



CAROLINA BEACH
TOWN COUNCIL MEETING
MINUTES • JANUARY 27, 2015

Council Chambers**Workshop****8:00 AM**

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	
Noel Fox	Attorney	Present	

II. MANAGER PRESENTATION

Michael Cramer went over and reviewed the differences in the 2014 and 2015 Budget Processes.

Mr. Cramer said this year the order for non-profits coming to Council will be different. Those that get ROT funding, which are the Chamber and CBDI need to get theirs in earlier so that it can be rolled into the budgets and will be ready for summer season. At the next Council meeting there will be a section for CBDI and the Chamber to give their requests for their funding source, which will be somewhat informal. At the following meeting those that get general funding will be able to present their requests.

Mr. Cramer said one big change in the budget process will be the way Workshops are organized. Council has requested more interaction with Department heads to ask questions and have discussion. There will be a section of time at the beginning of the workshop for me to put information up on the screen about the general format and budget for that department. At that time the Department head and Council will talk about any particular items they are interested in. That way everyone will have a good sense of the budget.

At this time he asks if anyone has questions.

No one has questions.

Mr. Cramer said he hopes that a week before the Workshops he will be able to send out information to Council so that they can have questions ready.

Mr. Cramer reviews 2014 topics, structure of meetings and benchmarks.

Mr. Cramer talks about the structure of agendas for 2015. Anything that may come up on

the agenda, we want to talk about those topics ahead of time. That way Council can have a background on the topics.

Mr. Cramer explains the plan for use of second 3% of the ROT funds. They are leaning towards local advertisements. That is a long-term item that they are discussing.

Council Member Shuttleworth asked about the item number 4, plan for the leftover ROT funds being marked as a "completed" topic. His recollection is that it was not completed because they never agreed upon a use. They had talked about setting some of those funds aside for storm damage reduction or inlet funds.

Mr. Cramer said you are correct. What we had started with was a plan of trying to go and figure out how to set aside specific amount of funds for that program. We went down that path and tried to get a specific direction on those things. What I think we ended up with is the District U funds being available for us for inlet maintenance and things of that nature. Did we get what we were going for in the beginning, no. Did we get a result, yes. My question is how would you like to continue down that path with those funds? Is that still a hot topic? The idea of trying to find a sand-use or designated funding use is still an issue. What I need to figure out is how you want to package what we are working on. Give me a little more information on what direction you want us to take that discussion.

Council Member Shuttleworth said it is still a hot topic. Not to get too far off. We are in the process of trying to understand our permit reauthorization. Absent the permit reauthorization, which would simply say the Feds could if they choose to give us money. Right now we have an MOU the county says we are going to contribute 17%. There is a need for the state to provide some kind of matching funds with or without Federal Dollars. There is a need for the county and ultimately we need to have a back stock. We captured some money out of Freeman Park Revenues, but specifically on the ROT, the second 3% is broken into two parts. The rabbit hole we went down, we were told by TDA and legislators that we could use the second half of that 3% for activities, the first half would be used for marketing. That's a fight that some of the beach communities think and personally I think it is something we need to press forward with. Otherwise we need to look during the budget cycle at that second 3%. Are we willing to forgo other uses and set aside some of that money for beach nourishment. Right now our second 3% is 100% committed to. There's only so many ways you can divide it up. The community is faced with, if we don't get resolution from the county on the 17% funds, and if the state doesn't show up, at some point we are going to get a \$1 million bill.

MPT Pierce asked Michael how much of the first half of the second 3% was used and how much is left. It varies depending on what our ROT funds are.

Council Member Shuttleworth said at this point 100% of it is spent.

Mr. Cramer said the activities part is pretty much 100%. The way they do it is they basically continue to put the same amount, the 3%, into that basket for activities. If our ROT funds go up, that basket gets larger. All that is, is basically a savings account that we go in as the Town and charge expenses for travel. For instance CDBI goes there...

MPT Pierce - but it went up 6% and our activities did not go up.

Mr. Cramer said I can go in and get you the breakdown on it. I don't think it's hugely significant.

MPT Pierce said it will be when the Hampton is built.

Mr. Cramer said yes it will.

Mayor Wilcox I think on the second half of the second 3%, they're wanting to battle on that. I get it. I agree with our attorney's interpretation, it was a unanimous vote on that. I do agree that we have the right to hold it, however, rather than going head-to-head I think we do owe them some type of plan. For example, here is as best we can do, here is what we plan to hold each year for the next 5 years, here is how we plan to use it at the end of that period of time. If that use isn't needed, then it will go to marketing. We might be able to make more ground on this rather versus the attorney's going at it if we and Kure Beach maybe get together and at least give them an idea of why we want to hold it. I don't think we have done that effectively. Different people have different reasons. That might be an approach that would save us some of this legal going back and forth. It may look more favorable to us in the event that there is a challenge because we can say we gave them a plan, and it's reasonable. I think we have fallen a little short on that communication and sharing our intent.

Mr. Cramer said I would like to see that happen. You mentioned having a meeting with Kure Beach and trying to come up with a group consensus.

Mayor Wilcox agreed.

Council Member Shuttleworth said I think we are looking at two different issues here. The 10% that some of us chose to ask for was to be spent on things we can control more directly. Item number 4 and 5 on here, specifically for me, are what we addressed last year, how do we come up with money for sand and beach nourishment. And specifically are we as a council and community willing to take some of our second 3%. The battle is do we take it out of the marketing side or the activities side? The TDA has said the only place you can take it is out of the activities side. The question is, is there money in that second 3%? What do we cut, what do we not cut? How hard to we fight for the first half of that second 3%? The idea of 4 and 5 was how are we going to deal with sand. I think the 10% that we asked to withhold, at that point the intent was for local marketing. If we choose to change that intent and say that we want to hold that for sand, we need to have that conversation. I don't know that we have completed the original intent of 4 and 5.

Mayor Wilcox I get that. My point is we started of a small thing of, let's hold a percentage that is within the legislation, and I don't think we have done enough to justify that to move on to the next battle.

Council Member Shuttleworth said the 10% that we asked to hold was out of the marketing fund. They came back and said let's argue about if you can withhold that money for marketing. Come up with a plan of what you would like to spend those marketing dollars on. What I'm saying is are we willing to have a conversation on the other half of the 3% and say we better capture some of that at the beginning of the year. If not, that's okay, but let's have that conversation.

Council Member Doetsch said it's clear that the need is never going to go away. It makes sense to me to do what Dan is saying, at least put a plan in place for the first portion, but let's not let the second portion go away. Let's go ahead and get it clearly defined what both portions are going to be used for and what we can and cannot do.

Mayor Wilcox said The Council ought to have a clear understanding of it too.

Council Member Friede the 10% that we said we wanted to withhold that we got into that particular argument about. We said we have some specific marketing needs that we

would like to take care of on our end. That was very clearly in TDA's mind, TDA money, that was marketing money. The other batch of money, the other 5% that Steve is talking about, is to me more like fighting for our money. This does not feel like asking TDA if it is okay that we use some of the marketing money. To me, this other piece that we are talking about, other than the 10% held back, is fighting for our money, not permission from the TDA for marketing.

Council Member Doetsch It's all our money, people fail to realize that.

Mayor Wilcox - The marketing portion is legislative.

MPT Pierce said that's the problem is that it's legislative.

Council Member Shuttleworth said again the question becomes on the second 3% of ROT funds, plan for future use. We tried to get them to change that, they said no. We asked for some marketing hold-back, we are arguing over it. It's that other half of the 3%. I would like Council or Staff to come up with a plan, can we use some of that as a sand reserve, if so, what is the impact. Is it the CBDI, is the chamber, is it the lifeguards? Those are the three biggest things we spend money on.

Mr. Cramer said I see where the conversation is going. Honestly, this year I have a much better grasp on all of the details behind this. One of the reasons that I put these down as items is because we did start looking at them. Honestly, are we ever going to complete these particular tasks? Probably not, because we are always going to have inlet dredging or beach nourishment aspects that you are wanting to address. Those really aren't items that we can truly check the box on. It will always be about moving the ball forward. What I might suggest is that staff can take an opportunity to pull together examples of what we have spent the different pots of money for. We can bring those to council and say "how would you like to go about doing this? If you want to set up your own sand fund, how would you like to do that? Here are some fiscal ways that we can do it". We dedicate \$350,000 a year to sand, but do we really? Not really. What happens with that is because of the way we account for things. Some of our expenses may go over in a year and it comes out of that \$350,000. So that is the leftover of the \$350,000 that we budget. There is one school of thought that says you can tag that line item and say we are going to transfer \$350,000. What does that impact? That impacts your general funding because that is a dollar value that you have to transfer. I think there are a bunch of different intertwined items that we can talk about with the inlet maintenance and beach nourishment and how we handle sand. I will try to capture that as a continuing item that we want to address. Maybe the first step is to do some sort of a workshop with the 5 of you.

Council Member Shuttleworth I think that is going to be most beneficial. You had sent out an email earlier asking for Beach Town Agenda Items. One of them is that we shouldn't be using our ROT dollars, we need commitment from the county and we need commitment from the state. We need to look at that 17% MOA that's coming in next year. At the end of the day the only people that are paying are our hotel operators and visitors and the Town of Carolina Beach Municipality. The county doesn't put money in, the state doesn't put money in and the feds don't put any money in. A workshop is what we need to do.

MPT Pierce said I think what Steve is saying is that this is in the wrong category because it is not complete.

Mr. Cramer said one thing I wanted to let you know is that I just threw these into categories.

MPT Pierce said I think that this is definitely a topic for the Beach Breakfast. I've seen who is RSVP'ing and we should bring that up.

Mayor Wilcox said I think the whole thing of bringing the county to the table on these funding issues should be the focus of that. I'm not too worried about the 17% agreements because I would be surprised if this council signed it again or any of the other beach towns. That happened during an emergency situation and probably at that time wasn't the most well-received, but it came together quickly in the 11th hour to make things happen. That goes away in June and I personally wouldn't vote to renew it. That puts the county in the position of default of having to make some adjustments.

Council Member Shuttleworth said I think that is a big conversation. The county is going to come back and say you're right, so here is what we are going to do for Carolina Beach. The county will start to tell us. Historically, the permits have been held by Carolina Beach and the funding has come from fiduciary in the county. I agree that this is a big issue.

Mayor Wilcox said there will be Representatives there and that will be a good opportunity to bring it up.

Council Member Doetsch said I believe what Michael is asking us for today is if we think this is important enough to make it a line item on the budget, where it is automatically put there each year. I know that there is some argument that if the county sees that on there they will be less willing to come to the table with their portion of the money. I think that it is imperative for us to do that because this is something that we will be facing every year regardless of whether this council is sitting here or whoever is sitting behind us. I am in favor of making that a line item on the budget and going ahead and putting the money in.

Mr. Cramer said what we are after today is to get that list of projects of things you want us to work on over the next year and on. This one is definitely one that we had broken up into multiple pieces and categories when we talked about it last year. What we are saying is that it is still something that we want to address and here is a mechanism for us to do that, which is one workshop with the 5 of you and me. We would sit down and work on a framework for how to go and come to a solid consensus for all of council and move that project forward. I understand what you're saying, I think we have captured most of the items on there. Are there other items out of that list of completed that you think we really need to continue working on or address in the future? I knew that those two would be items that we would still be working on. Is there anything on there that you think we haven't addressed or completed enough or that still needs additional work?

No consensus.

Mr. Cramer said what I would like to do is move into some of the discussions of where we are with progress on some of the things last year.

MPT Pierce said before you go there. I had forgotten about June coming up so quickly, maybe we need to put down our next workshop to talk about the 17% and how we are going to handle that.

Mr. Cramer said in this case part of what I'm concerned about with large topics like that at workshops during this time of year is that workshops are now getting more geared towards the budget. We may need to have a separate meeting on just that topic, or maybe a separate budget meeting.

Council Member Shuttleworth I think we need to have a separate budget meeting.

MPT Pierce said we are going to get a better feel for what is going on if we maybe talk privately with some of the commissioners and see how they feel about it before we bring it up in a meeting where they are all sitting there.

Mr. Cramer said that is extremely helpful in helping me plan out the next 6 months to a year. For the budget items we can establish a separate budget meetings, and the normal workshops we will tackle issues and items that you want to talk about. Looking at some of the in-progress items that were brought up last year. GPS units on vehicles, this discussion was kind of born out of the take-home vehicle policy. It is also listed here as number 4. Last year we had a discussion about if we are giving a benefit that we are giving that we really don't need to or shouldn't. How much is that costing us and is there a better way to manage that particular aspect? One of the ways we were wanting to go is to collect more information. That is one of the things that this GPS does is it starts collecting data on how we are using those vehicles, and it collects data on driver behavior. We went through a process of having multiple department heads sit down and look at different GPS products and how they want to use them. We pilot tested three units and chose a company. It is a subscription-based type system, like a copier. We have 47 units, 23 of them have been installed into the police cars, the rest will be installed into the cars within the next week or so. We are expecting that we will be able to collect quite a bit of data to make things more efficient and effective. That kind of roles into the wage and salary and the take-home vehicle policy. We didn't have a lot of information to go on, so we are trying to get more data. In the past they have used that as incentive for wages or as a reward for employees. We needed to quantify that, and what that reward really is and how that ties into our pay study.

The Pay Study is number 5 on the list. Michael goes over the pay study, what it has entailed so far and the goals. His thoughts are that a review will happen in May.

Council Member Doetsch said as long as job descriptions and responsibilities are clearly defined, then this process will be beneficial in the long-run.

Mayor Wilcox said it seems like we've moved on to number 5, and I would like to go back to number 1. On the GPS data, who is going to be processing this, and what does that process look like?

Mr. Cramer said each individual department head out of the 3 departments using the GPS will be able to go and develop reports and determine how to handle that data and what their benchmarks are. The department heads will determine what is significant information and what will be included on the report.

Council Member Doetsch said I think that clearly identifies any behavioral type situations that we currently have, but if we go back and do number 5 and get that right first then the need for this as being a benefit goes away hopefully and we can use the data to correct problems.

Mayor Wilcox said I am more worried about capturing the stuff that's less complicated, for example, a maintenance vehicle making 6 trips up to the north end on the same project because they take a break or take lunch or didn't bring what they need to bring. I'm interested in that information to make things more efficient.

Mr. Cramer said most definitely and I think every department head can attest to this, for example, a maintenance vehicle is going over the bridge and they don't know why. The department head will be notified and can find out why. They can start making those

connections and asking those questions.

Mayor Wilcox said right but the bigger process is to say, should we have ordered materials ahead of time so that we don't have to make a trip.

Mr. Cramer said right and I think what you'll find is that as we go through and start making those connections you will get into more of that. How can we order better so that we don't have to go pick that up, or how can plan our work better so that we don't have to make multiple trips back and forth.

MPT Pierce said I think, for me, if I had that program at my business I wouldn't be able to monitor who was doing what all day. But if I was thinking, I wonder why Joe isn't here or there, I would probably watch Joe more.

Mr. Cramer said and it's really not a tool for discipline in my mind. It's much more of a tool for management. How do we manage projects, how do we manage our people. All of this information is built into that system and as we go in and learn each piece of it I think that we will get more and more out of that data collection.

Council Member Doetsch said I think the tool for correcting any behavioral problem is probably solved when you put it into the vehicle. At least if the person driving the vehicle is smart enough to realize that.

Mr. Cramer said basically what we started with was 50-47 and out of that 47, 21 in the police department mostly patrol vehicles, then we have public utilities and public works. There are a few high-tech vehicles that we are going to be putting special sensors on. Those type of things we can actually take readings off their data to tell, for example, the sweeper went 10 miles today, but how many miles did it sweep? Only 5. We will be able to capture that data. Right now we are getting a lot of good data.

Mr. Cramer moves on to number 2 on the line items. He summarizes the Operations/Police training center and the purchases of property, and the waste transfer center. The fish freezer should be up and running in two months. In regards to the Operations/Police Training room, once we get staff and equipment moved over into the Operations warehouse/office, it should be July, and then we will clear out the training room and re-establish it as a multipurpose training room.

Mr. Cramer goes over number 3, Code Revisions and Recodification.

Council Member Friede (referring to firearms on Freeman Park and MuniCode) asks what the specific inconsistencies are with the state legislation.

Council Member Doetsch the State of North Carolina says that you cannot restrict people from carrying a licensed concealed carry firearm by a licensed holder in a State Park.

Council Member Friede says but we are not in a State Park.

Mr. Cramer said but we are in a State Property, all of that falls into the same category. We can restrict firearms and we do, but not on a licensed concealed carry firearm.

Chief Hinkle said we took this down to the district and had it reviewed. It is correct and we do post it. You cannot consume alcohol while carrying a concealed weapon.

MPT Pierce and will the signs say firearms restricted without concealed carry permits.

Chief Hinkle said if you don't have a CCW permit, you cannot carry.

MPT Pierce said so what will the sign say?

Chief said it says that valid CCW permit holders are authorized to carry and will list the violation will be listed saying that if you consume alcohol that you will be arrested and your permit will be removed.

MPT Pierce said but will it say "All others restricted".

Chief said yes.

Council Member Doetsch said and the restrictions are pretty steep concerning concealed carry permits and violating any of those.

Mr. Cramer said so where we are going with that is once we get all of their review information back. They will say here is a summary of changes we are recommending from a legal perspective. Staff is going through and looking at each one of their ordinances that they have jurisdiction of and seeing if there are any inconsistencies. We will list those things out. We will bring all of those things back to you and say here are some things that legally we need to change and some formatting things we would like to change, here are some things we could change to make it easier to understand and read the code. Some things may be things that are years out.

Council Member Shuttleworth said Michael all of those things you listed are all geared towards the entire town code. Last year we had also talked about the UDO process.

Mr. Cramer said I think I had that in another category

Council Member Shuttleworth said if you do have that in the future that's fine. From what I remember, we had started talking about a UDO process.

Mr. Cramer said part of this is going to be that zoning code is in with the MuniCode review. Once we have all of that and make sure it's legal and correct, then we have a base to go off of for UDO.

Council Member Friede asked will we get the proposed substantial revisions and proposed formatting structure all in one piece so that we aren't trying to do it in pieces, which is I think how we end up with things that are inconsistent in the first place. Will we get one big packet to go through, can we sit down at one time and go through and make sure that it's all good? When we had our Council meeting a couple of weeks ago I was saying that there is some existing language from the zoning ordinance, but it's out of context, so I would like to see some changes. But that is not what we are talking about. I don't want us to be restricted, in other words, if we do it six meetings at a time and some thing is not on the agenda and it has not been noticed. Then we can't make the changes that we need to make.

Mr. Cramer said I'm trying to get us there with 20 people looking at the code. I need to know from you all how you would like this information to be presented. Do you want one big binder and us to give you a month and you go over every line? Or, do you want us to just give you overviews with summaries? That becomes critical in how we move the project forward.

Mayor Wilcox said anything that changes is going to have to come through Council anyway, so we would need to have a discussion.

Council Member Doetsch said I think a summary by the staff and the town attorney to make the changes like they would any other codes or ordinances, with something that doesn't comply.

Friede said I don't want us to start sitting down and decide that we need to have a workshop and we are going to re-write. I don't think I want to, as a Council Member, vote to make changes on an ordinance based just on a summary. I think at some point in time, before we vote, we have to have the full text.

Mayor Wilcox said I don't think we can vote to make changes unless we see the full text.

Mr. Cramer said we are talking about a 4-inch binder here. I just had Sheila print mine off for me so I could go through it word-by-word, line-by-line. There will be things that I miss, that you miss, that they miss. It is too large to make sure that we get everything, but the intent is to get everything that we possibly can. When they come back to us and give us a format that we think that you should present, that is something I think you all should have an input on. To say this makes sense to structure it this way because the general citizen can read it. Then we come back with legal information, start out with a summary and give you a binder to look at.

Council Member Friede said it would probably help to have tips from each department head about the top 5 things, or however many important things there are. There may only be certain sections and highlights that needed to be changed.

Council Member Doetsch said that should be able to be handled in the summary that is given to us.

Mr. Cramer said it sounds like a combination of both. We would start out with a summary, pull it together and give you a binder so that you can review it. The idea that at the end of this process, none of this is time sensitive, but let's say in July Council would vote to adopt the modified ordinances with however many changes.

Mr. Cramer summarizes the take-home vehicles and GPS as well as the pay-study.

Mr. Cramer then summarizes number 6, Infrastructure Maintenance Plan. Plan to be finished by May.

Council Member Doetsch asked as we look at the infrastructure updates throughout the town, is that going to be coordinated with street repairs and repavement? It should give us a complete process at some point in time to get through some major problems and establish a process where we can continue to do that with each and every road in Carolina Beach.

Mr. Cramer said you're looking at around 50% of the roadways that will be touched in some fashion. They may not all be redone, but touched in some fashion. This is over a 5-7 year timeline.

Council Member Shuttleworth said in the meantime, areas outside of those areas that have need of maintenance are we still working on those?

Council Member Shuttleworth spoke, but couldn't make out. Too many people talking.

MPT Pierce said to piggyback on his comment, I read your email that you want to sub it out. Do you want to talk about that now? Say for instance, if you are doing work on 3rd

street, you are going to go all the way down 3rd street and make sure there are no pot holes or roadwork, right?

Mr. Cramer said we had it open to where if we have to do underground utility work, the road will be completely reconstructed. If we don't have underground utility work and we don't have to do anything to the topcoat of the street, we come back and ask how we want to address any other issues on that street.

Council Member Shuttleworth said I think Gil has demonstrated that the projects that are currently underway, are doing complete work and not missing any opportunities. I am more questioning areas outside of those areas as a balance of ongoing maintenance outside of those projects.

MPT Pierce said it's been a year and we talked about and I know a lot of the items in the email didn't happen. What do we do in the first six months to address them?

Mr. Cramer said it was identified as an issue and wanting to do street evaluations at the last retreat. No we didn't get a lot of it done. We spent quite a bit of time on trying to get other projects up and moving. I was hopefully at the beginning at all of these things that we would have the capacity within the organization to perform the work. Now that I have been here a year I think that we have the ability, we just don't have the time.

Council Member Shuttleworth said I think you sent us the email that said you are moving forward with getting an outside company to do a street assessment. What I'm hearing from Council is just a step below that. The day to day maintenance when the guys are out and about. What are we doing to make sure that these things get noted? When you have the water guys or the trash guys out, just having them make notes when they see things.

MPT Pierce said if we were doing what Steve is talking about then we wouldn't need a street assessment.

Mr. Cramer said no, you would in my estimation.

MPT Pierce said it has gotten so bad that you need it.

Mayor Wilcox said the street assessment is going to determine how much life is left in the street.

MPT Pierce said you shouldn't have to call someone in and tell them that we need to fix a pothole. The workers are hitting the same pot holes we're hitting during the day.

Mr. Cramer said currently we don't have much of a way to go and find, identify and fill pot holes and crack pouring. Why? I can't tell you.

Council Member Shuttleworth said there is no way you can tell me that when the utility guys drive to Freeman Park up canal or they're coming up Carolina Beach Avenue North that they don't notice the same cuts/holes that everyone else does. They are out there every day and they cover more of the town than any of us. I agree with town, a road assessment is different. But I watch the trucks drive and hit the same pot holes that I do, and I don't say anything.

Mr. Cramer said I understand what you're saying. As far as I know we have no street employees. The identification of the problems is easy, it is the actual implementation and the fixing of them that becomes more difficult. We don't have the resources to do it.

MPT Pierce said if everyone has a clipboard in their truck and they write things down and turn them into Brian. Brian has them compiled and he tells the town about them. That is something the town should be on top of.

Council Member Shuttleworth asks when those guys do a cut on the road and we patch a waterline?

Mr. Cramer said we contract it out.

Gil DuBois said not all of them. Some of them. We do have a very detailed list and Brian works through a sub-contractor. Jennifer gets the list, if anyone calls in with a complaint, and we forward that list to Brian and he schedules with the sub-contractor. He can address that much better than I can.

Council Member Shuttleworth said I completely understand the idea that Cape Fear has a bunch of dips in it, and that's a different road assessment. I get that. But when I have people telling me that over by the grocery, there's a huge hole on 3rd street and it's been there for 30 days. I know you guys are busy, I'm just wondering what the process is. If we don't have staff available to do that, do we have a regular contractor to do that? All I'm saying is let's put that on the list. I agree with the Mayor Pro Tem.

Mayor Wilcox said it doesn't matter whether it's our people or contractors. You get a list of 20 pot holes. Call the contractor.

MPT Pierce said just because we are overwhelmed with something that doesn't mean we put it off for a year.

Council Member Shuttleworth said I know Brian's guys are busy, so I want to make sure that if it is a staffing issue, I don't think that Council has ever voted "no" to provide the materials and staff needed to perform functions.

Council Member Doetsch said I don't think the citizens understand what the procedure is, if they have a pot hole outside of their house, how to get it fixed.

Council Member Friede asked if we have a spot on the website where they can click and report a pot hole.

Mr. Cramer said we have the ability we just haven't had the opportunity to create that yet.

MPT Pierce said I'll be honest with you it is a little out of control. I sent an email to Debbie and I asked about the Powell Bill Funds, and they're still sitting there.

Council Member Friede asked if that is what we pay the contractor with.

Mr. Cramer said yes, and basically just so you have an idea. We get about \$168,000 a year for Powell Bill. For local streets that can't be used.

MPT Pierce said and there's 3 years' worth of money.

Mr. Cramer said every year we include that much and we have been banking the money for years.

MPT Pierce said let's don't bank it. Let's use it. Spend it.

Mr. Cramer said Ok, I agree.

Mr. Cramer said what I'm trying to do is set up the system so it starts from scratch and goes all the way to the rework of streets. Right now we don't have such a process.

Council Member Shuttleworth said and that's a great system and that shouldn't be on that long-term/mid-term deal.

Mr. Cramer said but short-term what you want is the ability to go and fix the pot holes when they come up.

Mayor Wilcox said I don't know about everybody else but when I ran for office last time that was probably the number two thing on the list that everybody wanted.

MPT Pierce said well it's number one on mine.

MPT Pierce said but now we're two years in and it's still not done. And it's hard for me to address that to the citizens. I'm not going to say to the citizens "we're banking the money". I'm not saying that.

Mr. Cramer said I'm not really sure how I can give you an answer to give to the citizens.

MPT Pierce said well it's been a year so... I waited patiently.

Mr. Cramer said in our discussions of infrastructure maintenance, street evaluation and how we handle pot holes and things like that is definitely one of them. You see it down here as a number 2015 line item.

Mayor Wilcox said I think it's clear to everybody that it's two different things. The evaluation/assessment is one thing. It's just about putting a plan together to take care of everyday pot holes and small repairs is something we should...

Council Member Doetsch said yes, short range and long range.

Council Member Friede said and I think it's easy for our guys when they're focused on a particular thing, like it's getting to where their job site is or whatever they're doing, it's easy to go over the pot hole and then they keep going. If we're not specifically asking people to identify the pot holes, because we're going to have this pool of money, and Brian is going to have the authority to spend it.

(Talking amongst themselves)

MPT Pierce said if my guy walks from the office to the dumpster to dump the trash and he walks over 4 pieces of trash in the parking lot and tells me it's not his job to pick up the trash in the parking lot, he's just emptying the trash can, I'm going to hit the roof.

Council Member Friede said it's not something we've asked our employees to do. It's a new perspective. It's just one of those little things that would be a big help.

Mr. Cramer said I will figure that out and bring back to you a plan for both short-term and long-term. Right now the long-term is building the evaluation, which I think we can do and get done within a couple of months. That will help us be able to determine out of that 600,000 things on that list what can we do right now as a contract to go and fix those items. And then daily, what kind of maintenance routine should we have and how

we handle that. Some of that end up being things like, we need a piece of equipment to do that. I will try and see if I can't factor that into the budget.

Council Member Doetsch said there's an over check on that too because a lot of times after we, and this is from past experiences on Council, after we had had some paving done it was brought to our attention that it was substandard or did not meet what our ordinance requires. So I think, not only do we need to have a process in place to get it fixed, but maybe have an over check on it to make sure we're getting what we're paying for.

Mr. Cramer agreed.

Mr. Cramer summarizes number 7, EOC plan. Expect that we will have something in the next couple of months that we go and give out to Council and say "here is kind of what we are thinking, do you have any comments and questions for those?" Then we will adopt that as the new EOC plan. After that point, one of the things that probably ties into MuniCode, is changing the way that we label that in the ordinance. Typically, we've labeled that as a date/year that we did EOC. We probably shouldn't be doing that, we ought to be looking at this every year, or every two years, every three years to make sure that it's up to date. So when we do this, like you had mentioned Sarah, about coordinating things, when we go in and get our EOC plan together, we'll have an EOC plan, but when you adopt it, it will be THE EOC plan and not a dated EOC plan.

Council Member Doetsch said and I can understand over a period of time when you are hurricane-free and ice storm/snow storm-free it's easy to let that slip a little bit. But I think since you have been here we've had some near misses, both from the hurricanes and winter weather-related issues, so I think the more of those near-misses we have, the better our plan gets, and I think you've experienced that.

Mr. Cramer said and I think just by looking through our existing plan, have found some glaringly obvious things that we can change. In the plan, we had down that we would rent a trailer to go and establish a command center off the island to get people onto the island. Somewhere in the process, we were given a trailer, we never changed our process. Now the trailer is in disrepair, and we've sold the trailer, so now we have to go back and figure out how to get people on the island and how do we manage that situation. We've come up with a lot of good ideas on how to go and tweak that. It's a good opportunity, it's just in-depth.

Council Member Doetsch said I can tell you from past experience, trying to get people back on the beach after a hurricane, it may be a good idea to have the police command center involved in that. I think with those big shields on the side of it, it commands a little bit of respect and could ease some tensions for the people that are already upset trying to get on the beach and to establish their residence through this group that will be located at Masonboro Commons, where it has been done in the past.

Mayor Wilcox said I have a lot of people here that haven't been through it. I think after Hurricane Fran, it was three days of traffic sitting out there, waiting for people to get back on and tensions were quite high.

Mr. Cramer said and that whole aspect is one of the key points. That is what the citizens see, that line coming on to the beach and how long it takes them just to see their property. We've been kicking around a few ideas and ways that we can streamline that and make that a better process. We will bring that back to you in the next couple of months.

Council Member Doetsch said there's going to be times that regardless of how well you prepare and whatever assets you have available, it will probably just not be enough. I know when the North End has 4-6 feet of sand sitting on top of it, all of the people that live there and want to get back up there couldn't get there if they tried. We need to make sure they understand the conditions that are there and why we are not allowing those people to return. Of course, that is probably during a time where the communications on the island are not good.

Mr. Cramer agreed.

Mr. Cramer summarized number 8, MOTSU. Once we get the final test results back, our guess is that two out of the three sites will drop away, the third site will be there and we will have to monitor it forever. When we finally get that product, we'll know what the State is going to require of us for that property, we can take that information and go to MOTSU. When that is done we want a couple of things to happen. We want the ability to put a water tank back on the property, because they removed that possibility at this point.

Council Member Shuttleworth asked for an explanation of the events surrounding the refusal of the water tank.

Mr. Cramer explained.

MPT Pierce asked how big is a small spot?

Mr. Cramer Said about the size of this "U" (referring to the u-shape in the room) or smaller.

Mayor Wilcox asked Michael to update the Council process. I appreciate the weekly updates, like others, I look at it as best as I can. There is a lot of information. There may be line items that I miss sometimes. I may get halfway through it and I get interrupted. On things more critical, like the MOTSU issue, things that directly affect a future decision and things that Council are working on or anticipating are available to them, could you pull those out and make those a separate update?

Mr. Cramer said that we was planning to ask about that. I did not want to inundate you with details.

Mayor Wilcox said I like the updates but I think there's always one or two things in there that denote a separate email or action.

MPT Pierce recommended that maybe some asterisks beside what you think is important.

Gil DuBois said in June 2013, when I first came on board to address the water tank, and as soon as Michael came on board. The security people basically said they didn't want the water tank there because it was a potential impact of responsibility for people to manage. Then when the environmental assessment was done, things came to a screeching halt. We actually made an attempt in 2013 to start moving forward with the water tank plan. MOTSU said no you cannot do that at this time because of various reasons. That is what we've been working through, and Michael has had to report to the new commander over there. One of their initial goals was because of the "x" number people at the wastewater treatment facility. We've worked with them for almost two years now and finally got a review permit, two months ago, as a substantial increase in cost. We did attempt to address that project, but we had specific guidelines that we had to meet.

Mr. Cramer said I appreciate the feedback on how I communicate because I try to package the information together and send it to you. If it's overwhelming, and there's too much there and you're missing the highlights, I need to know how to get you those highlights the best way. I think one option is what Steve brought up at the last Council meeting, to have a Manager's report at the beginning in a presentation. I could take highlights from our list of things to do, and give you updates. Things like the water tank issue, I can send out as a separate email.

MPT Pierce said it doesn't necessarily have to be in a separate email, just in red or with asterisks. Sometimes I get it on Friday afternoon, and I'm not thinking about reading it.

Mayor Wilcox said I think it depends on the important information. If it is something that we have been gearing towards for two years and all of the sudden we don't have the ability to do it, I would certainly like to know that.

Doetsch said while we are on the water tank issue, my question is for Gil. I know that having our own water supply, is what I consider to be a short-range process because somewhere down the road our ability to have a well and get what we need is probably going to be in question. Are we, as a Town or Community, looking at what resources lie outside of this focus range? Because I'm thinking of Cape Fear Utilities at some point.

Gil DuBois said the authority actually made an offer to the town, and they do have water in the winter months. Right now they don't have road pipe and suppliers in high demand and they were talking about providing us water and going to an ASR system, which is a place where you dump a lot of money but you don't get a lot back out of it. We have looked at a couple of different options. We have a couple of wells already on Carolina Beach, in place, that we have not yet put in service because of funding or permitting or whatever reason. We were seriously looking at a water treatment facility because the tank we have right now on Raleigh Street has on top, which is a treatment process, but that plant is in very bad condition. Yes, we have some alternate sources, we do have two different water sources on the other side of the bridge. We can work with the DOT to get a water line across that bridge or through the intracoastal water way would be another challenge. We've got more than an average supply of water here. The biggest thing is that we do still have some salinity that started to creep in to the well, and we've had the reverse osmosis water treatment facility. We've got the resources, we've got the buildings to do it, we just need to get funding.

Council Member Doetsch said what I'm hearing then is we've got at least 15 years, maybe a little longer, with what we've got. Somewhere beyond that because of saltwater intrusion we need to start...

Gil DuBois said well if we had a reverse osmosis system, we could prolong use to 50-100 years. The biggest thing is if we continue to pull water out of these aquifers and other people pull water out of aquifers, the outer perimeter of that continues to decrease and you pick up more salinity.

Council Member Friede said did anyone look at in Phase 3 or 4 in the utility project.

Gil DuBois said it was something that was discussed 6 years ago.

Mayor Wilcox said we had a lot of discussion on that when I was on Council.

Gil DuBois said I went to 4 different water process facilities that have reverse osmosis systems, and it's working great.

Mayor Wilcox said the good thing about it is the longer you wait the better the technology gets.

Mr. Cramer said and the smaller the units.

Council Member Friede said we need to stop using treated water for gardening, and washing cars, and outdoor uses. All of these things that we are using the water for are draining our source a little bit at a time, when we should be encouraging recapturing rain water.

MPT Pierce said I agree with that but it's a personal choice.

Council Member Doetsch said understand the nature of the beast here. When you start allowing people to put down storm water wells, they're still pulling more out of the same aquifer.

Council Member Friede said no that's not what I'm talking about.

Council Member Shuttleworth said I think what Sarah is talking about is putting a storm water capture system off the Town Hall building.

Council Member Doetsch said not only that, but you can use the fluid coming off the wastewater treatment facility.

Gil DuBois said Sarah has a good point, but Carolina Beach has shallow water lines. When you put chlorine in that water, you have to use so much of that to have the water quality. But we can look at that on a day-to-day basis now that we have remote-read meters, we can look at it and break these systems up and find out how much water we are using in each one of these system districts. I don't want to waste water, but I'd rather see it go to 5-20 irrigation meters, than have to go up here and open a fire hydrant and flush out half a million gallons on the ground just to keep the water quality up. Good point, but we need to watch what we pick and choose.

Council Member Shuttleworth said but a water system in general, the long-term liability of the storage tank, well replacement or a separate system, is something that has been on the agenda for the last couple of years. We need to continue that discussion.

MPT Pierce asked what is the time frame on us getting a clean bill of health so we can go back to MOTSU and ask for the water tank.

Mr. Cramer said every time I think I have an answer to that question we get results back from the testing that I have to do more testing. My estimate is another month before we get results back from the testing and be able to figure out what we have to do. Three months before I get something I feel I can make a decision on. Probably six months before we get it completed.

Mr. Cramer finished his summary on MOTSU.

Council Member Doetsch asked are we sharing this information with Kure Beach since they are co-partners in our water/sewer?

Mr. Cramer said the costs and what we are doing, basically once a year the sewer authority meets to talk about the budget for the next year, which is usually after we get the audit in. That will be any day now. Once we get that audited information then we can

benchmark that.

Council Member Doetsch said keeping them abreast of what we are having to deal with, so they don't have that shock factor when it happens.

MPT Pierce said they paid their share last year and they were pretty cooperative.

Council Member Friede said at the last Council meeting there was a copy of a letter that Debbie has sent to the LGC requesting an extension for the submission of our audit, because there were problems in the accounting office. My question is, it's late, what if they say no? Then what?

Mr. Cramer said it's an audit tick, if we miss a deadline. There isn't necessarily a penalty, but it does show up on our audit. I have talked about this extensively. We need to look for a new auditor because they can't hit a deadline.

Debbie Hall said they had one year left on their contract.

Mr. Cramer summarized Boardwalk Project, item number 9. Mid-February we'll be putting together a package, it will go to CRC for the April meeting for the extension.

MPT Pierce asked where the meeting will be.

Mr. Cramer said I think it's Nags Head.

Council Member Doetsch suggested the majority of Council attend that meeting.

Mr. Cramer summarized the Island Greenway Project and the next Workshop.

MPT Pierce asked so we are doing February 11th.

Mr. Cramer said yes, February 11th at 6:00PM. We have it on the calendar now, on the website and on Facebook. I will send a specific email out to the contacts that we have to remind them.

MPT Pierce said and the Colonel will be there?

Mr. Cramer said yes.

Council Member Doetsch asked would it better for us to allow the public discussion to go on with the Colonel there? In other words, when he does his Q&A with anyone in the audience, maybe have it all at one time instead of having two. It seems like we could wrap all of it up in one session.

Mr. Cramer said I'm not sure if I'm following.

Council Member Friede said instead of having a vote at a separate time.

Mr. Cramer asked oh, do it all at once? Certainly, that's your prerogative.

Council Member Doetsch said but we have to make sure that we've advertised it that way.

Mr. Cramer agreed. It is done as a Special Meeting right now, so it is open to those types of things.

Council Member Doetsch said I think we've gone up and down the street on this enough. Once we get the Colonel's input on the 11th, I don't feel like there's any reason why we can't move forward.

MPT Pierce asked do you foresee anything that we don't know? Last time the Colonel told us he would have to go back and see what he could do. Is he going to have the answers this time?

Mr. Cramer said yes, I think he will. As the discussion evolved last time he started thinking of ways that he could put pressure on the higher ups to make some adjustments and he has tried to implement that since then. Last time I talked to him his thought was that he has had conversations, he's going to try and put it in writing and give us a straight answer.

Mayor Wilcox said and if Council is going to make a decision that night we're going to need to know those numbers, overall project costs. Hopefully you'll get a heads up from the Colonel at least a few days ahead of time, so you'll know.

Council Member Doetsch said it seems like I've seen the numbers on the fence.

Mr. Cramer said I think that in the other email I did have some options in there, but I can reiterate them depending on what the Colonel comes back with so that you have the information up front.

Council Member Doetsch asked are we looking at a cost share too? Between the different communities.

Council Member Friede said I think that it's something that we should throw out.

MPT Pierce said I'm not sure that we want to put up that military-style fence. In the rest of the sections. I want to know what the price ticket is for the decorative fence. This is a project that is going to be here forever. Maybe we need to spend the extra money.

Mr. Cramer said one concern I have about that, not that I don't agree, but typically the way that towns would do that is through an assessment. We don't believe that there is statutory authority for us to do an assessment for a fence. There is specific authority given for water, sewer, etc. That would be the normal way you would do it. I'm not sure if there is another financial way that we do it, but we will look into it.

MPT Pierce said there's a cost for the FE6 fence and the decorative fence, and we need to know the difference.

Mr. Cramer said I think I provided those numbers, but I can reiterate them with specific detail.

Mayor Wilcox asked have you gotten any feedback from the fence people or is that just a projection on your part.

Mr. Cramer said no, that's quotes from the fence folks.

MPT Pierce asked if he got a couple of different quotes.

Mr. Cramer said I've gotten one. I've sent out a couple of requests for information and have not received anything back. I send one out every week.

MPT Pierce asked if pictures of the different fences could be provided.

Mr. Cramer said he would send those.

MPT Pierce said I think we all know the FE6 fence, the decorative fence is what we need and what is the life of that fence? Does it rust?

Council Member Doetsch said everything rusts here at Carolina Beach.

MPT Pierce said and that is a concern.

Mr. Cramer said he could get that information for her.

Mr. Cramer summarized number 11, Beach and Inlet Funding (Long Term). He asked if there were any questions or comments.

Mr. Cramer summarized the "remaining items", future direction and communication plan, & number 2 review of current TV ads to promote Carolina Beach. He mentioned that he will be enlisting Hannah Dotson to help come up with a "communication plan" to use what we already have as well as new mediums. His recommendation is that we take that on with the MAC Committee by providing some examples of communication plans and what their thoughts on each example. We would then bring them to council and get your opinions. Once we have that we can put together a final package. That planning process can take a quite a bit of time. It is one thing that we did not get to last year. We did not come up with a full communication plan.

Mr. Cramer asked for comments or thoughts on the future direction and communication plan.

Mayor Wilcox said we have some credit left with Beach TV. One thing we didn't get to last year was to get those two general videos out, the "welcome to the beach" videos that are going to run and figure out the scripting for those. I know Jessika on the MAC Committee, did some scripting for those. I think we need to at least get that part in place this year.

Council Member Friede said I don't know that asking the MAC Committee to help with the Communications Plan is the right focus for the communication. A little bit of it is marketing and advertising, but a lot of the communication with our citizens is more informational, like when dredging was being done, communication with the residents and the visitors that were being effected. Information that we have now about road closures on the website, pot holes, where work is being done, etc. That's not really marketing and advertising, and I feel like the MAC Committee has a pretty substantial burden already. To ask them to try to undertake this...

Mayor Wilcox said I said that they had put in some work on just the video.

Council Member Friede said I know, but Michael said that he wanted to try to get those together with Hannah and then take it to the committee.

Mr. Cramer said really what I'm talking about is, the MAC Committee to me is our overall communications committee for the organization. I'd like respect that they do have some good ideas and thoughts in various disciplines that help in making some connections. Once we pull together a package, let them vet that with us so we aren't missing something. Use them as sounding board for the ideas and the thoughts of the plan itself.

MPT Pierce said I know that I signed up under Kure Beach's website for their weekly newsletter, and they are pretty good about that. It is pretty detailed, maybe we should be doing something like that.

Mr. Cramer said we have that ability with the new website to do email blasts, e-newsletters, notifications, etc. Hannah and Kim and I have been talking about how often you do a newsletter. Is it quarterly? A newsletter like that, which is a good marketing tool. How do you get out the word on a weekly basis? Right now, our weekly updates give a lot of information. Maybe we just package it differently, and that becomes the weekly email blast. We have those capabilities, it's just finding the time to pull all of that together and create it.

MPT Pierce said I know they're doing it weekly and it will include things like "Town Hall will be closed on Friday" or "These streets are going to be worked on this week". It's more general.

Mr. Cramer Said we've talked about ways to do that.

Mayor Wilcox said that should be something that is fairly easy for Hannah to do.

Mr. Cramer said it is. That is part of why I started with that conversation. Now that we have Hannah we can find things to utilize her and her talents.

Mr. Cramer summarized the last 4 items. CBD Parking Study, Parks and Recreation Master Plan, Downtown Master Plan Review and Bike/Ped/Sidewalk Plan Review.

Mr. Cramer said my recommendation, although I would have loved to have taken these in-house and done them this past year, is trying to get those plans in place. For instance, the parking study, we should contract out with a company that does parking studies. Have somebody come in and look at all of those aspects. I think we have the information to pull together, we just don't have personnel and the time to package it all together.

Mayor Wilcox said I think we desperately need that. Our plan forward, for the next 5 to 10 years, if we don't do something about parking, we're shooting ourselves in the foot.

Mr. Cramer said and every time we have a development going in downtown it's only going to get more difficult.

Mayor Wilcox said all of the boardwalk improvements, all of the streetscape improvements, I don't think we can sit back and feel like we are only making it a better experience for the people that are already coming. More people are going to come and we already have parking issues.

Mr. Cramer said in regards to the Parks and Recreation plan, every 5 years we are supposed to go back and renew it.

Everyone asked that Michael go back to talk about the parking study.

Council Member Shuttleworth asked what is your timeline on getting a parking study done? It is something that we need to have done.

Mr. Cramer said I think that number 1, we should start getting quotes and bids for that. This current fiscal year, before the end of the fiscal year, and budget it for it for the next fiscal year because if we can pull the trigger on it they'll get the data they need during

the height of the season.

Council Member Shuttleworth said right, that's the time to get the data.

Council Member Friede asked how much do you think it's going to run?

Mr. Cramer said I've done some for Greensboro's downtown that were anywhere between \$12,000 and \$30,000. It depends on what it is that you're looking for. In that downtown it includes parking decks and thousands of parking meters. If we're looking strictly at the CBD area, I don't think it would be up to that \$10,000-\$12,000 mark.

Council Member Shuttleworth said there is parking issues outside of the CBD. The beach accesses, the side streets, etc.

Mr. Cramer said it may be something where we address it in phases.

Council Member Shuttleworth asked address the study?

Mr. Cramer clarified, have the study done over phases. Concentrate on our biggest issue, which is CBD.

Council Member Shuttleworth said we don't have any other major projects coming to the CBD. We are continuing to see increased pressure in all of our residential areas on side street parking, beach access parking, lake parking, Lake Park Drive parking, fort fisher drive parking, etc.

Mr. Cramer said would most likely be somewhere in that \$20,000 range for a study of the whole island and all of the parking components.

Council Member Shuttleworth said the cost is what you're going to come back and tell us. There are parking issues that are just as important to our residents that are affected greatly, other than just the CBD. What I've heard is that people are tired of driving on Scallop or Greenville and having it lined with people walking to the beach.

Mr. Cramer said I agree that there is both residential and access issues and CBD parking issues.

MPT Pierce asked what is this study going to tell us?

Mr. Cramer said one, it is going capture what parking we have. Both legitimate legal, which is pretty easy, and illegal parking that people are utilizing. What our current demand is. What you want to get out of the parking study is, for example, the hotel brings in x number of people, they have x number of parking, what is their deficit. Do they come here and park or do they go somewhere else and park? The utilization of that business's parking lot.

MPT Pierce said I will tell you that I've heard more in the last year than I've heard in 20 years being here "We didn't come down to Carolina Beach because of the parking, we went down to Myrtle Beach." There is more parking in Myrtle. These are people from Raleigh and outside of Wilmington. People know that parking is hard here.

Mr. Cramer said my expectation is you would hear from a parking consultant several things. One is that you may have a couple of different models for downtown. It may be that on the outlying areas it may be to purchase property and put in lots. It may be to lease those lots until it develops, which we're doing quite a bit of.

MPT Pierce said and we're looking for other lots too.

Mr. Cramer said we are constantly looking for other lots and other ways to handle that.

MPT Pierce asked for example, across from Gibby's, I've noticed that gone in there and put pavers, a very nice parking lot. It's easy to park, you know where you're supposed to park. But if you go somewhere else no one knows where they're supposed to park. There's no specific parking place.

Mr. Cramer said you'll see in our budget improvements for this next coming year, to do those things. If that's the model, which I think it should be. It's professional, we need to have a little bit better signage. The utilization is there for the parking lots it just hasn't been done. We're already working on it.

Eric Jelinski summarizes Parks & Rec Master Plan. The focus will be more on the existing parks and the improvements that need to be made. It would be a collaborative plan with the staff and the Parks & Rec Committee.

Council Member Friede said a couple of years ago I had heard that some of the people who were running programs out of the Rec Center were basically making a very good living using the Rec Center for very little. They were having income upwards of \$50,000 and paying the Rec Center \$150 for all of the time. Have you addressed that?

Eric Jelinski explains the new system for outside instructors, an independent contract instructor proposal, what they are paying the Parks & Rec facility, and how they would like to making changes to that system.

Mayor Wilcox asks but if I am a member there and I want to bring my trainer in, who is not working out, to train me and their charging you training, is that what you're talking about?

Council Member Friede said no I'm talking about people who are running classes there.

Eric Jelinski said before you had a Zumba class that met and they basically paid the instructor and the instructor paid us \$5, which was insane. We talked about this with the Parks & Rec Committee about how we want to do this moving forward. It did upset some of the instructors, but they have to understand there is overhead with electricity and facility usage, etc.

Eric Jelinski said if we wanted to hire our own Zumba instructors, granted we would have to take on workman's compensation and things like that with payroll, but then we could have a better grasp on what we need to do to have a class break even and what to keep having that instructor on the payroll.

Council Member Doetsch asked what's the cost ratio? 75/25?

Eric Jelinski said correct.

MPT Pierce said those are the checks we sign. I see them.

Council Member Shuttleworth before we were charging an instructor \$5 an hour. They could however many people in there, and get all of these people up there to do an exercise class. They could be making \$50, \$70, \$100, \$150 an hour, and we didn't control that.

Council Member Doetsch said I realize it's better but is it as good as it could be?

Council Member Friede is your figure based on other figures?

Eric Jelinski said yes the 75%/25% is pretty common. Some go 50/50. Our instructors had a very hard time understanding the 75/25 because they had it so good for such a long period of time. They all came back though.

Council Member Friede said they can't go someplace else and rent space for an hour for \$5.

MPT Pierce asked can you give us an example? For instance, say there's a Zumba class, how many people are in that class?

Eric Jelinski said right now it's a little slow, but let's say in the summer, she could have 50 people in there.

MPT Pierce asked and how much does each of those 50 people pay?

Eric Jelinski said \$6.

MPT Pierce asked do they have to have a gym membership?

Eric Jelinski said yes. If they don't they pay \$5 to us.

MPT Pierce asked and they get 75%?

Mayor Wilcox said it's a service to the community as well though. It's a wellness program.

Eric Jelinski said that's the thing. Another option is that we put an ad in the paper, hiring a Zumba instructor for \$25 a class.

Council Member Shuttleworth said the flip side is that your attendance is only as good as your instructor. Hiring our own person may not be the solution. These personal trainers that have a following, what we can offer those people is scheduling, marketing and financial accounting. For that, the charge right now is a 75/25 split. Can we look at doing something different?

Mr. Cramer said one item that we noticed when we decided to do it this way and collect the funds, we have much better auditing now that they are being paid through the town.

Council Member Shuttleworth said the other thing we should ask Eric to look at is Mike Chappell Park usage. I understand giving kids free access for baseball or soccer, but it becomes problematic when, for example, the baseball guys say "that's our field". If I am a citizen and I want to go play a pick-up game with my kids I can't. They tell you to leave. It's not their field, it's the Town's field. There's no set scheduling, there's no set structure form, they make a ton of money on advertising and signage out there and they pay the town nothing. I think it's great that we have baseball, it's not baseball, it's the structure. I'm just suggesting the Parks & Recs needs to have an opportunity to maintain it's asset and charge appropriately. The second is the adult leagues, we've had a great expansion, whether it's the basketball pickup or tennis. Kure beach has a tennis program, they have an instructor that gives lessons. We haven't had that. We spend a lot of money redoing that court, then we have adults in pickup games that are making

demands on Eric and his staff to maintain and use the facility. We need to empower Eric to come up with a plan, analyze that plan, and if we support it, support it.

Council Member Doetsch asked is this something that Eric needs to do or should we do this in an outside study?

Mr. Cramer said that is kind of what this topic was really going to be about, there's two different things that we are talking about here. One is the traditional Parks & Recreation Master Plan, which is usually focused on the actual location. At this point, we aren't really doing that. There's no need to do that. We have very little space to do that.

Council Member Shuttleworth said but those Master Plan studies are also analyzing your current facilities and your financial resources and how your best maintaining and developing.

Mr. Cramer said and that is what I was going to say, the second half of that is programs and the development of those programs. If we want to tackle everything all at once, we probably need to have someone come in and help us with that. If we want to work through each individual group and try to hone in on certain sports, how it is being used and how we are tracking it, we could probably do that ourselves. Similar to what we did with the instructors.

Council Member Shuttleworth said personally I would like to hear back from you and Eric on a path to get us from here to there, whatever that path looks like.

Mr. Cramer said you're looking at program issues...

Council Member Shuttleworth said I am looking at empowering Eric to install those programs. We had a very successful basketball program. Youth basketball is tremendously successful, but it's all done through the Town Parks & Rec program. We have one recreational park. We have another one that people use for walking and events, but we have one rec park. We're not allowing our Parks & Rec Director to control the programming of that and maximize the use for everybody, and capture whatever revenue or protect our asset.

MPT Pierce asked how does that work? Do they schedule the fields? Do they have to go through you?

Eric Jelinski said we have reined that in this past year, to have a clear understanding of what is happening at Mike Chappell Park, and we do have the calendar online that is updated and says who is using it for what. If they don't have a reservation they have to contact me. The issue is that we have very limited field space and we do have Pleasure Island Youth Baseball, which is continuing to grow. They're adding another league, so they're demanding use. Then you have soccer, with one soccer field that they split up into 4 quadrants. That is demanding use. I met with the Baseball folks in a meeting and got a list of concerns that they have. I met with Mike Bennett at Mike Chappell and got an idea of what they need.

Council Member Shuttleworth asked for example, in the youth league, how many teams do they have?

Eric Jelinski said I'm not certain for this season. As far as their fees and what they're charging, I don't know.

Council Member Shuttleworth said for example, I went down to North Myrtle Beach a

year ago and met with the Parks & Rec Department down there. It's a tremendous economic driver for the community and creates a ton of quality visitors down there when their baseball, which is a similar program, has leagues and tournaments. If we could host those things, working with Eric through Parks & Rec, that is going to benefit all of our hotel and restaurant operators. We might have a different visitor that we're not getting today.

Council Member Friede said right, like when they do beach soccer.

MPT Pierce asked what is your comfort level with that? Do you think you can handle it?

Eric Jelinski said yeah, we are working on it. The biggest problem is that we don't have enough space to host a huge tournament, and I wish we did. Our fields aren't really up to par for hosting the tournaments like North Myrtle Beach. North Myrtle Beach is a \$40 million complex. I wish we could have something like that. We do need to work on some of that stuff. We're all looking at potentially hosting some of the smaller youth tournaments on the island that we can do.

MPT Pierce said I think what Steve is saying is all the other programs besides basketball are run through other non-profit organizations.

Council Member Friede said no they are for-profit.

MPT Pierce said what you're saying is we're footing the bill, so to speak, and not breaking even while they are making money.

Council Member Shuttleworth said all I'm saying is for Council to empower Eric and Michael to come back here with some sort of road map. Whatever that is.

Eric Jelinski said right now we do not charge any of the youth associations for field space. They don't pay any fees to utilize the fields, which is in complete conjunction with the county. The county does not charge. They did try to charge for field/lot usage and they went to commissioners and it didn't go through.

Council Member Shuttleworth said but you have 60 placards out there raising \$30,000 in advertising.

MPT Pierce said I know I have one out there, it was very expensive. But I thought I was supporting the youth in our community.

Council Member Friede said you're supporting the people who are running the youth program, because the people pay to sign their kids up, and then the teams all have sponsors. Then the Town, through Parks & Rec, is paying for all of the maintenance of the field.

Mr. Cramer comes back to the Downtown Master Plan. He said he would like help with this. His question is, having a holistic Master Plan for the downtown is obviously important because we've done this previously, are we looking at redoing those or augmenting those with new information? What are you looking for?

Mayor Wilcox said the concept included the elements the community identified that they wanted, not necessarily in the places that are shown on the master plan, obviously since we've done these things are gone, like the pier. The pier is no longer a part of that. It's something that needs to be updated. To me it's going back through that community process, because that's the only thing that makes it a valid process.

Mr. Cramer said that in itself is a big task. If what you're looking for is a community authenticity process, that gets you buy-in on how the community should move forward in the future. That's a complex process. That is multiple visioning sessions, it is what we currently have and what they want to fill in.

Mayor Wilcox said it's not something that you do every year. Maybe periodically we should take a look at the master plan, see what we've done and what needs to be adjusted.

Mr. Cramer asked is it something that you want us to tackle this year? It was thrown out there last year as a long-range type idea, how do I go and formulate this to get it into more of a timeline?

Council Member Doetsch said in the past what has happened was that a study was done to find out what the residents wanted, and what people coming to the beach wanted in their recreational scope of vacations.

Mayor Wilcox said it happened when I was in office. It included the road diet concept and things that aren't going to be with us. So we do need to take a look at it.

Mayor Wilcox asked when did we do that process?

Ed Parvin said 2006-2007.

Mayor Wilcox said it's been a fair amount of time.

Mr. Cramer said and a lot of things have changed physically in the community, so are we looking at going back out again for another consultant to help us with this? If what you're looking at is something does have those elements of the community buy-in and scope and visioning, we're going to need a little bit of help.

Mayor Wilcox said the easy part is looking at what hasn't been done and what we have figured out is not going to work and maybe adjusting the plan design-wise from that. There's also that element of still trying to look forward. There's no reason to have a master plan process now if we're not looking forward to the next 5-10 years. Staff and the Council could do a good job of identifying what is not going to happen, and maybe make those adjustments. We then need to go into the process of deciding what the future vision is. That is what would take a facilitative type of design/engineering company like we've used before.

Mr. Cramer agreed.

Council Member Doetsch said it's also going to take some time to collect data if you're going to do a new study.

Mayor Wilcox said it was quite a process.

Mr. Cramer said it always is. I've gone through a couple of different visioning type processes on various projects, and it is extensive. If what you're looking at is to update the existing one to the current condition, yes, we can look at the current master plan and figure out things that no longer fit the bill. Then after that you need to have some support and help getting that information from the community.

Council Member Doetsch said you might have the order reversed. I think you need to find

out what the community wants and/or what the tourism group wants out of their destination. Then you need to do the study.

Mr. Cramer said that's why I was asking which direction you want to go. Do you want to reinvent it, you start from scratch like you don't have a master plan and go through all of that. Or do you want to take what you currently have as your master plan and augment it with more updated information?

Mayor Wilcox said to me it's the same as the land-use plan. We don't throw it away every 6 or 7 years, we build on it. That's the same way. With the respect to getting public input, the input you get from the public is only as good as the way you solicit that input. The pool survey is a good example, how you ask the questions makes all the difference in the world in what you get back. When we were asking in that master plan process, is everybody okay with limiting the building heights to three stories in the CBD. They said sure. But if you ask them if limiting the building heights and this could increase their tax, that is a different answer. Peter J. Smith was really helpful in the early process of helping us forming those questions, so we were getting feedback that was valid and meaningful. It kind of runs hand in hand. You have to create the process.

Mr. Cramer said so we all understand that it would be a long-term process. It is something that staff and I would bring back to you with suggestions on how to manage it and handle it.

Mayor Wilcox said we started fresh, so to speak, with the last one, but we've got something to work from now.

MPT Pierce said I agree I think we should just build on what we have and take those parts out, but we as an island, have changed over the last 5 or 6 years, so our vision has changed and we have to continue to change our master plan. We can't leave it on the shelf and not update it.

Council Member Doetsch said and that is why you need to get a new perspective every so often as to what is going to be brought to Carolina Beach.

Mayor Wilcox said we still have a lot of projects on the table.

Council Member Doetsch said UNCW has plenty of people that can collect data and crunch the numbers. There is a lot of help available through the university.

Mr. Cramer agreed.

Mr. Cramer goes back to the Bike/Ped/Sidewalk Plan Review. He asked how would Council like to see that produced?

Council Member Shuttleworth said last year we were looking at coming up with a plan to replace sidewalks or install sidewalks where there aren't any throughout the residential places in town.

Mr. Cramer said infrastructure.

Council Member Shuttleworth said we were looking at the sidewalk plan and said that we have old broken sidewalks.

Mayor Wilcox said it's the same thing with the roads. We want to take what we have and make it work and then enhance things.

Council Member Shuttleworth said replace and repair the bike trail deal...

Mayor Wilcox said our sidewalks are in need.

Mr. Cramer said that's very helpful because we've had independent discussions over the years, and it was all over the map. If we're looking strictly at infrastructure needs, how to go and improve and increase the amount of sidewalks or pedestrian ways that we have. Add them and maintain them. I think we can dovetail that into some of the other infrastructure projects that we're doing.

Council Member Shuttleworth said I would go in the other direction. Repair and maintain what we currently have before we start adding new. There's nothing wrong with saying we can add some while we're doing these other projects, but we have some existing sidewalks that are in pretty rough shape. You were talking about a 5 year plan for redoing the streets, give us a 5 year plan or 2 year to redo sidewalks. We just had a discussion at the last Council meeting about Wilmington Beach, the stop signs, and the pedestrian traffic. Those people want to get to the beach. We just said that MPO approved the stop sign plan. We very well may go along with that. That pretty much has three east/west sidewalks. Those are the same east/west sidewalks that all of the pedestrians are going to be on. As a second part of the plan if you say within this time we are going to get an estimate. We still have Cape Fear, Harper, etc. That have bad sidewalks or no sidewalks.

Council Member Doetsch said just let me caution you on that because when the Wilmington Beach Project was looked at, 12-14 years ago, it was curb/gutter/sidewalks the whole nine yards. We had a good portion people who were opposed to doing that.

Council Member Friede said we heard from people who didn't want sidewalks on Ocean.

Council Member Doetsch said the only thing I'm saying is just be aware that this is going to be an easy...

Council Member Shuttleworth said what I'm saying is just having a plan. Maybe that ties into part of what we are talking about as a community master plan.

Council Member Friede said to me a community is better with sidewalks.

Mayor Wilcox said it's connectivity.

Mayor Wilcox said people park in those areas so...

Council Member Friede said I know, that's why we don't have a multi-use path up there. I get it.

Mr. Cramer wraps up topics from last year. The next part is more brainstorming. He asks what else Council would like to look into in 2015 and whether they are short or long-range items.

Doetsch said I would like to see a plan where we bring all of the usable water infrastructures up to a good condition, and at the same time I would like to look a little bit further down the line for long-range with the reverse osmosis situation for insuring Carolina Beach has drinkable water in the future.

Mr. Cramer asked are you looking for that as a staff-drive, this is what we know about

our system and where we think we should go and make changes, or are you looking for someone outside of the organization to come in and say "this is bad and you need to fix that."

Council Member Doetsch said I feel like we've got a pretty good idea internally of what needs to be fixed, and I think Gil is the lead guy on some of these things. When it comes to reverse osmosis system, I'm not sure what experience you've had with that, but it may that we have to go outside the staff.

Council Member Shuttleworth said we had a study that analyzed three or four different aspects. I think it's time to dust that off and revisit and make some summary observations. I agree with Gary, we need to have a plan to start looking at long-term water sources.

Mr. Cramer said it sounds like we're comfortable with the current infrastructure plan, the five-phase type plan and what we want to improve on in the community. What you're saying is to go a little bit farther than that.

Council Member Shuttleworth said as long as the current plan has the other two components. It has redoing the water/sewer and infrastructure in those 10 blocks roughly, but it also has a storage tank, it had tying in the wells to the central treatment facility, so that we have consistency. The next step past that is, what is our water supply for 50 years and how do we get that?

Gil DuBois said right now we have fragments. We need to consolidate and have a clear path.

Mayor Wilcox said we had some discussion about rolling these projects, instead of stretching them out for 10 years, rolling them into bond financing and doing a different package. We haven't really had a good discussion on that. Now I think is the time to do that.

Mr. Cramer said Debbie and I have talked with the LGC and with BB&T since we've done quite a bit of our financing through BB&T. We've gotten more comfortable with what the process looks like for revenue bonds and for long-term bonds. I think we should be able to bring you back something that says this year, here are all of Gil's projects over the next 5 years and it's going to cost x amount of money if we did it as individual financing packages it would cost this, and if we did it as a revenue bond long-term it would cost us this amount. All of those are considered doable now that we have gotten a little bit more into how this process works for LGC.

Council Member Shuttleworth said to Gil's point and Gary's, we understand what the current infrastructure 1-5 phase is. We've identified and had some preliminary estimates on our water storage and combining. We have a plan that gets us from our current condition to improving our water quality. The part that Gary is saying, is that we need to go further and talk about long-term supply. I like that idea and I told you last year that we need to be looking at a bond or something to be able to do the \$20 million project versus keep going back and doing 5 here and 7 there, and then Debbie is managing 15 different loans.

Mayor Wilcox asked what's the benefit to the citizens now, not staged over the next 10-12 years?

Mr. Cramer said yes, we will be able to bring some of that back.

Mayor Wilcox asked can we get a status on the lake dredging?

Brian Stanberry said we've met with SEGGY to kind of determine the best method of how to handle that dredging and where to take it. We're looking at pumping that. We've got some survey of the lake done and where we stand right now is we looked to move forward with SEGGY on a contract to get this project to the next step, which is the permitting and a RFP.

Mayor Wilcox said so you're pumping it on to the land and letting it dry and hauling it off? Or are you pumping it wet?

Mr. Cramer said the idea is to pump it to the old EQ basin and the wastewater treatment plant, which we're obligated to fill up. Pump it all the way there, let it dry, and fill it up.

Gil DuBois said they won't issue permits to put in excavation types of equipment into the existing pond but we can use dredge material which makes the soil into a slurry so we can pump it that length. There are two or three environmental issues and we've had groups from CAMA and Corps of Engineers, and pretty much everyone has agreed if you do this it would count as maintenance and we won't have to have a CAMA major or CAMA permitting, but we can take the slurry and pick it up at point A and transport it to point B. That is a long way to pump. It has to have a certain consistency, certain types of pumps, and then once we start pumping it one of the concerns is where is it dumping out and how long do we have to wait.

Mayor Wilcox said they're treating it like a dredge project, do you have the same dredge window issues?

Mr. Cramer said that is what we were focusing on this past year, the permitting issues. Explains the permit issues. Explains that the next hurdle is getting the study for the physical components of doing the project and getting a plan in place, and then you'll talk funding. He said we should have a plan ready to go and implement within a year.

Mayor Wilcox asked permits? Or just a plan?

Mr. Cramer said permits, the plan, the study, how we are going to do it, RFP for the actual work itself, something tangible that we can implement so that we can figure out how to finance it.

Council Member Friede asked how much financing are we looking at?

MPT Pierce asked is there a certain urgency to pump the lake within that time? Or will it wait?

Mr. Cramer said I don't think there's an urgency from the standpoint of whether or not we can manage it. We are pumping on a regular basis.

MPT Pierce asked are you pumping it weekly? I know it depends on the weather.

Council Member Doetsch said it is storm related.

Brian said we've got two issues there. We have MOTSU and we've got a lake that is filling in. We have seen changes in sediment.

Mr. Cramer said we have a year's time to go and finalize everything and then choose a time frame. Part of the issue is going to be, when do you do that kind of work? You don't

want to do it in the middle of the tourist season.

Council Member Doetsch said not only that but the growth is growing at that time.

MPT Pierce asked do you have any idea what the depth of the lake is?

Gil DuBois said we've got a profile quoting it anywhere from a foot deep to 6 feet deep at this point except where the intake is for the pumps. We showed that we've got 6-9 foot of accumulation. Again, this particular project, after getting all of the people together, had the most merit as a flood control device.

Council Member Doetsch said in doing this we need to understand that we need to make it so that whenever we decide to pump it out those pickups for those pumps are in the deepest section of the lake because if you've got it where you can't pull at the deepest point, then even though you have dredged it out and made it deeper, if you can't empty the lake...

Gil DuBois said one of the issues is as these intakes continue to work with the stability of that soil it causes the banks to flood. Right now it is probably 12-14 feet at the bottom.

Gil DuBois explains the process and how the pond should be dredged.

Council Member Doetsch said once you get the depth to a deeper condition, are we going to have to go to additional or different pumps to be able to push the water?

Brian Stanberry said no.

Gil DuBois explains that once this process is done there would be 4-5 times the capacity of volume of water then currently how it is.

Council Member Doetsch said if you get some of the vegetation out of the bottom it will enhance it. People have to remember that it is a catch basin for probably at least half of Carolina Beach or more.

Council Member Friede asked if grant funding is available?

Brian Stanberry said maybe.

Mr. Cramer said it is out there and we'll check for it.

Council Member Shuttleworth said sooner rather than later. It's been on the list for a number of years, this is a higher priority than a new master plan...etc. This is a storm water issue that affects a lot of the town. It's been on the list for at least 5 or 6 years, if not longer.

Mr. Cramer said I think we've made some steady progress over this past year of getting through the permitting issues and getting the other entities on board. Putting in place will take at least another year. The kicker is going to be the financing. Jerry can look for grants all day long for these things, but if the water resources grants aren't there, and for lake dredging there's very little.

Council Member Shuttleworth said if you had a plan, a profile and a budget put together, that is the exact kind of thing you could put into the infrastructure bond. It just takes a long time and it's kind of frustrating.

Council Member Doetsch said you've got to understand too that the current usage of pumping or dredging also includes some of the western lakes in North Carolina. What is to say that at some point in time we couldn't say that we need that here, and that is another opportunity? I think as a Council we need to look at the things that ensure the health and safety of the people of Carolina Beach. I think in this particular case, this probably hits both of those topics. We need to make this a priority

Council Member Friede said I agree, it needs to move up to the top.

MPT Pierce said right up there with the street maintenance.

Mayor Wilcox said you've done a pretty good job of covering stuff. Infrastructure, water/sewer, streets, sidewalks, the lake and I think the parking is important and is right up there with the rest of it. Those are my focus.

MPT Pierce said those were my top 5 and the sand, the 17% that we want to address.

Council Member Friede said the things that Dan just listed, the things that we're really hammering on, are the things that make life better or worse for all of our citizens and our businesses every day. When we have standing water in the streets because there's no place left for it to drain, the town isn't functioning at it's greatest capacity. What was it 3 years ago when we had people canoeing down Lake Park because there was 4 feet of standing water out there? I agree, great it would be nice to have a new master plan for the downtown, but really overall we need to get these water/sewer/sidewalk/infrastructure things moved up to the top.

Council Member Shuttleworth said the other two that I had that aren't on this list are in conjunction with the storm damage reduction plan/beach nourishment, it's been brought up that we haven't had a sand fence plan in place for years. Also, we were reminded last week that part of the storm damage reduction permit calls for what are you doing as the permit holder to do maintenance. Since we got rid of the greenhouse, we don't harvest our sea oats anymore, we're not growing our own sea oats anymore.

Mr. Cramer said we've got the information, and actually I've already made contact with them specifically about the boardwalk. We're going to have barren area. It was never included in the project, but it is something that we have to do.

Council Member Shuttleworth said I'm talking about where we put sand on the beach period. Putting up a sand fence, including in Freeman Park, one of the things we are doing on that storm damage plan is building dunes. Without a maintenance of sea oats, harvesting the seeds and replanting them every year. Now that we don't have our own greenhouse, it's a cost we are going to have to look at. I had a conversation with the Colonel, asked if he had any... that was a low human-interaction on that greenhouse. That just had us move it out, but it was just a greenhouse. The guy went over there once a week and checked it. Talk about a low-impact.

MPT Pierce said maybe that is something you can bring up to the Colonel.

Mr. Cramer said I understand where you're coming from on that.

MPT Pierce said I have one question. How are we doing with the maintenance of the valves on Canal Drive?

Council Member Doetsch asked the one-way flapper valves?

MPT Pierce said yes. How are we doing with that? I haven't heard anything.

Brian Stanberry said we're doing routine maintenance of them. We do have one that is an issue right now that we need to schedule to repair. We routinely do that every quarter.

Council Member Shuttleworth said the only other thing that I had was UDO long term. It's been on the list for at least 12 years. Every time we have a Council meeting and a planning and zoning issues comes before us, we hear that we haven't done that ordinance and we haven't looked at it in 15 years, or there's an interpretation issue. And then the Harbor.

Mr. Cramer said if you'll notice under the topics that we were brainstorming, Marina. The various features and functions of the Marina. The pump station issue, bulkhead evaluation, and once that evaluation comes back we'll have a better understanding of what the needs are for that bulkhead. Water and electric in that area, one of the things that we constantly issues with, although we keep on top of it, is when it gets cold. There's always places that hold water and freeze and breaks the pipes. The long-term solution for that is to put the pipe in Canal drive where it's nice and covered and keeps the temperature right. We don't have the issue on the opposite side, and we don't have the issue on the winter boat side, just on the Canal side. There are maintenance issues and operational issues that we need to address.

Council Member Shuttleworth said we haven't looked at the dockage fees. I don't know if their appropriate or not. It's the transfer of leases, dockage rates and the whole way it is maintained is interesting.

Mr. Cramer said I think that you'll find that some recommendations will come out of the MuniCode discussion because those have to do with the ordinance and how we have the ordinance set up.

Mr. Cramer asked if there are any other items. I think what I've heard is that planning of infrastructure needs is first and foremost. The short-term plan of how we maintain existing assets, but long-term plan of how we replace and improve assets, and even longer range for the water.

Council Member Doetsch said 10 to 15 years out should be your responsibility, and 30 years out should be ours. Not to say that we can't have some help from you guys, but I think that's the 30 year part is the part that we've got to say do it and figure out a way to pay for it and get it done.

Mr. Cramer asked for any more topics.

Council Member Doetsch said the only thing is a question for you. You see where we are headed, does this impact the staff's ability to do what we currently have going on and still be able to do what we are asking? And if you don't, do you have a plan so that we can possibly do both?

Mr. Cramer said operationally I think we have an appropriate compliment of staff and resources to do our day-to-day operational components. We will always come back to Council during the budget process and say that we need to replace things, but from the general perspective, day-to-day operations, I think we do very well. The difficult part is taking that and dovetailing it into the time that it takes to sit down and plan. Planning takes a long time. You have to put it into a context and you have to really focus on it. That's where we typically end up needing the help. Can we take out a few of these things

and detail them out? Yes, it's just not something that can be done overnight.

Council Member Doetsch said where you need help, come to us.

MPT Pierce said and Michael we're on the same page with you and Eric getting together with the Parks & Rec. One more thing that I see on your list for 2015, handling of homeless and mental health. Are you seeing an increase in that?

Mr. Cramer said he will let the Chief talk on that topic.

Chief Hinkle explains the issue of homeless and mental health and how it affects the Police Department.

Council Member Friede said it's hard when we are so geographically distant from a lot of the resources that are available to maybe downtown Wilmington or a different county. I have seen more people walking around in the community that don't really look like they have a particular destination. We don't have any resources for that. If you need help from us, for outreach or to connect with anybody, let us know.

MPT Pierce said it sounds like you're on top of that. I'm glad to hear that. Maybe if you could provide, for me like the hoteliers, some contact for them when people come in.

Mr. Cramer summarized conversation and wrapped up meeting.

III. ADJOURN

Kimberlee Ward
Kimberlee Ward, Town Clerk

2.11.2015
Date Approved