



TOWN OF SURF CITY

January 17, 2020 WORK SESSION AGENDA

Agenda

9:00 AM / Friday, January 17, 2020

Surf City Welcome Center, 102 N. Shore Drive

Call to Order

Mayor Douglas C. Medlin, Mayor

Invocation & Pledge

Approval of Agenda

Introductions & Welcome

Work Plan

1. Beautification & Appearance Committee - Council Liaison Appointment
2. Advisory Committee Applicant - Planning Board and Beautification & Appearance Committee
3. Special Events Sponsorship Request - Ocean Fest & RHOTI
4. Beach Nourishment
5. Waterside Final Plat Approval & Improvements Bond Acceptance
6. Closed Session pursuant to NCGS - 143-318.11(a)(5) Real Property Acquisition

Adjourn



**CANDIDATES REQUEST FOR APPOINTMENT
ADVISORY BOARDS AND COMMITTEES
TOWN OF SURF CITY**

Planning Board

Are you a Town of Surf City resident, at least 18 years of age, willing to volunteer your time and expertise to your community? Please complete this application and return to:

Mail Completed Form: Town of Surf City Attn: Town Clerk
PO Box 2475
Surf City, NC 28445

Email completed form: shobbs@surfcitync.gov

Fax completed form: 910-328-4132

Board/Committee: PLANNING BOARD

Applicant Name: DEREK R. ARTHUR

Home Address: 2819 S SHORE DR 5C, NC TEL:

Business Address: 119 A TRITON LANE 5C, NC TEL:



Do you live within the Corporate limits of Surf City? Yes No

How long have you been a resident in Surf City? 5 Years *14 years as a homeowner*

Education and Employment Information

High School: RANDFORD HIGH HONOLULU, HAWAII

Year Graduated: 1981

Institution Name: U of SAN DIEGO & OHIO UNIVERSITY

Year Graduation: 1986

Major: BUSINESS ADMINISTRATION & FINANCE

Current Employer: INTERCOASTAL MORTGAGE COMPANY

Title/Position: SUP. LOAN ORIGINATOR

Duties: FINANCE RESIDENTIAL PROPERTIES

General Information

Current membership in organizations and offices held:

→ BOARD OF ADJUSTMENTS
TIAA, SPECIAL EVENTS COMMITTEE

Past organizational membership and offices held:

MARYLAND BARBERS ASSOC.

Do you anticipate a conflict of interest by serving as a member of a Board or Committee? NO

If yes, explain:

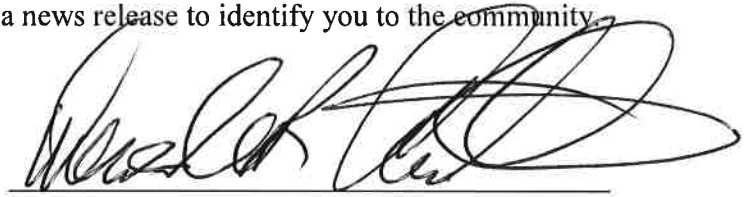
Do you possess subject matter education, training, and/or experience for the Board or Committee for which you are applying? If yes, explain below

SEE ATTACHED

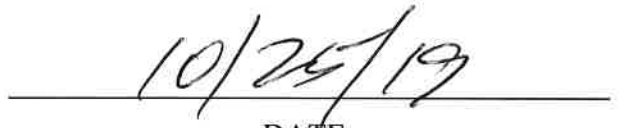
If no, state reasons why you feel qualified for this appointment.

NOTE:

This information will be used by the Town Council in making appointments to Boards and Committees. In the event you are appointed, some information may be used as a news release to identify you to the community.

A handwritten signature in black ink, appearing to be "Michael A. [unclear]", written over a horizontal line.

NAME

A handwritten date "10/25/19" written over a horizontal line.

DATE

To whom this may concern,

I grew up in a military family and have lived in many states and a variety of communities. I have acquired a lot of ideas about what makes a good community. I have also had the opportunity to return to many of those places and have seen positive and negative things that have had a huge impact on a community.

Having been in the mortgage banking industry going on 34 years now, I have a wide exposure to what adds and subtracts to the value of property and more importantly, to the quality of life.

I originally came here as an outsider who built a vacation house. After doing so, I became convinced this is where I wanted to retire to. I am not retired and opened a business unit here. I am a permanent resident and truly love the lifestyle and warmth of the community.

I believe I can be a valuable resource to the community with my experience in having observed, over a wide variety of communities, those things that add or subtract to value of property and life style.

Thank you for your consideration

Sincerely,

A handwritten signature in black ink, appearing to read 'Derek R. Arthur', with a long horizontal flourish extending to the right.

Derek R. Arthur



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910-328-4132

Board/Committee: PLANNING BOARD
Applicant Name: MELVIN (PETER) A. SLOAN JR.
Home Address: 502 TRELIS ROAD
Business Address: " " "

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Do you live within the Corporate limits of Surf City? Yes No

How long have you been a resident in Surf City? 3+ Years

Education and Employment Information

High School: AVON GROVE / WEST GROVE, PA
Year Graduated: 1983

Institution Name: STUDIED CULINARY IN FRANCE
Year Graduation: '88-'89
Major: FRENCH CULINARY / MASTER CHEF

Current Employer: WHEELHOUSE MANAGEMENT, LLC
Title/Position: PRESIDENT
Duties: RESTAURANT CONSULTANT / OPERATIONS

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MELVIN (PETER) SLOAN
NAME

1-14-2020
DATE

Peter Sloan

Wheelhouse Management, LLC

2015 - Present

President and Founder of a company created to increase profits of restaurants, catering, grocery and hotel operations. Using proprietary methods, we increase profits, create human resource guides, set up worksheets and take a hands-on approach to training and development of a concept. Wheelhouse Management is a long-term solution to short term concerns.

Carolina Farmin', Wilmington, NC – Perishable Manager

2011 – 2012

One of two managers who comprise the Leadership Team reporting directly to CEO, owner, 17,000sf grocery retailer specializing in local products. A startup company/concept. Responsible for store design, managing construction and product layout, sourcing vendors, writing vendor contracts, product review/ buying and product placement. Hiring and training opening management team, setting up and maintaining price books. Hands on with operations on a daily basis, implemented all capital improvements with Leadership Team. Write weekly perishable newspaper circular and track markdowns. Oversee perishable inventories and labor to assure gross profit is achieved per the budget. Hands on developing the fiscal budget for coming year.

Rick's Restaurant & Sports Bar, Sneads Ferry, NC – General Manager 2009 - 2011

casual dining concept with fantastic sport bar (1.8 M). Total autonomy with operations and fiscal accountability. Team training, food, wine and bar menu development, marketing, special event coordinator, daily operations, leading a team of 52. I work closely with my management team planning future events as well as Daily meal specials. Oversee all aspects with hands on approach management style.

Crisp Salads, Raleigh, NC – General Manager

2007-2008

Launched a new restaurant concept from the ground up. Reduced all P&L costs to the lowest possible point. Developed all ordering and inventory templates and procedures. Trained sales team to maximize each purchase. Controlled labor and accountable for weekly payroll, store cash and accounts payable.

Foodsource by Clemens, Kulpville, PA – Buyer, Merchandiser

1999-2006

One of three Senior Executives who grew a new concept into a three store cornerstone for Clemens Family Markets. Food Source was the Specialty Food division (30.5 M) of Clemens family Markets. Negotiated vendor contracts, developed more than seventy profitable vendor partners. Grew one specialty store into three stores in five years. Designed the perishable departments from blueprints to final layout. Hands on merchandising of all perishables. Lead twenty-seven department managers in three locations. This assured smooth operations and understanding of company sales strategy and goals.

Assistant Store Director

Wrote budgets for nine perishable departments to assure a profitable gross margin was attainable. Established retail pricing through comprehensive competitive price checks. Complete autonomy to recruit and terminate staff as required to maintain profitability. Built in-store product demonstration program-utilizing vendors at no cost to store.

Jimmy Duffy & Sons Caterers, Berwyn, PA – Executive Chef

1990-1999

Orchestrated events for parties from 2 to 2,700 guests. Trained a "From Scratch only" culinary team, of more than thirty chefs. Took the kitchen from 1.7 M in sales to 4 M in sales by securing exclusive locations for our company. These locations included The Pennsylvania Academy of Fine Arts in Philadelphia, The Grounds for Sculpture in Princeton, NJ and several others.



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Bty & App.

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Board/Committee: Beach Renourishment, Beautification, Re-entry/Emergency Management
Applicant Name: Sandi Monroe
Home Address: 316 N Shore Dr
Business Address: _____



Do you live within the Corporate limits of Surf City? Yes No

How long have you been a resident in Surf City? 4 Years

Education and Employment Information

High School: Kalkaska High School, Kalkaska, MI
Year Graduated: 1984

Institution Name: Davenport University, Western Michigan University
Year Graduation: 2006, 2013
Major: BA Marketing, PR/Communications, Masters Program/Communication

Current Employer: Ward Realty
Title/Position: Director of Marketing

Duties: Promotion of Island and Rental Properties to public, respond to reviews and issues via social media, etc. Use social and print media to engage with community and visitors, Manage emergency situations via communications to guests, homeowners, and public (i.e. during hurricanes, water outages, etc)

General Information

Current membership in organizations and offices held:

Past organizational membership and offices held:

HOA Pappillon Park neighborhood-Secretary, Wall Lake Association-Board member,

Surf City Oceanfront Home Owner Group

Do you anticipate a conflict of interest by serving as a member of a Board or Committee? _____

no

If yes, explain:

Do you possess subject matter education, training, and/or experience for the Board or Committee for which you are applying? If yes, explain below

I possess a strong desire for the beautification of my neighborhood and town, proven by the improvements to our personal property

Experience with marketing and communications and proven record of communicating with the public and citizens via social media and email platforms during emergency situations

Strong ability and interest in research and follow up on issues, willing to compile information and make calls to follow up on project status

Vested interest in the stability and preservation of our dunes and clean oceans. Want to find ways to get community involved, vs just oceanfront property owners

I feel that my strong background in marketing and communications can help the town of surf city in communicating a variety of information to its citizens and my inquisitive nature lends itself to seeking answers and following up on a variety of topics. My desire for a safe and beautiful community leads me to seek unity and answers to a variety of issues as they arise. I would like to provide help in a meaningful way that gets results. __

Strong ability and interest in research and follow up on issues, willing to compile information and make calls to follow up on project status _____

If no, state reasons why you feel qualified for this appointment.

NOTE:

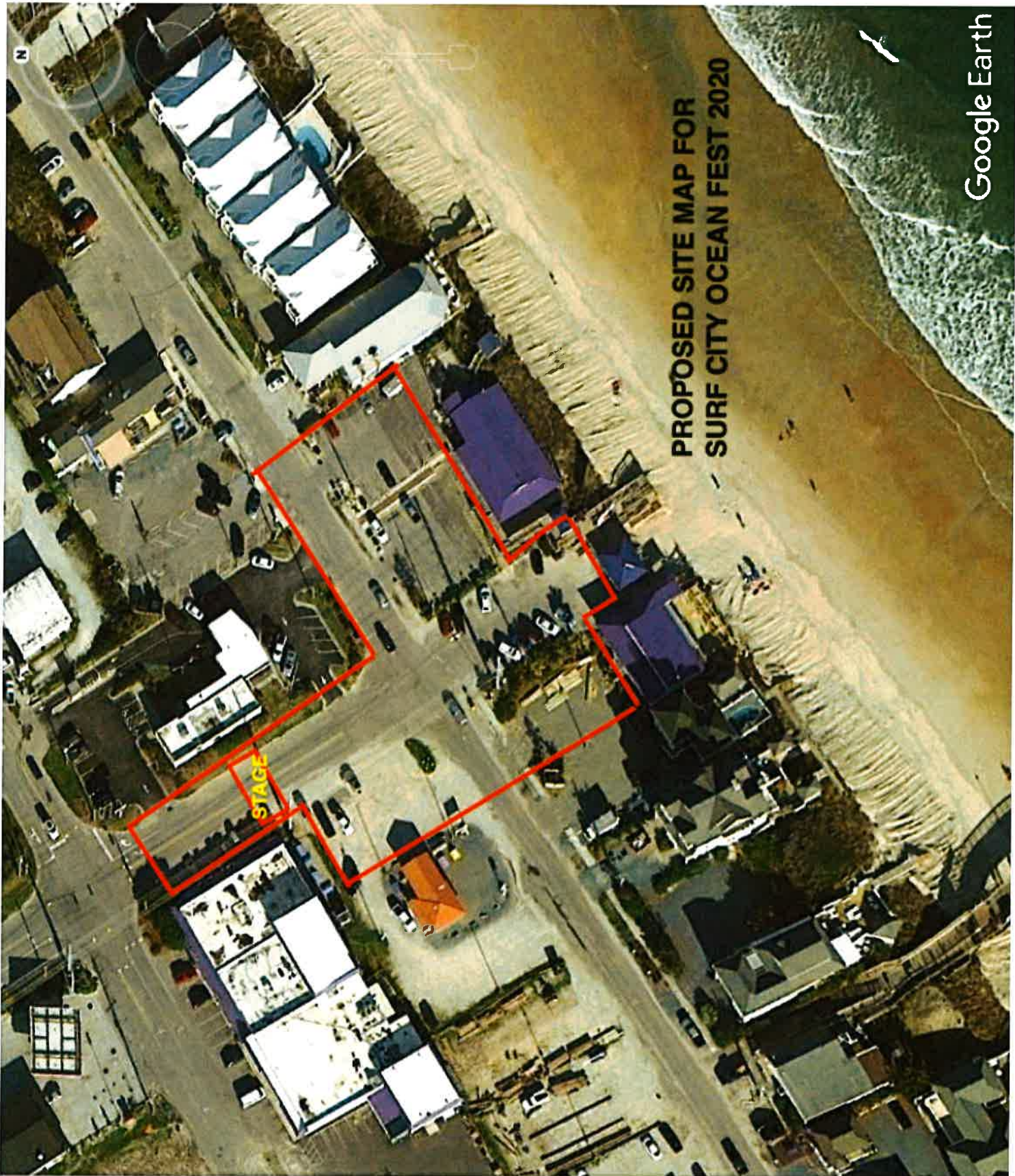
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Sandi Monroe

NAME

1/8/20

DATE



**PROPOSED SITE MAP FOR
SURF CITY OCEAN FEST 2020**

Special Events Sponsorship Request

Ocean Fest Oct. 10, 2020

The **SURF CITY OCEAN FEST** celebrates our area's wave-riding heritage while providing a fun, beachside event where everyone can enjoy live music, food, drink, and learn about ways to protect our favorite thing in the world: the Ocean. All proceeds from the event benefit a variety of ocean-related charities and environmental causes.

Requesting: Sponsorship of the Welcome Center fees for Friday Oct. 9th & Saturday Oct. 10th and application fee. Site plan approval as submitted, the special events committee has reviewed and recommends the submitted site plan.

Reel Housewives of Topsail Island April 25, 2020

The Reel Housewives of Topsail Island is a non-profit organization which uses the money raised from an island bicycle ride to help local breast cancer victims. The 26.2 mile bicycle ride takes place in April every year.

Requesting: Sponsorship levels:

Diamond \$1,000

Gold \$500

Platinum \$300

Silver \$100



January 10, 2020

Town of Surf City
116 S Topsail Drive
Surf City, NC 28445
Attn: Amy Kimes, Town Planner

RE: Waterside Development: Phase 1A, Bonded Plat for 1st 60 lots

Amy,

This is to serve as a cover letter for the attached Engineer's Estimate, exhibit map of 1st 60 lots to be bonded, preliminary plat and copy of bond check which will cover bonding the sitework, erosion control, off-site roadways, on-site roadways, water distribution system, sanitary sewer system, stormwater system, landscaping and amenities within the 1st 60 lots of Phase 1A in the Waterside Development located within the Town of Surf City. The check amount is \$2,013,606.22 which covers all bonding needed as well as 25% added for contingency.

Sincerely,

Stewart Gunn
Wilmington/Jacksonville
131 Racine Drive, Suite 201
Wilmington, NC 28403
Cell: (910) 612-7127

ENGINEER'S BOND ESTIMATE					
WATERSIDE - PHASE 1A (60 Lots)					
Pender County - North Carolina					
Item	Description	Engineer's Estimated Quantity	units	Unit Price	Probable Costs
1.00 SITE WORK / EROSION CONTROL					
1.01	Fine Grading	29,040	SY	\$1.85	\$ 53,724.00
1.02	Temporary Grassing	6.0	AC	\$1,900.00	\$ 11,400.00
1.03	Permanent Grassing	6.0	AC	\$6,500.00	\$ 39,000.00
1.04	Temporary Inlet Protection	35	EA	\$285.00	\$ 9,975.00
DIVISION I SUB-TOTAL					\$ 114,099.00
2.00 ONSITE ROADWAYS					
2.01	9" ABC Stone Base	2,479	SY	\$19.50	\$ 48,338.33
2.02	Fine Grading of Stone	2,479	SY	\$2.00	\$ 4,957.78
2.03	18" Curb & Gutter	5,655	LF	\$14.25	\$ 80,563.75
2.04	Backfill Behind Curb	5,655	LF	\$1.50	\$ 8,482.50
2.05	1 1/2" Asphalt Paving (Base Asphalt)	2,479	SY	\$12.50	\$ 30,986.11
2.06	1" Asphalt Paving (Final Lift)	2,479	SY	\$9.00	\$ 22,310.00
2.07	Testing	1	LS	\$60,000.00	\$ 60,000.00
2.08	5' Sidewalk with ramps	5,835	LF	\$16.50	\$ 96,277.50
DIVISION II SUB-TOTAL					\$ 351,935.97
3.00 OFFSITE ROADWAYS					
3.01	Driveway Improvements	1	LS	\$250,000.00	\$ 250,000.00
3.02	Signal Light Improvements	1	LS	\$350,000.00	\$ 350,000.00
DIVISION III SUB-TOTAL					\$ 600,000.00
4.00 Water Distribution					
4.01	Directional Bore at Entrance for Waterline Tie In	1	LS	\$21,600.00	\$ 21,600.00
4.02	Connect to Existing Line	1	EA	\$5,985.00	\$ 5,985.00
4.03	Water Line Testing & Disinfection & Bac-T	1	LS	\$9,500.00	\$ 9,500.00
4.04	Water As-builts and Certifications	1	LS	\$25,000.00	\$ 25,000.00
4.05	Water Deed and Dedication	1	LS	\$5,000.00	\$ 5,000.00
DIVISION IV SUB-TOTAL					\$ 67,085.00
5.00 Sanitary Sewer					
5.01	Sewer Testing	1	LS	\$25,000.00	\$ 25,000.00
5.02	Sewer As-builts and Certifications	1	LS	\$25,000.00	\$ 25,000.00
5.03	Sewer Deed and Dedication	1	LS	\$5,000.00	\$ 5,000.00
DIVISION V SUB-TOTAL					\$ 55,000.00
6.00 STORMWATER					
6.01	Stormdrain Inlet Frame and Grate	35	EA	\$200.00	\$ 7,000.00
6.02	Stormdrain Manhole Frame and Cover	4	EA	\$200.00	\$ 800.00
6.03	Stormdrain Weep Holes	39	EA	\$250.00	\$ 9,750.00
6.04	6" Sockpipe Below Curb tied into Storm Structure	5,655	LF	\$18.00	\$ 101,790.00
6.05	Pond Fine Grading	2,500	SY	\$2.50	\$ 6,250.00
6.06	Level Spreader & Vegetated Filter	3	EA	\$4,800.00	\$ 14,400.00
6.07	Pond Vegetated Shelf	3	EA	\$12,000.00	\$ 36,000.00
6.08	Pond As-builts and Certifications	1	LS	\$15,000.00	\$ 15,000.00
DIVISION VII SUB-TOTAL					\$ 190,990.00
7.00 Landscaping / Amenities					
7.01	Mail Kiosk	1	EA	\$2,500.00	\$ 2,500.00
7.02	Irrigation	1	LS	\$150,000.00	\$ 150,000.00
7.01	5' Mulch Trail (Not Pine Straw)	1,750	LF	\$3.50	\$ 6,125.00
7.02	Fountain	3	EA	\$1,500.00	\$ 4,500.00
7.03	Plantings	1	LS	\$68,650.00	\$ 68,650.00
DIVISION VIII SUB-TOTAL					\$ 231,775.00

SUB-TOTAL	\$ 1,610,884.97
CONTINGENCY	25%
TOTAL	\$ 2,013,606.22



Notes:

1. Wire Utilities including electric, telephone, and cable have been excluded from the above cost estimate