



TOWN OF SURF CITY

January 21, 2022 WORK SESSION AGENDA

REMOTE

Agenda

9:00 AM / Friday, January 21, 2022

REMOTE MEETING

Watch Virtually: www.youtube.com/townofsurfcity

Members Present:

Douglas C. Medlin, Mayor

William (Buddy) Fowler, Mayor Pro-Tem

Donald Helms

Teresa Batts

Jeremy Shugarts

Staff Present:

Kyle Breuer

Carla Citarelli, Town Clerk

Jodi Shepard

James Horne

Dave McCole

Amy Kimes

Jason Lingle

David Price

Call to Order – *Mayor Douglas C. Medlin*

Invocation -*Mayor Pro-Tem William (Buddy) Fowler*

Pledge- *Councilman Donald R. Helms*

Introductions & Welcome – *Mayor Medlin*

Town Council Work Plan Items:

1. Annexation Request – Sullivan Property on Caretta Dr.

40 acres of the Sullivan tract asking to annex into Surf City. Mr. Breuer presented the

petition. Motion for clerk to investigate by Mr. Helms. Seconded by Mr. Helms. All in favor, motion passed.

2. Interlocal Agreement with Holly Ridge for the Surf City Summer Camp

Introduced by Ms. Shepard, further explained by Mr. Breuer

All in agreement to put on consent agenda for February

3. Discussion of Updated Fee Schedule for Parks & Recreation

Presented by Ms. Shepard. Request of increase in fees for the summer camp session.

Program costs have increased, recommended increase of \$20 per week, bringing cost to \$180/week. All in agreement to move this item to the consent agenda for February 1.

4. Approval of Administrative Assistant – Admin Services Position

Mr. Breuer confirmed the already passed BOA to cover the added salary of this position. This is an administrative assistant/receptionist/ first point of contact for citizens for Town Hall. This position will understand the basic roles of departments in order to process and distribute information. The job description presented has been reviewed by Human Resources, the Town Manager,

Don Helms made motion to approve, Mr. Fowler seconded, all approved, and the motion was passed.

5. Approval of Planning Board Meeting Schedule 2022 – 2nd Thursday of each month at 4PM at the Surf City Municipal Complex

Motion for approval was Mr. Fowler, Ms. Batts and Mr. Helms seconded, all in favor and schedule was approved to be adopted.

6. Committee Approvals

a. Greater Topsail Community Alliance Liaison- Councilman Jeremy Shugarts

b. Beautification & Enhancement Committee Chairperson – Sandi Monroe

Motion to approve was made by Mr. Helms; Ms. Batts seconded; all in favor and appointments were approved.

Mr. Fowler asked about adding a Liaison from council for Human Resources so that town employees could speak to council with HR. There were no objections to it. He suggested Councilman Don Helms. Mr. Shugarts made a motion to accept the nomination and Mr. Helms seconded. All in favor; motion passed.

7. FY 22-23 Budget Session-

Mr. Breuer gave an overview of where we are in the current fiscal year. This is in preparation for the upcoming budget requests by each department. Each line item entered by the department heads is expected to have explanation. Mr. Breuer presented a power point. This is to prioritize the upcoming needs for the 2022-2023 fiscal year. First presented was a priority overview. He received the parking study this week. This will be helpful to look at the data to help guide us for making parking decisions in the future. That analysis will be presented at the February meeting. The skate park design team had

a final meeting this week. Ms. Shepard will be taking that project forward from here. We are in the midst of the 2nd quarterly pickup of vegetative debris pickup, and it is going well.

We also received the pay study to help us formulate decisions heading into the budget season. This will also help with future policies, our handbook, and compensations for personnel in the future.

Beach nourishment is at a standstill, due to the ACOE project.

Solid waste is putting together proposals by the end of the month to start looking at quotes from vendors. The contract with GFL will expire this in June. We are looking to negotiate some issues that we have seen affecting solid waste pickup. Hoping to increase efficiency

Working with community development on the comprehensive plan adoption to include street standards or other regulations that may need changing.

Mr. Helms asked when we are supposed to get the truck that was ordered for the debris pickup. Mr. Breuer believes we will have that in February. Mr. Helms asked where we stand on replacing the green sand filters at the water plant. Mr. Breuer confirmed it is in process.

Mr. Breuer presented the current revenue snapshot YTD, which is approximately a 22% increase over last year. He broke down the explanation for that increase. The federal government is voting on how we will be able to spend the money received from the American Rescue Plan funds of \$393,432. Parking revenue makes up \$432,086 of the increased revenue. Property tax billing is \$218,261 higher than last year as of the end of December. Sales tax collected is 24% higher than FY 20/21. Permit fees are up by \$191,254. Recreation fees are up over last year in the amount of \$92,776. The Pender County Fire Tax is up \$148,783.

Mr. McCole said everything looks positive right now. The community is continuing to see economic growth and we should see consistency over the next 2-3 years. He would like to remain conservative with the occupancy tax numbers until we've seen at least 3 years of consistency with the current numbers.

Mr. Breuer presented the capital improvement requests from each department. This is not what is currently recommended but instead some identified needs from each department. This is with a 10-year plan. Community development is requesting a couple of vehicles due to the aging fleet and maintenance costs of the current vehicles. There is a drone request for Community development and one for emergency management. A radio system project and vehicle request for emergency management. Nothing from facilities and grounds.

The fire department would like to replace the boathouse at the park, a brush fire vehicle replacement.

Mr. Helms interjected that we can no longer get parts for the current vehicle being used

for a brush fire truck. He said when it goes down, there is no repairing it.

The fire department is also requesting a ladder truck replacement in the future fiscal years to be spread out over several years with use of reserve funds. There will also be added personnel costs with the new ladder truck. The hydraulic tool needs replacement, along with air pack replacement. Station 23 would like a kitchen remodel. There are 2 command response vehicle replacements requested, as well as the explorer that the Fire Marshall currently drive.

Parks and Recreation – funding for the mainland park project. Need to start putting money aside for the greenway project.

Police department is requesting 2 vehicles this year and 2 vehicles next year. Chief Voorhees will identify those needs in the continuing years. We need to set up a reserve fund for those.

Water/Sewer/Utilities projects. The high-rate infiltration project, studies at Juniper Swamp and Sarge Martin are taking place. The master plan project – currently working with the state on that to try to achieve the capacity we are seeking for our future. The mainland lift station rehab project is pushed out a few years. The reuse project, studies underway now on soils on town owned property. We'd like to move forward on that, make improvements on our data systems. Subaqueous crossing for sewer. Also fencing and a tractor request for the water and sewer projects.

This is a precursor to the budget season so that when department heads report back, council can be ready to ask questions and we can be more efficient in the process.

Ms. Batts asked for a printed version of Mr. Breuer's presentation. Mr. Breuer agreed to send it via email and set up a folder in the council file for everyone to review.

Mr. Breuer asked Mr. Horne to give us a weather update. Mr. Horne said as of now, there is not an update; we should have that at 10:30AM.

Mr. Breuer went over the internal communications' roles and responsibilities with staff for the winter storm over the next few days, as conditions continue to deteriorate. We are also trying to get those messages out to the community. The State of Emergency was put in place yesterday. There are no restrictions but if we get downed trees, this will help us get the debris management company to work on that and we will be able to set ourselves up for reimbursement if needed. There is a potential for more winter weather going into the afternoon and tomorrow. The police department will be strategically located around town to provide services to citizens if needed.

Motion to adjourn by Mr. Helms; seconded by Ms. Batts. All agreed, meeting adjourned.