



TOWN OF SURF CITY

January 20, 2022

WORK SESSION AGENDA

Agenda

8:00 AM / Friday, January 20, 2022

Surf City Municipal Complex, 214 W. Florence Way

Watch Virtually: www.youtube.com/townofsurfcity

Call to Order – Mayor Batts

Invocation -Councilman Fowler

Pledge- Mayor Pro Tem Helms

Introductions & Welcome – Mayor Batts

Council Members:

Teresa Batts, Mayor

Don Helms, Mayor ProTem

Buddy Fowler, Councilman

Jeremy Shugarts, Councilman

John Koloski, Councilman

Staff Present:

Kyle Breuer, Town Manager

Carla Citarelli, Town Clerk

Amy Kimes, Town Planner

Chris Carter, Director of Facilities and Grounds

David Price, Director of Utilities

Jodi Shepard, Director of Parks, Recreation and Tourism

Allen Wilson, Fire Chief

James Horne, Emergency Management Director

Dave McCole, Finance Director

Jason Lingle, Director of IT

Chris Wright, IT Assistant

Lydia King, Director of HR

Jeff Johnson, Police Captain

Town Council Work Plan Items:

1. Annexation Petition- 4235-15-4094-0000/Surf City Pet Hospital – Presented by Town Clerk, Ms. Citarelli. Council gave consensus to move the item forward for investigation by the clerk.

2. Cape Fear Community College Scholarship – Presented by Mr. Breuer in regard to funds in the budget to go towards Cape Fear Community College for scholarship opportunities. The clerk has been in communication with a representative at the college and they are interested. The desire is to seek consensus on the premises that we handle this administratively with the caveat being that distribution be to a Surf City resident.

In discussion, having someone solely attend the Alston Burke Campus may be limiting considering the trade opportunities at other campuses.

Mr. Fowler asked if this was the same as what we already doing. He thought this had already been decided. Mr. Breuer explained that the funds had been set aside in the budget but there were no parameters set. From his recollection, council had asked for it to be brought back.

Mr. Shugarts added that it had not been used for years but they decided it needed to be a Surf City resident.

Consensus from all to move forward but it does not need a vote.

3. Crosswalk Flag Policy – Presented by Chris Carter. The purpose is to make crosswalks safer around town. This will be a flag that pedestrians will pick up on one side of the road to use for more visibility to motorists. Instructions will be on every pole. As his team is doing trash throughout the day, they will be checking the flags. Mr. Shugarts asked if it was for every crosswalk. The answer was yes and that would be 17.

Per the mayor, it sounds like a safe program.

Per Mr. Breuer, a vote from council is not needed. It's an informational presentation for council.

4. Parks, Recreation and Tourism Town Slogan – Presented by Jodi Shepard, director of Parks, Recreation and Tourism. Working with the subcommittees, they have chosen a slogan to use for marketing throughout the town. “Surf City, your hometown beach” is what they'd like to use for a marketing slogan. It can be used across the board for all of the town's marketing.

Ms. Batts asked if everyone was ok with it, and all agreed.

5. The Terraces Phase 4 Final Plat – Presented by Amy Kimes, Town Planner. The Terraces Phase 4 Final Plat is asking for approval. Mr. Poindexter, applicant has been submitting items as needed. Lots 37-48, 51, 53, 57-60. Staff recommends we do not approve lots 47 & 48 from the request which would bring it to 17 lots rather than the

19 that have been requested. The first cul-de-sac on the right has not been built or requested yet.

Mr. Shugarts said they do everything piece mill, they don't do sidewalks until told, they were missing a fire hydrant, there's always trash and standing water.

Ms. Kimes explained that some of the standing water would be addressed with the final paving.

Mr. Koloski agreed with Mr. Shugarts.

Mr. Fowler said he wants to make sure we stay consistent. If we ever went to court, we need to have consistency to stand on.

Ms. Kimes said there is a bond for much of the incomplete work.

Mr. Shugarts expressed his frustration with the entire project. He mentioned that it is unsafe with the lack of continuous sidewalks, streetlights, and narrow roads.

Mr. Helms asked if we have to approve this. Ms. Kimes said it meets all the requirements so we should.

Mr. Fowler said this is why he said we need to be consistent. If we were to deny it after approving it in the past with the same issues, we open ourselves up.

Mr. Helms asked if there were things that could be done to make sure it would be done right. He said he checked on the cul-de-sacs. It isn't complete but the developer has moved a fire hydrant and completed the curbs.

Mr. Koloski said he'd like to see everything complete before a decision is made to go any further. He thinks it should be done as you go. Ms. Kimes explained that the town allows the final coat of asphalt be put on at the end.

Mr. Shugarts said the issue with the water is not from the pavement. Ms. Kimes said that she would be happy to go out and look at that if he could give her more information on where he sees issues.

Ms. Batts said in the past few months she has been working with Ms. Kimes and Mr. Price to try to make sure we are getting the required items completed before moving forward.

There was consensus to move forward.

6. Summer Camp Fee Increase – Ms. Shepard gave the breakdown for the recommendation for summer camp this year. Registration starts in March. They would like a \$20 increase, which makes it \$200 per week with a \$30 sibling discount available. They do their best to keep the costs low, but they've seen an increase in products and field trips. They need to make sure they are covering the town's costs. There was consensus to move forward.

7. Budget Amendment – Facilities and Grounds – Mr. Carter said this is for new mowers. The original lease that had been signed is expiring. This would be for the purchase of new 48" and 72" mowers, as well as a front deck mower for the ball fields. By not leasing, \$12,000 will be saved in interest. They can also start putting money aside so that every 2-3 years, they can rotate the mowers out. Consensus to move forward.

8. Budget Amendment – Police Department - Mr. Breuer explained this is a result of the “No Shave November” Program, which are used for the “Shop with a Cop” program. It yielded the largest amount that the Police Department has seen. Consensus to move forward.

9. Budget Amendment – Emergency Management – Presented by James Horne; asking for \$4,400 to be transferred from the general fund back to the emergency management supply line. The funds were expended to prepare the Emergency Operation Center and response to Hurricane Ian. That amount is 73% of his allocated supply line. Consensus to move forward.

10. Budget Amendment - Public Utilities – Presented by David Price, director of Public Utilities. \$75,000 is needed for storm water. It was allocated in the last fiscal year but was overlooked and not carried over to the new budget and therefore put into fund balance. He is asking that the money be taken back from fund balance and be reallocated to the Del Mar Feasibility Storm Water Study.

Specific Action Requested: It is requested that the Town Council consider approval of the budget ordinance amendment as presented.

Mr. Helms made a motion to approve, seconded by Mr. Koloski, all in favor, motion carried

11. Fire Services Interlocal Agreement – Presented by Mr. Breuer. This is an agreement with Onslow County that had been budgeted for. This will continue this process for future fiscal years until the agreement is terminated. Essentially, \$0.03 of assessed value of properties within Onslow County. They then have a formula they use to provide the final outcome which is estimated to be \$140,000. This will solidify the agreement. In exchange for this, the town will provide cooperative agreement with N. Topsail Beach, Holly Ridge and portion of Onslow County for potential response if we have available units.

Mr. Wilson added that background checks have to be performed and mutual aid agreements are honored with them as well.

Mr. Breuer suggested that ideas for using that money have also been discussed internally in reference to future investments.

Consensus to move forward.

12. Business Registration Ordinance - Presented by Mr. Breuer. After 2 years of working with this program, over 200 businesses registered within the town. This goes towards the additional module we purchased for viewpoint, as well as staff time. The only issue seen is the \$500 failure to pay penalty is being confused with late registration. When it’s communicated with a business, they become very discouraged. He’s not asking to remove it but to instead reduce it from \$500 to \$100. This will also not negate responsibility to pay their late fee as well as their annual registration fee. He asking to amend the ordinance.

Mr. Shugarts asked for explanation of what the \$50 goes towards. Mr. Breuer said we are assuring that the business is in compliance with building and fire zoning. Those

are the key responsibilities of the registration program. It makes sure there is overall compliance and that there is an equal and level playing field. It's an opportunity for businesses to be recognized through the town website by category.

Ms. Batts asked if this would also help with parking passes. Mr. Breuer agreed, saying this information could be shared with Pivot so they could reach out to them.

Mr. Helms asked to confirm that we are only reducing the fee from \$500 to \$100. Consensus to move forward.

13. Resolution for Delegation of Leasing Authority – Mr. Breuer explained that this is a resolution that gives authority to execute a lease for up to one year. There have been a few things that have come up with the old police department to provide additional business opportunities within the town. We are looking to delegate management of the leasing of the space as well. This will get it started with a very small piece of the puzzle so that we can move forward with one or two small leases. We will use proper forms and have legal review of any lease that gets executed to avoid any potential liability.

Consensus to move forward.

14. American Flood Coalition Resolution – Mr. Breuer said this is a nonpartisan group, 501C3 non profit which advocates for solutions to sea level rise. They proactively address the growing threat of higher seas, stronger storms and more frequent floods by advocating for smarter planning. He was presented with the opportunity. We are not committing anything but it opens up an additional resource to garner information and potentially apply things to Surf City. They request that a resolution be adopted.

N. Topsail has already adopted the resolution and he believes Topsail Beach is planning to do that also.

Consensus to move forward.

15. Topsail Island Shoreline Protection Commission Legislative Priorities – Mr. Breuer said the TISPC has requested that each town review the list of draft priorities for the year. The state goals – there are things that we mimic on our local side. We would continue the Beach Clean, as well as have efforts to form a committee between all 3 towns to combat vitex. No action is needed as it's just a general presentation.

16. New Residents Packet – Mr. Breuer wanted to go over something that staff has been working on to create a resource for new residents in Surf City so that they know where to find services and sign up for those. History of the town, elected officials and committees, as well as facilities within the city. There is a lot to learn when you move to a beach town like Surf City. As you know, we are updating the town website as well. He presented the packet to council. It will cover all areas that a new resident might need information about. A one stop shop. We are also more than happy to help folks that still need to reach out to us.

No action needed. It was more about awareness for council since we will be pushing this out to the community.

17. Department Updates – Mr. Breuer said this is something he will start putting in each work session and would love to receive feedback. Each department head is present in case council has any questions. He then summarized an update, presented in PowerPoint, outlining each department.

Motion to adjourn made by Mr. Helms, seconded by Mr. Koloski, all in favor, meeting adjourned.