



TOWN COUNCIL AGENDA

ORIGINAL

REGULAR MEETING

March 23, 2015 @ 6:30 p.m., or
soon thereafter

* Asterisks indicate documentation in packet

CALL TO ORDER – Mayor Lambeth
INVOCATION – Reverend Thomas Williams
PLEDGE OF ALLEGIANCE – Mayor Lambeth

APPROVAL OF CONSENT AGENDA ITEMS

1. *Appoint Kathleen Zielinski as an alternate member on the Community Center Committee.
2. Renew three-year term for Bryant Bass on the Board of Adjustment.
3. Renew five-year term for Alan Votta on the Planning and Zoning Commission.
4. *Approve TDA Application for Funding for expenses incurred at the 2014 Christmas Show in the amount of \$3,300.
5. *Approve TDA Application for Funding for the 2014 Free Summer Concert Series sponsored by Kure Beach for \$8,800.
6. *Approve Budget Amendment 15-05 for loan proceeds received by BB&T for the purchase and financing of vacant lots bought by the Town (334 S. 4th Avenue, and 402 & 406 H Avenues) in the amount of \$409,471.
7. *Surplus Property Report – Calendar Year 2014
8. *Building Inspections Report – February 2015
9. *Fire Department Report – February 2015
10. *YTD Finance Report
11. Approve Meeting Minutes:
 - *February 17, 2015 regular

ADOPTION OF THE AGENDA

DISCUSSION AND CONSIDERATION OF PRESENTATIONS TO COUNCIL

1. *Bethany Windle and John Ellen – Draft project list for the WMPO final adoption of the *Cape Fear Transportation 2040* proposal

DISCUSSION AND CONSIDERATION OF PERSONS TO ADDRESS COUNCIL

1. Sign up at podium

DISCUSSION AND CONSIDERATION OF COMMITTEE BUSINESS

1. Board of Adjustment
2. Community Center Committee
3. Marketing Committee
4. Parks & Recreation Advisory Board



TOWN COUNCIL AGENDA

REGULAR MEETING

March 23, 2015 @ 6:30 p.m., or
soon thereafter

5. Planning & Zoning Commission
 - a. Interview applicants to fill one vacancy on commission:
 - *William Moore
 - *Kenneth Richardson
6. Shoreline Access, Beach Protection & Parking Committee
 - a. *Approval to pay \$470.80 for three signs for the Beach Sweep from the Committee Budget.

DISCUSSION AND CONSIDERATION OF DEPARTMENT HEAD BUSINESS

1. Administration and Recreation Department
 - a. *Cell tower lease renewal (Avery)
 - b. *Crosswalks on 421 (Avery)
 - c. *Proposed on the job training policy (Avery)
 - d. *Proposed revision to tuition reimbursement benefit policy (Avery)
2. Finance Department
3. Building Department
4. Fire Department
5. Police Department
6. Public Works Department

DISCUSSION AND CONSIDERATION OF OLD BUSINESS

1. Beachwalk and Kure Dunes Stormwater Projects since 2011 (Heglar)
2. Revised Town Clerk and Finance Officer Job Descriptions
3. Appoint Council liaison to Finance Department
4. Expiration of leased parking lot on FFB (Bloszinsky)

DISCUSSION AND CONSIDERATION OF NEW BUSINESS

1. Static Line (Bloszinsky/Batson)

COMMISSIONER ITEMS (no action required)

Mayor Lambeth

1. *TDA distribution status (Lambeth)
2. Update on status of paving 421 (Lambeth)
3. Offices for Town Hall (Lambeth)

CLOSED SESSION as per N.C.G.S. 143-318.11 to discuss a personnel matter.

ADJOURNMENT



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

CC HARRILOWISEY
 ORIG → Book

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

Request for Appointment to: Community Center Committee
 Name KATHLEEN ZIELINSKI
 Address 714 SETTLERS LA
 Telephone 410-688-7740 Cell 410-688-7740
 Email leenkath1@hotmail.com (You will receive the majority of correspondence via email)
 Length of permanent residence in Kure Beach 5 months
 Employment SEMI-RETIRED
 Job Title REAL ESTATE BROKER

Professional Activities BUSINESS ADMINISTRATION

Volunteer Activities HOSPICE, YMCA PERSONAL TRAINER, VARIOUS TOWN ACTIVITIES IN MARYLAND, YOUTH MENTOR, VARIOUS SCHOOL PROGRAMS IN PA.

Other committee work, past or present PTD VP & PRESIDENT, BOARD OF DIR, SECRETARY FOR CONDO ASSOCIATION IN TEXAS

What is your understanding of the purpose of this committee?

Why are you interested in serving on this committee?
I FEEL ANYONE WHO IS ABLE SHOULD PARTICIPATE

What specific concerns or areas are you interested in?
GENERAL WELFARE OF MY COMMUNITY

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 Kathleen Zielinski Date 2/6/15

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	<u>2/6/15</u>	Initials	<u>NSH</u>
Interview Date	<u>3/10/15</u>	(If applicable)	
Term Length		Utilities Current	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
		Appointment Date	
		Term Expiration	

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

Governing Body: Kure Beach Town Council

Contact Person: Arlen Copenhaver, Budget & Finance Officer

Address: 117 Settlers Lane Kure Beach, NC 28449

Phone: (910)-458-8216 Fax: (910)-458-7421 Email: acopenhaver@townofkurebeach.org

Date Approved by Governing Body: March 23, 2015

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

Total Cost of Project/Activity: \$3,300.00 Amount Requested: \$3,300.00

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 the 2014 Kure Beach Fantasy Christmas Show. The show, coordinated by the Kure Beach Volunteer Fire Department, consisted of three performances on the evenings of December 12 to December 14, 2014.

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 2014/2015 total \$3,300 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: 03/23/15

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: acopenhaver@townofkurebeach.org

Date Approved by Governing Body: March 23, 2015

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

Total Cost of Project/Activity: \$8,800.00 Amount Requested: \$8,800.00

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 the Pleasure Island Chamber of Commerce Free Summer Concerts held during the summer of 2014 (Fiscal Year 2014/2015).

The six free summer concerts, held at the Fort Fisher Military Recreation Area, attract tourists to Kure Beach by providing an enjoyable and affordable entertainment venue. The expenditures for Fiscal Year 2014/2015 total \$8,800 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: 3/23/15

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

BUDGET AMENDMENT

FISCAL YEAR ENDING JUNE 30, 2015

AMENDMENT DATE: 03/23/2015

Budget Amendment No.: 15-05

DESCRIPTION/PURPOSE OF AMENDMENT

At the 01/20/15 Town Council meeting, Council approved financing the purchase of three vacant lots (334 S. 4th Ave., 402 H Ave. & 406 H Ave.). The financing is to reimburse the Town for paying cash for 334 S. 4th Ave. on 12/11/14 (\$114,326.55) and to finance the purchase of 402 and 406 H Ave. (\$280,000 plus closing costs). The purpose of this amendment is to record the loan proceeds, replenish the Contingency account and record the additional capital outlay.

ACCOUNTS AFFECTED

<u>Account No.</u>	<u>Account Name</u>	<u>Debit</u>	<u>Credit</u>
10-320-00-00	Loan Proceeds		\$409,471
10-420-74-00	Capital Outlay	\$294,471	
10-490-00-00	General Fund Contingency	\$115,000	

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: Arlen Copenhaver, Finance/Budget Officer Date: 03/23/15

Approved By: Arlen Copenhaver, Finance/Budget Officer Date: 03/23/15

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

Approved by Council 03/23/15 _____ Dean Lambeth, Mayor

ATTEST: _____ Nancy Avery, Town Clerk

Kure Beach Inspections Dept.-Building Permits Issue Date: 2/1/2015 - 2/28/2015

PermitNo	Issue Date	Owner	Project Addr	Descript	Fee
Building					
 w Construction					
5652	2/3/2015	PETERSON JAMES RANDALL	930 S FORT FISHER BLV	New SFD	\$11,110.00
5656	2/2/2015	OCEAN GEMS LLC	118 SEAWATCH WAY	renovation	\$525.00
5664	2/27/2015	FRYE MAX R SIDNEY A	313 SETTLERS LN	New SFD	\$11,010.00
Total New Construction 3					\$22,645.00
pool					
5662	2/23/2015	DRUMMOND BRIAN G CARLA A	137 FOURTH AVE N	New Pool	\$100.00
5665	2/27/2015	TREXLER HOLDINGS LLC	1027 S FORT FISHER BLV	New Pool	\$300.00
Total pool 2					\$400.00
Renovations					
5657	2/5/2015	MCCARLEY MICHAEL	1100 FORT FISHER BLV S	renovation	\$200.00
5661	2/16/2015	SCHAUWECKER SUSAN M	1100 S FORT FISHER BLV	renovation	\$100.00
5660	2/10/2015	ALBERDA MICHELLE	214 S THIRD AVE	renovation	\$250.00
Total Renovations 3					\$550.00
Replacement					
5663	2/25/2015	FORRESTER CANDY	310 M AVE	Window replacement	\$25.00
Total Replacement 1					\$25.00
Total Building 9					\$23,620.00
Total Permits: 9					\$23,620.00

KURE BEACH FIRE DEPARTMENT

FIRE CHIEF'S REPORT FEBRUARY, 2015

DATE	PURPOSE
02/02/15	ELEVATOR
02/02/15	MEETING
02/05/15	FALSE ALARM
02/07/15	EMS
02/09/15	EMS
02/09/15	FIREFIGHTER I&II CLASS
02/12/15	EMS
02/14/15	EMS
02/16/15	BRUSH FIRE
02/16/15	FIREFIGHTER I&II CLASS
02/18/15	EMS
02/21/15	EMS
02/21/15	EMS
02/23/15	FIREFIGHTER I&II CLASS
02/24/15	POWER WIRE
02/24/15	POWER WIRE
02/24/15	WIRE DOWN
02/25/15	ELEVATOR

All equipment checked and found to be in working order

Harold Heglar
Chief

**REVENUE AND EXPENDITURE SUMMARY
JULY 1, 2014 TO MARCH 16, 2015**

REVENUES

	2015 Initial Bud.	2015 Amend. Bud.	Actual 03/16/2015	% Collected
GENERAL FUND				
Property Taxes (Cur. & PY)	\$ 2,100,250	\$ 2,100,250	\$ 2,063,995	98.3%
Local Option Sales Tax	\$ 713,000	\$ 713,000	\$ 586,284	82.2%
Franchise & Utility Tax	\$ 142,250	\$ 142,250	\$ 141,953	99.8%
TDA Funds	\$ 198,651	\$ 198,651	\$ -	0.0%
Garbage & Recycling	\$ 338,700	\$ 338,700	\$ 228,273	67.4%
ABC Revenue	\$ 10,175	\$ 10,175	\$ 10,421	102.4%
Bldg Permit, Impact Fees & CAMA	\$ 44,700	\$ 44,700	\$ 44,525	99.6%
Communication Tower Rent	\$ 84,769	\$ 84,769	\$ 63,428	74.8%
Motor Vehicle Tags	\$ 7,500	\$ 7,500	\$ 5,465	72.9%
Com Ctr/Parks & Rec/St Festival	\$ 27,450	\$ 27,450	\$ 16,987	61.9%
Town Facility Rentals	\$ 10,000	\$ 10,000	\$ 7,297	73.0%
Beer & Wine Tax	\$ 8,500	\$ 8,500	\$ -	0.0%
OPF - Bluefish Purchases	\$ 7,920	\$ 7,920	\$ 6,160	77.8%
All Other Revenues	\$ 31,426	\$ 35,850	\$ 63,138	176.1%
Appropriate Fund Balance	\$ 4,125	\$ 4,125	\$ -	0.0%
Other Financing Sources	\$ 64,000	\$ 64,000	\$ 409,471	639.8%
Total Revenues	\$ 3,793,416	\$ 3,797,840	\$ 3,647,397	96.0%

EXPENDITURES

	2015 Initial Bud.	2015 Amend. Bud.	Actual 03/16/2015	% Spent
GENERAL FUND				
Governing Body	\$ 39,167	\$ 39,167	\$ 34,311	87.6%
Committees	\$ 7,500	\$ 7,500	\$ 576	7.7%
Administration/Finance	\$ 455,208	\$ 581,958	\$ 734,733	126.3%
Community Center	\$ 14,650	\$ 14,650	\$ 8,813	60.2%
Emergency Management	\$ 300	\$ 300	\$ 7	2.3%
Tax Collections	\$ 25,000	\$ 25,000	\$ 13,373	53.5%
Legal	\$ 24,000	\$ 24,000	\$ 17,660	73.6%
Police Department	\$ 1,133,547	\$ 1,133,547	\$ 780,810	68.9%
Fire Department	\$ 423,138	\$ 423,138	\$ 287,735	68.0%
Lifeguards	\$ 186,575	\$ 190,999	\$ 104,223	54.6%
Parks & Recreation	\$ 132,018	\$ 132,018	\$ 70,110	53.1%
Bldg Inspection/Code Enforcement	\$ 118,135	\$ 118,135	\$ 72,774	61.6%
Streets & Sanitation	\$ 695,206	\$ 695,206	\$ 494,156	71.1%
Debt Service	\$ 255,372	\$ 255,372	\$ 235,905	92.4%
Transfer to Other Funds	\$ 103,000	\$ 103,000	\$ 103,000	100.0%
Contingency	\$ 180,600	\$ 53,850	\$ -	0.0%
Total Expenses	\$ 3,793,416	\$ 3,797,840	\$ 2,958,186	77.9%

WATER & SEWER FUND

Water Charges	\$ 625,000	\$ 625,000	\$ 418,916	67.0%
Sewer Charges	\$ 905,000	\$ 905,000	\$ 607,014	67.1%
Tap, Connect & Reconnect Fees	\$ 28,500	\$ 28,500	\$ 48,480	170.1%
All Other Revenues	\$ 41,656	\$ 85,622	\$ 36,609	42.8%
Total Revenues	\$ 1,600,156	\$ 1,644,122	\$ 1,111,019	67.6%

WATER & SEWER FUND

Governing Body	\$ 14,967	\$ 14,967	\$ 10,111	67.6%
Legal	\$ 24,000	\$ 24,000	\$ 17,660	73.6%
Administration/Finance	\$ 357,750	\$ 369,500	\$ 271,813	73.6%
Operations	\$ 1,203,439	\$ 1,235,655	\$ 711,400	57.6%
Total Expenses	\$ 1,600,156	\$ 1,644,122	\$ 1,010,984	61.5%

STORM WATER FUND

Total Revenues	\$ 287,370	\$ 287,370	\$ 206,152	71.7%
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STORM WATER FUND

Total Expenses	\$ 287,370	\$ 287,370	\$ 133,141	46.3%
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POWELL BILL FUND

Total Revenues	\$ 62,030	\$ 62,030	\$ 65,423	105.5%
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POWELL BILL FUND

Total Expenses	\$ 62,030	\$ 62,030	\$ 10,366	16.7%
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SEWER EXPANSION RESERVE FUND (SERF)

Total Revenues	\$ 22,640	\$ 22,640	\$ 42,594	188.1%
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SEWER EXPANSION RESERVE FUND (SERF)

Total Expenses	\$ 22,640	\$ 22,640	\$ -	0.0%
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BEACH PROTECTION FUND

Total Revenues	\$ 103,000	\$ 103,000	\$ 103,000	100.0%
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BEACH PROTECTION FUND

Total Expenses	\$ 103,000	\$ 103,000	\$ -	0.0%
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FEDERAL ASSET FORFEITURE FUND

Total Revenues	\$ 50,000	\$ 50,000	\$ -	0.0%
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FEDERAL ASSET FORFEITURE FUND

Total Expenses	\$ 50,000	\$ 50,000	\$ 26,339	52.7%
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**TOWN OF KURE BEACH
CASH AND INVESTMENTS
AS OF FEBRUARY 28, 2015**

<u>FUND</u>	<u>CASH IN BANK</u>	<u>INVESTMENTS</u>	<u>TOTAL CASH & INVESTMENTS</u>
General	\$2,171,021	\$340,802	\$2,511,823
Water/Sewer	\$1,244,905	\$583,191	\$1,828,096
Storm Water	\$665,988	\$239,629	\$905,617
SERF	\$237,886	\$90,998	\$328,884
Federal Asset Forfeiture	\$160,086	\$0	\$160,086
Powell Bill	\$248,690	\$19,869	\$268,559
Beach Protection	\$186,640	\$0	\$186,640
TOTAL	\$4,915,216	\$1,274,489	\$6,189,705
BB&T	\$4,915,216	\$0	
First Bank - Certificates of Deposit	\$0	\$960,055	
Bank of America - Certificate of Deposit	\$0	\$258,392	
NCCMT Term Portfolio	\$0	\$50,227	
NCCMT Cash Portfolio	\$0	\$5,815	
TOTAL	\$4,915,216	\$1,274,489	

**TOWN OF KURE BEACH
SUMMARY OF CONTINGENCY FUND AND COMMITTEE
EXPENDITURE ACTIVITY
07/01/2014 - 03/16/2015**

CONTINGENCY FUND

Fiscal Year 2015 Budget	\$180,600.00
Less:	
Budget Amendment - Transfer of funds for purchase of vacant lot - Resolution R14-09	\$115,000.00
Budget Amendment - Transfer of funds for addition of a full-time Finance employee (50% from the General Fund) - Resolution R15-01	<u>\$11,750.00</u>
Remaining Budget as of 03/16/2015	<u><u>\$53,850.00</u></u>

COMMITTEE (Shoreline Access, Beach Protection & Parking) EXPENDITURES

Fiscal Year 2015 Budget	\$7,500.00
Less Expenditures:	
Lifeguard Tower Sign for new Tower #9	\$34.73
Corral Survey	\$450.00
Beach Sweep Supplies	<u>\$91.85</u>
Total Expenditures	\$576.58
Projects Approved By Council But Not Yet Expended:	
Brochures	\$1,251.90
Banner	\$25.00
Sea Oats	<u>\$1,650.00</u>
Total Approved, Not Expended	<u><u>\$2,926.90</u></u>
Remaining Budget as of 03/16/2015	<u><u>\$3,996.52</u></u>

TOWN OF MORE BEACH
DEBT MATURING
MARCH 23, 2015

LOAN PURPOSE/DESCRIPTION	FUND	LENDER	DATE OF LOAN	AMOUNT FINANCED	INTEREST RATE	LOAN TERM (YRS)	DATE PAID OFF	BALANCE AT 03/23/15	PAYMENT FREQUENCY	PAYMENT AMOUNT	NEXT PAY DATE	INT. EXPENSE LIFE OF LOAN
Sewer Rehabilitation Project (a)	W/S	Fed Gov	05/01/2010	\$432,660	0.00%	20	05/01/2030	\$168,891.47	Annual	\$10,555.72	05/01/2015	\$0.00
Ocean Front Park (development)	G	BB&T	07/12/2011	\$347,000	4.39%	17	07/12/2028	\$285,764.72	Annual	\$32,956.83	07/12/2015	\$137,099.64
Ocean Front Park (acquisition)	G	BB&T	12/19/2007	\$3,600,000	4.28%	20	12/19/2027	\$843,750.13	Annual	\$101,016.37	12/19/2015	\$690,135.16
334 S. 4th, 402 H & 406 H Ave.	G	BB&T	03/12/2015	\$409,471	2.49%	10	03/12/2025	\$409,471.15	Annual	\$51,142.95	03/12/2016	\$56,077.07
Water Tower & Well House & Town Hall Expansion (b)	G, W/S	BB&T	04/11/2007	\$1,187,187	3.92%	15	05/07/2022	\$679,402.26	Semi-annual	\$52,716.71	05/07/2015	\$394,314.33
Cutter Court Drainage Project	SW	B of A	07/23/2005	\$875,000	4.40%	15	06/23/2020	\$374,360.39	Monthly	\$6,677.76	04/23/2015	\$326,995.49
2015 Ford F-250 Utility Truck	W/S	BB&T	10/24/2014	\$32,216	2.19%	4	10/24/2018	\$32,216.00	Annual	\$8,499.73	10/24/2015	\$1,782.92
Downtown Improvement Project	G	BB&T	01/17/2014	\$117,000	1.93%	4.5	06/17/2018	\$94,539.10	Annual	\$24,719.00	01/17/2016	\$6,595.00
2013 Ford F-150 Police Truck	G	BB&T	01/15/2014	\$32,000	2.18%	4	01/15/2018	\$24,256.90	Annual	\$8,440.70	01/15/2016	\$1,762.80
2013 Ford Police Utility	G	BB&T	06/28/2013	\$29,836	2.17%	4	06/28/2017	\$22,615.45	Annual	\$7,867.99	06/28/2015	\$1,635.96
2011 International Garbage Truck	G	BB&T	09/16/2011	\$152,152	1.81%	5	09/16/2016	\$62,503.02	Annual	\$32,102.53	09/16/2015	\$8,360.65

FUND CODES

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

TOTAL OUTSTANDING DEBT AT 03/23/2015:

General Fund	\$ 1,892,368.97
Water/Sewer Fund	\$ 731,041.23
Storm Water Fund	\$ 374,360.39
Total	\$ 2,997,770.59

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.

LOAN PAYMENTS DUE (Next 12 Months):

04/01/2015 - 06/30/2015	\$ 91,173.70
07/01/2015 - 09/30/2015	\$ 85,092.64
10/01/2015 - 12/31/2015	\$ 182,266.09
01/01/2016 - 03/31/2016	\$ 104,335.93
Total	\$ 462,868.36



TOWN COUNCIL MINUTES

REGULAR MEETING

February 17, 2015 @ 6:30 p.m., or
soon thereafter

The Kure Beach Town Council held their regular meeting on Tuesday, February 17, 2015 at 6:30 p.m. The Town Attorney was present and there was a quorum of Council present.

COUNCIL MEMBERS PRESENT

Mayor Pro Tem Craig Bloszinsky
Commissioner Emilie Swearingen
Commissioner David Heglar
Commissioner Steve Pagley

COUNCIL MEMBERS ABSENT

Mayor Dean Lambeth

STAFF PRESENT

Fire Chief – Harold Heglar
Finance Officer – Arlen Copenhaver
Town Clerk – Nancy Avery
Deputy Town Clerk – Nancy Hewitt

CALL TO ORDER AND WELCOME

Mayor Pro Tem Bloszinsky called the meeting to order at 6:30 p.m. Pastor Dan Keck from Kure Memorial Lutheran Church delivered the invocation. The Mayor Pro Tem led everyone in the Pledge of Allegiance.

VOTE TO EXCUSE MAYOR LAMBETH FROM THE MEETING

MOTION – Commissioner Heglar made the motion to excuse Mayor Lambeth from the Council meeting.

SECOND – Commissioner Pagley

VOTE – Unanimous

APPROVAL OF CONSENT AGENDA ITEMS

1. Accept Tony Gonsalves' resignation from the Parks and Recreation Advisory Board.
2. Accept Dolores Coe's resignation from the Board of Adjustment
3. Accept Al Sharp's resignation from the WMPO Bike/Pedestrian committee
4. Appoint Sarah Smith as an alternate member on the Shoreline Access, Beach Protection and Parking Committee.
5. Approve travel for Mayor Lambeth, Mayor Pro Tem Bloszinsky and Commissioners Swearingen and Pagley to attend the 2015 NC Coastal Local Governments Annual Meeting in Pine Knoll Shores on March 16 & 17, 2015, at the estimated cost of \$918.
6. Approve travel for Mayor Lambeth, Mayor Pro Tem Bloszinsky and Commissioners Swearingen and Pagley to attend the NCLM 2015 Town Hall Day in Raleigh on March 18, 2015, at the estimated cost of \$1,303.
7. Dissolve the Annual Street Festival committee.
8. Board of Adjustment 2014 Annual Report
9. Building Inspections Report – January 2015



TOWN COUNCIL MINUTES

REGULAR MEETING

February 17, 2015 @ 6:30 p.m., or
soon thereafter

10. YTD Finance Report

11. Approve Meeting Minutes:

- January 20, 2015, public hearing and regular
- January 26 & 27, 2015, Council retreat
- January 27, 2015, closed session

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

SECOND – Commissioner Swearingen

VOTE – Unanimous

ADOPTION OF THE AGENDA

Mayor Pro Tem Bloszinsky asked to add Dennis Moore to the list of applicants to interview for the Cape Fear Disabilities Commission under Other Committees and asked that Amy Bloszinsky's name be removed from the list.

Commissioner Heglar asked that Sandman Lane Property Update be added to the agenda under Old Business as Item 3, and asked that Items 1 and 2 be removed from under New Business, since Mayor Lambeth wasn't at the meeting to present them.

MOTION – Commissioner Heglar made the motion to approve the revised meeting agenda, as amended.

SECOND – Mayor Pro Tem Bloszinsky

VOTE – Unanimous

DISCUSSION AND CONSIDERATION OF PERSONS TO ADDRESS COUNCIL

1. Gail McCloskey, Pleasure Island Chamber of Commerce

Ms. McCloskey asked Council to approve the chamber's funding request for Kure Beach to, once again, sponsor the free summer concerts that are done every year from June through August at the Fort Fisher Military Recreation Area. She said that she is looking for funding in the amount of \$8,800, this year, and she will submit the formal application for funding once it becomes available on the Town's website.

Mayor Pro Tem Bloszinsky said her funding request will be part of the budget workshop discussion in April.

2. John Ellen, 181 Seawatch Way

Mr. Ellen said that Mayor Lambeth received an email from Mike Kozlosky of the Wilmington Metropolitan Planning Organization (WMPO) regarding the Department of Transportation's "Mayors Challenge for Safer People and Safer Streets." He asked Council



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soon thereafter

if they were going to accept the challenge and volunteered himself for the task of seeing it through, if Council wanted to assign it to him. He said that the first planning meeting will be held in March 2015, and he read the seven activities the Town would need to help the community undertake in 2016 to improve safety.

Commissioner Swearingen commented that, with the all the tourists, we need safer streets, and she added that she was in favor of allowing Mr. Ellen to represent the Town.

Commissioner Heglar questioned if it was something the Town would want to spend its time, energy and money on, because this would just be another one of those things that Public Works and the Kure Beach Police and Fire Departments would have to work on. He said the seven activities sounded like they would require a lot of the Town staff's time and asked Council what benefit would come out of it for the citizens of the Town for the financial and workload investment it would require. He said that some of the challenge may even have to include ordinance changes.

Mr. Ellen said that he agreed that the Town shouldn't have to pay for it. He said he will get more information about it at the March meeting and will inform Council via email of his findings. He proceeded to add that the WMPO has coordinated with the Town to present the Cape Fear Transportation 2040 proposed plan. He said he will be the presenter at Council's March meeting.

DISCUSSION AND CONSIDERATION OF COMMITTEE BUSINESS

1. Shoreline Access, Beach Protection & Parking Committee

Chairperson Tony Gonsalves showed Council a draft Bike/Pedestrian tri-fold brochure that his committee created and would like to have 3,000 copies printed. He said he'd also like to have 3,000 copies of the Beach Safety brochure printed. He said each set of 3,000 would cost \$625.95, and the brochures will be distributed to hotels/motels, realtors and rental properties, as well as to the two bike shops in Carolina Beach.

MOTION – Commissioner Heglar made the motion to approve the printing of 3,000 copies of the Bike/Pedestrian tri-fold brochure and the Beach Safety brochure at the estimated cost of \$625.95 per set, to be paid for out of the Committee budget.

SECOND – Commissioner Pagley

VOTE – Unanimous

2. Other – Cape Fear Disabilities Commission Applicant Interviews

a. Deborah McKenna, 208 Seawatch Way

Ms. McKenna reviewed her education and experience that would qualify her to be on the commission, including a degree in Special Education.



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b. Dennis Moore, 1203 N. Fort Fisher Blvd

Mr. Moore said he has a severe heart condition and understands the challenges of being handicapped. He recommended that Council appoint Ms. McKenna to the committee since he felt she had better credentials.

MOTION – Commissioner Heglar made the motion to appoint Deborah McKenna as the Town representative to the Cape Fear Disabilities Commission, and to appoint Dennis Moore as the Town’s alternate representative on the commission.

SECOND – Commissioner Swearingen

VOTE – Unanimous

DISCUSSION AND CONSIDERATION OF DEPARTMENT HEAD BUSINESS

1. Administration, Finance and Recreation

a. Proposed FY15-16 Budget Planning Calendar

MOTION – Commissioner Heglar made the motion to adopt and publish the budget calendar for the FY15-16 Budget, as presented, and requested an invitation to the workshops be emailed to all Council members so they could put it in their Outlook calendars.

SECOND – Commissioner Pagley

VOTE – Unanimous

b. Clarification regarding salary study actions

Finance Officer Copenhaver asked Council how they wanted him to proceed with presenting them with the salary study data he and the Town Clerk put together.

CONSENSUS - Council asked Finance Officer Copenhaver to email them a copy of the details of the salary study tomorrow, and Council will take action on the data during the budget workshops to be held in April.

c. Authorization to pay \$450 invoice for survey of corral paid from the Shoreline Access, Beach Protection and Parking Committee budget.

Finance Officer Copenhaver asked Council to approve paying the \$450 invoice for the corral land survey, since the survey was requested by the Shoreline Access, Beach Protection and Parking Committee.

MOTION – Commissioner Heglar made the motion to approve paying the \$450 invoice for the corral land survey, to be paid out of the Committee budget.

SECOND – Commissioner Pagley

VOTE – Unanimous



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Finance Officer Copenhaver proceeded to thank and commend the Kure Beach Police Department for catching the persons responsible for breaking in to his home in Kure Beach. He said the police caught the perpetrators within 12 hours of the crime and they got their possessions back in fairly good shape.

2. Fire Department

a. Employee tuition payment

Chief Heglar said that Assistant Fire Chief Ed Kennedy is enrolled in an MBA program. He said that he hopes Mr. Kennedy will be the future of Kure Beach Fire Department for the next 25 to 35 years. He gave Council the list of Mr. Kennedy's skills and reviewed the good things he has done for the department. He said the Town would be well-served to continue to approve the tuition reimbursement for Mr. Kennedy, he didn't know there was a Town policy to only reimburse \$500 per year to employees for tuition, and he overstepped that amount quite a bit. He said that the Finance Officer told him that Mr. Kennedy will need to pay taxes on the tuition and books paid by the Town. He added that Ocean Rescue's head lifeguard coordinator, Daniel Russell, is taking classes to get his Fire Science degree.

Finance Officer Copenhaver said the Town has already spent about \$4,500 in tuition this fiscal year for Mr. Kennedy and pointed out that there are also a lot of tax issues involved.

Mayor Pro Tem Bloszinsky said Council needs to somehow imply to Mr. Kennedy that, if we invest in him, he will continue to invest in the Town. He said that the people who went through the Master's program where he used to work had to stay on for a minimum of two years after getting their MBA or, if they left before that time, they had to pay the company back.

Commissioner Heglar concurred that he worked under a similar agreement at his company when he received tuition reimbursement. He proceeded to state that there are two issues: 1) the Fire Chief told the employee that the Town would take care of his tuition, but it turns out there's a conflict with the policy; and, 2) going forward, before Mr. Kennedy re-registers, Council needs to decide whether or not to support Mr. Kennedy on this endeavor.

Town Clerk Avery said that there is a third problem in that a specific benefit is being offered to one employee that Council isn't offering to any other employees. She asked Council what is to stop her from saying that the Finance Specialist needs an MBA to do her job. She said that the policy is that employees should take educational courses that have some impact on their work with the Town, with up to \$500 reimbursement per fiscal year. She added that the employee is also required to show satisfactory completion of the semester before receiving the reimbursement.



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soon thereafter**

Finance Officer Copenhaver added that last semester's tuition and books were paid for through a Town credit card and Mr. Kennedy has already re-registered for the next semester and paid for that on the Town credit card, which is why he raised the issue of the credit card charges.

The Town Clerk asked if the Town was going to not only pay for tuition, but pay for books, lab fees, test fees, etc., because that is what was put through on the Town's credit card. Commissioner Swearingen said that she feels the policy should only be for tuition and the Town should get something in return from the person receiving it. She said she also feels that the courses should have something to do with the employee's current job, or with a future position with the Town.

Kure Beach resident and volunteer firefighter, Jim Dugan, said that, when he was on Council, he was asked to go over the administrative policies of the Town. He said the intent was for everyone to have the same right and the college courses had to be job-oriented. He said that if one checks the resumes of most upper-level administrators in fire departments throughout the country, they have Administrative MBA's because an administrator is an administrator. He said he agreed with the Town Clerk that you can't cut out a rule for an individual and eliminate everyone else. He said that one of the possibilities would be to contact the National Fire Academy in Maryland to see if they offer an MBA program.

Commissioner Heglar said that \$500 won't even pay for someone to go to Cape Fear Community College; it's too low.

Town Clerk Avery said that the amount of tuition reimbursement is not intended to outright pay for a person's college education, but rather it is intended to subsidize tuition.

Mayor Pro Tem Bloszinsky said that he doesn't think Mr. Kennedy should be impacted on this year's taxes based on what he was asked to do by the Fire Chief, to which the Finance Officer said that Council needs to come up with something, then, because right now he is being impacted.

Commissioner Heglar said he understands Mr. Kennedy will be impacted but he should realize he's still getting a good deal because his tuition is being paid. He said that the Finance Officer should, and will, follow the rules, and the employee should understand that. He asked the Finance Officer what was needed to get the Fire Chief back "within bounds" and what was needed from Council to get the employee within the bounds for the future.

The Finance Officer said that Council would have to approve an exception to the policy and what types of educational programs should be acceptable under the policy. He said that it's too late to do anything about last semester and this semester since Mr. Kennedy put the



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soon thereafter

charges through on the Town's credit card. He said it also has to be decided if tuition reimbursement should be open ended or if there should be a limit.

MOTION – Commissioner Heglar made the motion to approve making an exception to the Town's tuition reimbursement policy for the Town employee's current semester college tuition which was already paid through a Town credit card, so that the Fire Department is back within bounds with the Finance Department, and he requested that the Fire Chief work with his employee to determine the latest date a revised tuition policy needs to be put in place by Council so that the employee can decide on his future schooling.

SECOND – Commissioner Pagley

VOTE – Unanimous

Commissioner Swearingen asked the Town Clerk and Finance Officer to contact other municipalities to see what their tuition reimbursement limit and policies are, and also to contact the NCLM to see what they recommend.

Council members all agreed that a component of the tuition reimbursement policy should be that the employee should have to pass the college semester before receiving tuition reimbursement.

- b. Letter of recommendation for Assistant Fire Chief Kennedy to attend the Executive Fire Officer Program

MOTION – Commissioner Pagley made the motion to approve the letter of recommendation for Assistant Fire Chief Kennedy to attend the Executive Fire Officer Program.

SECOND – Commissioner Heglar

VOTE – Unanimous

DISCUSSION AND CONSIDERATION OF OLD BUSINESS

1. Move March meeting to different date

Commissioner Swearingen stated that it would be good for Council to reschedule their regular March Council meeting so that certain Council members could attend the NCBIWA meeting in Pine Knoll Shores on March 16th and 17th, and then be able to travel to Raleigh for the 2015 Town Hall Day being held on March 18th.

MOTION – Commissioner Heglar made the motion to reschedule the March regular Council meeting from Tuesday, March 17, 2015 to Monday, March 23, 2015, to be held at Town Hall beginning at 6:30 p.m., or soon thereafter.

SECOND – Commissioner Swearingen

VOTE – Unanimous



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soon thereafter

2. Presentation of proposed Organizational Chart and Job Descriptions for a separate Finance Department

Town Clerk Avery reviewed the information with Council which included deciding whether or not to separate the Finance department from the Administration department and, if so, approving a revised Organizational Chart, approving the revised job descriptions for the Finance Officer and the Town Clerk, and deciding what Council member would be the liaison to the Finance Department. She suggested Council allow her to remain the Deputy Finance Officer, if Council approves Finance's split from her department, so that she can continue to sign the Town checks in the event of the Finance Officer's absence.

Commissioner Swearingen said that any mention of "Town Board" in either of the job descriptions should be revised to "Town Council."

The Town Clerk explained that, if Council decides tonight to approve a separate Finance department, nothing would be done to the budget until the end of June; however, the Finance Officer needs to know what Council's decision is in order to begin planning for the upcoming budget workshop and begin work on the proposed budget. She said it will be too late to plan the budget if Council puts their decision off until the March Council meeting, in which case the Town would need to go ahead with a combined budget for another year.

Mayor Pro Tem Bloszinsky said he thinks that Council has already determined they agree to approve a separate Finance department, but they still need more time to decide on the specifics about each of the proposed job descriptions. He suggested that the Finance Officer be allowed to begin budget planning for two separate departments in preparation for the workshops.

MOTION – Commissioner Heglar made the motion to approve the Finance department's split from the Administration department, to adopt the proposed organizational chart as presented, and for Council to review the two revised job descriptions to provide input at the March Council meeting.

SECOND – Commissioner Swearingen

VOTE – Unanimous

Town Clerk Avery reminded Council that they also need to determine who the Council liaison will be for the Finance department, to which Council responded they will try to decide that at the March Council meeting.

3. Sandman Lane Property Update

Commissioner Heglar said that he and the Mayor are continuing to work with the two HOA's regarding everyone's position on the Town's Sandman Lane property. He said there are two position of the Town about the property, as follows: 1) it is not clear what the



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soon thereafter**

property can be used for by the Town, and we just want to get all the facts and know where we stand; and, 2) the Town executed a release dated 8/15/06 that indemnifies J.C. Hearne, Kure Beach Associates and Kure Dunes HOA, Inc. against claims or suits on account of the former storm water retention pond. He said they will meet again this coming Thursday for further discussion, and they may be meeting once a month through mid-summer.

Mayor Pro Tem Bloszinsky said that the pages of information and minutes of the meetings that Commissioner Heglar provided to Council are very concise as to what the issues are.

ADJOURNMENT

MOTION – Commissioner Heglar made the motion to adjourn.

SECOND – Commissioner Pagley

VOTE – Unanimous

The meeting adjourned at 7:43 p.m.

Craig Bloszinsky, Mayor Pro Tem

ATTEST: Nancy Hewitt, 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. Persons wishing to hear the recording of this meeting may request to do so by contacting the Town Clerk.



WILMINGTON URBAN AREA Metropolitan Planning Organization

P.O. Box 1810
Wilmington, North Carolina 28402
910 341 3258 910 341 7801 FAX

Members:

City of
WILMINGTON
Lead Planning Agency

Town of
CAROLINA BEACH

Town of
KURE BEACH

Town of
WRIGHTSVILLE BEACH

NEW HANOVER
County

Town of
BELVILLE

Town of
LELAND

Town of
NAVASSA

BRUNSWICK
County

PENDER
County

CAPE FEAR
Public Transportation
Authority

North Carolina
BOARD OF
TRANSPORTATION

TO: Town of Kure Beach Council Members

FROM: WMPO Staff & Citizens Advisory Committee

DATE: February 16, 2015

SUBJECT: March 23, 2015 Information Packet regarding Cape Fear Transportation 2040 Proposed Projects and Public Open House Information

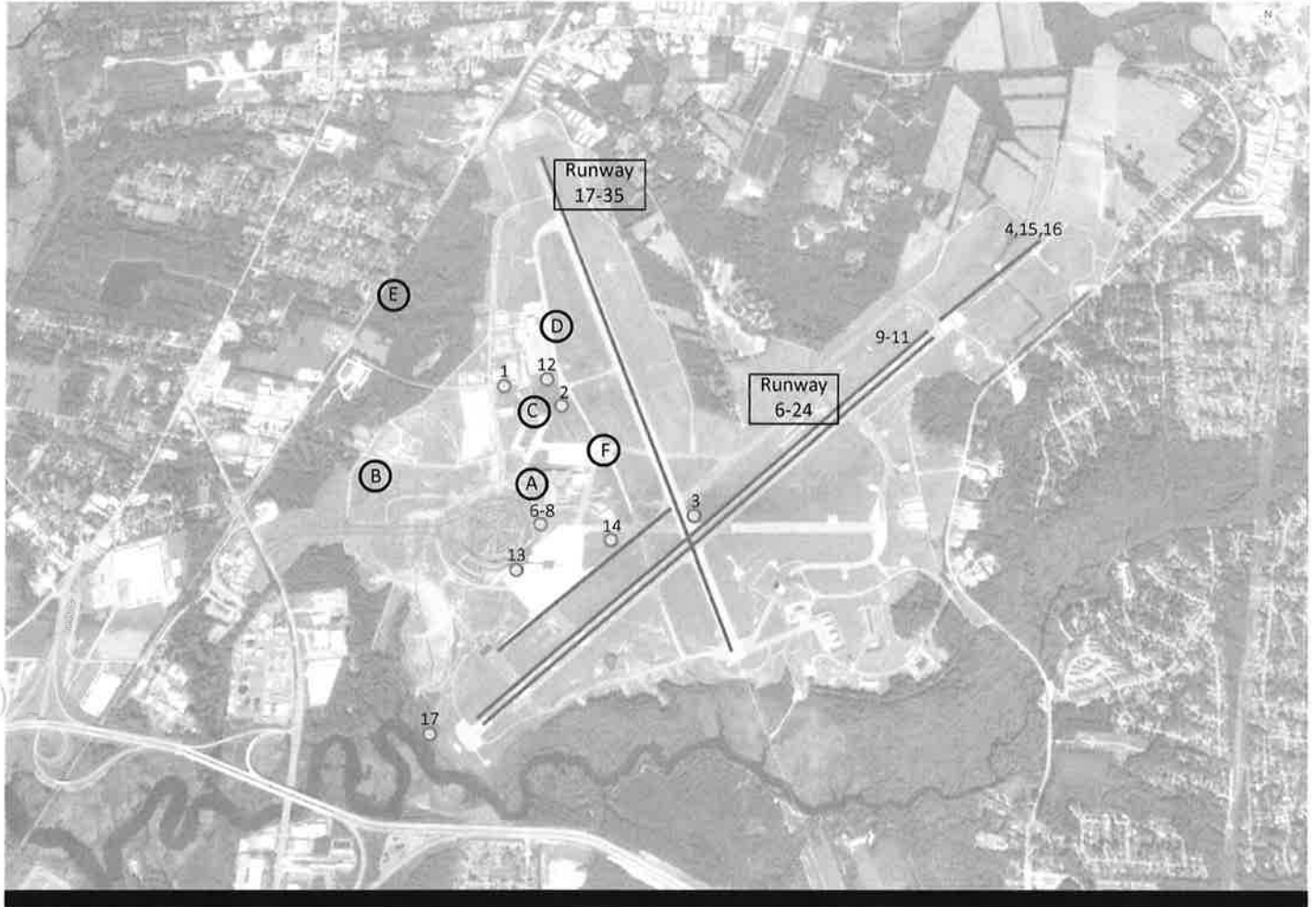
Attached you will find a set of draft project lists and maps that are intended to display projects proposed for inclusion in the fiscally-constrained *Cape Fear Transportation 2040* long-range transportation plan. These lists and maps are in draft format only and are provided to solicit comment on the proposal.

The Wilmington Urban Area Metropolitan Planning Organization (WMPO) is requesting your presence at any of the following public open houses to receive comments on the draft *Cape Fear Transportation 2040* proposal:

- Thursday, April 2nd 1PM-3PM at Forden Station, 505 Cando Street, Wilmington
- Tuesday, April 7th 4PM-6PM at the Hillcrest Community Center, 1402 Meares Street
- Tuesday, April 13th 4PM-6PM at the Halyburton Memorial Park, 4099 South 17th Street, Wilmington
- Tuesday, April 14th 4PM-6PM at Carolina Beach Town Hall, 1121 North Lake Park Boulevard, Carolina Beach
- Thursday, April 16th 4PM-6PM at Leland Town Hall, 102 Town Hall Drive, Leland
- Thursday, April 23rd 4PM-6PM at the Pender County Hampstead Annex, 15060 US Hwy 17 Hampstead
- Monday April 27th 4PM-6PM at Bradley Creek Elementary School, 6211 Greenville Loop Road Spanish language services available at this location

If you are unable to attend an open house, our website will be live to receive comments from April 1st to April 30th at <http://transportation2040.org/>.

We are requesting any proposals for changes during the public comment period which runs from April 1st to April 30th. We are requesting input from the general public and all interested parties.



Legend

Aviation Project Identification Number (A-#)

- Aviation Project
- Aviation Runway Project

Existing Aviation Facilities

- Ⓐ Passenger Terminal
- Ⓑ VA and Business Park Area
- Ⓒ FBOs
- Ⓓ Customs Facility
- Ⓔ Rental Car Facility
- Ⓕ Rescue Base/ARFF HQ

Wednesday, January 28, 2015
Cape Fear Transportation 2040
Draft Aviation Project Ranking & Funding

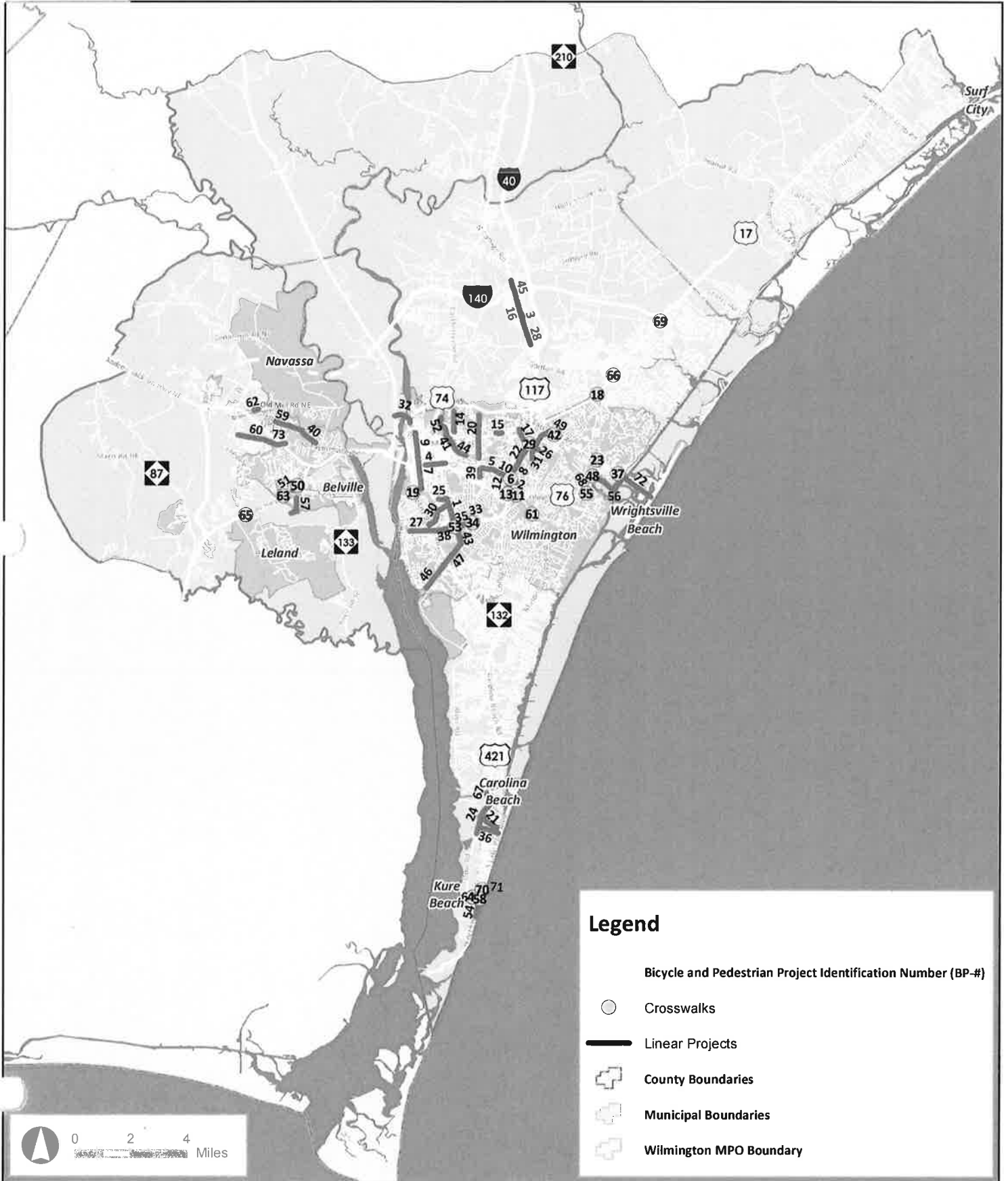
ID	PROJECT	2014 COST ESTIMATE
A-1	GA Apron Development, Phase II	\$ 1,350,000
A-2	Pipe Ditch in FBO #2 Area Direct to EDDB and Rehab GA Apron Ramp North (Survey, Testing, Design, Bidding and Permitting)	\$ 355,000
A-3	Airfield Lighting Replacement (LED)/Vault Upgrade	\$ 2,400,000
A-4	Extend Runway 24 - Phase I of IV	\$ 5,000,000
A-5	Airport Layout Plan	\$ 850,000
A-6	Terminal Improvements Phase I (Design)	\$ 850,000
A-7	Terminal Improvements Phase I (Construction)	\$ 10,000,000
A-8	Terminal Improvements Phase II (Design and Construction)	\$ 11,000,000
A-9	Pipe Ditches Rwy 24 (Mitigation)	
A-10	Mitigation	\$ 742,000
A-11	Construction	\$ 4,000,000
A-12	Rehab GA Apron Ramp North; Pipe Ditch in FBO #2 Area; Direct to EDDB (Construction)	\$ 5,000,000
A-13	Outbound Bag Room Retrofit	\$ 300,000
A-14	Taxiway A and H Widening and Paved Shoulders	\$ 5,900,000
A-15	BCA/EA for Runway 24 Extension	\$ 300,000
A-16	Extend Runway 24 - Phase II of IV	\$ 5,000,000
A-17	Design and Construction of Boat Launch for Water Access	\$ 50,000
A-18	Map on Airport Utilities	\$ 5,000

- Suggested funding priority

- Suggested priority should additional funds become available



Bicycle and Pedestrian Projects [DRAFT]



Legend

- Bicycle and Pedestrian Project Identification Number (BP-#)
- Crosswalks
- Linear Projects
- ⊕ County Boundaries
- ⊕ Municipal Boundaries
- ⊕ Wilmington MPO Boundary

January 28, 2015
Cape Fear Transportation 2040
Draft Bicycle and Pedestrian Project Ranking & Funding

ID	PROJECT	FROM	TO	2014 ESTIMATED COST
BP-1	S. 17th Street	Hospital Plaza	INDEPENDENCE BLVD	\$ 1,040,000
BP-2	Peachtree Ave	Park Ave	MacMillan Ave	\$ 209,000
BP-3	N. College Rd.	New Town Rd	Danny Pence Dr	\$ 148,000
BP-4	Wooster St.	S. 8th Street	Oleander Dr	\$ 113,000
BP-5	WILSHIRE BLV	WRIGHTSVILLE AVE	KERR AVE	\$ 1,927,373
BP-6	COLLEGE RD & WILSHIRE BLVD	N/A	N/A	\$ 75,000
BP-7	5TH AVE	ANN ST	GREENFIELD LAKE PARK	\$ 2,019,902
BP-8	COLLEGE RD	HURST DR	RANDALL PKWY	\$ 1,205,554
BP-9	5TH AVE	RAIL LINE NORHT OF CABBELL ST	ANN ST	\$ 918,243
BP-10	WILSHIRE BLV	KERR AVE	MACMILLAN AVE	\$ 387,805
BP-11	OLEANDER DR & PINE GROVE DR	N/A	N/A	\$ 75,000
BP-12	COLLEGE RD	WRIGHTSVILLE AVE	WILSHIRE BLVD	\$ 621,938
BP-13	COLLEGE RD & OLEANDER DR	N/A	N/A	\$ 75,000
BP-14	23RD ST	ONE TREE HILL WAY	PRINCESS PLACE DR	\$ 1,773,262
BP-15	MARKET ST	KERR AVE	BIRCHWOOD DR	\$ 431,587
BP-16	N COLLEGE RD	NE NORTHCHASE PKWY	NEW VILLAGE WAY	\$ 1,693,962
BP-17	NEW CENTRE DR	MARKET ST	COLLEGE RD	\$ 1,077,931
BP-18	MARKET ST & GORDON RD	N/A	N/A	\$ 75,000
BP-19	CAROLINA BEACH RD & FRONT ST/BURNETT BLV	N/A	N/A	\$ 75,000
BP-20	INDEPENDENCE BLVD EXTENSION	RANDALL PKWY	SOUTH OF MLK PKWY	\$ 3,342,752
BP-21	HARPER AVE	DOW RD	S 3RD ST	\$ 1,721,627
BP-22	COLLEGE RD	RANDALL PKWY	NEW CENTRE DR	\$ 943,272
BP-23	MILITARY CUTOFF RD & EASTWOOD RD	N/A	N/A	\$ 75,000
BP-24	DOW RD	CLARENDON AVE	LAKE PARK BLVD	\$ 1,768,644
BP-25	HOSPITAL PLAZA DR PATH	LAKESHORE DRIVE	S 17TH ST	\$ 416,386
BP-26	NEW CENTRE DR	COLLEGE RD	PROPOSED TRAIL TO CLEAR RUN DR	\$ 814,801
BP-27	SHIPYARD BLVD	RIVER RD	CAROLINA BEACH RD	\$ 1,611,069
BP-28	N COLLEGE RD	NEW VILLAGE WAY	BAVARIAN LN	\$ 899,470
BP-29	COLLEGE RD & NEW CENTRE DR	N/A	N/A	\$ 75,000
BP-30	Medical Center Dr	CAROLINA BEACH RD	S 17TH ST	\$ 1,665,384
BP-31	RACINE DR	RANDALL DR	EASTWOOD RD	\$ 1,461,236
BP-32	ISABEL S HOLMES BRIDGE	US HWY 421	FRONT ST	\$ 1,725,054
BP-33	SHIPYARD BLVD	INDEPENDENCE BLVD	LONGSTREET DR	\$ 373,113
BP-34	SHIPYARD BLVD & INDEPENDENCE BLVD	N/A	N/A	\$ 75,000
BP-35	SHIPYARD BLVD	S 17TH ST	INDEPENDENCE BLVD	\$ 1,355,721
BP-36	Cape Fear Boulevard	Dow Road	Lake Park Boulevard	\$ 1,663,493
BP-37	EASTWOOD RD & WRIGHTSVILLE AVE	N/A	N/A	\$ 75,000
BP-38	SHIPYARD BLVD	CAROLINA BEACH RD	S 17TH ST	\$ 1,652,846
BP-39	INDEPENDENCE BLVD	PARK AVE	WRIGHTSVILLE AVE	\$ 596,809
BP-40	Village Rd NE A	WAYNE ST	LOSSEN LN	\$ 2,099,155
BP-41	BURNT MILL CREEK PATH	METTS AVE	MARKET ST	\$ 448,561
BP-42	EASTWOOD RD & CARDINAL DR	N/A	N/A	\$ 75,000
BP-43	S 17TH ST	INDEPENDENCE BLVD	SHIPYARD BLVD	\$ 1,039,439
BP-44	BURNT MILL CREEK PATH	COLONIAL DR	METTS AVE	\$ 650,512
BP-45	COLLEGE RD	BLUE CLAY RD	NORTHCHASE PKWY	\$ 1,044,841
BP-46	INDEPENDENCE BLVD	RIVER RD	CAROLINA BEACH RD	\$ 2,476,442
BP-47	INDEPENDENCE BLVD	CAROLINA BEACH RD	S 17TH ST	\$ 1,517,465
BP-48	WRIGHTSVILLE AVE & AIRLIE RD/OLEANDER DR	N/A	N/A	\$ 75,000
BP-49	EASTWOOD RD	CARDINAL DR	RACINE DR	\$ 522,051
BP-50	US 17 & OLDE WATERFORD WY/PLOOF RD SE	N/A	N/A	\$ 75,000
BP-51	US 17 Frontage Path	PLOOF RD	OCEAN GATE PLAZA	\$ 401,591
BP-52	BURNT MILL CREEK PATH	MARKET ST	ARCHIE BLUE PARK	\$ 2,897,886
BP-53	17TH ST & SHIPYARD BLVD	N/A	N/A	\$ 75,000
BP-54	FORT FISHER BLV	E AVE	N AVE/SEVENTH AVE	\$ 1,049,162
BP-55	OLEANDER DR & GREENVILLE LP RD/GREENVILLE AVE	N/A	N/A	\$ 75,000
BP-56	AIRLIE RD	MILITARY CUTOFF RD	EASTWOOD RD	\$ 2,258,068

January 28, 2015
Cape Fear Transportation 2040
Draft Bicycle and Pedestrian Project Ranking & Funding

ID	PROJECT	FROM	TO	2014 ESTIMATED COST
BP-57	W Gate Park Connector	WEST GATE DR	END	\$ 1,256,593
BP-58	K AVE & 421	N/A	N/A	\$ 75,000
BP-59	VILLAGE RD	WAYNE ST NE	OAKMONT CT NE	\$ 516,902
BP-60	Old Fayetteville Rd NE	LANVALE RD	PICKETT RD	\$ 1,912,662
BP-61	PINE GROVE RD & GREENVILLE LP RD	N/A	N/A	\$ 75,000
BP-62	Village Rd Connector	LELAND SHOOL RD	LINCOLN RD NE	\$ 298,727
BP-63	US 17 & W GATE DR/GRANDIFLORA DR	N/A	N/A	\$ 75,000
BP-64	SEVENTH AVE & K AVE	N/A	N/A	\$ 75,000
BP-65	US 17 & PROVISION PKWY	N/A	N/A	\$ 75,000
BP-66	MARKET ST & MIDDLE SOUND LOOP RD	N/A	N/A	\$ 75,000
BP-67	Bridge Barrier Rd	GREENWAY PLAN PATH	OLD DOW RD	\$ 24,730
BP-68	GREENVILLE AVE	OLEANDER DR	PARK AVE	\$ 224,280
BP-69	US 17/MARKET ST & PORTERS NECK RD	N/A	N/A	\$ 75,000
BP-70	N AVE & FORT FISHER BLVD	N/A	N/A	\$ 75,000
BP-71	N AVE	FORT FISHER BLVD	ATLANTIC AVE	\$ 38,797
BP-72	CAUSEWAY DR	AIRLIE RD	WAYNICK BLVD	\$ 9,302,884
BP-73	Old Fayetteville Rd B	PICKETT RD	BASIN ST	\$ 3,087,759
BP-74	A Brunswick Nature Park Connector	OCEAN HWY E	MALLORY CREEK	\$ 4,334,087
BP-75	VILLAGE RD NE	WAYNE RD	OLD MILL RD	\$ 1,198,902
BP-76	Clarendon Avenue	Dow Road	Lake	\$ 1,227,670
BP-77	SAINT JOSEPH ST	LEWIS DR	LEES LN	\$ 1,603,827
BP-78	Brunswick Forest Frontage Path	BRUNSWICK FOREST PKWY	WIRE ROAD	\$ 1,792,378
BP-79	Lanvale Rd NE	VILLAGE RD	OLD FAYETTEVILLE RD NE	\$ 1,124,924
BP-80	Lincoln Rd NE	WALKER ST	POST OFFICE RD	\$ 1,570,202
BP-81	S Navassa Rd	VILLAGE RD	LOOP RD	\$ 795,009
BP-82	PARK AVENUE BRADLEY CREEK BRIDGE	GREENVILLE AVE	WRIGHTSVILLE AVE	\$ 4,300,809
BP-83	Leland School Rd NE	MT. MISERY RD NE	VILLAGE RD	\$ 1,121,355
BP-84	LAKE PARK BLVD	CAROLINA SANDS DR	ALABAMA AVE	\$ 1,673,243
BP-85	MASONBORO LOOP RD	ANDREWS REACH LOOP	PARSELY ELEMENTARY SCHOOL	\$ 645,598
BP-86	Winding Trail Dr	TIMBER LN NE	OCEAN HWY E	\$ 2,823,234
BP-87	Old Mill Rd B	LANVALE RD	LELAND SCHOOL RD	\$ 2,273,920
BP-88	Fletcher Rd NE	MT. MISERY RD NE	END	\$ 1,114,309
BP-89	DOW RD	OCEAN BLVD	CLARENDON AVE	\$ 1,139,250
BP-90	MARKET ST	MARSH OAKS DR	PORTERS NECK RD	\$ 1,886,544
BP-91	PINE GROVE DR	HOLLY TREE RD	GREENVILLE LOOP RD	\$ 691,251
BP-92	S Navassa Rd	LOOP RD	BROADWAY ST	\$ 1,260,791
BP-93	S Navassa Rd	BROADWAY ST	OLD MILL RD	\$ 778,664
BP-94	Sloop Pt Loop Rd	COUNTRY CLUB DR	US HWY 17	\$ 6,394,155
BP-95	Fort Fisher Blvd	S FIFTH AVE	S FORT FISHER BLVD END	\$ 5,533,500
BP-96	PINE GROVE DR	QUAIL RIDGE RD	HOLLY TREE RD	\$ 535,924
BP-97	Country Club Road	Hwy 17/Jenkins Road	Sloop Point/Doral Drive	\$ 5,920,871
BP-98	JENKINS RD	US17	ST JOHNS CHURCH RD	\$ 311,409
BP-99	K AVE	5TH AVE	DOW RD	\$ 623,945
BP-100	Old Mill Rd	N NAVASSA RD	MAIN ST	\$ 1,669,773
BP-101	Old Mill Rd	MAIN ST	WINDING TRAIL EXTENSION	\$ 1,821,250
BP-102	Old Mill Rd	WINDING TRAIL EXTENSION	LINCOLN RD	\$ 1,154,060
BP-103	PINE GROVE DR	MASONBORO LOOP RD	QUAIL RIDGE RD	\$ 1,018,358
BP-104	Winding Trail Dr EXTENSION	VILLAGE RD	OLD MILL RD	\$ 1,046,049
BP-105	PICKET RD NE EXTENSION	TIMBER LN NE	VILLAGE RD NE	\$ 1,708,313
BP-106	B Brunswick Nature Park Connector	MALLORY CREEK	BRUNSWICK NATURE PARK	\$ 3,898,437
BP-107	Lanvale Rd NE	OLD FAYETTEVILLE RD NE	GRANDIFLORA DR	\$ 1,902,820
BP-108	MARKET ST	BAYSHORE DR	MARSH OAKS DR	\$ 2,039,829
BP-109	MALLORY CREEK PATH	ST KITTS WAY	LOW COUNTRY BLVD	\$ 1,971,083
BP-110	Grandiflora Dr	LANVALE RD NE	TIMBER LN NE	\$ 1,220,713
BP-111	Lanvale Rd NE	GRANDIFLORA DR	OCEAN HWY	\$ 2,858,576

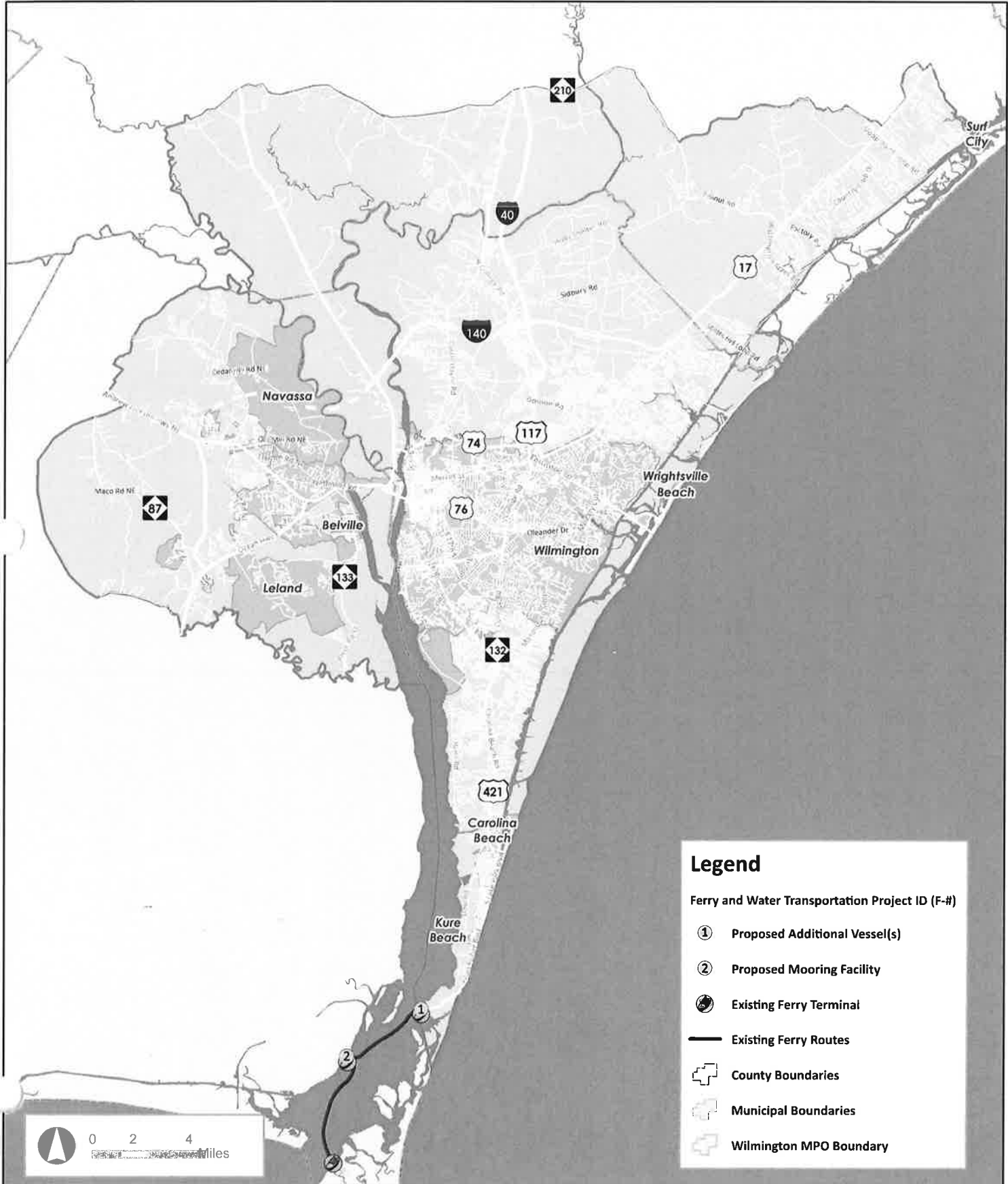
January 28, 2015
Cape Fear Transportation 2040
Draft Bicycle and Pedestrian Project Ranking & Funding

ID	PROJECT	FROM	TO	2014
				ESTIMATED COST
BP-112	Ploof Rd SE	OCEAN HWY E	CHAPPELL LOOP RD	\$ 1,239,436
BP-113	PORTERS NECK RD	MARKET ST	EDGEWATER CLUB RD	\$ 1,725,291
BP-114	Jakeys Creek Connector	NIGHT HARBOR DR	JACKEY'S CREEK LN	\$ 343,120
BP-115	ST JOHNS CHURCH RD	JENKINS RD	END	\$ 496,235
BP-116	DOW RD	K AVE	OCEAN BLVD	\$ 2,582,760
BP-117	Chappell Loop Rd E	BLACKWELL RD	CHAPPELL LOOP RD	\$ 1,237,464
BP-118	MARKET ST	FUTCH CREEK RD	PENDER-NEW HANOVER LINE	\$ 1,777,862
BP-119	Torchwood Blvd	US 17 MARKET STREET	OGDEN PARK CONNECTOR TRAIL	\$ 1,582,691
BP-120	Ocean Blvd	GREENWAY PLAN PATH	DOW RD S	\$ 371,695
BP-121	OCEAN BLVD	MIKE CHAPPELL PARK	N LAKE PARK BLVD	\$ 484,469
BP-122	Blackwell Rd SE	RIVER RD	CHAPPELL LOOP RD	\$ 2,321,618
BP-123	NC 133 River Rd	BLACKWELL RD	MORECAMBLE BLVD SE	\$ 1,774,515
BP-124	NC 133 River Rd	MORECAMBLE BLVD	JACKEYS CREEK LN SE	\$ 1,309,045
BP-125	NC 133 River Rd	JACKEYS CREEK LN SE	WESTPORT DR	\$ 1,960,247
BP-126	NC 133 River Rd	MALLORY CREEK DR	WESTPORT DR	\$ 859,311
BP-127	SOUTH SMITH CREEK CONNECTOR TRAIL	SMITH CREEK PARK	Ogden Park Connector Path	\$ 2,643,924
BP-128	Smith Creek Murrayville Connection	MURRAYVILLE RD	NORTH SMITH CREEK TRAIL	\$ 1,407,648
BP-129	PENINSULA DR	TEAKWOOD DR	ISLAND MARINE DR	\$ 306,900
BP-130	Cedar Hill Rd	OLD MILL RD	ROYSTER RD NE	\$ 2,666,161
BP-131	NC 133 River Rd	MALLORY CREEK DR	SOUTHERN BLVD	\$ 3,833,688
BP-132	NC 133 River Rd	SOUTHERN BLVD	HICKORY LN SE	\$ 1,055,753
BP-133	Cedar Hill Rd	ROYSTER RD NE	WINDING TRAIL EXTENSION	\$ 2,310,901
BP-134	ALABAMA AVE	PROP TRAIL WEST OF SPOT LN	LAKE PARK BLVD	\$ 421,999
BP-135	OGDEN PARK CONNECTOR PATH	SMITH CREEK PARK CONNECTOR PATH	TORCHWOOD BLVD	\$ 1,450,424
BP-136	RAIL CORRIDOR TRAIL	US 421	QUALITY DR NE	\$ 36,664,386
BP-137	DORAL DR	SLOOP POINT RD	MASTER LN	\$ 1,171,894
BP-138	MASTER LN	DORAL DR	SLOOP POINT RD	\$ 472,985
BP-139	MARKET ST	END	FUTCH CREEK RD	\$ 703,136
BP-140	US 421	ISABEL HOLMES BRIDGE	RAIL CORRIDOR	\$ 758,795
BP-141	PORTERS NECK RD	EDGEWATER CLUB RD	BLAD EAGLE LN	\$ 2,582,582
BP-142	FUTCH CREEK RD	OLD MARKET ST	CHAMPS DAVIS RD	\$ 1,373,394

Note: The 142 projects listed above reflect high and medium priority projects identified by the Bicycle and Pedestrian Modal Subcommittee. Hundreds of additional projects were identified as needed bicycle and pedestrian facilities in the region. These additional projects were not included as part of your agenda packets out of respect for the length of the agenda packet. These projects will be presented at the open houses and will be made available online during the public comment period (April 1 - April 30, 2015)

- Suggested funding priority
- Suggested priority should funds become available

Ferry and Water Transportation Projects [Draft]



Legend

Ferry and Water Transportation Project ID (F-#)


- ① Proposed Additional Vessel(s)
- ② Proposed Mooring Facility
- 🌐 Existing Ferry Terminal
- Existing Ferry Routes
- ⊕ County Boundaries
- ⊕ Municipal Boundaries
- ⊕ Wilmington MPO Boundary



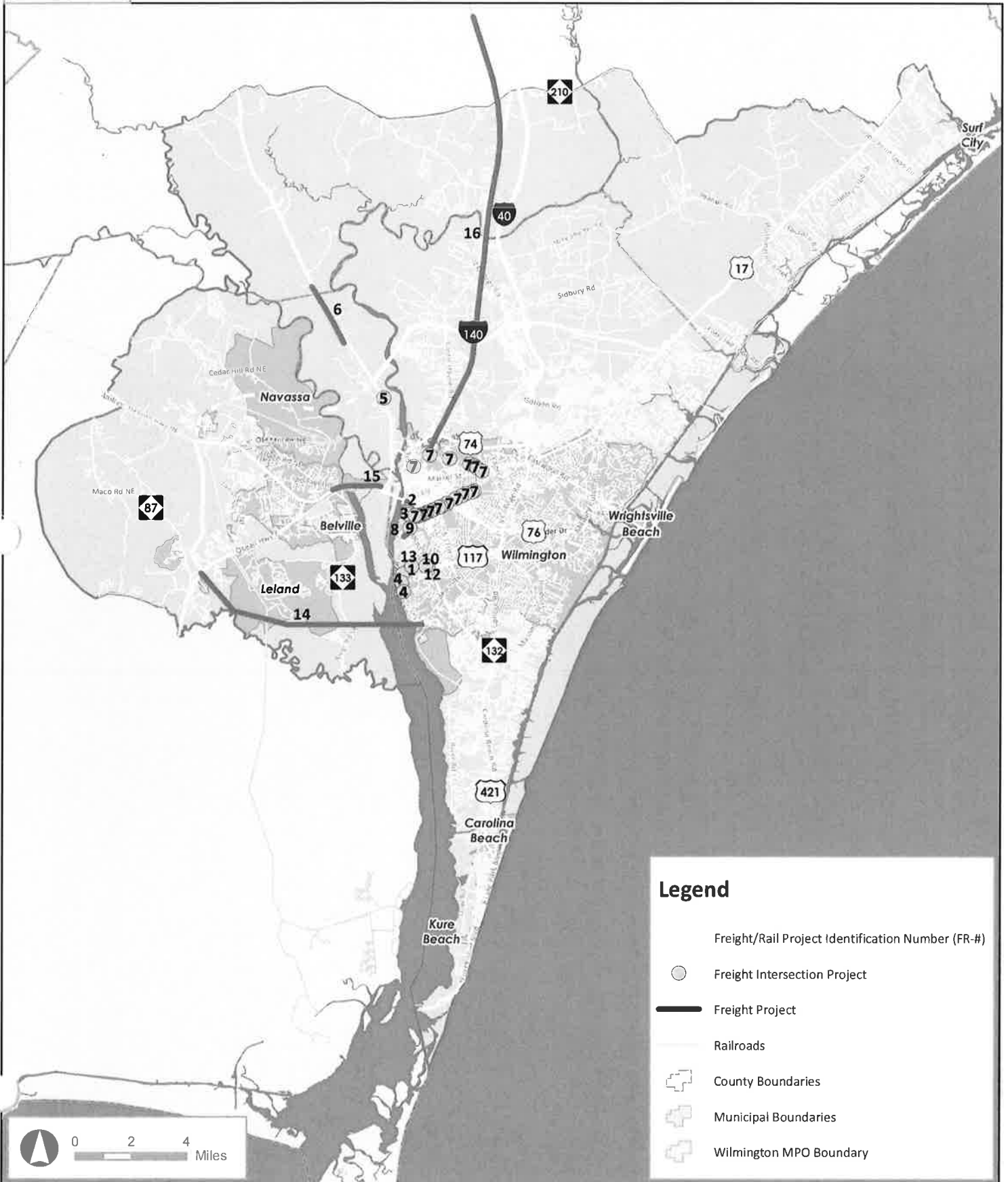
January 28, 2015
Cape Fear Transportation 2040
Draft Ferry and Water Transportation Project Ranking & Funding

ID	PROJECT	2014 COST ESTIMATE
F-1	New river class vessel (Southport to Ft. Fisher)	\$ 12,000,000
F-2	Southport Additional Mooring Facilities	\$ 1,500,000
F-3	Downtown Wilmington Dock Mooring Facility	\$ 1,500,000
F-4	Low-draft river class vessels (3)	\$ 13,500,000
F-5	Town of Navassa Mooring Facility	\$ 1,500,000
F-6	Carolina Beach Mooring Facility	\$ 1,500,000
F-7	Wrightsville Beach Mooring Facility	\$ 1,500,000
F-8	Town of Navassa Terminal/Multi-modal Hub	\$ 100,000,000
F-9	Central Marina/Independence Blvd Terminal/Multi-modal Hub	\$ 100,000,000

 - Suggested funding priority

 - Suggested priority should additional funds become available

Freight/Rail Projects [DRAFT]



Legend

- Freight/Rail Project Identification Number (FR-#)
- Freight Intersection Project
- Freight Project
- Railroads
- ⊕ County Boundaries
- ⊕ Municipal Boundaries
- ⊕ Wilmington MPO Boundary



January 28, 2015
Cape Fear Transportation 2040
Draft Freight/Rail Project Ranking & Funding

ID	PROJECT	2014 COST ESTIMATE
FR-1	Shipyards Boulevard eb bus pullout, bus stop, and sidewalk	\$ 135,000
FR-2	Front Street widening and redesign	\$ 9,952,000
FR-3	Front Street lead railroad signalization and gates	\$ 900,000
FR-4	Study at-grade rail crossing conflicts on WTRY and spur lines near Port of Wilmington (<i>multiple locations</i>)	\$ 300,000
FR-5	US421 Railroad crossing safety improvements south of I-140/Dan Cameron Bridge	\$ 400,000
FR-6	US421 Railroad extension from Invista to Pender Commerce Park	\$ 5,135,000
FR-7	At-grade rail crossing conflicts on NCDOT & CSX lines (<i>multiple locations</i>)	\$ 7,200,000
FR-8	Burnett Boulevard widening to allow for queuing at north gate of NC Port of Wilmington from Carolina Beach Road to Myers Street	\$ 1,499,000
FR-9	Front Street & Burnett Boulevard turn lanes improving sb and nb truck access	\$ 233,000
FR-10	Carolina Beach Road and Shipyards Boulevard wb right turn improvements	\$ 750,000
FR-11	Shipyards Boulevard eb at Carolina Beach Road nb left turn additional queuing	\$ 175,000
FR-12	Shipyards Boulevard median closure at Rutledge Drive	\$ 25,000
FR-13	Shipyards Boulevard speed sensors and warning activation at NC Port of Wilmington	\$ 100,000
FR-14	Fourth Crossing of the Cape Fear River	\$ 641,996,000
FR-15	Leland Causeway mitigate congestion issues	\$ 56,666,000
FR-16	Freight Rail connection from Castle Hayne to Wallace	\$ 118,250,000
FR-17	Construct rail across the Cape Fear River between NC Port of Wilmington and Davis Yard	\$ 153,000,000
FR-18	River Road Realignment to encapsulate chassis yard	\$ 2,380,000
FR-19	River Road Realignment to Raleigh Street for non-port traffic	\$ 8,922,000
FR-20	NC Port of Wilmington north gate and south gate rail crossing grade separations	\$ 50,000,000
FR-21	Greenfield Street to Woodbine Street connection	\$ 2,302,000
FR-22	Carolina Beach Road at Shipyards Boulevard truck staging area addition and safer left turn movements	\$ 1,252,000
FR-23	Passenger rail from Wilmington to Raleigh	\$ 300,000,000
FR-24	Wilmington Multimodal Transportation Center	\$ 51,954,554
FR-25	Dedicated truck interstate access to NC Port of Wilmington	\$ 11,000,000

- Suggested funding priority

- Suggested priority should additional funds become available

January 28, 2015
Cape Fear Transportation 2040
Draft Mass Transportation Project Ranking & Funding

ID	PROJECT TYPE	PROJECT	2014 COST ESTIMATE
MT-1	PARK & RIDE	US17 at Brunswick Forest	\$ 3,000
MT-2	PARK & RIDE	Mt. Misery at US74/76	\$ 3,000
MT-3	PARK & RIDE	Leland Town Hall	\$ 3,000
MT-4	AMENITY	Town Hall Drive (Leland)	\$ 15,000
MT-5	ADDITIONAL SERVICE	Airport Boulevard service to ILM	0
MT-6	STOP ACCESS	Oleander Drive & Independence Boulevard	\$ 75,000
MT-7	AMENITY	Oleander Drive at Whole Foods	\$ 15,000
MT-8	EXPRESS ROUTE	Downtown Wilmington to Forden Station	\$ 460,000
MT-9	EXPRESS ROUTE	Downtown Wilmington to Mayfaire	\$ 460,000
MT-10	PARK & RIDE	Mayfaire Shopping Center	\$ 3,000
MT-11	AMENITY	Lake Avenue at South College Road	\$ 15,000
MT-12	STOP ACCESS	College Road & Sanders Road	\$ 75,000
MT-13	PARK & RIDE	Carolina Beach Road at S College Road (Monkey Junction)	\$ 15,000
MT-14	AMENITY	S College Road at Randall Parkway	\$ 15,000
MT-15	AMENITY	S 17th St at Glen Meade Road	\$ 15,000
MT-16	AMENITY	N College Road at Danny Pence Drive	\$ 15,000
MT-17	AMENITY	Carolina Beach Road at Harris Teeter	\$ 15,000
MT-18	AMENITY	US17 at NC210	\$ 15,000
MT-19	ADDITIONAL SERVICE	Market Street from College Road to Porter's Neck Walmart	\$ 460,000
MT-20	AMENITY	S College Road at University Drive	\$ 15,000
MT-21	AMENITY	17th Street at Food Lion Plaza	\$ 15,000
MT-22	AMENITY	17th Street at Doctors Circle	\$ 15,000
MT-23	STOP ACCESS	Shipyards Boulevard & 17th Street	\$ 75,000
MT-24	STOP ACCESS	17th Street at Hospital Plaza Drive	\$ 75,000
MT-25	STOP ACCESS	College Road at Hurst Drive	\$ 75,000
MT-26	STOP ACCESS	College Road at New Center Drive	\$ 75,000
MT-27	STOP ACCESS	College Road at University Drive	\$ 75,000
MT-28	AMENITY	Independence Boulevard at Canterbury Drive	\$ 15,000
MT-29	AMENITY	Market Street at Kerr Avenue	\$ 15,000
MT-30	AMENITY	Market Street at Covil Avenue	\$ 15,000
MT-31	AMENITY	Independence Boulevard at Independence Mall (northbound)	\$ 15,000
MT-32	AMENITY	Independence Boulevard at Park Avenue	\$ 15,000
MT-33	AMENITY	Independence Boulevard at Independence Mall (southbound)	\$ 15,000
MT-34	STOP ACCESS	Market Street at Cinema Drive	\$ 75,000
MT-35	STOP ACCESS	Carolina Beach Road at Antoinette Drive (Monkey Junction)	\$ 75,000
MT-36	PARK & RIDE	Carolina Beach Road at Snow's Cut Bridge	\$ 3,000
MT-37	PARK & RIDE	I-40 at Cape Fear Community College North Campus	\$ 3,000

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Cape Fear Transportation 2040
Draft Mass Transportation Project Ranking & Funding

ID	PROJECT TYPE	PROJECT	2014 COST ESTIMATE
MT-38	PARK & RIDE	Market Street at Middle Sound Loop Road	\$ 3,000
MT-39	PARK & RIDE	US17 at NC210	\$ 3,000
MT-40	PARK & RIDE	Barclay West	\$ 3,000
MT-41	PARK & RIDE	Fairfield Park	\$ 3,000
MT-42	AMENITY	College Road at University Drive	\$ 15,000
MT-43	AMENITY	17th Street at Hospital Plaza Drive	\$ 15,000
MT-44	AMENITY	Gordon Road at Food Lion Plaza	\$ 15,000
MT-45	AMENITY	Shipyards Boulevard at Commons Drive	\$ 15,000
MT-46	AMENITY	Monkey Junction Transfer Station	\$ 15,000
MT-47	AMENITY	N Lake Park Boulevard at Town Hall	\$ 15,000
MT-48	AMENITY	Shipyards Boulevard at 41st Street	\$ 15,000
MT-49	AMENITY	41st Street at Hoggard High School	\$ 15,000
MT-50	STOP ACCESS	Shipyards Boulevard at 41st Street	\$ 75,000
MT-51	PARK & RIDE	Market Street at Porters Neck Road	\$ 3,000
MT-52	AMENITY	Carolina Beach Road at Medical Center Drive	\$ 15,000
MT-53	AMENITY	Carolina Beach Road at Roses	\$ 15,000
MT-54	STOP ACCESS	Market Street & Lullwater Drive	\$ 75,000
MT-55	AMENITY	Nixon Street at 8th Street	\$ 15,000
MT-56	AMENITY	Downtown Transfer Station	\$ 15,000
MT-57	AMENITY	College Road at Wilshire Boulevard	\$ 15,000
MT-58	AMENITY	Eastwood Road at Rogersville Road	\$ 15,000
MT-59	AMENITY	Carolina Beach Road at Independence Boulevard	\$ 15,000
MT-60	AMENITY	Carolina Beach Road at Tennessee Avenue	\$ 15,000
MT-61	AMENITY	West Gate Drive at Walmart	\$ 15,000
MT-62	AMENITY	Halyburton Memorial Parkway at Ballfields	\$ 15,000
MT-63	AMENITY	Independence Boulevard at Converse Drive	\$ 15,000
MT-64	AMENITY	Princess Place Drive at N 25th Street	\$ 15,000
MT-65	AMENITY	Carolina Beach Road at Southern Boulevard	\$ 15,000
MT-66	AMENITY	Market Street at Lullwater Drive	\$ 15,000
MT-67	AMENITY	Oleander Drive at Hawthorne Drive	\$ 15,000
MT-68	AMENITY	College Road at Kmart	\$ 15,000
MT-69	AMENITY	Randall Parkway at Brailsford Drive	\$ 15,000
MT-70	AMENITY	Military Cutoff Road at Old Macumber Station Road	\$ 15,000
MT-71	AMENITY	Carolina Beach Road at Silva Terra Drive	\$ 15,000
MT-72	AMENITY	17th Street at John D Barry Drive	\$ 15,000
MT-73	AMENITY	Village Road at Food Lion	\$ 15,000
MT-74	AMENITY	Front Street at Harnett Street	\$ 15,000
MT-75	PARK & RIDE	US17 at Sidbury Road	\$ 15,000


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Cape Fear Transportation 2040
Draft Mass Transportation Project Ranking & Funding

ID	PROJECT TYPE	PROJECT	2014 COST ESTIMATE
MT-76	AMENITY	Market Street at 16th Street	\$ 15,000
MT-77	AMENITY	Sigmon Road at Walmart	\$ 15,000
MT-78	AMENITY	Oleander Drive at Giles Avenue	\$ 15,000
MT-79	AMENITY	Wrightsville Avenue at Jones Road	\$ 15,000
MT-80	AMENITY	Wilshire Boulevard at Berkshires at Pecan Cove	\$ 15,000
MT-81	AMENITY	Wilshire Boulevard at Kerr Avenue	\$ 15,000
MT-82	AMENITY	Mt. Misery Road at Food Lion	\$ 15,000
MT-83	AMENITY	Village Road at S Navassa Road	\$ 15,000
MT-84	AMENITY	Carl Winner Avenue at Carolina Beach Avenue	\$ 15,000
MT-85	AMENITY	10th Street at Meares Street	\$ 15,000
MT-86	AMENITY	Greenfield Street at 13th Street	\$ 15,000
MT-87	AMENITY	Wrightsville Avenue at Cape Fear Memorial Hospital	\$ 15,000
MT-88	AMENITY	Front Street at Ann Street	\$ 15,000
MT-89	PARK & RIDE	I-40 at Holly Shelter Road	\$ 15,000
MT-90	PARK & RIDE	Forden Station	\$ 15,000
MT-91	PARK & RIDE	Downtown Transfer Station	\$ 15,000
MT-92	AMENITY	New Hanover County Government Center Drive	\$ 15,000
MT-93	AMENITY	New Center Drive at Bob King Buick	\$ 15,000
MT-94	AMENITY	17th Street at Little John Circle	\$ 15,000
MT-95	AMENITY	Cypress Grove Drive at Doctors Circle	\$ 15,000
MT-96	AMENITY	Medical Center Drive at Delaney Radiologists	\$ 15,000
MT-97	AMENITY	Wellington Avenue at Silver Stream Lane	\$ 15,000
MT-98	AMENITY	Wellington Avenue at Troy Drive	\$ 15,000
MT-99	AMENITY	Wellington Avenue at Flint Drive	\$ 15,000
MT-100	AMENITY	Wellington Avenue at 17th Street	\$ 15,000
MT-101	AMENITY	Main Street at Church Street (Navassa)	\$ 15,000
MT-102	AMENITY	4th Street at ABC Alley	\$ 15,000
MT-103	AMENITY	Front Street at Castle Street (northbound)	\$ 15,000
MT-104	AMENITY	Front Street at Castle Street (southbound)	\$ 15,000
MT-105	STOP ACCESS	Dawson Street at 17th Street	\$ 15,000
MT-106	STOP ACCESS	Wooster Street at 17th Street	\$ 15,000
MT-107	STOP ACCESS	Wooster Street at 3rd Street	\$ 15,000
MT-108	STOP ACCESS	Dawson Street at 3rd Street	\$ 15,000
MT-109	PARK & RIDE	I-140 at Castle Hayne Road	\$ 15,000
MT-110	AMENITY	Princess Place Drive at Montgomery Avenue	\$ 15,000
MT-111	AMENITY	Marion Drive at Rutledge Drive	\$ 15,000
MT-112	AMENITY	Nixon Street at 5th Street	\$ 15,000
MT-113	AMENITY	16th Street at Wright Street	\$ 15,000

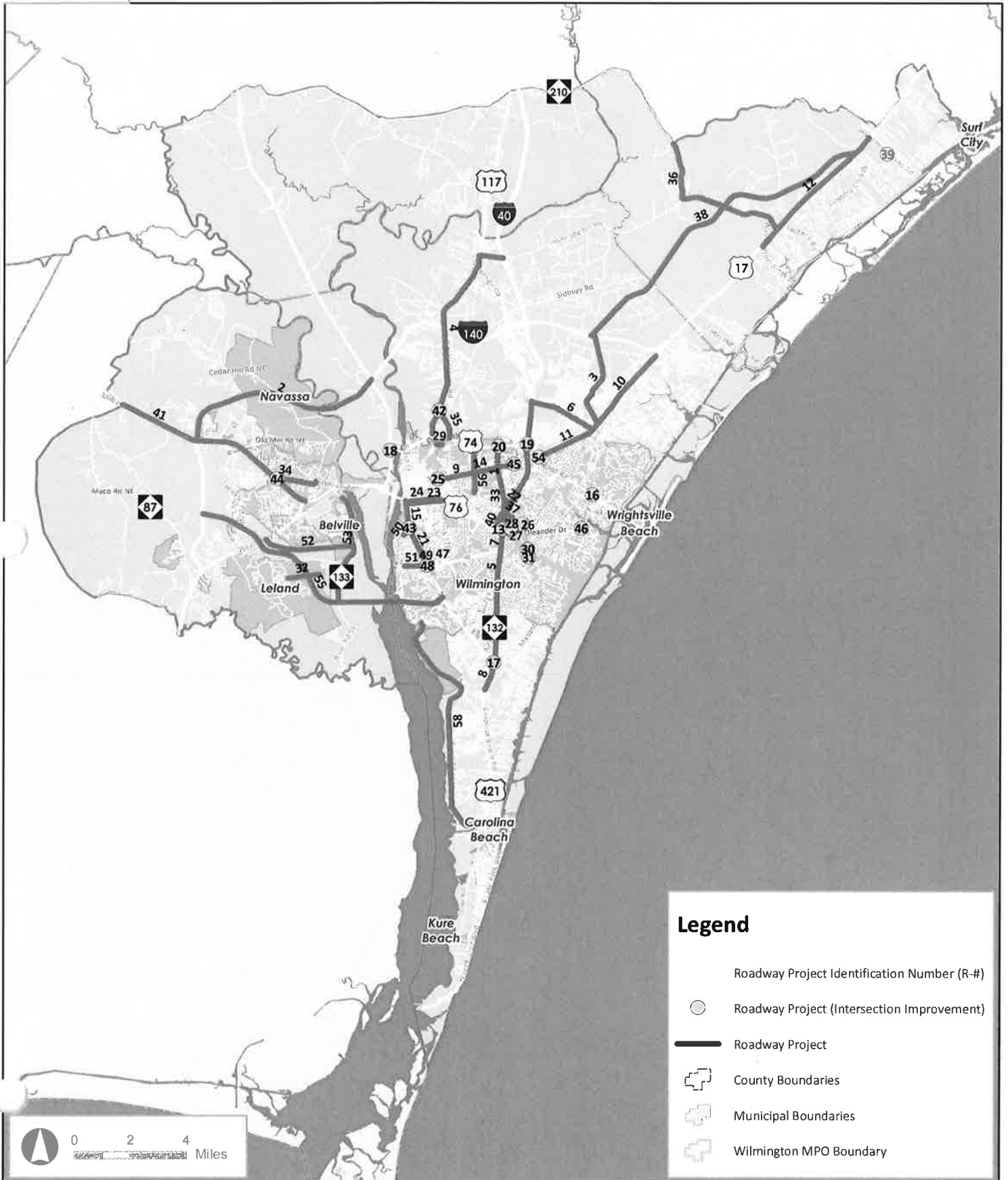
January 28, 2015
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Draft Mass Transportation Project Ranking & Funding

ID	PROJECT TYPE	PROJECT	2014 COST ESTIMATE
MT-114	AMENITY	16th Street at Kidder Street	\$ 15,000
MT-115	AMENITY	5th Street at Ann Street	\$ 15,000
MT-116	AMENITY	5th Street at Dawson Street	\$ 15,000
MT-117	AMENITY	5th Street at Castle Street	\$ 15,000
MT-118	AMENITY	Dawson Street at 9th Street	\$ 15,000
MT-119	AMENITY	Wilmington Multimodal Transportation Center	\$6,861,789
MT-120	AMENITY	US117/NC133 at Old Blossom Ferry Road	\$ 15,000
MT-121	AMENITY	US421 at Blueberry Road	\$ 15,000
MT-122	STOP ACCESS	Dawson Street & 16th Street	\$ 75,000
MT-123	STOP ACCESS	Wooster Street & 16th Street	\$ 75,000
MT-124	STOP ACCESS	Dawson Street at 8th Street	\$ 75,000
MT-125	STOP ACCESS	Wooster Street 8th Street	\$ 75,000
MT-126	PARK & RIDE	I-140 at Cedar Hill Road	\$ 3,000
MT-127	PARK & RIDE	I-140 at US421	\$ 3,000
MT-128	PARK & RIDE	US421 at Cowpens Landing Road	\$ 3,000
MT-129	PARK & RIDE	Terminus of Independence Boulevard	\$ 3,000
MT-130	PARK & RIDE	US17/74/76 at River Road (NC133)	\$ 3,000
MT-131	PARK & RIDE	Galleria Mall	\$ 3,000
MT-132	PARK & RIDE	US17 at Walmart	\$ 3,000
MT-133	PARK & RIDE	I-140 at US74/76	\$ 3,000
MT-134	PARK & RIDE	River Road (NC133)	\$ 3,000

 - Suggested funding priority

 - Suggested priority should additional funds become available

Roadway Projects [DRAFT]



Legend

- Roadway Project Identification Number (R-#)
- Roadway Project (Intersection Improvement)
- Roadway Project
- - - County Boundaries
- Municipal Boundaries
- Wilmington MPO Boundary



2014

ESTIMATED
 COST

ID	PROJECT	FROM	TO	ESTIMATED COST
R-1	Kerr Avenue Widening	Randall Parkway	US74/Martin Luther King Jr. Parkway	\$ 39,955,000
R-2	I-140 Wilmington Bypass	US421	US74/76 Andrew Jackson Highway	\$ 163,930,000
R-3	Military Cutoff Road Extension	US17BUS/Market Street	US17/Wilmington Bypass	\$ 132,643,162
R-4	NC 133/Castle Hayne Road Widening	US74/Martin Luther King Jr Parkway	Holly Sheiter Road	\$ 111,437,000
R-5	US117/NC132/College Road Widening	Gordon Road	US421/Carolina Beach Road	\$ 55,826,000
R-6	Gordon Road Widening	NC 132 Interchange	US 17BUS/Market Street	\$ 17,300,000
R-7	US117/NC132/College Road Widening	US117/Shipyard Boulevard	Wilshire Boulevard	\$ 13,986,000
R-8	US421/Carolina Beach Road Widening	Piner Road	Sanders Road	\$ 9,574,000
R-9	US17BUS/Market Street Road Diet	17th Street	Covil Avenue	\$ 6,840,000
R-10	US17BUS/Market Street Access Management	Military Cutoff Road	Porters Neck Road	\$ 6,250,000
R-11	US17BUS/Market Street Access Management	US74/Martin Luther King Jr Parkway	Military Cutoff Road	\$ 3,375,000
R-12	US17 Superstreet	Washington Acres Road	Sloop Point Road	\$ 35,000,000
R-13	US117/NC132/College & US76/Oleander Intersection	US117/NC132/College Road	US76/Oleander Drive	\$ 25,110,000
R-14	US17BUS/Market Street Access Management	Colonial Drive	New Centre Drive	\$ 3,375,000
R-15	US421/Front Street Widening	US76/421/Cape Fear Memorial Bridge	US421/Burnett Boulevard	\$ 9,952,000
R-16	US74/Eastwood Road & Military Cutoff Road	US74/Eastwood Road	Military Cutoff Road	\$ 25,110,000
R-17	Carolina Beach Road & College Road Flyovers	US421/Carolina Beach Road	US117/NC132/College Road	\$ 15,500,000
R-18	Isabel Holmes Bridge Flyovers	US17	US421	\$ 15,500,000
R-19	US117/NC132/College & MLK Pkwy Intersection	US117/NC132/College Road	US74/Martin Luther King Jr. Parkway	\$ 25,110,000
R-20	Kerr Avenue/MLK Jr Pkwy Intersection	Kerr Avenue	US74/Martin Luther King Jr. Parkway	\$ 20,755,000
R-21	US421/Carolina Beach Road Upgrade	US421/Burnett Boulevard	US117/Shipyard Boulevard	\$ 4,300,000
R-22	Hurst Drive Extension	Kerr Avenue	Riegel Road	\$ 4,300,000
R-23	Dawson Street Streetscape	US17BUS/South 3rd Street	US76/Oleander Drive	\$ 550,000
R-24	Wooster Street Streetscape	US17BUS/South 3rd Street	US76/Oleander Drive	\$ 550,000
R-25	US17BUS/Market Street & 17th Street Intersection	US17BUS/Market Street	South 17th Street	\$ 1,600,000
R-26	Wrightsville Avenue & Wallace Avenue Roundabout	Wrightsville Avenue	Wallace Avenue	\$ 1,500,000
R-27	Oleander Drive & Pine Grove Intersection	US76/Oleander Drive	Pine Grove Drive	\$ 2,100,000
R-28	Pine Grove Drive & MacMillan Avenue Intersection	Pine Grove Drive	MacMillan Avenue	\$ 2,500,000
R-29	Love Grove Additional Access	Nixon Street	King Street	\$ 6,100,000
R-30	Pine Grove Drive & Greenville Loop Road Roundabout	Pine Grove Drive	Greenville Loop Road	\$ 1,500,000
R-31	Pine Grove Drive & Holly Tree Road Roundabout	Pine Grove Drive	Holly Tree Road	\$ 1,500,000
R-32	Rice Gate Way Extension	Rice Gate Way	Mallory Creek Road	\$ 6,268,000
R-33	Kerr Avenue Widening	Patrick Avenue	Wrightsville Avenue	\$ 49,197,000
R-34	Old Fayetteville Road Widening	Village Road	US74/76/Andrew Jackson Highway	\$ 15,391,000
R-35	N 23rd Street Widening	NC133/Castle Hayne Road	US74/Martin Luther King Jr Parkway	\$ 8,692,000
R-36	NC210 Improvements	Island Creek/NC210	US17	\$ 2,825,000
R-37	Wilshire Boulevard Extension	US117/132/College Road	MacMillan Avenue	\$ 1,776,000

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 Cape Fear Transportation 2040
 Draft Roadway Project Ranking & Funding

ID	PROJECT	FROM	TO	ESTIMATED COST
R-38	Hampstead Bypass	Porters Neck Road	Sloop Point Road	\$ 253,254,672
R-39	Country Club/Doral Drive and Sloop Point Loop Road	Country Club Drive/Doral Drive	Sloop Point Loop Road	\$ 645,000
R-40	Kerr Avenue Extension	Wrightsville Avenue	US76/Oleander Drive	\$ 13,191,000
R-41	I-74 Upgrade	US117/74/76	WMPO Boundary	\$ 54,001,000
R-42	NC133/Castle Hayne Road & 23rd Street Roundabout	NC133/Castle Hayne Road	N 23rd Street	\$ 775,000
R-43	Front Street & Carolina Beach Road Intersection	US421/Burnett Boulevard/Front Street	US421/Carolina Beach Road	\$ 233,000
R-44	Old Fayetteville Road Interchange	Old Fayetteville Road	US74/76/Andrew Jackson Highway	\$ 7,700,000
R-45	New Centre Drive & Market Street Intersection	New Centre Drive	US17BUS/Market Street	\$ 465,000
R-46	Greenville Avenue & Oleander Drive Intersection	Greenville Avenue	US76/Oleander Drive	\$ 233,000
R-47	Shipyard Boulevard Access Management (F/R)	US421/Carolina Beach Road	Rutledge Drive	\$ 25,000
R-48	Carolina Beach Road & Shipyard Boulevard Intersection (wb right turn) (F/R)	US421/Carolina Beach Road	US117/Shipyard Boulevard	\$ 750,000
R-49	Shipyard Boulevard Widening (F/R)	US421/Carolina Beach Road	US117/Shipyard Boulevard	\$ 175,000
R-50	Burnett Boulevard Widening (F/R)	US421/Carolina Beach Road	Myers Street	\$ 1,499,000
R-51	Shipyard Boulevard Speed Sensors and Warning activation at NC Port of Wilmington (F/R)	US421/Carolina Beach Road	River Road	\$ 100,000
R-52	US17 to NC133 Connection	US17	NC133	\$ 14,422,000
R-53	NC 133/River Road Widening	US17/74/76	Rabon Way SE	\$ 34,401,000
R-54	Market Street/MLK Jr. Pkwy Flyovers	US74/Martin Luther King Jr. Parkway	US74/Eastwood Road	\$ 15,500,000
R-55	Cape Fear River Crossing - Phase I	US17	US421/Carolina Beach Road	\$ 133,705,000
R-56	Independence Boulevard Extension - Phase I	Randall Parkway	US74/Martin Luther King Jr. Parkway	\$ 78,550,000
R-58	River Road Widening	Independence Boulevard	US421/Carolina Beach Road	\$ 115,483,000
R-55	Cape Fear River Crossing - Phase II	US17	US421/Carolina Beach Road	\$ 780,195,000
R-56	Independence Boulevard Extension - Phase II	Randall Parkway	US74/Martin Luther King Jr. Parkway	\$ 73,450,000
R-57	Cape Fear Memorial Bridge Replacement	3rd Street	US421	\$ 125,000,000
R-59	Causeway Widening	US17/74/421 Confluence	NC133/River Road	\$ 56,666,000
R-60	US117/NC132/College Road Upgrade	New Centre Drive	Gordon Road	\$ 84,213,000
R-61	Head Road Extension	Greenville Loop Road	Masonboro Sound Road	\$ 28,500,000
R-62	US421/Carolina Beach Road Upgrade	US117/Shipyard Boulevard	George Anderson Drive	\$ 4,500,000
R-63	US117/NC132/College Road Upgrade	US17BUS/Market Street	Randall Parkway	\$ 5,814,000
R-64	Village Road Widening	Old Fayetteville Road	Lanvale Road	\$ 20,850,000
R-65	US117/NC132/College Road Upgrade	Randall Parkway	US76/Oleander Drive	\$ 11,970,000
R-66	Dogwood Lane Extension	Wrightsville Avenue	Pine Grove Drive	\$ 24,200,000
R-67	North College Road Widening	Murrayville Road	NC133/Castle Hayne Road	\$ 30,453,000
R-68	Randall Drive Extension	Reynolds Drive	Hooker Road	\$ 7,033,000
R-69	US17BUS/Market Street Improvements	New Centre Drive	Gordon Road	\$ 23,939,000
R-70	NC133 River Road Upgrade	US17/74/76	Old River Road	\$ 5,130,000

January 28, 2015
 Cape Fear Transportation 2040
 Draft Roadway Project Ranking & Funding

ID	PROJECT	FROM	TO	2014 ESTIMATED COST
R-71	Oleander Dr/Military Cutoff Rd Access Management	Pine Grove Drive	Drysdale Drive	\$ 28,665,000
R-72	US17 Streetscape	US74/76	I-140	\$ 8,091,000
R-73	Country Club Drive Widening	US17	Sloop Point Road	\$ 13,450,000
R-74	Scientific Park Drive Extension	23rd Street	McClammy Street	\$ 9,006,000
R-75	Castle Hayne Road Streetscape	Northeast Cape Fear River	US117/NC132/College Road	\$ 10,851,000
R-76	Greenville Loop Road Widening	Pine Grove Drive	US76/Oleander Drive	\$ 47,301,000
R-77	Holiday Drive Extension	NC 210	Hoover Road	\$ 9,576,000
R-78	Village Road Streetscape	Town Hall Drive	US74/76	\$ 864,000
R-79	Saint Nicholas Road Extension	Cardinal Drive	Station Road	\$ 9,800,000
R-80	Sanders Road Widening	River Road	US421/Carolina Beach Road	\$ 7,048,000
R-81	Basin Street Extension	Old Fayetteville Road	Village Road	\$ 8,325,000
R-82	Wrightsville Avenue Improvements	Pavillion Place	Heide-Trask Drawbridge	\$ 20,603,000
R-83	Murrayville Road Widening	US117/NC132/College Road	Plantation Road	\$ 23,879,000
R-84	Wayne Street Extension	Wayne Street NE	Royal Street NE	\$ 1,884,000
R-85	Wrightsville Avenue Road Diet	Castle Street	Independence Boulevard	\$ 3,366,000
R-86	Center Drive Extension	Washington Acres Road	Factory Road	\$ 5,528,000
R-87	Wilshire Boulevard Improvements	Wrightsville Avenue	MacMillan Avenue	\$ 10,506,000
R-88	Wrightsville Avenue Improvements	US117/NC132/College Road	Hawthorne Drive	\$ 12,497,000
R-89	Wrightsville Avenue Improvements	Independence Boulevard	US117/NC132/College Road	\$ 7,775,000
R-90	Cedar Hill Road Extension	Cedar Hill Rd NE	Village Road NE	\$ 12,008,000
R-91	Natures Lane Extension	Mount Misery Road	Cedar Hill Road	\$ 14,495,000
R-92	Magnolia Drive Extension	Mount Misery Road	Old Mill Road	\$ 8,034,000
R-93	US17 & Factory Road/Peanut Road Intersection	Factory Road/Peanut Road	US 17	\$ 2,170,000
R-94	Blueberry Road Upgrade	US421	NC210	\$ 5,334,000
R-95	Wrightsville Avenue Improvements	Hawthorne Drive	US76/Oleander Drive	\$ 18,533,000
R-96	Piner Road & Grissom Road Intersection	Piner Road	Grissom Road	\$ 775,000
R-97	MacMillan Avenue Improvements	Cedar Avenue	Pine Grove Drive	\$ 1,046,000
R-98	US74/Eastwood Road & Market Street Intersection	US74/Eastwood Road	US17BUS/Market Street	\$ 25,110,000
R-99	Wrightsville Avenue & MacMillan Avenue Roundabout	Wrightsville Avenue	Macmillan Avenue	\$ 775,000
R-100	River Road Realignment (F/R)	Independence Boulevard	Raleigh Street	\$ 8,922,000
R-101	US 17 Access Management	US 74/76	WMPO Boundary	\$ 426,139,000
R-102	Salisbury Street & Causeway Drive Roundabout	US74/Salisbury Street	US76/Causeway Drive	\$ 1,240,000
R-103	US74/Salisbury Street & Lumina Avenue Roundabout	US74/Salisbury Street	Lumina Avenue	\$ 775,000
R-104	US117/NC132/College Road	US117/NC132/College Road Southbound Off-ramp	US74/MLK Parkway right-turn lane	\$ 18,137,000
R-105	US 17 Safety Improvements	Sloop Point Road	WMPO Boundary	\$ 148,089,000
R-106	Plantation Road Extension	Military Cutoff Road Extension	US17BUS/Market Street	\$ 14,289,000
R-107	Sanders Road Extension	US421/Carolina Beach Road	Grissom Road	\$ 7,098,000

January 29, 2015
 Cape Fear Transportation 2040
 Draft Roadway Project Ranking & Funding

ID	PROJECT	FROM	TO	2014 ESTIMATED COST
R-108	Navassa Road & Old Mill Roundabout	Navassa Road	Old Mill Road	\$ 775,000
R-109	NC210 & Island Creek Road Intersection	NC210	Island Creek Road	\$ 1,240,000
R-110	Gordon Road Widening	NC 132 Interchange	Wood Sorrell Road	\$ 12,975,000
R-111	Saint Andrews Drive & Carolina Beach Rd Intersection	Saint Andrews Drive	Carolina Beach Road	\$ 233,000
R-112	Blue Clay Road Interchange	I-140/Wilmington Bypass	Blue Clay Road	\$ 10,800,000
R-113	Dedicated Truck Interstate Access (F/R)	US17/74/76	Woodbine Street	\$ 11,000,000
R-114	USS North Carolina Battleship Access Management	US17/74/421/NC133	USS North Carolina Road	\$ 2,170,000
R-115	US17BUS & US17 Intersection	US17BUS/Market Street	US17/Wilmington Bypass	\$ 8,370,000
R-116	Myrtle Grove/Piner/Masonboro Loop Rd Roundabout	Myrtle Grove Road/Pine Road	Masonboro Loop Rd	\$ 775,000
R-117	River Road Relocation	US421/Burnett Boulevard	River Road	\$ 4,267,000
R-118	River Road Realignment (F/R)	Burnett Boulevard	River Road	\$ 2,380,000
R-119	Mohican Trail & Masonboro Loop Rd Roundabout	Mohican Trail	Masonboro Loop Rd	\$ 775,000
R-120	Beasley Rd & Masonboro Loop Rd Roundabout	Beasley Road	Masonboro Loop Rd	\$ 775,000
R-121	Internal Port Access Road	Greenfield Street	Shipyard Boulevard	\$ 2,302,000
R-122	Carolina Beach Road & Shipyard Boulevard Intersection (nb left turn) (F/R)	US421/Carolina Beach Road	US117/Shipyard Boulevard	\$ 1,252,000
R-123	Navaho Trail & Masonboro Loop Rd Roundabout	Navaho Trail	Masonboro Loop Rd	\$ 775,000

- Suggested funding priority

- Suggested priority should additional funds become available

Buffer Zone Pedestrian/Bike Path

The KBCAG has recently been made aware of Carolina Beach's efforts to have a bike path through the buffer zone in the area that falls within the town's boundaries. The Group also learned that Kure Beach was not participating in the venture. Since this contains some of the concerns that the Group is trying to address related to traffic flow and safety, the Group felt that extending this Pedestrian/Bike Path to a major portion of Kure Beach's boundary would eliminate some of our problems, and at the same time enhance some of our emergency service for the Island as a whole, while also benefiting Sunny Point's objectives.

The Group has only had one short meeting to draft this proposal, but felt that it was important for Town Council to consider getting involved with this project. It's the Group's general feeling that this extension could benefit all parties and that this move for inclusion should be made as soon as possible. Regretfully, there are still too many questions that need to be resolved; some of the aspects that have been covered will be presented below.

- The Pedestrian/Bike Path would only be utilized by pedestrians and bikers; there would be no motorized vehicles, except for emergency and upkeep vehicles that are responding to the saving of life or property, and to properly maintain the pathway.
- The path should overlay the fire break line that is already in place as much as possible.
- There should only be a limited amount of intersecting point throughout the Town. Two points of intersection for Kure Beach might be K Street and E Street, The reason for the selection of these two intersecting point are as follows: K Street appears to be a logical point due to the position of the Fire Department and the Police Department; E Street would allow the pedestrians and bikers to stay on the Pedestrian/Bike Path that runs from E Street to the south end of the Island.
- If the path was as wide as a roadway, it could be divided up into north and south bound traffic for bikers and pedestrians, with the bikers taking the place of the motorized vehicles on our roadway. More consideration needs to be given to this area.
- It's important that the path is straight, to encourage long distance bikers to utilize the path, rather than Dow Road. This type of road would be helpful to individuals that would want to get to the shopping center at the north end of Carolina Beach.
- This type of project is just what the Federal Government has suggested that communities develop, and that the State is supporting in its legislation.
- The Group is not suggesting that the Town commit itself to this project, because there are too many unknown factors, but there may be an opportunity to resolve some problems for all parties concerned with the initial project.

KBCAG



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

CC P+Z (scan) (email)
 MPT Bloszmsky
 ORIG → Committee Book

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

Request for Appointment to: P + Z COMMITTEE

Name WILLIAM MOORE

MAILING Address PO Box 253 Kure Beach NC 28449

Telephone 910-524-4481 Cell 914-629-9280

Email BILLMOORE622@charter.net (You will receive the majority of correspondence via email)

Length of permanent residence in Kure Beach 8 months

Employment Retired

Job Title Retired HS principal - also retired LTC - US Army Res.

Professional Activities SEE ATTACHED

Volunteer Activities SEE ATTACHED

Other committee work, past or present Current - K3 CITIZENS ADVISORY COUNCIL -
Past - see attached

What is your understanding of the purpose of this committee?
TO ADVISE THE COUNCIL ON PARKING & ZONING ISSUES - WORK W/ AUSTIN

Why are you interested in serving on this committee?
TO GAIN EXPERIENCE & GIVE BACK TO COMMUNITY

What specific concerns or areas are you interested in?
PARKING ISSUES, ORANGE CROWD AT TOWN

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 2/5/15

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

Date Received	<u>2/6/15</u>	Town Use Only	
Interview Date	<u>3/23/15</u>	Initials	<u>MSH</u>
Term Length		(If applicable)	
		Utilities Current	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
		Appointment Date	
		Term Expiration	

PO Box 253

Kure Beach, NC 28449

February 6, 2015

To Whom it May Concern

I am applying for a position on the Planning and Zoning Committee. Although I have recently moved full time to Kure beach, I have owned and frequently visited my condo at Ocean Dunes since 1993. I have been keenly aware of the issues of a beach town . I currently serve as the President of Ocean Dunes HOA though my term expires this May. I am an active member of the Kure Beach Citizens Advisory Committee.

I was Principal at Roosevelt HS for 5 years in Yonkers before deciding to relocate to Edenton, NC. There I was Principal of John A. Holmes HS for 4 years, after which I retired. I hold a Bachelor's Degree in Social Studies from Fordham University and Master's Degree from Iona College, majoring in Social Studies. I received my second Masters Degree in School Administration from Manhattan College.

I have received numerous awards including Administrator of the Year in Chowan County. I have had numerous yearbook dedications and was nominated several times as Administrator of the Year in NY. In NY, Roosevelt HS became a Model School for the Smaller Learning Community Initiative from Brown University.

I was also President of the Edenton Tea Party and a former member of the Chowan County Republican Party Executive Committee. I have served as a member of the Edenton Planning Board, Chowan County Juvenile Crime Prevention Task Force, and the Northeast Commission. There I served as a commissioner helping to bring business and economic development to Northeast North Carolina.

I am also a retired Lieutenant Colonel from the US Army Reserve. I was trained as an Armor Officer and a Logistician. I served two years active duty in the 4th of the 68th Armor, part of the 82nd Airborne Division. In the Reserves, I served as a Field Service Company Commander, Transportation Battalion Commander and numerous staff positions at all levels including the Chief Logistician at the Support Group level.

I hope to use the leadership skills I have developed in the Education and Military areas to help my community plan for the future.

Sincerely



William Moore

William J. Moore
PO Box 253
Kure Beach, North Carolina 28449
E-mail- BillMoore622@charter.net

WORK HISTORY

August 2005-June 2009, Principal, John A. Holmes High School, Edenton, North Carolina

- Implemented the 9th Grade Academy to assist in the transition of 9th graders to the high school.
- Developed and implemented more rigorous courses in high school.
- Expanded Advanced Placement offerings from 5 to 11 in four years.
- Added new courses such as Forensics, Marine Biology and Robotics.
- Expanded college link courses.
- Increased parental involvement in the high school.
- Started a Saturday School to make up lost time in attendance area.
- Implemented Soul Patrol
- Implemented WATCHD.O.G.S. Program (Watch Dads of Great Students)
- Started the highly successful (ZAP) Zeroes Aren't Permissible program

August 2000-July 2005, Principal, Roosevelt High School, Yonkers, New York

- Developed a series of innovative ideas that began to return Roosevelt to a high school that students wanted to attend.
- RHS became the lead school for the District Breaking Ranks program of Smaller Learning Communities. In conjunction with Brown University we personalized the school, made decisions based on data, and looked for alternative ways of instruction in the classroom. Brown selected Roosevelt to be one of six research schools in the Breaking Ranks Program.
- Implemented a program to make the building more "Family Friendly". This plan was based on the Family Friendly School Model developed by Steve Constantino.
- Implemented a teaming approach in my second year at RHS. Built academic improvement services into the program.
- Opened an Academic Improvement Academy, separating retained 9th graders from new 9th graders. In my third year we extended teaming into the 10th grade.
- Established a data committee to organize and analyze data for the staff. More and more decisions were based on data.
- Modified methods of instruction to include a best practices committee to demonstrate new effective teaching strategies while training the staff in increased use of technology in the classroom.
- RHS was cited by NY State as an "Exemplary School for Integrating Technology into the classroom".
- RHS was cited as a model school for its reforms in the recently published Breaking Ranks II published by the NAASP in conjunction with Brown University.
- Initiated the use of Format Training to enhance teaching strategies in the classroom.
- Initiated Literacy in the Content Area program in the spring of 2004 year in conjunction with Brown University.

1997- 2000

Assistant Principal, Gorton High School, Yonkers, New York

- Multiple -Grade Administrator in a Magnet High School.
- Building security was one of my important responsibilities.
- Other duties included: master scheduling, SASI implementation, Homework Hotline, BEDS Coordinator, Supervising the 11th and 12th grade teachers and appropriate support staff
- Responsible for the Mathematics and Physical Education Departments as well as the Computer Magnet.
- Organized, and operated the Flagship Chess Tournament for the District.
- Developed the master schedule for the building as the District moved toward Block Scheduling.
- Involved my grade levels in a multitude of fund raisers for both their grade level activities and for charity.
- Developed programs for my grade level parents designed to give them more information and increase their involvement in the school.
- Met with my grade level students, helped them improve the quality of life at Gorton.
- Coordinated the increase of technology in each classroom.
- District Mentor and a Team Builder within the building.
- Developed and implemented a new transition program for incoming 9th graders.
- Member of the building Shared Decision Making Team
- Chairman of the Computer Technology Committee and the Block Scheduling Committee.

1988- 1997

Assistant Principal, Burroughs Junior High School, Yonkers, New York

- Seventh grade Administrator in a school within a school concept.
- Responsible for 450 students in the seventh grade and the staff that supported them.
- Responsible for the master schedule
- Building BEDS coordinator, School to Work Coordinator, leader of a Gender Equity Team being trained through a state grant.
- District Coordinator of the Flagship Chess Tournament
- Building coordinator for the Flagship Academic Team.
- Responsible for all standardized testing in the Building
- Trained in New Dimensions in Learning, Hunter Model in Supervision, and A World of Difference.
- Assisted in the restructuring of the magnet programs within the building
- Member of the Shared Decision Making Team, Peer Mediation Program coordinator.

1986- 1988

Assistant Principal, Emerson Junior High School, Yonkers, New York

- Building administrator for the eighth grade.
- Responsible for the master schedule, and report cards.
- Building coordinator for the Flagship Academic Team.
- Assisted the principal in the development of the magnet programs and their implementation.
- Developed the Parents as Partners in Education Program.

1983- 1986

Assistant Principal, Mark Twain Middle School, Yonkers, New York

- Building Administrator responsible for the master schedule and the reporting systems in use at the time.
- Responsible for the Guidance Program in the building
- Assisted the Principal in the supervision of 800 students and the staff to support it.

1972- 1983

Social Studies Teacher, Mark Twain Middle School, Yonkers, New York

1974-1977
1972-1974
1964-1968

EDUCATION

MS in School Administration, Manhattan College
MS in Social Studies, Iona College
BA in Social Studies, Fordham University

PRESENTATIONS / AWARDS

- Administrator of the Year 2006- Chowan County North Carolina
- Presenter at the NAASP Convention in San Diego -February 1998
Topic- Motivating Staff
- Presenter at the NAASP Convention in Atlanta- February 2004
- Nominated for Administrator of the Year/ Leadership in Education Award-
March 2002
- Nominated for Administrator of the Year/ Leadership in Education Award-
March 2001
- Yearbook Dedications- 1980, 1986, 1993, 2003

PROFESSIONAL ORGANIZATIONS/ LEADERSHIP POSITIONS

- Member of North Carolina Principals & Assistant Principals Association
- Vice President for High Schools of the Yonkers Council of Administrators
- Secretary of Yonkers Council of Administrators
- Treasurer of the NY State Federation of School Administrators
- Member of National Association of Secondary School Principals

COMMUNITY ACTIVITES

- President, Board of Directors, Ocean Dunes HOA, Kure Beach, NC
- Member of the Kure Beach Citizens Advisory Group
- Former President of the Edenton Lake and Harbor Homeowners Association
- Former President of the Edenton Tea Party
- Member of the American Legion
- Former Member of the Town of Edenton Planning Board
- Former Member of the Chowan County Juvenile Crime Prevention Council
- Former Member of Executive Party of Chowan County GOP
- Former Asst Treasurer 1st Republican District
- Former Treasurer of the Al-Pam Republican Club
- Presenter on various Educational and Political issues
- Former Commissioner on Northeast Commission
- Former County Coordinator Citizens Constitutional Caucus
- Former Educational Task Force Director Citizens Constitutional Caucus



TOWN OF KURE BEACH
REQUEST FOR APPOINTMENT

Board/Commission/Committees

✓ cc P+Z (scan email)
MPT Blosszinski
ORIG → Committee BE

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

Request for Appointment to: Planning and Zoning Commission
Name Kenneth L. Richardson
Address 632 Settlers Lane, Kure Beach, NC 28449
Telephone 910-707-0296 Cell 240-350-3457
Email kberich632@gmail.com (You will receive the majority of correspondence via email)
Length of permanent residence in Kure Beach 5
Employment Federal Retiree
Job Title _____

Professional Activities See attached for detailed information

Volunteer Activities _____

Other committee work, past or present _____

What is your understanding of the purpose of this committee?

Why are you interested in serving on this committee?

What specific concerns or areas are you interested in?

Are there any time blocks from 8am-8pm, Monday through Friday, when you cannot attend meetings?

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

Signature Kenneth Richardson Date 3/9/15

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 3/9/15 Initials MSH Utilities Current YES NO
Interview Date 3/23/15 (If applicable) Appointment Date _____
Term Length _____ Term Expiration _____

Application for the Planning and Zoning Commission

Kenneth L. Richardson

PROFESSIONAL ACTIVITIES

Thirty-four years with the Federal Government. The majority of this time was spent with the Department of Energy Nuclear Energy, Uranium Enrichment. Six years with the United States Enrichment Corporation.

VOLUNTEER ACTIVITIES

1. Served as Commissioner of T-Ball and Soccer within the Lanham Maryland PG County Boys and Girls Club
2. Was Tournament Director for two years with the Bowie Hockey Association
3. Served on the Kure Keys HOA Board for three years including one year as President
4. Serving as Sons of American Legion Squadron Commander for Pleasure Island American Legion Post 129, which includes maintenance of membership and scheduling of activities for Sons of American Legion

OTHER COMMITTEE WORK PAST AND PRESENT

1. Served on State Department Delegation on High Enrichment Transparency.
2. Served on Project Management review committee for Department of Energy long term construction planning.
3. Served on Association of Government Accounts accounting policy committee; published articles concerning financing of long term construction projects.

WHAT IS YOUR UNDERSTANDING OF THE PURPOSE OF THIS COMMITTEE

The Planning and Zoning Commission is a state mandated board and is responsible for:

- Preparation, amendment and revision of the Zoning and Subdivision ordinances and Land Use Plan as related to the physical development of the Kure Beach.
- The preparation and recommendation to the Town Council of ordinances promoting orderly development along the lines indicated in the Land Use Plan.

WHY ARE YOU INTERESTED IN SERVING ON THIS COMMITTEE

I am committed to maintaining a balance in serving the residents, the businesses and the visitors to our community.

WHAT SPECIFIC CONCERNS OR AREAS ARE YOU INTERESTED IN

Environmental and coastal planning and development as well as existing and future land use.

ARE THERE ANY TIME WHEN YOU CANNOT ATTEND

There are no restrictions to meeting or workshop attendance. I also understand that I need to know and understand the zoning ordinances and requirements, and I am willing to spend the time to do this.

Professional Vita Summary

Kenneth L. Richardson

632 Settlers Lane, Kure Beach NC 28449

E-mail kbrich632@gmail.com Telephone 901-707-0296

Education

B.S. Financial Management from Benjamin Franklin University, which now part of George Washington University, Washington D.C.

Professional Experience

Department of Energy Uranium Enrichment Plants, U.S. Federal Government 1967-1997

- 1967-1970 Office of the Comptroller: Developed accounting policies for the Department of Energy.
- 1970-1975 Environmental Program Officer: Reviewed daily environment reports and ensured that any necessary corrective actions were taken.
- 1975-1985 Construction Manager for New Projects: Established the annual financial forecast and wrote progress reports of the projects compared to the timelines and the financial forecast.
- 1985-1993 Program Manager of Security: Responsible for the administration of security programs at DOE facilities that produced and stored Highly Enriched Uranium.

United States Enrichment Corporation, 1997-2003

- 1997-1999 Uranium Feed Program Manager: Responsible for the development and construction of a uranium metal processing facility.
- 1999-2003 US Centrifuge Program Manager: Responsible for the development and construction of U.S. centrifuges for the enrichment of uranium for nuclear reactors.

Advanced System and Technology, 2003-2005

- Program Analysis DOE programs: Worked on a transportation plan for depleted uranium at DOE's Idaho Fall complex.
- Federal Transit Administration Programs: Conducted reviews of local transportation systems to ensure compliance with the F.T.A.

Sign

SOUTHERN COMPANY

CUSTOM SIGNS, BANNERS, DESIGN & MORE

Estimate #12501

2/23/2015

Prepared For:

Town of Kure Beach
Nancy Hewitt
117 Settlers Lane
Kure Beach, NC 28449

Phone: 910-458-8216

Fax: 910-458-7421

Alt. Phone:

E-Mail: frontdesk@townofkurebeach.org

Prepared By:

Clark Wilson
Southern Sign Company
PO Box 16626
Wilmington, NC 28408
USA

Phone: 910-794-8243

Fax: 910-794-8244

Alt. Phone:

E-Mail: info@southernsigncompany.com

Description:

Clean Sweep Banners

Quantity	Description	Each	Total	Taxable
1	108.00 in x 36.00 in Large Format Digital Banner	185.00	\$185.00	✓
1	96.00 in x 36.00 in Large Format Digital Banner	165.00	\$165.00	✓
1	84.00 in x 21.50 in Large Format Digital Banner	90.00	\$90.00	✓
Subtotal			\$440.00	
Sales Tax			\$30.80	
Total			\$470.80	

Terms:

This estimate good for 30 days. Full payment due when signs are picked up.

By my signature, I authorize work to begin and agree to pay the above amount in full according to the terms on this agreement.

Signed by

Date

Amt. Paid Today



MEMO

TO: Town Council
FROM: Nancy Avery, Town Clerk *Nancy Avery*
RE: March 23rd agenda items
DATE: March 13, 2015

Department Head business item # 1a – Admin - Cell Tower lease renewal

Background

The lease for the cell tower expires May 16, 2016. The vendor, Crown Castle/AT&T, owns the tower. They contacted the Town requesting an early renewal due to the amount of financial and infrastructure investment they have in the site. This lease renewal is for the tower itself, not for the subleases on the tower. This is the 5th amendment to the initial lease.

Funding required

None, this is a revenue stream.

Comments for consideration

The Town Attorney and Finance Officer have reviewed and approved the proposed 5th Amendment to the lease. The terms of the lease have not changed and we still receive an annual 3% increase. Approving the lease commits the Town to a new lease expiring in 2026 instead of 2016 or two more five year lease terms. Both the Town Attorney and I Believe the request for early renewal is reasonable on the part of the vendor.

Action requested by staff

Motion to approve the proposed 5th amendment to the cell tower lease as presented.

FIFTH AMENDMENT TO LEASE AGREEMENT
(BU 840606)

THIS FIFTH AMENDMENT TO LEASE AGREEMENT ("Fifth Amendment") is made effective this ____ day of _____, 2015, by and between TOWN OF KURE BEACH, a municipal corporation ("Landlord"), and NCWPCS MPL 26 - YEAR SITES TOWER HOLDINGS LLC, a Delaware limited liability company ("Tenant"), by and through CCATT LLC, a Delaware limited liability company, its Attorney-in-Fact.

WHEREAS, Landlord and Bellsouth Carolinas PCS, L.P., a Delaware limited partnership ("Bellsouth") entered into a Lease Agreement dated April 29, 1996 (as assigned, the "Agreement"), whereby Landlord leased to Bellsouth a portion of land being described as a 875 square feet portion of that property (said leased portion being the "Property") located at 118 N. 7th Avenue (Tax Parcel #R09200-001-002-018), Kure Beach, New Hanover County, State of North Carolina, and being further described in Book 1375, Page 1595 in the New Hanover County Register of Deeds ("Registry"), together with those certain access, utility and/or maintenance easements and/or rights of way granted in the Agreement.

WHEREAS, Landlord and Bellsouth entered into that Amendment to Lease ("First Amendment") dated May 21, 1996, which extended the term of the Agreement, among other changes; and

WHEREAS, Landlord and Bellsouth entered into that Option to Amend Lease dated December 15, 1998 ("Second Amendment"), which granted an option to amend the description of the Property, among other changes; and

WHEREAS, Landlord and Bellsouth entered into that certain Memorandum and Amendment of Lease ("Third Amendment") recorded on July 19, 1999, in Book 2610, Page 902 in the Registry, which amended the description of the Property and established the commencement date of the Agreement as April 29, 1996; and

WHEREAS, Landlord and New Cingular Wireless PCS, LLC, a Delaware limited liability company ("New Cingular"), successor-in-interest to Bellsouth, entered into that Fourth Amendment to Lease Agreement, which revised the commencement date to be May 1, 2006 ("Fourth Amendment"), among other changes; and

WHEREAS, the Agreement has an original term, including all extension terms, that will expire on April 30, 2016 ("Original Term"), and Landlord and Tenant now desire to amend the terms of the Agreement to provide for additional extension terms beyond the Original Term, and to make other changes.

NOW THEREFORE, in exchange for the mutual promises contained herein, Landlord and Tenant agree to amend the Agreement as follows:

1. Any capitalized terms not defined herein shall have the meanings ascribed to them in the Agreement. The recitals in this Fifth Amendment are incorporated herein by this reference.

2. Section 2 of the Agreement is deleted in its entirety and replaced with the following, which takes into account the new commencement date provided for in the Fourth Amendment and replaces the extended terms provided for in the Fourth Amendment:

2. **Extension of Term.** Upon expiration of the initial term on April 30, 2011, this Agreement shall automatically renew, commencing on May 1, 2011, for three (3) additional five (5)-year extended terms, each said extended term being deemed to be automatically exercised unless TENANT provides written notice to LANDLORD prior to the end of any extended term of TENANT's intent not to extend this Agreement, in which case this Agreement shall expire at the end of the then current term, or this Agreement is otherwise terminated as provided in this Agreement. All references herein to the term of this Agreement shall include the term as it is extended from time to time as provided in this Agreement. If not sooner terminated as provided herein, this Agreement shall expire on April 30, 2026.

3. The rent schedule in Section 3 of the Second Amendment is deleted in its entirety as rent was addressed in the Fourth Amendment. The parties agree to restate the rent escalation in this Fifth Amendment as follows: Commencing on May 1, 2007, every year thereafter (each an "Adjustment Date"), the annual rent shall increase by an amount equal to three percent (3%) of the annual rent in effect for the year immediately preceding the Adjustment Date.

4. As additional consideration for amending the Agreement in accordance with this Fifth Amendment, on May 16, 2016, the annual rent shall increase to Twenty-Three Thousand One Hundred Fifty and 52/100 Dollars (\$23,150.52), payable in monthly installments of One Thousand Nine Hundred Twenty-Nine and 21/100 (\$1,929.21). Following such increase, the annual rent shall continue to adjust pursuant to the terms of the Agreement.

5. Section 22 of the Agreement is amended by deleting Tenant's notice addresses and inserting the following:

TENANT: NCWPCS MPL 26 - Year Sites Tower Holdings LLC
Legal Department
Attn: Network Legal
208 S. Akard Street
Dallas, TX 75202-4206

With a copy to: CCATT LLC
Attn: Legal Dept.
2000 Corporate Drive
Canonsburg, PA 15317

6. Section 26 of the Agreement is deleted in its entirety and replaced with the following:

26. **Intentionally Deleted.**

7. Representations, Warranties and Covenants of Landlord. Landlord represents, warrants and covenants to Tenant as follows:

(a) Landlord is duly authorized to and has the full power and authority to enter into this Fifth Amendment and to perform all of Landlord's obligations under the Agreement as amended hereby.

(b) Except as expressly identified in this Fifth Amendment, Landlord owns the Property free and clear of any mortgage, deed of trust, or other lien secured by any legal or beneficial interest in the Property, or any right of any individual, entity or governmental authority arising under an option, right of first refusal, lease, license, easement or other instrument other than any rights of Tenant arising under the Agreement as amended hereby and the rights of utility providers under recorded easements.

(c) Upon Tenant's request, Landlord shall discharge and cause to be released (or, if approved by Tenant, subordinated to Tenant's rights under the Agreement as amended hereby) any mortgage, deed of trust, lien or other encumbrance that may now or hereafter exist against the Property.

(d) Upon Tenant's request, Landlord shall cure any defect in Landlord's title to the Property which in the reasonable opinion of Tenant has or may have an adverse effect on Tenant's use or possession of the Property.

(e) Tenant is not currently in default under the Agreement, and to Landlord's knowledge, no event or condition has occurred or presently exists which, with notice or the passage of time or both, would constitute a default by Tenant under the Agreement.

(f) Landlord agrees to execute and deliver such further documents and provide such further assurances as may be requested by Tenant to effect any release or cure referred to in this paragraph, carry out and evidence the full intent and purpose of the parties under the Agreement as amended hereby, and ensure Tenant's continuous and uninterrupted use, possession and quiet enjoyment of the Property under the Agreement as amended hereby.

8. IRS Form W-9. Landlord agrees to provide Tenant with a completed IRS Form W-9, or its equivalent, upon execution of this Fifth Amendment and at such other times as may be reasonably requested by Tenant. In the event the Property is transferred, the succeeding Landlord shall have a duty at the time of such transfer to provide Tenant with a completed IRS Form W-9, or its equivalent, and other related paper work to effect a transfer in rent to the new Landlord. Landlord's failure to provide the IRS Form W-9 within thirty (30) days after Tenant's request shall be considered a default and Tenant may take any reasonable action necessary to comply with IRS regulations including, but not limited to, withholding applicable taxes from rent payments.

9. In all other respects, the remainder of the Agreement shall remain in full force and effect. Any portion of the Agreement that is inconsistent with this Fifth Amendment is hereby amended to be consistent with this Fifth Amendment. This instrument may be executed in any

number of counterparts, each of which shall be deemed an original and which together shall constitute one and the same instrument.

[REMAINDER OF PAGE INTENTIONALLY LEFT BLANK]

IN WITNESS WHEREOF, Landlord and Tenant have signed this instrument under seal, and have caused this Fifth Amendment to be duly executed on the day and year first written above.

LANDLORD:

Town of Kure Beach,
a municipal corporation

By: _____(SEAL)

Print Name: _____

Title: _____

IN WITNESS WHEREOF, Landlord and Tenant have signed this instrument under seal, and have caused this Fifth Amendment to be duly executed on the day and year first written above.

TENANT

NCWPCS MPL 26 - Year Sites Tower Holdings
LLC, a Delaware limited liability company

By: CCATT LLC,
a Delaware limited liability company,
its Attorney-in-Fact

By: _____(SEAL)
Print Name: _____
Title: _____

Prepared by:
Parker Poe Adams & Bernstein LLP
PO Box 389
Raleigh, NC 27602

Return to:
Crown Castle
1220 Augusta, Suite 500
Houston, Texas 77057

Cross Index with Book 2610, Page 902

Tax Parcel: R09200-001-002-018

MEMORANDUM OF FIFTH AMENDMENT TO LEASE AGREEMENT

THIS MEMORANDUM OF FIFTH AMENDMENT TO LEASE AGREEMENT (“Amended Memorandum”) is made effective this ____ day of _____, 2015, by and between TOWN OF KURE BEACH, a municipal corporation (“Landlord”), with a mailing address of 117 Settlers Lane, Kure Beach, North Carolina 28449, and NCWPCS MPL 26 - YEAR SITES TOWER HOLDINGS LLC, a Delaware limited liability company (“Tenant”), with a mailing address of Legal Department, Attn: Network Legal, 208 S. Akard Street, Dallas, TX 75202-4206, by and through CCATT LLC, a Delaware limited liability company, its Attorney-in-Fact, with a mailing address of c/o Crown Castle USA Inc. 2000 Corporate Drive, Canonsburg, Pennsylvania 15317-8564.

WHEREAS, Landlord and Bellsouth Carolinas PCS, L.P., a Delaware limited partnership (“Bellsouth”) entered into a Lease Agreement dated April 29, 1996 (as assigned, the “Agreement”), whereby Landlord leased to Bellsouth a portion of land being described as a 875 square feet portion of that property (said leased portion being the “Property”) located at 118 N. 7th Avenue (Tax Parcel #R09200-001-002-018), Kure Beach, New Hanover County, State of North Carolina, and being further described in Book 1375, Page 1595 in the New Hanover County Register of Deeds (“Registry”), together with those certain access, utility and/or maintenance easements and/or rights of way granted in the Agreement.

WHEREAS, Landlord and Bellsouth entered into that Amendment to Lease (“First Amendment”) dated May 21, 1996, which extended the term of the Agreement, among other changes; and

Site Name: Kure Beach
BU: 840606
Fixed Asset #: 10017070
PPAB 2716961v1

WHEREAS, Landlord and Bellsouth entered into that Option to Amend Lease dated December 15, 1998 ("Second Amendment"), which granted an option to amend the description of the Property, among other changes; and

WHEREAS, Landlord and Bellsouth entered into that certain Memorandum and Amendment of Lease ("Third Amendment") recorded on July 19, 1999, in Book 2610, Page 902 in the Registry, which amended the description of the Property and established the commencement date of the Agreement as April 29, 1996; and

WHEREAS, Landlord and New Cingular Wireless PCS, LLC, a Delaware limited liability company ("New Cingular"), successor-in-interest to Bellsouth, entered into that Fourth Amendment to Lease Agreement, which revised the commencement date to be May 1, 2006 ("Fourth Amendment"), among other changes; and

WHEREAS, the Agreement has an original term, including all extension terms, that will expire on April 30, 2016 ("Original Term"), and Landlord and Tenant now desire to amend the terms of the Agreement to provide for additional extension terms beyond the Original Term, and to make other changes; and

WHEREAS, Landlord and Tenant made and entered into a Fifth Amendment to Lease Agreement of even date herewith ("Fifth Amendment") and pursuant to the terms of, and for that consideration recited in, the Fifth Amendment, the parties wish to hereby amend certain provisions of the Agreement, and provide this Amended Memorandum as notice thereof, as follows:

1. Landlord does hereby lease unto Tenant, its successors and assigns, the Property for two (2) additional five (5) year extension terms beyond the Original Term, such that the Original Term and all extension terms of the Agreement shall expire on April 30, 2026, unless sooner terminated as provided in the Agreement.

2. The description of the Property is as provided in that Third Amendment recorded in the Registry in Book 2610, Page 902.

3. This Amended Memorandum contains only selected provisions of the Fifth Amendment, and reference is made to the full text of the Agreement and the Fifth Amendment for their full terms and conditions, which are incorporated herein by this reference. Except as otherwise provided in the Fifth Amendment and this Amended Memorandum, the terms and conditions of the Agreement remain in full force and effect. This instrument may be executed in any number of counterparts, each of which shall be deemed an original and which together shall constitute one and the same instrument.

[REMAINDER OF PAGE INTENTIONALLY LEFT BLANK]

IN WITNESS WHEREOF, Landlord and Tenant have signed this instrument under seal, and have caused this Amended Memorandum to be duly executed on the day and year first written above.

LANDLORD:

Town of Kure Beach,
a municipal corporation

By: _____ (SEAL)
Print Name: _____
Title: _____

STATE OF _____

COUNTY OF _____

I certify that the following person(s) personally appeared before me this day, each acknowledging to me that he or she voluntarily signed the foregoing Memorandum of Fifth Amendment to Lease Agreement for the purpose stated therein and in the capacity indicated: The Town of Kure Beach, a municipal corporation, by: _____, it's: _____.

Date: _____

By: _____
Print Name: _____
Notary Public
My Commission Expires: _____

[SEAL OR STAMP]

IN WITNESS WHEREOF, Landlord and Tenant have signed this instrument under seal, and have caused this Amended Memorandum to be duly executed on the day and year first written above.

TENANT:

NCWPCS MPL 26 - Year Sites Tower Holdings LLC, a Delaware limited liability company

By: CCATT LLC,
a Delaware limited liability company,
its Attorney-in-Fact

By: _____ (SEAL)
Print Name: _____
Title: _____

STATE OF _____

COUNTY OF _____

I certify that the following person(s) personally appeared before me this day, each acknowledging to me that he or she voluntarily signed the foregoing document for the purpose stated therein and in the capacity indicated: CCATT LLC, a Delaware limited liability company, as Attorney-in-Fact for NCWPCS MPL 26 - YEAR SITES TOWER HOLDINGS LLC, a Delaware limited liability company by _____, its _____.


Date: _____

By: _____
Print Name: _____
Notary Public
My Commission Expires: _____

[SEAL OR STAMP]



MEMO

TO: Town Council
FROM: Nancy Avery, Town Clerk 
RE: March 23rd agenda items
DATE: March 13, 2015

Department Head business item # 1b – Admin – Crosswalks on 421 (FFB)

Background

I received a call from Pat Edgecomb on behalf of the Kure By The Sea HOA association. Ms. Edgecomb stated:

- Her HOA wants a crosswalk on 421 at Sealane Way, which is the beach access for her HOA.
- She discussed it with the Shoreline Access, Beach Protection and Parking committee and was told the HOA would have to approach DOT about it and pay to have it installed, that the Town wasn't installing anymore crosswalks.
- She said the Kure Village HOA doesn't want the crosswalk in front of its beach access.
- She spoke with George Eckart at DOT and asked him if the Kure Village HOA doesn't want their crosswalk, may her HOA have it. DOT told he it would be up to the Town.

Funding required

None

Comments for consideration

I spoke with George Eckart from DOT about putting in an additional crosswalk at Sea Lane. Mr. Eckart stated DOT is not willing to install another crosswalk in that area, since there would only be a few hundred feet between the two crosswalks.

Sealane Way is north of the Kure Village crosswalk and a few feet south of a public access.

The Town has 5 crosswalks on 421 as follows:

E Avenue (public beach access)

I Avenue (public beach access)

Kure Village Way (private beach access, but public access is few feet south)

M Avenue (post office and public beach access)

Alabama Avenue (on Carolina Beach side – public beach access)

I spoke with the HOA president for Kure Village Way, Peter Beardsley. He stated his HOA is not happy with the crosswalk and does not want it. He also stated the next HOA meeting is Thursday, March 19th and he will ask the board members again and get back to me.

I also spoke with Tony Gonsalves, co-chair of the Shoreline Access, Beach Protection and Parking committee. He stated he believes his committee is not in favor of removing the Kure Village Way crosswalk. He said there is a larger number of residents in that area than in the Kure By the Sea HOA area. Removal of the Kure Village Way crosswalk would be a safety concern.

Historically speaking, when the other crosswalks were installed, Kure Dunes Lane (Kure Dunes HOA access) was recommended. DOT denied it because it led only to a private beach access, not a public one. Kure Dunes HOA was very disappointed and has petitioned DOT to install one at their cost, to no avail.

Kure Village HOA complained immediately after the crosswalk was installed and have continued to complain. The Town installed a sign indicting the public access a few feet away, but the HOA believes the crosswalk gives people the idea to use their private beach access instead of the public one.

Action requested by staff

Staff does not have a recommendation. If we are going to switch crosswalks, now is the time to do so before DOT begins re-striping. DOT will do switch, if that is what the Town wants.

A motion is needed by Council to either:

- 1) Leave the crosswalks as they are with no changes.
- 2) Authorize DOT to install a crosswalk at Sealane Way (Kure By The Sea HOA) and remove the one at Kure Village Way.

Nancy Avery

From: Eckart, George D <gdeckart@ncdot.gov>
Ant: Wednesday, March 18, 2015 1:36 PM
To: Jackson, Timothy D
Cc: Nancy Avery
Subject: RE: crosswalks in Kure Beach

Tim - please instruct field crew to NOT premark existing x-walk @ Kure Village Way. Town is weighing possibility of moving it 600 feet to north. We'll have their final word next week.

Thanks,

George D. Eckart, PE
Assistant Division Traffic Engineer
910 - 341- 2000

----- Original message -----

From: Nancy Avery
Date: 03/18/2015 12:58 PM (GMT-05:00)
To: "Eckart, George D"
Subject: RE: crosswalks in Kure Beach

Do I have enough time to take it to Council on Monday, March 23 and give you an answer on Tuesday, March 24?

Nancy Avery
Town Clerk
910-458-8216 (work)
910-443-0410 (cell)
townclerk@tokb.org

Town of Kure Beach
117 Settlers Lane
Kure Beach, N 28449
www.tokb.org

From: Eckart, George D [mailto:gdeckart@ncdot.gov]
Sent: Wednesday, March 18, 2015 12:51 PM
To: Nancy Avery
Subject: RE: crosswalks in Kure Beach

Nancy - well just want some official word from the town on the proposed switch. The Department does not support adding the Sealane crossing w/o removal of the Kure Village crossing.

George D. Eckart, PE
Assistant Division Traffic Engineer

Subject: RE: KBSHOA Crosswalk
From: Rich <kurebysea@aol.com>
Date: 3/18/2015 4:46 PM
To: <SBBBASS@charter.net>, <fredgecomb@gmail.com>, <townclerk@townofkurebeach.org>

Thanks Nancy,
Rich

Richkurebysea@aol.com

On Wednesday, March 18, 2015 Nancy Avery <townclerk@townofkurebeach.org> wrote:

Thanks. This will be on the Council's agenda Monday, March 23rd at 6:30 pm.

Nancy Avery

Town Clerk

910-458-8216 (work)

910-443-0410 (cell)

townclerk@tokb.org

Town of Kure Beach

117 Settlers Lane

Kure Beach, N 28449

www.tokb.org

From: Rich [<mailto:kurebysea@aol.com>]
Sent: Wednesday, March 18, 2015 3:10 PM
To: Nancy Avery



Crosswalk adjacent to Kure Beach Village beach access

Peter Beardsley [obx58@aol.com]

Sent: Thursday, March 19, 2015 2:23 PM

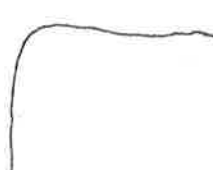
To: Nancy Avery

Nancy,

As we discussed earlier today, the Boards of Kure Beach Village and The Keys at Kure Beach Village unanimously support any efforts to move the crosswalk adjacent to our private beach access to another location. We represent the homeowners of over 300 properties in these efforts and if we can do anything to assist facilitating this move in anyway please let us know.


Peter Beardsley

President, Kure Beach Village-HOA





MEMO

TO: Town Council
FROM: Nancy Avery, Town Clerk 
RE: March 23rd agenda items
DATE: March 13, 2015

Department Head business item # 1c – Admin – proposed on the job training policy

Background

At the February meeting, Council directed myself and the Finance Officer to find out if other towns pay for an employee to receive a degree and to draft a policy to address this subject.

We did not find any towns that pay for an employee's degree as part of the duties of the position or as part of an agreement to stay with the town for so many years. Some towns do reimburse for tuition and books as a benefit and assistance to an employee. Most towns that have this benefit, reimburse \$1000 or \$1200 annually per employee. Some towns require the employee to show proof of passing the course, others do not.

Funding required

None in this budget year. Possibly in future budget years, at the discretion of the Town Council.

Comments for consideration

The proposed policy, I believe, achieves what the Town Council said it was looking for. It allows a way to pay for certain employees college degrees, if it is deemed necessary for the position.

We do not currently have a policy addressing on the job training expenditures, only a policy in the Personnel Policy that gives a \$500 tuition reimbursement as a benefit.

What was discussed at the February meeting was not a tuition reimbursement, but on the job training, in my opinion. I believe it is important to make this distinction for purposes of the IRS and possible tax consequences to the employee.

Action requested by staff

Recommend adopting the proposed policy as presented. It in no way obligates future Town Councils, but does give them an option.

Proposed Policy for Policy Manual, Article IX – On the job training and certification

The Town will pay all registration fees, course material, and travel expenses as designated in Article 5-06 of the Policy Manual for seminars, workshops, certifications and renewal, attendance at conferences and training directly related to the performance of duties and responsibilities of the employee's position.

In the event, the Department Head determines reasonable and adequate on the job training programs are not available, and/or believes there is benefit to the Town for the employee to obtain a college or master's degree, a petition may be put before Town Council for payment of the expenses related to obtaining a degree. This petition needs to be approved by Town Council prior to any remittal of Town funds. The Town Council shall determine the extent and range of the expenditures to be paid.

Should the Town Council approve the petition, the employee will be required to sign an agreement to remain in full time employment with the Town for a period of two (2) years after the receipt of the degree. In the event, an employee leaves before the completion of the two (2) year period, he/she must reimburse the Town for the expense associated with receiving the degree.

Courses taken for cultural and personal enrichment are not eligible under the definition of on the job training and must be taken after normal working hours at the employee's expense. (Reference Article VI, Employee Benefits, for assistance with tuition reimbursement).



MEMO

TO: Town Council
FROM: Nancy Avery, Town Clerk *Nancy Avery*
RE: March 23rd agenda items
DATE: March 13, 2015

Department Head business item # 1d – Admin – proposed on the job training policy

Background

In gathering information from other towns on whether they contribute to an employee cost of college education, it was noticed that most towns that have this benefit offer between \$1000 and \$1200 annually per employee. We currently offer \$500 annually. At today's prices, \$500 may cover the cost of books or 1/3 of a semester's tuition.

Funding required

None in this budget year, but possibly in future budget years.

Comments for consideration

The proposed revision to the Tuition Reimbursement policy in the Personnel Manual brings us more in line with other towns and offers a better benefit to an employee seeking to obtain a college degree to better themselves. This is also a benefit to the Town.

Action requested by staff

Recommend adopting the proposed revision to the current Tuition Reimbursement policy Changing the amount from \$500 annually to \$1200 annually.

Current Policy in Personnel Police, Article VI, Employee Benefits

Section 10. Tuition Assistance Program

Full-time employees who have completed initial probation may apply for tuition Re-imbusement for courses taken on their own time, which will improve their skills for their current job or prepare them for promotional opportunities within the Town service. Tuition, registration, fees, laboratory fees, and student fees are eligible expenses. Employees may be reimbursed for eligible expenses up to a total of five hundred dollars (\$500) per fiscal year. Satisfactory completion of the courses will be required for reimbursement. Requests for tuition assistance shall be submitted to the Department Head prior to course registration and are subject to the review and approval of Town Commissioners.

Amendment to current policy

Increase the reimbursement amount from \$500 a year to \$1200 a year.

CURRENT TOWN CLERK JOB DESCRIPTION	NEW TOWN CLERK JOB DESCRIPTION WITH FINANCE SEPARATE
<p>Title: Town Clerk and Office Manager</p>	<p>Title: Town Clerk and Office Manager</p>
<p>Department: Administration and Finance</p>	<p>Department: Administration and Finance</p>
<p><u>General Statement of Duties</u> Perform supervisory, administrative, management and statutory work for the Town Council. Manage daily operations of Town Hall for administration and finance. Manage recreation, Town event marketing, rental of Town facilities and Special Events</p>	<p><u>General Statement of Duties</u> Perform supervisory, administrative, management and statutory work for the Town Council. Manage daily operations of Town Hall for administration and finance. Manage recreation, Town event marketing, rental of Town facilities and Special Events</p>
<p><u>Supervision</u> Work is performed under supervision of the Town Council and is evaluated through conferences, by review of appropriate records and reports, and the accuracy and thoroughness of assigned work.</p>	<p>Same – no change</p>
<p><u>Duties and Responsibilities</u> Manage daily operations for administration and finance for Town Hall to include supervision of the Finance/Budget Officer, the Finance Specialist, Utilities Manager and the Deputy Town Clerk positions.</p>	<p><u>Duties and Responsibilities</u> Manage daily operations for administration and finance in for Town Hall to include supervision of the Finance/Budget Officer, the Finance Specialist, Utilities Manager and the Deputy Town Clerk positions. Plan, organize, supervise and perform administrative operations for Town Hall.</p>
<p>Perform selection, training, counseling and disciplining to include dismissal of department personnel with the exception of the Finance/Budget Officer</p>	<p>Perform selection, training, counseling and disciplining to include dismissal of department personnel with the exception of the Finance/Budget Officer</p>
<p>Administer employee benefits, monitor expenses and make recommendations to the Town Council.</p>	<p>Administer employee benefits to include vendor selection and associated contracts as approved by Council, monitor expenses and make recommendations to the Town Council.</p>
<p>Perform personnel officer responsibilities.</p>	<p>Serve as Town's Perform personnel officer to include custodian of personnel files.</p>
<p>Monitor and oversee third party vendor residential and business curbside recycling service; assist in the renewal and negotiation of vendor contract for recycling services.</p>	<p>Negotiate and renew vendor contracts related to administrative operations of Town Hall to include residential curbside recycling, Property, Liability and Workers Compensation insurance, lease of cell tower, and use of property on MOTSU land as directed by Town Council or as per policy.</p>
<p>Monitor and assist in the negotiation and or renewal of other vendor contracts related to daily operations of Town Hall.</p>	

<p>Plan, organize and direct departmental operations to include recruitment and supervision of three FTE employees to ensure conformance to Federal and State laws regarding personnel; maintain Town Hall facility; track Town property and maintain inventory to include surplus equipment; perform statutory Town Clerk duties; provide administrative support for Town Council, boards, committees and departments; oversee rental of Town facilities, Town sponsored programs at the Ocean Front Park pavilion, and special events.</p>	<p>Perform statutory Town Clerk responsibilities</p> <p>Provide administrative support to the Town Council, including correspondence, research and compilation of information, document production, conference and travel arrangements, and related tasks and track Town Council expenditures and budget</p> <p>Serve as custodian of official Town records and Town historian</p> <p>Prepare ordinances for codification.</p> <p>Research and interpret policies and procedure manuals and other Town records to provide information to the Town Council, staff, citizens and others.</p> <p>Insure vacancies and appointments to Town Council, Board of Adjustments, Planning and Zoning Commission and committees are monitored and kept current.</p> <p>Administer Oaths of Office as required.</p> <p>Coordinate Administrative Hearings for appeal of Civil Citations</p> <p>Supervise Event Marketing Coordinator and Recreation Coordinator positions.</p> <p>Prepare budget and monitor expenditures for Town Hall.</p>
<p>Prepare budget and monitor expenditures for Town-Hall Administration department, Town Council, Legal, Elections, and Emergency Management. Prepare budget and monitor expenditures for Parks & Recreation and Community Center with input and review by board and committee.</p>	<p>Prepare budget and monitor expenditures for Town Hall.</p>

Supervise preparation of the Town Council agenda with the Mayor and Deputy Town Clerk along with related materials for Town Council meetings; supervise preparation of Town Council meeting minutes	Approve the final Town Council agenda with the Mayor and the draft Town Council meeting minutes.
Perform risk management, including maintaining necessary property and casualty insurance, coordinating processing of liability and casualty claims, workers compensation and other risk management tasks in association with the Finance/Budget Officer.	Perform risk management, including maintaining necessary property and casualty insurance, coordinating processing of liability and casualty claims, workers compensation and other risk management tasks in association with the Finance/Budget Officer.
Process and track personal injury claims with insurance provider.	
Serve as custodian of official Town records and Town historian	Serve as custodian of official Town records and Town historian. Included in other duties.
Serve as a member of the management team.	Serve as a member of the management team.
Serve as Deputy Finance Officer and Town banking signatory.	Serve as Deputy Finance Officer and Town banking signatory.
Grant Administration.	Supervise daily financial operations of Town Hall in absence of the Finance/Budget Officer
	Same – no change



JOB DESCRIPTION – TOWN OF KURE BEACH - DRAFT

Title: TOWN CLERK

Department: Administration

Work Type: Full Time, salaried

Pay Grade: 19

Status: Exempt

General Statement of Duties

Perform supervisory, administrative, management and statutory work for the Town Council.

Supervision

Work is performed under supervision of the Town Council and is evaluated through conferences, by review of appropriate records and reports, and the accuracy and thoroughness of assigned work.

Duties and Responsibilities

- Plan, organize, supervise and perform administrative operations for Town Hall.
- Plan, organize and direct departmental operations to include recruitment and supervision of three FTE employees to ensure conformance to Federal and State laws regarding personnel; maintain Town Hall facility; track Town property and maintain inventory to include surplus equipment; provide administrative support for Town Council, boards, committees and departments; oversee rental of Town facilities, Town sponsored programs at the Ocean Front Park pavilion, and special events.
- Serve as Town's Personnel Officer to include custodian of personnel files.
- Negotiate and renew vendor contracts and leases related to administrative operations to include residential curbside recycling, Property, Liability and Workers Compensation insurance, lease of cell tower, and use of property on MOTSU land as directed by Town Council or as per policy.
- Prepare budget and monitor expenditures for administration department, Town Council, Community Center, Parks & Recreation, Legal, Elections, and Emergency Management.
- Perform risk management, including maintaining necessary property and casualty insurance, coordinating processing of liability and casualty claims, workers compensation and other risk management tasks.
- Approve the final Town Council agenda with the Mayor and the draft Town Council meeting minutes.
- Administer employee benefits to include vendor selection and associated contracts, monitoring of expenses and making recommendations to the Town Council.
- Grant administration.
- Serve as Deputy Finance Officer and Town banking signatory.
- Supervise daily financial operations of Town Hall in absence of the Finance/Budget Officer.

Additional Job Duties

Perform related duties as required.

Recruitment and Selection Guidelines

Knowledge, Skills, and Abilities

- Thorough knowledge of N.C. General Statutes and local ordinances governing municipal practices and procedures and the statutory role of Clerk.
- Knowledge of modern personnel practices and policies and related laws and regulations. Ability to interpret and apply personnel policies, laws and regulations.
- Knowledge of modern supervisory principals of motivation, communication, leadership, performance coaching and evaluation.
- Working knowledge of risk management including employee benefits, workers' compensation, property, casualty, and liability insurance.
- Skill in document production and the accurate preparation of minutes.
- Ability to establish and maintain effective working relationships with the public, department heads, governmental officials, and with other Town employees.
- Ability to obtain IIMC Certification and North Carolina Municipal Clerk certification.

Training and Experience Requirements

- High School Diploma or General Equivalency Diploma (GED).
- Five years of strong administrative support experience required.
- Bachelor's Degree in Public Administration or Business Administration strongly preferred.

ADA compliance

Physical Ability

- Ability to sit continuously at a computer terminal or receptionist station for periods of two hours, ability to operate standard office equipment including copier, computer, fax machine, mailing machine, etc. and ability to reach into file drawers in standard four-drawer filing cabinets.

Visual Ability

- Must possess the visual acuity to work with data and figures, operate a computer terminal, and work with detailed use of the eyes.

Hearing Ability

- Hearing ability sufficient to a hold conversation with other individuals in both person and over a telephone.

Speaking Ability

- Sufficient to communicate effectively with other individuals in person and over a telephone.

Hiring salary range is \$41,002 –\$ 65,081 with benefits.

This job description does not create an employment contract, implied or otherwise. The Town of Kure Beach is an Equal Opportunity Employer.

OLD JOB DESCRIPTION FINANCE/BUDGET OFFICER	NEW JOB DESCRIPTION ADDING DEPARTMENT HEAD DUTIES
<p>Title: Finance/Budget Officer</p> <p>Department: Administration and Finance</p> <p><u>General Statement of Duties</u> Perform professional duties regarding supervision of financial operations for the Town, assist the Town Council with preparation of the Town's general operating budgets, and monitor revenues and expenditures as specified by statutory law. This position serves as Town Treasurer as per Chapter 2, Article IV, and Division 4 of the Code of Ordinances.</p>	<p>Same – no change</p> <p>Department: Administration and Finance</p> <p>Same – no change</p>
<p><u>Supervision</u> Work is performed under the general direction of the Town Clerk/Officer Manager and is evaluated through conferences, reports, and by an independent audit of financial records.</p> <p><u>Duties and Responsibilities</u> Plan, organize and supervise fiscal operations for the Town including accounting of municipal funds, revenue collection, financial reporting, journal entries, budgetary accounting, fixed assets, and advising the Town Council on fiscal issues and investments.</p>	<p><u>Supervision</u> Work is performed under the general direction of the Town Council Clerk/Officer Manager and is evaluated through conferences, reports, and by an independent audit of financial records.</p> <p>Same – no change</p>
<p>Direct the financial performance of the Finance Specialist, Utilities Manager and Deputy Town Clerk positions and insure compliance with division of duties as per statutory requirements.</p> <p>Perform a variety of financial operations including disbursement and accounting of municipal funds accounts payable, fixed assets, general ledger and budgetary accounting, and preparation of monthly,</p>	<p>Added: Plan, organize and direct departmental operations to include recruitment and supervision of two FTE employees to perform accounts payable and receivable; utility billing and collection; payroll operations, and front desk customer service functions.</p> <p>Direct the financial performance of the Finance Specialist, Utilities Manager and Deputy Town Clerk positions and insure compliance with division of duties as per statutory requirements.</p> <p>Same – no change</p>

<p>quarterly and annual financial reports.</p>	
<p>Assist the Town Council in preparation of the general operating and capital improvements budgets; research and project revenues; perform research and trend forecasting; track capital project accounts, maintain records and disbursements; prepare and submit budget documents to the Town Council.</p>	<p>Same – no change</p>
<p>Review and monitor ongoing administration of Town budget, monitor revenues and expenditures; coordinate activities and changes with Town departments and provide information to them as needed. Monitor cash flow and investment of idle funds.</p>	<p>Same – no change</p>
<p>Advise the Town Council on management of a variety of financial issues; attend Town Council meetings when needed</p>	<p>Advise the Town Council on management of a variety of financial issues; attend Town Council meetings when needed</p>
<p>Assist the auditors during the annual audit of Town financial records; follow up on findings to improve financial systems</p>	<p>Same – no change</p>
<p>Submit to Town Council periodic statements of the financial condition of the Town; work with staff to prepare budget amendments and monitor fiscal liability of the Town.</p>	<p>Same – no change</p>
<p>Maintain financial records for each department and fund; maintain separate accounts for items of appropriation in the budget; monitor expenditures and obligations on accounts</p>	<p>Same – no change</p>
<p>Monitor, supervise and direct the reimbursement of all expended Town funds from Grants, Tourism Development Authority, New Hanover County Parks and Recreation Bond Funding, Powell Bill Funding or other funding sources.</p>	<p>Combined with item below on Powell Bill funding</p>
<p>Coordinate the preparation of reports submitted to State Departments/Agencies relating to the Town's cash and investment position, debt service requirements, ad valorem tax assessments and levies, Powell Bill allocations and expenditures, annual financial audit, and other reports as required</p>	<p>Same – no change</p>
	<p>Added: Negotiate and renew vendor contracts and leases related to financial operations to include banking, payroll, etc. with the direction of Town Council and as per policy.</p>

	<p>Added: Prepare budget and monitor expenditures for the finance department, Town committees, tax collection and debt service.</p> <p>Added: Serve as Town banking signatory.</p>
Supervise the daily operations of Town Hall in the absence of the Town Clerk.	Supervise the daily administrative operation of Town Hall in the absence of the Town Clerk.
Prepare the application and act as contact person for the Tourism Development Authority in collection of Room Occupancy Taxes	Prepare the application and act as contact person for the Tourism Development Authority in collection of Room Occupancy Taxes—(this was added to an item above)
Perform, direct and coordinate the filing and collection of Powell Bill funding	Perform, direct and coordinate the filing and collection of Powell Bill funding (this was added to section above)
Write checks as needed and sign checks along with approved signatories as per statutory requirements.	Write checks as needed and sign checks along with approved signatories as per statutory requirements.
Perform risk management, including maintaining necessary property and casualty insurance, coordinate processing of liability and casualty claims, and other risk management tasks along with the Town Clerk/Office Manager	Perform risk management, including maintaining necessary property and casualty insurance, coordinate processing of liability and casualty claims, and other risk management tasks along with the Town Clerk/Office Manager—Town Clerk duty
Perform, direct and supervise the general accounting functions for the Town.	Perform, direct and supervise the general accounting functions for the Town. Already stated in job description – redundant
Contact the Town Clerk/Office Manager when there are problem areas and insure adherence to Town policies and ordinances.	Contact the Town Clerk/Office Manager when there are problem areas and insure adherence to Town policies and ordinances.
Assist the Town Clerk/Office Manager as needed	Assist the Town Clerk/Office Manager as needed
Recruitment and Selection Guidelines Knowledge, Skills, and Abilities	This entire section was not changed



JOB DESCRIPTION – TOWN OF KURE BEACH

Title: FINANCE/BUDGET OFFICER

Department: Finance

Work Type: Full Time, salaried

Pay Grade: 19

Status: Exempt

Approved by Town Council

Date: DRAFT February 17, 2015

General Statement of Duties

Perform professional duties regarding supervision of financial operations for the Town, assist the Town Council with preparation of the Town's general operating budgets, and monitor revenues and expenditures as specified by statutory law. This position serves as Town Treasurer as per Chapter 2, Article IV, and Division 4 of the Code of Ordinances.

Supervision

Work is performed under the supervision of the Town Council and is evaluated through conferences, reports, and by an independent audit of financial records.

Duties and Responsibilities

- Plan, organize, supervise and perform fiscal operations for the Town including accounting of municipal funds, general accounting, revenue collection, disbursement processing, budgetary accounting, fixed assets, financial reporting and payroll operations.
- Plan, organize and direct departmental operations to include recruitment and supervision of two FTE employees to perform accounts payable and receivable functions; utility billing and collection; payroll operations, general accounting, and front desk customer service functions.
- Assist the Town Council in preparation of the general operating and capital improvements budgets; research and project revenues; perform research and trend forecasting; track capital project accounts, maintain records and disbursements; prepare and submit budget documents to the Town Council.
- Review and monitor ongoing administration of Town budgets, monitor revenues and expenditures; coordinate activities and changes with Town departments and provide information to them as needed. Monitor cash flow and investment of idle funds.
- Advise the Town Council on management of a variety of financial issues; attend Town Council meetings when needed.
- Assist the auditors during the annual audit of Town financial records; follow up on findings to improve financial systems.
- Submit to Town Council periodic statements of the financial condition of the Town; work with staff to prepare budget amendments and monitor fiscal liability of the Town.

- Maintain financial records for each department and fund; maintain separate accounts for items of appropriation in the budget; monitor expenditures and obligations on accounts.
- Monitor, supervise and direct the reimbursement of all expended Town funds from Grants, Tourism Development Authority, New Hanover County Parks and Recreation Bond Funding, or other funding sources.
- Coordinate the preparation of reports submitted to State Departments/Agencies relating to the Town's cash and investment position, debt service requirements, ad valorem tax assessments and levies, Powell Bill allocations and expenditures, annual financial audit, and other reports as required.
- Negotiate and renew vendor contracts and leases related to financial operations to include banking, payroll, etc. with the direction of Town Council and as per policy.
- Prepare budget and monitor expenditures for the finance department, Town committees, tax collection and debt service.
- Serve as Town banking signatory.
- Supervise the daily administrative operation of Town Hall in the absence of the Town Clerk.

Additional Job Duties

Perform related duties as required.

Recruitment and Selection Guidelines

Knowledge, Skills, and Abilities

- Thorough knowledge of North Carolina General Statutes and of local ordinances and policies governing municipal financial practices and procedures.
- Considerable knowledge of the principals and practices of public finance administration and municipal accounting.
- Considerable knowledge of fiscal support activities such as purchasing, fixed assets, liability, payroll, and budget analysis and preparation.
- General knowledge of automated accounting, spreadsheets, and related systems and ability to work with Town staff in handling duties in an automated environment.
- Ability to design and prepare analytical or interpretative financial statements.
- Ability to establish and maintain effective working relationships with the public, department heads, governmental officials, and with other Town employees.
- Accuracy and thoroughness in the analysis and preparation of financial records.

Training and Experience Requirements

Graduation with a bachelor's degree in accounting, or business and considerable experience in public finance administration; or an equivalent combination of education and experience.

ADA compliance

Physical Ability

- Ability to sit continuously at a computer terminal or receptionist station for periods of two hours, ability to operate standard office equipment including copier, computer, fax machine, mailing machine, etc. and ability to reach into file drawers in standard four-drawer filing cabinets.

Visual Ability

- Must possess the visual acuity to work with data and figures, operate a computer terminal, and work with detailed use of the eyes.

Hearing Ability

- Hearing ability sufficient to hold conversation with other individuals in both person and over a telephone.

Speaking Ability

- Sufficient to communicate effectively with other individuals in person and over a telephone.

Special Requirements

Prefer CPA; ability and willingness to obtain Certified Finance Officer status from NC Institute of Government within a time frame required by the Town Board.

Hiring salary range is \$41,002 – \$65,081 with benefits.

This job description does not create an employment contract, implied or otherwise. The Town of Kure Beach is an Equal Opportunity Employer

Memo



To: Dean Lambeth, Craig Bloszinsky, Emilie Swearingen,
David Heglar, Steve Pagley and Nancy Avery

From: Arlen Copenhaver

Date: March 23, 2015

Re: Carolina/Kure Beach Sewer Authority Update

The Carolina/Kure Beach Sewer Authority met on March 19, 2015, to finalize expenses for fiscal year 2014, adjust rates for fiscal year 2015 and to set rates for fiscal year 2016. The Authority previously met on February 20, 2014, at which time fiscal year 2013 was reconciled.

The rates previously established for fiscal year 2015 were adjusted based on the actual data from fiscal year 2014 as follows:

Variable Costs: 25.25 cents per 1,000 gallons increase (from 53.62 to 78.87)

Fixed Costs: \$2,299.74 per month increase (from \$7,504.43 to \$9,705.17)

Capital Recovery: No change (\$3,746.25 per month)

As a result of the above adjustments to the fiscal year 2015 rates, Kure Beach owes Carolina Beach \$42,750.78 for the period of July 2014 through February 2015. This was determined as follows:

<u>Over/(Under)</u> <u>Variable Costs</u>	<u>Over/(Under)</u> <u>Fixed Costs</u>	<u>Over/(Under)</u> <u>Capital</u>	<u>Over/(Under)</u> <u>Total</u>
(\$24,352.86)	(\$18,397.92)	\$0.00	(\$42,750.78)

At the meeting, several expense categories that had significant changes from the prior year were discussed with Carolina Beach providing explanations for the increases. Also, treatment plant flows were discussed since Carolina Beach's flow decreased by 80 million gallons (Kure Beach's flow was comparable with fiscal year 2013) which increased the percentage of expense allocation to Kure Beach. Finally, several proposed capital projects at the Carolina Beach treatment plant for fiscal year 2016 were discussed. The approximate cost for these projects is \$509,000 with the Kure Beach share being about \$123,600.

The Sewer Authority Board discussed meeting again in late April once the fiscal year 2016 budget and capital plans for the treatment plant have been reviewed by the Carolina Beach Town Council.

As of March 19, 2015, the Authority set the following rates for fiscal year 2016 subject to approval by the respective Town Councils:

Variable Costs: 78.87 cents per 1,000 gallons

Fixed Costs: \$9,705.17 per month

Capital Recovery: \$3,746.25 per month

Please let me know if you have any questions or require additional information.

A handwritten signature in black ink, appearing to read "Allen".



Fear River

Kure Beach

Ala b a m p

1571

1570

471

471

E

H

M

T2

Kemp Burpeau
Deputy County Attorney
230 Government Center Drive
Suite 125
Wilmington, NC 28403

Re: January 23, 2015 ROT Holdback/Retainage Proposal

Dear Kemp,

I am in receipt of your January 23, 2015 memorandum (“Proposal”) to Kim Hufham and Lisa Wurtzbacher in which you propose the following Proposed Holdback/Retainage Policy for Tourism Development Funds:

Any holdback/retainage of funds budgeted or rolled over to the upcoming fiscal year must be expressly authorized by the Tourism Development Board consistent with the Board’s statutory fiduciary duties. The jurisdiction requesting a holdback/retainage must establish to the Board’s satisfaction:

1. A specific compelling need for a marketing purpose; and
2. A reasonable duration with expenditure specified within the upcoming fiscal year;
and
3. A justified amount; and
4. Expenditure of marketing funds must be only for that specific purpose.

The purpose of requiring that the TDA deposit funds into a separate account for each individual beach is to allow that beach town to directly participate in the spending of those funds. Each individual beach town has a Marketing and Tourism Committee that is charged with advising its Town Council about the specific marketing needs of the Town. The resistance of the TDA to rely on the recommendations of those committees which are composed solely of members of the community they represent is baffling. I fail to understand why the New Hanover County Tourism Development Authority is interested in mandating that individual beach towns use all funds other than those fund required by the TDA Bylaws to be retained.

If the Proposal above is approved, when the “compelling need” arises, it will be too late to “justify an amount”. The proposal above ignores the reality of diminished ROT collections during storm related events and the need for significant reserve funds to be available for increased marketing after storm related events. The mere projection of North Carolina being in a storm’s path triggers cancellations well in advance of the storm and often times after the storm. Trip insurance is strongly encouraged by rental agencies along the coast due to the unpredictability of mother nature. A review of ROT collections post minor and major storm

predictions and events are certain to show a reduction. The Proposal above requires a beach town to have the proverbial crystal ball and predict when a storm event will occur.

In lieu of the Proposal above and in the spirit of mutual benefit, the beach towns would like to propose an alternative plan. Of course, the goal in proposing this plan is continue efforts to market the individual beach towns and to ultimately generate ROT dollars from which all of New Hanover County benefits. The proposal is as follows:

1. Each beach town can reserve in its individual account up to 20% of the net funds allotted for promoting travel and tourism (in addition to mandatory 25% holdback)
2. At no time shall the balance in an individual beach's reserve account exceed an amount equal to five (5) years of projected travel and tourism promotion funds.

The TDA is a steward of the money collected as a result of the Room Occupancy Tax. The Marketing and Advisory Committees for each individual beach town serve for the purpose of advising the Town Council of the marketing needs specific to the individual beach town. It is for that reason that the legislature required that funds be deposited into a separate account for each beach town. Ignoring the request of the individual beach towns to reserve funds so that in the event a prolonged marketing campaign is necessary due to a storm related event harms New Hanover County as a whole, not just the individual beach town. If it wasn't for the individual beach towns and the tourists that flock to them, the TDA would have significantly less money to oversee.

Please do not hesitate to contact me with any questions.



NEW HANOVER COUNTY

WANDA M. COPLEY
County Attorney

KEMP P. BURPEAU
Deputy County Attorney

SHARON J. HUFFMAN
Deputy County Attorney

MEMORANDUM

TO: Kim Hufham
Lisa Wurtzbacher

FROM: Kemp P. Burpeau, Deputy County Attorney *WKB*

RE: ROT Holdback/Retainage

DATE: January 23, 2015

Background

House Bill 1707 states that at least one-half of the funds in each beach account be used to promote travel and tourism. The Bill does not expressly prohibit the TDA authorizing holdback/retainage. Given the TDA's statutory duty as steward, any holdback/retainage must be expressly authorized by the Authority Board after the respective town establishes the need for the holdback/retainage, amount and duration.

Proposed Holdback/Retainage Policy

Any holdback/retainage of funds budgeted or rolled over to the upcoming fiscal year must be expressly authorized by the Tourism Development Board consistent with the Board's statutory fiduciary duties. The jurisdiction requesting a holdback/retainage must establish to the Board's satisfaction:

1. A specific compelling need for a marketing purpose; and
2. A reasonable duration with expenditure specified within the upcoming fiscal year; and
3. A justified amount; and
4. Expenditure of marketing funds must be only for that specific purpose.

Rec'd 1/29/15
from mayor
cc: Attorney
Council
FO
Filed

Dwy, TC
1/29/15

NEW HANOVER COUNTY TOURISM DEVELOPMENT AUTHORITY

Request for Marketing Funds Holdback/Retainage

REQUESTS GUIDELINES:

- A specific compelling need for a marketing purpose
- A reasonable duration with expenditure specified within the upcoming fiscal year
- A justified amount
- Expenditure of marketing funds must be only for that specific purpose

CRITERIA:

- Any holdback/retainage of funds budgeted or rolled over to the upcoming fiscal year must be expressly authorized by the Tourism Development Board consistent with the Board's statutory fiduciary duties. The jurisdiction requesting a holdback/retainage must establish to the Board's satisfaction

Governing Body: _____

Contact Person: _____

Address: _____

Phone: _____ Fax: _____ Email: _____

Date Approved by Governing Body: _____

Completion Date: _____

Amount Requested: _____

Description of Marketing Request:

➤ May continue on back or attach additional information if needed.

Submitted By: _____ Date: _____

*Return Application To:
Wilmington and Beaches CVB
Attention: Kim Hufham, President/CEO
505 Nutt Street, Unit A
Wilmington, NC 28401*

Status: _____



NEW HANOVER COUNTY

WANDA M. COPLEY
County Attorney

KEMP P. BURPEAU
Deputy County Attorney

SHARON J. HUFFMAN
Deputy County Attorney

MEMORANDUM

TO: Kim Hufham
Lisa Wurtzbacher

FROM: Kemp P. Burpeau, Deputy County Attorney

RE: 2nd 3% Allocation of Promotion Funds

DATE: December 3, 2014

I have received input from Charlotte Noel Fox on behalf of Carolina Beach and Andy Canoutas on behalf of Kure Beach pertinent to the above matter. The applicable statute, House Bill 1707, requires that at least one-half of the funds in each beach account be used to promote travel and tourism. I previously expressed an opinion that the conservative action would be to require expenditure of at least that amount in any fiscal year without further hold back. That opinion was based on the statute not specifically authorizing a holdback. That said, the statute is ambiguous. Accordingly, the Authority Board may take the position that such holdback is permissible. Given the Tourism Development Authority's statutory duty as steward to administer monies, any holdback must be expressly authorized by the Authority Board after the respective town makes an argument for the need for the holdback, amount and duration.

Please contact me should you have any questions or comments.

Cc: Charlotte Noel Fox
A.A. Canoutas

Dean Lambeth
Mayor

Emilie Swearingen
Commissioner

Steve Pagley
Commissioner



Craig Bloszinsky
Mayor Pro Tem

David Heglar
Commissioner

Nancy Avery
Town Clerk

TOWN OF KURE BEACH

117 Settlers Lane ▪ Kure Beach, NC 28449

(910) 458-8216 ▪ Fax(910) 458-7421

www.townofkurebeach.org

November 24, 2014

Kim Huffman
President/CEO
NHC Tourism Development Authority
505 Nutt Street, Unit A
Wilmington, NC 28401

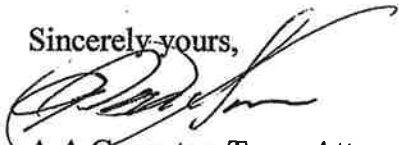
Re: 2nd 3% Allocation of Promotional Funds

Dear Kim,

In response to your letter of November 7, 2014, I take issue with your interpretation of House Bill 1707. I could not find anywhere in the bill that required a specified time for the expenditure of the funds in questions; therefore, Kure Beach should be allowed to retain such funds necessary to promote the tourism needs of the Town.

Thanking you for your courtesy and cooperation, we remain,

Sincerely yours,



A.A. Canoutas, Town Attorney

cc: Dean Lambeth, Mayor
Kemp Burpeau, Esquire

CRAIGE & FOX

ATTORNEYS & COUNSELORS AT LAW

701 Market Street / Wilmington, North Carolina 28401

Telephone: (910) 815-0085 / Facsimile: (910) 815-1095 / www.craigeandfox.com

LAWRENCE S. CRAIGE*
CHARLOTTE NOEL FOX

*Board Certified Specialist in Elder Law
*Certified Elder Law Attorney by ABA Accredited National Elder Law Foundation

ASHLEY MICHAEL
BONNIE M. BRAUDWAY
JENNIFER N. MARSHALL

November 20, 2014

Kim Hufham
President/CEO
New Hanover County Tourism Development Authority
505 Nutt Street, Unit A
Wilmington, NC 28401

Re: 2nd 3% Allocation of Promotional Funds

Dear Kim,

Thank you for speaking with me earlier today. As I indicated, I am in receipt of your letter to Mayor Wilcox dated November 7, 2014 and have previously spoken with Kemp Burpeau, New Hanover County Assistant Attorney about your letter. I appreciate your and Kemp's acknowledgement that House Bill 1707 is not clear on the issue of whether some portion of the funds held in an individual beach account can be held back at the request of the Town.

As we discussed, it is agreed that Section 1. (d) of House Bill 1707 ("HB 1707") requires that at least one-half of the funds in each beach account shall be used to promote travel and tourism in that beach town and the remainder of the funds in the beach account for tourism-related expenditures in that beach town. However, there is no requirement in HB 1707 that those funds be spent in a specific amount of time. It is the Town of Carolina Beach's position that so long as all funds held back are *ultimately* used for promoting travel and tourism the requirements of HB 1707 have been met.

It is interesting that the TDA would take the position that the Town of Carolina Beach is not allowed to hold back 10% of marketing funds. First, the funds the Town is requesting to hold back are to be used solely for promoting travel and tourism at Carolina Beach. If the Town's Marketing Advisory Committee and Town Council do not deem the expenditure of these funds necessary, it is difficult to comprehend why the TDA seeks to require expenditure of the sums. Arguably, the Town's Marketing Advisory Committee and Town Council know best what

PRACTICE AREAS

Civil Litigation / Business Law / Estate Administration / Estate Planning / Guardianship
Elder Law / Real Property Law / Community Association Law / Family Law / Juvenile Law

is needed for the Town of Carolina Beach. Second, given the TDA's stated objective of strategic long range plans, it stands to reason that holding back funds for some period of time to allow for the Town's Marketing Advisory Committee and Town Council to develop a strategic long range plan would be supported by the TDA. Third, if each beach town is required annually to withhold 25% of funds available for tourism promotions and 16.67% of funds available for tourism related expenditures, the Town should be allowed to hold back additional sums as the Town's Marketing Advisory Committee and Town Council deem necessary to best serve the tourism needs of the Town.

I understand that as a result of the Town of Carolina Beach's above stated position, you may seek additional input. I would appreciate an opportunity to participate in any discussions that take place.

Please do not hesitate to contact me with any questions.

Sincerely,

CRAIGE & FOX, PLLC

By: Charlotte Noel Fox

Charlotte Noel Fox

CNF/krm

Cc: Kemp Burpeau



505 NUTT STREET, UNIT A WILMINGTON, NORTH CAROLINA 28401
website: www.wilmingtonandbeaches.com ~ email: info@wilmingtonandbeaches.com
800.222.4757 office 910.341.4030 fax 910.341.4029

November 7, 2014

Mayor Dean Lambeth
Town of Kure Beach
117 Settlers Lane
Kure Beach, North Carolina 28449

RE: 2nd 3% Allocation of Promotional Funds

Dear Mayor Lambeth:

At the October 29, 2014 New Hanover County Tourism Development Authority Board of Directors meeting, it was brought before the TDA Board that during review of the current room occupancy tax legislation, it has been discovered that the FY 14/15 hold-back of 10% of the marketing funds by two of the beach towns is not in compliance. House Bill 1707 states that "The Authority shall use **at least one-half** of the funds in each beach town account for promoting travel and tourism and shall use the remainder in each beach town account for tourism-related expenditures in that beach town". By holding back the 10%, only 40% of the net funds are being used for tourism promotion.

As a result of this clarification by the County Attorney and County Finance Office, the 10% of tourism promotion funds that have been held back for FY 14/15 will need to be reallocated for promotional use during this fiscal year budget. It was the consensus of the TDA Board of Directors to notify each beach town of this and request that these funds be brought back in to compliance with the use stated in House Bill 1707.

There is a fund balance requirement that is addressed in the New Hanover County Tourism Development Authority By-laws and states that each beach town is required to withhold 25% of expenditures for tourism promotions and 16.67% of the tourism-related expenditures for fund balance. These are calculated annually prior to any roll-overs from previous years.

Mayor Dean Lambeth
Page 2
November 7, 2014

We appreciate your cooperation in resolving the proper allocation of the promotional funds and advising your Marketing Advisory Committee of the additional funds available.

Sincerely,

A handwritten signature in black ink, appearing to read "Kim Hufham". The signature is fluid and cursive, with a large loop at the end.

Kim Hufham
President/CEO
New Hanover County Tourism Development Authority

cc: Carl Marshburn, NHC TDA Chairman
Lisa Wurtzbacher, New Hanover County Finance Officer
Kemp Burpeau, NHC Assistant County Attorney
Nancy Avery, Kure Beach Town Clerk