



**CAROLINA BEACH**  
**TOWN COUNCIL MEETING**  
**MINUTES • SEPTEMBER 22, 2015**

Council Chambers

Workshop

9:00 AM

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

**I. CALL TO ORDER**

<b>Attendee Name</b>	<b>Title</b>	<b>Status</b>	<b>Arrived</b>
Dan Wilcox	Mayor	Present	
LeAnn Pierce	Mayor Pro Tem	Present	
Steve Shuttleworth	Council Member	Present	
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. Discussion of Waste Stream

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

Mr. Cramer gave an update on the Town's waste and the changes that have been made over the past year. We believe that the waste stream from Freeman Park has been reduced by 20% since the changes have been implemented.

Mayor Wilcox suggested having a couple of dumpsters near the exit on the west side. What does it take to get the dumpster off the truck?

Mr. Cramer - We could have a couple of 30 yards dumpsters on the trailers just before we start the camping sites. If you leave the containers on the trailers, they would be 8 feet high and we would have to create ramps to get to the container. We would also have to get a CAMA permit. We would then have to take them off, drop them on the ground and transfer them to a Waste Industries truck or we would need a trailer capable of going all the way to the landfill and back. You still have to have a truck capable of pulling it out. We believe the 5 tons that we have could handle the load. The difficulty was turning them around on the soft sand.

Council Member Shuttleworth - You don't have to turn it around, you could put a yoke on both ends. We could easily put steps up there just like we do on the port-o-john trailers. The south end does not have any trash receptacles and you don't see plastic bags laying around littering the beach. I think we are up for the challenge.

Council Member Doetsch - The biggest difference in the north end and the south end is we allow camping and they don't. I wish we would have done a better job of capturing information about the visitors to Freeman Park whether they are locals or out of towners. I think that would have a direct bearing on whether they could take their trash home with them. I'd like to know those numbers if you can get those for

us. I think it should be the responsibility of the people using our beaches.

Council Member Shuttleworth - My suggestion has been for a while to do away with the blue cans out there and put the dumpsters out. We can try it and see how it works. I would like the park attendants to ride around and visit the camp sites, give them a trash bag and remind them that they have to take their trash on the way out. Can we empower that person to write citations?

Mr. Cramer - Yes and no. Trash citations are civil citations, they are not camping citations. SP Plus can't write a civil citation unless we empower them to do so. For example, the police chief would have to write a letter stating that he is deputizing them to issue certain types of citations. I would have to look into it further.

Council Member Shuttleworth - Please do.

MPT Pierce - I don't like the trash cans. I do like the idea of having one dumpster.

Mr. Cramer - We had also looked at utilizing the existing equipment that we have but getting it to a location where we could dump off that box so that it could be picked up by Waste Industries rather than having the 30 yard trailer there, having the can machine retrofitted so it will take the box that is on the back of it collecting the material and off load it into a location. That location for Freeman Park would be at the 1708 Canal Drive lot. We would have to take two to three parking spaces to do that but our estimate is that we would be able to put two of the 9.5 drop off boxes at that location and they would have to be picked up daily by Waste Industries. The staff feels that this would be a very good stepping stone. No matter what you do, the trash will have a smell to it.

Mayor Wilcox - Would we be better off looking at a trailer at the entrance with three 8 yard dumpsters on it that have doors? Then we could have the Town equipment pick them up and set them down for Waste Industries to take it away.

Mr. Cramer - I have not thought of that. I'm not sure why that wouldn't work. That's an option.

Council Member Shuttleworth - I'm not excited about using that north end lot as another transfer station. For me, I say get it on and off that entrance area - figure out the options on that.

Mayor Wilcox - The beauty of the three 8's is we already own the equipment. It's easy to experiment with.

Mr. Cramer - If we were go and modify existing equipment so that we could off-load these dumpsters, we could use the same type of methodology that you are talking about for Freeman Park but for the beach strand. We would still have the cans, we would pick up with the can machine, we would take that dumpster that is on the can machine and off-load it into a parking lot. My recommendation would be the Hamlet parking lot in the far back. That is an area where Waste Industries could drive in with their front end loader and pick up the can, drop it and go. We could do two cans in that location. We believe that would accommodate the entire beach strand. Last year, Council approved the purchase of a new can machine. It would be around \$18,000 to retrofit the machine. The old can machine is too old to retrofit. We would need to trade it in to the manufacture and get a rehabbed piece of equipment which would be less expensive than buying brand new. We currently have two can machines and we would still have two.

Council Member Shuttleworth - Explain to me why we would need two can trucks running 8 hours each.

Mr. Cramer - The new idea of doing the cans at the entrance at Freeman Park, we could use the same machine, it would be a coordinated effort as to when we would pick up the beach strand.

Mayor Wilcox - If we go to this program, there is going to be a high reliance on that can machine. If it breaks down, we have a big problem. Why can't we use a drop location by the water tower near Glenn Avenue?

Mr. Cramer - We will need to do some testing as to how long it will take to get there. It's not a fast machine. It moves about 5 mph.

Council Member Shuttleworth - Talk to the guy that drives this thing every day. He will have a good opinion on how this is going to work.

Mr. Cramer - The other waste stream comes from the lake and parks and trails. We feel that we can transfer this to the dumpster at Town Hall. Very seldom is it full. We also have yard waste and bulk waste. We are continually changing the way we handle yard waste. We will be doing things a bit differently. Not so much how but how you get it off the island once you collect it. We haul off approximately 431 tons each year through the waste transfer station.

Mayor Wilcox - What do you think the time line for coming back to us after running some of these tests?

Mr. Cramer - I think I could prepare a document for you within two months.

MPT Pierce - How is the fish freezer system working?

Mr. Cramer - It's working great. We had a problem with the compressor but other than that, it has worked extremely well.

Mayor Wilcox - Have you guys thought about where people can dump oil and fuel?

Mr. Cramer - We have. Part of the issue is storage. We could collect it but we would have to store it until we had enough to take it off the island. That storage would be a hazardous waste facility. We haven't gone any farther than that because of the regulatory need of having a household hazardous waste facility.

Mayor Wilcox - We work hard to protect our environment and if people are dumping oil in the woods because we don't provide a facility for it, I think we should look at our options.

Mr. Cramer - Certainly.

b. Cape Fear Project Update

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

Mr. Cramer - Update on the Cape Fear Project. We have the asphalt down. Currently we are ahead of schedule. They should be complete by the October 1 deadline that we gave them. The next section of this is Council's interest in going forward with the rest of Cape Fear Boulevard and that is the repair/replace of water and sewer, stormwater and roadway infrastructure from 6th Street to Dow Road.

We have asked our existing contractor, State Utilities to give us an estimate on what the change order would look like to move forward from 6th Street to Dow Road. With a small contingency built in there, we are looking at \$1.3 million to do the improvements. That does not include the trail.

Council Member Shuttleworth - I thought we talked about this and that we would move forward at the end of this contract and finish the work up to 6th. We have a couple of issues; one was the timing of the grant dollars and then more recently you came back and said that we would probably need to add stormwater to this plan. The plan has always included the water and sewer services and the aprons along those streets. A couple of months ago, we said let's go do that and figure out how to pay for the engineering and wait for the grant dollars on the trail. So the only addition now has been the stormwater. What I'm reading in your comments is that you are concerned that the cost is higher than what we had originally anticipated on based on the new stormwater and the problems that Gil found on Cape Fear. I thought we answered the question a couple of months ago that we wanted to finish the project on Cape Fear from one end to the other. So, is the question are we willing to spend the million dollars?

Mr. Cramer - The reason why we are bringing this to you today is, we have met our time lines, we've done the engineering for 6th through Dow which we had not done before. The engineering has come back and said that with the changes that we are suggesting for stormwater, the cost is more than what we had anticipated when we communicated with Council before. We are up to \$1.3 million compared to a little over a million.

Council Member Shuttleworth - Where are we with the grant dollars for the trail?

Mr. Cramer - This is strictly the utility improvements and roadway. It was to go from 6th to Dow, then by the time we finished that project around March, we would have all the grant dollars associated to the trail and we would be able to have the bid letting and have someone come in and do the trail on the back end.

Council Member Shuttleworth - Are we comfortable with continuing with State Utilities? We have had some issues with them. Some of it is our doing, some of it is theirs.

Mr. Cramer - At this point, our recommendation is to continue with State Utilities and do a change order to the existing contract. Yes, there have been problems with the contract and the construction project for the entire project so far. Some of that is in each of our courts. We feel comfortable that State Utilities is doing everything they can to make the improvements as we go along. We would like to process the change order for \$1.3 million and finish the project by the February time frame.

Council Member Shuttleworth - How are we going to make sure that this project does not run into March, April or May?

Mr. Cramer - Right now, each time that we have an issue that develops and we have to add a day, we get documentation from the contractor stating that the issue has caused a days delay and here is the line item cost that it is associated to and we are adding those up as the extension for the time. We are trying to keep track of that currently.

Mayor Wilcox - I am concerned about not going out to bid on a \$1.3 million project. I have certainly expressed my concern about our existing contractor as far as

responsiveness, resources and supervision problems. It seems to me if we have to go through the grant process then we have enough time to go out for bid. We should probably do that. If State Utilities is the low bid, then we would have to consider that but I'm just not 100% comfortable with carte blanche here.

Mr. Cramer - In anticipation of that concern, I spoke to our engineer to find out what it would take to take our existing plans and put it into our front end and specs and have it out for bid. He is looking for a bid that would be in the December/January time frame. If you award the bid in January, you are looking at a 5 or 6 month project starting in February. We anticipate being able to award some sort of a grant project for the trail in March. You would have to do two separate projects in either capacity. Because they are federal funds for the trail, passed through the state, we have to follow the federal process and they won't allow us to take our previous bids or our existing information from the engineer to utilize as part of that contract. It would be two separate contracts.

Council Member Shuttleworth - I guess where I am at is, we have all that big equipment out there, I would hate to pull everyone out then three months from now showing back up with all that bulldozing equipment saying here we go again. Noel had commented to me that our State Utility Contract was negotiated by our prior interim manager and it was in a transition period. I would hope that our current town manager, Gil and Noel would tighten up the contract. Personally, I'm ok if we could just get the road finished from one end to the other. I would assume to move forward.

Mr. Cramer - If we do a change order, they would use the existing equipment on site starting October 1. We expect that would be completed by the end of February. That includes water, sewer and stormwater utility project would be done by that time. We expect the grant awards and contract awards for the trail would come in March. That would be a separate process where we award that in March and they would do the trail construction last. The trail construction would take a couple of months at best.

Gil DuBois - If we do a change order, we can use the current permits. If we go out for bid, we would have to re-apply for permitting that could take 90 days.

Mayor Wilcox - I get it and we do that in private contracting all the time. The difference here is we are dealing with tax payer dollars. We could potentially be spending more tax payer dollars to fall into a time line. What do you need from us today Michael?

Mr. Cramer - I need to know what to bring back to Council in October. If the consensus of Council is to move forward then I need to know so I can tell the contractor to continue on and I would bring back to Council the change order and the financing mechanism for that change order at the October 13th meeting. If we want to go out for bid, then I need to tell the contractor that they are able to demobilize after they are finished with the current project.

Mayor Wilcox - I would like to hear from Gary and LeAnn. It is much bigger for me because I need to know where we are with the fund balance.

Council Member Doetsch - I stated earlier that I would like to go ahead and finish it up while we are there. I am concerned about the fund balance too. If we are safe with the numbers, I would decide to go ahead.

Council Member Shuttleworth - What we have been doing is taking the money out of fund balance until LGC gives us a loan and then that money is repaid and put back into the fund balance.

Mr. Cramer - Just to clarify, this would be out of the utility fund and not the general fund. Nothing would come from the general fund in this case.

LeAnn- I would like to see it finished. I'm not particularly happy with the contractor and the problems that we have had. I'd like to see you tighten that up and stay on top of it but you're right, it makes more sense to go ahead and finish. When would you be able to finish the trail?

Mr. Cramer - It would probably take about two months to finish the trail. If we awarded a contract in March we would be done by June. That's just for that strip of the trail. That's because of the grant timing.

Mayor Wilcox - I guess that gives you a consensus. I want to move forward with it, I just want to make sure we are using good judgement.

Council Member Shuttleworth - I would like for Michael, Noel and Gil to look at the contract with State Utilities to reiterate the concerns we have like the Friday afternoon pay check problem. It's beautiful now but it's been pretty painful.

Mayor Wilcox - I would like to see us have a full time competent project manager or high level supervisor out there.

Mr. Cramer - With the Phase B Project that we go out to bid on, you will see many changes to our contract process that Noel, myself and Ed have identified as changes that need to be made.

Mayor Wilcox - Who will be the project manager on behalf of the Town?

Mr. Cramer - With this section of the project we will continue with Gil and Gene working with the contractor on the project. Most likely with the next contract on Phase B, we are considering have an RPR or a representative that the Town hires to be out there looking at quantities and making sure that everything is spec.

Council Member Shuttleworth - Michael, you've heard that we have a little concern with the fund balance. Could you remind us at the next Council meeting how much we have taken out of the general fund balance that we have advanced over the last two years that we are going to be replacing or have replaced? I know Debbie is just about done with the spreadsheet that I asked for. I think what gets lost in those budgets is, we approve a fund balance of \$1 million or \$2 million and it looks like a big hit, then it comes back, and I understand we are going to be carrying forward that payment and that affects the budget but the fund balance and I agree that we worked hard to get it above 50%...

Mr. Cramer - We can definitely bring that information back.

Council Member Doetsch - I had a home owner that has the vacant lot right behind Havanah's ask me what happens when he decides to build on that lot and he wants a driveway or an access to his property.

Mr. Cramer - He will need to request a driveway permit through the Town and most likely we would have to eliminate parking or change the island configuration

depending on his development.

Mayor Wilcox - I have one other question on the pathway on Cape Fear. Cape Fear is a completely downward run from Dow Road to Lake Park Boulevard. What are we as a Town going to do to keep that from being a skateboard and bicycle raceway?

Mr. Cramer - It's all about enforcement. It's not only the skateboarders it's people parking across there. Our intent is that we are just going to have to have more enforcement presence out there for those types of activities.

Mayor Wilcox - Exactly what are we doing?

Mr. Cramer - At this point, there aren't any plans for additional signage but we are looking at each one of the ordinances and determining if we can use those ordinances to enforce skateboarding, etc.

Mayor Wilcox - We were asked if we could paint red lines on each side of the driveways so that they will know they are crossing a driveway and I suppose you could but my concern is that the small kids are not going to pay attention to those lines anyway.

MPT Pierce - I think we should consider some signage and can we restrict skateboards on the path? I think we need to make it clear.

Mr. Cramer - The ordinance states that skateboards are not allowed on sidewalks.

Mayor Wilcox - We have had problems enforcing skateboards at the boardwalk, I see this multi-use path being a huge downward run for skateboarders and bicycles. I would like to anticipate it versus reacting to it.

MPT Pierce - Very clear signage will help.

Mr. Cramer - We will definitely look into it.

MPT Pierce, Council Member Shuttleworth and Mr. Cramer asked to be excused due to other meeting obligations.

c. Update on process of 2017-2022 Town of Carolina Beach Parks, Recreation and Open Space Master Plan

*(Requested by Eric Jelinski, Parks & Recreation)*

Parks and Recreation Director Eric Jelinski presented Chapter Two of the Town of Carolina Beach 2016 - 2021 Parks, Recreation and Open Space Master Plan.

Mayor Wilcox - Do we have any plans for the old library building? We have a community center there that is in need of repair or tearing down. Maybe tearing down both of those buildings and building a community center with parking on the corners outside those setbacks. It seems like that may fall under Parks and Rec.

Mr. DuBois - The manager has looked into some of those things.

Mr. Parvin - That is something we are looking at for Parks and Rec. I think as the storage tank and the RO opportunities move forward, we will know what we can and can't do.

Mayor Wilcox - It's my understanding that on those offsets you can actually build

buildings, you just can't put parking lots in there. I would like us to take a look at it. Maybe we could have an open house on it. Making it part of the master plan would make sense.

d. Lake Dredging Discussion

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

Jerry Haire gave an update on the lake dredging project. We have been looking at dredging the lake for a number of years. The purpose is to increase the depth to mitigate flooding. That is a big drainage area that feeds into the lake. The lake has built up a lot of sludge. From 2008 - 2010 there were some engineering studies conducted. There were several different methods for dredging; one was pumping the dredge material to the old equalization basin at the Waste Water Treatment Plant. That would be a suction dredge that would not require any equipment at the lake, two would be to excavate and haul the slurry sediment to the EQ basin and then three would be to haul the cake like material to the EQ basin. The second two would be draining the lake down, letting it dry out and then getting equipment in there to excavate. Cost estimates for those methods came in from a half million to two million dollars. In 2013, we brought in a consultant to re-evaluate the whole project. We had a scoping meeting at the local DENR office and met with the Army Corps Division of Coastal Management, Wildlife Resources and State Stormwater. Basically, there were several conclusions drawn from that meeting. Number one, suction dredging was the preferred least impact method. None of the agencies wanted to see us dredge that lake down and take equipment in there. There could be a lot environmental impacts. Suction dredging was the preferred method. Permits would be required from the Army Corps and Water Resources. The Army Corps permits is about a 3-6 month process. Individual permits could take a year or more. It looks like we can go through a nation-wide permit and go through a faster process. We would not need a CAMA permit if all the work was outside the area of environmental concern. That was another major benefit. The work would have to be conducted during the off season. A cross-section profile of the lake would need to be developed to fill a survey so we went ahead and had a follow-up site visit and came up with the same conclusions. All the regulators agreed with what we came up with at the scoping meeting. We did some survey work and came up cross-section of the lake. In 2014, we started having some overflow problems at the Waste Water Treatment Plant and we started looking at bringing the EQ basin back online for the Waste Water Treatment Plant. That kicked us into the process of looking for another place to deposit the fill material. That's where we have been for the past several months. Gil has come up with some alternative, new technology that he is going to talk about called the Blue Frog.

Mayor Wilcox - That island has a lot of habitat on it now. What are we planning to do with that?

Mr. Haire - We spoke to the regulators and the conclusion was that we could remove some of that. The discussion was to dredge approximately 6 to 10 feet from the bottom of the lake. Excavation would not take place within 5 feet of the bank. The natural depth is about 7 or 8 feet and right now it is only about 2 feet deep on average. There is no significant contamination there so that would not be an issue for us to deposit the material off-site as far as the soil.

Mr. DuBois gave a presentation on some new technology called the Blue Frog. It is basically an aeration system. It will help eliminate the issue of odors.

Mr. DuBois will bring back more information at a future meeting.



**III. ADJOURN**

Mayor Wilcox made a motion to adjourn at 11:11 a.m.

Kimberlee Ward  
Kimberlee Ward, Town Clerk

10-13-2015  
Date Approved