



# TOWN COUNCIL MINUTES

## COUNCIL RETREAT COMMUNITY CENTER

February 1st, 2019 @ 8:30 a.m.

The Kure Beach Town Council held its Retreat meeting on Friday, February 1st, 2019 beginning at 8:30 am. Town Attorney A. A. Canoutas was in attendance. There was a quorum of the Town Council present.

### COUNCIL MEMBERS PRESENT

Mayor Craig Bloszinsky  
(MPT) David Heglar  
Commissioner Joseph Whitley  
Commissioner Allen Oliver  
Commissioner John Ellen

### COUNCIL MEMBERS ABSENT

None

### STAFF PRESENT

Town Clerk – Nancy Avery  
Finance Officer (FO) – Arlen Copenhaver  
Building Inspector – John Batson  
Police Chief – Mike Bowden  
Recreation Director – Nikki Keely  
Public Works Director - Jimmy Mesimer  
Fire Department- Ed Kennedy

### CALL TO ORDER

The Mayor called the meeting to order at 8:32 am.

## DEPARTMENT HEAD REPORTS

### BUILDING DEPARTMENT

Building Inspection Batson reported:

- Spring 2018 went to the School of Government and received a certification to be zoning officer
- He is now a NC certified Zoning Officer
- New flooding maps were designed, which took a lot of effort from all involved, and maps have been published
- As of August 2018 we're in full compliance with the new maps
- A lot of the flood plain was reduced
- Flood zone is now only on ocean front property
- We put in 1 foot free board which helps with our community rating system
- We're now rated as a 7 which offers a 15% discount off flood insurance rates for our participation with this system
- Issued 129 building permits for FY17/18
- 27 were single family homes, 7 attached units, so 34 new dwellings



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- \$297,796 brought in from permits
- Issued 12 single family dwelling permits and 4 attached units so far for FY18/19
- This year so far we have brought in \$166,900 from permits
- 245 lots left in town

Mayor Bloszinsky stated that this is pretty consistent.

Building Inspector Batson asked for direction from Council on the following items:

- Update of the zoning map, he is unsure of the cost at this time but would like to know if he should budget for it.
- Land Use Plan update, it used to have to be updated every 7 years but that has since relaxed. Last time we hired a consulting firm and it cost around \$40,000. The Land Use Plan is a guideline. He doesn't feel our Town vision has really changed much and still thinks we want to have the small Town feel.

Commissioner Ellen commented the previous mayor made a land use vision committee and he realized quickly it wasn't going to be written up by a committee, so he wrote a 140 page draft for the Town. It certainly needs work, but he would be more than happy to work with someone on this plan. He doesn't mind if we start over but this may keep the cost down.

Town Clerk stated she only has it in pdf format, not a word document.

Commissioner Oliver stated this was more of a comprehensive plan.

Mayor Bloszinsky stated we are a Town that is not growing rapidly and the only way we can grow is by the homes we build. He believes the zoning in this Town is pretty established. He looks at this plan more as a general direction plan. It doesn't give details.

MPT Heglar advises Council to spend a month reading the Land Use Plan before deciding how to proceed forward at the March Council meeting.

CONSENSUS- Town Council to read Land Use Plan before March Council meeting to determine a course of action.

MPT Heglar commented concerning the zoning map what would exactly need to be updated.

Building Inspector Batson reported it would be the lots that have been split or combined. This map hasn't been updated since 2005.

Town Clerk stated the Town is legally obligated to have a current zoning map.



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MPT Heglar commented do other communities not on the coast have to do a Land Use Plan.

Building Inspector Batson stated he does not believe so.

CONSENSUS- Building Inspector Batson to review the Zoning map update and to look into cost of updating.

## **COMPLAINTS**

Complaints Building Inspector Batson has received:

- Main complaints are storm water related
- Most complaints concerning storm water are on new construction
- He meets with every new construction property owner and the contractor on site to discuss how they will discharge the storm water
- Another complaint is regarding trash
- Building materials sitting in the street once delivered
- Contractors working after hours
- Residents not being able to do what they wish on their own property
- Compliant from builder is being able to put HVAC units in the setbacks

Building Inspector Batson and Public Works Director Mesimer would like to develop a storm water system that will allows each individual property owner that has a problem area to be able to choose between two different storm water systems. The Town will inspect after the property owner installs and then the Town will waive the \$4,000 fee.

MPT Heglar stated he is supportive of making it easier on Building Inspector Batson and Public Works Mesimer but wants to make sure the Town won't be held liable for making the property owner choose between the two systems.

CONSENSUS- Building Inspector Batson will bring to Council a recommendation on Storm Water systems.

Building Inspector Batson is asking Council to direct P&Z for guidance on the following:

- Appropriate requirements for structures other than single family detached dwellings
- Definition of a driveway and define the types of surfaces allowed for a driveway
- Definition of a bedroom

CONSENSUS – Council to direct P&Z to guidance on the following requests from Building Inspector Batson.



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Building Inspector Batson regarding pool encroachments stated:

- The reason we started the pool encroachments was because along a certain area on Sea Watch way the easement line was much smaller than other ocean front properties
- Council to receive in the next month a new request for a pool encroachment on a property with a 95 foot footprint
- Council is going to receive more requests and highly discourages it
- Ocean front properties are now larger since we started using the building line
- We have helped out enough but now need to preserve the easement

Building Inspector Batson will show the plans for the new request. It will be a duplex. Property owner commented yesterday he can't keep his parking and have a pool.

MPT Heglar stated property owners will need to choose between having a pool and parking.

## **BUDGET**

Building Inspector Batson stated he has been very consistent over the last 10 plus years

- Asking Council for one new full time employee
- Surrendering part time position
- With the amount of traffic in office daily he is in need of the assistance

Mayor Bloszinsky asked how much of your budget do you spend.

Building Inspector Batson stated about 90% of the budget.

CONSENSUS- Add to First draft of budget a full time position for a new Administrative/Code enforcement position.

## **FINANCE DEPARTMENT**

(FO) Copenhaver reported:

- Received a clean audit
- In the past few months Finance has spent a large amount of time doing FEMA related activities
- Hopefully Council is pleased with information received on a monthly basis
- In the future the Finance Department may need more staffing
- Tammy (Administrative Assistant) with the Police Department has helped tremendously answering phone calls and handling office traffic. It helped free up Karen's (Finance Specialist) time to get other items done
- Need new financial software in future
- Cost of new software is \$100,000 but the current software is outdated



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- Water meter replacement needs to happen first so hopes to put software in next year's budgets
- Less than 10,000 a year to maintain current software
- This will be a huge undertaking but needs to be updated
- The current software has issues

## **COMPLAINTS**

(FO) Copenhaver stated regarding complaints:

- Water bill to high
- Garbage not picked up on time
- Daily comments from citizens

(FO) Copenhaver asked Department Heads to remember the following items:

- Make sure you are getting your department timesheets on time
- Need to have new employees information before they start working
- Need credit card receipts quickly

MPT Heglar commented he would like to submit receipts by pdf because some stores are going to electronic copy.

(FO) Copenhaver replied it is very easy to change receipts, so at this time we still want original documents but will relook at once system is updated.

## **FIRE DEPARTMENT**

Fire Chief Kennedy stated:

- 30% increase in call volume
- Ocean Rescue had 200 calls this year which was up by 29 calls. Seasonal changes in the ocean effected this
- CPR administrated 9 times
- 21% volunteer increase
- New Fire Station being built he believes helped increase the volunteer numbers
- Administrated all hose testing in- house this year, didn't use third party
- Had a great turn out during hurricane with paid and volunteer staff. Over 2000 hours were volunteer
- 4 new volunteers this year
- New system allows volunteers to move up in rank alongside the paid staff
- Finalized our automatic response with dispatch. It now codes out a certain response for quicker response times
- Training program has been received well from volunteers



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- 18 volunteers come to the meetings on Monday nights
- Volunteers have to pass a physical test annually
- 5 year plan handed out to Council
- Sent out surveys to citizens, close to 300 residents took the survey
- The survey compiled information for the Fire Department on what our vision should be and what the community wants us to provide
- He would like to update this every 3 years

Fire Chief Kennedy presented a packet which is incorporated as part of these minutes.

Fire Chief Kennedy stated Captain Zwally will be taking over all fire inspections once he finishes his educational class. He has been working with the former fire inspector of Carolina Beach and is still learning from him, but feels after one more summer season he will be comfortable to take this job over.

Fire Chief Kennedy commented he will be starting up a beach public safety talk again. This was a request in the survey sent out to the residents. Ocean Rescue will give talks once a week and will coach on the importance of beach safety.

Mayor Bloszinsky stated he would like to attend the first talk in case other questions are asked.

Commissioner Ellen commented the beach safety talks need to only address beach safety and no other Town issues.

Fire Chief Kennedy stated he would like to start a junior firefighter program. The junior lifeguard program has been a huge success, and the current head lifeguard was one of the first junior lifeguards. Five of the lifeguards that tried out last season were previously junior lifeguards. We want to try to capture them at a younger age and thinks the junior firefighter program will be something they're interested in. There is plenty of online information we can use and online application forms. The program will be very easy to start and will cost around \$2,000 for paperwork and junior fire gear for them to train in.

MPT Heglar commented this could help get adult volunteers as well with parents doing it with their children.

(FO) Copenhaver commented we need to look into the Town's worker comp insurance because we have always been able to claim we had no children under 18 as firefighter. This may cost the Town more.



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Fire Chief Kennedy will get up with Carolina Beach who has the same program to review procedures.

### **BUDGET**

Fire Chief Kennedy stated he currently has 2 full time firefighters but is seeking to have an additional firefighter on shift at a time for the following reasons:

- Increase call time
- Two volunteers could be leaving soon and they help a lot with day calls
- Continue to offer professional service to the Town
- If there is a brush burn and we have a third firefighter on shift we can start putting out the fire right away
- Additional swimmer for ocean rescues
- Have one fire staff member stay behind at the station
- Create additional rank of engineer

Mayor Bloszinsky commented he received a complaint that the Town doesn't have any female firefighters.

Fire Chief Kennedy reported that only 3% of all firefighter are female. We encourage all females to join, but haven't received any female applicants. We hire based on a point system so everything is fair.

Fire Chief Kennedy reported the truck maintenance may go over budget this year with a few issues but it's still manageable at this time. Both trucks passed yearly safety tests. They do need to replace the service truck in the next few years. It currently only seats two and he would like to get a truck a little bigger. He doesn't need either truck to be replaced currently but both are 20-30 years old.

MPT Heglar stated he doesn't see how a third firefighter is needed and requested a list of the advantages.

Fire Chief Kennedy stated he will present this to Council to have them look at the numbers and services that are provided by the fire department.

### **POLICE DEPARTMENT**

Police Chief Bowdon reported:

- Started K-9 program
- Started physical fitness program that all officers will have to pass twice a year and hopes to offer an incentive for passing
- Camera program is still running and there is one more year on the lease





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- March 23<sup>rd</sup> is public safety day
- Radio reception is still bad but they're (county) is working on fixing

## **BUDGETARY IMPACTS:**

- Due to adding the K-9, he will be adding \$2,500 to the budget for cost of food, vet bills, and the vehicle
- Requesting to hire one new full time officer
- Officer safety is our number one property
- There are times where there is only one officer on patrol
- Calls for service were 4,336 which is an average of 12 calls per day
- Kure Beach police responds to all EMS calls
- We have had to rely on reserves in the past and one has retired. They're hard to find and can't depend on them to be here when needed
- 2,400 residents year round, 6,000 residents in summer, and 10,000 citizens on the weekends in the summer
- In 2017 Fort Fisher recreation site had 870,000 visitors, 280,000 aquarium visitors 186,000 visitors on the Fort Fisher/Southport ferry. All who had to travel through Kure Beach to get to their destination
- Kure Beach is home to the Seafood Blues & Jazz festival, New year's Eve ceremony, the Polar Plunge and many more events
- Looking to purchase a permanent gas tank to make the department self-efficient during a storm. It would have money savings for the Town. The Town uses 2,000 gallons of gas a month and 600 gallons of diesel fuel a month
- It would cost \$25,000 just for the tank but doesn't include the card reader or install price
- Putting in the next budget year due to the permits and placement timeline

MPT Heglar stated the plan should be to put it somewhere on Town property. We need to figure out the requirements and get a detailed quote on the costs of the tank. The Town has had one in the past.

(FO) Copenhaver is unsure at this time what the cost savings would be for the Town.

Police Chief Bowden stated he would still like to use the store gas pumps as a backup during storms.

CONSENSUS – Put a place holder in the budget for the gas tank.

Mayor Bloszinsky asked how often is only one officer on patrol by himself.





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Police Chief Bowden stated Monday-Friday the officer is by himself but during the weekend he has a reserve officer with him on patrol. In the summers we rely on reserves.

CONSENSUS – Add to the budget draft one new full time police officer position.

Police Chief Bowden stated the Police Department applied for a grant to get two message boards.

## **COMPLAINTS**

- Sunny Point stops
- Dogs on the beach

## **PUBLIC WORKS DEPARTMENT**

Public Works Director Mesimer reported

## **COMPLAINTS**

- Storm water
- Holes in the road
- Too high water bills

Public Works Director Mesimer stated:

- Dealing with residents every day concerning storm water
- Currently has a gentlemen who has had serious storm water issues for the past few years
- Isn't included in this budget but the Town will need to install a storm drain system
- The Town's storm drain system is solid and intact
- The outfalls on the beach will be started first of next week and should be completed within a week of the start date
- Handicap ramp plans are in the hands of the structural engineer and the Town received special CAMA permit to make it wider
- Signage on the beach is complete and the dogs on the beach sign is already back up
- Paving projects are delayed because contractors are hard to get down here right now but will be completed by early spring
- Public Works did an assessment and picked the worst streets to complete first
- Regarding the water meter replacement, he will be going to Surf City to review the system they have next week, which will be similar to the one the Town is getting
- It will be a drive by system, have it in service/garbage truck to log the data
- Was told by sales management he can sit at the shop and pick up 1/3 of Town
- 1.23 million for cost of water meter replacement

Mayor Bloszinsky asked are we considering anything along Pinfish for paving.



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Public Works Director stated he will be looking into it.

MPT Heglar stated historically, when the pavers come under budget, Public Works just tells them to continue for another block.

(FO) Copenhaver stated it will take 3 months to get the water meter replacement complete for financing. Finance will need to show the repayment plan and forecast increase of water fees.

### **BUDGETARY IMPACTS**

- Need to purchase new vac machine because the current one is too small and is very limited on what it can be used for
- Vac machine will help with storm water clean up
- Need an extra full time position to help with the maintenance of the new buildings, landscape, and the Ocean Front Park

Commissioner Oliver stated we need to look into getting a contract with Freeman landscape to maintain some of the landscaping around the Ocean Front Park and boardwalk area.

MPT Heglar commented we need to have all maintenance and cleaning to come out of one budget. Public Works Director Mesimer is asking for a person but we first need to determine the job description of the new hire. Need someone to keep track of all contracts, and be the direct liaison for all departments. Each department head needs to determine what they want Public Works Mesimer to be taking care of so we can determine the correct person we need to hire.

Mayor Bloszinsky stated the new buildings, bathrooms, and Ocean Front Park area need to be maintained to the best ability possible. The grass should always be cut and well kept.

MPT Heglar stated we need to give more money if you raise the bar of the expectations of the Public Works Department. Public Works Director Mesimer will need to come to Council regarding budget issues if he can't support the items needed.

Commissioner Oliver stated Freeman Landscape is very reasonable for the amount of items they provide. He will go over the contracts with Public Works Director Mesimer and determine what is needed.

**CONSENSUS-** To include in the draft budget one new full time position for the Public Works Department.



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MPT Heglar stated each department can either continue to manage their own contracts or direct Public Works Director Mesimer to be responsible.

FOLLOW UP –Department Heads need to determine what they want Public Works Department to maintain in the new buildings and give the detailed list to Public Works Director Mesimer.

Public Works Department Mesimer stated the bumpers will be installed by the first of March once he receives direction from Council.

### **RECREATION DEPARTMENT**

- This current year budget received one new full time position so there will be a decrease in part time staff
- New hire starts next week, he knows a lot about the Town and had great references
- Last year we brought a few safety issues to Council around the Ocean Front Park and most of them have been fixed
- The walkway up to the fence has been fixed and the lighting has been improved
- In the process of moving blue fish from the boardwalk to the railing
- Increase in this year's budget for this project
- Community Center paint has been updated and HVAC fixed
- Handout provided to Council shows recreational classes offered and the rental overview for the year
- Rental income was \$23,812 for the year with 53 contracts
- This next year she would like to start a recreation Facebook page and will be using google listing
- This year recreation will be growing the smaller classes for locals but will not cause a huge impact to the budget

### **COMPLAINTS**

- Not hearing about events
- No parking

### **ADMINISTRATION DEPARTMENT**

Town Clerk Avery stated:

- Recognize Deputy Town Clerk Sanders for all the work she has done on the Town facility project
- She has put hours of her time working with the Police and Fire Chief choosing paint colors, flooring, furniture, appliances and IT/data needs
- Received a compliment from the contractor on how everything has moved more quickly because of her participation



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Deputy Town Clerk Sanders stated:

- Town Clerk Avery has enclosed in the agenda packet a report of all items accomplished this year
- Re-Entry Packet mailings went smoothly and didn't take a lot of staff time
- Draft Town Facebook page was created with a disclaimer for the Facebook page
- Disclaimer would be listed on the top of the page at all times
- Important notifications would be shared on the page
- Trial to do it year around to see if any problems will develop
- Employee will need to check Facebook page 3 to 4 times a day
- If public relations aren't good on the page we can un-publish it
- Comments are public record and we can't block comments
- We have blocked citizens from being able to tag, give reviews, post on page, and from sending messages to the Town
- The page does allow sharing

MPT Heglar stated we need to decide if we feel like we need to do more than what we're currently doing. He needs to know the value of having the page.

Dennis Panicali, SLABP Committee Chair, stated during the hurricane the vast majority of the community say they got most of their information off Facebook. Not every resident is informed by email. It's another way to get out information.

MPT Heglar stated:

- As a responsible citizen you can visit the website to receive accurate information and not Facebook as there is false news
- Certain information will explode and waste staff time deleting comments and the Town will be bashed before staff has the chance to delete the comments
- Town page will get worse criticism than other department pages
- Doesn't see the benefit for the Town to have a Facebook page
- During the Hurricane, 3 people read the message before it went out to citizens. The Town needs to be very careful of what is said

MPT Heglar stated we'll have to pay an employee to deal with the Facebook page and update it. It's a lot of maintenance and he doesn't see what it gives the citizens but only gives others the chance to complain. We need to have a policy for employees to follow.

Town Clerk Avery stated we will develop a Facebook page policy. There are public record laws we will have to follow.



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CONSENSUS- Need to develop a Facebook page Policy for all departments to follow.

## **SHORELINE ACCESS AND BEACH PROTECTION COMMITTEE AMBASSADOR PROGRAM**

Pat Triplett stated:

- Member of Shoreline access and beach protection committee
- Committee has been discussing and planning a new project to enhance educational walks and talks for visitors and locals along the beach strands
- Committee came up with a mission statement listed on PowerPoint handout
- Goal is to reach out to the community and visitors through educational programs
- To teach the importance of keeping our beaches safe and clean
- Been having monthly meetings regarding this program
- Ambassadors will give Kure Beach history and wildlife education
- Teach about rip currents and beach safety
- Teach about trash on the beach
- 52,000 pieces of trash per sq. mile in the ocean
- Talks will be held June through August twice a week
- Hour long session and questions will be welcome
- Program will host two talks at the same time
- Recreation Department will help advertise for the program
- Ambassadors will wear vest to be easily identified for safety reasons
- No cost as members will buy their own vests
- Program will have 10 ambassador members to be able to have rotating teams
- Asking to use Kure Beach Town seal on the vests

Mayor Bloszinsky commented the list of topics is terrific and he thinks it will be very successful. He is concerned using the Town seal and having members wearing the vest and answering Town related questions.

MPT Heglar stated we need to have a policy or guidelines in place for this program. The ambassadors will receive a lot of Town related questions. If they're wearing the Town seal they will be speaking for the Town. Council needs to provide some guidance on Town related questions. He wants to make sure the members are consistent in the way they respond.

Commissioner Whitley commented he would like for it to say volunteer instead of ambassador.

Pat Triplett stated they could put volunteer on the back of the vest in big letters and put Kure Beach ambassador on the front.



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Mayor Bloszinsky commented he would like a list of the ambassador members.

Commissioner Oliver stated he would like the ambassadors to be identified by name.

CONSENSUS- Council is supportive of the ambassador program subject to the committee writing up a policy on guidelines regarding the answering of questions and provide a training certificate form to Council. Committee to provide Council with the list of the ambassador members. Ambassadors need to be identified by name tag.

### **FINANCE DEPARTMENT MID-YEAR FINANCIAL REVIEW**

Arlen Copenhaver, Finance Officer, reviewed Town revenue and expenditure information for the current fiscal year in graphs and charts, as well as comparative charts for Fiscal Year 2014 through Fiscal year 2018. A review of Town debt, General Fund Services, comparisons of similar beach towns and Town investments was included, as well. All of this information was presented via PowerPoint slides.

Brief synopsis of points made:

- The Town's finances are on track for this budget year.
- E and I Avenue beach access grant reimbursement has been requested
- 2<sup>nd</sup> sales tax has steady increase due to improvement in the economy
- Each department is in good shape for expenses
- Most of committee budget money spent on E and I Avenue beach access paving
- Revenue over the last 5 years has been consistent
- Operation funds is strong and we paid overtime out of this account
- Ocean Dunes pipe will come out of Storm Water Fund
- Powell Bill fund balance has increased this year
- Cash in the bank has not changed this past year
- Minimum fund balance has decreased this past year
- For year's 2020-2024 is an estimated cost for all the new Town Hall buildings

Council Comments:

It cost 10% of fund balance to help fix the Ocean Dunes outfall. Storm Water vac machine is 50% of the budget. The Town should look into a lease agreement instead of buying one. Option is to enter into a contract with Carolina Beach.

MPT Heglar stated his plan is to reduce water usage. Wasting water is a human problem. He has been advocating this for the Town for years.





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## **Finalization of 2019 budget calendar**

- Follows same plan as previous years
- Tried to schedule budget meetings on Friday
- If we're not in new building, could use Fire Station training room
- Monday, April 1<sup>st</sup> for first Budget meeting at 9 am
- Monday, April 15<sup>th</sup> for second meeting at 9 am
- Public Meeting at 6 pm on June 10<sup>th</sup>

MOTION- MPT Heglar made a motion to adopt the budget calendar with the changes for the first workshop to be April 1<sup>st</sup> at 9 am and the second workshop for April 15<sup>th</sup> at 9 am also to make the Public Hearing on June 10<sup>th</sup> at 6 pm.

SECOND- Commissioner Ellen

VOTE- Unanimous

## **TOWN POLICY FOR RETIREE MEDICAL BENEFITS**

- The current Kure Beach retiree medical insurance will pay 100% or 50% of continued health (medical, vision, dental) insurance coverage on retired employees based on years of service.
- The Town will pay 100% of the above referenced benefits, if the insurance vendor allows it. If the vendor requires a portion of the premium to be paid by the participant, then the retiree is responsible for this cost. The Town does not pay any costs associated with Medicare eligibility, such as Part B.
- Consider eliminating the Town-paid retiree medical benefit for any employee hired after a specific date
- All current full-time employees will still be eligible for the existing Town-paid retiree medical benefits
  - 2 employees are close to the 20 year range shown on PowerPoint
  - 6 employees are in the 10-15 year range and it won't be long before they reach the 20 year range shown on PowerPoint
- Other towns around us have gotten away from this benefit

MPT Heglar asked Department Heads if this helps benefit you with getting qualified applicants for your positions.

Chief Police Bowden answered officers are job hopping right now and it's normally for better benefits or higher pay.

Commissioner Oliver stated he has had this benefit at past employers. He wouldn't have a problem eliminating the benefit as of the day (FO) Copenhaver stated.





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MOTION- MPT Heglar made a motion to eliminate the Town paid retiree medical benefit for any employee hired after February 7<sup>th</sup> 2019, all full time current employees will still be eligible for the existing Town paid medical benefit.

SECOND- Commissioner Ellen

VOTE- Unanimous

(FO) Copenhaver stated payments must be received at Town Hall by the 1<sup>st</sup> day of the insurance coverage month. He suggests if a retiree who is receiving Town-paid medical benefits becomes 2 months delinquent in making their required payment to the Town, this will constitute their desire to discontinue any future Town-paid medical benefits.

MPT Heglar stated he doesn't agree with these changes.

Deputy Town Clerk Sanders commented it's a new thing for retirees to have to pay a portion to the Town.

Commissioner Oliver stated we need to make a clear statement to show payments are due on the 1<sup>st</sup> of the month.

Council to address the one person but not the whole group of retirees and to clarify the retiree benefit is due by the 1<sup>st</sup> of the month.

**Post-hurricane processes and FEMA requirements review:**

- Debris removal cost a \$104,000 submitted to FEMA for reimbursement, which is in final review
- Emergency Protective Measures was \$232,753 with FEMA review complete and funds have been obligated to the State. Should be receiving 75% (\$174,565) within the next 20 days. Balance from the State after final inspection and closeout.
- Water Control Facilities- (Storm Water Outfalls) FEMA review complete and funds have been obligated to the State. Should be receiving 75% (\$54,975) within the next 2 months. Balance from the State after final inspection and closeout
- Who is responsible for determining Town damage? Is it Building Inspector Batson or each Department Head?
- Opportunity to define who is responsible for this job

Mayor Bloszinsky stated he thinks Public Works Director Mesimer should look at the Town assets and Building Inspector Batson will review beach.



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## **POST HURRICANE PROCESSES IMPROVEMENT OPPORTUNITIES**

1. Clear assignment of responsibilities for preliminary damage assessment of Town infrastructure, buildings, equipment, etc.
  - a. Pictures and estimated costs to repair or replace
  - b. Reporting of damage estimates to assigned personnel for insurance and FEMA reporting purposes
  - c. Obtaining estimates for repairs or replacements
  - d. Selection of vendors for repairs or replacements
2. Completeness of required documentation  
Items Eligible for Reimbursement:
  - Labor
  - Equipment
  - Materials
  - Equipment Rental
  - Contracted Services

## **EXAMPLES OF EQUIPMENT ELIGIBLE FOR REIMBURSEMENT**

- All Vehicles
- Generators
- Pumps
- Backhoes
- Chainsaws
- Hoses

## **INFO REQUIRED BY FEMA FOR EQUIPMENT**

- Make
- Model
- Capacity/Size
- HP
- Operator's Name
- Dates Used
- Number of Hours Used Each Day

Finance Department to create pre-storm equipment list by sitting down with each Department Head to gather a report of all equipment owned/leased by the town and putting into spreadsheets for easier access post storm to give FEMA.

CONSENSUS- Finance Department to make lists with each Department Head on all equipment owned.



# TOWN COUNCIL MINUTES

**COUNCIL RETREAT  
COMMUNITY CENTER**

**February 1st, 2019 @ 8:30 a.m.**

**Commissioner items:**

**DOD Land Use Plan**

Commissioner Whitley reported:

- Discussed what the Department Of Defense land use plan outputs are and a path towards revision of our own Land Use Plan based on these items and update on MOTSU JLUS from the January 29<sup>th</sup> policy meeting.
- Council came to consensus that they will each read the land use plan before taking action at March Council meeting.

**Greenway Project**

Commissioner Oliver reported:

- Received nothing from MOTSU
- Everything the Town has going on at this time we're not in a place financially to discuss at this time
- Once CB has a grand opening we'll hear more about the project

**Landscaping of Ocean Front Park and Boardwalk Area**

Commissioner Oliver stated he will speak with Public Works Director Mesimer about landscape plan.

**Any other topics as needed**

Dedication Ceremony

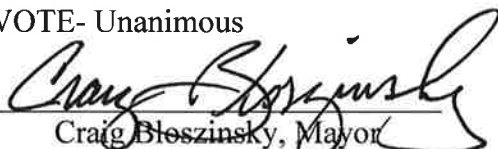
- This will be a ceremony for all 3 buildings
- Need date to pick date, food, invitations etc.
- Need at least a month for planning
- Discuss date at Council Meeting on February 18<sup>th</sup>
- Discuss Budget funds at February 18<sup>th</sup> meeting for ceremony

ADJOURNMENT

MOTION- Commissioner Ellen motioned to adjourn the meeting at 4:50 pm.

SECOND- Commissioner Oliver

VOTE- Unanimous

  
Craig Bloszinsky, 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.