



TOWN COUNCIL AGENDA

REGULAR MEETING

February 21, 2017 @ 6:30 p.m.

***Asterisks indicate documentation is included in agenda packet**

Call to Order – Mayor Swearingen

Invocation & Pledge of Allegiance – Pastor Cathy Chester, Carolina Coast Vineyard Church

APPROVAL OF CONSENT AGENDA ITEMS

1. Renew John Ellen's appointment as the town's representative on the MPO Citizens Advisory Committee
2. *Approve Budget Amendment 17-03 to increase the Storm Water Fund budget for grant writer fees
3. *Approve Budget Amendment 17-04 to increase the Lifeguard budget for the proceeds received (\$8,092) from the sale of surplus ATVs
4. *Adopt Resolution R17-04 to permit the use of absentee ballots in municipal elections per N.C.G.S. 163-302
5. *Board of Adjustment – 2016 Annual Report
6. *Fire Department Report – January 2017
7. *Building Inspections Report – January 2017
8. *YTD Finance Report
9. Meeting Minutes:
 - *January 17, 2017 regular meeting
 - *January 24, 2017 council retreat

Consent agenda items are voted on as one item. If a member of Council wishes to discuss an individual item, a motion must be made and approved to move the item to the agenda.

ADOPTION OF THE AGENDA

DISCUSSION AND CONSIDERATION OF PERSONS TO ADDRESS COUNCIL

Sign up at podium (3-minute limit)

DISCUSSION AND CONSIDERATION OF COMMITTEE BUSINESS

1. Board of Adjustment
2. Community Center Committee
3. Marketing Committee
4. Parks & Recreation Advisory Board
5. Planning & Zoning Commission
6. Shoreline Access, Beach Protection and Parking Committee
7. Non-town Committee update from appointees
(Note: "MPO" is the Wilmington Urban Area Metropolitan Planning Organization)
 - a. Cape Fear Council of Governments (Dugan)
 - b. Cape Fear Disability Commission (Deborah McKenna)



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- c. MPO Bicycle and Pedestrian Committee (Allen Oliver)
- d. MPO Board of Directors (Swearingen)
- e. MPO Citizen Advisory Committee (John Ellen)
- f. *MPO Technical Coordinating Committee (Avery)
- g. Tourism Development Authority (Anne Brodsky)
- h. Wilmington Ports, Waterway and Beach Commission (Bloszinsky)
8. Miscellaneous Committees (Swearingen)
 - a. New Hanover County Library Advisory Board, appointed by the NHC Board of Commissioners
 - b. WAVE Connect Advisory Committee, appointed by the MPO Board
 - c. WAVE Transit Short Range Planning Committee, appointed by Albert Eby, Executive Director, WAVE Transit

DISCUSSION AND CONSIDERATION OF DEPARTMENT HEAD BUSINESS

1. Administration and Recreation (Avery)
 - a. *Review of beach access improvements and possible grant application
 - b. *Town Facility Improvement project
 - Consideration of RFQs for architectural services received and selection of a firm to submit a contract for approval
2. Finance (Copenhaver)
 - a. *Adoption of Resolution R17-01, Notice of Intent to Finance a portion of the Town of Kure Beach Pump Station #1 project, not to exceed \$475,000
 - b. *Adoption of Resolution R17-03, Declaration of Official Intent to Reimburse expenditures relating to the above project
 - c. Authorization to Finance Officer to issue a Request for Proposal (RFP) to financial lenders for the above project
 - d. Vote to schedule a public hearing regarding the Notice of Intent to Finance new pump station during the week of March (6-10)
3. Building Department
4. Fire Department
5. Police Department
6. Public Works Department

DISCUSSION AND CONSIDERATION OF OLD BUSINESS

1. Water & Sewer Authority Update (Heglar & Dugan)

DISCUSSION AND CONSIDERATION OF NEW BUSINESS

1. MOTSU Land Use Study (Swearingen)
2. *Resolution R17-02, to Support the Development of a Joint Land Use Study for MOTSU and Surrounding Local Governments (Bloszinsky)



TOWN COUNCIL AGENDA

REGULAR MEETING

February 21, 2017 @ 6:30 p.m.

MAYOR UPDATES (no action required)

1. *NCBIWA's Local Governments Meeting agenda items

COMMISSIONER ITEMS (no action required)

CLOSED SESSION, if needed

ADJOURNMENT

BUDGET AMENDMENT

FISCAL YEAR ENDING JUNE 30, 2017

AMENDMENT DATE: 01/31/2017

Budget Amendment No.: 17-03

DESCRIPTION/PURPOSE OF AMENDMENT

The assistance of a grant writer was obtained to prepare an application for a dune storm water infiltration systems planning grant. The application is being submitted to the Clean Water Management Trust Fund. The fees for the grant writer total approximately \$1,932. This Budget Amendment provides for the grant writer fees with the offsetting revenue source being Storm Water Building Fees earned in excess of the budget.

ACCOUNTS AFFECTED

<u>Account No.</u>	<u>Account Name</u>	<u>Debit</u>	<u>Credit</u>
32-610-40-00	Storm Water Professional Fees	\$1,932	
32-379-00-01	Storm Water Building Fees		\$1,932

NOTE: (a) Budget Officer may transfer between line item expenditures without limitation and without a report being required up to \$10,000 at any one time. (b) The Budget Officer may transfer amounts within departments and of the same fund and reported as part of the financial statements. He/She shall make an official report immediately to Council on such transfers. (c) The Budget Officer may not transfer amounts between funds without prior Council action.

Requested By: Nancy Avery, Town Clerk Date: 01/31/17

Approved By: Arlen Copenhaver, Finance/Budget Officer Date: 01/31/17

(Copies of actions/directives from Council Meeting to be attached, if required as per NOTE above).

Approved by Council 02/21/17 _____ Emilie Swearingen, Mayor

ATTEST: _____ Nancy Avery, Town Clerk

BUDGET AMENDMENT

FISCAL YEAR ENDING JUNE 30, 2017

AMENDMENT DATE: 02/09/2017

Budget Amendment No.: 17-04

DESCRIPTION/PURPOSE OF AMENDMENT

Ocean Rescue/Lifeguards sold three ATVs for \$8,092. The ATVs had been declared surplus equipment on January 13, 2017. This budget amendment is to increase the Lifeguards Capital Outlay budget and adjust the Minor Equipment Purchases budget for the proceeds received and for the purchase of replacement equipment.

ACCOUNTS AFFECTED

<u>Account No.</u>	<u>Account Name</u>	<u>Debit</u>	<u>Credit</u>
10-531-74-00	Capital Outlay	\$9,500	
10-531-73-00	Minor Equipment Purchases		\$1,408
10-381-00-00	Sale of Surplus Property		\$8,092

NOTE: (a) Budget Officer may transfer between line item expenditures without limitation and without a report being required up to \$10,000 at any one time. (b) The Budget Officer may transfer amounts within departments and of the same fund and reported as part of the financial statements. He/She shall make an official report immediately to Council on such transfers. (c) The Budget Officer may not transfer amounts between funds without prior Council action.

Requested By: Ed Kennedy, Assistant Fire Chief Date: 02/09/17

Approved By: Arlen Copenhaver, Finance/Budget Officer Date: 02/09/17

(Copies of actions/directives from Council Meeting to be attached, if required as per NOTE above).

Approved by Council 02/21/17 _____ Emilie Swearingen, Mayor

ATTEST: _____ Nancy Avery, Town Clerk



TOWN COUNCIL
TOWN OF KURE BEACH, NC

RESOLUTION R17-04

A RESOLUTION TO PERMIT THE USE OF ABSENTEE
BALLOTS IN MUNICIPAL ELECTIONS

WHEREAS, the Kure Beach Town Council desires that its citizens be allowed to have the privilege to vote by Absentee Ballot in the municipal elections, including Primary Elections, General Elections and Referendum, conducted by the New Hanover County Board of Elections in the Town of Kure Beach;

NOW, THEREFORE BE IT RESOLVED that, in accordance with N.C.G.S. §163-302, the Kure Beach Town Council desires that its citizens be allowed to cast an Absentee Ballot in the municipal elections, and that a copy of this resolution be filed with the State Board of Elections and the New Hanover County Board of Elections as is by law provided, and that the resolution shall remain effective for all future elections unless repealed by the Kure Beach Town Council no later than 60 days before an election.

Adopted by the Kure Beach Town Council this 21st of February, 2017.

Emilie Swearingen
Mayor

Attest: Nancy Hewitt, CMC, NCCMC
Deputy Clerk



TO: Kure Beach Town Council
FROM: Kure Beach Board of Adjustment
DATE: January 24, 2016
SUBJECT: 2016 Annual Report

As required by the Board of Adjustment (BOA) Rules of Procedure, Section VII, the following information is provided.

TERMS AND POSITIONS:

1. Member Peter Boulter was elected Chairman and Member Tony Garibay was elected Vice Chair.
2. The Oath of Office was administered to Anne Brodsky February 23, 2016
3. The BOA stands at five (5) members and two (2) open alternate positions


CASES:

No cases were submitted to the BOA for hearing during 2016

TRAINING:

The BOA scheduled one training session during 2016 which was presented by James Eldridge, Esq., BOA attorney on April 26, 2016.

Respectfully submitted,


PETER BOULTER
Chairman, Board of Adjustment

KURE BEACH FIRE DEPARTMENT

FIRE CHIEF'S REPORT JANUARY, 2017

DATE	PURPOSE
01/04/17	EMS
01/05/17	FALSE ALARM
01/06/17	EMS
01/07/17	EMS
01/08/17	POWER LINE
01/08/17	ASSIST PUBLIC
01/09/17	DRILL
01/16/17	DRILL
01/18/17	EMS
01/18/17	EMS
01/19/17	ASSIST PUBLIC
01/23/17	DRILL
01/25/17	FALSE ALARM
01/26/17	ELECTRICAL FIRE
01/26/17	EMS
01/26/17	EMS
01/30/17	EMS
01/30/17	DRILL

All equipment checked and found to be in working order

Harold Heglar
Chief

Kure Beach Inspections Dept.-Building Permits Issue Date: 1/1/2017 - 1/31/2017

PermitNo	Issue Date	Owner	Project Addr	ParcelID	Est Cost	Fee
Building addition						
Active						
170007	1/20/2017	FELDMAN PAUL J JEANEEN H ANDREWS	514 N FORT FISHER BLV	R09200-001-127-000	\$14,850.00	\$200.00
		New bathroom				
170002	1/6/2017	WALKER HERBERT A BARBARA E	207 E AVE	R09405-014-006-007	\$8,221.00	\$150.00
		Solar Installation				
170010	1/25/2017	BADDOUR VICTORIA	536 S FORT FISHER BLV	R09405-003-016-000	\$6,500.00	\$150.00
		Add 88sf of heated space				
Total addition 3					\$29,571.00	\$500.00
New Construction						
Active						
170012	1/31/2017	RICHARD WALLACE BUILDER INC	1013 TROUT LN	R09205-014-009-000	\$220,000.00	\$6,960.00
		New SFD				
170011	1/26/2017	RIMER - WALLS JON JANET	129 MYRTLE AVE	R09205-011-030-000	\$160,000.00	\$7,660.00
		New SFD				
170009	1/25/2017	CAWTHORNE JOHN R LISA H	281 SEAWATCH WAY	R09200-001-180-000	\$18,775.00	\$200.00
		Enclose bottom				
Pending						
170005	1/18/2017	DONATION JUSTIN AIMEE	329 SETTLERS LN	R09200-001-018-000	\$301,000.00	\$11,765.00
		New SFD				
Total New Construction 4					\$699,775.00	\$26,585.00
pool						
Active						
170006	1/19/2017	HERRINGTON VERNON A JACKIE	120 HANBY AVE	R09205-007-006-000	\$52,000.00	\$300.00
		New Pool				
170003	1/10/2017	OWSLEY TALIAFERRO R HARRIET H	1107 TROUT LN	R09205-014-003-000	\$7,500.00	\$300.00
		New pool				
Total pool 2					\$59,500.00	\$600.00
Renovations						
Active						
170004	1/17/2017	PETERSON DEMOSTHENES J ETAL	214 N FORT FISHER BLV	R09213-005-008-000	\$180,000.00	\$1,050.00
		General Renovations				
Total Renovations 1					\$180,000.00	\$1,050.00
Rot Repair						
Active						
170008	1/23/2017	ANDIAMO LLC	519 FORT FISHER BLV S	R09405-006-005-002	\$5,000.00	\$100.00
		Rot Repair				
170001	1/5/2017	NELSON TIMOTHY ERIC PAMELA	1714 MACKEREL LN	R09205-005-016-000	\$6,000.00	
		General Repairs				
Total Rot Repair 2					\$11,000.00	\$100.00
Total Building 12					\$979,846.00	\$28,835.00
Total Permits: 12					\$979,846.00	\$28,835.00

Kure Beach Inspections Dept.-Building Permits Issue Date: 1/1/2017 - 1/31/2017

PermitNo	Issue Date	Owner / Descript	ParcelID	Project Addr	Est Cost	Fee	Status	Final
170001	1/5/2017	NELSON, TIMOTHY ERIC PAMELA General Repairs	R09205-005-016-00	1714 MACKEREL LN KURE BEACH, NC 28449	\$6,000		Active	
170002	1/6/2017	WALKER, HERBERT A BARBARA E Solar Installation	R09405-014-006-00	207 E AVE KURE BEACH, NC 28449	\$8,221	\$150.00	Active	
170003	1/10/2017	OWSLEY, TALIAFERRO R HARRIET H New pool	R09205-014-003-00	1107 TROUT LN KURE BEACH, NC 28449	\$7,500	\$300.00	Active	
170004	1/17/2017	PETERSON, DEMOSTHENES J ETAL General Renovations	R09213-005-008-00	214 N FORT FISHER BLV KURE BEACH, NC 28449	\$180,000	\$1,050.00	Active	
170005	1/18/2017	DONATION, JUSTIN AIMEE New SFD	R09200-001-018-00	329 SETTLERS LN KURE BEACH, NC 28449	\$301,000	\$11,765.00	Pending	
170006	1/19/2017	HERRINGTON, VERNON A JACKIE New Pool	R09205-007-006-00	120 HANBY AVE KURE BEACH, NC 28449	\$52,000	\$300.00	Active	
170007	1/20/2017	FELDMAN, PAUL J JEANEEN H ANDREW New bathroom	R09200-001-127-00	514 N FORT FISHER BLV KURE BEACH, NC 28449	\$14,850	\$200.00	Active	
170008	1/23/2017	ANDIAMO LLC, Rot Repair	R09405-006-005-00	519 FORT FISHER BLV S KURE BEACH, NC 28449	\$5,000	\$100.00	Active	
170009	1/25/2017	CAWTHORNE, JOHN R LISA H Enclose bottom	R09200-001-180-00	281 SEAWATCH WAY KURE BEACH, NC 28449	\$18,775	\$200.00	Active	
170010	1/25/2017	BADDOUR, VICTORIA Add 88sf of heated space	R09405-003-016-00	536 S FORT FISHER BLV KURE BEACH, NC 28449	\$6,500	\$150.00	Active	
170011	1/26/2017	RIMER - WALLS, JON JANET New SFD	R09205-011-030-00	129 MYRTLE AVE KURE BEACH, NC 28449	\$160,000	\$7,660.00	Active	
170012	1/31/2017	RICHARD WALLACE BUILDER INC, New SFD	R09205-014-009-00	1013 TROUT LN KURE BEACH, NC 28449	\$220,000	\$6,960.00	Active	
Total Building 12					\$979,846	\$28,835.00		
Total Permits: 12					\$979,846	\$28,835.00		

TOWN OF KURE BEACH
REVENUE AND EXPENDITURE SUMMARY
JULY 1, 2016 TO FEBRUARY 14, 2017

REVENUES

	2017 Initial Bud.	2017 Amend. Bud.	Actual 02/14/2017	% Collected
GENERAL FUND				
Property Taxes (Cur. & PY)	\$ 2,328,500	\$ 2,328,500	\$ 2,279,296	97.9%
Local Option Sales Tax	\$ 800,075	\$ 800,075	\$ 480,956	60.1%
Franchise & Utility Tax	\$ 249,000	\$ 249,000	\$ 120,612	48.4%
TDA Funds	\$ 204,517	\$ 204,517	\$ -	0.0%
Garbage & Recycling	\$ 343,375	\$ 343,375	\$ 211,445	61.6%
ABC Revenue	\$ 12,300	\$ 12,300	\$ 11,665	94.8%
Bldg. Permit & Fire Inspect. Fees	\$ 56,800	\$ 56,800	\$ 60,700	106.9%
Communication Tower Rent	\$ 77,408	\$ 77,408	\$ 52,878	68.3%
Motor Vehicle Tags	\$ 12,000	\$ 12,000	\$ 8,935	74.5%
Com Ctr/Parks & Rec/St Festival	\$ 26,350	\$ 26,350	\$ 11,768	44.7%
Town Facility Rentals	\$ 11,000	\$ 11,000	\$ 8,360	76.0%
Beer & Wine Tax	\$ 10,000	\$ 10,000	\$ -	0.0%
OFF - Bluefish Purchases	\$ 13,200	\$ 13,200	\$ 5,600	42.4%
Sales Tax Refund	\$ 47,500	\$ 47,500	\$ 48,902	103.0%
CAMA & Impact Fees	\$ 3,200	\$ 3,200	\$ 3,215	100.5%
All Other Revenues	\$ 3,145	\$ 61,125	\$ 55,580	90.9%
Other Financing Sources	\$ 290,000	\$ 290,000	\$ 280,123	96.6%
Total Revenues	\$ 4,488,370	\$ 4,546,350	\$ 3,640,035	80.1%

EXPENDITURES

	2017 Initial Bud.	2017 Amend. Bud.	Actual 02/14/2017	% Spent
GENERAL FUND				
Governing Body	\$ 35,517	\$ 35,517	\$ 28,237	79.5%
Committees	\$ 4,300	\$ 12,280	\$ 11,505	93.7%
Finance	\$ 151,889	\$ 151,889	\$ 106,303	70.0%
Administration	\$ 397,192	\$ 397,192	\$ 246,589	62.1%
Community Center	\$ 23,300	\$ 23,300	\$ 8,544	36.7%
Emergency Management	\$ 100	\$ 100	\$ 7	7.0%
Tax Collections	\$ 25,000	\$ 25,000	\$ 14,092	56.4%
Legal	\$ 28,900	\$ 28,900	\$ 16,204	56.1%
Police Department	\$ 1,265,716	\$ 1,265,716	\$ 725,345	57.3%
Fire Department	\$ 685,845	\$ 685,845	\$ 356,460	52.0%
Lifeguards	\$ 192,217	\$ 192,217	\$ 85,372	44.4%
Parks & Recreation	\$ 146,114	\$ 146,114	\$ 75,972	52.0%
Bldg Inspection/Code Enforcement	\$ 124,763	\$ 124,763	\$ 67,512	54.1%
Streets & Sanitation	\$ 988,011	\$ 988,011	\$ 654,487	66.2%
Debt Service	\$ 316,626	\$ 316,626	\$ 234,276	74.0%
Transfer to Other Funds	\$ 50,000	\$ 100,000	\$ 100,000	100.0%
Contingency	\$ 52,880	\$ 52,880	\$ -	0.0%
Total Expenses	\$ 4,488,370	\$ 4,546,350	\$ 2,730,905	60.1%

WATER & SEWER FUND

Water Charges	\$ 791,800	\$ 791,800	\$ 503,680	63.6%
Sewer Charges	\$ 1,110,100	\$ 1,110,100	\$ 711,693	64.1%
Tap, Connect & Reconnect Fees	\$ 27,900	\$ 27,900	\$ 52,140	186.9%
All Other Revenues	\$ 187,375	\$ 187,375	\$ 185,332	98.9%
Other Financing Sources	\$ 102,500	\$ 102,500	\$ 52,637	51.4%
Total Revenues	\$ 2,219,675	\$ 2,219,675	\$ 1,505,482	67.8%
Total Expenses	\$ 2,219,675	\$ 2,219,675	\$ 1,532,349	69.0%

STORM WATER FUND

Total Revenues	\$ 690,373	\$ 690,373	\$ 235,773	34.2%
Total Expenses	\$ 690,373	\$ 690,373	\$ 521,404	75.5%

POWELL BILL FUND

Total Revenues	\$ 65,050	\$ 65,050	\$ 65,121	100.1%
Total Expenses	\$ 65,050	\$ 65,050	\$ 11,616	17.9%

SEWER EXPANSION RESERVE FUND (SERF)

Total Revenues	\$ 180,000	\$ 180,000	\$ 37,691	20.9%
Total Expenses	\$ 180,000	\$ 180,000	\$ 180,000	100.0%

BEACH PROTECTION FUND

Total Revenues	\$ 50,440	\$ 50,440	\$ 50,368	99.9%
Total Expenses	\$ 50,440	\$ 50,440	\$ -	0.0%

FEDERAL ASSET FORFEITURE FUND

Total Revenues	\$ 50,000	\$ 50,000	\$ 1,145	2.3%
Total Expenses	\$ 50,000	\$ 50,000	\$ 37,441	74.9%

**TOWN OF KURE BEACH
CASH AND INVESTMENTS
AS OF JANUARY 31, 2017**

<u>FUND</u>	<u>CASH IN BANK</u>	<u>INVESTMENTS</u>	<u>TOTAL CASH & INVESTMENTS</u>
General	\$3,305,462	\$342,489	\$3,647,951
Water/Sewer	\$1,450,758	\$585,982	\$2,036,740
Storm Water	\$562,172	\$240,776	\$802,948
SERF	\$182,886	\$91,434	\$274,320
Powell Bill	\$288,796	\$19,964	\$308,760
Beach Protection	\$111,640	\$175,659	\$287,299
Federal Asset Forfeiture	\$60,512	\$0	\$60,512
Capital Project Funds	\$42,175	\$0	\$42,175
TOTAL	\$6,004,401	\$1,456,304	\$7,460,705
<u>INSTITUTION</u>			
BB&T	\$6,004,401	\$0	
First Bank - Certificates of Deposit	\$0	\$963,821	
NCCMT Term Portfolio	\$0	\$483,134	
NCCMT Cash Portfolio	\$0	\$9,349	
TOTAL	\$6,004,401	\$1,456,304	

**TOWN OF KURE BEACH
SUMMARY OF CONTINGENCY FUND AND COMMITTEE
EXPENDITURE ACTIVITY
07/01/2016 - 02/14/2017**

CONTINGENCY FUND

Fiscal Year 2017 Budget	\$52,880.00
Less:	
No activity	<u>\$0.00</u>
Remaining Budget as of 02/14/2017	<u><u>\$52,880.00</u></u>

COMMITTEE (Shoreline Access, Beach Protection & Parking) EXPENDITURES

Amended Fiscal Year 2017 Budget	\$12,280.00
Less Expenditures:	
Grant Writer Fees (E & I Avenue)	\$525.00
H Ave. Beach Access Solar Lighting	\$7,980.00
E Ave. Parking 60% of Design & Eng.	\$1,500.00
I Ave. Parking 60% of Design & Eng.	<u>\$1,500.00</u>
Total Expenditures	\$11,505.00
Projects Approved By Council But Not Yet Expended:	
No activity	<u>\$0.00</u>
Total Approved, Not Expended	<u>\$0.00</u>
Remaining Budget as of 02/14/2017	<u><u>\$775.00</u></u>

**TOWN OF KURE BEACH
DEBT LISTING
FEBRUARY 21, 2017**

LOAN PURPOSE/DESCRIPTION	FUND	LENDER	DATE OF LOAN	AMOUNT FINANCED	INTEREST RATE	LOAN TERM (YRS)	DATE PAID OFF	BALANCE AT 02/21/17	PAYMENT FREQUENCY	PAYMENT AMOUNT	NEXT PAY DATE	INT. EXPENSE LIFE OF LOAN
Sewer Rehabilitation Project (a)	W/S	Fed Gov	05/01/2010	\$432,660	0.00%	20	05/01/2030	\$147,780.03	Annual	\$10,555.72	05/01/2017	\$0.00
Ocean Front Park (development)	G	BB&T	07/12/2011	\$347,000	4.39%	17	07/12/2028	\$244,941.20	Annual	\$31,164.68	07/12/2017	\$137,099.64
Ocean Front Park (acquisition)	G	BB&T	12/19/2007	\$3,600,000	4.28%	20	12/19/2027	\$713,942.41	Annual	\$95,460.60	12/19/2017	\$690,135.16
334 S. 4th, 402 H & 406 H Ave. Water Tower & Well House & Town Hall Expansion (b)	G, W/S	BB&T	03/12/2015	\$409,471	2.49%	10	03/12/2025	\$368,524.03	Annual	\$51,142.95	03/12/2017	\$56,077.07
2016 John Deere Backhoe (c)	W/S, SW	BB&T	04/11/2007	\$1,187,187	3.92%	15	05/07/2022	\$517,106.22	Semi-annual	\$52,716.71	05/07/2017	\$394,314.33
2017 Freightliner Garbage Truck	G	1st Bank	11/09/2016	\$105,273	1.87%	5	11/09/2021	\$105,273.00	Annual	\$22,250.35	11/09/2017	\$5,978.75
(2) 2016 Police Dodge Chargers	G	1st Bank	08/23/2016	\$179,756	1.70%	5	08/23/2021	\$179,756.00	Annual	\$37,805.31	08/23/2017	\$9,270.57
O'Brien 7065 Hydroletter (c)	W/S, SW	1st Bank	08/13/2015	\$81,485	1.70%	5	08/13/2020	\$65,500.00	Annual	\$16,515.04	11/09/2017	\$2,560.16
2016 Chevrolet Silverado	G	1st Bank	07/26/2016	\$36,867	1.60%	4	07/26/2020	\$36,867.00	Annual	\$9,593.55	07/26/2017	\$1,486.39
Cutter Court Drainage Project	SW	B of A	07/23/2005	\$875,000	4.40%	15	06/23/2020	\$247,811.91	Monthly	\$6,677.76	03/23/2017	\$326,995.49
FY 2016 Equipment & Vehicles (d)	G, W/S	BB&T	09/14/2015	\$186,000	2.01%	4	09/14/2019	\$140,878.73	Annual	\$48,859.87	09/14/2017	\$9,439.48
(2) 2015 Police Cars	G	BB&T	03/27/2015	\$48,359	2.19%	4	03/27/2019	\$36,659.23	Annual	\$12,758.83	03/27/2017	\$2,676.33
2015 Ford F-250 Utility Truck	W/S	BB&T	10/24/2014	\$37,216	2.19%	4	10/24/2018	\$16,456.90	Annual	\$8,499.73	10/24/2017	\$1,782.92
Downtown Improvement Project	G	BB&T	01/17/2014	\$117,000	1.93%	4.5	06/17/2018	\$48,308.45	Annual	\$24,719.00	01/17/2018	\$6,595.00
2013 Ford F-150 Police Truck	G	BB&T	01/15/2014	\$32,000	2.18%	4	01/15/2018	\$8,260.62	Annual	\$8,440.70	01/15/2018	\$1,762.80
2013 Ford Police Utility	G	BB&T	06/28/2013	\$29,836	2.17%	4	06/28/2017	\$7,700.88	Annual	\$7,867.99	06/28/2017	\$1,635.96

FUND CODES

G - General Fund
W/S - Water/Sewer Fund
SW - Storm Water Fund

TOTAL OUTSTANDING DEBT AT 02/21/2017:

General Fund \$ 1,900,410.88
Water/Sewer Fund \$ 715,773.67
Storm Water Fund \$ 333,314.77
Total \$ 2,949,499.32

NOTES

LOAN PAYMENTS DUE (Next 12 Months):

02/22/2017 - 03/31/2017 \$ 70,579.54
04/01/2017 - 06/30/2017 \$ 91,173.70
07/01/2017 - 09/30/2017 \$ 164,605.97
10/01/2017 - 02/21/2018 \$ 261,990.93
Total \$ 588,350.14

- (a) - Total amount borrowed was \$432,660. As part of ARRA, the unpaid balance was immediately reduced by one-half of the loan amount.
- (b) - 78% of loan is Water/Sewer Fund and 22% is General Fund.
- (c) - 50% of loan is Water/Sewer Fund and 50% is Storm Water Fund.
- (d) - 55.5% of loan is General Fund and 44.5% is Water/Sewer Fund.

**TOWN OF KURE BEACH
 BYPASS FORCE MAIN CAPITAL PROJECT BUDGET STATUS
 AS OF 02/14/2017 - PROJECT COMPLETED**

	APPROVED BUDGET	REVISED BUDGET (1)	FY 2016 ACTUAL	FY 2017 ACTUAL	TOTAL ACTUAL
<u>EXPENDITURES</u>					
<u>ENGINEERING SERVICES, PA</u>					
Land Surveying Fees	\$2,600	\$2,600	\$2,600.00	\$0.00	\$2,600.00
Engineering Design	\$15,800	\$15,800	\$7,900.00	\$7,900.00	\$15,800.00
Informal Bid Assistance	\$2,800	\$2,800	\$0.00	\$2,800.00	\$2,800.00
Construction Administration	\$6,725	\$6,725	\$0.00	\$6,725.00	\$6,725.00
Construction Observation	\$10,400	\$10,400	\$0.00	\$10,400.00	\$10,400.00
Total Engineering Services, PA	<u>\$38,325</u>	<u>\$38,325</u>	<u>\$10,500.00</u>	<u>\$27,825.00</u>	<u>\$38,325.00</u>
<u>T&H CONSTRUCTION OF NC</u>					
Construction	\$132,494.22	\$176,493.33	\$0.00	\$176,493.33	\$176,493.33
GRAND TOTAL EXPENDITURES	<u><u>\$170,819.22</u></u>	<u><u>\$214,818.33</u></u>	<u><u>\$10,500.00</u></u>	<u><u>\$204,318.33</u></u>	<u><u>\$214,818.33</u></u>
<u>PROJECT REVENUE SOURCES</u>					
FY 2016 Water/Sewer Fund Operating Revenue	\$10,500.00	\$10,500.00	\$10,500.00	\$0.00	\$10,500.00
Transfer From Sewer Expansion Reserve Fund to Water/Sewer Fund	\$160,319.22	\$180,000.00	\$0.00	\$180,000.00	\$180,000.00
FY 2017 Water/Sewer Fund Operating Revenue	\$0.00	\$24,318.33	\$0.00	\$24,318.33	\$24,318.33
GRAND TOTAL PROJECT REVENUE SOURCES	<u><u>\$170,819.22</u></u>	<u><u>\$214,818.33</u></u>	<u><u>\$10,500.00</u></u>	<u><u>\$204,318.33</u></u>	<u><u>\$214,818.33</u></u>

(1) - Revised budget includes Change Order No. 1 that adds an emergency bypass pump connection totaling \$24,000, Change Order No. 2 adding a vacuum valve & manhole for \$31,000, Change Order No. 3 adding sewer service conflict work for \$2,000 and Change Order No.4 crediting \$13,000.89 for reductions in the quantity of materials required for the project.

TOWN OF KURE BEACH
H AVENUE LIFT STATION
CAPITAL PROJECT FUND
AS OF 02/14/2017

	APPROVED BUDGET	ACTUAL AS OF 02/14/17
<u>EXPENDITURES</u>		
<u>ENGINEERING SERVICES, PA</u>		
Land Surveying Fees	\$4,000	\$4,000.00
Engineering Planning	\$5,000	\$0.00
Engineering Design	\$47,000	\$23,500.00
Bidding Assistance	\$6,500	\$0.00
Construction Administration	\$25,000	\$0.00
Construction Inspection	\$28,500	\$0.00
Total Engineering Services, PA	<u>\$116,000</u>	<u>\$27,500.00</u>
<u>CONTRACTOR (to be determined)</u>		
Construction	\$500,000	\$0.00
<u>GRAND TOTAL EXPENDITURES</u>	<u>\$616,000</u>	<u>\$27,500.00</u>
<u>PROJECT REVENUE SOURCES</u>		
Transfer From Water/Sewer Fund to H Avenue Lift Station Capital Project Fund	\$50,000	\$50,000.00
Transfer From Sewer Expansion Reserve Fund (SERF) to H Avenue Lift Station Capital Project Fund	\$150,000	\$0.00
Installment Financing	<u>\$416,000</u>	<u>\$0.00</u>
<u>GRAND TOTAL PROJECT REVENUE SOURCES</u>	<u>\$616,000</u>	<u>\$50,000.00</u>

TOWN OF KURE BEACH
TOWN HALL EXPANSION AND NEW FIRE STATION
CAPITAL PROJECT BUDGET STATUS
AS OF 02/14/2017

	APPROVED BUDGET	ACTUAL AS OF 02/14/17
<u>EXPENDITURES</u>		
Architectural Services	\$28,500	\$27,075.00
Topographical Survey & Other Planning Costs	\$21,500	\$3,250.00
Total Expenditures	\$50,000	\$30,325.00
 <u>PROJECT FINANCING SOURCES</u>		
Transfer From General Fund	\$50,000	\$50,000.00



TOWN COUNCIL MINUTES

REGULAR MEETING

January 17, 2017

The Kure Beach Town Council held their regular meeting on Tuesday, January 17, 2017 at 6:30 p.m. The Town Attorney was present and there was a quorum of council members.

COUNCIL MEMBERS PRESENT

Mayor Emilie Swearingen
Mayor Pro Tem (MPT) Craig Bloszinsky
Commissioner David Heglar
Commissioner Joseph Whitley
Commissioner Jim Dugan

STAFF PRESENT

Building Inspector – John Batson
Finance Officer – Arlen Copenhaver
Police Chief – Mike Bowden
Fire Chief – Harold Heglar
Town Clerk – Nancy Avery
Deputy Clerk – Nancy Hewitt

CALL TO ORDER

Mayor Swearingen called the meeting to order at 6:30 p.m., and Reverend Tommy Williams, lay pastor with Seaside Chapel, delivered the opening invocation and led everyone in the Pledge of Allegiance.

AWARDS AND RECOGNITION

Mayor Swearingen presented Ken and Paula Withrow with Certificates of Appreciation for their dedicated and selfless volunteer service throughout the years as chairpersons and members on various town committees. She said they have both resigned from their committees to travel year-round throughout the world as Ken teaches art classes on cruise lines. She commended Ken for his work on the Beautification Committee and the Parks and Recreation Board and for his art instruction at the Community Center. She commended Paula on her work as chairperson of the 60th Anniversary and the Annual Street Festival Committees, and a member of the Parks and Rec Board, and for coordinating recreational bus trips for the town through the years.

APPROVAL OF CONSENT AGENDA ITEMS

1. ~~Consideration of authorization of expenditures over the next three fiscal years, beginning in FY16-17, in the amount of \$2,768 each year for a three year total of \$8,304 for Assistant Fire Chief Kennedy to complete his Masters degree in Business Administration (moved to Old Business)~~
2. Approve contract and engagement letter with the auditing firm of Bernard Robinson & Company, LLP, in the amount of \$17,900 for FY16-17



TOWN COUNCIL MINUTES

REGULAR MEETING

January 17, 2017

3. Approve Application for Funding from NHC TDA, totaling \$164,288.08 for lifeguard services for summer 2016
4. Approve Application for Funding from NHC TDA, totaling \$8,800 for Pleasure Island Chamber of Commerce concerts held during the summer of 2016
5. Accept Kathleen Zielinski's resignation from the Community Center Committee
6. Appoint Mary Ann McConnell as regular member on the Community Center Committee
7. Surplus Property Report – July through December 2016
8. Fire Department Report – December 2016
9. Building Inspections Report – November & December 2016
10. YTD Finance Report Meeting
11. Minutes:
 - December 20, 2016 regular
 - December 20, 2016 closed session (sealed)

Commissioner Dugan requested the Item 1 be removed from the Consent Agenda and placed as Item 3 under Old Business.

Mayor Swearingen asked Attorney Canoutas if the subject should be discussed in a closed session due to its "personnel" nature, to which he replied a closed session isn't necessary.

MOTION – Commissioner Dugan moved to amend the Consent Agenda Items to move Item 1 to Old Business as Item 3.

SECOND – Commissioner Heglar

VOTE – Unanimous

MOTION – Commissioner Heglar moved to approve the Consent Agenda Items, as amended.

SECOND – MPT Bloszinsky

VOTE – Unanimous

ADOPTION OF THE AGENDA

MOTION – Commissioner Heglar moved to adopt the meeting agenda, as amended.

SECOND – Commissioner Whitley

VOTE – Unanimous

DISCUSSION AND CONSIDERATION OF PRESENTATIONS TO COUNCIL

1. Allison Snell, NHC Tax Administrator – Tax Revaluation

Ms. Snell gave an update on the county's tax revaluation that became effective on January 1, 2017. She said that the revaluation review of properties included measuring homes for square footage and taking photos to update their data. She said they also left door hangers on some properties and mailed questionnaires to others asking for confirmation of bedroom and bathroom counts. She said they are 95 percent complete and have contracted with an appraisal company to



TOWN COUNCIL MINUTES

REGULAR MEETING

January 17, 2017

work with their data. She said Notice of Value letters will be mailed out mid-February along with information on appeal forms, after which informal appeal hearings will be scheduled for February and March and formal appeal hearings with the Board of Equalization and Review will begin in April. She said she should have numbers for the finance officer by late March.

Commissioner Heglar asked Ms. Snell to also share the total value when she sends the finance officer the town's value, to compare with each other.

DISCUSSION AND CONSIDERATION OF PERSONS TO ADDRESS COUNCIL

1. George Turner, 521 S. 5th Avenue and owner of Beach House Burgers and Kure Diner Mr. Turner said the town needs to open its restrooms at the Ocean Front Park during the hot days that occur in the winter. He said people try to come in his restaurant to use his restrooms which are for customers only.

Mayor Swearingen said she talked with Director Beeker and the main restrooms at the north end of the park are designed to be closed during the winter, or the town would have to install a heating system, entrance doors and enclose the vented roof which would cost thousands of dollars. She added that Mr. Turner mentioned about having a port-a-john available downtown, but Director Beeker told her the vendor only comes once a week to clean it. She said that the pavilion has restrooms that are heated which could be opened, but it would require staff to open, clean and close it. She added that, to prevent people from pilfering the regular-size toilet paper rolls, Director Beeker can install the large toilet paper dispensers in the pavilion restrooms, but they cost \$130 per dispenser.

Mr. Turner said he would personally purchase the large toilet paper dispensers for the town, if they would open the pavilion restrooms during the winter.

MPT Bloszinsky said the town has a multi-million dollar park and there isn't one public restroom available during the winter, which is an oversight on the town's part. He said he'd like to see the pavilion's restrooms open in the winter so that the businesses aren't punished for the town's oversight.

Commissioner Heglar said it will cost about \$160 per week if the town opens the pavilion's restrooms between 8am and 5pm through the winter. He said that, in addition to staffing needs, a sign would need to be purchased for it. He said he doesn't want to see any port-a-johns in the downtown area.

MOTION – Commissioner Heglar moved to amend Section 4.04 of the town's Policy Manual so as to keep the restrooms in the Ocean Front Park Pavilion open from November 30th to March 14th, between the hours of 8:00 a.m. and 4:00 p.m. Public works will be responsible for unlocking and cleaning it and the police department will be responsible for locking it.



TOWN COUNCIL MINUTES

REGULAR MEETING

January 17, 2017

SECOND – MPT Bloszinsky
VOTE – Unanimous

DISCUSSION AND CONSIDERATION OF COMMITTEE BUSINESS

a. Community Center Committee – 2016 Accomplishments and 2017 Goals

Chairperson Sack said the committee held a CPR class at the beginning of 2016, sponsored a Valentine's dance, helped the Wilmington Regional Realtors Association landscape the center's parking lot median strip which the committee now maintains, held an open house during the Street Festival to which over 200 people came, sold raffle tickets for a quilt during Ocean Front Park concerts, held their annual barbecue in August during which they made \$2,475 for the center, and held their annual holiday ornament workshop during which time they collected food donations for the Federal Point Help Center. She said their 2017 goals are to volunteer at the 70th Anniversary celebration, host a spring family craft project, dedicate a plaque in memory of the late Ron Griffin for his work at the center, hold a volunteer fair to inform residents what town committees do, and hold their annual barbecue and annual holiday ornament workshop. She said that they couldn't have done any of this without the help of the town's Recreation Manager, Nikki Keely. She also thanked Kathleen Zielinski for her work before she resigned from the committee because she was hired by the town.

MPT Bloszinsky commended the seven members and one alternate on the committee for accomplishing so much this year and said he is proud of what they did for the town and center.

Commissioner Dugan said there will be another CPR training workshop at the center on March 4th, which Ms. Keely is coordinating.

2. Marketing Committee

a. 2016 Accomplishments and 2017 Goals

Chairperson Elliott said their goals for this year are to get more heads on beds and a greater collection of Room Occupancy Tax (ROT) fees, as well as to identify homeowners who are renting their homes short-term but not paying ROT. She said Kure Beach visitation between July and December 2016 increased by 5.27 percent compared to the same time in 2015. She said the town is on track to obtain its highest revenues yet. She explained that the Marketing Committee acts in an advisory capacity to the Wilmington and Beaches Convention and Visitors Bureau to guide them on how to use the town's ROT to market tourism.

b. Council Approval of Rollover Budget

MOTION – MPT Bloszinsky moved to approve the Marketing Committee's Rollover Budget, as directed by legal requirements.

SECOND – Commissioner Heglar

VOTE – Unanimous



TOWN COUNCIL MINUTES

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3. Parks & Recreation Advisory Board – 2016 Accomplishments and 2017 Goals

No report was provided

Mayor Swearingen said that there was a disc golf tournament this fall at the course and the disc golf club that Co-chairman Mike Jones belongs to also helps public works keep the course clean.

4. Planning & Zoning Commission – 2016 Accomplishments and 2017 Goals

Chairman Ellen provided council with a written update of the commission's accomplishments and goals, as he was on travel and unable to attend the meeting.

6. Shoreline Access, Beach Protection and Parking (SLABPP) Committee

a. 2016 Accomplishments and 2017 Goals

Chairperson Panicali said SLABPP's greatest accomplishment this year was instituting the Adopt-a-Beach Program, and he acknowledged the members on the subcommittee who worked on the program. He said the H Avenue beach access and solar, low-level lighting project is completed and the E and I Avenue beach access upgrade grants for parking and lighting have been submitted and approved. He added that the UNCW Honors College held their 16th beach sweep for the town. He said the committee did a survey of beach signage in town and determined that there is a need for new signs and improvement on sign placement. He said their 2017 goals are to fill three open committee positions, determine which other beach access points need upgrading/grants, maintain the Adopt-a-Beach program and recognize the participants, explore new single beach sign designs and make recommendations, assess the need for sea oats and plant them, and organize the town's and UNCW's beach sweeps.

Town Clerk Avery said that they haven't received the contracts for the E and I Avenue grants, yet, but they have been told they've been awarded and that the town can expect them soon.

Mayor Swearingen said March would be a good month to celebrate the one-year anniversary of the Adopt-a-Beach program, as suggested by the committee, and award participants their certificates of appreciation. She said she is happy to see the sea oats planting back on the list, as the US Army Corps of Engineers (USACE) wouldn't allow the town to plant them last year while the beach nourishment was taking place. She asked Inspector Batson to get together with Spencer Rogers, along with committee member Mike Bledsoe to assess the beach areas that need sea oats.

b. SLABPP Request to Amend Mission Statement

Chairperson Panicali said that the committee feels that dealing with all of the town's parking needs is beyond the scope of what they feel they should be doing. He said the committee voted to recommend that council allow them to change their mission statement to reflect they are only to deal with beach access parking.



TOWN COUNCIL MINUTES

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Mayor Swearingen said that she would like to talk to council about splitting the committee into two committees like it used to be: one to handle parking and one to handle beach protection. She said it has also been a few years since council talked to the committees about their mission statements and how they should be worded. She said she also thinks the committee policies need to be updated and the clerk could give them to the committees and ask them to recommend changes to it.

7. 70th Anniversary Committee Update

Chairperson Lowery said she hopes she does as good a job coordinating the 70th Anniversary celebration as Paula Withrow did for the 60th Anniversary. She shared the following:

- Recreation Manager, Nikki Keely, mailed solicitation packets to 60 potential sponsors and will mail out packets to food and craft vendors, as well.
- The committee has raised \$2,500 from sponsors.
- A commemorative book is being created for the celebration, and council will be able to review and approve it before it is printed.
- The Imitations are booked for Friday night and South of K is booked for Saturday. They still need to book one more band for Saturday.
- The committee will start meeting every two weeks beginning next month.

Lisa Heglar said the local Boy Scout troop will perform a flag raising ceremony to kick off the celebration. She said the Community Center Committee will have an opportunity to sign up to volunteer for the event, and they will open the center during the celebration for displays from educational organizations.

Mayor Swearingen asked if they would consider inviting WAVE Transit to talk about their route from the island and hand out brochures, to which Ms. Heglar said if they'd like to sponsor the event, they'd be happy to let them put their information on one of the tables. The mayor said she would give her the WAVE representative's contact information.

DISCUSSION AND CONSIDERATION OF DEPARTMENT HEAD BUSINESS

1. Finance Department

a. FY 17-18 Budget Planning Calendar

Finance Officer Copenhaver asked council to approve the proposed budget calendar which follows the timing of previous budget calendars and also leaves time for a third budget meeting, if it is found necessary to have one.

Mayor Swearingen said it would be better if the Outside Agency Funding Request form was available to the agencies for a whole month instead of just three weeks, and asked that the date of availability be changed from February 17th to February 10th.



TOWN COUNCIL MINUTES

REGULAR MEETING

January 17, 2017

MOTION – Commissioner Heglar moved to approve the FY 17-18 Budget Planning Calendar, as amended by the mayor.

SECOND – Commissioner Dugan

VOTE – Unanimous

Mayor Swearingen said the town committees that need funding will receive their forms from the finance officer for their proposed budgets and said he would be glad to work with the committee chairs if they need help.

b. Hurricane Matthew Update

Finance Officer Copenhagen reported the progress of the town's FEMA reimbursement requests for expenses incurred during Hurricane Matthew. He said he expects the town to get back about \$15,500 for its expenditure of \$18,000 for debris removal, and to get back about \$39,000 in for its expenditure of \$52,000 for emergency protective measures. He said the storm water outfalls consideration is still in progress, but the town should be covered to some extent.

Mayor Swearingen said she talked with Jim Matlock from the USACE and, as far as sand on the beach, it appears the town has to have at least \$1 million or more in damages to receive funding for that. She said Mr. Matlock said he'd look for other funding sources and let her know if he found any.

2. Building Department

a. Proposal for Kure Beach Development Line

Inspector Batson said the surveyor produced a map for the town which is currently being reviewed at the CAMA office in Morehead City. He said that he is in negotiations for where the line will end up because the rules state the line has to follow average development. He said he will bring the map to council for approval once it looks right and, at that time, council will need to approve some new ordinance language. He said he will try to get on the Coastal Resources Commission's (CRC) May meeting agenda, if council gives him the approval to proceed.

Mayor Swearingen asked Inspector Batson to keep council updated on the progress and, when they set the date in May for CRC's meeting, it would be nice if one or more of the council members attended the meeting to show their support.

Inspector Batson said he had hoped to get it completed for the CRC's February meeting which is being held in Atlantic Beach, since the May meeting will be held in Kill Devil Hills which is about five hours away.

3. Public Works Department

Mayor Swearingen asked if, during the council retreat, public works could give an update on how Beachwalk's project is progressing.



TOWN COUNCIL MINUTES

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Commissioner Heglar said it's not a town project, but he will try to get an update on the progress to report at the retreat.

DISCUSSION AND CONSIDERATION OF OLD BUSINESS

1. Revisit proposed parking spaces to be remarked by DOT

Mayor Swearingen said the information in the agenda packet includes an email she sent to council in December which compares all of the proposed parking spaces that have been presented by different people at different times.

Commissioner Dugan said that he and the police chief are scheduled to meet with the SLABPP Committee next month. He said the recommendation from the chief to not approve any of them was from a safety angle.

MOTION – Commissioner Heglar moved to defer to the police chief's recommendation not to mark any of the parking spaces that the SLABPP Committee recommended be marked.

SECOND – Commissioner Dugan

VOTE – Unanimous

2. Focus Group Survey Update

Commissioner Heglar said that seven people took a test survey, and he showed council how the survey results will look. He said that there will be two data sets: one from people who take the survey from the town's email distribution list and the other from a link on the town's website. He said he should have the results by spring. He explained that the questions on the survey came from the focus groups, and he commended Susan Sinclair for putting the survey together.

MOTION – Commissioner Heglar moved to approve a town survey to be made available to the public for a period of 30 days, posted in the next week and a half via the town's email system and its website; and council will be notified when the survey is posted.

SECOND – Commissioner Dugan

VOTE – Unanimous

Council requested that the clerk notify the Island Gazette about the survey to spread the word when it is made available.

3. Consideration of authorization of expenditures over the next three fiscal years, beginning in FY16-17, in the amount of \$2,768 each year for a three year total of \$8,304 for Assistant Fire Chief Kennedy to complete his Master's degree in Business Administration

Mayor Swearingen said that the policy that council established last April on expenses allows for tuition reimbursement of \$1,200 per year, but the department is asking for \$2,800 per year.



TOWN COUNCIL MINUTES

REGULAR MEETING

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Commissioner Dugan said the department head asked for the possibility of it being funded in a different way.

FO Copenhaver said that there are two ways the town can do it; either the town pays it directly or the employee pays it and gets reimbursed by the town.

MPT Bloszinsky said it is a lot to ask the employee to pay \$2,800 up front when he is a young, married individual. He said the town should pay it up front and, if the employee doesn't pass the course, then he needs to pay back the town.

Commissioner Dugan said that the program requires the student to get a B, or he gets kicked out of the program.

Town Clerk Avery explained the difference between the policy council adopted for On-the-Job Education and Training and the policy they adopted for the Tuition Assistance Program. She said she understands the Master's Degree program was requested in lieu of on-the-job training that is not available for this particular case.

Commissioner Heglar said this is how he understood it when it was discussed during the budget process, that this is a training program for development of one of our employees and council approved it in the budget that way on purpose. He provided council with the guidelines from the NC Office of Human Resources which show the same activity in 80 percent of their cases. He said the request is well within where it should be from a monetary standpoint. He said council approved this during the budget process because they recognized the fire department is grooming an assistant department head for a department head position. He recommended approving it, as-is. He asked the clerk if employees are still required to stay with the town for two years after completion of an on-the-job training program.

Town Clerk Avery said that the way council wrote the policy was, if the department head feels there's no other training program like the one the employee needs, then they can petition council to allow the employee to take the needed training, such as a four-year master's degree, and that has a requirement for the employee to continue to work for the town two years after the course is completed, or the employee must pay the town back all the amount the town paid.

Mayor Swearingen said that every municipality, state and the federal government pays for higher education for its employees. She said council is doing something totally different than the policy states by tweaking the words, and she asked if council was going to change the language to do away with the \$1,200 per year stipulation for tuition reimbursement.



TOWN COUNCIL MINUTES

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January 17, 2017

Commissioner Heglar said she was looking at the policy for the Tuition Assistance Program, not the policy for On-the-Job Education and Training where a petition can be put before council for an employee to request approval of any amount of tuition for a college or master's degree.

Mayor Swearingen said she thinks the two policies contradict each other and asked that she and the clerk get together to discuss it.

MOTION – Commissioner Heglar moved to approve the authorization of expenditures over the next three fiscal years, beginning in FY16-17, in the amount of \$2,768 each year for a three year total of \$8,304 for Assistant Fire Chief Kennedy to complete his Master's degree in Business Administration

SECOND – Commissioner Whitley

VOTE – Unanimous

DISCUSSION AND CONSIDERATION OF NEW BUSINESS

1. Short-term Rental Monitoring with iCompass

Commissioner Swearingen said the New Hanover County Chief Financial Officer (CFO), Lisa Wurtzbacher, sent her an email regarding a contractor offering to find all short-term rental properties in the county at an annual cost of \$155K. She said the CFO said the contractor said it would yield a \$600K return, approximately, but she questioned that number.

MPT Bloszinsky said he doesn't know how they are going to enforce the data they find.

Commissioner Heglar said the county's CFO is trying to defer the issue to us, but they are the experts and it's their job to be responsible for maximizing tax collection and for deciding the best way to handle it; it's not our responsibility to decide if using this contractor is a good idea or not.

Mayor Swearingen said that the CFO indicated in a second email that this doesn't have anything to do with making this happen through the ROT process, since they don't have the staff to handle it. She said she doesn't see the need for having consulting work done if the county isn't going to step up to the plate and enforce the results.

Commissioner Heglar said council gave the county's tax department data and asked them to do something about it, and they haven't, so council needs to discuss if we need to go to the county commissioners about the issue or do something on our own about it.

MPT Bloszinsky said he will write a draft response to Ms. Wurtzbacher's email and will show it to council for approval before he emails it to her.

MAYOR UPDATES

Mayor Swearingen said that the league's (NCLM) Town Hall Day is scheduled for March 29th. She said if one or all of the council members go, there needs to be a reason to go. She said that



TOWN COUNCIL MINUTES

REGULAR MEETING

January 17, 2017

council already has an excellent working relationship with their legislators and they don't necessarily have to go to Raleigh to get their attention. She said she has asked Ruth Smith to meet with the four municipalities to let us know what happened with the economic development study that was supposed to be done by November 1st, what were its results, and what kind of legislation is our lobbyist having our legislators put in this year. She said this information will help council know what to push for and which legislators to talk to. She said she asked Ms. Smith to give her this information sometime before March 1st.

Mayor Swearingen said that it's the town's turn to host the Beach Towns Breakfast meeting, and it would be scheduled for some time in March.

COUNCIL CONSENSUS – Council directed the deputy clerk to survey state, county and beach town elected officials to determine the best date in March to hold the next Beach Towns Breakfast meeting: either March 17th, 24th or 31st.

Mayor Swearingen said some state legislators and Layton Bedsole with the county will be coming to Kure Beach to look at the Dow outcroppings on Thursday, February 9th to see if they can help the town do something about them.

COMMISSIONER ITEMS

MPT Bloszinsky scheduled a Committee Chairpersons meeting at Town Hall on Tuesday, February 7th at 6:00 p.m. to discuss volunteers. He asked the clerk to send out notice to the town committee chairpersons and to include the 70th Anniversary Committee chairperson.

ADJOURNMENT

MOTION – Commissioner Heglar

SECOND – Commissioner Whitley

VOTE – Unanimous

The meeting adjourned at 8:18 p.m.

Emilie Swearingen, Mayor

ATTEST: Nancy Hewitt, CMC, NCCMC
Deputy Clerk

NOTE: These are action minutes reflecting items considered and actions taken by Council. These minutes are not a transcript of the meeting.



TOWN COUNCIL MINUTES

COUNCIL RETREAT

January 24, 2017

The Kure Beach Town Council held a retreat at the community center on Tuesday, January 24, 2017 at 8:00 a.m. The town attorney was present and there was a quorum of council members.

COUNCIL MEMBERS PRESENT

Mayor Emilie Swearingen
Mayor Pro Tem (MPT) Craig Bloszinsky
Commissioner David Heglar
Commissioner Joseph Whitley
Commissioner Jim Dugan

STAFF PRESENT

Building Inspector – John Batson
Finance Officer (FO) – Arlen Copenhaver
Fire Chief – Harold Heglar
Assistant Fire Chief – Ed Kennedy
Police Chief – Mike Bowden
Public Works Crew Leader – Jimmy Mesimer
Town Clerk – Nancy Avery
Personnel Manager – Mandy Sanders
Deputy Clerk – Nancy Hewitt

CALL TO ORDER

Mayor Swearingen called the meeting to order at 8:00 a.m. and asked the department heads to present their information.

1. DEPARTMENT HEAD PRESENTATIONS

FY17-18 potential budgetary impacts for staffing, regulatory requirements, equipment/vehicle needs and fee changes; updates on current projects; other items to bring to Council's attention

a. Building Inspections

Inspector Batson made the following points:

- He hired a new assistant who is working more hours than his former assistant; this will increase his budget by about \$6,000 per year. He said he might put her on full-time status within the next two years, probably after the town hall expansion.
- The new flood maps might be implemented this year.
- He is negotiating the placement of the Development Line with CAMA, with possible additional lines to be drawn along the B1 district and the Riggings area.
- Council needs to look at restructuring the fees or the fee requirements, specifically storm water fees, for properties where larger houses are replacing smaller ones. Currently, no storm water fees are charged to owners who tear down and rebuild their structures.



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- Eventually, building permit and storm water fee collections are going to decrease as the town is built out, and we're going to have to look for ways to compensate in other areas.

Commissioner Heglar suggested having storm water permit fees increase, proportional to the amount of impervious square footage being added to a property. He said the building inspector could go to the Planning and Zoning (P&Z) Commission and ask them to recommend a method to charge additional storm water permit fees for reconstruction or improvements. He said they could consider whether a fee should be charged every time someone adds impervious surface to the property, or only when a certain amount of impervious surface is added.

COUNCIL CONSENSUS – Council directed the building inspector to ask P&Z to recommend how to best charge additional storm water fees for existing properties when more impervious square footage is being added.

Inspector Batson said he is seeing more of an issue with parking from some of the new, larger houses being built and may want to change parking requirements, after which discussion ensued about parking for rental properties, public spaces and town right-of-ways.

b. Police Department

Chief Bowden made the following points:

- The biggest project he is currently working on is updating their server and computers through VC3, with the help of the town clerk.
- Their Motorola radios have about five years before they are obsolete, and there is a 35 percent discount if new ones are purchased this year. They are looking for a grant to pay for them.
- He would like all of their equipment to be compatible and interchangeable with each other, since a lot of their equipment is currently not.
- He's hiring a new officer in February, which was already put in the current budget.
- He'll be asking for a new police car in the next budget.
- Out of Asset Forfeiture, they're looking at buying new armor-plated vests.
- The Sunny Point (MOTSU) police have been writing speeding tickets on Dow Road and in town. The state attorney said it is illegal for MOTSU to be giving tickets out on Dow Road because it's not their jurisdiction since the state bought Dow Road from them in 1977. He said the town attorney is looking into this.

Commissioner Heglar said the state attorney, not the town attorney, needs to look into this. He said the town has significant interests at stake with MOTSU, including a sewer system, a park, parking for the fire department, a water tower and storage for public works, so we need to be respectful in our communications with them. He said the state attorney's office should put everything in writing so the town can show it to MOTSU.



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c. Finance Department

FO Copenhaver made the following points:

- Sometime in the near future, he needs to get new financial software that is more compatible with other accounting systems.
- There are regulation changes stemming from a recent lawsuit against the Town of Carthage regarding impact fees. They were found to be collecting them illegally, and the judgement was that they had to refund the fees collected over the last 10 years. He and the town attorney are looking at the town's impact fees and how they are defined.
- For electronic payments, every disbursement has to be pre-audited and documented to make sure there's enough money in the budget. In this case, the town's credit card process needs to be updated since there's no way he can pre-authorize those expenditures. He has set a \$2,500 limit on each of the town's credit cards. They should only be used in the case of an emergency, otherwise, all expenditures should be pre-authorized through the AP system. He will have to show that funds are encumbered for \$2,500 per card for each department.
- There may be a way to centralize the purchase of general needs for the town for things like kitchen, bathroom and office supplies to keep costs down, but that's uncertain.
- He reviewed the following town policies regarding credit cards:
 - Department heads are responsible for every transaction on their credit card.
 - Anything that costs over \$1,000 needs a purchase order first.
 - Receipts are required to be submitted with the monthly statements. If no receipts are provided within 60 days of the purchase, the department head is personally responsible and the charge amount could be deducted from his/her pay and, if it's a continual problem the card could be canceled.
 - Everyone needs to document what was purchased on the credit card receipt, since statements often only list the name of the vendor and not what was purchased. This information is also important for tax refund purposes.
- Invoices need to get to AP in a timely manner. The department head needs to make sure that finance knows who is authorize to sign off on expenditures within a department, if it's not the department head.
- For payroll, finance needs timesheets early Monday morning or the first day of the work week. The timesheet needs to fully document the hours and be signed by the employee and the department head, in case the town is ever audited.
- If a department head elects to keep his department's timesheets, finance needs a signed statement from the department head stating he/she is maintaining them correctly. The retention for timecards is forever.

Regarding impact fees, Attorney Canoutas said if the town is truly planning a project to take place soon, the court says it's legal to collect the fees; but if the town is collecting fees to be used for an undetermined project that will happen sometime in the future, the court says it's illegal to collect the fees. He said only by a special act of legislature will it be allowed, so the town has to



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come up with correct language and talk to Representative Davis about it. He said he will get Carthage's legislative act to review it.

Regarding lost credit card receipts, Commissioner Heglar said the town needs to institute a Lost Receipt process where the department head fills out a form to justify the expense since he is not in favor of making department heads pay for the expense. He said finance needs to tell the department's council liaison if there is a continual problem with lost receipts from a department head and then it should be worked out by council what to do about it.

Regarding Human Resources (HR), Mayor Swearingen said there needs to be a central system for HR to keep everything in order for audits and to safeguard against lawsuits, since there are so many HR laws to keep up with.

FO Copenhaver stated that Town Clerk Avery and Personnel Manager, Mandy Sanders, keep up with most of the HR records and processes. He said that there is no centralized way of documenting HR items, as most departments have their own set of forms or way of doing things.

Assistant Chief Kennedy said he talked with the town clerk and came up with a way to document the hours for payroll and to summarize the work hours listed by day and time, also accounting for comp days, so that their timesheets show whether or not the employee is incurring overtime.

Regarding timesheets, Commissioner Heglar said council is supportive of the finance officer working with the department heads to receive and store all of the timesheets in one, central repository.

d. Fire Department

Assistant Chief Kennedy made the following points:

- He needs new radios and has applied for a \$160K AFG (firefighter) grant to pay for them. He said that the town's share of it will be five percent.
- They decided to hire three FTE and two PTE, rather than four FTE, as originally approved by council. He said the PTEs have a more flexible work schedule and can be used to cover FTEs who are sick or on vacation leave. He said having two PTEs in place of one FTE also saves the town from having to pay out as much in benefits.
- They currently have 49 air packs, but 16 of them will go out next year since they only last 15 years; they cost \$1,100 per bottle and it will cost about \$11k per year to replace them on a rotating basis.
- Regarding lifeguards, council needs to understand that, at the end of August, ocean rescue is short-staffed due to many of the lifeguards leaving for college at that time. He said this is a normal occurrence.



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Regarding new hires, Mayor Swearingen said that department heads need to let the town clerk and finance officer know right away when there's a plan to hire someone. She said the new employee should have a form they initial to state they have received their benefits and payroll information, as well as a copy of their job description. She said she would also like to see exit interviews done, noting the information could be helpful during department head evaluations.

MPT Bloszinsky pointed out that the personnel manager does a benefits orientation with each new town employee.

Regarding exit interviews, Town Clerk Avery said that she doesn't do exit interviews because she attempted it once, but it didn't go well, and she didn't get any support from council when the department head objected to it. She said there's an exit form but, if we get blowback from a department head, we need council to support us.

MPT Bloszinsky said council needs to assure the department heads that an exit interview isn't a witch hunt against them or their department and they shouldn't be concerned that it will be used against them in their annual evaluation.

Commissioner Heglar said exit interviews are a good idea and should be implemented, but council's responsibility is to make sure it's happening and that they back up the process, if a department head objects. He said council shouldn't manage the actual process, though.

Regarding lifeguards, Commissioner Dugan said to direct any complaints about the decreased staff at the end of August to him, Chief Heglar, or the assistant chief.

Chief Heglar said that they are building the last three aluminum lifeguard towers this year. He said the five beach wheelchairs are used a lot during the July 4th holiday, but there are usually two sitting in the station not being used the rest of the season.

Assistant Chief Kennedy said the U.S. Lifeguards Association (USLA) just changed their standards to require every lifeguard to have a physical and a post-season skin cancer screen; they won't allow them to use football physicals. He said it costs \$200 per fireman for a physical done through the town, which doesn't include the cancer screening, and there are about 30 lifeguards. He asked if it was worth it to council for the lifeguards to continue to be USLA certified. He said they're in talks with them to see if they would accept football physicals.

Commissioner Heglar said he's not sure how much the certification is worth if the town were to be sued for a drowning or other incident, but he thinks having an outside agency certify the lifeguards may have value. He told the assistant fire chief to put it in his proposed budget for this coming year for consideration.



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e. Public Works

Crew Leader, Jimmy Mesimer, made the following points:

- Public works has been short-staffed due to injuries and they are anticipating some employees will be retiring soon. They will need to hire in the near future.
- The quote came in at \$125k to fix the town's outfalls. The finance officer confirmed that FEMA WILL reimburse from the quote a maximum of 75 percent.
- They may need a new Vac machine (truck) soon.
- The lift station project will go out for bids on February 1st, and they hope to award the contract by March 1st with construction to begin April 1st.

Crew Leader Mesimer and Commissioner Heglar reviewed the areas in town that public works is dealing with on storm water issues and the solutions.

Commissioner Heglar gave an update on the Beachwalk HOA retention pond project. He said the contractors hope to be finished by the second week in February and, after that, he will start back on talks with the HOA about the Sandman lots.

Finance Officer Copenhaver said, as soon as we get the bid, we need to start the financing process and go to the LGC.

At 10:14 a.m., the mayor called for a break

At 10:30 a.m., the meeting resumed

f. Administration and Recreation

Town Clerk Avery said one of her goals has been to move all of the computer data for the town over to the cloud through VC3, which she has done; and she is handing over IT maintenance to them, as well. She said the cloud offers better security, connectivity, backup of files and includes 24/7 system monitoring. She said the other goal has been to review and update the personnel policy which was last updated in 2001. She said she is working with Personnel Manager Sanders on that project and reviewed a few policies with council she thought they may want to change.

2. DISCUSSION ON SUGGESTED CHANGES TO PERSONNEL POLICY

a. Part-time employee (PTE) benefits eligibility

Town Clerk Avery reviewed the current policy regarding PTE and the list of their benefits. She said there is currently no one working for the town who qualifies as a PTE and reviewed the criteria for that position. She asked council if they wanted to consider removing the benefit eligibility for PTE.

Personnel Manager Sanders said that PTEs are there for a reason in the fire department, to cover full-time employees (FTE) when they take vacation and sick; but who will cover PTEs if they get



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sick or take vacation? She said paying insurance for three or four PTE, compared to paying insurance for just one FTE can add up.

Assistant Chief Kennedy said his PTEs are receiving benefits from their full-time jobs, but they want as many hours as they can get on their part-time job to help supplement their income. He said they aren't working part-time for the benefits but, rather, to get the supplemental pay.

Commissioner Heglar said council needs to ask the department heads if they will have a problem recruiting PTE if council removes this benefit, and then council needs to decide what, if any benefits, are offered to them.

Personnel Manager Sanders said that employees who work 1,000 hours or more are required to be signed up with the state's retirement system, and workman's comp is also a mandatory benefit; otherwise, PTE are not required to have any other benefits. She said that PTEs usually don't want to go over the 1,000 hours because their paycheck will get hit with six percent of their income going into retirement.

Commissioner Dugan said council needs to consider that the employees working part-time are working dangerous jobs in the fire and police departments.

Personnel Manager Sanders said that she contacted several towns while researching, and a lot of their policies are outdated, and they are also limiting their employees' hours so they don't meet the part-time criteria.

MPT Bloszinsky said, if you look at the major companies today, a lot of them aren't even offering retirement options any more, for FTE and PTE.

Commissioner Heglar suggested that part-time benefits be only those benefit that are required, statutorily.

The finance officer said that the full-time requirement for the fire department is 212 hours of work for every 28 days.

The town clerk said that the definition for full-time in the town's personnel policy is working 12 months, ongoing, and at least 35 hours a week.

Commissioner Heglar summarized that FTEs would be those who work more than 1,750 hours per year, PTEs would be those who work between 1,000 and 1,750 hours per year, and temporary employees would be those who work less than 1,000 hours per year. He suggested changing the definition of a PTE to one who works over 1,000 hours, but less than full-time.



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Town Clerk Avery asked council if they want to offer PTE benefits, now that they have defined what the PTE criteria should be. She added that one federal requirement for medical insurance says if an employee works 30 hours a week, the town has to offer them medical insurance, but the town doesn't have to pay for it.

Commissioner Whitley said the town should pay one day of sick leave to PTE.

Commissioner Heglar said he would like to see the costs associated with one day of paid sick day for PTE, as well as the pros and cons of offering it.

CONSENSUS – Council eliminated all of the PTE benefits that are currently listed in the town's personnel policy, except for those benefits that are required by federal or state law, as well as the possibility of granting PTE one day of sick leave per year. They directed the town clerk to develop wording for the revised policy, with and without the sick leave, for their final consideration.

Council asked the personnel manager to inform them of policies from other towns regarding PTE benefits.

b. Maximum Accumulation Vacation

Town Clerk Avery said that the policy states the town pays a maximum of 30 days accumulated vacation upon termination and it allows only half of the accumulated vacation hours, exceeding 30 days, to convert to sick time that may be used for extra service credit towards retirement. She suggested allowing all of the excess vacation, over 30 days, to convert to sick time that may be used towards extra service credit towards retirement. She said this change provides an additional benefit for retiring employees, but it doesn't cost the town anything.

Personnel Manager Sanders said that most towns whose policies she has looked at allow all of the overage to be used towards retirement that can be used at the end of the employee's career.

CONSENSUS – Council will allow all FTE excess vacation accrual over 30 days to be converted to sick time that may be used as extra service credit towards the employee's retirement.

c. Sick Leave for Care of Healthy Children

Town Clerk Avery said that the current policy allows sick leave to be used for the care of an immediate family member who is ill, but it doesn't allow sick leave to be used for the care of healthy children while the spouse is ill. She rationalized that, if an employee is taking sick leave to care for a spouse and there are healthy children in the home at the time, it seems reasonable to assume the employee would also care for the children. She suggested council consider deleting the policy under Article VIII, Section 12 that doesn't allow an employee to use sick leave to care for healthy children while a spouse is ill.



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CONSENSUS – Council directed the town clerk to delete the section in the policy that says employees cannot use sick leave to care for their healthy children while their spouse is ill.

d. Sick Leave Used for Bereavement Leave

Town Clerk Avery said that the current town policy allows sick leave to be used for bereavement in the case of death of an employee's immediate family member, not to exceed three days. She asked council if they wanted to consider adding a separate Bereavement Leave benefit, not to exceed three days, in addition to the 12 days of sick leave FTE receive now. She said this is a common policy with other municipalities.

During discussion, some council members thought that 12 days of sick leave per year was a lot of time to be given off, without adding bereavement leave, too.

CONSENSUS – No change to current policy

e. Transfer of Sick Time for New Hires

Town Clerk Avery recommended adding a new section to Article VIII, to be listed as Section 13A Transfer of sick time for new hires. It would read, as follows: *Sick time earned by new hires at another NC government agency will be accepted for the purpose of reporting to the NC State Retirement System upon retirement for use towards additional service credits.* She said that this policy is common among government agencies in NC.

CONSENSUS – Council directed the town clerk to add the following new section to the town's personnel policy: *Section 13A – Transfer of sick time for new hires. Sick time earned by new hires at another NC government agency will be accepted for the purpose of reporting to the NC State Retirement System upon retirement for use towards additional service credits.*

f. Voluntary Retirement

Town Clerk Avery said that the current policy states, if an employee meets the conditions of the State Retirement System, the town will pay for continued health (medical, dental & vision) insurance coverage. She suggested council clarify that the town pays premiums associated with group medical insurance for either a Medicare supplement, if the retiree is Medicare eligible, or the same coverage regular employees receive, if the retiree is not Medicare eligible. She said the retiree is responsible for any costs associated with Medicare eligibility. She also suggested council clarify that the town will pay 100 percent of the premium, if allowed by the insurance vendor. If not allowed, the retiree is responsible for costs that the vendor requires the employee to pay.

CONSENSUS – Council directed the town clerk to amend the personnel policy under Article IX, Section 5 – Voluntary Retirement, as follows: 1) the policy will clarify that the town pays premiums associated with group medical insurance for either a Medicare supplement, if the



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retiree is Medicare eligible, or the same coverage regular employees receive, if the retiree is not Medicare eligible, and 2) the policy will clarify that the town will pay 100 percent of the premium, if allowed by the insurance vendor. If not allowed, the retiree is responsible for costs that the vendor requires the employee to pay.

Council asked that the finance officer inform them of the financial impact this policy will have on the budget and asked the personnel manager to inform them of policies from other towns regarding this.

Town Clerk Avery gave council and department heads the current policy from Article X, Sections 2 and 5, regarding Unsatisfactory Job Performance and Detrimental Personal Conduct, and asked them to give her any suggestions for revisions to the policy.

At 11:57 a.m., the mayor called for a lunch break

At 12:27 p.m., the meeting resumed

3. FINANCE

a. Mid-year Financial Review

FO Copenhaver reviewed the FY 2017 budget status for all of the town's funds, including highlights, revenues and expenses, from 7/1/16 to 12/31/16. He also reviewed the trends in revenue and expenses over the last five years. He highlighted that the Storm Water Fund has \$1 million in it so, rather than take on additional debt for upcoming storm water projects, it is a good time to spend some of it. He said the fund could be reduced by about \$650k with the projects that are slated to be done.

b. 5-year Capital Plan

FO Copenhaver said he set up a separate capital project fund for the new fire station and town hall expansion project under the General Fund, which will cost approximately \$5 million, and he set up a separate capital project fund for the H Avenue lift station replacement project and the water line replacement project under the Water/Sewer Fund.

c. Future Projections

FO Copenhaver reviewed projected revenues versus projected expenses for the three, main town funds (general, water/sewer, and storm water) over the next five years. For the General Fund, he estimated there would be a deficit beginning in FY 2019 with the assumption of no tax increases, and then he projected what the fund would look like in the next five years if tax rates were increased, incrementally.

For the Water/Sewer Fund, he estimated there would be a deficit beginning in FY 2020 with the assumption of no water and sewer rate increases, and then he projected what the fund would look like in the next five years if water and sewer rates were increased, incrementally.



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For the storm water fund he said there will be a deficit beginning this year. He pointed out that there would still be a deficit in the storm water fund for the next few years if council increased the storm water fees in 2018, but it wouldn't be as much of a deficit as not raising fees at all.

d. Finalization of 2017 Budget Calendar

FO Copenhaver showed the revised budget calendar approved by council, reflecting that the Outside Agency Funding Request Application availability date is February 10th instead of February 17th.

e. Property Tax Revaluation

FO Copenhaver showed the potential impact of the revaluation on the town's revenues and said he thinks the tax rate will not be much different than it is now

Regarding outside agencies requesting funds, Mayor Swearingen said she asked representatives to come to the April 7th budget workshop to share what they do with the funds they've received from the town in the past and what they plan to do with the funds if they are granted by the town. She asked council what should happen if an agency doesn't submit their application by the deadline; should they only approve agencies who submit their applications on time.

Commissioner Dugan said, if the town sends them something and they don't abide by the guidelines, he doesn't mind if they don't get anything; but he doesn't think that new agencies should be penalized because they aren't aware of the guidelines and deadline.

FO Copenhaver said the Federal Point Help Center didn't send anything last year, but it was decided during the budget workshop to fund them anyway. He said that Friends of Fort Fisher did the same thing a year earlier, but council didn't give them anything.

Commissioner Heglar said, if a group comes to us and admits they screwed up, and they are able to convince three commissioners to fund them anyway, then the town should fund them.

MPT Bloszinsky said that council should have the right to decide how to handle applications or no applications. He said if they normally apply but forget to do so, funding them should still be considered, and a vote of council will decide the matter.

FO Copenhaver said that it's important to get the application no matter what because it helps satisfy the requirement of defining the public purpose of spending town money.

Commissioner Heglar asked the town clerk to email budget meeting requests to department heads and council and to also email a copy of the entire budget calendar to them.

At 1:20 p.m., the mayor called for a break



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At 1:30 p.m., the meeting resumed

4. TOWN COUNCIL ITEMS

a. Status of 2016 Council Goals

FO Copenhagen reviewed the progress of the goals council set at their 2016 retreat, and welcomed council members and department heads to fill in the status of each.

1. Resolution of outstanding issues relating to the Sandman property – In Progress
Commissioner Heglar updated council on the progress of the Sandman property and asked that this be added to the 2017 Council Goals.

Mayor Swearingen said she would like to expand the 2017 goals to resolve outstanding issues for all town properties that could have buildings placed on them.

2. Over the next two years, resolve the storm water issues identified during the February 2016 Town Council Retreat – In Progress

3. Before the end of FY 2018, develop plans, obtain financing and construct a new fire station and perform improvements to other Town facilities – In Progress

4. Maintain the current tax rate, if possible – Completed

FO Copenhagen said it was completed, but council had to increase the tax rate by 2.35 cents.

5. Work with New Hanover County, Carolina Beach and Wrightsville Beach to develop a long-term coastal storm damage reduction funding plan – In Progress

MPT Bloszinsky said that money for renourishment is in the federal and state budget, as far as he knows.

Mayor Swearingen said she is looking forward to hearing what the county's lobbyist is planning to do with the state, because he's not communicating with anybody; but the lobbyist in DC is doing a great job. She said the U.S. President's budget hasn't come out yet, but it's in the federal water bill. She said she has no idea where the study is that the state was supposed to have completed by November 1st.

6. Monitor potential revenue shortfalls that may occur in future years – In Progress

7. Complete the Town of Kure Beach Comprehensive Plan by February 2017 – In Progress.



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Mayor Swearingen said council needs to wait for the survey results to come back before anything can be finalized. She said the two big issues during the planning are parking and the business district.

8. Address public safety staffing during the FY 2017 budget process – Completed
FO Copenhagen this was accomplished when council approved four new positions for the fire department and one new position for the police department.

*At this point in the meeting, council took a break and, at 2:00 p.m., skipped ahead to *Item 5 for the architects' presentation before returning to these items.*

b. Future Use of Undeveloped Town Property

Commissioner Dugan said that, although council agreed to not proceed with giving public works some space in the back lot of the town hall complex, that doesn't mean they don't need additional space. He said they need adequate, roofed space to store some of the most expensive equipment the town owns, which is currently being stored in the open air leading to faster deterioration.

Discussion ensued about the three vacant town lots that are located across from public works. Comments made were that 1) the property was purchased by the town for future use, and the best use is for public works and 2) that town property on Sandman wouldn't be the best place for public works storage.

Commissioner Heglar said that most residents have been living near the public works property for years and, except for one new homeowner in that area, they don't mind it and have accepted it. He said the property across from public works should be used for public works. He said Director Beeker is also looking at extending the space behind the Baptist church where the trash trucks are stored now.

Commissioner Dugan said there are vehicles parked on the property across from public works that don't belong there, after which discussion ensued about how to handle that situation and about how to keep the property looking decent.

c. Determination of FY17-18 Council goals

Mayor Swearingen asked that this item be removed from the agenda and discussed during the FY17-18 budget session.

5. *FINAL REVIEW WITH ARCHITECTS OF CONCEPT FOR NEW FIRE STATION AND EXPANSION/RENOVATION OF TOWN HALL COMPLEX

Tim Oakley introduced Shawna Hammond, a new architect with his firm. He said that council charged them with reducing the budget of the project by \$500,000. He reviewed proposed



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floorplans for the three buildings. He said the reason the cost went up from \$240 per square foot (SF) to \$250 per SF for the fire station was because they reduced the plan to one story but still had to factor in all of the equipment that would have been used in the two-story space. He said the estimated cost of the new fire station and expanded town hall facility comes to \$4.9 million, all-in, including storm water, landscaping and resurfacing. He said that the next goal is to look for economies as council manipulates the plan. He pointed out the town's property line and noted that the AT&T property is the only area that is still in question.

Commissioner Heglar said that public works doesn't want to use the site near the fire department after all, and asked if the driveway on the north side of town hall or the destruction of the police department's treehouse was necessary.

Mr. Oakley said that there would be a savings of about \$40k if there wasn't a need to demolish the treehouse. He said keeping the plan to install a driveway on the north side of the complex would allow people to go back to the cell tower and give better access to the roll-up door on the north-facing treehouse.

CONSENSUS – Council directed Oakley Collier Architects to revise their proposed plans as follows: remove the plan to tear down the treehouse and remove the plan to install a driveway along the north side of town hall.

Mr. Oakley said they will amend their drawing to reflect the consensus and said this concludes their portion of the study to determine a plan for the fire station and expansion of the town hall facility. He said it is now up to council to decide if they want to move forward with the project. He said, if the town sends out an RFQ for the project, his firm is very interested in being considered for the job. He said construction prices are going up and time may not be the town's best friend as it relates to cost. He said they will deliver an electronic copy of the plan to the town clerk and will await any further directions or requests.

Town Clerk Avery asked Mr. Oakley what their timeline was to develop construction drawings, to which Mr. Oakley answered that they need about 90 days from the time council votes to move forward with the drawing, then 90 days to complete all of the necessary documentation, then 30 days to put it out for bids, and then a couple more weeks to review the contracts; so the town is about five months away from beginning construction.

Town Clerk Avery asked which rendition of the fire station they wanted to go with, to which she was told by Fire Chief Heglar and agreed on by council that Scheme #2 be the preferred floorplan for the fire station.

MOTION – Commissioner Heglar moved to approve the proposed design of the town hall complex and Scheme 2 of the fire station, as amended by consensus of council to remove the



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driveway at the north side of the complex and to not demolish the treehouse, with the budget not to exceed \$5 million. The town clerk is to issue a Request for Qualifications (RFQ) for selection of an architectural firm and the received proposals are to be reviewed, and an architect selected, at the February 21st council meeting, per legal requirements of the Mini-Brooks Act.

SECOND – Commissioner Whitley

VOTE – Unanimous

Discussion ensued about the right of way around the AT&T and MOTSU properties. Mr. Oakley said they can go back and ask the surveyor what properties are legally recorded. He said, worst case scenario, the fire station could slide down to the town's property line to stay off MOTSU property and still be off of AT&T's property without the parking area added.

Mayor Swearingen asked the town clerk to talk to AT&T again and ask them to take down their fence, to which the town clerk stated that she heard they are adamant against removing the fence that surrounds the switching equipment.

Commissioner Heglar asked Crew Leader Mesimer to let Director Beeker know what was discussed and, if he has concerns, tell him to come see him.

(After the architect's portion of the meeting ended at 3:00 p.m., council returned to discuss Town Council Items 4b and 4c, on the agenda, before adjourning.)

ADJOURNMENT

MOTION – Commissioner Dugan moved to adjourn.

SECOND – Commissioner Whitley

VOTE – Unanimous

The meeting adjourned at 3:21 p.m.


Emilie Swearingen, Mayor

ATTEST: Nancy Hewitt, CMC, NCCMC
Deputy Clerk

NOTE: These are action minutes reflecting items considered and actions taken by Council. These minutes are not a transcript of the meeting.



MEMO

TO: Mayor and Commissioners
FROM: Nancy Avery, Town Clerk 
RE: Wilmington Urban Area MPO TCC report
DATE: February 14, 2017

The TCC or Technical Coordinating Committee is an advisory group consisting of one staff member from each of the municipalities and counties that make up the Wilmington Urban Area Metropolitan Planning Organization or WMPO. Members are Wilmington, New Hanover County, portions of Brunswick & Pender Counties, Leland, Carolina Beach, Wrightsville Beach, Kure Beach, Belville and Navassa.

The MPO is required to qualify for federal highway funds and the organization help plans the expenditure of these funds. The Wilmington MPO is one of 19 MPOs in NC.

The TCC serves two purposes. One is to submit funding requests from its member jurisdictions each budget year for projects related to intersection improvement, streetscaping or bike/pedestrian trails. Funding is available from three different streams. Since it is federal funding, a submission requires a lot of engineering and planning work to be done upfront before a funding request is approved. Currently there are 5 projects that have been funded in the current budget year and are under construction, 4 of those in the city of Wilmington and one in the city of Leland.

The other role of the TCC is to review items that come before the WMPO and make recommendations to the Transportation Advisory Committee, which consists of one elected official from each member jurisdiction.

TOKB BEACH ACCESS STATUS

STATUS FEBRUARY 2017

**SHORELINE ACCESS, BEACH
PROTECTION & PARKING (SLABPP)**

The SLABPP committee has been working on improvements to beach accesses as recommended in a parking study conducted by the Metropolitan Planning Organization in 2009.

**RECOMMENDATIONS
2009 MPO PARKING STUDY
BEACH ACCESSES**

1. Develop parking map and make available at local businesses and on-line.

Status: The committee developed an on-line Google map that is hosted by the Wilmington and Beaches tourism website. There is a link to this map on the TOKB website. The map is not available in an electronic or printed version that allows updates.

2. Install standard and uniform parking signs at all beach accesses.

Status: This is complete. The committee may re-visit location of signage as some are posted at the entrance to the parking lot while other signage is located at crossover to beach.

3. Add concrete bumpers to designate parking at all accesses.

Status: This is complete.

RECOMMENDATIONS

4. Move handicap spaces closer to the beach ramp.

Status: This is complete

5. E Avenue access - Relocate blocked handicap space and bike rack to NE corner.

Status: The Town has been awarded a grant to pave and add solar lighting to this access. We are waiting on contracts from CAMA. This item will be addressed as part of the grant work.

6. I Avenue access - Add 13 spaces in the middle of the lot, pave & stripe for angled parking.

The Town has been awarded a grant to pave and add solar lighting to this access also. The feasibility of adding 13 spaces will be determined as part of the striping process.

RECOMMENDATIONS

7. J Avenue access - Relocate handicap parking and bike rack to the NE corner.

Status: No work has been done on this item. The handicap parking is located in the SE corner now. Relocating it won't add any parking, but may prevent the possibility of the handicap spot being blocked by cars parked behind it.

8. N Avenue access - narrow the travel lane width to 10 feet, make it one way, and change to angled parking to add 5 spaces.

Status: No work has been done on this item. This lot does get congested with traffic entering from both FFB and Atlantic Avenue. This suggestion may also add parking in this lot.

N AVENUE ACCESS



FUTURE CAMA GRANTS FOR IMPROVEMENTS

1. Is there merit in applying for grants to pave lots and add solar lighting to crossovers at accesses F, G, J & H (*paving only*)?

With 2 grants awarded to pave and add solar lighting on the crossovers at both E and I Avenue accesses, is the goal to pave the rest of the beach access parking lots?

2. With 3 of the 7 accesses with parking lots having ADA compatible crossovers, does the town want the other 4 to have ADA crossovers?

This impacts F, G, I, & J Avenues. Accesses E, H and L have ADA crossovers.

3. Is there any interest in replacing crossovers from K to N along the boardwalk with wider, flat, ADA ramp accesses similar to the one in front of the OFF pavilion?

There are 9 accesses in this area. Two are ADA compliant (L & OFF) and one is an emergency vehicle ramp (N). Six are not ADA accessible.

ACCESSES K TO N AVENUE



BEACH ACCESS STATS

Of 24 beach accesses:

- 11 have viewing areas with seating
- 3 have emergency vehicle access
- 13 have bike racks
- 9 have lifeguard stands
- 1 has solar lighting on the crossover
- 19 have ramp from parking lot to crossover – 3 are ADA compliant
- 4 have ramp to the beach – all ADA compliant
- 12 have parking with a total of 95 regular parking spaces, plus 16 ADA spaces.
(Also there are 2 parking areas across the street from the beach with a total of 37 spaces. The parking lot at Neptune is paved)
- Total parking spaces including ADA = 148

7 are tied into SW infiltration systems

TOWN OF KURE BEACH BEACH ACCESSSES - STATUS AS OF FEBRUARY 2017

** SW INFILTRATION SYSTEMS AT M, L, K & OFF. BEACH ACCESSSES BETWEEN M & K TIE IN TO THOSE SYSTEMS. NO PARKING PARKING

#	LOCATION	PARKING	VIEW AREA	RAMP TO X-OVER	RAMP TO BEACH	EM VEH ACCESS	BIKE RACK	LG TOWER	LIGHTS X-OVER	SW INFIL *possible **installed
1347	Surfrider	N	N	N	N	N	1	N	N	N
1255	OD/A	N	N	N	N	N	0	N	N	N
1207	OD/SP	N	N	N	N	N	1	Y	N	N
1045	FFAFB	N	N	N	N	N	0	N	N	N
723	Davis Rd	N	N	N	N	Y	0	Y	N	N
643	E Ave	6R/2HC	Y	Y - ADA	Y-ADA	N	1	N	N	*
541	F Ave	4R/1HC	Y	Y-not ADA	N	N	1	N	N	*
443	G Ave	4R/1HC	Y	Y-not ADA	N	N	1	N	N	*
343	H Ave	5R/2HC	Y	Y- ADA	Y - ADA	N	1	Y	Y	*
227 E	I Ave	17R/2HC	Y	Y -not ADA	N	N	1	N	N	*
139	J Ave	8R/2HC	Y	Y-not ADA	N	N	1	Y	N	*
99	LG ramp	8R	N	Y-not ADA	N	Y-ATV	0	N	N	N
100	Pier	7R/1HC	N	Y-not ADA	N	N	0	N	N	Y**
110	OFF PAV	5R/2HC	Y	Y-ADA	Y-ADA	N	0	Y	N	Y in OFF
120	OFF RR	11R	N	Y-not ADA	N	N	0	N	N	Y**
130	7 Seas	9R/2HC	N	Y-not ADA	N	N	0	N	N	Y**
140	L	N	N	Y-ADA	Y-ADA	N	1	N	N	Y**
222	L/M	N	N	Y-not ADA	N	N	0	N	N	Y**
244	M	N	N	Y-not ADA	N	N	0	N	N	Y**
322	M/N	N	N	Y-not ADA	N	N	0	Y	N	Y**
344	N	11R/1HC	Y	Y-not ADA	N	Y	1	N	N	N
460	Spotter	N	Y	Y-not ADA	N	N	1	Y	N	N
630	SW/KVW	N	Y	Y-not ADA	N	N	1	Y	N	N
1004 ½	OV	N	Y	Y-not ADA	N	N	1	Y	N	N
24		12	11	19 - only 3 ADA	4 - all ADA	3	13	9	1	6 possible

FUTURE SW INFILTRATION SYSTEMS CWMTF PLANNING GRANT

Targeted areas for the planning grant feasibility study are:

- E, F, G, H, I and J Avenue dunes or beach access parking lots. These sites were determined after consultation with PW Director Beeker. Each location was examined for availability of public space and proximity of outfall.

The grant was submitted February 2nd & awards will be announced in late fall 2017. If the grant is received, the agencies listed below will determine the feasibility of installation of systems and anticipated cost. Planning grant budget is \$36,740 with a \$4,348 match from Town (cash \$2,508/ in kind \$1,840). The in-kind is for the PW Director's and Town Clerk's time attending meetings.

Infiltration systems treat pollutants in the first ½ inch of rain every hour, thus cleaning the water before it reaches the ocean. Monitoring of existing systems for the first 3 years, indicated 80-90% of each rain event was captured and retained in the dunes, rather than diverting to the outfalls. Only normal rain events occurred during this time. If the feasibility study is successful, we will apply for additional CWMTF grants to install the systems, if directed by Council.

NC State University Biology Department (Prof. Mike Burchell) – advisory & oversight

NC DOT Hydraulics Engineering Division – advisory

AECOM Engineering Firm – system design and topographical studies

Coastal Federation – educational awareness (non-profit focused on protecting and restoring the NC coast)

ESTIMATED TIMELINE TOWN FACILITY IMPROVEMENT PROJECT

January 24th retreat - approved

1. Approve final concept design as presented with a budget not to exceed \$5m.
2. Authorize the Town Clerk to issue a RFQ (request for qualifications) for selection of an architectural firm to prepare blueprints and drawings for expansion, renovation and construction of town facilities and manage the project. RFQs to be reviewed and architect selected at February 21st Council meeting. (legal requirement Mini-Brooks Act)

Feb. 21st Council meeting

1. Select an architectural firm to negotiate contract

March 21st Council meeting

1. Award contract to architectural firm

July 18th Council meeting

1. Adopt a resolution for notice of intent to finance this the town facilities project with a budget not to exceed \$5 million
2. Schedule a public hearing as first order of business at the August 15th meeting
3. Authorize Finance Officer to issue a Request for Proposals (RFP) to financial lenders for the above project

August 15th Council meeting

1. Award construction contract to builder as recommended by architect
2. Approve financing recommendation submitted by Finance Officer
3. Approve application to Local Government Commission for debt approval

Mid to late October 2017

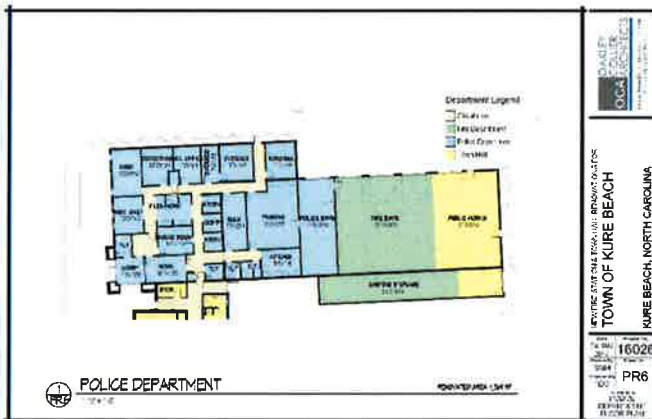
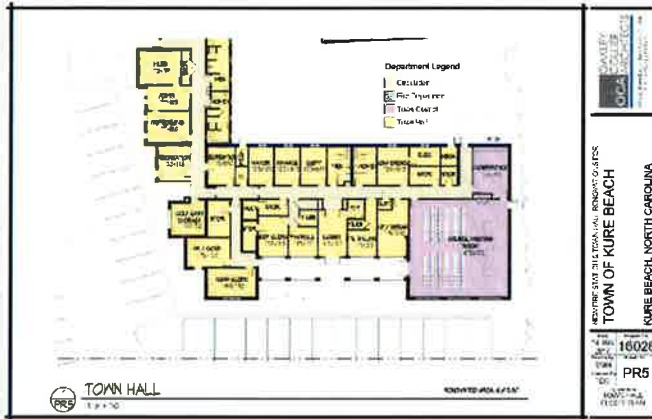
Construction begins

Nancy Every

Town Clerk
January 2017

TOWN OF KURE BEACH

Re: RFQ for Town Facilities



OCA | OAKLEY COLLIER ARCHITECTS

109 Candlewood Road
Rocky Mount, NC 27804

Contact

Timothy D. Oakley, AIA, LEED® AP
(252) 937-2500 toakley@oakleycollier.com

February 9, 2017



Ms. Nancy Avery, *Town Clerk*
Town of Kure Beach
117 Settlers Lane
Kure Beach, North Carolina 28449

Re: RFQ for new Town Facilities

Dear Nancy,

How exciting to see the Town of Kure Beach begin the implementation of your recent Facilities Plan for the new Fire Station & Town Hall! After spending the past several months getting to know The Town of Kure Beach - both in your facilities and programs, as well as your dedicated staff and administration - the Oakley Collier Architects team understands firsthand what a positive impact this facility will be for your community. We appreciate the opportunity to be involved in creating innovative spaces that support your community.

Having worked with the Town's staff on developing the facilities needs study, we feel Oakley Collier is perfectly positioned to assist the Town in implementing the plan. Our working knowledge of the Town's needs would allow us to begin the necessary working drawings for the project without delay. We also understand the importance of quality construction detailing and installation. By immediately picking up where we left off with planning, we will be able to produce quality documents and receive bids in a timely manner. Given the rapidly changing construction market, more so than ever before, **time is money**. This time-savings should place the Town in a position to minimize market increases while achieving an excellent end result.

The decisions made in the next few months will have a lasting impact on your citizens, and we want you to know that we take that responsibly just as seriously as you do. We value our ongoing relationship with the Town of Kure Beach and are excited about the opportunity to continue that relationship on this project.

Sincerely,


Timothy D. Oakley, AIA, LEED® AP




Ann W. Collier, AIA, LEED® AP



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I. COASTAL ENVIRONMENT CAPABILITIES

Our team is intimately familiar with the specific permitting requirements in coastal environments that can dramatically impact the cost and schedule of large scale projects. OCA, along with our engineers, has extensive experience working with regulatory officials to secure NCDEQ permits, including Water Resources, CAMA, etc., for all types of projects. Our team understands the permitting process and fully supports early coordination with the regulatory agencies to develop a “no-surprises” approach to addressing permitting needs early on in the project development process.

Oakley Collier Architects’ previous coastal experience includes:

- | | |
|--|---|
| Kure Beach Town Facilities Conceptual Design | Winnie Wood Child Development (Elizabeth City) |
| Wrightsboro Elementary School Renovations | Dare County Community Center |
| Carolina Beach Presbyterian Church Fellowship Hall | College of The Albemarle Building A Renov. & Add. |
| Havelock City Hall | ECSU Lane Hall Renovation (Elizabeth City) |
| Havelock East End Fire Annex | ECSU Moore Hall Roof Replacement (Elizabeth City) |
| Swansboro Recreation Center | Carteret County General Services Operations Bldg |
| Hertford County Head Start Center | Corolla Fun Park |
| Wings - Kill Devil Hills, Kitty Hawk, Rodanthe | Multiple Emerald Isle Beachfront Residences |
| Washington County Courthouse Renovations | Edenton Police Department |
| River Bend Town Hall & Police Department | Beau Coast Development (Beaufort) |
| Washington County Public Safety Facility | Maritime Museum Preliminary Design (Beaufort) |



2. GENERAL TEAM INFORMATION

Oakley Collier Architects, PA
109 Candlewood Road
Rocky Mount, NC 27804
(252) 937-2500 phone
oakleycollier.com



BACKGROUND

Founded in 1988, Oakley Collier Architects is a company of architectural designers and planners dedicated to a common goal: to create distinctive architectural designs that are people, construction, and budget-friendly. We consider each project a new and exciting challenge. Oakley Collier welcomes opportunities to bring creative solutions to our clients that result in successful project completions. Oakley Collier Architects principals are Timothy D. Oakley, AIA, LEED® AP; and Ann W. Collier, AIA, LEED® AP; who have a combined experience of over sixty years. Our staff of twelve is highly skilled in the production of competent and comprehensive construction documents of all scopes and sizes. Our **twenty-nine year** history of project experience includes additions, renovations, and new construction in the local government design market. We are a corporation and registered Small Business Enterprise (SBE).

WHAT WE DO

- Site Evaluation
- Feasibility Studies
- Land Use Studies
- Regulatory Code Compliance Studies
- Programming
- Interior Space Planning
- Spatial Needs Analysis
- Detailed Cost Analysis
- Schematic Design
- Design Development
- Construction Documents
- Specification Preparation & Review
- Bidding & Negotiation
- Construction Administration
- Project Close-Out
- Record Drawings



Timothy D. Oakley, AIA, LEED® AP

Managing Architect / President



Timothy D. Oakley is the founding principal of Oakley Collier Architects, PA. He is responsible for the oversight of the firm. He has developed expertise in coordinating in-house staff, consultants, contractors / construction managers, and regulatory agencies. He enjoys technical aspects of architecture including design, management, and construction techniques. He graduated from Nash Community College.

Registrations: Architect - NC #5967, American Institute of Architects, LEED® 2.0 Accredited Professional

Ann W. Collier, AIA, LEED® AP

Programming Architect / Vice-President



Ann W. Collier is a partner and principal with Oakley Collier Architects, PA. She is responsible for daily operations within the firm. With over 20 years of experience in the design profession, she has provided specialized programming, planning, and design knowledge for many public projects. Her design experience encompasses a variety of project types including municipal, educational, institutional, and higher education facilities. She graduated from NC State University.

Registrations: Architect - NC #6886, American Institute of Architects, LEED® 2.0 Accredited Professional

Shawna M. Hammon, AIA, LEED AP® BD+C

Project Architect



Shawna has won many design awards and has experience working on large and small scale commercial, institutional and medical facilities. Shawna assists clients with programing and takes the projects through construction documents. She graduated from NC State University with a Masters in Architecture and has served as an adjunct professor teaching digital representation. With her father and brother as firefighters and a policeman brother she brings a great deal of passion to first responder projects.

Registrations: Architect - NC #13046

Matthew R. Oakley

Construction Administrator



Matt has been involved in construction administration services since he joined the firm in 2010, and is dedicated to providing attentive and responsive service during the construction phase of the project. He has a BS in Construction Management from East Carolina University & also holds a NC General Contractors license.

Registrations: NC General Contractors License #73302

Consultants

STRUCTURAL ENGINEER

Stewart Engineering
421 Fayetteville Street, Suite 400
Raleigh, NC 27601
(919) 380-8750 phone
stewartinc.com



Stewart Engineering, Inc. (Stewart) is a multi-discipline design firm that specializes in structural, geotechnical, land development, and transportation engineering, surveying / geomatics and construction services. Founded in 1994 by Willy E. Stewart, PE, the firm has 110 employees located in offices in Raleigh, Durham, and Charlotte, NC. Stewart has one of the largest and most experienced structural departments in North Carolina, giving it the expertise and manpower necessary to successfully complete projects of all sizes. Stewart's structural projects are executed using BIM technology, specifically Revit Structure. Oakley Collier has worked with Stewart on over 90% of our projects since their inception 22 years ago, and they are also working with us on all of our current projects requiring structural engineering. **The firm is a minority-owned and certified Historically Underutilized Business (HUB)** with the State of North Carolina through the Statewide Uniform Certification (SWUC) program. Team member includes:

- **J. Craig Fisher, PE, Structural Engineer**

Selected Experience

- Nash County Office Building & EOC*
- Warren County Emergency Services Facility*
- Havelock East End Fire Annex*
- Havelock City Hall*
- Nashville Town Hall*
- Greenville Emergency Operations Ctr*
- Fuquay-Varina Fire Station #2 Addition & Renovation*
- Edenton Police Department*
- River Bend Town Hall & Police Department*
- Jonesville Town Hall
- Morrisville Public Safety Facility
- Waynesville Fire Station #1 & Town Hall Facility



MEP ENGINEER

Atlantec Engineers, PA
3221 Blue Ridge Road #113
Raleigh, NC 27612
(919) 571-1111
atlantecengineers.com



Atlantec Engineers, PA is a professional engineering firm with offices in Kinston, North Carolina and in Raleigh, North Carolina, providing plumbing, mechanical, fire-protection, and electrical engineering services. Their clients include architects, contractors, and local governments from Raleigh to the coast. Atlantec Engineers, PA was developed from James B. DelPapa, Consulting Engineer, established in 1985, and has experience in the design of schools, office buildings, retail facilities, healthcare facilities, and churches throughout the eastern part of the United States. Atlantec Engineers, PA also has extensive experience with designs for the State of North Carolina, multiple municipalities & local governments, and higher education institutions. Atlantec Engineers, PA provides efficient and economical designs to its clients, and is committed to providing quality-engineering services in a timely manner. Team members include:

- **James B. DelPapa, Jr., PE, Mechanical Engineer**
- **David J. Whitney, PE, Electrical Engineer**
- **Bradley W. Felts, PE, Plumbing & Fire Protection**

SELECTED EXPERIENCE

- Raleigh City Hall
 - Electrical System Replacement
 - New Chiller Plant
 - New Standby Generator
 - New Boiler Plant
 - New Underground Fuel Tanks
- Edenton Police Department*
- Selma Town Hall Renovation & Upfit*
- Kinston Fire Stations 1, 2, & 3
- Kinston Police Headquarters Addition & Renovation
- Raleigh Backup Call & Data Center
- Raleigh Police Headquarters MEP Upgrades
- River Bend Town Hall*
- Rocky Mount Downtown Community Facility*
- Louisburg New Utilities Building
- Warren County Emergency Services Facility*

*Completed with Oakley Collier Architects



CIVIL ENGINEER

AECOM

201 North Front Street, Suite 509

Wilmington, NC 28411

(910) 763-8063

aecom.com



The Wilmington, NC Branch Office of AECOM was opened on March 1, 2007, and has successfully grown over the past 9 years in both work volume and headcount. This Branch has a diversity of work in regional industry, local government, state government, and private clients supporting projects for clients in Water, Environment, Transportation, Power, Oil/Gas, & Industrial, Buildings & Places, and National Government. They offer specific expertise in the following services: Project Management, GIS Services, Environmental Permitting and Assessments (NEPA), Environmental sampling, remediation and remediation oversight, Wetlands delineation and impact permitting, Transportation planning, Transportation Engineering, Stormwater management, Water/wastewater design, and Construction management (of numerous project types) on a routine basis. Team members include:

- **Stephen Thomas, PE, LEED® AP, Senior Civil Engineer/Project Manager**
- **C. Lawrence Sneed, Jr., PE, Civil Engineer**
- **Paul Masten, LSS, PWS, LEED® AP, Senior Environmental Scientist**

Selected Experience

- New Hanover County 7 New Parks Project
- City of Wilmington
 - Love Grove Additional Access
 - Brookshire Lane/Beasley Road Stormwater Improvements
- New Hanover Regional Medical Center Master Facilities Plan
- UNC Wilmington
 - Seahawk Crossing
 - Seahawk Landing
 - Seahawk Village
 - Kenan Auditorium
 - Kenan Hall



3. OCA BY THE NUMBERS

Oakley Collier Architects has been in business since 1988. We have offices in Rocky Mount and Raleigh, North Carolina. Please see our employee break down in the table below:

Position	Number of Employees
Architect	4
Project Manager	2
Production	2
Construction Administration	2
Administrative	1
Marketing	1
Total	12

4. SIMILAR PROJECTS



Scope

This project includes creation of conceptual drawings including cost estimates for a new fire station, expansion of the existing town hall, renovation of the existing fire department for use by the police department, and redesigned traffic flow & vehicular patterns.

- 7,782 SF - Renovated Area
- 9,030 SF - New Fire Dept.
- Study & programming completed in 2016

KURE BEACH TOWN HALL EXPANSION & FIRE DEPARTMENT

Oakley Collier provided space planning & programming for an expansion of the existing town hall building, renovation of the existing fire department for use by the police department, as well as construction of a new fire department on adjacent land. The designs will incorporate sustainable and green elements as the budget allows.

Staff Involved: Tim Oakley, Ann Collier, Shawna Hammon

Services Provided: Programming, Spatial Needs Assessment, Conceptual Design, Cost Analysis

Contact: Nancy Avery, Town Clerk, 117 Settlers Lane, Kure Beach, NC 28449, (910) 458-8216, townclerk@townofkurebeach.org



Scope

The new city hall includes a public meeting room, conference room, judge’s room, break room, a separate administrative area that houses the Mayor’s office, clerk, city manager, finance/accounting, planning, zoning, permits, and other departments.

- 9,295 square feet
- \$1,656,599
- Completed in 2015

HAVELOCK CITY HALL

This project involved special sound attenuation within the building design, due to its location at the end of the runway where nearby Cherry Point Marine Corps jets take off & land multiple times throughout the day.

Staff Involved: *Tim Oakley, Ann Collier, David Griffin, Franki Joyner*

Services Provided: *Feasibility Study, Programming, Schematic Design, Design Development, Construction Documents, Construction Administration*

Contact: *Frank Bottorff, City Manager, 1 Governmental Avenue, Havelock, NC 28532, 252-447-0126, fbottorff@havelocknc.us*



Scope

The facility includes a town hall with a public meeting room, mayor’s office, public works office, break area, town clerk, & public service counter. The police department, which has a separate secure entrance, includes the Chief’s office, officer’s office, evidence room, & file storage.

- 3,869 square feet
- \$494,880
- Completed in 2011

SEABOARD MUNICIPAL & POLICE DEPARTMENT

The new town hall/police station was constructed on a highly visible main thoroughfare, adjacent to the new fire department, to create a sense of a unified municipal complex for the town. This project began as a feasibility study funded by United States Department of Agriculture - Rural Development.

Staff Involved: Ann Collier, David Griffin, Franki Joyner

Services Provided: Feasibility Study, Programming, Schematic Design, Design Development, Construction Documents, Construction Administration

Contact: Bobie Moss, Mayor, 102 West Central Street, Seaboard, NC 27876, (252) 589-5061, stownhall@mchsi.com



Scope

A new 5,290 square foot fire department with 3 truck bays, apparatus room, storage room, training room, 2 bunk rooms, office, & lounge/kitchen. The building is located adjacent to the new Municipal & Police Department building.

- 5,290 square feet
- \$590,000
- Completed in 2011

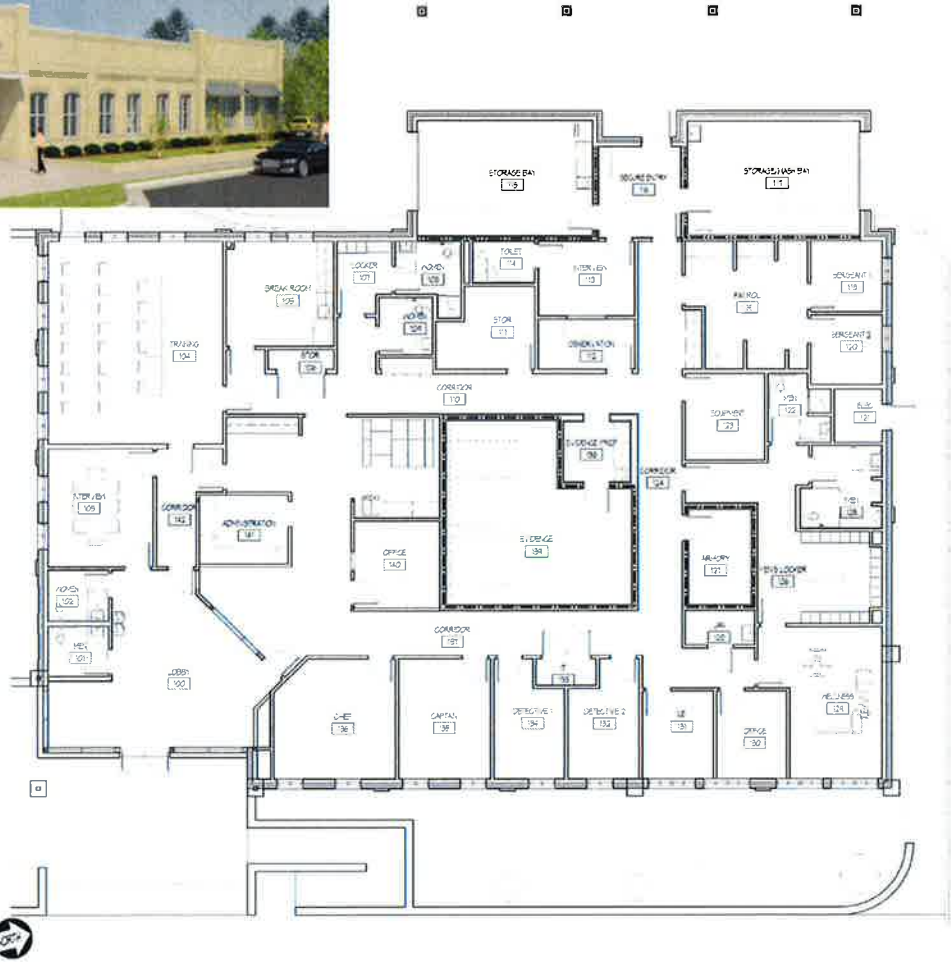
SEABOARD VOLUNTEER FIRE DEPARTMENT

The project began as a feasibility study, using USDA - Rural Development funding. Construction was completed in October 2011. The new fire station was constructed on a highly visible main thoroughfare, adjacent to the new Town Hall/Police Department, to create a sense of a unified municipal complex for the town.

Staff Involved: Ann Collier, David Griffin, Franki Joyner

Services Provided: Feasibility Study, Programming, Schematic Design, Design Development, Construction Documents, Construction Administration

Contact: Johnnie Lassiter, Fire Chief, Seaboard Volunteer Fire Department, 107 Clay St, Seaboard, NC 27876, 252-589-7301, svfd@embarqmail.com



Scope

The facility includes offices, armory, evidence storage, equipment storage, wellness room, locker rooms, break room, interview room, sally port, two enclosed bays, conference room, and a training room.

- 7,600 SF with 1,123 SF covered porch
- \$1,967,644
- Currently under construction

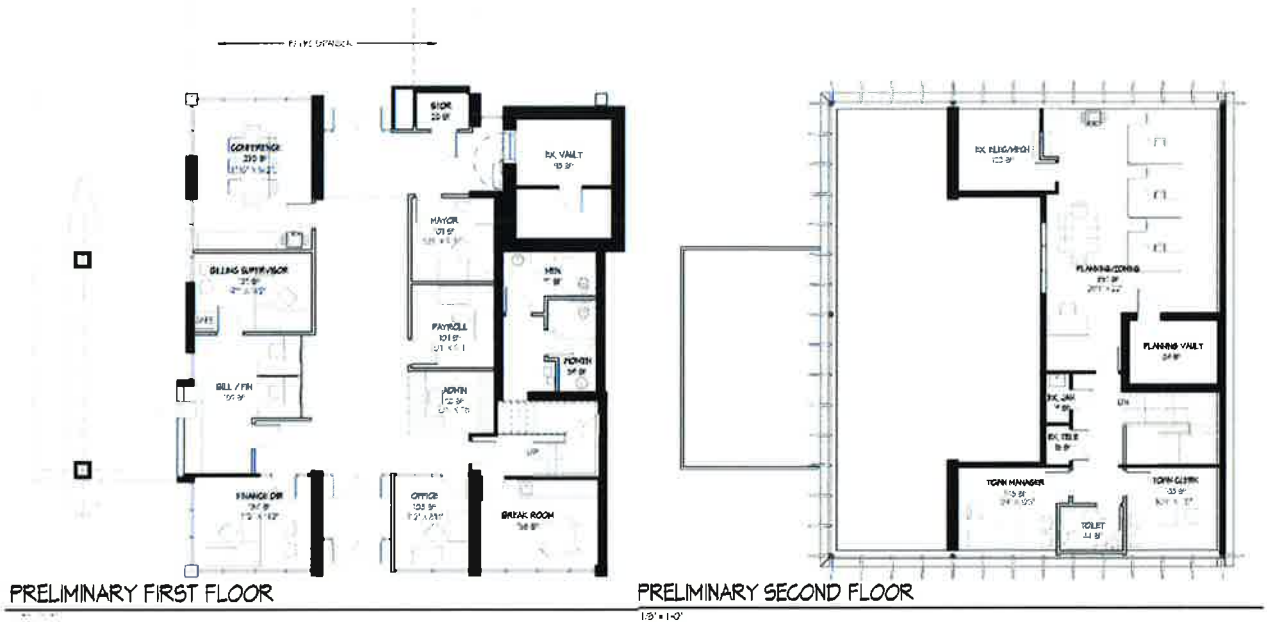
EDENTON POLICE DEPARTMENT

The new police station designed to enhance & stabilize the surrounding historic community. Neighborhood-friendly force protection measures were incorporated, in addition to internal layered access (controlled public/private) and regulation approved evidence processing & storage areas.

Staff Involved: Tim Oakley, Ann Collier, David Griffin, Franki Joyner

Services Provided: Programming, Schematic Design, Design Development, Construction Documents, Construction Administration

Contact: Anne-Marie Knighton, Town Manager, PO Box 300, Edenton, NC 27932, (252) 482-7352, anne-marie.knighton@edenton.nc.gov



Scope

The renovated space includes offices, conference rooms, break room, open work space, and new restrooms. The project also includes new HVAC systems, landscaping, & finishes.

- 4,249 square feet
- \$359,349
- Completed in 2016

SELMA TOWN HALL RENOVATION & RELOCATION

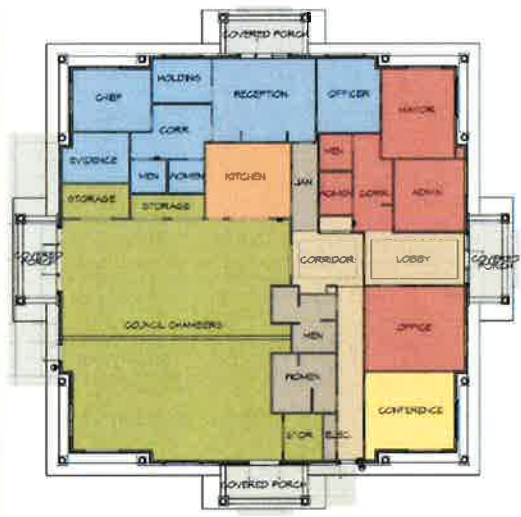
The Town of Selma outgrew their old town hall building and this project provided for the renovation of an existing bank building to accommodate the Town’s administrative offices. OCA previously completed a **feasibility study** for this project.

Staff Involved: Tim Oakley, Ann Collier, David Griffin, Franki Joyner

Services Provided: Feasibility Study, Programming, Schematic Design, Design Development, Construction Documents, Construction Administration

Contact: John Barlow, Town Manager, 100 North Raiford Street, Selma, NC 27576, (919) 965-9841, townmanager@selma-nc.com





Scope

The new town hall includes council chambers, Mayor’s office, additional administrative offices, conference room, and kitchen/break room. The police department has a separate entrance, along with Chief’s office, evidence storage, holding room, officer’s office, and reception.

- 7,680 square feet
- \$490,000
- Completed in 2005

GARYSBURG TOWN HALL & POLICE DEPARTMENT

The new Town Hall & Police Department was constructed on a highly visible main thoroughfare, adjacent to the new Fire Department, to create a sense of a unified municipal complex for the town. This project was also an example of a previous architect who was unable to work with the Town’s budget. Oakley Collier was hired to redesign the facility to complete it within the remaining budget. It was completed using USDA Rural Development money and a USDA feasibility study.

Staff Involved: *Tim Oakley, Ann Collier, David Griffin, Franki Joyner*

Services Provided: *Feasibility Study, Programming, Schematic Design, Design Development, Construction Documents, Construction Administration*

Contact: *Fannie Greene, Town Administrator, 505 Old Highway Rd, Garysburg, NC 27831, 252-536-2167, garysburg@earthlink.net*



Scope

The Garysburg Fire Department is a new 5,585 square foot facility that consists of six truck bays, apparatus room, storage room, lounge/kitchen, separate bunk rooms, and an office. The new fire department was completed in 2008.

- 5,585 square feet
- \$537,777
- Completed in 2008

GARYSBURG FIRE DEPARTMENT

The new fire station was constructed on a highly visible main thoroughfare, adjacent to the new Town Hall/Police Department, to create a sense of a unified municipal complex for the town. This project was also another example of a previous architect who was unable to work with the Town’s budget. Oakley Collier was hired to redesign the facility to complete it within the remaining budget.

Staff Involved: *Tim Oakley, Ann Collier, David Griffin, Franki Joyner*

Services Provided: *Feasibility Study, Programming, Schematic Design, Design Development, Construction Documents, Construction Administration*

Contact: *Fannie Greene, Town Administrator, 505 Old Highway Rd, Garysburg, NC 27831, 252-536-2167, garysburg@earthlink.net*



Scope

The police department includes offices, lobby & reception, interview room, evidence storage, break room, lockers, & restrooms. Town admin spaces include Mayor's office, departmental offices, open work room, lobby, & service counter. The building also includes a large public meeting room for community functions.

- 8,250 square feet
- \$1,858,780 estimate
- Currently on hold, FY 2016/17

RIVER BEND MUNICIPAL & POLICE STATION

Oakley Collier Architects initially performed a **facilities needs analysis** for the Town, which determined the need for the new municipal building.

Staff Involved: Ann Collier, David Griffin, Franki Joyner

Services Provided: Facility Needs Analysis, Programming, Schematic Design, Design Development, Construction Documents, Construction Administration

Contact: Delane Jackson, Town Manager, 45 Shoreline Drive, River Bend, NC 28562, (252) 638-3870, manager@riverbendnc.org



Scope

The city hall includes departmental offices, Mayor & City Manager offices, conference rooms, & a large public meeting room. The police department includes offices, secure & large evidence storage, booking, holding, break room, lockers & restrooms, conference room, work room, lobby, interview room, training room, wellness room, and a sally port.

- 21,661 square feet
- \$4,360,605 estimate
- Study completed in 2012

LAURINBURG CITY HALL & POLICE DEPARTMENT STUDY

Oakley Collier Architects produced a feasibility study for the City of Laurinburg with options for a new city hall with attached police department, or an addition to the existing city hall and a new detached police department, as well as multiple locations.

Staff Involved: Tim Oakley, Ann Collier, David Griffin

Services Provided: Feasibility Study, Programming, Preliminary Design, Cost Estimates

Contact: Harold Haywood, General Services Director, 503 Hall Street, Laurinburg, NC 28352, (910) 276-2364



Scope

The new town hall facility includes conference/council work area, town manager's office, planning, purchasing, customer service, finance, utilities, clerk, break room, and lobby.

- 4,457 square feet
- \$634,714
- Completed in 2009

NASHVILLE TOWN HALL

This project included an initial feasibility study that evaluated the future re-use potential of the current town hall building, as well as costs associated with renovating and re-use as opposed to new construction.

Staff Involved: Tim Oakley, Ann Collier, David Griffin, Franki Joyner

Services Provided: Feasibility Study, Programming, Schematic Design, Design Development, Construction Documents, Construction Administration

Contact: Preston Mitchell, Former Town Manager of Nashville, Current Town Manager of Reidsville, 230 W. Morehead Street, Reidsville, NC 27320, 336-349-1030, pmitchell@ci.reidsville.nc.us



Scope

The new General Services Operations building will include a 4,866 SF service bay area; separate storage areas; training room; break room; lockers; offices for CCATS, General Services, Public Buildings, & Public Works departments; separate reception desks with a shared lobby, and a large work room.

- 14,735 square feet
- \$2,339,414
- Currently in Schematic Design

CARTERET COUNTY GENERAL SERVICES OPERATIONS BUILDING

The county-wide Master Plan, also completed by Oakley Collier Architects, provided the general scope and budget for this facility.

Staff Involved: *Tim Oakley, Ann Collier, David Griffin, Franki Joyner*

Services Provided: *Programming, Schematic Design, Design Development, Construction Documents, Construction Administration*

Contact: *Chris Turner, Assistant County Manager, 302 Courthouse Sq., Beaufort, NC 28516, 252-728-8454, chris.turner@carteretcountygov.org*



Scope

A new 12,640 square foot fire station with equipment storage areas, three truck bays, 4 bedrooms, offices, training/council room, library, dispatch, support areas, and kitchen/dayroom. Construction will consist of a pre-engineered metal building, slab on grade, and is finished on the exterior with EIFS, brick, and ground-face block.

- 12,640 square feet
- \$1,537,738
- Completed February 2013

AHOSKIE FIRE DEPARTMENT

The project is funded by USDA Rural Development. The council room holds town hall meetings, public gatherings, and training for the Town. The lobby houses the Town’s antique fire truck and is designed to be inviting to the public. This project used the Design-Bid-Build delivery method.

Staff Involved: *Tim Oakley, Ann Collier, David Griffin, Franki Joyner*

Services Provided: *Programming, Schematic Design, Design Development, Construction Documents, Construction Administration*

Contact: *Kenneth Dilday, Fire Chief, 201 West Main Street, Ahoskie, NC 27910, (252) 332-3322, kendilday@ahoskie.org*



Scope

A new 18,881 square foot fire department located in Red Oak, North Carolina with dispatch, multipurpose room, kitchen, day room, six sleeping rooms, wellness room, gear storage, staff offices, and a vehicle storage area with five truck bays.

- 18,881 square feet
- \$1,671,587
- Completed 2010

RED OAK FIRE DEPARTMENT

The Red Oak Volunteer Fire Department wanted a new fire station that could also accommodate public meeting functions. The building is now a prominent & frequently used fixture in the community.

Staff Involved: *Tim Oakley, Ann Collier, David Griffin, Franki Joyner*

Services Provided: *Programming, Schematic Design, Design Development, Construction Documents, Construction Administration*

Contact: *Bryant Fisher, Red Oak Volunteer Fire Department, 120 W. Washington St., Suite 1102, Nashville, NC 27856, 252-459-1204, bryant.fisher@nashcountync.gov*



Scope

This 3,795 square foot addition includes 4 sleep rooms, toilets, Captain’s office, wellness room, laundry, storage, dayroom, full kitchen, & patio. The project was completed in January 2013 and was \$45,620 under budget.

- 3,795 square feet addition
- \$571,500
- Completed 2013

HAVELOCK EAST END FIRE ANNEX

Oakley Collier Architects was hired to bring in budget and redesign the addition to the East End Fire Station after another architectural firm was terminated, using only the remaining portion of the budget. The facility was completed to the City’s satisfaction and substantially **under budget**.

Staff Involved: Tim Oakley, Ann Collier, David Griffin, Franki Joyner

Services Provided: Programming, Schematic Design, Design Development, Construction Documents, Construction Administration

Contact: David Harvell, City of Havelock, 1 Governmental Ave., Havelock, NC 28532, 252-444-6430, dharvell@havelocknc.us



Scope

The Addition (2,000 SF) includes a new apparatus bay with wash & tool rooms, new kitchen, new exercise room, & new outdoor patio. Renovated spaces include the firefighters' bunk rooms, handicapped bathroom, radio/work room, and day room. Fire sprinkler and alarm systems were added to the building to increase life safety.

- 2,000 square feet addition
- \$885,742
- Completed July 2015

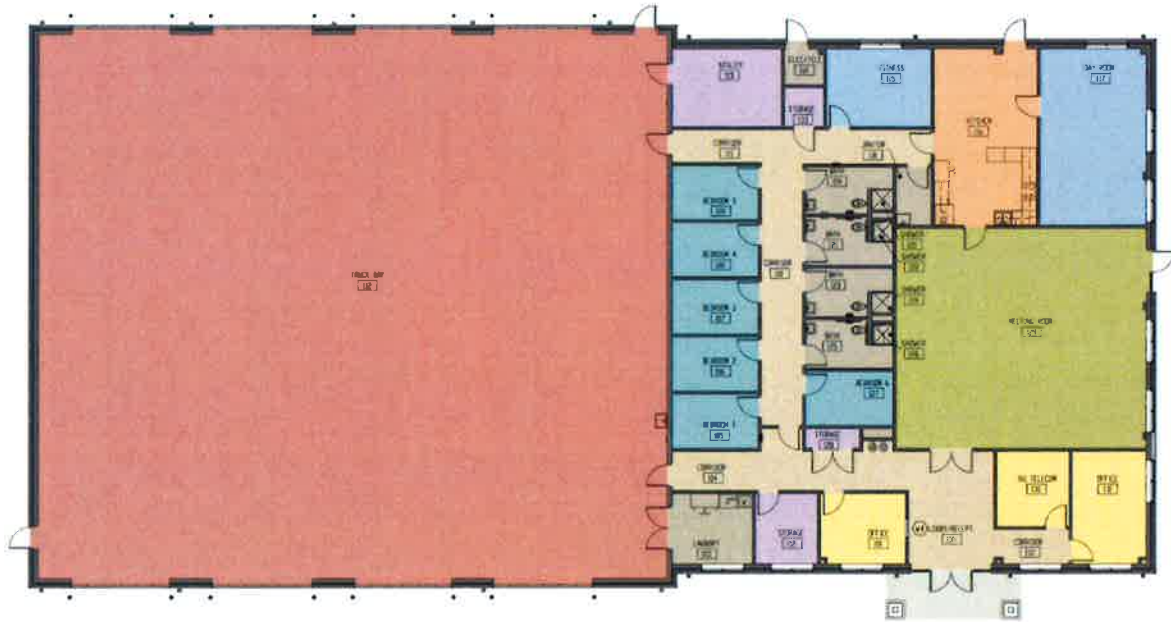
FUQUAY-VARINA FIRE STATION #2 ADDITION & RENOVATION

Oakley Collier Architects was hired to bring in budget & redesign the addition and renovation after another architectural firm was terminated. The parking lot had to be relocated to accommodate the new apparatus bay without bringing too much fill to the sloped site and still maintaining fire truck clearances. Phasing had to be implemented to ensure that the fire station can maintain operations throughout the construction process.

Staff Involved: Tim Oakley, Ann Collier, David Griffin, Franki Joyner

Services Provided: Programming, Schematic Design, Design Development, Construction Documents, Construction Administration

Contact: Chief Anthony Mauldin, Fuquay-Varina Fire Department, 401 Old Honeycutt Road, Fuquay-Varina, NC 27526, (919) 753-1002, amauldin@fuquay-varina.org



Scope

This new 12,527 square foot Emergency Services building includes a kitchen, day room, meeting room, sleeping rooms with showers, offices, fitness room, 911 telecom, utility, storage, and laundry. It also includes 4 truck bays with 8 roll up doors.

- 12,527 square feet
- \$1,245,500
- Completed December 2011

NASH COUNTY EMERGENCY SERVICES FACILITY

The facility was designed to serve as a central command center for the County in the event of a natural disaster. It was completed December 2011.

Staff Involved: Tim Oakley, Ann Collier, David Griffin, Franki Joyner

Services Provided: Programming, Schematic Design, Design Development, Construction Documents, Construction Administration

Contact: Brian Brantley, Nash County Emergency Services, 120 W. Washington St., Suite 1102, Nashville, NC 27856, 252-459-9814, brian.brantley@nashcountync.gov



Scope

The roll up doors are operational, but behind them are many historic items from the RMFD's past on display for the community. It currently houses the Division Chief of Life Safety & Emergency Management, Battalion Chief of Safety & Training, Fire Training officers, Fire Marshal, Deputy Fire Marshals, Life Safety Education, & clerical staff.

- 5,200 square feet
- \$435,192
- Completed in 2002

RM LIFE SAFETY & EMERGENCY MANAGEMENT COMPLEX

The City of Rocky Mount hired OCA to renovate an existing 1924 fire station to convert it to a Fire Prevention museum and office complex. The City wanted to preserve this historic building, while still making use of the office space inside and providing a place to educate the public about the history of the Rocky Mount Fire Department.

Staff Involved: Tim Oakley, Ann Collier, David Griffin, Franki Joyner

Services Provided: Programming, Schematic Design, Design Development, Construction Documents, Construction Administration

Contact: Charles Penny, City of Rocky Mount, 331 S. Franklin Street, Rocky Mount, NC 27802, (252) 972-1325, charles.penny@rockymountnc.gov



Scope

The building will house the Town’s Fire Department, as well as shared use with the Police Department, Town Administrative services & meeting room, and future expansion space. The plan also includes 2 separate areas totaling 5,812 square feet of area for future growth.

- 28,000 square feet
- \$1,697,040 estimate
- Project on hold

WILLIAMSTON PUBLIC SAFETY CENTER

This project is a 28,000 square foot renovation of a section of an in-line existing retail shopping center. The project includes a feasibility study funded by United States Department of Agriculture - Rural Development.

Staff Involved: *Tim Oakley, Ann Collier, David Griffin*

Services Provided: *Feasibility Study, Programming, Preliminary Design, Cost Estimates*

Contact: *Brent Kanipe, Planning Director, PO Box 506, Williamston, NC 27892, (252) 792-5142, rbkanipe@yahoo.com*



Scope

This project involves programming and preliminary design for new town hall administrative offices, council chambers, parks and recreation department, planning and zoning department, and the police department for the Town of Angier.

- 15,000 square feet
- \$938,520 estimate
- Project on hold

ANGIER TOWN HALL & POLICE DEPARTMENT

A space planning study was done to determine the current & future building requirements. Due to location just south east of Wake County, tremendous growth is expected over the next 5-8 years and this new facility is being planned with that growth as a key factor.

Staff Involved: Tim Oakley, Ann Collier, David Griffin

Services Provided: Feasibility Study, Programming, Schematic Design

Contact: Coley Price, Town Manager, Town of Angier, 55 North Broad Street West, Angier, NC 27501, (919) 639-2071, cprice@angier.org

5. CHANGE ORDER PROCESS

Project cost control is crucial to the success of a design project. We discuss all items with the Owner in terms of initial costs & long-term maintenance costs to make the appropriate choices for the building & the budget. At different milestones of the design process, we perform internal as well as external third party costs estimates to assure budget compliance.

Our team is budget conscious, and we understand the importance of meeting established project budgets. We will submit to the Owner, at each stage of design, a revised and current budget for this project. In doing this, we are able to control potential design features that impact cost, as well as keep the Owner informed of current budget issues. Our cost estimates have been within 2% over the last five years. The following chart details Oakley Collier's cost control track record on our most recent projects.

Project	Completion Date	Adherence to Budget	Change Order %
Carteret County General Services Operations Facility	Under Construction	Budget: \$2,500,000 Actual: \$2,339,414	No change orders
Edenton Police Department	Under Construction	Budget: \$2,124,000 Actual: \$1,967,644	No change orders
NC State University Cox Hall SCALE-UP Classroom Renov.	March 2016	Budget: \$1,206,000 Actual: \$1,042,400	No design related change orders
Selma Town Hall Renovation & Fit-up	February 2016	Budget: \$400,000 Actual: \$380,461	No design related change orders
Fuquay-Varina Fire Station #2 Addition & Renovation	July 2015	Budget: \$1,000,000 Actual: \$871,734	No design related change orders
City of Havelock New City Hall	June 2015	Budget: \$2,200,000 Actual: \$1,922,591	No design related change orders
Nash Community College Continuing Ed. & Public Safety Bldg LEED Silver	June 2015	Budget: \$13,074,336 Actual: \$11,310,126	Credit returned to Owner
NRMPS Rocky Mount Middle School Renovations & Conversion	July 2013	Budget: \$575,000 Actual: \$573,459	No change orders
Greenville Emergency Operations Center	July 2013	Budget: \$1,000,000 Actual: \$888,872	No design related change orders



TOWN COUNCIL
TOWN OF KURE BEACH, NC

RESOLUTION R17-01

AUTHORIZING THE FILING OF AN APPLICATION FOR APPROVAL OF A FINANCING AGREEMENT NOT TO EXCEED \$475,000 AUTHORIZED BY NORTH CAROLINA GENERAL STATUTE 160A-20

WHEREAS, the Town of Kure Beach, North Carolina desires to finance a capital project not to exceed \$475,000 for replacing the sewage pumps, electrical controls and emergency standby generator for the Town of Kure Beach Pump Station #1 to better serve the needs of the Town's population and improve the operation of the sewer system; and

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

WHEREAS, findings of fact by the Kure Beach Town Council must be presented to enable the North Carolina Local Government Commission to make its findings of fact set forth in North Carolina General Statute 159, Article 8, Section 151, prior to approval of the proposed contract;

NOW, THEREFORE, BE IT RESOLVED THAT the Town Council for the Town of Kure Beach, North Carolina, meeting in regular session on the 21st day of February, 2017, makes the following findings of fact:

1. The proposed contract is necessary to provide for continued efficient operation of the Town's sewer system.
2. The proposed contract is preferable to a bond issue for the same purpose because installment loan financing is much less expensive than a bond issuance. There is no need for a bond attorney and other bond issuance expenses. Additionally, the timetable works better with financing rather than bond issuance.
3. The cost of financing under the proposed contract is less than the cost of issuing general obligation bonds.
4. The sums to fall due under the contract are adequate and not excessive for the proposed purpose. The Town determined estimated costs by soliciting costs from various vendors/contractors and all fell within a close range of each other.
5. The Town of Kure Beach's debt management procedures and policies are good because the Town has managed and paid debt in the past in a sound manner and plans to continue this practice.
6. The Town is not requesting a tax increase for the proposed contract.
7. The Town of Kure Beach is not in default in any of its debt service obligations.



TOWN COUNCIL
TOWN OF KURE BEACH, NC

RESOLUTION R17-01

8. The attorney for the Town of Kure Beach has rendered an opinion that the proposed Project is authorized by law and is a purpose for which public funds may be expended pursuant to the Constitution and laws of North Carolina.
9. The probable net revenues of the project to be financed will be sufficient to meet the sums to fall due under the proposed contract.

ALSO, BE IT FURTHER RESOLVED THAT the Mayor of the Town of Kure Beach is hereby authorized to act on behalf of the Town of Kure Beach in filing an application with the North Carolina Local Government Commission for approval of the Project and the proposed financing contract and other actions not inconsistent with this resolution.

This resolution is effective upon its adoption this 21st day of February, 2017.

The motion to adopt this resolution was made by _____ ,

seconded by _____ , and passed by a vote of _____ to _____ .

Emilie Swearingen, Mayor

ATTEST:

Nancy Hewitt, Deputy Town Clerk

This is to certify that this is a true and accurate copy of Resolution R17-01, adopted by the Kure Beach Town Council of the Town of Kure Beach, North Carolina on the 21st day of February, 2017.

Nancy Avery, Town Clerk



TOWN COUNCIL
TOWN OF KURE BEACH, NC

RESOLUTION R17-03

DECLARATION OF OFFICIAL INTENT TO REIMBURSE

This declaration (the "Declaration") is made pursuant to the requirements of the United States Treasury Regulations Section 1.150-2 and is intended to constitute a Declaration of Official Intent to Reimburse under such Treasury Regulations Section.

The undersigned is authorized to declare the official intent of Town of Kure Beach, North Carolina (the "Issuer") with respect to the matters contained herein.

1. **Expenditures to be Incurred.** The Issuer anticipates incurring expenditures (the "Expenditures") for replacing the sewage pumps, electrical controls and emergency standby generator for the Town of Kure Beach Pump Station #1 (the "Project").

2. **Plan of Finance.** The Issuer intends to finance the costs of the Project with the proceeds of debt to be issued by the Issuer (the "Borrowing"), the interest on which is to be excluded from gross income for Federal income tax purposes.

3. **Maximum Principal Amount of Debt to be Issued.** The maximum principal amount of the Borrowing to be incurred by the Issuer to finance the Project is \$475,000.

4. **Declaration of Official Intent to Reimburse.** The Issuer hereby declares its official intent to reimburse itself with the proceeds of the Borrowing for any of the Expenditures incurred by it prior to the issuance of the Borrowing.

Adopted this 21st day of February, 2017.

By: _____ Attest: _____
Emilie Swearingen, Mayor Nancy Avery, Town Clerk



KURE BEACH TOWN COUNCIL
TOWN OF KURE BEACH, NC

RESOLUTION R17-02

**A RESOLUTION SUPPORTING THE DEVELOPMENT OF A JOINT
LAND USE STUDY (JLUS) FOR THE MILITARY OCEAN TERMINAL
SUNNY POINT (MOTSU) AND SURROUNDING LOCAL GOVERNMENTS**

WHEREAS, the Town of Kure Beach recognizes that the continued operation of MOTSU is important to the economy of the area and region; and that its future operational capacity as an important asset for our nation's defense that should be protected; and

WHEREAS, MOTSU is interested in participating in a JLUS to coordinate future planning efforts of its operations with surrounding local governments; and

WHEREAS, the Town of Kure Beach recognizes that participation in and development of a JLUS will preserve and enhance the health, safety and general welfare of the residents of the community and surrounding areas by improving communication between MOTSU and surrounding local governments, and by developing recommendations for coordinating compatible land uses in area.

NOW, THEREFORE BE IT RESOLVED by the Kure Beach Town Council of the Town of Kure Beach that:

1. The Kure Beach Town Council agrees to participate in the development of a JLUS for MOTSU and the surrounding local governments.
2. The Kure Beach Town Council agrees to appoint a representative(s) to the JLUS policy committee.
3. The Kure Beach Town Council agrees to consider funding their local matching shares of the cost of the JLUS, either in cash or in-kind or a combination thereof, once determined by the policy committee.
4. The Kure Beach Town Council commits to a good faith effort to implement any recommendations included in the JLUS.
5. The Kure Beach Town Council supports the appointment of the Cape Fear Council of Governments as the sponsoring entity for the JLUS.

Adopted by the Kure Beach Town Council this 21st day of February, 2017.

Emilie Swearingen
Mayor

Attest: Nancy Hewitt, CMC, NCCMC
Deputy Clerk

Nancy Hewitt

From: Emilie Swearingen
Sent: Friday, February 10, 2017 10:08 AM
To: Nancy Avery; Nancy Hewitt
Subject: FW: NCBIWA Local Governments Meeting April 3-4 Nags Head NC

NH, pls make a note for me to discuss this under MAYOR or the agenda.
Tks

From: Kathleen Riely [mailto:nabiwa@gmail.com]
Sent: Thursday, February 09, 2017 2:46 PM
To: Kathleen Riely <nabiwa@gmail.com>
Subject: NCBIWA Local Governments Meeting April 3-4 Nags Head NC

Good Afternoon All,

NCBIWA's Local Governments Meeting will be Monday and Tuesday April 3-4 at Jennett's Pier in Nags Head. I am in the process of putting the agenda together and want to know what topics are of interest to you at this time and what presentations you may be interested in hearing.

Thanks-

Kathleen Riely
Executive Director, NCBIWA