



TOWN COUNCIL AGENDA

REGULAR MEETING

June 20, 2017 @ 6:30 p.m.

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

Call to Order – Mayor Swearingen
Invocation & Pledge of Allegiance – MPT Bloszinsky

RECOGNITION & AWARDS

Certificates of Appreciation presented to Kure Beach Adopt-A-Beach Volunteers

APPROVAL OF CONSENT AGENDA ITEMS

1. *Adopt Resolution 17-09, to authorize the KB Police Chief to temporarily provide assistance to other law enforcement agencies pursuant to N.C.G.S. 160A-288 and 160A-288.2
2. *Adopt Resolution 17-10, to authorize the KB Fire Chief to provide temporary assistance to other fire protection and ocean rescue agencies pursuant to N.C.G.S. 160A-293
3. *Approve Budget Amendment 17-11 to increase the Public Works budget in the General Fund by \$28,000 and the Water/Sewer Fund by \$52,500 for additional expenses incurred relating to Hurricane Matthew
4. *Approve Budget Amendment 17-12 to increase the Administration budget by \$2,000 for additional expenses incurred due to a lightning strike at Town Hall
5. *Approve Application for TDA Funding totaling \$4,341.56 for the 2016 Christmas Show
6. *Approve Application for TDA Funding totaling \$22,575 for 2016 Ocean Front Park activities and entertainment
7. *Appoint Bill Moore as a regular member of the Shoreline Access & Beach Protection (SLABP) Committee
8. *Appoint Edward White as an alternate member of the SLABP Committee
9. *Building Inspections Report – May 2017
10. *Fire Department Report – May 2017
11. *YTD Finance Report Meeting
12. Minutes:
 - *May 16, 2017 regular meeting
 - *May 30, 2017 special meeting
 - *June 6, 2017 public hearing, budget

Consent agenda items are to be voted on as one item. If a member of Council wishes to discuss an individual item, a vote must be taken to approve moving 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



TOWN COUNCIL AGENDA

REGULAR MEETING

June 20, 2017 @ 6:30 p.m.

1. Board of Adjustment
2. Community Center Committee
3. Marketing Committee
4. Planning & Zoning Commission
5. Shoreline Access and Beach Protection Committee
6. Non-town Committee Reports
 - a. Cape Fear Disability Commission (Deborah McKenna)

DISCUSSION AND CONSIDERATION OF DEPARTMENT HEAD BUSINESS

1. Administration and Recreation
 - a. *Personnel Policy amendments for approval as discussed at January council retreat
2. Finance Department
3. Building Department
 - a. Development Line update
4. Fire Department
5. Police Department
6. Public Works Department
 - a. *Pump Station Project update and request to approve Budget Amendment 17-10

DISCUSSION AND CONSIDERATION OF OLD BUSINESS

1. *Adoption of the FY17-18 Proposed Budget Ordinance and Fee Schedule (Copenhaver)
2. *Resolution 17-12 to adopt a pilot paid parking program and authorization for enforcement to a third party vendor (Avery)

DISCUSSION AND CONSIDERATION OF NEW BUSINESS

1. *Amend the code by revising the language in Sections 1-15 Administrative Civil Penalties, 10-237 Penalty (Motor Vehicles), 10-308 Penalty (Bicycles) and 10-234 (Time Limit Parking) to lower parking fines from \$50 to \$25, allow the revenue to stay with the town and remove a reference to the Shoreline Access and Parking Committee. (Avery)
2. *Request to reschedule August Council meeting (Swearingen)
3. *Consideration of use of Port-A-Lets at seven beach accesses from July 1 through Labor Day (Avery)

MAYOR UPDATES (no action required)

COMMISSIONER ITEMS (no action required)

CLOSED SESSION

Personnel, per N.C.G.S. 143-318.11(a)(6)

ADJOURNMENT



MEMO

TO: Town Council
FROM: Nancy Avery, Town Clerk 
RE: Agenda item, Consent agenda items 1 and 2 temporary assistance
DATE: June 8, 2017

Background

Police Chief Bowden attended a meeting with other chiefs in the area. One item of discussion was that one of the chiefs was advised by legal counsel that he didn't have authorization to sign a mutual aid agreement without direct authorization from the Town Council.

Upon discussion with Chief Bowden and checking our procedures and state law, we realized we were in the same position.

Both the police and fire chiefs have signed mutual aid agreements on behalf of the town in the past and are requesting Council approve resolutions giving each of them the authorization to continue to do so. Adopting the resolutions will also put us on firmer ground with existing mutual aid agreements.

Action requested by staff

Adopt Resolutions R17-09 and R17-10 as presented, authorizing the Police Chief and Fire Chief, respectively, to enter into and sign Mutual Aid agreements.

Funding required

None

Comments for consideration

None



TOWN COUNCIL
TOWN OF KURE BEACH, NC

RESOLUTION R17-09

A RESOLUTION AUTHORIZING THE KURE BEACH POLICE CHIEF TO ENTER INTO MUTUAL AID AGREEMENTS TO TEMPORARILY PROVIDE ASSISTANCE TO OTHER LAW ENFORCEMENT AGENCIES PURSUANT TO N.C.G.S. 160A-288 AND 160A-288.2

WHEREAS, N.C.G.S. 160A-288 and 288.2 provide that the governing body of the Town of Kure Beach may authorize the Chief of Police to temporarily provide assistance to other law enforcement agencies enforcing the laws of North Carolina, if so requested in writing by the head of the requesting agency; and,

WHEREAS, N.C.G.S. 160A-461 allows units of local government to enter into agreements to execute various undertakings;

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

1. is hereby authorized to provide assistance to other law enforcement agencies within the State of North Carolina pursuant to the provision of N.C.G.S. 160A-288 and 288.2;
2. shall not provide assistance to any requesting agency if doing so would impair the ability of the police department to provide effective police protection for the citizens of Kure Beach; and
3. is hereby authorized to enter into and sign written mutual aid agreements with other law enforcement agencies, provided such agreements are consistent with the provision of N.C.G.S. 160A-288 and 288.2 and other applicable state statutes.

Adopted by the Kure Beach Town Council this 20th day of June, 2017.

Emilie Swearingen
Mayor

Attest: Nancy Hewitt, CMC, NCCMC
Deputy Clerk



KURE BEACH TOWN COUNCIL
TOWN OF KURE BEACH, NC

RESOLUTION R17-10

**A RESOLUTION AUTHORIZING THE KURE BEACH FIRE CHIEF TO ENTER INTO
MUTUAL AID AGREEMENTS TO TEMPORARILY PROVIDE ASSISTANCE TO
OTHER FIRE PROTECTION AND OCEAN RESCUE AGENCIES PURSUANT TO
N.C.G.S. 160A-293**

WHEREAS, N.C.G.S. 160A-293 provides that the governing body of the Town of Kure Beach may authorize the Fire Chief to temporarily provide assistance to other fire protection and ocean rescue agencies, if so requested in writing by the head of the requesting agency; and,

WHEREAS, N.C.G.S. 160A-461 allows units of local government to execute various undertakings;

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

1. is hereby authorized to provide assistance to other fire protection and ocean rescue agencies within the State of North Carolina pursuant to the provision of N.C.G.S. 160A-293;
2. shall not provide assistance to any requesting agency if doing so would impair the ability of the fire and ocean rescue departments to provide effective fire and ocean rescue protection for the citizens of Kure Beach;
3. is hereby authorized to enter into and sign written mutual aid agreements with other fire protection and ocean rescue agencies, provided such agreements are consistent with the provision of N.C.G.S. 160A-293 and other applicable state statutes.

Adopted by the Kure Beach Town Council this 20th day of June, 2017.

Emilie Swearingen
Mayor

Attest: Nancy Hewitt, CMC, NCCMC
Deputy Clerk

BUDGET AMENDMENT

FISCAL YEAR ENDING JUNE 30, 2017

AMENDMENT DATE: 06/12/2017

Budget Amendment No.: 17-11

DESCRIPTION/PURPOSE OF AMENDMENT

As a result of Hurricane Matthew in October 2016, the Public Works department incurred additional expenses for personnel, supplies and equipment rentals that were directly attributable to storm protective measures and debris removal. This Budget Amendment is to increase the Public Works budget in both the General Fund and Water/Sewer Fund for these additional expenses. The revenue source for these additional expenses is the reimbursement received from FEMA and various other revenue sources where amounts received have exceeded the original budget.

ACCOUNTS AFFECTED

<u>Account No.</u>	<u>Account Name</u>	<u>Debit</u>	<u>Credit</u>
10-550-02-01	Overtime	\$4,000	
10-550-21-00	Equipment Rental	\$3,500	
10-550-33-00	Materials & Supplies	\$20,500	
10-343-00-00	Hurricane Reimbursement		\$28,000
30-810-02-01	W/S Overtime	\$4,000	
30-810-21-00	W/S Equipment Rental	\$28,500	
30-810-33-00	W/S Materials & Supplies	\$20,000	
30-343-00-00	Hurricane Reimbursement		\$29,690
30-371-00-03	Sewer Charges Collected		\$13,010
30-373-00-00	Water Tap & Connection		\$4,600
30-373-00-01	Sewer Tap & Connection		\$4,600
30-375-00-00	Cutoff & Reconnection Fees		\$600

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: Sonny Beeker, Public Works Director Date: 06/12/17

Approved By: Arlen Copenhaver, Finance/Budget Officer Date: 06/12/17

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

Approved by Council 06/20/17 _____ Emilie Swearingen, Mayor

ATTEST: _____ Nancy Avery, Town Clerk

BUDGET AMENDMENT

FISCAL YEAR ENDING JUNE 30, 2017

AMENDMENT DATE: 06/12/2017

Budget Amendment No.: 17-12

DESCRIPTION/PURPOSE OF AMENDMENT

As a result of a lightning strike at the Town Hall complex on May 13, 2017, unbudgeted expenses were incurred due to damaged equipment (HVAC, computers, routers, etc.), as well as damage to some of the wiring for internet connectivity. This Budget Amendment is to increase the budget for various expenses with the offset being current year property taxes that have been received in excess of the budget.

ACCOUNTS AFFECTED

<u>Account No.</u>	<u>Account Name</u>	<u>Debit</u>	<u>Credit</u>
10-420-15-00	Administration – Building Maintenance	\$1,000	
10-420-73-00	Administration – Minor Equipment	\$1,000	
10-301-00-00	Ad Valorem Tax - Current		\$2,000

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: 06/12/17

Approved By: Arlen Copenhaver, Finance/Budget Officer Date: 06/12/17

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

Approved by Council 06/20/17 _____ Emilie Swearingen, Mayor

ATTEST: _____ Nancy Avery, Town Clerk

NEW HANOVER COUNTY TOURISM DEVELOPMENT AUTHORITY
APPLICATION FOR FUNDING FOR TOURISM RELATED EXPENDITURES

Governing Body: Kure Beach Town Council

Contact Person: Arlen Copenhaver, Finance & Budget Officer

Address: 117 Settlers Lane Kure Beach, NC 28449

Phone: (910)-458-8216 Fax: (910)-458-7421 Email: a.copenhaver@tokb.org

Date Approved by Governing Body: June 20, 2017

Date Project/ Activity Will Begin: Completed Will be Completed: Requested Annually

Total Cost of Project/Activity: \$4,341.56 Amount Requested: \$4,341.56

Description of Project/ Activity (*include its correlation to travel and tourism and its merit as a project or activity designed to enhance the area as a travel destination*):

The Town of Kure Beach respectfully requests funding for expenditures that were incurred for the 2016 Kure Beach Fantasy Christmas Show. The show, coordinated by the Kure Beach Volunteer Fire Department, consisted of three performances on the evenings of December 9 to December 11, 2016.

This annual event provides family entertainment for tourists visiting Kure Beach. The show includes singing, dancing and holiday-related stories. The expenditures for Fiscal Year 2016/2017 total \$4,341.56 and are supported by documentation attached to this request.

Your consideration of this funding is appreciated.

If approved, please remit payment to the attention of Arlen Copenhaver.

Submitted By: Arlen Copenhaver, Finance & Budget Officer

Date: 06/20/17

Return Application To:
Wilmington and Beaches Convention & Visitors Bureau
Attention: Kim Hufham, Pres/ CEO
505 Nutt Street, Unit A
Wilmington, NC 28401
(910) 341-4030

NEW HANOVER COUNTY TOURISM DEVELOPMENT AUTHORITY
APPLICATION FOR FUNDING FOR TOURISM RELATED EXPENDITURES

Governing Body: Kure Beach Town Council

Contact Person: Arlen Copenhaver, Finance & Budget Officer

Address: 117 Settlers Lane Kure Beach, NC 28449

Phone: (910)-458-8216 Fax: (910)-458-7421 Email: a.copenhaver@tokb.org

Date Approved by Governing Body: June 20, 2017

Date Project/ Activity Will Begin: Completed Will be Completed: Requested Annually

Total Cost of Project/Activity: \$22,575.00 Amount Requested: \$22,575.00

Description of Project/ Activity *(include its correlation to travel and tourism and its merit as a project or activity designed to enhance the area as a travel destination):*

The Town of Kure Beach respectfully requests funding for expenditures that were incurred for entertainment provided at the Ocean Front Park during the summer of 2016 and the beginning of the summer of 2017. The entertainment included concerts, story time, the Kure Beach Market and other family-oriented activities. These events attract tourists to Kure Beach by providing enjoyable and affordable entertainment. The expenditures were as follows:

Concerts	\$14,750.00
Story Time	\$ 2,925.00
Kure Beach Market	\$ 3,360.00
Other Family Activities	<u>\$ 1,540.00</u>
Amount of This Request	<u>\$22,575.00</u>

The supporting documentation for the expenditures is attached to this request.

Your consideration of this funding is appreciated.

If approved, please remit payment to the attention of Arlen Copenhaver.

Submitted By: Arlen Copenhaver, Finance & Budget Officer

Date: 06/20/17

Return Application To:
Wilmington and Beaches Convention & Visitors Bureau
Attention: Kim Hufham, Pres/ CEO
505 Nutt Street, Unit A
Wilmington, NC 28401
(910) 341-4030



TOWN OF KURE BEACH
REQUEST FOR APPOINTMENT
 Board/Commission/Committees

cc: Dennis Panicali
 Joseph Whitley
 ORIG - App Book

MUST BE A FULL-TIME RESIDENT TO SERVE ON TOWN COMMITTEES

Request for Appointment to: KB Shoreline Access & Beach Project
 Name William Moore (Ocean Drive)
 Address Po Box 253 Kure Beach NC 28449
 Telephone _____ Cell 919-629-9281
 Email Billmoore62@charter.net (You will receive the majority of correspondence via email)
 Length of permanent residence in Kure Beach 3 yrs
 Employment Retired
 Job Title Retired US Principal, US Army
 Professional Activities MCAA

Volunteer Activities KB P&Z - Ocean Drive Hwy (Board)
Coastal Carolina Accounting Project

Other committee work, past or present P&Z - KB & Chowan Co

What is your understanding of the purpose of this committee?
Project Shoreline & Coastal Access thru Hwy

Why are you interested in serving on this committee?
To assist in maintaining our beach

What specific concerns or areas are you interested in?
Parks, sand replenishment

Are there any time blocks from 8am-8pm, Monday through Friday, when you cannot attend meetings?
No

Any misrepresentation of fact on this application will subject the applicant to legal proceedings as prescribed by law.

Signature [Signature] Date 4/15/17

Thank you for your interest in serving the Town of Kure Beach

Please return ORIGINAL to: Town Clerk - Town of Kure Beach 117 Settlers Lane, Kure Beach, NC 28449

Town Use Only
 Date Received 5/16/17 Initials DJA Utilities Current YES NO O.D.
 Interview Date _____ (If applicable) Appointment Date _____
 Term Length _____ Term Expiration _____



TOWN OF KURE BEACH
REQUEST FOR APPOINTMENT
 Board/Commission/Committees

cc: D. Panicali
 ORIG → App Book

MUST BE A FULL-TIME RESIDENT TO SERVE ON TOWN COMMITTEES

Request for Appointment to: Shoreline Access and Beach Committee
 Name Edward White
 Address 941 General Whitings Blvd
 Telephone 267-250-5497 Cell _____
 Email eawhite@yahoo.com (You will receive the majority of correspondence via email)
 Length of permanent residence in Kure Beach 2 yrs
 Employment Full time - AAA Cardinals
 Job Title Insurance Agents

Professional Activities Full time position for AAA Insurance, Prospect and sell insurance. Network w/ other professionals (Real Estate etc)

Volunteer Activities Fundraising for Surfers Healing, Kure Beach Adopt-a-Beach

Other committee work, past or present Alumni Committee at college in Phila,

What is your understanding of the purpose of this committee?
Identify Shoreline Access needs of the town

Why are you interested in serving on this committee?
I love Kure Beach

What specific concerns or areas are you interested in?
Preserving the beauty of KB while the town continues to develop and grow.

Are there any time blocks from 8am-8pm, Monday through Friday, when you cannot attend meetings?
I work Mon - Fri 9-6 PM (some Sat 10-4) but I can fit in meetings w/ notice.

Any misrepresentation of fact on this application will subject the applicant to legal proceedings as prescribed by law.

Signature EJW Date 5/22/17

Thank you for your interest in serving the Town of Kure Beach

Please return ORIGINAL to: Town Clerk - Town of Kure Beach 117 Settlers Lane, Kure Beach, NC 28449

Town Use Only
 Date Received 5/23/17 Initials NSH Utilities Current YES NO
 Interview Date _____ (If applicable) Appointment Date _____
 Term Length _____ Term Expiration _____

* When I work Saturday, I get the preceding Tues off so I can have all. First Tuesday off in a given month

Kure Beach Inspections Dept.-All Permits Issue Date: 5/1/2017 - 5/31/2017

Permit Type / SubType		Est Cos	Fee
Building			
addition			
	Total addition 3	\$137,094	\$1,055.00
Deck			
	Total Deck 3	\$14,800	\$175.00
New Construction			
	Total New Construction 4	\$951,206	\$35,235.00
Renovations			
	Total Renovations 2	\$86,850	\$125.00
Replacement			
	Total Replacement 1	\$20,000	\$25.00
Rot Repair			
	Total Rot Repair 1	\$12,000	\$25.00
Shed			
	Total Shed 1	\$4,100	\$25.00
	Total Building 15	\$1,226,050	\$36,665.00
Fence			
Residential			
	Total Residential 2	\$0	\$50.00
	Total Fence 2	\$0	\$50.00
Landscape			
Residential			
	Total Residential 3	\$0	\$75.00
	Total Landscape 3	\$0	\$75.00
	Total Permits: 20	\$1,226,050	\$36,790.00

Kure Beach Inspections Dept.-All Permits Issue Date: 5/1/2017 - 5/31/2017

PermitNo	Issue Date	Owner	Project Addr	ParcelID	Est Cost	Fee
Building addition						
Active						
170041	5/8/2017	DUGAN JAMES M JANE E	829 CUTTER CT	R09205-020-011-000	\$18,094.00	\$200.00
		Deck Additlons				
170048	5/30/2017	SWANSON JOHN N REBECCA C	117 S FIFTH AVE	R09213-017-010-000	\$101,000.00	\$655.00
		Additlon				
170044	5/11/2017	RAY DONALD F EMILY LEE	425 S FOURTH AVE	R09217-022-006-000	\$18,000.00	\$200.00
		Elevator shaft				
Total addition 3					\$137,094.00	\$1,055.00
Deck						
Active						
170043	5/11/2017	BEAUDREAU PAUL R ANNE	736 N FORT FISHER BLV	R09205-017-002-000	\$8,000.00	\$25.00
		Deck renovations				
170036	5/1/2017	BENDER MICHAEL J LACEY A	829 KETCH CT	R09205-015-055-000	\$5,000.00	\$100.00
		Pergola/storage building				
170039	5/5/2017	RUSSELL THOMAS R DIANNE L	814 CUTTER CT	R09205-020-004-000	\$1,800.00	\$50.00
		Deck Additions				
Total Deck 3					\$14,800.00	\$175.00
New Construction						
Active						
170047	5/24/2017	WRIGHT ALEXIS A DOUGLAS W SCHREYACK	118 HOWARDS HILL	R09316-003-006-000	\$363,206.00	\$12,075.00
		New SFD				
170045	5/19/2017	TROUTMAN RICHARD L LINDA	409 E AVE	R09308-003-005-002	\$30,000.00	\$250.00
		Addition				
170042	5/9/2017	WOODARD STEVE W CELESTA B	908 GENERAL WHITING BLV	R09312-001-017-000	\$300,000.00	\$11,360.00
		New SFD				
170050	5/31/2017	CENTER CITY DEVELOPMENT INC	512 SEAHORSE PL	R09200-001-265-000	\$258,000.00	\$11,550.00
		New SFD				
Total New Construction 4					\$951,206.00	\$35,235.00
Renovations						
Active						
170038	5/5/2017	THEVENIN STEPHEN R DIANA M REV TRUST	138 S THIRD AVE	R09217-004-008-000	\$4,850.00	\$100.00
		deck				
170049	5/30/2017	SHALANSKI JOHN MARY JO	821 FORT FISHER BLV N	R09205-021-001-000	\$82,000.00	\$25.00
		General Renovations				
Total Renovations 2					\$86,850.00	\$125.00
Replacement						
Active						
170046	5/22/2017	DUMONT WILLIAM J	740 FORT FISHER BLV N	R09205-017-001-000	\$20,000.00	\$25.00
		General Renovations				
Total Replacement 1					\$20,000.00	\$25.00
Rot Repair						
Active						
170040	5/8/2017	PILAT PAUL M CATHY S	809 SLOOP POINTE LN	R09209-011-003-000	\$12,000.00	\$25.00
		Rot repiar and window replacement				
Total Rot Repair 1					\$12,000.00	\$25.00
Shed						
Active						
170037	5/2/2017	KELL BRUCE H LINDA B	434 S FOURTH AVE	R09217-023-013-000	\$4,100.00	\$25.00
		New shed				
Total Shed 1					\$4,100.00	\$25.00

PermitNo	Issue Date	Owner	Project Addr	ParcelID	Est Cost	Fee
Building						
Total Building 15					\$1,226,050.00	\$36,665.00
Fence						
Residential						
Active						
170007	5/19/2017	BROWNING TERESA N CARLTON S New fence	106 HANBY AVE	R09205-007-012-000	\$0.00	\$25.00
170008	5/19/2017	CENTER CITY DEVELOPMENT INC New fence	1728 SEARAY LN	R09205-002-001-000	\$0.00	\$25.00
Total Residential 2					\$0.00	\$50.00
Total Fence 2					\$0.00	\$50.00
Landscape						
Residential						
Active						
170009	5/22/2017	WILLIAMS RICHARD NORA Lot clearing	425 LARGO WAY	R09209-013-014-000	\$0.00	\$25.00
170010	5/31/2017	BRIGANCE RONNIE L KOLLEEN M Lot clearing	1714 BONITO LN	R09205-006-015-000	\$0.00	\$25.00
170008	5/1/2017	ELLIOTT JOHN M CATHY C New driveway	407 ANCHOR WAY	R09200-001-107-000	\$0.00	\$25.00
Total Residential 3					\$0.00	\$75.00
Total Landscape 3					\$0.00	\$75.00
Total Permits: 20					\$1,226,050.00	\$36,790.00

KURE BEACH FIRE DEPARTMENT

FIRE CHIEF'S REPORT MAY, 2017

DATE	PURPOSE
05/07/17	2 EMS CALLS
05/07/17	POWER POLE
05/07/17	EMS
05/08/17	DRILL
05/09/17	EMS
05/11/17	POWER POLE
05/11/17	ASSIST PUBLIC
05/11/17	HAZARDOUS CONDITION
05/11/17	ASSIST PUBLIC
05/12/17	FALSE ALARM
05/13/17	2 OUTSIDE FIRE
05/13/17	EMS
05/13/17	LIGHTNING STRIKE
05/15/17	DRILL
05/18/17	EMS
05/19/17	FALSE ALARM
05/19/17	EMS
05/20/17	EMS
05/21/17	AUTO ACCIDENT
05/22/17	DRILL
05/23/17	ASSIST PUBLIC
05/24/17	EMS
05/27/17	2 EMS CALLS
05/27/17	MUTUAL AID CBFD
05/28/17	ASSIST PUBLIC

All equipment checked and found to be in working order

Harold Heglar
Chief

TOWN OF KURE BEACH
REVENUE AND EXPENDITURE SUMMARY
JULY 1, 2016 TO JUNE 13, 2017

REVENUES

EXPENDITURES

	2017 Initial Bud.	2017 Amend. Bud.	Actual 6/13/2017	% Collected	2017 Initial Bud.	2017 Amend. Bud.	Actual 6/13/2017	% Spent
GENERAL FUND								
Property Taxes (Cur. & PY)	\$ 2,328,500	\$ 2,328,500	\$ 2,358,905	101.3%	\$ 35,517	\$ 35,517	\$ 33,451	94.2%
Local Option Sales Tax	\$ 800,075	\$ 800,075	\$ 736,096	92.0%	\$ 4,300	\$ 12,280	\$ 11,505	93.7%
Franchise & Utility Tax	\$ 249,000	\$ 249,000	\$ 174,144	69.9%	\$ 151,889	\$ 151,889	\$ 122,644	80.7%
TDA Funds	\$ 204,517	\$ 204,517	\$ 173,088	84.6%	\$ 397,192	\$ 397,192	\$ 352,604	88.8%
Garbage & Recycling	\$ 343,375	\$ 343,375	\$ 337,914	98.4%	\$ 23,300	\$ 44,070	\$ 30,975	70.3%
ABC Revenue	\$ 12,300	\$ 12,300	\$ 15,834	128.7%	\$ 100	\$ 100	\$ 12	12.0%
Bldg. Permit & Fire Inspect. Fees	\$ 56,800	\$ 56,800	\$ 85,045	149.7%	\$ 25,000	\$ 25,000	\$ 20,156	80.6%
Communication Tower Rent	\$ 77,408	\$ 77,408	\$ 78,919	102.0%	\$ 28,900	\$ 28,900	\$ 25,891	89.6%
Motor Vehicle License Tax/Decals	\$ 12,000	\$ 12,000	\$ 15,620	130.2%	\$ 1,265,716	\$ 1,265,716	\$ 1,127,295	89.1%
Com Ctr/Parks & Rec/St Festival	\$ 26,350	\$ 26,350	\$ 24,325	92.3%	\$ 685,845	\$ 685,845	\$ 557,849	81.3%
Town Facility Rentals	\$ 11,000	\$ 11,000	\$ 18,994	172.7%	\$ 192,217	\$ 200,309	\$ 134,106	66.9%
Beer & Wine Tax	\$ 10,000	\$ 10,000	\$ 9,786	97.9%	\$ 146,114	\$ 146,114	\$ 126,202	86.4%
OFP - Bluefish Purchases	\$ 13,200	\$ 13,200	\$ 8,240	62.4%	\$ 124,763	\$ 124,763	\$ 108,344	86.8%
Sales Tax Refund	\$ 47,500	\$ 47,500	\$ 48,902	103.0%	\$ 988,011	\$ 988,011	\$ 900,105	91.1%
CAMA & Impact Fees	\$ 3,200	\$ 3,200	\$ 5,690	177.8%	\$ 316,626	\$ 316,626	\$ 308,756	97.5%
All Other Revenues	\$ 3,145	\$ 274,791	\$ 92,387	33.6%	\$ 50,000	\$ 300,000	\$ 300,000	100.0%
Other Financing Sources	\$ 290,000	\$ 290,000	\$ 280,123	96.6%	\$ 52,880	\$ 37,684	\$ -	0.0%
Total Revenues	\$ 4,488,370	\$ 4,760,016	\$ 4,464,012	93.8%	\$ 4,488,370	\$ 4,760,016	\$ 4,159,895	87.4%
WATER & SEWER FUND								
Water Charges	\$ 791,800	\$ 791,800	\$ 709,969	89.7%	\$ 15,017	\$ 15,017	\$ 12,953	86.3%
Sewer Charges	\$ 1,110,100	\$ 1,110,100	\$ 1,022,614	92.1%	\$ 28,900	\$ 28,900	\$ 25,891	89.6%
Tap, Connect & Reconnect Fees	\$ 27,900	\$ 58,631	\$ 76,500	130.5%	\$ 178,238	\$ 178,238	\$ 163,108	91.5%
All Other Revenues	\$ 187,375	\$ 187,375	\$ 217,713	116.2%	\$ 248,806	\$ 248,806	\$ 230,799	92.8%
Other Financing Sources	\$ 102,500	\$ 102,500	\$ 52,637	51.4%	\$ 1,748,714	\$ 1,779,445	\$ 1,728,400	97.1%
Total Revenues	\$ 2,219,675	\$ 2,250,406	\$ 2,079,433	92.4%	\$ 2,219,675	\$ 2,250,406	\$ 2,161,151	96.0%
STORM WATER FUND								
Total Revenues	\$ 690,373	\$ 1,117,511	\$ 477,563	42.7%	\$ 690,373	\$ 1,117,511	\$ 1,011,211	90.5%
POWELL BILL FUND								
Total Revenues	\$ 65,050	\$ 65,050	\$ 65,150	100.2%	\$ 65,050	\$ 65,050	\$ 30,358	46.7%
SEWER EXPANSION RESERVE FUND (SERF)								
Total Revenues	\$ 180,000	\$ 330,000	\$ 55,323	16.8%	\$ 180,000	\$ 330,000	\$ 330,000	100.0%
BEACH PROTECTION FUND								
Total Revenues	\$ 50,440	\$ 50,440	\$ 50,620	100.4%	\$ 50,440	\$ 50,440	\$ -	0.0%
FEDERAL ASSET FORFEITURE FUND								
Total Revenues	\$ 50,000	\$ 50,000	\$ 1,145	2.3%	\$ 50,000	\$ 50,000	\$ 22,240	44.5%

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

<u>FUND</u>	<u>CASH IN BANK</u>	<u>INVESTMENTS</u>	<u>TOTAL CASH & INVESTMENTS</u>
General	\$2,728,070	\$342,982	\$3,071,052
Water/Sewer	\$1,356,769	\$586,825	\$1,943,594
Storm Water	\$191,367	\$241,122	\$432,489
SERF	\$48,386	\$91,565	\$139,951
Powell Bill	\$270,054	\$19,993	\$290,047
Beach Protection	\$111,640	\$175,912	\$287,552
Federal Asset Forfeiture	\$73,479	\$0	\$73,479
Capital Project Funds	\$320,055	\$0	\$320,055
TOTAL	\$5,099,820	\$1,458,399	\$6,558,219
<u>INSTITUTION</u>			
BB&T	\$5,099,820	\$0	
First Bank - Certificates of Deposit	\$0	\$910,820	
NCCMT Term Portfolio	\$0	\$538,212	
NCCMT Cash Portfolio	\$0	\$9,367	
TOTAL	\$5,099,820	\$1,458,399	

TOWN OF KURE BEACH
SUMMARY OF CONTINGENCY FUND AND COMMITTEE
EXPENDITURE ACTIVITY
07/01/2016 - 06/13/2017

CONTINGENCY FUND

Fiscal Year 2017 Budget	\$52,880.00
Less:	
Budget Amendment - Transfer funds to Community Center - Resolution R17-08	<u>\$15,196.00</u>
Remaining Budget as of 06/13/2017	<u><u>\$37,684.00</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><u>\$0.00</u></u>
Remaining Budget as of 06/13/2017	<u><u>\$775.00</u></u>

**TOWN OF KURE BEACH
DEBT LISTING
JUNE 20, 2017**

LOAN PURPOSE/DESCRIPTION	FUND	LENDER	DATE OF LOAN	AMOUNT FINANCED	INTEREST RATE	LOAN TERM (YRS)	DATE PAID OFF	BALANCE AT 06/20/17	PAYMENT FREQUENCY	PAYMENT AMOUNT	NEXT PAY DATE	INT. EXPENSE LIFE OF LOAN
Sewer Rehabilitation Project (a)	W/S	Fed Gov	5/1/2010	\$432,660	0.00%	20	5/1/2030	\$137,224.32	Annual	\$10,555.72	5/1/2018	\$0.00
Ocean Front Park (development)	G	BB&T	7/12/2011	\$347,000	4.39%	17	7/12/2028	\$244,941.20	Annual	\$31,164.68	7/12/2017	\$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
Kure Beach Pump Station #1	W/S	1st Bank	6/15/2017	\$475,000	2.11%	10	6/15/2027	\$475,000.00	Semi-annual	\$26,508.41	12/15/2017	\$55,168.20
334 S. 4th, 402 H & 406 H Ave. Water Tower & Well House & Town Hall Expansion (b)	G, W/S	BB&T	3/12/2015	\$409,471	2.49%	10	3/12/2025	\$327,576.91	Annual	\$49,103.79	3/12/2018	\$56,077.07
2016 John Deere Backhoe (c)	W/S, SW	BB&T	4/11/2007	\$1,187,187	3.92%	15	5/7/2022	\$474,524.79	Semi-annual	\$52,716.71	11/7/2017	\$394,314.33
2017 Freightliner Garbage Truck	G	1st Bank	11/9/2016	\$105,273	1.87%	5	11/9/2021	\$105,273.00	Annual	\$22,250.35	11/9/2017	\$5,978.75
(2) 2016 Police Dodge Chargers	G	1st Bank	8/23/2016	\$179,756	1.70%	5	8/23/2021	\$179,756.00	Annual	\$37,805.31	8/23/2017	\$9,270.57
O'Brien 7065 Hydroletter (c)	W/S, SW	1st Bank	11/9/2016	\$63,500	1.60%	4	11/9/2020	\$63,500.00	Annual	\$16,515.04	11/9/2017	\$2,560.16
2016 Chevrolet Silverado	G	1st Bank	8/13/2015	\$81,485	1.70%	5	8/13/2020	\$65,732.71	Annual	\$17,149.28	8/13/2017	\$4,202.44
Cutter Court Drainage Project	SW	B of A	7/23/2005	\$875,000	4.40%	15	6/23/2020	\$224,604.92	Monthly	\$6,677.76	7/23/2017	\$326,995.49
FY 2016 Equipment & Vehicles (d)	G, W/S	BB&T	9/14/2015	\$186,000	2.01%	4	9/14/2019	\$140,878.73	Annual	\$48,859.87	9/14/2017	\$9,439.48
(2) 2015 Police Cars	G	BB&T	3/27/2015	\$48,359	2.19%	4	3/27/2019	\$24,703.23	Annual	\$12,758.83	3/27/2018	\$2,676.33
2015 Ford F-250 Utility Truck	W/S	BB&T	10/24/2014	\$32,216	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	1/17/2014	\$117,000	1.93%	4.5	6/17/2018	\$48,308.45	Annual	\$24,719.00	1/17/2018	\$6,595.00
2013 Ford F-150 Police Truck	G	BB&T	1/15/2014	\$32,000	2.18%	4	1/15/2018	\$8,260.62	Annual	\$8,440.70	1/15/2018	\$1,762.80

FUND CODES

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

TOTAL OUTSTANDING DEBT AT 06/20/2017:

General Fund \$ 1,830,438.97
Water/Sewer Fund \$ 1,147,004.45
Storm Water Fund \$ 310,107.78
Total \$ 3,287,551.19

NOTES

- (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.

LOAN PAYMENTS DUE (Next 12 Months):

06/21/2017 - 09/30/2017 \$ 164,605.97
10/01/2017 - 12/31/2017 \$ 241,984.12
01/01/2018 - 03/31/2018 \$ 115,055.60
04/01/2018 - 06/20/2018 \$ 134,533.12
Total \$ 656,178.81

**TOWN OF KURE BEACH
KURE BEACH PUMP STATION #1
CAPITAL PROJECT FUND SUMMARY
AS OF 06/13/2017**

	<u>APPROVED BUDGET</u>	<u>ACTUAL AS OF 06/13/17</u>
<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	\$35,250.00
Bidding Assistance	\$6,500	\$3,250.00
Construction Administration	\$25,000	\$0.00
Construction Inspection	\$28,500	\$0.00
Total Engineering Services, PA	<u>\$116,000</u>	<u>\$42,500.00</u>
<u>OTHER PROJECT COSTS</u>		
Legal Fees	\$0	\$0.00
LGC Loan Application Fee	\$0	\$1,250.00
Total Other Costs	<u>\$0</u>	<u>\$1,250.00</u>
<u>T&H CONSTRUCTION OF HAMPSTEAD, NC</u>		
Construction	<u>\$589,731</u>	<u>\$11,791.17</u>
<u>GRAND TOTAL EXPENDITURES</u>	<u>\$705,731</u>	<u>\$55,541.17</u>
 <u>PROJECT REVENUE SOURCES</u>		
Transfer From Water/Sewer Fund to H Avenue Lift Station Capital Project Fund	\$80,731	\$80,731.00
Transfer From Sewer Expansion Reserve Fund (SERF) to H Avenue Lift Station Capital Project Fund	\$150,000	\$150,000.00
Installment Financing	<u>\$475,000</u>	<u>\$0.00</u>
<u>GRAND TOTAL PROJECT REVENUE SOURCES</u>	<u>\$705,731</u>	<u>\$230,731.00</u>

**TOWN OF KURE BEACH
TOWN HALL RENOVATION AND NEW FIRE STATION
CAPITAL PROJECT FUND SUMMARY
AS OF 06/13/2017**

	<u>APPROVED BUDGET</u>	<u>ACTUAL AS OF 06/13/17</u>
<u>EXPENDITURES</u>		
<u>OAKLEY COLLIER ARCHITECTS</u>		
Feasibility Study	\$28,500	\$28,500.00
Schematic Design	\$74,407	\$74,407.40
Design Development	\$55,806	\$0.00
Construction Documents	\$148,815	\$0.00
Bidding & Negotiation	\$18,602	\$0.00
Contract Administration	\$74,407	\$0.00
Reimbursable Expenses	\$14,720	\$0.00
Retainer	\$0	\$7,000.00
Total Oakley Collier Architects	<u>\$415,257</u>	<u>\$109,907.40</u>
<u>OTHER PROJECT COSTS</u>		
Preliminary Survey	\$3,250	\$3,250.00
Legal Fees	\$25,000	\$10,579.29
LGC Loan Application Fee	\$1,250	\$0.00
Other	\$500	\$0.00
Total Other Project Costs	<u>\$30,000</u>	<u>\$13,829.29</u>
<u>CONSTRUCTION</u>		
Construction	<u>\$4,554,743</u>	<u>\$0.00</u>
<u>GRAND TOTAL EXPENDITURES</u>	<u><u>\$5,000,000</u></u>	<u><u>\$123,736.69</u></u>
<u>PROJECT REVENUE SOURCES</u>		
Transfer From General Fund	\$250,000	\$250,000.00
Installment Financing	<u>\$4,750,000</u>	<u>\$0.00</u>
<u>GRAND TOTAL PROJECT REVENUE SOURCES</u>	<u><u>\$5,000,000</u></u>	<u><u>\$250,000.00</u></u>



TOWN COUNCIL MINUTES

REGULAR MEETING

May 16, 2017

The Kure Beach Town Council held their regular meeting on Tuesday, May 16, 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
Public Works Crew Leader – Jimmy Mesimer
Town Clerk – Nancy Avery
Deputy Clerk – Nancy Hewitt

CALL TO ORDER

Mayor Swearingen called the meeting to order at 6:30 p.m., and Pastor Keck from Kure Memorial Lutheran Church delivered the opening invocation and led everyone in the Pledge of Allegiance.

APPROVAL OF CONSENT AGENDA ITEMS

1. Approve Mayor's travel to Raleigh on May 24, 2017 to attend the NC Association of Resort Towns and Convention Cities Legislative Breakfast, at an approximate cost of \$324 from council's Travel & Training budget
2. Adopt Proclamation P17-01, declaring May 20-26, 2017 National Safe Boating Week
3. Appoint David Garceau as a member of the Shoreline Access and Beach Protection Committee
4. Adopt amended ordinance to Section 12-50, 12-51 and 12-52, increasing the number of Community Center Committee members from seven to nine.
5. Appoint Linda Brett-Kell as a member of the Community Center Committee.
6. Building Inspections Report – April 2017
7. Fire Department Report – April 2017
8. YTD Finance Report Meeting
9. Minutes:
 - April 7, 2017 – budget workshop
 - April 18, 2017 – regular meeting
 - April 21, 2017 – budget workshop

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



TOWN COUNCIL MINUTES

REGULAR MEETING

May 16, 2017

SECOND – Commissioner Whitley
VOTE – Unanimous

PROCLAMATION P17-01 READING

Mayor Swearingen read Proclamation 17-01, declaring next week National Safe Boating Week. She introduced Peter Spark, Public Safety Officer of the Cape Fear Sail and Power Squadron.

ADOPTION OF THE AGENDA

MOTION – Commissioner Whitley moved to adopt the meeting agenda, as presented.
SECOND – Commissioner Heglar
VOTE – Unanimous

DISCUSSION AND CONSIDERATION OF PERSONS TO ADDRESS COUNCIL

Sign up at podium

1. Vern Herrington, 120 Hanby Avenue – Fence Ordinance

Mr. Herrington said he is in support of the proposed ordinance to increase the fence height. He said his home backs up to the town's pumping station and storage shed, so it will be a welcome change to have a barrier between it.

2. Teresa Browning, 108 Hanby Avenue – Fence Ordinance

Ms. Browning said she is in support of the proposed ordinance to increase the fence height. She said her home backs up to a condominium building, so it will help provide privacy in her backyard.

DISCUSSION AND CONSIDERATION OF COMMITTEE BUSINESS

1. Marketing Committee

a. Presentation of FY17-18 Proposed Marketing Budget for Approval

Committee member, Robin Nalepa, reviewed the Marketing Committee's proposed FY17-18 which is a four percent increase from their FY16-17 budget. She said the Wilmington and Beaches CVB website is the first destination area in the country to offer SkyNav technology, which provides 3D, 360-degree online navigation of the area. She invited everyone to view the SkyNav for Kure Beach. She said the committee's total budget is \$212,131, which includes a ten percent Contingency held back as requested by council, leaving \$190,918 for the total working budget.

MPT Bloszinsky said the committee did a great job on their budget and asked if she knew how much increase from January to February there was in ROT collection.

Ms. Nalepa said she wasn't sure, but she knows it was an exceptionally large increase.



TOWN COUNCIL MINUTES

REGULAR MEETING

May 16, 2017

Commissioner Heglar said he thinks the word has gotten out to those who rent their homes short-term about paying their ROT, and MPT Bloszinsky said he can't wait to see what June does.

MOTION – MPT Bloszinsky moved to approve the Marketing Advisory Committee's FY17-18 budget, as presented.

SECOND – Commissioner Heglar

VOTE – Unanimous

2. Planning & Zoning Commission (P&Z)

a. Request to Adopt Amended Ordinances in Sections 5-141(a) and (b), regarding fences
Chairman Ellen said P&Z would like the allowable fence height in backyards to be six feet from the current four-foot limit. He said that some HOA's have a four-foot fence height limit, so homeowners in those neighborhoods would still need to abide by their HOA's rules.

Mayor Swearingen asked why the fence height was set at four feet to begin with, to which Attorney Canoutas replied the purpose was for airflow back in the days when there was no air conditioning in homes.

Commissioner Heglar asked what caused the recommendation to eliminate metal fences on residential properties, asking if anyone had complained about them.

Chairman Ellen said no residents attended the P&Z meetings when fence heights were discussed, but P&Z members feel it looks better, aesthetically, to not have metal fences in town.

Inspector Batson said, during the time that P&Z began looking at the fence height ordinance, he had just issued a permit for a chain link fence to go around an entire backyard on Fort Fisher Boulevard, which sparked a discussion.

Attorney Canoutas was asked if a public hearing is required for this subject, to which he replied it isn't since it isn't in the zoning ordinance.

MOTION – Commissioner Heglar moved to accept the height change presented to amend Section 5-141(a) of the town's code, to increase the fence height limit to six feet.

SECOND – MPT Bloszinsky

VOTE – Unanimous

Commissioner Heglar asked if he could make a motion to vote against the elimination of metal fences or if someone wanted to make a motion in favor of it.

Mayor Swearingen said, if we don't have a motion, then we don't vote on it and it doesn't pass. She asked if there was a motion anyone wanted to make.



TOWN COUNCIL MINUTES

REGULAR MEETING

May 16, 2017

MOTION – MPT Bloszinsky moved to adopt Section 5-141(b) of the town’s code, to restrict wire fences, entirely.

SECOND – Commissioner Dugan

VOTE – FAILED four to one, as follows: Mayor Swearingen and Commissioners Heglar, Dugan and Whitley, AGAINST, and MPT Bloszinsky FOR.

- b. Request to Adopt New Definitions and Ordinances in Sections 1-2 and 4.20-4.29 of the Code, regarding livestock and exotic animals

Chairman Ellen said P&Z took the proposed ordinance back to the table after last month’s council meeting and made the following changes: removed monkeys from the definition of exotic animals and listed the Building Inspector as the permitting and enforcing officer. He said Attorney Eldridge told P&Z that the word “reasonable” as put in the exotic animal definition, “... or otherwise, reasonably poses a potential danger to persons, property or other animals,” is used in legal framework to hold up in a court of law. He said, for instance, reasonable people would say that a 20-foot python would pose a reasonable threat.

Inspector Batson said he can reasonably say a 20-foot python would make him feel threatened.

Discussion ensued on expanding the list of exotic animals in the definition, to which MPT Bloszinsky said there is no way to make a definitive list of exotic animals and the “reasonably poses” statement made in the definition gives the ordinance logic that can be applied to the law.

Commissioner Heglar said that this issue probably won’t come up unless someone complains, since the Building Inspector won’t be going to every home in town to search for exotic animals.

MOTION – Commissioner Whitley moved to adopt the new definitions in Section 1-2 and the new ordinances in Sections 4.20-4.29 of the town’s code, regarding livestock and exotic animals.

SECOND – Commissioner Heglar

VOTE – Unanimous

DISCUSSION AND CONSIDERATION OF DEPARTMENT HEAD BUSINESS

1. Public Works Department

Crew Leader Mesimer said the new lift station project is under way, and H Avenue will be closed between 4th and 5th Avenues for the next 100 days. He said the police department was informed and a notice was placed on the town’s website.

2. Administration and Recreation

- a. Proposal for use of privately owned lots for town paid parking

Town Clerk Avery shared the following information:

- Kure Beach business owners, Sam Khatib and Mike Robertson, offered three of their lots to be used by the town for paid parking, if the town would split the profits with them.



TOWN COUNCIL MINUTES

REGULAR MEETING

May 16, 2017

- Mr. Robertson's lots are located next to Bud & Joe's Bar and behind Big Daddy's, and Mr. Khatib's lot is next to his convenience store.
- The owners don't want to be responsible for managing the parking lots and getting into the parking lot business.
- She requested and received a quote from the parking vendor that Carolina Beach uses and the only things not included in their quote are the layout of the lots and parking bumpers.
- The lots would each have one, central pay kiosk in operation from 8:00 a.m. to 6:00 p.m.
- Looking at a partial year of paid parking in 2017, projected net revenue after sales tax and credit card fees would be a little over \$40K, minus payroll, operating expenses and management fees of \$29.5K. This should yield a net operating income of about \$10.7K to split between the town and the lot owners.
- The second year would be a full year and could bring in a net income of about \$35.5K to be split the same way. The numbers are based on what the parking vendor sees in Carolina Beach.
- No free passes will be given to residents, but parking would still be free in town-owned lots and spaces.

Mr. Robertson said he feels like an arrow is going through his heart to have paid parking, but he got into this after realizing how this could help Mr. Katib pay his property tax on the lot. He said that Mr. Khatib is a hard-working man and it should be done, if it will help him out.

Mayor Swearingen asked why Mr. Katib doesn't just run his lot, himself, to which Mr. Robertson said he didn't want to have to hire and manage employees to run it.

Commissioner Dugan said he talked to the police chief before this program came up and was asked to do everything he could to not get involved with parking if the police department would have to do all of the ticketing.

Mayor Swearingen said it sounds like the company would do all of that.

Commissioner Dugan said that was good, but council still has to consider Public Works.

Discussion ensued with the following comments and considerations:

- Although the town will not make a lot of money at first, this will be an investment to understand how paid parking will affect the town.
- It needs to be determined if there are enough parking bumpers for the spaces.
- If the business owners are saying it's okay with them, then we should do it and monitor it closely so we can bail out if it looks like we will lose money.
- It needs to be determined who will be responsible for cleaning up the lots after 6:00 p.m.
- More information could be gathered during contract negotiations.



TOWN COUNCIL MINUTES

REGULAR MEETING

May 16, 2017

- There's no liability to the town since it isn't town property.

MPT Bloszinsky said, based on the net operating income, everyone would have to pull out of this venture together, to avoid someone being financially hurt.

Commissioner Heglar suggested monitoring it on a monthly basis to decide if, or when, everyone should pull out. He suggested that MPT Bloszinsky negotiate a better deal with the vendor.

MOTION – Commissioner Heglar moved to give permission for MPT Bloszinsky and Town Clerk Avery to work with the two business owners of the parking lots to engage in contract negotiations with SP+ Municipal Services and, assuming all three entities are in favor of paid parking, to sign a contract with a 30-day “out” clause.

SECOND – Commissioner Dugan

VOTE – PASSED, four to one, as follows: Mayor Swearingen, MPT Bloszinsky and Commissioners Heglar and Dugan FOR; and Commissioner Whitley AGAINST.

Mayor Swearingen asked the town clerk to let council know if negotiations don't work out.

- b. Request consideration of holding a special meeting for the purpose of holding a closed session per N.C.G.S. 143-318.11(a)(6) to perform department head evaluations

MOTION – Commissioner Heglar moved to hold a special meeting at Town Hall on June 20th at 2:00 p.m., preceding the regular council meeting, for the purpose of holding a closed session per N.C.G.S. 143-318.11(a)(6) to perform department head evaluations.

SECOND – Commissioner Whitley

VOTE – Unanimous

- c. Replacement of Community Center roof

Town Clerk Avery shared the following information:

- There have been multiple leaks from the roof in the last year. Half of the roof is 10 years old and half of it is 20 years old.
- NCLM, the property insurer, will pay \$5,574 towards replacement costs. There were leaks in the roof due to damage from a neighbor's tree limbs rubbing on it, which were recently cut back, so it can't be considered wind damage which would have been covered by the policy.
- Out of the three contractors contacted to give an estimate on replacing the roof, only Carolina Building Specialists showed up, and they presented four options, all of which include gutters and downspouts over the front and rear doors:
 1. \$11,450 to replace with a similar shingled roof (5-year warranty)
 2. \$17,455 to overlay the existing roof with a metal roof (5-year warranty)
 3. \$19,760 to take off existing roof and replace with metal roof (5-year warranty)



TOWN COUNCIL MINUTES

REGULAR MEETING

May 16, 2017

4. \$20,770 to take off existing roof and replace with metal roof (10-year warranty with ice and water shield)
- Director Beeker prefers a metal roof for maintenance reasons.
 - Inspector Batson prefers a shingled roof because he'd rather see one tab of the shingle blow off of the roof than an entire metal sheet, if storm winds get high enough.
 - A standing seam metal roof would be good, but it is a lot more expensive.
 - She recommends Option 4 for long-term maintenance.
 - Council approved getting the roof replaced this fiscal year during a budget workshop
 - This will require a resolution to transfer funds from contingency to the center's budget; no funds have been used from the contingency fund so far this fiscal year.

MOTION – Commissioner Heglar moved to replace the Community Center roof with a metal roof that has a 10-year warranty and to approve the transfer of \$15,196 from the General Fund Contingency account, as requested in Budget Amendment 17-08.

SECOND – Commissioner Whitley

VOTE – PASSED four to one, as follows: MPT Bloszinsky and Commissioners Heglar, Whitley and Dugan FOR; and Mayor Swearingen AGAINST.

MOTION – Commissioner Heglar moved to adopt Resolution R17-08, transferring funds from the Contingency Line Item to FY16-17 Community Center budget for roof replacement.

SECOND – Commissioner Whitley

VOTE – Unanimous

Mayor Swearingen directed the town clerk to ask public works to keep the trees trimmed back from the community center roof.

Town Clerk Avery questioned if this was something that the town could control, to which Inspector Batson said if vegetation is affecting someone's property, the town can ask the property owner to fix it.

d. Draft RFQ for Project Manager Services

Town Clerk Avery read the draft RFQ and discussion ensued about the timeline listed in the RFQ.

Mayor Swearingen said that 6-1/2 weeks seems like a long time before the proposal submission deadline and asked if it was the architect's request not to receive it until the end of June.

Town Clerk Avery said that was her timeline. He said the architect isn't looking to go out to bid for a contractor until September, and she thought council would want to bring the project manager in by the beginning of August so that he/she will be on board in time to meet with the



TOWN COUNCIL MINUTES

REGULAR MEETING

May 16, 2017

architect and be prepared for the bid process. She said council can certainly revise the timeline and she can bring the proposal submissions to council's June meeting.

Commissioner Heglar said that the town clerk's timeline is on track. He said it gives council July to interview and choose someone so he/she can start in August. He also liked that it says council may or may not choose someone. He commended those who worked on the RFQ.

Town Clerk Avery said that she had the attorney review it because it is her understanding that we have to be careful with where the responsibility falls.

Commissioner Dugan said he is looking at this as three, separate projects going on simultaneously, which seems like a lot for one firm to handle. He said it will be worth every penny to have someone manage the project, even if it's just to keep all of the projects on schedule. He said once there's a problem with one project, it can snow ball to the other projects.

MOTION – Commissioner Heglar moved to accept the Request for Project Manager Services proposal submitted by staff for the town's facilities expansion project, and to move forward with advertising.

SECOND – Commissioner Dugan

VOTE – Unanimous

e. Street Light Shields

Town Clerk Avery said she received a complaint from a homeowner about the brightness of a streetlight. She contacted Duke Energy and they will install streetlight shields on an individual basis, upon request from the town, for a one-time fee of \$150 per light. She said the homeowner is willing to pay the fee to the town and the town will pay Duke. She said the shield can only go on the front or back of the light, so she will talk further with the homeowner to make sure it will work. If it is installed and the homeowner is still not satisfied, no refunds will be given. She said the responsibility for handling these transactions will fall on the finance staff, not public works.

MOTION – Commissioner Heglar moved to allow staff to work with town property owners and Duke Energy to have shields put on streetlights, when requested by the property owner, who will be responsible for paying for the shield.

SECOND – Commissioner Whitley

VOTE – Unanimous

f. Clarification of Committee Membership Policy for Residency Status: Sections 1.01 - B.1 and B.2.b.

Deputy Clerk Hewitt said that she received a request from a non-resident Kure Beach property owner to apply to be on one of the town committees. She said that the Committee Policy isn't



TOWN COUNCIL MINUTES

REGULAR MEETING

May 16, 2017

clear whether only a full-time resident or both residents and property owners can serve on a committee and asked council to clarify the two, conflicting policies.

The mayor stated the committee policy needs a total overhaul.

Deputy Clerk Hewitt suggested that two council members go through the policy to make revisions rather than have staff revise it and then council not be happy with the revisions.

Attorney Canoutas said the policy was put together by a former mayor.

Mayor Swearingen said there are a lot of revisions that need to be made and she would be glad to take it on, if the rest of council will review it and tell her what areas they have an issue with.

MOTION – MPT Bloszinsky moved to allow volunteers from outside of town to participate in town projects, if the town committee members agree, but non-resident volunteers should not be able to hold a voting position on a town committee.

SECOND – Commissioner Dugan

VOTE – Unanimous

3. Finance Department

a. Presentation of budget message, draft FY17-18 budget ordinance and fee schedule
Finance Officer Copenhagen presented the draft budget and fee schedule for council's review and consideration. He reviewed the county's property revaluation showing that the town increased by 6.08 percent in value compared to the countywide increase in value of 9.78 percent. He reviewed all of the town's funds and pointed out the following significant changes in the overall proposed budget:

- 1) Tax rate remains at its current rate of \$0.285, which is \$0.0137 greater than the revenue-neutral tax rate
- 2) Monthly fee per residential garbage cart increases from \$6 to \$12 for all carts after the first cart. The first garbage cart remains the same at \$6 per month.
- 3) Trash pickup fees, which haven't been increased in over 10 years, would increase as follows:
 - minimum truck load: current \$10 charge increases to \$15 charge
 - ¼ truck load: current \$30 charge increases to \$45 charge
 - ½ truck load: current \$60 charge increases to \$90 charge
 - ¾ truck load: current \$90 charge increases to \$135 charge
 - full truck load: current \$120 charge increases to \$180 charge
 - appliances: current \$10/appliance charge increases to \$15/appliance
- 4) Cost of Living adjustment of 1.5 percent for employees
- 5) Merit increase of 2.5 percent to reward employees who are performing above expectation



TOWN COUNCIL MINUTES

REGULAR MEETING

May 16, 2017

Mayor Swearingen said the town's governing body has the lowest paid council on the east coast and probably in the state. She said council decided to not increase their salaries but decided to have the option of accepting a vehicle allowance of \$75 per month and a cell phone allowance of \$25 per month for council members that don't have a town cell phone.

MPT Bloszinsky said the vehicle allowance equals out to about one round trip to Wilmington, per week.

The finance officer thanked everyone who participated in developing the budget. He said it can be a difficult process, but they helped it go smoothly.

MPT Bloszinsky summarized that the budget is balanced, it is slightly lower than the current budget and the tax rate is comparable.

Finance Officer Copenhaver said, if you take into consideration Kure Beach's tax rate and the proposed revenue-neutral tax rate from New Hanover County, town-wide, property taxes will pretty much break even.

MOTION – Commissioner Heglar moved to direct the town clerk to advertise a budget public hearing to be held at Town Hall on Tuesday, June 6th at 6:30 p.m., and to allow for public inspection of the proposed FY17-18 budget.

SECOND – MPT Bloszinsky

VOTE – Unanimous

DISCUSSION AND CONSIDERATION OF NEW BUSINESS

1. Adopt 2017 Emergency Operations Plan

Commissioner Heglar said he doesn't have any changes to propose to the plan.

MOTION – Commissioner Heglar moved to adopt the 2017 Emergency Operations Plan, as presented.

SECOND – Commissioner Dugan

VOTE – Unanimous

2. CB/KB Sewer Authority Update

Commissioner Heglar said the CB/KB Sewer Authority met on May 8th, at which time they set the rate Kure Beach will be required to pay Carolina Beach for treating the majority of its wastewater. He reviewed the rate changes, as follows:

- Variable Costs: decrease of 1.18 cents per 1,000 gallons (from 77.66 to 76.48)
- Fixed Costs: \$2,955.97 per month increase (from \$13,671.31 to \$16,627.28)
- Capital Recovery: No change (\$3,746.25 per month)



TOWN COUNCIL MINUTES

REGULAR MEETING

May 16, 2017

MOTION – Commissioner Heglar moved to approve the new rates set by the Carolina/Kure Beach Sewer Authority, and to direct the finance officer to send a check to Carolina Beach for \$28,217.33 out of the water/sewer fund.

SECOND – Commissioner Whitley

VOTE – Unanimous

3. Review Town Survey

Commissioner Heglar reviewed the town's survey, which was emailed via the distribution list and was posted on the town's website in December. He said council members can decide how they want to interpret the data. He shared the following information:

- There were 473 responses to the survey: 315 from the website and 158 from the email link.
- About 75 percent of the respondents own or rent their residence, and 55 percent live in Kure Beach year-round.
- There were slightly more women respondents than men, and most of the respondents are aged 45 or older.
- Over 78 percent are concerned with the projected population growth in New Hanover County.
- About 64 percent think day-trippers are a moderate problem.
- Most somewhat or strongly support economic development in Kure Beach, including expanding mixed-use opportunities, adopting more stringent architectural codes for businesses and providing economic incentives to business owners to improve their business' external appearance.
- Not many people want an increase in property taxes unless it is to improve infrastructure.
- More people support paid parking than not, but believe it should be free to residents and that tourists shouldn't be allowed to park in neighborhoods except in designated areas.
- Over 45 percent somewhat or strongly support a shuttle service from a parking lot outside of town that would bring people into town and to the Fort Fisher tourist attractions.
- People feel safe in town but think bicycle and pedestrian safety is a moderate problem.
- People are evenly split over the issue of dogs on the beach in the summer.
- People see litter on the beach, storm water drainage and beach erosion as a concern.
- People strongly agree that pedestrian and bicycling facilities need to expand in Kure Beach.
- Most people agree that the town's recreational offerings should be expanded.
- People support the idea of a Town Ambassador Program.

Mayor Swearingen said that, at some point, council needs to discuss if any of this will help them make decisions about paid parking, and if they want to try and discourage day-trippers.



TOWN COUNCIL MINUTES

REGULAR MEETING

May 16, 2017

Commissioner Heglar said we can't and shouldn't discourage day-trippers from coming here, but we can increase the cost for them coming here with paid parking. He said that council should work with P&Z if it is decided to institute paid parking.

Mayor Swearingen discussed WAVE transit providing a shuttle service on the island.

Commissioner Heglar said, if council is going to make it easier for people from all over Wilmington to come to Kure Beach, he personally thinks it should be put on the ballot as a referendum, if that could be done.

Mayor Swearingen said she doesn't think it is to bring people from Wilmington to the island, but to provide service for people on the island to go to stores and activities without having to deal with finding a parking space during the crowded months. She said she will take some of the information on the survey to WAVE's five-year planning committee to see if they can explain what a shuttle service would mean for the whole island and see if they can locate a good place for a Park-and-Ride service.

Commissioner Whitley said it seems like people were split 50/50 on the big issues listed on the survey.

Commissioner Dugan said he imagines that most of those issues can't be solved by any one of the two towns on the island without affecting the other town.

MPT Bloszinsky said that there may be some things the town wants, but they may not be supportable.

Commissioner Heglar said he doesn't know what council wants to do with the data, but he feels it reinforces some of the things council is doing, and nothing in the survey was a mandate to do anything different than what we're doing

MAYOR UPDATE

Mayor Swearingen reported on the following meetings she attended:

- WMPO Board meeting - They discussed proposals for a third bridge over the Cape Fear River, mainly for economic development to help transport things to and from Wilmington's port. She said they narrowed the 12 options down to 4 options, but there are still about 10 or so agencies that have to weigh-in on this.
- DOT meeting on mass transit - People from the western area of the state were talking about the same issues we have on the coast.
- MOTSU – She met with representatives, and they talked about cutting back brush near the intersection of Ocean Boulevard and Dow Road to allow for better visibility for cars turning onto Dow Road. She said no bike path will happen and they aren't going to put



TOWN COUNCIL MINUTES

REGULAR MEETING

May 16, 2017

up any fences, although they wanted her to know they will protect their property from trespassers. They are interested in seeing DOD's Land Use Study but the local application to receive planning money still hasn't been submitted and may cause us to lose that money if it isn't submitted soon. She said it would be good if the planning agency tasked with submitting the application would hurry up, but it will probably be December before the main committee is put together.

- She will attend a breakfast in Raleigh next week with the Resort Towns and Convention Cities committee to try to get legislators to continue to support beach nourishment.

COMMISSIONER ITEMS

Commissioner Dugan

- He attended a meeting of regional hubs for truckers where engineers from around the state met. He said they are setting up the traffic patterns of the existing major highways.
- He went to the ribbon cutting at the new bathroom at the state park, which is one of the most interesting ribbon cutting he's ever attended.

Commissioner Heglar said that Commissioner Dugan will represent him at the emergency management meeting this coming Friday, while he is out of town.

MPT Bloszinsky

- The Port, Waterway and Beach Commission is still on path. Senate Bill 273 has some language in it for money, but things aren't finished yet so we'll continue to work with Ruth Ravitz-Smith and our county lobbyists to do our surveys and studies with the corps (USACE). He said it's not in the budget yet, but should get in there next year, if not this year.

ADJOURNMENT

MOTION – Commissioner Dugan moved to adjourn.

SECOND – MPT Bloszinsky

VOTE – Unanimous

The meeting adjourned at 9:28 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

SPECIAL MEETING

MAY 30, 2017

The Kure Beach Town Council held a special meeting on Tuesday, May 30, 2017 to approve the transfer of funds to cover expenses related to the town's project to expand town facilities and construct a new fire station.

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 Joseph Whitley
Commissioner Jim Dugan

COUNCIL MEMBERS ABSENT

Commissioner David Heglar

STAFF PRESENT

Finance & Budget Officer – Arlen Copenhaver
Town Clerk – Nancy Avery

CALL TO ORDER

Mayor Swearingen called the meeting to order at 6:30 p.m.

MOTION - Commissioner Dugan made the motion to excuse Commissioner Heglar

SECOND – Commissioner Whitley

VOTE - Unanimous

TRANSFER OF FUNDS AND REVISION OF CAPITAL PROJECT ORDINANCE BUDGET

Mayor Swearingen stated the purpose of the meeting is to discuss and consider revision to the Capital Project Ordinance Budget established in August of 2016 for the expansion and renovation of the town hall complex and construction of a new fire station (facility improvement project).

Finance Officer Copenhaver stated:

- Last August, we set up a preliminary budget for a design study by an architect and a topographic survey;
- Since then we have spent \$11,000 in legal fees and only have \$650 left;
- Now that the town has signed a contract with the architect and the project is progressing, we need to update the budget because bills are coming in;
- There will be additional legal fees for other contracts and possibly some associated with the loan for a bond attorney and closing attorney;
- The proposed budget does not include costs associated with hiring a 3rd party project manager;
- There is only \$182,062 in contingency funds in the project budget;



TOWN COUNCIL MINUTES

SPECIAL MEETING

MAY 30, 2017

- He is requesting approval to transfer an additional \$200,000 from the General Fund for this project.

Finance Officer Copenhaver reviewed:

- Revised Capital Project Ordinance Budget
- Budget Amendment 17-09 transferring \$200,000
- Resolution R17-11 Notice of Intent to Reimburse which allows the town to reimburse expenditures paid prior to receiving the loan

All of the above documents are incorporated as part of these minutes.

MOTION – Commissioner Whitley made the motion to adopt the revised Capital Project Ordinance Budget for the facility improvement project with a total project cost of \$5 million, as presented.

SECOND – Commissioner Dugan

VOTE – Unanimous

MOTION – Mayor Pro Tem Bloszinsky made the motion to adopt Budget Amendment 17-09 transferring \$200,000 from the General Fund to the revised Capital Project Ordinance Budget for the facility improvement project.

SECOND – Commissioner Whitley

VOTE – Unanimous

MOTION – Commissioner Dugan made the motion to approve Resolution 17-11 Notice of Intent to Reimburse

SECOND – Mayor Pro Tem Bloszinsky

VOTE – Unanimous

DISCUSSION AND CONSIDERATION OF DESIGNATING A STAFF MEMBER TO APPROVE INVOICES FOR THIS PROJECT, IN THE INTERIM, AS THE COUNCIL CONSIDERS HIRING A PROJECT MANAGER

MOTION – Mayor Pro Tem Bloszinsky made the motion for the administrative department head to approve invoices for this project, in the interim, in conjunction with the financial department head.

SECOND - Commissioner Whitley

VOTE – Unanimous



TOWN COUNCIL MINUTES

SPECIAL MEETING

MAY 30, 2017

DISCUSSION AND CONSIDERATION OF DESIGNATING AN INTERIM COUNCIL LIAISON FOR THIS PROJECT, AS THE COUNCIL CONSIDERS HIRING A PROJECT MANAGER

MOTION – Mayor Pro Tem Bloszinsky made the motion to assign an interim individual from Council to act as liaison for the project until such time as the election will define the new Council and someone can be permanently assigned during the construction period.

SECOND – Commissioner Whitley

VOTE - Unanimous

MOTION – Commissioner Whitley made the motion to nominate Commissioner Dugan as the interim Council liaison for this project.

SECOND – Mayor Pro Tem Bloszinsky

VOTE - Unanimous


ADJOURNMENT

MOTION - Commissioner Dugan made the motion to adjourn at 7:09 p.m.

SECOND - Commissioner Whitley seconded

VOTE –Unanimous

Emilie Swearingen, Mayor



ATTEST: Nancy Avery, Town 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

PUBLIC HEARING

JUNE 6, 2017

FISCAL YEAR 2017-2018 PROPOSED BUDGET

The Kure Beach Town Council held a public hearing on Tuesday, June 6, 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 (via conference call)
Commissioner Joseph Whitley
Commissioner Jim Dugan

STAFF PRESENT

Finance Officer – Arlen Copenhaver
Public Works – Jimmy Mesimer
Town Clerk – Nancy Avery
Deputy Town Clerk – Nancy Hewitt

CALL TO ORDER

Mayor Swearingen called the meeting to order and stated its purpose is to receive public comments on the proposed Fiscal Year 17-18 budget, and official notice was posted on the town's website and bulletin board, and was advertised in the Island Gazette on May 24, 2017, to meet with public notification requirements per N.C.G.S. 159-12. She said the proposed budget includes the following highlights:

- 1) Tax rate remains at its current rate of \$0.285, which is \$0.0137 greater than the revenue-neutral tax rate
- 2) Monthly fee per residential garbage cart increases from \$6 to \$12 for all carts after the first cart. The first garbage cart remains the same at \$6 per month
- 3) Trash pickup fees increase as follows:
 - a. minimum truck load: current \$10 charge increases to \$15 charge
 - b. ¼ truck load: current \$30 charge increases to \$45 charge
 - c. ½ truck load: current \$60 charge increases to \$90 charge
 - d. ¾ truck load: current \$90 charge increases to \$135 charge
 - e. full truck load: current \$120 charge increases to \$180 charge
 - f. appliances: current \$10 charge increases to \$15 charge for each appliance
- 4) Cost of Living adjustment of 1.5 percent for employees
- 5) Merit increase of 2.5 percent to reward employees who are performing above expectation

PUBLIC COMMENTS

None



TOWN COUNCIL MINUTES

PUBLIC HEARING

JUNE 6, 2017

CLOSING OF PUBLIC HEARING

As no one signed up to give input nor indicated an intent to speak, Mayor Swearingen asked for a motion to close the public hearing.

MOTION – Commissioner Whitley moved to close the public hearing at 6:34 p.m.

SECOND – Commissioner Dugan

VOTE – PASSED four to one, as follows: Mayor Swearingen, MPT Bloszinsky and Commissioners Dugan and Whitley FOR, and Commissioner Heglar AGAINST.

DISCUSSION OF PROPOSED BUDGET AND POSSIBLE DIRECTION TO FINANCE OFFICER

Commissioner Heglar commended Finance Officer Copenhaver for doing a great job.

MPT Bloszinsky concurred and added his thanks to the department heads for doing a fine job getting things together and holding the line.

Mayor Swearingen said she sent information to council about a bill that was introduced to the legislature that would allow billboards to be placed anywhere, regardless of any local ordinances. She asked council for their opinions.

MPT Bloszinsky said he is against the bill, as it provides no local controls.

Commissioner Whitley asked if there is anywhere billboards are allowed now in Kure Beach, and he didn't think anyone would put a billboard in town; but he added that he is also against the bill.

Mayor Swearingen said, "Never say never."

Commissioner Heglar said council should formally oppose the bill to support all of the other municipalities that need to be able to regulate this. He said the decision on billboards shouldn't be at the state level, it should be at the local level.

Commissioner Dugan said he agrees with the rest of council, to oppose the bill.

Mayor Swearingen said she also opposes the bill and will let the town's legislative contingent know about the consensus of council, including Senator Lee.

Commissioner Heglar asked the mayor if anyone has a resolution against it for council to adopt.

Mayor Swearingen said she isn't aware of a resolution against it but, if there is one, she will have it ready at council's next meeting for adoption. She briefed council on other items of concern, as follows:



TOWN COUNCIL MINUTES

PUBLIC HEARING

JUNE 6, 2017

- The National Marine Fisheries announced they are opening up a 30-day comment period regarding seismic testing because of its possible negative impact on marine life. The comment period runs from today until July 6th.
- She provided information to a local news station and the Wilmington Business Journal about this.
- Oceana has the resolutions from the municipalities that opposed seismic testing and will submit them to marine fisheries and the Bureau of Ocean Energy Management.
- There are many federal regulations to which the U.S. President will have to adhere regarding offshore oil drilling.
- Ruth Ravitz-Smith from the county told her that a deal was struck on an amount of money from an unidentified source that is to be divided between use for clean water, parks and recreation and beach nourishment. Everyone seemed to be in agreement with it until an amendment was made to use ten percent of it for agriculture. Tom Fetzer from the county is confident the amendment will be deleted and the bill will be returned to its original intent. She hopes to hear more about it at the Port, Waterway and Beach Commission meeting next week.

MPT Bloszinsky said it was his understanding that the full coastal amount is \$18 million and there are more than 18 beaches.

Mayor Swearingen reported on a bill regarding Topsail that would exclude them from receiving beach nourishment funding if they didn't comply with required placement of construction of new homes on the beach. She said an amendment was added to apply it to the entire coast but was removed when legislators objected.

MPT Bloszinsky said he and Town Clerk Avery met with everyone regarding downtown parking, and the lease agreement has been given to the two lot owners for review. He said they received a document from the parking management company with a list of their responsibilities, to be reviewed by Attorney Canoutas.

Mayor Swearingen asked if parking would be presented at the next meeting for a final decision.

MPT Bloszinsky said council agreed at their May meeting to go ahead and do it, but they can tell council at their next meeting what the status is on it and see if there are any questions or concerns. He said they want to be in place for parking by the end of this month.

Attorney Canoutas said he met with the town clerk and changes to the town's civil citations will be presented at the next council meeting.

ADJOURNMENT

MOTION – Commissioner Dugan moved to adjourn.

SECOND – Commissioner Whitley



TOWN COUNCIL MINUTES

PUBLIC HEARING

JUNE 6, 2017

VOTE – Unanimous

The meeting adjourned at 6:48 p.m.

Emilie Swearingen, Mayor


ATTEST: Nancy Hewitt, CMC, NCCMC
Deputy Town Clerk

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

DRAFT



MEMO

TO: Town Council
FROM: Nancy Avery, Town Clerk 
RE: Agenda item, Department Head business, item 1a Personnel Policy amendments
DATE: 6/12/17

Background

At the January 2017 retreat, Council gave consensus to:

- Eliminate all of the benefits for part time employees currently listed in the town's personnel policy, except those that are required by federal or state law, with the possibility of granting one day of paid sick leave per year
- Allow all accumulated vacation over 30 days to be converted to sick time that may be used as extra service credit towards the employee's retirement
- Allow sick leave to be used for the care of healthy children
- Clarify that the Town pays 100% of continued health (medical, dental and vision) insurance coverage for retirees that meet certain retirement conditions, if the insurance vendor allows it. If vendor requires a portion of premium to be paid by the participant, then the retiree is responsible for this cost. Clarify that the Town does not pay any costs associated with Medicare eligibility, such as Part B.
- Allow transfer of sick time for new hires from other NC governmental agencies to be used for reporting to the NC State Retirement System upon retirement for use towards additional service credits

Action requested by staff

Due to the fact that several of these changes carry through numerous sections of the policy, I will request Council motions to approve the policy change itself and give authorization to the myself and the attorney to make the required changes to the policy.

Funding required

None

Comments for consideration

None

PROPOSED AMENDMENTS TO PERSONNEL POLICY

Benefit eligibility for part time staff

Benefits impacted are insurance plans, 401K and retirement contributions, paid vacation, sick and holiday time.

Purpose for the change is to make it easier and less cumbersome for Department Heads, particularly in Police and Fire, to hire part time staff to fill in for full time staff absences without creating more staffing needs to cover part time staff to take vacation, sick time and holiday time.

Consensus at the retreat:

Eliminate all of the part time benefits currently listed, except for those benefits that are required by federal or state law, as well as the possibility of granting one day of sick leave per year. Directed town clerk to develop wording for the revised policy, with and without the sick leave, for their final consideration.

My recommendation is to eliminate all benefits for part time staff. Department Heads do not consider this a deterrent for hiring. Should Department Heads decide sometime in the future that not offering benefits for part time staff is a deterrent to hiring, this policy may be re-addressed and changed.

Motion requested

Eliminate benefits for part time staff with the exception of those required by federal or state law and insurance regulations and authorize the Town Clerk and attorney to make the required changes to the policy.

Maximum Accumulation Vacation

Current policy allows one-half of all accrued vacation in excess of 30 days to be converted to sick time for the purpose of earning additional service time for retirees.

Amendment allows all excess vacation accrual over 30 days to be converted to sick time for the same purpose.

Consensus at retreat

Allow all 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.

Motion requested

Allow all 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 and authorize the Town Clerk and attorney to make the required changes to the policy.

Sick leave for Care of Healthy Children

Current policy prohibits employees from using sick leave to care for healthy children.

Consensus at retreat

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.

Motion requested

Allow employees to use sick leave to care for their healthy children while their spouse is ill and authorize the Town Clerk and attorney to make the required changes to the policy.

Voluntary retirement insurance coverage

Current policy states the town will pay 100% of continued health (medical, dental and vision) insurance coverage for retirees, if certain retirement conditions are met. Recently our insurance vendor required all participants to pay a portion of the insurance premium. This is a requirement to remain in the program. Policy also does not specify whether town pays costs associated for the employee to be Medicare eligible, such as Part B.

Consensus at retreat

Clarify that the Town pays 100% of continued health (medical, dental and vision) insurance coverage for retirees that meet certain retirement conditions, if the insurance vendor allows it. If vendor requires a portion of premium to be paid by the participant, then the retiree is responsible for this cost. Clarify that the Town does not pay any costs associated with Medicare eligibility, such as Part B.

Motion requested

The Town pays 100% of continued health (medical, dental and vision) insurance coverage for retirees that meet certain retirement conditions, if the insurance vendor allows it. If vendor requires a portion of premium to be paid by the participant, then the retiree is responsible for this cost and the Town does not pay any costs associated with Medicare eligibility, such as Part B.

Transfer of sick time for new hires from other NC government agencies

Policy currently does not address this.

Consensus at retreat

Add a 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.

Motion requested

To accept transfer of sick time for new hires from other NC Government agencies for the purpose of reporting to the NC State Retirement System, upon retirement, for use towards additional service credits and authorize the Town Clerk and attorney to make the required changes to the policy.



KURE BEACH PUBLIC WORKS

117 SETTLERS LANE * KURE BEACH, NORTH CAROLINA 28449
TELEPHONE (910) 458-5816 * FAX (910) 458-5905

To Kure Beach Council Members,

We have found a problem with our 150' 12" sanitary sewer pipe feeding the lift station. There is major infiltration entering the pipe through separated joints and cracks in the pipe. This has to be repaired before the demolition of the existing station begins. We have looked at several different methods to accomplish this and feel lining of the pipe is the way to go.

Avrett Company feels they can line the pipe without well pointing and any point repairs. Because of the depth this is a great savings. The cost of the lining is \$57,217.00. We will also need by-pass pump set up on each side of the pipe at the adjacent man holes to take care of the incoming sewer while the work is being completed.

With the extra time needed for the existing by-pass pump, the cost is estimated at \$34,662.25. This will be issued by a change order with T&H Construction. The lining project will be contracted straight through for the Town.

Attached is a copy of the proposal by Avrett and a copy of the change order.

Sonny



THE AVRETT CO

Non-Disruptive Maintenance and Rehabilitation
of Plumbing Infrastructure

PROPOSAL

June 7, 2017

Kure Beach
Attn: Jimmy Mesimer, Utility Supervisor
910-458-5905
utilitysupervisor@townofkurebeach.org

SCOPE OF WORK

12" Main Sanitary Sewer Pipe Rehabilitation

The Avrett Company will mobilize all necessary equipment, materials and labor to the job site for the purpose of lining approximately 150 feet of 12 inch sanitary sewer pipe feeding the lift station behind the utility office building located at 401 H Avenue.

Cleaning and pre-videoing of the specified line will be performed in order to effectively execute the lining of the pipe with UV cured Fiberglass liner. Special care will be taken by following the cleaning nozzle with a crawler camera to observe the cleaning and determine areas that could damage the liner and/or cause the line to collapse. Where the pipe is obviously fractured, we will install a safety sleeve to protect the pipe and the expansion of the liner.

On each end of the liner inside the host pipe, a hydrophilic seal will be installed to stop infiltration into the lift station and the man hole. **Please note:** The manufacturer of the hydrophilic seals does not guarantee that all infiltration will be eliminated.

A post video will be provided at the completion of the job.

The price below does not include grouting the pipe or man hole to stop infiltration. Prices for grouting are available.

TOTAL COST: \$57,217

NOTE: Bypass is not included.

TEH Construction

Change Order 34,662.25

91,879.25 Total

(706) 796-0200 office (706) 792-0654 fax

Change Order

No. 2

Date of Issuance: 6-12-2017

Effective Date: 6-12-2017

Project: P S #1 Replacement	Owner: Kure Beach	Owner's Contract No.:
Contract: PS #1 Replacement		Date of Contract: 3-20-2017
Contractor: T & H Construction of NC		Engineer's Project No.: 16024

The Contract Documents are modified as follows upon execution of this Change Order:

Description:

The work includes additional bypass pumping and video of the existing 12" sewer main for the purpose of installing a UV cured in place liner.

Attachments (list documents supporting change):

See attached line item cost for the items in Change Order #2

CHANGE IN CONTRACT PRICE:

CHANGE IN CONTRACT TIMES:

Original Contract Price:

\$ 676,274.53

Original Contract: Working days Calendar days

Time of Completion Days: 100 days

Ready for final payment (days or date): August 8, 2017

Decrease from previously approved Change Orders
No. N/A to No. 1:

\$(86,544.00)

[Increase] [Decrease] from previously approved Change
Orders

No. _____ to No. _____:

Substantial completion (days): N/A

Ready for final payment (days): _____

Contract Price prior to this Change Order:

\$589,730.53

Contract Times prior to this Change Order:

Substantial completion (days or date): _____

Ready for final payment (days or date): _____

Increase of this Change Order #2:

\$34,662.25

Increase of this Change Order:

Substantial completion Revised Date: September 7, 2017

Ready for final payment: September 7, 2017

Contract Price incorporating Change Order No. 2:

\$624,392.78

Contract Times with all approved Change Orders:

Substantial completion: September 7, 2017

Ready for final payment: September 7, 2017

RECOMMENDED:

By: [Signature]
Engineer (Authorized Signature)

Date: 6-12-2017

ACCEPTED:

By: [Signature]
Owner (Authorized Signature)

Date: 6-13-2017

ACCEPTED:

By: _____
Contractor (Authorized Signature)

Date: _____

BUDGET AMENDMENT
 FISCAL YEAR ENDING JUNE 30, 2017
 AMENDMENT DATE: 06/12/2017

Budget Amendment No.: 17-10

DESCRIPTION/PURPOSE OF AMENDMENT

There have been additional costs that were not included in the Kure Beach Pump Station #1 Amended Capital Project Budget Ordinance. These include the following:

- Construction-related expenses (total of \$100,000)
 - Relining 150 ft. of sewer pipe feeding the lift station (\$57,217)
 - T&H Construction Change Order #2 – Bypass for pumping during lining of pipe (\$34,662)
 - Miscellaneous construction-related expenses (\$8,121)
- Other project costs (total of \$6,000)
 - LGC loan application fee (\$1,250)
 - Attorney fees for loan closing and tax opinion (\$4,750)

An additional transfer from the Water/Sewer Fund totaling \$106,000 is required to the fund these additional expenses. As a result, this Budget Amendment is to increase the Water/Sewer Fund transfer budget with the offset being tap and connection fees that have been received in excess of the budget and an appropriation of the Water/Sewer Fund balance. This Budget Amendment also increases the Kure Beach Pump Station #1 Capital Project budget for the additional expenses.

ACCOUNTS AFFECTED

<u>Account No.</u>	<u>Account Name</u>	<u>Debit</u>	<u>Credit</u>
30-999-00-00	Transfers Out	\$106,000	
30-373-00-00	Tap & Connection Fees		\$4,000
30-373-00-01	Sewer Tap & Connection Fees		\$4,000
30-310-10-00	Appropriate W/S Fund Balance		\$98,000
43-585-02-00	Construction Expenses	\$100,000	
43-585-05-00	Other Project Costs	\$6,000	
43-315-00-00	Transfers In		\$106,000

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: Sonny Beeker, Public Works Director Date: 06/12/17

Approved By: Arlen Copenhaver, Finance/Budget Officer Date: 06/12/17

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

Approved by Council 06/20/17 _____ Emilie Swearingen, Mayor

ATTEST: _____ Nancy Avery, Town Clerk



Ordinance Number: FY 2017-18
Date Adopted:
Effective Date: July 1, 2017

**BUDGET ORDINANCE FY 2017-2018
KURE BEACH, NORTH CAROLINA**

Be it ordained by the Town Council of Kure Beach, North Carolina:

Section I. Budget Adoption: There is hereby adopted the following operating budget for the Town of Kure Beach for the Fiscal Year beginning July 1, 2017 and ending June 30, 2018; the same being adopted by fund. Activity within each fund is listed as follows:

GENERAL FUND

EXPENDITURES:

Governing Body	\$ 38,505
Committees	120,010
Finance	150,786
Administration	407,848
Community Center	23,300
Elections	3,000
Emergency Management	100
Tax Collections	27,000
Legal Department	28,950
Police Department	1,308,960
Fire Department	701,867
Lifeguards	196,850
Parks & Recreation	146,027
Building Inspections	135,201
Streets & Sanitation	863,848
Debt Service	360,615
Transfer to Beach Protection Fund	46,450
Contingency	<u>48,100</u>
TOTAL EXPENDITURES	<u>\$4,607,417</u>

GENERAL FUND (continued)

REVENUES:

Property Tax (current & prior years)	\$2,491,300
Sales Tax	850,075
Franchise & Utility Tax	234,500
Garbage & Recycle Fees	382,350
TDA Funds	205,650
Motor Vehicle License Tax	9,500
ABC Revenue	14,600
Building Permits/Impact Fees/ CAMA Fees/Fire Inspections	61,600
Communication Tower Rent	79,125
Town Facility Rentals	15,000
Parks & Rec/Community Center/ Street Festival	31,500
Other Revenue	162,217
Other Financing Sources	<u>70,000</u>

TOTAL REVENUES **\$4,607,417**

POWELL BILL FUND

EXPENDITURES:

Street Maintenance & Repair	<u>\$ 65,070</u>
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TOTAL EXPENDITURES **\$ 65,070**

REVENUES:

Powell Bill Allocation	\$ 65,000
Interest Income	<u>70</u>

TOTAL REVENUES **\$ 65,070**

STORM WATER FUND

EXPENDITURES:

Storm Water Operations \$ 630,094

TOTAL EXPENDITURES \$ **630,094**

REVENUES:

Storm Water Monthly Fees \$ 223,000

Storm Water Building Fees 40,000

Interest Income 875

Other Financing Sources 35,000

Fund Balance Appropriated 331,219

TOTAL REVENUES \$ **630,094**

BEACH PROTECTION FUND

EXPENDITURES:

Beach Protection Reserves \$ 47,090

TOTAL EXPENDITURES \$ **47,090**

REVENUES:

Interest Income \$ 640

Transfer from General Fund 46,450

TOTAL REVENUES \$ **47,090**

FEDERAL ASSET FORFEITURE FUND

EXPENDITURES:

Federal Asset Forfeiture Expenses \$ 50,000

TOTAL EXPENDITURES \$ **50,000**

FEDERAL ASSET FORFEITURE FUND (continued)

REVENUES:

Fund Balance Appropriated	\$ 50,000
TOTAL REVENUES	<u>\$ 50,000</u>

WATER AND SEWER FUND

EXPENDITURES:

W/S Governing Body	\$ 17,505
W/S Legal Department	28,950
W/S Finance	186,200
W/S Administration	260,170
W/S Operations	<u>1,657,830</u>
TOTAL EXPENDITURES	<u>\$2,150,655</u>

REVENUES:

Water Charges	\$ 805,000
Sewer Charges	1,155,000
Tap & Reconnection Fees	37,200
Other Revenue	8,455
Other Financing Sources	<u>145,000</u>
TOTAL REVENUES	<u>\$2,150,655</u>

SEWER EXPANSION RESERVE FUND (SERF)

EXPENDITURES:

Sewer Reserve	\$ <u>30,330</u>
TOTAL EXPENDITURES	<u>\$ 30,330</u>

SEWER EXPANSION RESERVE FUND (SERF) (continued)

REVENUES:

Fees	\$ 30,000
Interest Income	<u>330</u>
TOTAL REVENUES	<u>\$ 30,330</u>

EXPENDITURES	ALL FUNDS	<u>\$7,580,656</u>
REVENUES	ALL FUNDS	<u>\$7,580,656</u>

Section II. Levy of Taxes: There is hereby levied, for the Fiscal Year 2017-2018, an Ad Valorem tax rate of 28.5 cents (\$0.285) per one hundred dollars (\$100) valuation of taxable property as listed for taxes as of January 1, 2017. This rate shall be levied entirely in the General Fund.

The tax rate is based on an estimated total valuation of property for the purposes of taxation of eight hundred eighty-two million nine hundred twenty-five thousand seventy-five dollars (\$882,925,075) and an estimated collection rate of ninety-eight and three-quarter percent (98.75%).

Section III. Revenue-Neutral Tax Rate: As required by N.C.G.S., Section 159-11(e), in each year that a general reappraisal of real property has been conducted, a statement of the revenue-neutral tax rate must be presented for comparison purposes. In regard to the January 1, 2017 reappraisal, the revenue-neutral tax rate, adjusted for growth, has been calculated at 27.13 cents (\$0.2713) per one hundred dollars (\$100) valuation.

Section IV. Salaries: The following shall govern salary and wage compensation for Fiscal Year 2017-2018:

A. Pay Plan. There is hereby adopted a pay plan that includes an across the board cost of living adjustment in the amount of 1.5% applicable to all Town employees.

B. Salary Adjustments. Each employee's salary shall be examined to ensure that the pay grade reflects the years of service, proficiency and quality of work. Merit raises are allotted at 2.5% this year for employees.

Section V. The Budget Officer hereby authorized to transfer appropriations within a fund as contained herein under the following conditions as specified in North Carolina General Statute Chapter 159.

A. The Budget Officer may transfer amounts 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 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.

Section VI. Restricted Revenues: The Finance Officer is hereby directed to fund appropriations that have specified revenues prior to funding with General Fund monies. This is to include but not limited to Local, State and Federal grants.

Section VII. Encumbrances: All outstanding encumbrances from prior fiscal years are to be carried forward to Fiscal Year 2017-2018. All Project Ordinance appropriations are continued.

Section VIII. Budget Control: The Town Council in approving the budget has utilized to the fullest extent possible its revenue sources. Over collections of revenues or unanticipated revenue sources cannot be expected during the year. It is therefore of utmost importance that Department Heads initiate steps to insure compliance with the budget as fixed herein and they are hereby directed to do so.

Section IX. The Town Council hereby authorizes the New Hanover County Tax Administrator to bill and collect taxes for the Town, including the annual five dollars (\$5) motor vehicle license tax.

Section X. Fees and Charges: There is hereby established, for Fiscal Year 2017-2018, various fees and charges as contained in the attached Fee Schedule. Changes from the Fiscal Year 2016-2017 Fee Schedule are as follows:

Residential Garbage Collection Fee – per cart after the first cart	Increase from \$6.00 to \$12.00
Trash Pickup - Minimum	Increase from \$10.00 to \$15.00
Trash Pickup – ¼ Load	Increase from \$30.00 to \$45.00
Trash Pickup – ½ Load	Increase from \$60.00 to \$90.00
Trash Pickup – ¾ Load	Increase from \$90.00 to \$135.00
Trash Pickup – Full Load	Increase from \$120.00 to \$180.00
Trash Pickup - Appliance	Increase from \$10.00 to \$15.00

This ordinance being duly passed and adopted this 20th day of June, 2017.

Emilie Swearingen, Mayor

Nancy Avery, Town Clerk



**TOWN OF KURE BEACH
FEE SCHEDULE
FISCAL YEAR 2017-2018**

Fee Schedule to be updated each year as part of the adoption of the new fiscal year budget ordinance.

<u>AD VALOREM TAX RATE per \$100</u>	\$0.285
<u>MOTOR VEHICLE LICENSE TAX (per vehicle registered in Kure Beach)</u>	\$5.00
<u>WATER FEES</u>	
Residential (monthly minimum - up to 2,500 gallons)	\$13.50
Incremental rate per 100 gallons over the 2,500 gallons monthly minimum:	
2,501 gallons to 7,000 gallons	\$0.45
Over 7,000 gallons	\$0.675
Commercial (monthly minimum - up to 2,500 gallons)	\$18.50
Incremental rate per 100 gallons over the 2,500 gallons monthly minimum	\$0.694
Out of Town (ETJ) (monthly minimum - up to 2,500 gallons)	\$23.00
Incremental rate per 100 gallons over the 2,500 gallons monthly minimum	\$0.7875
<u>SEWER FEES</u>	
Residential (monthly minimum - up to 2,500 gallons)	\$23.50
Incremental rate per 100 gallons over the 2,500 gallons monthly minimum:	
2,501 gallons to 7,000 gallons	\$0.58
Over 7,000 gallons	\$0.87
Commercial (monthly minimum - up to 2,500 gallons)	\$25.50
Incremental rate per 100 gallons over the 2,500 gallons monthly minimum	\$0.7125
Out of Town (ETJ) (monthly minimum - up to 2,500 gallons)	\$40.50
Incremental rate per 100 gallons over the 2,500 gallons monthly minimum	\$1.0125
<u>OTHER WATER & SEWER FEES</u>	
Water Service Fee - nonrefundable fee for service technician site visit	\$30.00
Additional Water Service Fee - fee for each additional visit if customer fails to meet technician at site	\$10.00
Water Service Meter Check Fee - customer request that a meter be read, checked, or turned on or off. If problem found with meter, fee can be waived at discretion of the Public Works Director	\$30.00
Water Cut-ons Outside Working Hours	\$25.00
Special Meter Tests - if customer requests meter test and the meter is found to be defective, charge will be refunded	\$50.00
Reconnection Fee - if water is cut-off due to non-payment	\$60.00
Returned Check Fee	\$25.00
Account Past Due Charge - per month	\$10.00

WATER TAP FEE

3/4 X 5/8	\$1,500.00
1 Inch	\$2,000.00
1 1/2 Inch	\$2,500.00
2 Inch	\$3,000.00
Irrigation	\$4,000.00

SEWER TAP FEE

4 inch	\$1,500.00
4 inch	\$1,500.00
6 inch	\$2,000.00
6 inch	\$2,000.00

USER FEE Sect 17-127 of Code

Common Areas - No Charge	\$2,500.00
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IMPACT FEE

Voluntary Annexation Only Sect 17-128 of Code	\$400.00
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STORM WATER FEES

Building Fee - may be waived w/installation of engineered storm water system and approval of building inspector and public works director	\$4,000.00
Residential-monthly	\$8.71
Business - monthly	varies by account

RECYCLE FEE - per bin monthly (residential)

	\$4.88
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GARBAGE COLLECTION FEES

Residential - per cart monthly - 1st cart	\$6.00
Residential - per cart monthly - after the 1st cart	\$12.00
Commercial - per can monthly	\$26.25
Garbage cart purchase	\$80.00
Additional Vacation Rental (Summer) Garbage Collection (June until Labor Day): - Per cart per month (minimum of 2 months)	\$50.00

TRASH PICKUP FEE

Minimum	\$15.00
1/4 load	\$45.00
1/2 load	\$90.00
3/4 load	\$135.00
Full load	\$180.00
Appliances (per appliance)	\$15.00

CITY BEER AND WINE RETAIL LICENSE

As stipulated in N.C. General Statute 105-113.77

RE-ENTRY DECAL FEES

Resident or non-resident property owner, January 1 to March 31	\$5.00
Resident or non-resident property owner, after March 31	\$15.00

COPY/FAX FEES

Fax: 1 PAGE	\$2.00
Fax: Each additional page	\$1.00
Zoning map - each	\$5.00
Copies: Per page	\$0.10
Copy of Zoning Ordinance	\$10.00
Copy of Town Code	\$70.00
Flood map - each	\$5.00

RENT COMMUNITY CENTER:DEPOSIT & PER HOUR FEES-2 HOUR MINIMUM (then hourly)

Deposit (refundable if center is cleaned, as instructed, and there's no damage)	\$250.00
KB Resident/Property Owner & Non-Profit Organization	\$75.00 per hour
Non-resident & Commercial Organization for Profit	\$100.00 per hour

OTHER FEES COMMUNITY CENTER

Service charge for cancellation of contract	\$50.00
Rental fee will not be refunded for cancellation of lease by lessee made within 30 days before the event. Security deposit will be refunded.	

RENT OCEAN FRONT PARK PAVILION:DEPOSIT & PER HOUR FEES-*4 HOUR MINIMUM (then hourly)

***Exception: Can rent pavilion for 1 HOUR, if rented in conjunction with Community Center**

Deposit (refundable if no damage to pavilion/grounds)	\$250.00
KB Resident/Property Owner & Non-Profit Organization, Pavilion ONLY	\$75.00 per hour
Non-resident & Commercial Organization for Profit, Pavilion ONLY	\$100.00 per hour
KB Resident/Property Owner & Non-Profit Organization, Pavilion & Lawn	\$125.00 per hour
Non-resident & Commercial Organization for Profit, Pavilion & Lawn	\$150.00 per hour

PARKS AND RECREATION PROGRAM FEES

Fees for specific Parks and Recreation activities will be set prior to commencement of the activity	varies
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SPECIAL EVENT FEES

General Use Impact Fees:

minimal use of public property - low impact - per day	\$150.00
includes intermittent traffic control - medium impact - per day	\$300.00
includes closing of public streets - high impact - per day	\$500.00

Personnel:

Police - minimum of four hours - per hour (includes overhead)	\$40.00
Sanitation - per hour (includes overhead)	\$40.00
Street - per hour (includes overhead)	\$40.00
Fireman - per hour (includes overhead)	\$40.00

Facilities Rental:

Council Chambers - per day	\$100.00
Public land per site - per day	\$100.00
Public building - per day	\$100.00

Equipment:

Police/Fire/Lifeguard or other Town Vehicle - per hour	\$25.00
Trash pickup - per cart per pickup	\$15.00
- minimum 2 carts required for recyclable materials and one for regular trash	

PERMIT/CONSTRUCTION FEES

Fence	\$25.00	
Window Replacement	\$25.00	
Prefab Shed	\$25.00	
Handicap Ramp	\$25.00	
Beach Access	\$25.00	
Pool-residential	\$300.00	
Pool -commercial	\$2,000.00	
Landscape	\$25.00	
House moved (plus any cost incurred by public works or police dept.)	\$150.00	
House moved out of town (plus any cost incurred by public works or police dept.)	\$150.00	
Demolition (residence)	\$150.00	
Demolition (commercial)	\$300.00	
Building - New Construction - processing fee	\$200.00	
Mobile Home Fee-set up (plus permit fee)	\$200.00	
Mobile Home and Travel Trailer Park - \$5.00 space up to 100 spaces	\$350.00	
Yard sale	\$1.00	
Temporary structures in excess of 200 square feet - Sec. 12-45	\$250.00	obtained 7 days prior
Temporary structures in excess of 200 square feet - Sec. 12-45	\$500.00	obtained less than 7 days prior
Replace permit card -Each	\$10.00	
Improvements, additions and renovations to include decks, garages, etc.:		
from \$0 to \$500	\$25.00	
from \$501 to \$2,500	\$50.00	
from \$2,501 to \$5,000	\$100.00	
from \$5,001 to \$10,000	\$150.00	
from \$10,001 to \$20,000	\$200.00	
from \$20,001 to \$30,000	\$250.00	
from \$30,001 to \$40,000	\$300.00	
from \$40,001 to \$50,000	\$350.00	
from \$50,100 and above + \$5.00 per \$1,000.00 over \$50,001	\$400.00	
Signs		
from \$0 to \$500	\$25.00	
from \$501 to \$2,500	\$40.00	
from \$2,501 to \$5,000	\$55.00	
from \$5,001 to \$10,000	\$70.00	
from \$10,001 to \$20,000	\$85.00	
from \$20,001 to \$40,000	\$95.00	
from \$40,001 to \$50,000	\$130.00	
from \$50,100 and above + \$3.00 per \$1,000.00 over \$50,000	\$155.00	

PLANNING/ZONING FEES

Text amendment to Town Code	\$100.00
Advertisement for public notices	\$50.00
Application - minor subdivision (per lot)	\$200.00
Subdivision Appeal:	
TRC to Planning Board	\$150.00
TRC to Planning Board (Height Exception Application fee - Sec. 19-333.1)	\$250.00
TRC to BOA	\$375.00
Final plat approval submission (or 50 cents per lot, whichever is greater)	\$125.00
Request for zoning change (plus \$5.00 fee for each notification mailed)	\$100.00
Chapter 19 Zoning violation - Sec. 19-401	\$50.00

BOARD OF ADJUSTMENT FEES

Appeal/Variance	\$375.00
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FIRE INSPECTION AND PERMIT FEES

Commercial New and Existing Construction Permit Fees:

A= Total gross building floor area of construction

B= Fee per Square Foot

0 - 5,000 sf

5,001-15,000 sf

Over 15,000 sf

AxB = Permit Fee

(AxBx.75)+(1250xB) = Permit Fee

AxBx.50) + (5000xB) + Permit Fee

Occupancy Type:

Residential

Storage

Assembly

Institutional

Business

Mercantile

Hazardous

Factory Indust

Education

Fee Per Square Foot

\$0.05

\$0.035

\$0.06

\$0.06

\$0.06

\$0.06

\$0.05

\$0.04

\$0.065

Construction Permits:

Sprinkler Systems

Fire Alarm Systems

Suppression Systems

Fire pump and related Equipment

Private Fire Hydrants

Standpipe Installation per Riser

\$85.00

\$85.00

\$85.00

\$85.00

\$85.00

\$85.00

Additions

Up Fits

Mobile Buildings

Accessory Structures

Commercial Inspection Fee

Occupancy Certification

Occupying building without CO

Working without Permit

Stop Order Removal

Failure to Obtain Final Inspection

Afterhours/Weekend/Holiday Inspections

ABC Permit

Fire Flow Test

Day Care State Inspection

Witness Fire Flow/Pump Test

Commercial Construction Inspection

Reinspection Fee

Scheduled Fire Inspection

Standpipe Test per Riser

Temporary Structures (Tents, Etc.)

Use Schedule or Min. \$45 + Inspection Fees

Use Schedule or Min. \$45 + Inspection Fees

\$45 + Inspection fee

\$45 + Inspection fee

\$45 Per Inspection per bldg. (Applies to all bldgs.)

\$25 + Inspection Fee

\$250

\$50 or 2x Permit Fee, whichever is greater

\$200

\$100

\$120

\$45

\$45

\$45

\$45

\$45

\$45

\$45

\$75

Revert to Building Permit Fee

CIVIL CITATION PROGRAM FEES

Beach:

	<u>1st Offense</u>	<u>2nd Offense</u>
Dogs prohibited on beach strand Sec. 4-17	\$150.00	Misdemeanor
Vehicles prohibited on beach strand Sec. 10-104	\$25.00	Misdemeanor
Fire prohibited on beach strand Sec. 12-40	\$100.00	\$200.00
Litter, glass & alcohol prohibited on beach Sec.12-35	\$150.00	Misdemeanor
Boats, jet skis prohibited w/in 300' from high tide mark Sec. 12-37	\$25.00	\$50.00
Surfing regulations Sec. 12-33	\$25.00	Misdemeanor
Dune trespassing prohibited Sec. 12-39	\$100.00	Misdemeanor
Digging holes in the beach/beach restoration Sec. 12-46	\$100.00	Misdemeanor
No items on beach between 7pm-8am/No beach equip. within 15 ft of turtles/No -beach equip. within 25 ft of emergency access points Sec. 12-43	\$50.00	\$100.00
Sleeping on beach after midnight prohibited Sec. 12-31	\$25.00	Misdemeanor
Nude bathing, including thong bathing suits or similar attire, prohibited Sec. 12-32	\$25.00	Misdemeanor
Leaping from commercial pier Sec. 12-34	\$250.00	

Animals/Pets:

Dogs must be on a leash Sec. 4-16	\$150.00	Misdemeanor
Animal/Pet waste removal Sec. 4-16.1	\$150.00	Misdemeanor

Vehicles/Parking:

Parking Ticket Sec. 10-222 - 235	\$50.00	
Parking in a handicap space	\$150.00	Misdemeanor
Soliciting transportation Sec. 10-68	\$10.00	
Vehicles prohibited certain areas Sec.10-60	\$50.00	Misdemeanor

Miscellaneous:

Bicycle regulations Sec. 10-291-308	\$25.00	\$50.00
Noise violations prohibited Sec. 11-31	\$250.00	Misdemeanor
Alcohol consumption/open containers prohibited on public property Sec. 3-1	\$50.00	Misdemeanor
Requirements for taverns and bars Sec. 3-2	\$50.00	G.S.18B-302.1
Beach Vitex Prohibited Sec. 12-41	\$25.00	\$50.00
Numbering of buildings Sec.5-121	\$50.00	
Real estate signs on Town property Sec. 11-80	\$50.00	

Adopted by Town Council on June 20, 2017.

Emilie Swearingen, Mayor

Attest: Nancy Avery, Town Clerk



MEMO

TO: Town Council
FROM: Nancy Avery, Town Clerk 
RE: Agenda item 2 under Old Business, Adoption of Resolution 17-12
DATE: 6/12/17

Background

At the May Council meeting, Council voted four to one to engage in contract negotiations with SP+ Municipal Services and two private business owners to lease three lots for paid public parking.

Leases and the contract with the parking vendor are signed.

Since the town's code is silent on off-street parking, I am requesting approval of Resolution 17-12 which adopts a pilot paid parking program for three months and gives authorization to a 3rd party vendor for implementation, management and enforcement. This is necessary to allow the parking vendor to issue tickets and tow as needed, instead of the police department.

Action requested by staff

Motion to approve Resolution 17-12 adopting a pilot paid parking program and authorization for enforcement to a third party vendor.

Funding required

None

Comments for consideration

None



TOWN COUNCIL MINUTES

REGULAR MEETING

May 16, 2017

- There's no liability to the town since it isn't town property.

MPT Bloszinsky said, based on the net operating income, everyone would have to pull out of this venture together, to avoid someone being financially hurt.

Commissioner Heglar suggested monitoring it on a monthly basis to decide if, or when, everyone should pull out. He suggested that MPT Bloszinsky negotiate a better deal with the vendor.

MOTION – Commissioner Heglar moved to give permission for MPT Bloszinsky and Town Clerk Avery to work with the two business owners of the parking lots to engage in contract negotiations with SP+ Municipal Services and, assuming all three entities are in favor of paid parking, to sign a contract with a 30-day “out” clause.

SECOND – Commissioner Dugan

VOTE – PASSED, four to one, as follows: Mayor Swearingen, MPT Bloszinsky and Commissioners Heglar and Dugan FOR; and Commissioner Whitley AGAINST.

Mayor Swearingen asked the town clerk to let council know if negotiations don't work out.

- b. Request consideration of holding a special meeting for the purpose of holding a closed session per N.C.G.S. 143-318.11(a)(6) to perform department head evaluations

MOTION – Commissioner Heglar moved to hold a special meeting at Town Hall on June 20th at 2:00 p.m., preceding the regular council meeting, for the purpose of holding a closed session per N.C.G.S. 143-318.11(a)(6) to perform department head evaluations.

SECOND – Commissioner Whitley

VOTE – Unanimous

- c. Replacement of Community Center roof

Town Clerk Avery shared the following information:

- There have been multiple leaks from the roof in the last year. Half of the roof is 10 years old and half of it is 20 years old.
- NCLM, the property insurer, will pay \$5,574 towards replacement costs. There were leaks in the roof due to damage from a neighbor's tree limbs rubbing on it, which were recently cut back, so it can't be considered wind damage which would have been covered by the policy.
- Out of the three contractors contacted to give an estimate on replacing the roof, only Carolina Building Specialists showed up, and they presented four options, all of which include gutters and downspouts over the front and rear doors:
 1. \$11,450 to replace with a similar shingled roof (5-year warranty)
 2. \$17,455 to overlay the existing roof with a metal roof (5-year warranty)
 3. \$19,760 to take off existing roof and replace with metal roof (5-year warranty)



KURE BEACH TOWN COUNCIL
TOWN OF KURE BEACH, NC

RESOLUTION R17-12

**A RESOLUTION ADOPTING A PILOT PAID PARKING PROGRAM AND
AUTHORIZATION FOR ENFORCEMENT TO A THIRD PARTY VENDOR**

WHEREAS, two local business owners approached the Town Council about using three lots owned by them for the purpose of paid parking; and,

WHEREAS, the Town Council voted four to one at its May 16, 2017 meeting to enter into a private/public revenue share partnership with these business owners; and,

WHEREAS, the Town Council will conduct this pilot paid parking program through the months of July, August and September for the purpose of gathering data concerning possible revenue and issues that may arise;

NOW, THEREFORE BE IT RESOLVED by the Kure Beach Town Council that this pilot paid parking program will consist of:

- Authorization to a third party parking vendor for installation of equipment in the form on one pay station per lot; enforcement of paid parking to include the issuance, collection, problem resolution and appeal of parking tickets with a fine of \$25.00 per instance and the towing of cars as needed; monitoring of the lots for violations; hiring of adequate staff; collection of cash; processing of credit cards; and remittance of net revenue to the Town on a monthly basis
- The lease by the Town of these privately owned lots with a 30 day 'out' option to the owners
- The Town hiring a third party vendor to manage and enforce said pilot program
- The Town assumption of the financial risk with a 30 day 'out' clause
- The preparation, layout, on-going maintenance and cleanliness of the lots to be managed by individual owners
- The Town providing one garbage cart in each lot with weekly pickup by Town staff at no cost
- The Town providing any unused parking bumpers on site for use in these lots at no cost
- A 50% revenue share between the Town and each individual lot owner, based on gross revenue generated per lot less expenses incurred with the third party vendor
- Availability of the lots for public parking on a 24/7 basis, with paid parking enforced daily from the hours of 8 am to 6 pm, at a cost of \$1.50 per hour or \$10.00 per day
- No enforcement responsibility of this pilot program by Police Department staff
- Authorization to the town attorney to file suit on behalf of the town to collect any unpaid citations and authorization to the finance officer to verify and sign complaints on behalf of the town in such suits


Adopted by the Kure Beach Town Council this 20th day of June, 2017.

Emilie Swearingen
Mayor

Attest: Nancy Hewitt, CMC, NCCMC
Deputy Clerk



MEMO

TO: Town Council
FROM: Nancy Avery, Town Clerk 
RE: Agenda item, New Business, Code amendments and fines for parking
DATE: June 7, 2017

Background

Currently, the Code is written such that any civil citations issued for violations of Chapter 10 on Parking (motor vehicles and bicycles) are subject to General Statute 14-4. This means they may be considered an infraction or beach of the penal laws of the state, could be contested in court and because of this, any fees collected should be remitted to the school board.

The town attorney has rewritten this section so that citations are considered debt and not subject to penal laws and do not have to be remitted to the school board, but may be considered revenue for the town.

Additionally, Commissioner Whitley and Police Chief Bowden had a discussion regarding the amount of the current fine for illegal parking, which is \$50.00. Chief Bowden stated that his officers feel uncomfortable writing a fine in this amount for a minor parking issue and thinks more tickets would be issued at a lower amount. He has suggested \$25.00, rather than \$50.00. The fine amount was increased to \$50.00 in 2013. Previously, it was \$10.00.

The amount of the fines is included in the same section of the code for which we are requesting amendments, so these two matters should be discussed at the same time. Then only one vote will be necessary.

P&Z Chairman, John Ellen, brought it to my attention that section 10-234 of the code references the shoreline access and parking committee as part of the process to apply for timed parking. In March of this year, Council voted to remove responsibility for parking from the committee, at their request. I should have caught that the code needed to be amended, but didn't, so I have included this amendment also.

Action requested by staff

A motion by council to adopt the amendments to the code, as presented, that revise the language in Sections 1-15 Administrative Civil Penalties, 10-237 Penalty, 10-308 Penalty, 10-234 Time Limit Parking to lower parking fines from \$50 to \$25 for each Offense, allow the revenue to stay with the town and remove a reference to the shoreline access and parking committee.

Funding required

None

ORDINANCE AMENDMENTS

That the Code of the Town of Kure Beach, North Carolina, is hereby amended by adding language at the end of the existing paragraph in subsection a of Chapter 1 (General Provisions), Section 1-15 (Administrative Civil Penalties), subsection (a) as follows:

Section 1-15(a) - Administrative civil penalties – *Code currently reads*

Wherever in this Code or in any ordinance of the town or regulation of any officer or agency of the town, under authority duly vested in him/her or it, any act is prohibited or is made or declared to be unlawful or any offense wherever in such Code, ordinance or regulation, the doing of any act is required or the failure to do any act is declared to be unlawful or an offense in that event, any such violation shall subject the offender to a civil penalty in such an amount as set out in the Code by the issuance of a civil citation which must be paid within seventy-two (72) hours after receipt of same and each day of any such violation continues shall constitute a separate offense for which a civil citation may be issued.

Section 1-15(a) - Administrative civil penalties – *Amendment changes (new language in red)*

Wherever in this Code or in any ordinance of the town or regulation of any officer or agency of the town, under authority duly vested in him/her or it, any act is prohibited or is made or declared to be unlawful or any offense wherever in such Code, ordinance or regulation, the doing of any act is required or the failure to do any act is declared to be unlawful or an offense in that event, any such violation shall subject the offender to a civil penalty in such an amount as set out in the Code by the issuance of a civil citation which must be paid within seventy-two (72) hours after receipt of same and each day of any such violation continues shall constitute a separate offense for which a civil citation may be issued. **Violations of the provisions of this chapter shall subject the offender to a civil penalty. Civil penalties may be recovered by the town in a civil action in the nature of debt, if the offender does not pay the penalty within the prescribed period after he has been cited for violation of the ordinance. In accordance with G.S. 160A-175(b), a violation of the parking ordinances shall not be subject to the penalty provision of G.S. 14-4 and shall not be considered an infraction or a breach of the penal laws of the state'**

Section 1-15(a) - Administrative civil penalties – *After amendment, Code will read*

Wherever in this Code or in any ordinance of the town or regulation of any officer or agency of the town, under authority duly vested in him/her or it, any act is prohibited or is made or declared to be unlawful or any offense wherever in such Code, ordinance or regulation, the doing of any act is required or the failure to do any act is declared to be unlawful or an offense in that event, any such violation shall subject the offender to a civil penalty in such an amount as set out in the Code by the issuance of a civil citation which must be paid within seventy-two (72) hours after receipt of same and each day of any such violation continues shall constitute a separate offense for which a civil citation may be issued. Violations of the provisions of this chapter shall subject the offender to a civil penalty. Civil penalties may be recovered by the town in a civil action in the nature of debt, if the offender does not pay the penalty within the prescribed period after he has been cited for violation of the ordinance. In accordance with G.S. 160A-175(b), a violation of the parking ordinances shall not be subject to the penalty provision of G.S. 14-4 and shall not be considered an infraction or a breach of the penal laws of the state'

That the Code of the Town of Kure Beach, North Carolina, is hereby amended by repealing sections 10-237 (Motor Vehicle Penalty) and 10-308 (Bicycle Penalty), Chapter 10 (Motor Vehicles and Traffic), Article VI (Stopping, standing and parking), Division 1 (Generally), and replacing with the following language which also reduces the citation amount from \$50.00 to \$25.00 per offense.

SECTION 10-237 – Penalty: - *Code currently reads*

Any person violating the provisions of sections ~~10-222~~—10-236 shall be subject to a civil citation in the amount of fifty dollars (\$50.00) for the first offense; second offense shall subject the offender to a civil citation in the amount of fifty dollars (\$50.00).

SECTION 10-237 – Penalty - *Amendment changes (additional new language in red)*

Violations of the provisions of this chapter shall subject the offender to a civil penalty as hereinafter enumerated. These ordinances shall be referred to as parking ordinances. Civil penalties may be recovered by the town in a civil action in the nature of debt, if the offender does not pay the penalty within the prescribed period of time after he has been cited for violation of the ordinance. In accordance with G.S. 160A-175(b), a violation of the parking ordinances shall not be subject to the penalty provision of G.S. 14-4 and shall not be considered an infraction or a breach of the penal laws of the state. The civil penalty shall be in the amount of \$25.00 per offense.

SECTION 10-237 – Penalty (Motor Vehicles) - *After amendment, Code will read*

Violations of the provisions of this chapter shall subject the offender to a civil penalty as hereinafter enumerated. These ordinances shall be referred to as parking ordinances. Civil penalties may be recovered by the town in a civil action in the nature of debt, if the offender does not pay the penalty within the prescribed period of time after he has been cited for violation of the ordinance. In accordance with G.S. 160A-175(b), a violation of the parking ordinances shall not be subject to the penalty provision of G.S. 14-4 and shall not be considered an infraction or a breach of the penal laws of the state. The civil penalty shall be in the amount of \$25.00 per offense.

SECTION 10-308 – Penalty (Bicycles) - *Code currently reads*

Any person violating the provision of Article VII, ~~10-276~~—10-307; excepting therefrom ~~10-306~~ shall be subject to a civil citation in the amount of twenty-five dollars (\$25.00) for the first offense; second offense, shall subject the offender to a civil citation in the amount of fifty dollars (\$50.00).

SECTION 10-308 – Penalty (Bicycles) – *Amendment changes (new language in red)*

Violations of the provisions of this chapter shall subject the offender to a civil penalty as hereinafter enumerated. These ordinances shall be referred to as bicycle ordinances. Civil penalties may be recovered by the town in a civil action in the nature of debt, if the offender does not pay the penalty within the prescribed period of time after he has been cited for violation of the ordinance. In accordance with G.S. 160A-175(b), a violation of the bicycle ordinances shall not be subject to the penalty provision of G.S. 14-4 and shall not be considered an infraction or a breach of the penal laws of the state. The civil penalty shall be in the amount of \$25.00 per offense.

SECTION 10-308 – Penalty (Bicycles) – *After amendment, Code will read*

Violations of the provisions of this chapter shall subject the offender to a civil penalty as hereinafter enumerated. These ordinances shall be referred to as bicycle ordinances. Civil penalties may be recovered by the town in a civil action in the nature of debt, if the offender does not pay the penalty within the prescribed period of time after he has been cited for violation of the ordinance. In accordance with G.S. 160A-175(b), a violation of the bicycle ordinances shall not be subject to the penalty provision of G.S. 14-4 and shall not be considered an infraction or a breach of the penal laws of the state. The civil penalty shall be in the amount of \$25.00 per offense.

That the Code of the Town of Kure Beach, North Carolina, is hereby amended by deleting ‘shoreline access and parking committee and coordinate with’ from section 10-234, Chapter 10 (Motor Vehicles and Traffic), Division 2 (Parking Rules):

SECTION 10-234(a) - Time limit parking B2 and B3 districts only – *Code currently reads*

Any business owner desiring time limit parking within the designated business districts in the town shall first make an application to the shoreline access and parking committee and coordinate with the chief of police who shall forward their recommendation to town council. The requested time limited parking spaces shall be contiguous to the requested business property and the adjacent property owners to the business requesting the time limit shall be notified of their request.

SECTION 10-234(a) - Time limit parking B2 and B3 districts only –*Amendment changes (deletions in red)*

Any business owner desiring time limit parking within the designated business districts in the town shall first make an application to the **shoreline access and parking committee and coordinate with the** chief of police who shall forward their recommendation to town council. The requested time limited parking spaces shall be contiguous to the requested business property and the adjacent property owners to the business requesting the time limit shall be notified of their request.

SECTION 10-234(a) - Time limit parking B2 and B3 districts only –*After amendment, code will read*

Any business owner desiring time limit parking within the designated business districts in the town shall first make an application to the chief of police who shall forward their recommendation to town council. The requested time limited parking spaces shall be contiguous to the requested business property and the adjacent property owners to the business requesting the time limit shall be notified of their request.

ORDINANCE AMENDMENTS

That the Code of the Town of Kure Beach, North Carolina, is hereby amended by adding language at the end of the existing paragraph in subsection a of Chapter 1 (General Provisions), Section 1-15 (Administrative Civil Penalties), as follows:

SECTION 1-15(a)

‘Violations of the provisions of this chapter shall subject the offender to a civil penalty. Civil penalties may be recovered by the town in a civil action in the nature of debt, if the offender does not pay the penalty within the prescribed period after he has been cited for violation of the ordinance. In accordance with G.S. 160A-175(b), a violation of the parking ordinances shall not be subject to the penalty provision of G.S. 14-4 and shall not be considered an infraction or a breach of the penal laws of the state’.

That the Code of the Town of Kure Beach, North Carolina, is hereby amended by repealing sections 10-237 and 10-308, Chapter 10 (Motor Vehicles and Traffic), Article VI (Stopping, standing and parking), Division 1 (Generally), and replacing with the following language. This amendment also changes the parking fine from \$50.00 to \$25.00 for each offense in section 10-237 and changes the fine to \$25 for each offense in section 10-308.

SECTION 10-237 – Penalty:

Violations of the provisions of this chapter shall subject the offender to a civil penalty as hereinafter enumerated. These ordinances shall be referred to as parking ordinances. Civil penalties may be recovered by the town in a civil action in the nature of debt, if the offender does not pay the penalty within the prescribed period of time after he has been cited for violation of the ordinance. In accordance with G.S. 160A-175(b), a violation of the parking ordinances shall not be subject to the penalty provision of G.S. 14-4 and shall not be considered an infraction or a breach of the penal laws of the state. The civil penalty shall be in the amount of \$25.00.

SECTION 10-308 - Penalty

Violations of the provisions of this chapter shall subject the offender to a civil penalty as hereinafter enumerated. These ordinances shall be referred to as parking ordinances. Civil penalties may be recovered by the town in a civil action in the nature of debt, if the offender does not pay the penalty within the prescribed period of time after he has been cited for violation of the ordinance. In accordance with G.S. 160A-175(b), a violation of the parking ordinances shall not be subject to the penalty provision of G.S. 14-4 and shall not be considered an infraction or a breach of the penal laws of the state. The civil penalty shall be in the amount of \$25.00.

That the Code of the Town of Kure Beach, North Carolina, is hereby amended by deleting the following language from section 10-234, Chapter 10 (Motor Vehicles and Traffic), Division 2 (Parking Rules):

SECTION 10-234

‘shoreline access and parking committee and coordinate with the’

Emilie Swearingen, Mayor

ATTEST: _____

Nancy Hewitt, Deputy Town Clerk

August 2017

August 2017

Su	Mo	Tu	We	Th	Fr	Sa
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

September 2017

Su	Mo	Tu	We	Th	Fr	Sa
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Jul 30	31	Aug 1	2	3	4	5
		8:00am OFF Mkt 4:00pm SLABP	10:00am Storytime OFF 7:00pm Planning & Zoning	6:30pm Up/Active OFF	Emilie away	Emilie away
6	7	8	9	10	11	12
5:00pm Boogie OFF-Zion Rootz	7:00pm Turtle Talk	8:00am OFF Mkt 9:30am Comm Ctr Comtee (Comm Ctr) 6:30pm CB Council	Emilie away 10:00am Storytime OFF 4:00pm Port WW Beach mtg	6:30pm Up/Active OFF	6:30pm Concert FFRA-Justin_Cody Fox	
13	14	15	16	17	18	19
	Emilie away 7:00pm Turtle Talk	8:00am OFF Mkt 6:30pm Town Council	10:00am Avery @ MPO mtg 10:00am Storytime OFF 10:30am CF Disability Commsh @ Wilm City	6:30pm Up/Active OFF		4:00pm Annual Community Center BBQ
20	21	22	23	24	25	26
5:00pm Boogie OFF-The Midatlantic	7:00pm Turtle Talk	8:00am OFF Mkt 11:30am Marketing 7:00pm CANCLD:BOA	10:00am Storytime OFF 5:30pm TDA Meeting	3:00pm MPO Bike/Ped mtg	6:30pm Concert FFRA-Liverpool Beatles Experience	
27	28	29	30	31	Sep 1	2
	7:00pm Turtle Talk	8:00am OFF Mkt	10:00am Storytime OFF 3:00pm MPO Board			



MEMO

TO: Town Council
FROM: Nancy Avery, Town Clerk 
RE: Agenda item, New Business, item 3 Use of Port-A-Lets
DATE: 6/13/17

Background

Because of complaints from residents about folks urinating in public, I raised the question of whether Council wanted to consider use of Port-A-Lets at certain beach accesses during this summer.

I requested a quote from Waste Management but have not received it in time for the agenda packet. I hope to have the information by the Council meeting.

Should Council consider using them, my suggestion would be only at the following accesses with parking lots:

#643 at E Avenue
#541 at F Avenue
#443 at G Avenue
#343 at H Avenue
#227 at I Avenue
#139 at J Avenue
#344 at N Avenue

Action requested by staff

None

Funding required

Unknown at this time, but will impact the new FY17-18 Public Works budget

Comments for consideration

None