



# TOWN OF SURF CITY

August 18, 2023

## WORK SESSION AGENDA

### *Agenda*

*9:00 AM / Friday, August 18, 2023*

*Surf City Municipal Complex, 214 W. Florence Way*

*Watch Virtually: [www.youtube.com/townofsurfcity](http://www.youtube.com/townofsurfcity)*

#### **Council Present:**

*Mayor Teresa Batts*

*Mayor Pro Tem Don Helms*

*Councilman Buddy Fowler*

*Councilman Jeremy Shugarts*

*Councilman John Koloski*

*Councilman Hugh Cannady*

#### **Staff Present:**

*Phil Voorhees, Police Chief*

*Allen Wilson, Fire Chief*

*David Price, Public Utilities Director*

*Lydia King, Human Resource Director*

*James Horne, Emergency Management Director*

*Jodi Shepard, Parks, Recreation & Tourism Director*

*Chris Wright, IT Specialist*

*Scott Hitchings, Code Enforcement Officer*

*Melissa Moore, Finance Director*

*Chris Carter, Facilities & Grounds Director*

*Carla Citarelli, Town Clerk*

*Kyle Breuer, Town Manager*

*Brian Edes, Town Attorney*

**Call to Order** – *Mayor Batts*

**Invocation** -*Councilman Fowler*

**Pledge**- *Mayor Pro Tem Helms*

**Introductions & Welcome** – *Mayor Batts*

*Motion to approve the agenda by Mr. Helms, seconded by Mr. Fowler, all in favor, agenda adopted.*

## **Town Council Work Plan Items:**

1. Parks, Recreation & Tourism Department Fee- *Presented by Jodi Shepard, Parks, Recreation and Tourism Director. She would like to add a yearly team sponsorship option for athletics.*

*Ms. Batts asked how it's done now. Ms. Shepard's answer is there is a yearly sponsor of \$1,600 to sponsor teams. There's also a banner sponsor opportunity. This would be sponsorship in between those 2.*

*Mr. Fowler said this would give an opportunity for sponsors to get year-round recognition and gives people more opportunities to get involved.*

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

2. Budget Ordinance Amendment – *Earl G. & Inez Batts Recreation Complex- Presented by Ms. Shepard. This covers construction site preparation and the phase 1 elements of the project. We have a cost estimate from our consultant and worked on cost saving measures before presenting this estimate.*

*Mr. Fowler said he understands what we have from the grant and pulling from the accommodation tax. We have the funds available, and we have been working on this for 20 years. He would like to see it move forward.*

*Ms. Batts agreed, knowing that it needs to be done in phases but that there will be quality and we need to do this for our community.*

*Mr. Helms asked about the skate park design. Ms. Shepard reminded everyone that there is a community skate park design team which meets and has public input.*

*Consensus to move forward.*

3. Budget Ordinance Amendment – *Crane Truck- Presented by David Price, Public Utilities Director. He said this was originally approved in the last fiscal year. The order was placed but not filled. A new order has to be placed in this fiscal year. Mr. Breuer said the money was not spent but it needs to be put into this year's budget. There is also an additional approximately \$8,000 to be spent, at no fault of staff. Mr. Fowler and Mr. Helms said they'd like to see this move forward. Consensus was given.*

4. Revision to Section 16-18 (b) – *Mr. Breuer presented. This is in response to the ongoing Right of Way project. We maintain policies that help with the processes and implementation of the project. It currently directs disputes from Code Enforcement officer to the Citizen Appellate Committee. There was discussion about technicalities of the project. There may be exceptions to the policy and the outcome of those decisions are directed towards a binding encroachment agreement that needs to be documented. Community Development would like to make this an internal review process instead of having it go to the CAC. They generally review appeals of town ordinance violations. The majority of those are items such as trash cart violations.*

*The staff would have more intimate knowledge on various topics affecting the project,*

*such as location of infrastructure, upcoming projects, etc. However, it may give a public perception that there might be bias. Also, it may take additional time to review the assessments. With CAC review, there would be a third party prospective. They are a preexisting board that has experience reviewing ordinance violations. However, they may not have the knowledge that allows a decision in the Town's best interests. He believes it should be reviewed by the staff committee based on public unknowns. We do have a qualified and dedicated team that can review and decide on these matters.*

*Mr. Helms asked if the CAC has a question, do they contact staff? Mr. Breuer said we have not yet gotten to the appeals process for zone 1. Code enforcement is the staff liaison to the committee, and he provides as much information as possible to the committee regarding the pertinent ordinance. Mr. Helms asked if we could have it so that staff can review first and pass the findings along to the CAC prior to a decision? Mr. Cannady agreed since staff may have knowledge of things the CAC may not. Mr. Koloski echoed the same.*

*Mr. Breuer said his hope is that if the internal review committee is upholding a code enforcement decision, there are facts tied to the decision and we are able to bring the facts out that Mr. Hitchings would take to the CAC. He prefers material to be presented to the committee.*

*Mr. Koloski did not want to see this taken away from the CAC. Mr. Breuer clarified that this in no way is intended to dissolve the CAC, but this is only in reference to the Right of Way project, as a technical issue.*

*Mr. Shugarts reminded everyone that the council has appointed the committee. (Correction – this committee is selected through a process within the Community Development Department) Mr. Breuer said it should go to staff if a citizen wants to appeal a right of way decision. Staff would review and explain the decision, whether it is to uphold the decision of code enforcement or not. If a citizen still objects, it can go to the CAC accompanied by the information from the staff decision.*

*Mr. Fowler said we need to keep the citizens' group involved but we also do not want to lose control if someone is violating our ordinance. He wants it structured in a way that we do not ignore the issue. He would like to see it come back to council after a process flow chart has been presented or a visual representation. Mr. Breuer said he can do that, and it can be brought back to the council on a regular agenda. Mr. Helms suggested putting it on the next agenda for the September meeting. Ms. Batts confirmed that it will be on the September 5 meeting agenda. She would like to see the authority needs to stay with town staff as residents may or may not know the reasons something needs to be moved. Mr. Breuer said that working with the feedback from Council and public meetings, they tried to incorporate policies with that. The right of way is critical for us to deliver necessary services and there is a separate ordinance that covers emergency removal of items in the right of way.*

*Mr. Fowler asked if we have any update on the zoning ordinance. Mr. Breuer said they have met with the consultant and are beginning the 9-month process. Mr. Fowler asked about the building happening until then, such as building up lots prior to building. Mr. Breuer said we can pull out that element and work on that separately and more urgently. Mr. Fowler asked if we could work on that now. Ms. Batts agreed that ordinance needs to be looked at now. Mr. Breuer said he'd ask the consultant to give proposals on that as a priority, take it to the planning board and then to council. Mr.*

*Fowler asked about traffic remedies as well. Mr. Breuer said yes, they are constantly looking at the traffic situation. We are in constant discussions with DOT regarding certain intersections. Long term efforts are underway in the form of prioritizations of DOT. He believes that some synchronization of stoplights should be reviewed. Mr. Fowler said he would speak with DOT again about this. Chief Voorhees said he spoke with them recently and asked them to come out and review those light sequences but specifically on particular days. We do have a very serious volume issue as well. Mr. Fowler said he was amazed at the last report on the number of cars that came through. We are no longer a seasonal beach and that needs to be considered. Chief Voorhees said he will be tracking that monthly moving forward to gather the data to present projects for prioritization. We hope to further our case for getting projects for Surf City. Mr. Helms added that there is a couple of roundabouts to be added, starting in 2025.*

*Speaking on traffic, Ms. Batts said they are trying to address individual issues such as the traffic going through the Waterside neighborhood. The police department put out signage which helped. Mr. Breuer also contacted Google and Waze to see if we can get that changed so that the maps do not redirect traffic through that neighborhood.*

*Mr. Fowler made a motion to adjourn the meeting, seconded by Mr. Koloski, all in favor, meeting adjourned at 9:43AM.*