



CAROLINA BEACH
TOWN COUNCIL MEETING
MINUTES • MARCH 4, 2015

Council Chambers

Workshop

6:00 PM

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

I. CALL TO ORDER

Attendee Name	Title	Status	Arrived
Dan Wilcox	Mayor	Present	
LeAnn Pierce	Mayor Pro Tem	Present	
Steve Shuttleworth	Council Member	Present	
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	

II. DISCUSSION ITEMS

1. Island Greenway Discussion

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

Grants Manager Jerry Haire presented several alternatives for the Island Greenway Project. Alternative B, which is the route going around the west side of the pond. They looked at both environmental impact and liability issues involved in that particular option. Alternative D, which is Richard Cecelski's alternative proposal, to do 5 foot bike lanes on each side of the street beginning at N. Carolina Avenue and the south end of Carolina Sands. The environmental impacts of that alternative were also researched.

Mr. Haire explains the detailed map view of the Greenway project route.

The west side of the pond was analyzed for wetlands by SEPI and no wetlands were found. There was a joint meeting between the Corps of Engineer Reps and the SEPI reps and some MOTSU representatives that all came to the conclusion that there are no wetlands on the west side of the pond. NCDENR impacts were also analyzed and it was confirmed that the outfall could not be piped. The stormwater impacts would be minimal as long as the pond is not altered. Until the permit is received there will still be ongoing research on all of these aspects. Alternate B would not require any additional insurance coverage. Additional signage would be necessary for the prohibiting of fishing, swimming, feeding alligators and boating in the pond. Both Jerry and Michael Cramer confirmed that there are not currently regulations in our ordinance that addresses use of stormwater retention ponds. It would be similar to the restrictions involved with the lake.

Council Member Friede asked if it was possible to make the edge of the pond less accessible.

Town Manager Michael Cramer explained that altering the edge of the pond would be considered altering the pond itself and is not permitted.

Council Member Doetsch asked when the changes to the ordinance could be made.

Mr. Cramer explained that there needs to be a public hearing at the next Town Council Meeting before those changes are made. He said that those changes could be made within the next month or two and not make a negative impact on the project.

MPT Pierce asked if there is only allowed one fence on the west side.

Mr. Cramer said yes.

Mr. Haire moves on to the explanation of the FE6 fence and the cost of \$112,000. Other costs involved include additional engineering costs and permitting costs. Adding a pedestrian bridge would cost an additional \$35,000-\$50,000. The range for current known costs would be \$204,302 to \$219,302.

Council Member Shuttleworth asked where the pedestrian bridge would go.

Mr. Haire said it would be over the stream at the main entrance of the path.

Council Member Shuttleworth asked why there would need to be as-builts on the ponds.

Mr. Haire said that it was a MOTSU requirement.

Council Member Shuttleworth referred back to the comment made about not being able to change the pond. To clarify, if changes were to be made, the Town would need to get permits through NCDENR.

Council Member Doetsch points out that the stormwater retention pond is there for that reason only and not for an aesthetic purpose.

Mayor Wilcox suggests that no changes be made to make this feature more like a park, as there is no public parking and would not be used as a park.

Council Member Shuttleworth said that many people have inquired about a park.

Mr. Haire ends the Alternate B cost analysis and moves on to the Alternate D cost analysis. There would be many streets impacted in the route for Alternate D. All changes for the path would need to be done by NCDOT standards. A multi-use path would be the ideal facility because it would be completely separate from the streets. There are hazards associated with a bike lane on roads, as would be included in this alternative. The zig-zag pattern of this path would be confusing and distracting. All streets would need to be widened by 5 feet. Not included in the costs in the presentation for Alternative D are the costs associated with re-working the roads for this scenario. Harper Ave., Cape Fear and Clarendon to the North and Tennessee, Ocean and Alabama have the 90 foot right-of-ways needed for the bike paths. These would all be connectors for the path that would then lead back out to Lake Park. Over 40 driveways would be impacted and as many as 84 properties will be affected. With this Alternative you would still incur the same costs as Alternate B as well as the costs for widening the road, which would be roughly \$132,250.

Mr. Cramer noted that the length of the FE6 fence would change in the Alternate D

plan because the path would go out to the street. You would not need as much fencing.

Mayor Wilcox said that MOTSU might have different regulations regarding the fence in Alternate D.

Mr. Haire goes over the cost estimates for Engineers, Construction and Research and Planning as well as the Grant funding.

Mr. Cramer said that the Town is hoping that the costs will all come out under estimates anticipated so that some of the Grant funding can be used to offset the requirements from MOTSU. He also pointed out that the cost of the fencing is not included in the estimates in the presentation.

Council Member Shuttleworth asked how much more funding would be needed if the Alternate B plan went through.

Mr. Cramer said the estimate is \$200,000.

Council Member Shuttleworth asks about the other alternatives in consideration.

Mr. Cramer explained that the only alternatives brought to the workshop were those that needed additional looking into with added aspects.

Council Member Shuttleworth asks Michael to clarify the differences in costs between all the alternatives.

Mr. Cramer explains the differences in costs and why they are different. On top of the \$140,000 match for the grant, Alternate A would require an additional \$160,000. Alternate B would require over \$200,000 additional and Alternate D would be more.

MPT Pierce asks Michael about the amount of alligators in the pond.

Mr. Cramer said there are typically 2 in the pond.

MPT Pierce asked if they would need to be removed.

Mr. Cramer suggested that they would look into that once the fencing went up and explained how they would be removed.

Mr. Cramer explains why he would choose Alternate B; the additional infrastructure for biking and pedestrians, a more attractive option for residents as well as the ability to keep the area within MOTSU standards using regulations. He said the additional \$40,000 would be worth the investment.

Council Member Friede asks if it would be worth it to try to persuade the Colonel to allow additional activities in the area of the path in order to make it more of a park.

Mr. Cramer said that the lease MOTSU would be giving the Town for the easement is specific to that bike path and would not allow the Town to do what they want with the land.

Council Member Friede mentioned that at the last meeting Colonel Hart stated that the Army Corps of Engineers was merely giving the Town a license that is revocable at any time and is not actually going to be an easement.

Mr. Cramer said their language is different from what it used in outside organizations. What the Town has for all of the infrastructures is license to use their property for X, Y or Z. Sometimes they are for underground utilities and is thus treated like an easement. Other areas that are above ground can only be used for a specific purpose as well. They are all licenses with time frames. Every year MOTSU comes in and inspects and tells them what they need to do or improve. If the Town doesn't meet their standards the license can be pulled at any time.

Council Member Shuttleworth asked if any of the options alleviate the Town from having to come in behind and clean up the property line.

Mr. Cramer said that the Town does not have any control over the enforcement of the encroachments, but MOTSU has full control over their property. If they come in and notice encroachments, they will take care of the encroachments, but they expect the Town to then alert them if any other encroachments occur in that same area.

Council Member Doetsch asked if the Town would be required to clear the 20 foot buffer that extends west into the trees.

Mr. Cramer said there is a 30 ft. buffer on one side and a 20 ft. buffer on the other side of the fence and MOTSU would come in and clear out the trees. The Town would be responsible for removing the stumps and maintaining the grass area.

Mayor Wilcox asked if the Council had any other thoughts or points of discussion.

Council Member Shuttleworth said that there have been numerous requests for a park in the area where the path will be. He mentioned that there will be backlash about the appearance of the FE6 fence. He strongly suggests that the Town look long term at what we want this area to look like. He also suggest putting parking in so that others who don't live in the area can use the path.

Council Member Friede and Mayor Wilcox agreed.

Mr. Cramer explained that is why he has taken this information to the Parks & Recreation Advisory Board because there is a master plan. He agrees that all of these aspects should be explored so that the job is done right.

Council Member Shuttleworth discussed the emails he received about the crime and risks that this path will bring to the surrounding neighborhoods.

Council Member Doetsch said he read an email stating the opposite, that in another Town the crime rate went down when their path was put in.

Mayor Wilcox addressed the emails concerning the FE6 fence. He said that there was no negotiating in that area and that the fence is required. He expressed concern about the decision to move the fence to the west side in order to appease the residents on the east side. He said that it is an inequitable decision because it would be favoring one group of citizens over the other. He said, however, if the Town could gain the pond area as a park it would help the decision. His biggest concern at the moment is the litter and cleanup. He said he is against re-routing the greenway on any streets, as it takes the whole purpose of having a greenway away. He suggests not spending any additional money until the Town figures out what the general public wants in that area.

Council Member Shuttleworth said he's concerned that they will never figure out what the public wants.

Council Member Friede said that the Town should either turn that area into a park or fence in the east side of the trail as well. She believes having a park that is accessible to everyone would make it clear what the land is for.

There is a group discussion about the use of the land as a park.

Mr. Cramer points out that this meeting is not to address whether or not to have a park or where to put parking.

Mayor Wilcox said the first assignment should be to put up signs and get enforcement in place and to address other issues as they arise.

Council Member Doetsch said before any more decisions are made to keep in mind that if anything happens MOTSU could come in and shut it down at any time. He believes in the event that the public wants to address a park that the issue should be turned over to the Parks & Rec Advisory Board.

Council Member Shuttleworth suggests that the Parks & Rec Advisory Board be given a timeline for the discussion.

Council Member Doetsch said that he believes the most important thing is to keep the area clean and keep enforcement prominent.

MPT Pierce expressed concern about the area on the other side of the lake behind the undeveloped lots and that area being within view.

Mr. Cramer said there is a wooded area between the fence and those lots. There are two or three that back up to the fire break, but there is about 15-20 feet of vegetation between that and the firebreak and then the fence. When you cross Ocean and go down the outside of Croaker, there will be properties that develop on the eastern side of Croaker that will see the fence across the street but it will be buffered. The only place that you can clearly see the fence is where Spot Lane abuts to the MOTSU property. Anyone buying in those areas would know what they are buying.

Council Member Friede points out that Colonel Hart was very clear that even if the bike path is not built, at some point MOTSU would come in and fence in all of the government property. She said that in that sense it would be better for those property owners if there is a bike path.

Mayor Wilcox closes discussion about the Island Greenway Path.

2. Operation Center Discussion

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

Mayor Wilcox opens the discussion for the Operations Center.

Mr. Cramer gives an overview of the plan and timeline for the Operations Center.

Council Member Shuttleworth asks about the neighborhood meeting.

Mr. Cramer said the neighborhood meeting is scheduled for the next day at 5:30PM. He has met with several of the property owners in the surrounding area and most

are ok with the plans for the operations center.

MPT Pierce asked if the \$2,000 budgeted for offices was per office.

Mr. Cramer said no that is the top end and everything is contingent on what bids they get. He is hoping that the office furniture that they currently have will transfer over to the site. The more you move office equipment the more it breaks, so they may have to purchase some things.

Mayor Wilcox also expressed concern about the budget for office furniture being up to \$30,000 when there is already furniture available. He asked that the existing budget be reviewed and edited before being put to a vote.

Mr. Cramer said he did not intend on spending the full \$30,000 budgeted.

Council Member Friede said that half a million dollars for an Operations Center is ridiculous.

Council Member Shuttleworth asked if any stormwater will need to be done on that facility.

Mr. Cramer said no. He explained that there was only 6,000 sq ft of impervious area as opposed to the 25,000 that was anticipated for the pool.

Council Member Shuttleworth said no, because there is already a site that has impervious area on it.

Mr. Cramer said I'm just telling you what the engineers are telling me.

Council Member Shuttleworth suggested that the information be double checked because there is already existing impervious area.

There is discussion over the stormwater pond across the street and whether or not it is substantial enough.

Council Member Doetsch said they might want to include the new building with the backup generator.

Mr. Cramer said he has had this discussion with Parks & Rec about having another generator installed and could be used for that purpose.

Mr. Cramer said that there has been discussion that once the Operations Department is moved to the new facility that the existing area might be used for a multi-purpose room. He explains the costs associated and potentially doing internal demolition.

Mayor Wilcox asked where the chairs are that were in the old Operations facility.

Mr. Cramer said they are all over the place.

Mayor Wilcox said to be fair \$9,600 of that \$30,000 I was talking about is for EOC furniture, which needs to be looked at.

The group discusses already existing resources they can use to cut costs.

MPT Pierce expresses concern about the overall costs to be incurred for this project.

Mr. Cramer suggests that the only thing budgeted in debt expenses for now is the costs for the building and the items for the warehouse and to get a budget for other items as they are needed.

Council Member Friede suggests that a Project Manager be budgeted in.

Mayor Wilcox explains that this is a very different project than others in the past that have used a Project Manager.

Mr. Cramer explains that the reason there was not a Project Manager budgeted in is because it would have cost 10%-15% of the overall project cost. It would also give that Project Manager control over the layout of the overall project.

Council Member Shuttleworth cautions that not using a Project Manager could present many problems like the Firehouse project.

Mr. Cramer has accepted the responsibility to carry out this project.

Mayor Wilcox explains that this project is different from the Firehouse project.

There is more discussion concerning stormwater.

Mr. Cramer presents an overview of the Preliminary Site Plan.

Council Member Doetsch said he talked to Michael before the meeting about the fact that we need a roll-up door for the facility in order to store the trucks during cold weather.

Council Member Shuttleworth asked Mr. Cramer if the Town is meeting the setbacks in the Site Plan.

Mr. Cramer said yes.

Ed Parvin explains that the Preliminary Site Plan was designed by the contractors and once it is approved it will go through the normal CRC review.

There is discussion regarding the placement of the building in relation to the property line.

Council Member Shuttleworth asks about the financing for the project between financing and paying cash.

Mr. Cramer said it would be packaged into all of the other LGC purchasing over the past 6 months. It would be packaged as one big reimbursement.

Council Member Shuttleworth asks about the timeline and expresses concern about adding a large amount of money late in the budget process.

Mr. Cramer said just like the other projects you have approved in the last 6 months, you would be approving to pay for the project up front with cash from the budget and ask for a reimbursement loan later.

There is more discussion on the budget.

Mayor Wilcox said that the project has already been voted on and approved and the Town needs to move forward with the process.

Mayor Wilcox closes discussion on Operations Center.

3. Allowance for Mixed Use by right in commercial areas.

(Requested by Ed Parvin, Planning & Development)

Ed Parvin presented Mixed Use Commercial-Residential.

Mayor Wilcox asked what the distance is to the sight triangle.

Mr. Parvin said 30 feet. We measure from the road or the curb.

Council Member Friede asked about the parking. Is there anything in the code that says how close the parking has to be to the unit?

Mr. Parvin said it has to be onsite, but we did create allowance for offsite parking. It does not have to be onsite.

Mayor Wilcox said it has to be an offsite parking lot dedicated to that building.

Mr. Parvin goes over the code language.

Mayor Wilcox asked if there was any discussion about how the 50% retail/commercial space would be situated, how the layout might be.

Mr. Cramer said other than have the 50% there we didn't want to tell anyone how to situate that area.

Mr. Parvin said Planning & Zoning didn't have that conversation. It is a good point, but we left it flexible.

Mayor Wilcox said his only concern is to do with the 30 feet. He asked that it be reviewed if the 30 feet is necessary in all areas around the building.

Mr. Cramer explains how exactly it would be situated in the downtown area and how it would actually slim down the space. The public property is included in the setback.

Mayor Wilcox closes Mixed Use Discussion.

4. Parking Revenue Discussion

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

Mr. Cramer presented on Parking Revenue.

There are questions from Council concerning the increases in funds on the presentation.

Mr. Cramer clarifies that the numbers listed in the presentation reflect overall increases year over year per contract. The numbers are increases for 2013.

Council asks about the 2014 numbers.

Mr. Cramer said he can get the numbers that they have collected so far.

There is a correction made in the presentation that the numbers do, in fact, reflect

the increases in 2014.

Mr. Cramer goes over explanation of increase.

MPT Pierce asked what the parking rate is for the meters.

Jason Sutton, SP Plus replied that it was \$1.50 per hour and \$8.00 day rate.

Mr. Cramer goes over details on the leased parking lot.

Mayor Wilcox asked if the \$59,600 is for four new pay stations.

Mr. Cramer said yes. They would move the old ones and add four new pay stations.

Council Member Friede asked what the expected life is for the pay stations.

Mr. Sutton said about 5 years.

Mayor Wilcox asked if the Town is charging at the pay stations in the off-season.

Mr. Cramer said no. The Town pulls the mechanisms out of the inside of them and cover up the body of the machines, which extends their life span.

Mr. Cramer continues presentation with Parking Improvements.

Mayor Wilcox said we put pay stations on Lake Park years ago and the DOT made us remove them. Has something changed?

Mr. Cramer said yes. He spoke with reps at the DOT after he came to work for the Town. You can have meters on a road with curb and pavement. You cannot have meters on a street with just a grass right-of-way. The residential parking spaces would not be touched. I have it in writing that the Town is correct in their interpretation of where parking meters can go.

Council Member Shuttleworth asked will that help us down towards the lake, there are business owners complaining that there are long-term beach-goers using business parking spaces.

Mayor Wilcox suggests that they take a look at how the parking is set up in those areas.

Mr. Cramer said they should go back and work with the business owners to find out what needs to be done.

Council Member Shuttleworth also asked that street parking be looked at.

Mr. Cramer said that they need to determine what the right-of-way is in those areas.

There is discussion about no-parking zones and how they are worded.

Mr. Cramer said signs for those areas have been ordered.

MPT Pierce asked about the lot between Lake Park and the Marriott and if there are plans to improve the lot.

Mr. Cramer said he has a section in the presentation for improvements.

Mr. Cramer continues his presentation.

Mayor Wilcox thanked Mr. Cramer for negotiating the additional lots.

MPT Pierce asked whether or not a shade structure could be planted on the existing area for Freeman Park.

Mr. Cramer said they do not have the expertise and the easiest thing to do would be to purchase a new structure and have it installed.

Mayor Wilcox suggested taking a look at the ordinance for private parking lots in relation to Memorial Day and Labor Day weekends and adjust the language to allow the lots to be open the full weekend.

MPT Pierce asked how many private lots are being managed.

Mr. Cramer said 4.

MPT Pierce said she would rather the Town run those lots. She asked what a lot generates in dollars per year on average.

Mr. Cramer said depending on the location \$15,000-\$40,000.

Mr. Cramer closes discussion on Parking.

Council Member Shuttleworth asks if Michael can provide an update on the status of the Harris Teeter and the Carnival Rides as well as the Arcade at the next Council meeting.

Mayor Wilcox also asked Michael to give an update on the entries for Cape Fear and Canal Streets.

Mr. Cramer said April 1st for completion. They will be closing down all of Cape Fear from Lake Park to Canal for a period of time.

Council Member Friede asked to have an update from Brenda on the route for the Lo Tide Run.

III. ADJOURN

Mayor Wilcox adjourned meeting at 2:17:10.

Kimberlee Ward
Kimberlee Ward, Town Clerk

4-14-15
Date Approved



Island Greenway Project

MARCH 4, 2015
COUNCIL CHAMBERS

2.1.a

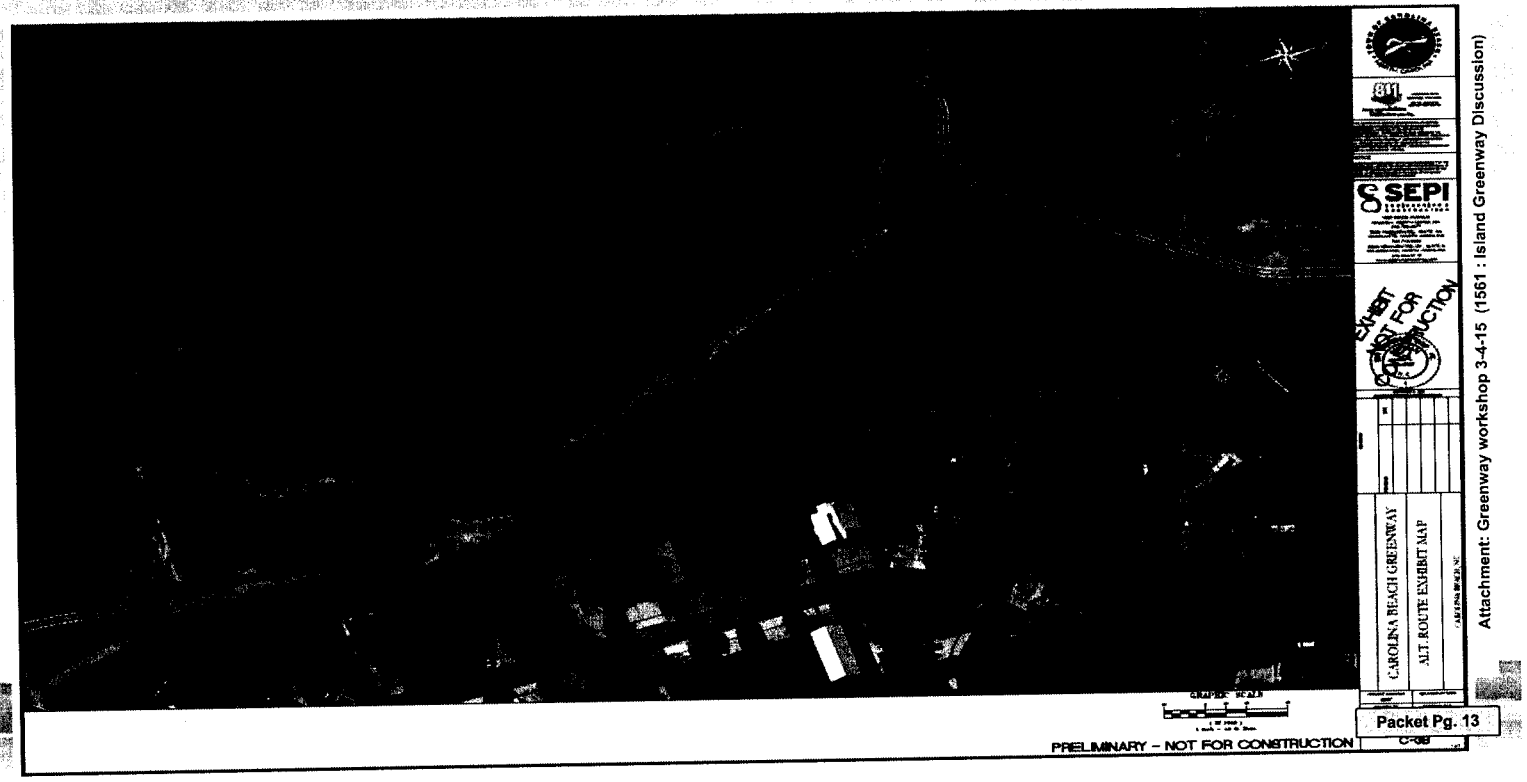
Attachment: Greenway workshop 3-4-15 (1561 : Island Greenway Discussion)

Packet Pg. 11

February 11th Meeting Results

1. Alternative B Information
 - Environmental Regulations
 - Liability
 - Cost Analysis
2. Alternative D -Richard Cecelski's Proposal for on street bike trail
3. Project Cost Information

Alternate B Route



SEPI
SHEET FOR CONSTRUCTION

CAROLINA BEACH GREENWAY
ALT. ROUTE EXHIBIT MAP

SEPI

Attachment: Greenway workshop 3-4-15 (1561 : Island Greenway Discussion)

PRELIMINARY - NOT FOR CONSTRUCTION

Packet Pg. 13

Alternate B - New Information

Bike Path on West side of Pond

- Environmental Regulations
 - SEPI Engineering Conducted Independent Wetlands Analysis - NO WETLANDS
 - Corp of Engineers Conducted In-Formal Wetlands Analysis - NO WETLANDS
 - State NCDENR and Stormwater – NO PIPING OUTFALL / NO CHANGES TO POND
- Liability
 - Insurance Cost - Covered By Existing Coverage \$ 0
 - Regulation– No Fishing, No Swimming, No Boating, No Feeding Alligators \$ 0

Alternate B – Cost Analysis

• FE-6 Fence	6,264 linear ft x \$18 per linear ft =	\$ 112,752
• Engineering Costs		
• Field Survey – Topo/Location (1700 lf)		\$ 2,500
• Soil testing		\$ 4,000
• Engineering (design trail, bridge, outlet analysis)		\$ 6,100
• Permitting – ACOE, NCDENR)		\$ 1,200
• CPE Services		\$ 1,050
• <u>As-Built Drawings on Stormwater Pond</u>		<u>\$18,000</u>
Total		\$36,550
• Pedestrian Bridge		\$35,000 to \$50,000

Current Known Costs = \$204,302 to \$219,302

Attachment: Greenway workshop 3-4-15 (1561 : Island Greenway Discussion)

Alternative D Route



Attachment: Greenway workshop 3-4-15 (1561 : Island Greenway Discussion)

Alternate D Considerations

- Where possible MUPs preferred facility provides complete separation from vehicular traffic and accompanying hazards, conflicts and distractions.
- Zig-zag route confusing and distracting to users
- All streets would require widening 5 feet each side with utilities, stormwater and landscaping work to meet NCDOT Requirements
- In this area the adopted Bike Plan calls for streets w/ 90' ROWs be developed with MUPs that serve as neighborhood collectors and connectors between Lake Park and Greenway not ROW of 50' or less
- Current pavement widths between 18' and 22'
- Over 40 driveway cuts and as many as 84 properties impacted.

Alternate D Considerations – Cost Analysis

• FE-6 Fence	\$67,194
• Fair Market Value	\$20,000
• Engineering Costs	
• Field Survey – Topo/Location (1700 lf)	\$ 6,200
• Soil testing	\$ 4,000
• Engineering (design trail, bridge, outlet analysis)	\$ 6,100
• Permitting – ACOE, NCDENR)	\$ 1,200
• CPE Services	\$ 1,050
• <u>As-Built Drawings on Stormwater Pond</u>	<u>\$18,000</u>
Total	\$36,550
• Pedestrian Bridge	\$35,000 to \$50,000
• Road widening – 5' each side (Not including utilities, landscaping, ditch work)	\$132,250

Current Known Costs = \$204,302 to \$305,994

Project Funding

<u>Grant Funding</u>		
MPO STP-DA Grant – Federal DOT funds 80%	\$	586,031.00
<u>Town Match 20%</u>	\$	<u>146,508.00</u>
Total Grant Budget	\$	732,539.00
<u>Engineers Estimate</u>		
Research & Planning	\$	95,549.00
Construction	\$	<u>636,990.00</u>
Total Engineers Estimate	\$	732,539.00

Attachment: Greenway workshop 3-4-15 (1561 : Island Greenway Discussion)

Manager's Recommendation

- Alternative B – West Side Option
 - Most Visually Attractive Option
 - Town Liability can be Controlled through Regulation and Enforcement
 - Meets Town Obligation to Prohibit Pedestrian and Vehicular Access to MOTSU Property
 - Increases the Town's Infrastructure to Support Walking, Jogging and Biking Activities

R. A. CASPER CONSTRUCTION INC.
7008 HALLSTEAD CT. WILMINGTON, N.C. 28411 PHONE: 910/833-8166

Mr. Michael Cramer
Town of Carolina Beach
1121 N. Lake Park Blvd.
Carolina Beach, NC 28428

January 30, 2015

Dear Mr. Cramer,

The following proposal represents an offer by R. A. Casper Construction, Inc. to provide services for the stated fee according to the stated schedule.

Sincerely,



Robert A. Casper
President

R. A. CASPER CONSTRUCTION INC.
7008 HALLSTEAD CT. WILMINGTON, N.C. 28411 PHONE: 910/833-8166

Operations Warehouse and Office Building Proposal

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- Construction Schedule
- Drawings
- Color Chart

R. A. CASPER CONSTRUCTION INC.
WILMINGTON, N.C. PHONE/FAX: 910-833-8166

January 28, 2015

Town of Carolina Beach
1121 N. Lake Park Boulevard
Carolina Beach, NC 28428
Executive Summary

Michael Cramer,

The overall supervision of the project will be performed by me. I am the president of the company. I have a great interest in the day to day operation of the project concerning both the quality of the project and the schedule. We have a combined experience of over 60 years in commercial construction and design build projects. We have performed design built projects for Four Co. Electric, UNCW and the Pender Co. School system as well as private clients. Over the years a team has been developed that consistently has offered the highest professional services for projects of this type. Working together on numerous projects over the years we pride ourselves on the quality of the product that we produce, on time and on schedule. We would be happy to provide resumes and letters of recommendation if desired.

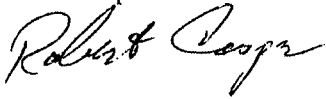
The following is a list of our team members.

- 1) Goodrich Architecture
3142 Wrightsville Ave.
Wilmington, NC 28403
Blair Goodrich
- 2) Walton Engineering (Foundation design)
109 E. Freemont St
Burgaw, NC 28425
Mark Walton
- 3) McDowell Consulting Engineers (MPE)
15444 US Hwy 17 North
Hampstead, NC 28433
Greg McDowell
- 4) TWA Concrete Services
Delco, NC 28436
Scott Farmer
- 5) Rabon and Sons Grading and Paving
1934 Gordon Acres Rd.
Wilmington, NC 28411
James Rabon
- 6) CECO Building Systems (Pre-Engineered building manufacturer)
Rocky Mount, NC 27802
Mike Boykin
- 7) Carolina Electric Co. of Wilmington Inc
1200 N. 23rd. Street, Suite 103
Wilmington, NC 28405
Mike Barham

- 8) Tim Watson Plumbing
Carolina Beach, NC 2842
Tim Watson
- 9) Coastal HVAC
121 Arlington Dr.
Wilmington, NC 28401
George Barefoot
- 10) Dale Vickers Framing, Drywall and Acoustic Ceiling
215 Pandy Ann Lane
Wilmington, NC 28411
Dale Vickers
- 11) Jerome Hooper Painting Services
607 Anderson
Wilmington, NC
Jerome Hooper
- 12) Moores Glass Service
1115 S. 3rd. St.
Wilmington, NC 28401
Joe Moore

Thank you,

Robert Casper



R. A. CASPER CONSTRUCTION INC.
WILMINGTON, N.C. PHONE/FAX: 910-833-8166

January 30, 2015

Town of Carolina Beach
1121 N. Lake Park Boulevard
Carolina Beach, NC 28428

The following is a running narrative of our Technical Proposal.

R. A. Casper will provide stamped documents required to obtain a building permit from the New Hanover County and Town of Carolina Beach Building Depts.. Civil engineering drawings and site plan to be provided by owner.

The job site is to be stripped of all organic material to allow for final pad elevation. The requirements for fill material to be determined after an approved site drawing by the owner's civil engineer. Bearing capacity tests will be done at the time of footing excavation to determine if the existing sub-grade will provide 2,000 psf of bearing capacity. These tests will be performed by ECS Carolina, LLP.

Layout by a certified surveyor provided. Excavate, form, install reinforcement and pour a monolithic concrete slab. Sub-grade to be pre-treated against insects. Slab to be poured continuous utilizing a concrete pump with approved concrete mix design. Control joints to be cut the day of pour. Concrete cylinders will be collected by a certified testing company (ECS Carolina, LLP) to confirm concrete strengths. One set of cylinders for each 50 yds. will be taken.

Pre-engineered building erected after a five day time period to allow for initial concrete cure. Framing, PME sub-contractors, and finish sub-contractors to follow at the appropriate time to maintain the construction schedule. All inspections will be called at the correct and most efficient time.

Contractor will provide a dumpster to maintain a clean and orderly job site.

Final cleanup and substantial completion will happen at the agreed upon time. Punch list generated by owner at substantial completion. All punch list items will be completed within one week of issuance.

Thank you,

Robert Casper



R. A. CASPER CONSTRUCTION INC.
7008 HALLSTEAD CT. WILMINGTON, N.C. 28411 PHONE: 910/833-8166

Proposal

PURCHASER: Town of Carolina Beach DATE: January 30, 2015
 ADDRESS: 1121 N. Lake Park Blvd PROJECT: Operations Warehouse and Office Building
Carolina Beach, NC 28428 JOB ADDRESS: same

Page one

R.A.Casper Construction submits the following prices and specifications:

Preliminary Work

R.A. Casper Construction will provide architectural, structural, mechanical, plumbing, and electrical plans, and purchase all New Hanover County and Town of Carolina Beach building permits covering the described work. The Purchaser shall provide an approved engineered site plan.

Site work

The Contractor shall strip the building site and remove vegetation. No other site work is included in this estimate.

Foundation

R.A. Casper Construction shall form, pour and finish a 4000 psi concrete slab, designed by a NC registered engineer, with 6 mil. poly vapor barrier, 6 x 6 – 10/10 wire mesh reinforcing, all rebar required, reinforced perimeter lug, brick footings, pier footings at each of the column locations, steel trowel finish, and saw cuts and construction joints as indicated by engineer. Slab will be 4" thick in the office area and 6" thick in the warehouse area.

Metal Building

R.A. Casper Construction shall supply and erect a pre-engineered steel building 60'-0" wide x 65'-0" long x 16'-0" high at the eaves (Warehouse), with a 60'-0" wide x 35'-0" long by 12'-0" high at the eaves wing (Office). Total building dimension to be 60'-0" wide x 100'-0" long. The building shall have the following features and accessories:

1. 1:12 slope clear span rigid frames, with 20 psf live load, and 140 mph wind load (NC 2012), Exposure C.
2. 24 gage galvalume standing seam roof.
3. 26 gage color panel walls.
4. Heavy duty gutters and down-spouts.
5. One (1) 12' x 12' insulated, sectional steel overhead door, with motor operator.
6. Three (3) 3070 urethane core flush steel doors with lever handle mortise lockset, and closer.
7. Six (6) 2080 fixed windows and two (2) 8040 double fixed windows. Windows shall have 1" insulated glass, and bronze colored aluminum frames. One (1) 3070 storefront door with ¼" tempered glass, bronze colored aluminum frames, and a 12" wide sidelight on each side.
8. 3" thick, reinforced vinyl faced fiberglass insulation in the roof and walls of the warehouse area. R-30 simple saver type fiberglass insulation in the roof and simple saver R-23 insulation in the walls of the office wing.

Interior Work

The Contractor shall install interior perimeter walls and partition walls for the lobby, offices, and rest rooms. Interior walls shall be constructed of 3-5/8" galvanized steel studs with one layer of ½" drywall on each side and painted with two coats of interior latex paint. Interior walls shall have 4" rubber base. Interior partition walls to have sound batts. A full height wall shall be erected between the warehouse and the office area. This wall shall be covered with one layer of 5/8" drywall on each side and include a 3070 one-hour rated

R. A. CASPER CONSTRUCTION INC.
7008 HALLSTEAD CT. WILMINGTON, N.C. 28411 PHONE: 910/833-8166

Page two

door for access. The contractor shall install a door each for the offices and restrooms. Restroom doors shall be 3068 solid core flush birch doors with lever handles, and privacy locks. Office doors shall be 3068 solid core flush birch doors with lever handles, privacy locks, and a 3" x 33" glass view panel. The office wing shall have a 2' x 2' suspended acoustic ceiling. Floor covering in the office wing shall be 1/8" thick VCT squares from the Contractors standard color selection. A \$2000 allowance shall be included for cabinets and countertop in break area.

Plumbing

Plumbing shall include two (2) handicapped water closets, two (2) lavatories, two (2) freestanding shower stalls, one (1) kitchen sink, one (1) 40 gal. water heater, one (1) hi/lo water cooler, and two (2) outside hose bibs. Supply and waste lines shall be extended 5' outside of building.

Mechanical

Mechanical work for the office lean-to shall include one (1) 5-ton 13 SEER Rheem split system heat pump with programmable thermostats, custom ductwork, and smoke detector in return. The warehouse area shall have a 48' exhaust fan by Greenheck with disconnect switch, weatherhood, and backdraft damper. Louvers by Ruskin.

Electrical

Electrical work shall include: one (1) 400 amp 1 phase service, fire alarm system, twenty-six (26) 8 foot fluorescent strips, twenty-six (26) fluorescent lay-in fixtures, two (2) egress lights, six (6) exit lights, twelve (12) emergency lights, forty (40) duplex receptacles, and six (6) exterior wall pack fixtures. Phone conduit shall be extended to a point 5 feet outside of the building. Phone system wiring or equipment not included.

Stoops

A concrete stoop shall be poured at each of the exit doors. A 12' x 10' x 6" thick 4000 psi concrete pad shall be poured at the overhead door.

Total price for the above described work.....\$340,460.00

This price includes all labor, material, freight, tax, liability insurance, and workers' compensation required to complete the described work.

Price excludes landscaping and parking lot, water and sewer connection and impact fees, any state, county storm water and erosion control permit and fees, any improvements to existing water retention pond system, subsoil surface testing and evaluation, and removal and replacement of unsatisfactory soils.

Please note: This price is based on current costs and may be withdrawn if not accepted in 30 days.

TERMS: Progress payments based on materials on site, or stored, and work completed.

This proposal shall not constitute a contract binding upon R.A.Casper Construction unless this form of acceptance is duly executed by the contractor.

R.A.Casper Construction Inc.
The proposal is hereby ACCEPTED.
By: *Rolando Casper*
Date: *Jan 30, 2015*

Purchaser: _____
By: _____
Date: _____

R. A. Casper Construction, Inc.

Contractor

\$340,460.00

ORIGINAL CONTRACT AMOUNT

SCHEDULE OF VALUES

APPLICATION AND CERTIFICATE FOR PAYMENT
containing Contractor's signed Certification is attached.
In tabulation below amounts are stated to the nearest dollar.

APPLICATION NO: 0

DATE: 1/30/2014

PERIOD TO: _____

PROJECT NO: Carolina Beach

Maintenance

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED		F1 Materials Previously Stored (Not in D or E)	F Materials Stored This Month (Not in D or E)	G TOTAL COMPLETED AND STORED TO DATE (D + E + F1 + F2)	PERCENT COMPLETE (G/C)	H BALANCE TO FINISH (C-G)
			PREVIOUS PERIOD	THIS PERIOD					
1	Permit	3,600.00					0.00	0%	3,600.00
2	Engineering	4,440.00					0.00	0%	4,440.00
3	Architectural Plans	6,000.00					0.00	0%	6,000.00
4	Lien Agent	60.00					0.00	0%	60.00
5	Insurance	3,600.00					0.00	0%	3,600.00
6	Portable Toilet	720.00					0.00	0%	720.00
7	Dumpster	2,040.00					0.00	0%	2,040.00
8	Strip Site	1,440.00					0.00	0%	1,440.00
9	Testing	1,880.00					0.00	0%	1,880.00
10	Surveyor	840.00					0.00	0%	840.00
11	Termite Treatment	1,080.00					0.00	0%	1,080.00
12	Slab	38,964.00					0.00	0%	38,964.00
13	Masonry	6,162.00					0.00	0%	6,162.00
14	Masonry Support	2,816.00					0.00	0%	2,816.00
15	Pre-engineered building	81,480.00					0.00	0%	81,480.00
16	Steel Erection	29,760.00					0.00	0%	29,760.00
17	Overhead Doors	3,168.00					0.00	0%	3,168.00
18	Storefronts	9,608.00					0.00	0%	9,608.00
19	Ceiling	7,560.00					0.00	0%	7,560.00
20	Interior Walls	22,440.00					0.00	0%	22,440.00
21	Painting	6,930.00					0.00	0%	6,930.00

2.2.a

22	Interior Doors & Hardware	8,304.00					0.00	0%	8,304.00
23	Floor Covering	5,311.00					0.00	0%	5,311.00
24	Cabinet Allowance	2,400.00					0.00	0%	2,400.00
25	Toilet Partitions	3,766.00					0.00	0%	3,766.00
26	Electrical	47,280.00					0.00	0%	47,280.00
27	Plumbing	17,760.00					0.00	0%	17,760.00
28	HVAC	18,759.00					0.00	0%	18,759.00
29	Concrete Pads	600.00					0.00	0%	600.00
30	Stoops	432.00					0.00	0%	432.00
31	Fire Extinguishers	360.00					0.00	0%	360.00
32	Cleanup	900.00					0.00	0%	900.00
33							0.00	0%	0.00
34	ORIGINAL CONTRACT TOTAL	340,460.00	0.00	0.00	0.00	0.00	0.00	0%	340,460.00

Attachment: RA Casper Bid (1564 : Operations Center Contract)

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Operations Center / Multi-Purpose Room
Project Budget

<u>Operations Center</u>	
Site Engineering	\$ 10,000
Building Construction	\$ 340,460
Construction Contingency	\$ 69,540
Equipment	\$ 50,000
<hr/>	
Total	\$ 470,000

<u>Ops Center Equipment Break Out</u>	
Pallet Racks \$500 x 40	\$ 20,000
Plywood Decking \$10 x 80	\$ 800
Pallet Jacks \$200 x 2	\$ 400
Safety Ladders \$750 x 2	\$ 1,500
Exhaust Fans \$100 x 4	\$ 400
Lockers \$100 x 30	\$ 3,000
Office Furniture \$2,000 x 5	\$ 10,000
Staff Room Furniture	\$ 9,600
Training Equipment	\$ 1,500
Shipping	\$ 2,800
<hr/>	
Total	\$ 50,000

<u>Multi-Purpose Room</u>	
Demo and Construction	\$ 14,900
EOC Equipment	\$ 2,500
Tables	\$ 3,600
Chairs	\$ 6,000
<hr/>	
Total	\$ 27,000

Total Project Budget	\$ 497,000
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Attachment: Operations Center Budget (1564 : Operations Center Contract)

**ORDINANCE NO. 15-573
AN ORDINANCE TO AMEND THE GENERAL FUND BUDGET CREATING A
CAPITAL PROJECT ORDINANCE FOR THE OPERATION CENTER PROJECT**

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

SECTION ONE:

That the Fiscal Year 2014-2015 Budget for the Town of Carolina Beach is hereby amended to include the expenditures associated with a General Fund Capital Project by adopting the following General Fund Capital Project Ordinance:

<u>Account Code</u>	<u>Description</u>	<u>Previous</u>	<u>Amended</u>	<u>Changed</u>
xx-001-033	Supplies	\$ 0.00	\$ 62,100	+ \$ 62,100
xx-001-046	Professional Services	\$ 0.00	\$ 10,000	+ \$ 10,000
xx-001-074	Capital Over \$10,000	\$ 0.00	\$340,640	+\$355,360
xx-001-090	Contingency	\$ 0.00	\$ 69,540	+\$ 69,540
TOTAL			\$ 497,000.00	

SECTION TWO:

That the Fiscal Year 2014-2015 Budget for the Town of Carolina Beach is hereby amended to include the revenue associated with a General Fund Capital Project by adopting the following General Fund Capital Project Ordinance:

<u>Account Code</u>	<u>Description</u>	<u>Previous</u>	<u>Amended</u>	<u>Changed</u>
xx-350-000	Transfer from General Fund	\$ 0.00	\$ 497,000	+\$ 497,000
TOTAL:			\$ 497,000.00	

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 March 2015.

DAN WILCOX, MAYOR

ATTEST:

Kimberlee Ward, Town Clerk

Attachment: Budget Ordinance for Operation Center (1564 : Operations Center Contract)

Resolution



Town of Carolina Beach
Town Council

RESOLUTION NO. 15-2083

Resolution of Necessary Findings

**RESOLUTION AUTHORIZING THE FILING OF AN APPLICATION FOR APPROVAL OF A FINANCING AGREEMENT
AUTHORIZED BY NORTH CAROLINA GENERAL STATUTE 160A-20**

WHEREAS, The Town of Carolina Beach, North Carolina desires to borrow approximately \$497,000 to construct a new building and make alterations to another building on property located at 1121 North Lake Park Boulevard for use as a town operations center and multi-purpose room.

WHEREAS, the Town of Carolina Beach desires to finance the Project by the use of an installment contract authorized under North Carolina General Statute 160A, Article 3, Section 20 and

WHEREAS, finding of fact by this governing body must be presented to enable the North Carolina Local Government Commission to make its finding of fact set for in North Carolina General Statute 159, Article 8, Section 151 prior to approval of the proposed contract;

NOW THEREFORE, BE IT RESOLVED that the Council members of the Town of Carolina Beach, North Carolina, meeting in regular session on the 10th day of March, 2015 make the following finds of fact:

1. The project is necessary due to the lack of sufficient operations and meeting space within the town limits.
2. Installment financing would be preferable to general obligation bond financing because general obligation bond authorization could not be obtained in a timely manner and would not permit the alternative financing structures and repayment provisions available in the proposed negotiated installment contract financing.
3. The sums to fall due under the contract are adequate and not excessive for the proposed purpose because we have proposals in hand which detail the project costs.
4. The Town of Carolina Beaches' debt management procedures and policies are good because we have annual audits done and are reviewed by the Local Government Commission. Our past audit reports indicate that its debt management and contract obligation payment policies have been carried out in strict compliance with the law.
5. The Town of Carolina Beach is not in default in any of its debt service obligations.
6. There will be sufficient funding in the 2014/2015 budget to finance the project.

Attachment: Operation Center Necessary Findings Resolution (1564 : Operations Center Contract)

Resolution



Town of Carolina Beach
Town Council

RESOLUTION NO. 15-2083

NOW THEREFORE, BE IT RESOLVED that the Finance Director is hereby authorized to act on behalf of the Town of Carolina Beach in filing an application with the North Carolina Local Government Commission for approval of the Project and the proposed financing contract and other actions not inconsistent with this resolution.

This resolution is effective upon its adoption this 10th day of March, 2015.

The motion to adopt this resolution was made by _____, seconded by _____ N/A _____ and passed by a vote of ____ to ____.

Mayor

ATTEST:

Clerk

NOW THEREFORE, BE IT RESOLVED that the Finance Director is hereby authorized to act on behalf of the Town of Carolina Beach in filing an application with the North Carolina Local Government Commission for approval of the Project and the proposed financing contract and other actions not inconsistent with this resolution.

This resolution is effective upon its adoption this 10th day of March, 2015.

The motion to adopt this resolution was made by _____, seconded by _____ and passed by a vote of ____ to ____.

Dan Wilcox, Mayor

Attest: Kimberlee Ward, Town Clerk

Attachment: Operation Center Necessary Findings Resolution (1564 : Operations Center Contract)

Resolution



Town of Carolina Beach
Town Council

RESOLUTION NO. 14-XXXX

Reimbursement Resolution for Construction of a Project on Property owned by the Town at 1121 North Lake Park Boulevard for use as a Operations Center and Multi-Purpose Room.

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 construction of a project on property owned by the Town at 1121 North Lake Park Boulevard for use as a Operations Center and Multi-Purpose Room.
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 \$497,000.
3. Funds have been advanced or may be advanced from the Capital Project Fund for the project costs are intended to be reimbursed form 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.

Dan Wilcox, Mayor

Attest: Kimberlee Ward, Town Clerk

Date Approved

Town of Carolina Beach
Resolution No. 14-XXXX

Attachment: Reimbursement Resolution Operation Center (1564 : Operations Center Contract)



Parking Operations

MARCH 4, 2015
COUNCIL WORKSHOP

Attachment: 2013-2014 Parking Results (1563 : Parking Revenue Discussion)

Parking Revenue

Calendar Year 2013-2014 Revenue Increase

On-Street Meters	\$ 31,416.59
Pay Stations – Lots	\$ 94,198.52
Parking Citations	\$ 17,356.50
Freeman Park Annual Permits	\$ 71,906.06
Freeman Park Daily Permits	\$ 34,993.65
<u>Freeman Park Citations</u>	<u>\$ 4,897.00</u>
Total 2013 – 2014 Increase	\$254,768.32

Explanation of Increase

1. Increased Parking Technology

- 160 Credit Card Capable Single Space Meters
- 2 New Lot Pay Stations

(60 Free From SP Plus)

(2 Free From SP Plus)

2. New Parking Lots

- Harbor Master Lot and North Pier Lot
- Added 82 parking spaces

3. Other Improvements

- Consistent Enforcement
- Improved Customer Service – Meter Technician and Meter Hotline
- Written Policies and Procedures
- Improved Signage

Parking Improvements

1. Pay Station Improvements

1. Palms Lot

- Add 1 New Pay Station in Palms Lot
- Replace Existing Pay Station (Reuse in New Hamlet # 2 Lot)

2. Hamlet and Town Hall Lot

- Replace Existing Pay Stations (Reuse in Ocean and Alabama Metered Lots)

Pay Station Costs = \$59,600.00

Parking Improvements – Cont.

1. Single Space Meter Improvements

- Reuse 36 Existing Meters from Ocean and Alabama Lots
- Add 16 New Credit Card Capable Single Space Meters

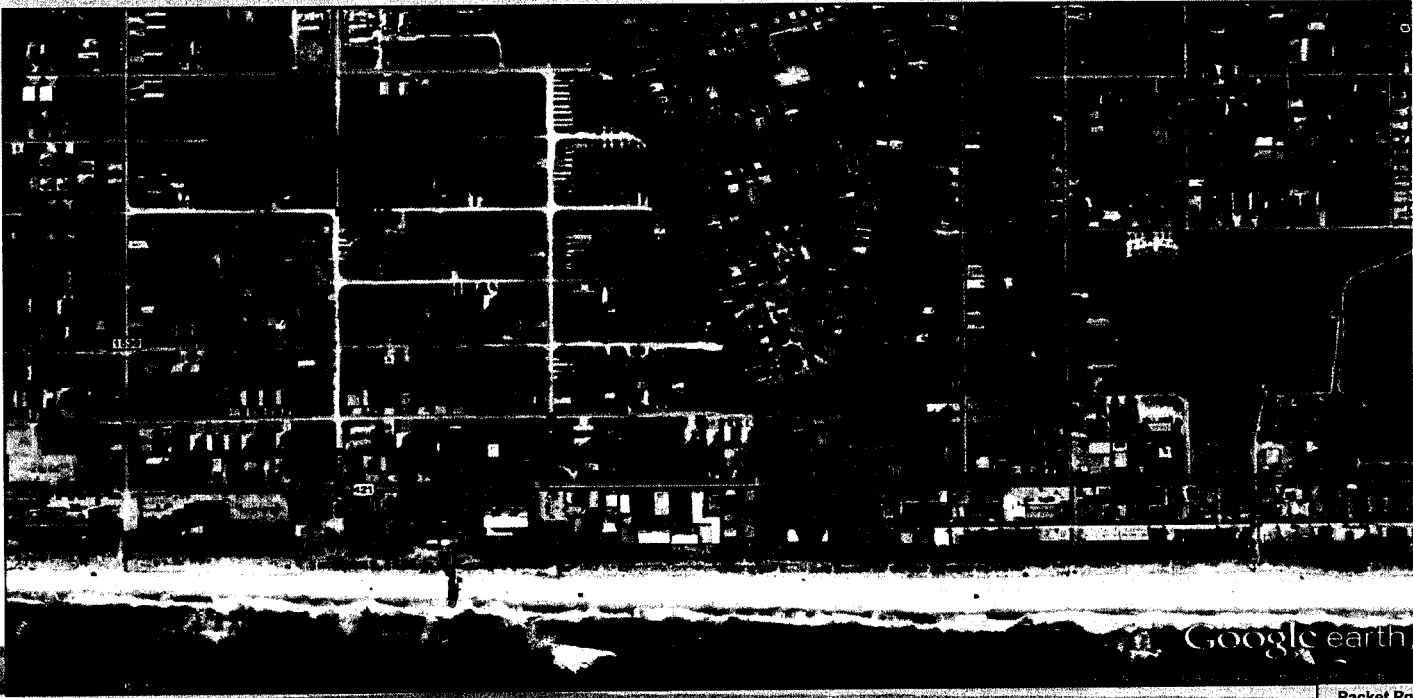
2. Install Meters On-Street

- | | |
|--------------------------------------|---------------------|
| • 200 – 1000 S. Lake Park Blvd | 28 New Spaces |
| • 100 Charlotte Ave Meter Expansion | 5 New Spaces |
| • 000 Sailfish Lane Meter Expansion | 3 New Spaces |
| • 100 Texas Ave Expansion | 5 New Spaces |
| • <u>1500 Bowfin Ave – East Side</u> | <u>5 New Spaces</u> |

Total New Spaces	46 New Spaces
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Meter Costs = \$15,250.00

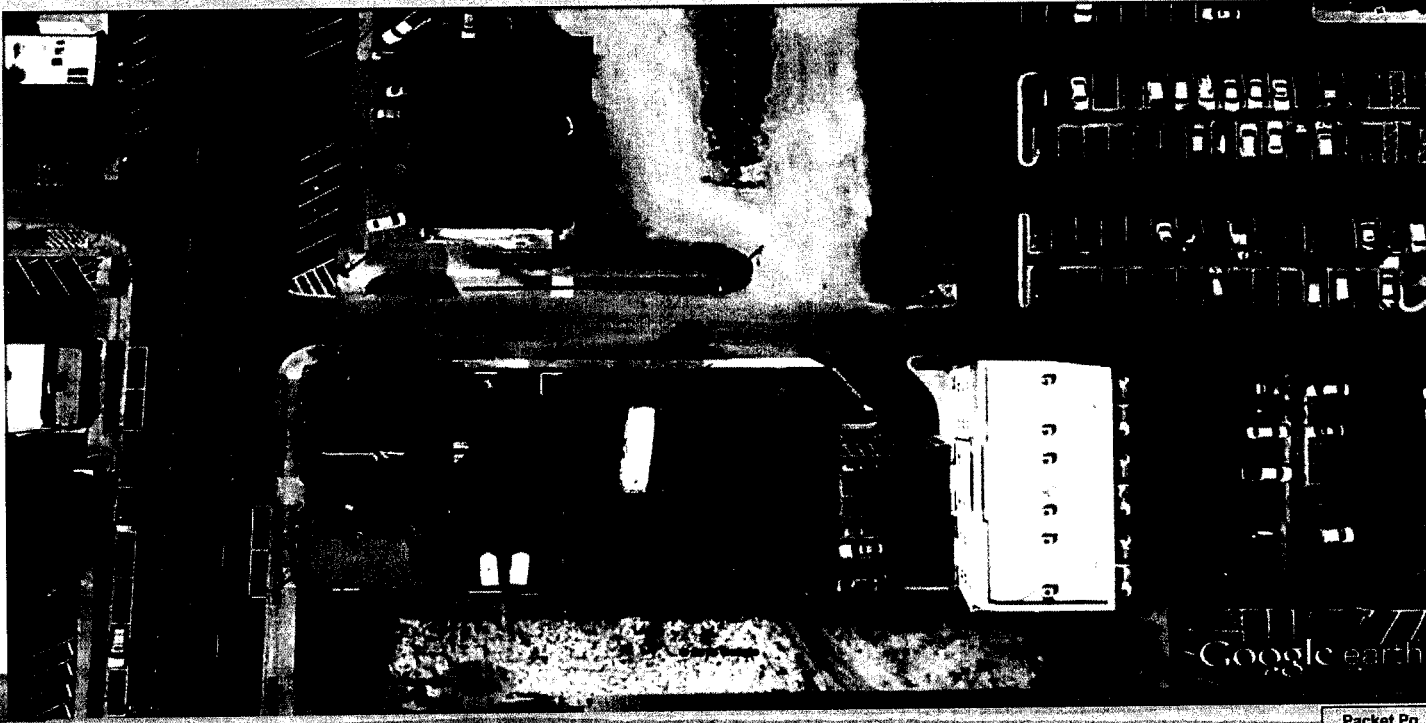
200 – 1000 S. Lake Park Blvd



Attachment: 2013-2014 Parking Results (1563 : Parking Revenue Discussion)

100 Charlotte Ave

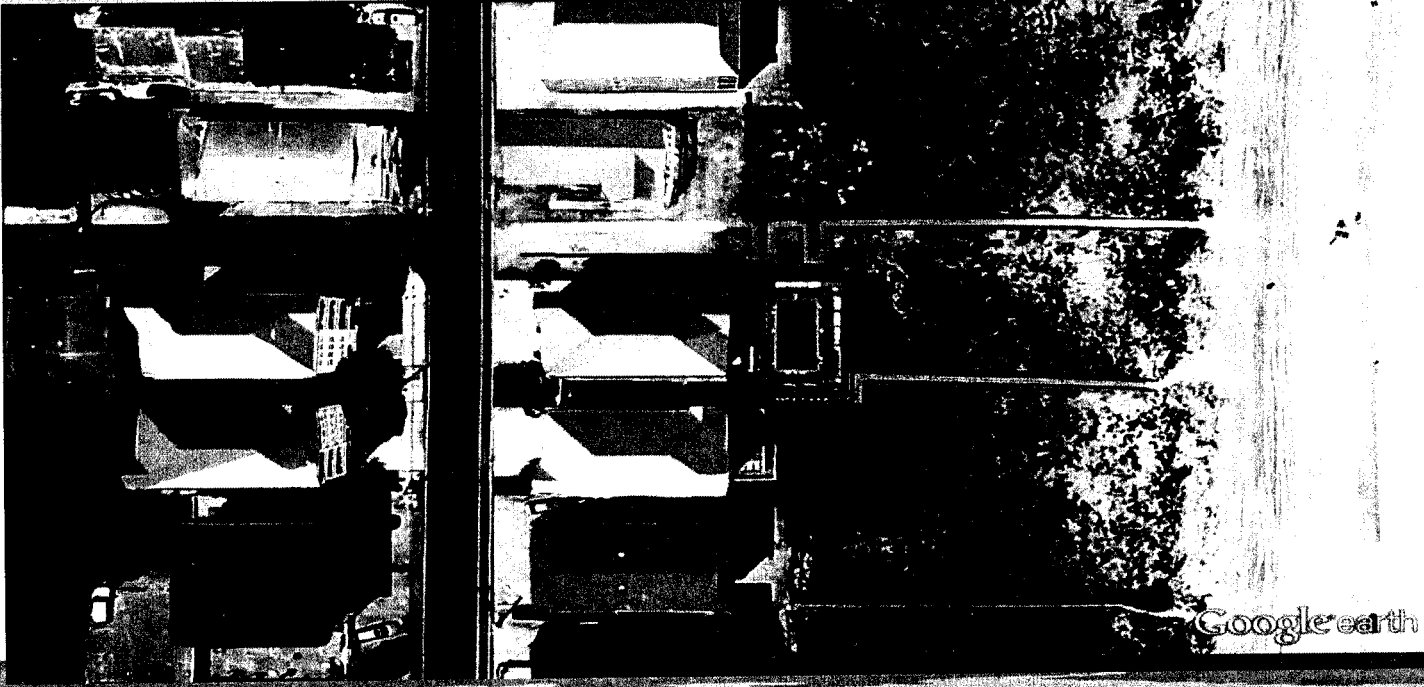
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Attachment: 2013-2014 Parking Results (1563 : Parking Revenue Discussion)

000 Sailfish Lane

2.4.a



Attachment: 2013-2014 Parking Results (1563 : Parking Revenue Discussion)

100 Texas Ave & 1500 Bowfin Ln

2.4.a



Attachment: 2013-2014 Parking Results (1563 : Parking Revenue Discussion)

Google earth

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Parking Improvement – Cont.

1. Freeman Park Entrance	
• Shade Structure for Staff and Equipment	\$16,500
2. Lot and Meter Improvements	
• Signs, Posts, Vehicle Stops	\$ 7,600
• Gravel	\$10,000
Total Parking Improvements	\$108,950

Manager's Recommendation

1. Approve Parking Improvements
 - Pay Stations and Meters
 - Signage, Vehicle Stops and Gravel
2. Approve Budget Adjustment for Funding

Increased Revenue	\$254,768.32
<u>Parking Improvements</u>	<u>\$108,950.00</u>
Extra Revenue Deposited in Fund Balance	\$145,818.32