



TOWN OF SURF CITY

April 21, 2023

WORK SESSION AGENDA

Agenda

9:00 AM / Friday, April 21, 2023

Surf City Municipal Complex, 214 W. Florence Way

Watch Virtually: www.youtube.com/townofsurfcity

Staff Present:

Kyle Breuer, Town Manager

Carla Citarelli, Town Clerk

Brian Edes, Town Attorney

David Price, Public Utilities Director

Allen Wilson, Fire Chief

Phil Voorhees, Police Chief

Melissa Moore, Finance Director

Jodi Shepard, Parks, Recreation and Tourism Director

Lydia King, Human Resource Director

James Horne, Emergency Management Director

Chris Carter, Facilities and Grounds Director

Jason Lingle, IT Director

Chris Wright, IT Specialist

Amy Kimes, Town Planner

Council Present:

Mayor Batts

Mayor ProTem Helms

Councilman Fowler

Councilman Shugarts

Councilman Koloski

Absent:

Councilman Cannady

Call to Order – *Mayor Batts*

Invocation -*Councilman Fowler*

Pledge- *Mayor Pro Tem Helms*

Introductions & Welcome – Mayor Batts

Motion to adopt the agenda made by Mr. Helms, seconded by Mr. Koloski, all in favor, motion carried.

Town Council Work Plan Items:

1. Resolution to set Public Hearing – Annexation 4236-31-5339-0000

Presented by the town clerk. 1/58+/- acres located at 12734 Hwy. 50. This property has been to the Planning Board where they gave a recommended zoning of mixed use. She is asking for consensus to set the public hearing for June 6. All in favor of setting the public hearing.

2. ARPA Policies - *Presented by Melissa Moore, Finance Director. To receive funding from ARPA, their policies must be adopted. They were prepared by the School of Government. Mr. Fowler verified these are the guidelines set by the federal government. That was confirmed. They must be approved before April 30.*

Motion to approve and adopt the ARPA policies made by Mr. Fowler, seconded by Mr. Helms, all in favor, motion carried.

3. BOA to General Fund from ARPA- *Presented by Ms. Moore, Finance Director explaining that these adjustments are needed to make the funds correct.*

4. BOA General Fund 10 from ARPA- Receiving the ARPA funds to complete that step. There was consensus to move forward.

5. BOA General Fund to Mainland Park- move funds to the park fund to begin construction. Consensus

6. BOA for Mainland Park from General Fund- appropriate and receive those funds from the general fund. Consensus

7. Town Hall Budget Amendment Fund 10- We originally planned to take a loan out but it was decided to take it out of the appropriated general fund balance. They need to move money from general fund to town hall fund to close it out. Consensus.

8. Town Hall Budget Amendment Fund 52- to receive and appropriate and move those funds from the general fund to close out the project.

9. Tax March Release & Discoveries- sent from Onslow and Pender County. Consensus from all.

10. Emergency Operations Plan Review – Presented by Emergency Management Director, James Horne. This is a planning package in relation to incident response. The EOP serves as the legal action to be taken in an emergencies. The plan has been updated to include new federal requirements and to reflect updated town information including infrastructure additions. He asked for questions, comments. None were asked.

Mr. Helms made a motion to adopt the plan, seconded by Mr. Fowler, all in favor, Emergency Operations Plan adopted.

11. National Incident Management System Re-Adoption- Mr. Horne spoke on this. He explained the system and that the town adopted this over a decade ago. Now that all staff is up to date and certified, we'd like to reaffirm our commitment.

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

12. Stormwater Feasibility and Enterprise Fund Project- *Presented by Public Utilities director, David Price*

Motion to approve was made by Mr. Helms, seconded by Mr. Fowler, all in favor, motion carried.

13. EQ Basin Expansion Project Ordinance- *Per Mr. Price, Items 13-15 are tied together. The town applied for federal appropriation to build a new EQ Basin. We want to be ready if we are chosen. The contract, Project ordinance and BOA would have to be approved. We must be shovel ready in case we get awarded. Mr. Koloski made a motion to approve the project, seconded by Mr. Helms, all in favor, project Ordinance approved.*

14. EQ Basin Expansion BOA – *Motion made to approve by Mr. Helms, seconded by Mr. Koloski, all in favor, BOA approved.*

15. EQ Basin Expansion Engineering Contract – *Motion made to approve the contract made by Mr. Helms, seconded by Mr. Fowler, all in favor, motion carried.*

16. Resolution ASADRA Funding – *Presented by Mr. Price. It is a state funding program that we have utilized in the past. It is a variable interest loan. They'd like to seek it again for the Brine discharge project. This is part of the steps to apply for the loan, due May 1. Motion to approve made by Mr. Helms, seconded by Mr. Koloski, all in favor, motion carried.*

17. One Time Adjustment Ordinance- *This is in response to the public's request. Mr. Price has researched other areas and their policies. Several members of the public have recommended this. If someone has a main break or something catastrophic, we would be allowed to reduce the bill one time in the life of the account.*

Mr. Fowler asked if this isn't something we are already doing? It was his understanding that we have been working with folks in the past if they have a leak that has been repaired.

Mr. Breuer said no, this would be different. Currently, we forgive the sewer portion of the bill, but they do pay for the water.

Ms. Batts asked if we have a way of tracking now? Mr. Price said yes. Mr. Breuer added that with our system, we get an alert if an exorbitant amount of water is being used and we can send someone to check it out.

Mr. Helms made a motion to approve the ordinance, Mr. Koloski seconded, all in favor, motion carried, ordinance approved.

18. Spring Paving Project- *Presented by Mr. Carter, Facilities and Grounds Director. We have been working on this project for a while. 3 weeks ago, we sent out requests for offers from companies. 6 offers were sent out. He and the manager went over those and have chosen their preference of companies. Once the contract is signed, they will have 30 days to start. Once we get the dates, we will notify the residents in each area and continue to relay information to them.*

Mr. Helms asked when they would get the information back. He said the beginning of the following week.

Mr. Breuer recommended we move this to the new business of the May meeting so it could be discussed further. Mr. Helms made a motion to move it to the May council meeting.

Mr. Fowler made a recommendation that the manager and Mr. Carter get the final details worked out prior to that meeting. Ms. Batts clarified that they were asking for agreement to move this item to the May Council meeting agenda.

19. Parks, Recreation and Tourism Committees- Presented by Mr. Breuer in response to being asked by the Council previously to investigate the current Parks, Recreation and Tourism Advisory Committee. He found that in the past, the town had a recreation committee as well as the Special Events Committee. The only committee called out by ordinance is the Recreation Committee. NCGS160A-146 provides council the authority to create, change, abolish a committee. Town sponsored events have continued to grow. We are looking at actual data to evaluate and create marketing strategies and we hired a firm to do that. The town has an opportunity to continue on this focus through special events and marketing strategies. This provides the opportunity to create a designated committee.

In order to accomplish this, the town may propose to create a standalone committee, potentially called the Promotion, Special Events and Tourism Advisory Committee.

For example, we may want to evaluate certain special events. This committee could oversee that. If this is the direction the town would like to explore, it is recommended that this fall under the Parks, Recreation, and Tourism Department, with 2 separate council liaisons for each committee. Getting back to the ordinance discussion that is the next item on the agenda. It is his recommendation that we abolish the ordinance regarding the

The second would be to modify the Parks and Recreation Advisory Committee. Third, there would be a resolution to create the Promotion, Special Events and Tourism Advisory Committee.

Mr. Helms asked what Mr. Breuer would need first. He answered that it depends on which direction they want to go. We would bring these back to the May meeting; there are no resolutions prepared now.

20. Ordinance Amendment Ch. 2 Art IV Sec 2

Consensus from council to put this on the May agenda as new business and the clerk will have the resolutions ready. Mr. Shugarts asked for further clarification in that we would be abolishing the ordinance.

21. Balloon Ordinance – Presented by Mr. Breuer, similar in request to the utility adjustment. The Shoreline and Protection committee asked that we consider drafting an ordinance regarding the release of balloons.

Mr. Koloski gave an example of a floating lantern. He'd like to see those added.

Fire Chief Wilson added that those are called sky lanterns and they are already illegal in the state of NC.

Mr. Shugarts wanted to speak about it more. The \$250 citation seems steep for someone who may accidentally release a balloon, specifically children. Ms. Batts gave the example of a child playing on the dune. They would be warned or educated first rather than given a citation. Releasing hundreds of balloons is not ok but accidentally releasing one is different.

Mr. Koloski added that it may just be a warning situation if someone accidentally loses one.

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

motion carried.

22. Budget – *The recommended budget was presented by Mr. Breuer, accompanied by Ms. King and Ms. Moore.*

There was consensus to move to the Public Hearing and a budget ordinance will go into the packet for consideration.

23. Departmental Updates- *Mr. Breuer presented slide show and summation of each department's updates. See attached pages.*

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