of taking a look at that as far as funding for just new asphalt to tie into the old asphalt, so the recommendation was to include complete existing pavement overlay with lining for bike lanes but they didn't want to

consider just paving the shoulders. The good news is there is money to do the street overlay pavement so that is what we're going to propose adding to the proposal for tonight. The recommendation was to spread it over two years, St. Joseph Street first and then do Lewis Drive. This is an 80/20 matching program. To be eligible these projects have to be added to the 2035 Transportation Plan which will soon be replaced by the 2040 Plan. The last project that is feasible for us to do is the dual 5 foot bike lanes at St. Joseph and Lewis Drive going from Lake Park to Access Drive intersection across from the Food Lion. We can add projects but we have to trade out projects so this is not part of the 2040 Plan so it's not like we would never be able to do it but we would have to do some project swapping around. With the 2035 Plan still in effect we have this opportunity to do this project.

Council Member Shuttleworth asked at what point do we bring the public in on the design for input?

Mr. Haire said if you don't have the money you can't do the project so we have tended to get the money first. The MPO rep said this project would score highly; there are not a lot of other applications this year. My suggestion would be if we wanted to have that process, there is a good bit of lead time from the award announcement date to when you get your agreement signed and move forward, a 3-5 month period.

Michael Cramer said you don't have to have a plan to get the grant, it goes into the application. If awarded then we would go through a process of public involvement, engineering and plan development.

Council Member Shuttleworth said that would be the time when we would be able to bring into factor the Harris Teeter Plan that was approved or the deal over on Lee's Lane as well as potentially asphalt on both sides and what we could do for traffic calming.

Mr. Cramer said this is just the starting point. If we get awarded the grant then we would go through all the public involvement processes to make sure everything dovetails together so we have a finished product that everybody is happy with.

Mr. Haire said the budget figure that we got from a local paving company to do the pavement overlay and widening for the 5 foot bike lanes, just for phase 1 of St. Joseph Street, is about 4,844 linear feet comes in at \$583,640, signage and sharrows - \$12,796, design and NCDOT inspections usually 10% of construction cost with a total project cost of \$713,000. 80% grant figure of \$570,531 and a town 20% match of \$142,633 giving you bike lanes and a new street.

Mr. Cramer said I think you will find where we'll gain the most is coordinating between Harris Teeter and the Lee's Lane property to redo that intersection to make it safer for vehicles and pedestrians. The pedestrian grant we just talked about is for the entire town and it's a plan for doing all the areas dealing with pedestrians. In this case you are talking about one specific area. It will be addressed in the plan, probably not in great detail. It would be this particular project that you get into great detail.

Mayor Wilcox said he wanted to make sure we check for any subsurface issues that we're not kept in that street that has other issues we can't see.

Mr. Cramer agreed.

Brian Campbell, 313 Lewis Drive, said speeding is definitely a problem and if you make roads larger people will go faster so if you would take that into consideration. Also, where my lot is I have a neighbor right behind me. I have an access easement that she uses through my property to get to hers. Our parking is really limited so the developer dedicated some offsite parking. If the bike lane goes through that area we would lose that offsite parking to our dwellings. I thought it was per code...

Mr. Cramer said the area that we would be talking about putting in bike lanes and putting down the new asphalt would be within the town right-of-way. The current right-of-way that we have is 60 feet so if the areas that you are parking are on private property it wouldn't be impacted by the bike lanes whatsoever.

Mr. Campbell said right now there is no storm drainage down Lewis. I think there is one culvert from my house and then a very shallow ditch.

Mr. Cramer said part of the design process takes into account stormwater runoff and we would be adding impervious areas so we would need to update some stormwater mechanisms in the area and would probably take the opportunity to fix some of the areas that we have silted in ditches and things like that at the same time.

Mayor Wilcox said we would certainly be looking at some traffic calming methods to help control the speed when we get to that point.

Council Member Friede made a motion to adopt Resolution 15-2111 authorizing the Town of Carolina Beach to submit an application to the Wilmington MPO in the amount of \$421,054 for the Surface Transportation Alternative Program. MOTION CARRIED UNANIMOUSLY.

- f. Consider accepting the lowest responsible bid to pave Annie Drive

(Requested by Ed Parvin, Planning & Development)

Ed Parvin presented an overview of the project to date. December 9, 2014 council adopted an assessment resolution, January 13, 2015 adopted project budget, to date we have the engineering completed and have bid the project out and are looking to award the project to the lowest responsible bidder tonight to Ray Heath Construction for the contract amount of \$188,636. If that moves forward tonight we will then notify the property owners of the timeline for construction and a new estimated cost per lot, which is around \$8,300. This works similarly to the assessment process that we utilized for Wilmington Beach where you get a \$500 reduction to the assessment if it is paid in full within 60 days of confirmation to the assessment roll.

Mayor Wilcox asked what has changed since the engineers estimated this to be \$157,000 project and it's now \$188,000 - \$30,000 more? What has changed that their estimate is that far off?

Mr. Parvin said we had to go in and install some additional stormwater design.

Mayor Wilcox said forget about the \$20,000, I know that but you're talking construction cost to construction cost. Are you saying that the construction cost was \$156,767, not including engineering, and the lowest bid we have is \$188,636. It doesn't include any extra work; we've already paid for some extra work. They're \$30,000 off. They haven't given you any reason why they were 20% off?

Michael Cramer said they used the same information that we received from the previous bids, our most recent bids for Phase 1A and the project bids that we received at the boardwalk to make those estimates at that time but other than using

the most current information that we have, no, we don't have any particular reason why the engineer said that there is a \$30,000 difference. The engineer's estimate was \$30,000 low.

Mr. Parvin said bids were sent out to six different contractors and only got two bids back in.

Council Member Shuttleworth asked if there was a follow-up conversation with Engineering Services saying what can we do to help fine tune that so the next engineer's estimate isn't that dramatically low.

Mr. Cramer said we can definitely attempt to go and squeak their estimates out of the engineer and will have him come back and speak to you about it.

Mayor Wilcox said my concern is that it's \$30,000 more and also a greater assessment to the property owners.

Mr. Cramer said to keep in mind that the property owners did petition for this assessment and this improvement.

Council Member Shuttleworth made a motion to approve Resolution 14-2077 for the Annie Drive bid.

Mayor Wilcox suggested extending the payment time to 90 days for residents to receive the \$500 discount due to cost going up.

Mr. Cramer said we can revisit that again when we bring back the final assessment rolls and change the resolution for that.

Noel Fox, town attorney, said the motion is to award the bid to the lowest responsible bidder not to approve the resolution. The resolution was approved back in October.

Council Member Shuttleworth amended the motion to award the bid to Ray Heath Construction for the contract amount of \$188,636.

Debbie Hall said she thought she saw in the guidelines from the state that 60 days was the length of time recommended for repayment, that is was statutorily regulated.

Ms. Fox said they will check on it and if we can do it we'll bring it back to you.

MOTION CARRIED UNANIMOUSLY.

- g. Consider adopting an amendment to the Capital Project Budget for the Annie Drive Project

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

Michael Cramer said this is adopting a change to the Annie Drive budget that you adopted back in December. This would be a change of \$56,549 for the project. Part of this is based on stormwater infrastructure that the town did put in to improve the properties along that stretch of Annie Drive and then the lowest responsible bidder... the town did quite a bit of work that we aren't assessing for which is water and sewer work. This was one of those situations where we had water and sewer lines going across private property where we did not have easements and had to move those utilities. That would not be included in the assessment. We put in rolled curb

and gutter and stormwater catch basins and piping in those areas. That change alone should improve any flooding issues or water runoff from those properties. That is one of the main things that changed between the engineer's original estimate and what we've actually installed to date. Once we changed the design we no longer had just five inlets, we also had pipes and inlets all the way along the entire project. That is what the town put in with our crews. All we're really looking for is the material. We can have our attorney look at the liability on engineer contracts to see if there is something you would like us to beef up.

Council Member Friede made a motion to adopt Budget Ordinance 15-994 to amend the capital project budget for the Annie Drive project. MOTION CARRIED UNANIMOUSLY.

9. NON-AGENDA ITEMS

Council Member Friede said she has been asked by her mailman if the town could do a little something like a plaque on the boardwalk to commemorate his fiance who was one of the victims of the fire last year in December.

Michael Cramer said he has already had a conversation very similar to this with the gentleman specifically regarding the fish on the boardwalk and what I expressed to him is that I would be willing to cut the price of the fish in half. If council would like me to just donate a fish completely, all I need is a motion.

Mayor Wilcox said if we do it we need to do it for each of the victims. I wouldn't have a problem doing it in recognition with no charge.

Council Member Friede made a motion that we authorize the manager to proceed and make that donation on behalf of the town for the victims. MOTION CARRIED UNANIMOUSLY.

Council Member Shuttleworth thanked Sarah Friede, this is her last full meeting. It has been a fun 4 years and I've enjoyed it, we're going to miss you. We have appreciated your diligence in reviewing all these packages. You have given your heart and soul to the town and I just wanted to say thanks.

10. CLOSED SESSION IF NEEDED

11. ADJOURNMENT

Mayor Wilcox made a motion to adjourn. MOTION CARRIED UNANIMOUSLY.

Kimberlee Ward
Kimberlee Ward, Town Clerk

12-8-2015
Date Approved

**ORDINANCE NO. 15-993
AN ORDINANCE TO AMEND THE GENERAL FUND BUDGET TO FUND THE
PURCHASE OF A REPLACEMENT FOR FIRE ENGINE # 22**

The Town Council of the Town of Carolina Beach, North Carolina, doth ordain:

SECTION ONE:

That the Fiscal Year 2015-2016 Budget for the Town of Carolina Beach is hereby amended to include the expenditures associated with the capital purchase of a replacement fire engine by adopting the following General Fund Budget Ordinance:

<u>Account Code</u>	<u>Description</u>	<u>Previous</u>	<u>Amended</u>	<u>Changed</u>
10-530-074	Capital Projects Over \$10,000	\$475,000	\$ 475,000	+\$475,000
TOTAL			\$475,000	

SECTION TWO:

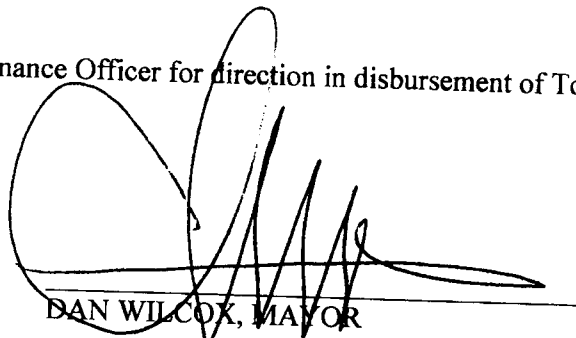
That the Fiscal Year 2015-2016 Budget for the Town of Carolina Beach is hereby amended to include the revenue associated with the capital purchase of a replacement fire engine by adopting the following General Fund Budget Ordinance:

<u>Account Code</u> <u>From</u>	<u>Description</u>	<u>Previous</u>	<u>Amended</u>	<u>Changed</u>
10-399-000	Transfer from General Fund	\$ 0.00	\$ 475,000	- \$ 475,000
TOTAL:			\$ 475,000	

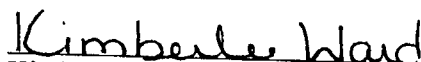
SECTION THREE:

A copy of this Ordinance shall be furnished to the Finance Officer for direction in disbursement of Town funds and for public inspection.

Duly adopted this 10th day of November 2015.


 DAN WILCOX, MAYOR

ATTEST:


 Kimberlee Ward, Town Clerk



**ORDINANCE NO. 15-994
AN ORDINANCE TO AMEND THE
CAPITAL PROJECT ORDINANCE FOR THE ANNIE DRIVE PAVING & DRAINAGE
PROJECT**

The Town Council of the Town of Carolina Beach, North Carolina, doth ordain:

SECTION ONE:

That the Fiscal Year 2015-2016 Budget for the Town of Carolina Beach is hereby amended to include the expenditures associated with the Annie Drive Paving and Drainage Capital Project by amending the following General Fund Capital Project Ordinance:

<u>Account Code</u>	<u>Description</u>	<u>Previous</u>	<u>Amended</u>	<u>Changed</u>
17-580-046	Professional Services	\$ 41,488	\$ 4,680	+\$ 4,680
17-580-074	Capital Over \$10,000	\$ 156,767	\$ 51,869	+\$ 51,869
TOTAL			\$ 56,549	

SECTION TWO:

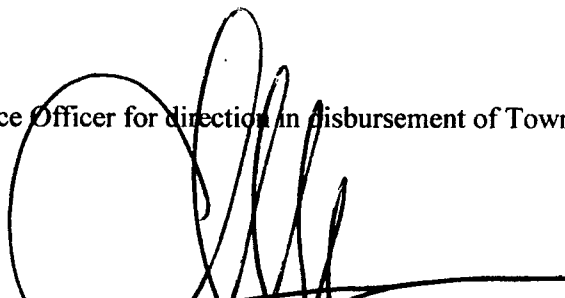
That the Fiscal Year 2015-2016 Budget for the Town of Carolina Beach is hereby amended to include the revenue associated with the Annie Drive Paving and Drainage Capital Project by amending the following General Fund Capital Project Ordinance:

<u>Account Code</u>	<u>Description</u>	<u>Previous</u>	<u>Amended</u>	<u>Changed</u>
17-350-000	Transfer from General Fund	\$ 198,255	\$ 56,549	+\$ 56,549
TOTAL:			\$ 56,549	

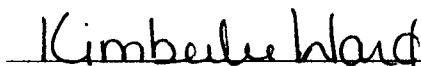
SECTION THREE:

A copy of this Ordinance shall be furnished to the Finance Officer for direction in disbursement of Town funds and for public inspection.

Duly adopted this 10th day of November 2015.


 DAN WILCOX, MAYOR

ATTEST:


 Kimberlee Ward, Town Clerk





Resolution

Town of Carolina Beach
Town Council

RESOLUTION 14-2077

WHEREAS, on the 17th day of November, 2014, the property owners on that portion of Annie Drive lying between the paved section of Annie Drive and Island Marina Drive filed with the Town Clerk a petition for improving said street in the following manner:

<u>Street Name</u>	<u>ROW Width</u>	<u>Length of Unpaved Road</u>	<u>#Parcels of effected</u>
Annie Drive	30'	500'	15

WHEREAS, the Town Clerk has certified to this Town Council that said petition is sufficient in all respects, the same having been duly signed by a majority in number of the owners, whose property represents a majority of all the lineal feet of frontage of the lands abutting upon the street or portion of street hereinabove described;

NOW, THEREFORE, BE IT RESOLVED by the Town Council of the Town of Carolina Beach, North Carolina:

1. That the above mentioned petition is found to be sufficient in all respects;
2. That it is intended that part of Annie Drive lying between the paved section of Annie Drive and Island Marina Dr. be improved in the following manner:

Engineered design for the 500' (length) X 20' (width) of pavement and storm water management.

3. That two thirds (66.7%) of the total cost of said improvement, exclusive of so much of the total cost as is incurred in improving street intersections, be hereafter assessed upon the property receiving the improvements (according to the assessment basis set out in the petition).
4. A \$500 reduction in the total assessment amount will be granted if the assessment is paid in full within 60 days of the confirmation of the assessment role by resolution.
5. That the assessments herein provided for shall be payable in cash or if any property owner shall so elect, such owner shall have the option of paying the assessment in 7 equal annual installments, said installments to bear interest at the rate of 6% per annum;
6. That a public hearing on all matters covered by this resolution shall be held on the 9th day of December, 2014 at the Council Chamber at Town Hall in the Town of Carolina Beach, North Carolina.

Adopted this 25th day of November, 2014.

Dan Wilcox, Mayor

Attest: Kimberlee Ward, Town Clerk





Resolution No. 15-2111

**RESOLUTION AUTHORIZING THE TOWN OF CAROLINA BEACH
TO SUBMIT AN APPLICATION TO THE WILMINGTON
METROPOLITAN PLANNING ORGANIZATION IN THE AMOUNT
OF \$570,531 FOR SURFACE TRANSPORTATION ALTERNATIVES
PROGRAM – DIRECT ATTRIBUTABLE FUNDS FOR THE ST.
JOSEPH ST. BIKE LANES PROJECT**

WHEREAS, on September 14, 2015 the Wilmington Metropolitan Planning Organization (WMPO) issued a call for projects to agencies in its jurisdiction for Surface Transportation Program – Direct Appointment Funding (STP-DA). STP-DA is comprised of a collection of discretionary programs including planning, designing and constructing multi-use paths for bicycle and pedestrian use. Each jurisdiction may submit one project of not less than \$125,000 for possible reward. The funding requires a minimum 20% local cash match, and

WHEREAS, the Town wishes to construct .9 miles of dual bike lanes along St. Joseph St., along with bike route signage and sharrows to the Snow's Cut Greenway, and

WHEREAS, this project is an important addition for the Carolina Beach bicycle facilities system, providing improved safety and access to the surrounding residential and commercial areas and the Snow' Cut Greenway, and

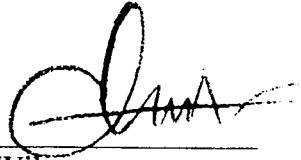
WHEREAS, this facility is identified as a priority project in the 2035 Transportation Plan, Carolina Beach Bicycle Multi-Use Transportation Plan and the Wilmington/New Hanover County Greenway Plan.

NOW, THEREFORE, BE IT RESOLVED THAT:

- 1) That the Town Manager is hereby authorized to submit a STP-DA application in the amount off \$570,531, and if the STP-DA funds are awarded for the project, the Town will contribute the required 20% cash match necessary for the Project in the amount of \$142,633.
- 2) The Town assumes full obligation for payment of the balance of project costs.

- 3) The Town will obtain all necessary State and Federal permits.
- 4) The Town will comply with all applicable laws governing the award of contracts and the expenditure of public funds by local governments.
- 5) The Town will assure that the project is open for use by the public on an equal basis with no restrictions.
- 6) The Town will hold the funding agency harmless from any damages that may result from the construction, operation and maintenance of the project.
- 7) The Town accepts responsibility for the operation and maintenance of the completed project.

Adopted by the Town Council this 10th day of November, 2015 by a vote of 5 in favor and 0 against.



Dan Wilcox
Mayor

Attest:

Kim Ward
Town Clerk





Resolution No. 15-2112

A RESOLUTION ADOPTED BY TOWN COUNCIL OF THE TOWN OF CAROLINA BEACH SUPPORTING THE APPLICATION FOR NORTH CAROLINA DEPARTMENT OF TRANSPORTATION DIVISION OF BICYCLE AND PEDESTRIAN TRANSPORTATION PLANNING GRANT FUNDS

WHEREAS, the North Carolina Department of Transportation (the “Department”) has initiated a program to encourage the development of comprehensive municipal bicycle plans and pedestrian plans, and,

WHEREAS, to encourage the development of comprehensive local bicycle plans and pedestrian plans, the Department’s Division of Bicycle and Pedestrian Transportation (DBPT) and the Transportation Planning Branch (TPB) have created a matching grant program to fund plan development, and,

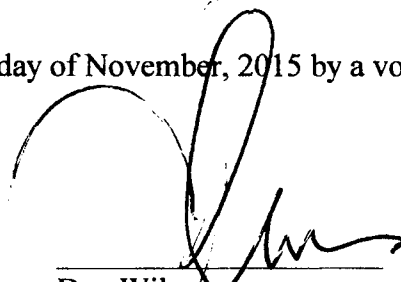
WHEREAS, the Municipality has determined that a comprehensive Pedestrian Plan is needed to evaluate and identify critical municipal needs for planning and/or implementation of improvements, and,

WHEREAS, the Department and the Municipality have agreed to participate in the cost of this comprehensive plan, with the Department paying 80 percent of the cost and the Municipality paying 20 percent of the cost, and,

WHEREAS, the Municipality understands the cost of the aforementioned planning activities will be no less than \$25,000 and no more than \$40,000, and,


NOW, THEREFORE, BE IT RESOLVED by the Town Council that the Town Council supports the application to the North Carolina Department of Transportation, Division of Bicycle and Pedestrian Transportation, for pedestrian planning grant funds.

Adopted by the Town Council this 10th day of November, 2015 by a vote of 5 in favor and 0 against.



Dan Wilcox
Mayor

Attest:


Kimberlee Ward
Town Clerk



Resolution



Town of Carolina Beach
Town Council

RESOLUTION NO. 15-2113

Reimbursement Resolution for the Purchase of a Replacement Fire Engine for Engine # 22.

WHEREAS, The Finance Director has described to the Board the desirability of adopting a resolution as provided under federal tax law to facilitate the unit's using financing proceeds to restore the unit's funds when the unit makes capital expenditures prior to closing on financing.

BE IT THEREFORE RESOLVED by the Town of Carolina Beach, a follows:

1. The Town Hereby determines the Project to include the Purchase of a Replacement Fire Engine for Engine # 22.
2. The Project is to be financed. The insurer intends to finance the costs of the Project with the proceeds of debt to be issued by the issuer (The "Borrowing") the interest on which is to be excluded from gross income for federal income tax purposes. The currently expected maximum amount of bonds or other obligations to be issued or contracted for this project is \$475,000.
3. Funds have been advanced or may be advanced from the Capital Project Fund for the project costs are intended to be reimbursed from the financing proceeds
4. The adoption of this resolution is intended as a declaration of the unit's official intent to reimburse project expenditures from financing proceeds.

A handwritten signature in black ink, appearing to read "Dan Wilcox", written over a horizontal line.

Dan Wilcox, Mayor

A handwritten signature in black ink, appearing to read "Kimberlee Ward", written over a horizontal line.

Attest: Kimberlee Ward, Town Clerk

11-10-2015

Date Approved



Town of Carolina Beach
Resolution No. 15-2113