



**SURF CITY TOWN COUNCIL REGULAR MEETING
MINUTES**

Tuesday, January 5, 2021

Surf City Welcome Center – 102 N. Shore Drive

Stream Live: www.youtube.com/townofsurfcity

4:30 PM

Council Members Present:

Douglas C. Medlin, Mayor

William J. (Buddy) Fowler, Mayor Pro-Tem

Donald Helms

Teresa Batts

Jeremy Shugarts

Dwight Torres

- I. CALL TO ORDER - Douglas C. Medlin, Mayor
- II. INVOCATION - William J. (Buddy) Fowler, Mayor Pro-Tem
- III. PLEDGE OF ALLEGIANCE - Donald R. Helms
- IV. SPECIAL RECOGNITION – Kyle Breuer, ECU’s 40 under 40 Leadership Award &
David Price, UNCW 2020 Graduate
- V. BEAUTIFICATION & APPEARANCE COMMITTEE AWARDS -

Home of the Month: Stephan & Sherry Gee at 1010 N. Shore Drive

Business of the Month: Diver Surfside Café at 809 Roland Ave.

VI. MAYOR'S REMARKS -

We ask that all in attendance please set your cell phones to silent or vibrate mode. The Council offers the public an opportunity to speak during the meeting. Comments should be limited to three minutes each and must be directly issue oriented with agenda items for this meeting, or an issue upon which the Council has control.

Citizen speakers will be acknowledged in the order in which they sign up to speak and will address all comments to the Board as a whole and not one individual Council member. Speakers will address the Council from the speaker’s podium at the front of the room and will begin their remarks by stating their name and address. Discussions between Speakers and members of the audience will not be allowed. Public comment is not intended to require the Council to answer any impromptu questions. Speakers are expected to be civil in their language and presentation. Any comments where the primary purpose is to promote business or candidacy shall not be allowed.

In accordance with the Council’s adopted Rules of Procedures, Councilmembers shall reserve responses, if any, for the Council Forum on the agenda.

VII. ADOPTION OF THE AGENDA -

Mr. Helms made a motion to approve the agenda as presented. Mr. Fowler seconded the motion, and it was carried.

VIII. APPROVAL OF THE CONSENT AGENDA -

**Items under Consent are generally of a routine nature. The Board may take action to approve/disapprove all items in a single vote. Any item may be withheld from a general action, to be discussed and voted upon separately at the discretion of the Council.*

1. Meeting Minutes - December 1st & December 11th, 2020
2. Budget Ordinance Amendment – Utility Water Meters
3. Resolution No. 2021-01 – Approval Request Local Government Commission

4. Tax Releases & Discoveries
5. Fee Schedule Addition – Parks & Recreation, After School Program
6. Pay & Classification Plan – GIS Technician
7. Site Plan Approval – Bishop Creek Apartments
8. Resolution No. 2021-02 – Dedication of Easements

Mr. Helms made a motion to approve the consent agenda as presented. Mr. Fowler seconded the motion, and it was carried.

- IX. PUBLIC COMMENT - Citizens have an opportunity to address the Council for no more than three minutes per speaker on topics which concern agenda items of this meeting.

No public comments

- X. MANAGER'S REPORT -

Mr. Kyle Breuer, Town Manager

- **Beach Nourishment** – Federal Project
 - Awaiting updated schedule from the Corps along with PPA for execution. The waiver request was submitted for real estate costs.
- **New Town Hall** – Big ticket item is that permanent power was cut on yesterday allowing for interior finishes to begin. Site lighting will not be cut on until building turnover. Outside of that, the following is anticipated to be completed over the next week or so.

EXTERIOR:

- Complete lap siding, porch ceiling board and batten install
- Complete Storage shed siding and soffit
- Pull feeders to generator
- Energize XFMR
- Continue painting siding and porch ceilings
- Complete roof + gutter install
- Begin downspout install
- Begin condensate and condensate cover installs
- Install 6” radio tower conduit

INTERIOR:

- Energize panels P3 and P4
- Heat Pump 2 air movement
- Begin ceiling grid install
- Begin installing light fixtures
- Begin installing sprinkler head drops into tile
- Install low voltage wiring
- Begin floor prep and ceramic tile install
- Begin final placement of cassette units into grid
- Install shower units
- Complete VTR connections
- **Old Town Hall**
 - Request for Proposal was published 11/30 and a bid opening has been scheduled for 1/6. Staff will evaluate proposals and provide a contract award recommendation to Council for demolition services.

- **Christmas Break Down will begin next week.**
- **PD Property**
 - Marketing signs are up in front of the building as well as the vacant land. Staff has received an offer on the land portion only and will bring that to the Council at your next meeting for consideration.
- **Town Ordinance Update**
 - The next round of reviews will take place on December 2nd, to include the following chapters: 5,6, and 7
- **HR Policy Review**
 - Staff continues its comprehensive review of the personnel handbook; we hope to have this to Council for your January work-session.
- **HR Emergency Medical Sick Leave (EMSL)**
 - The Federal Government was providing relief to private and public sector employers dealing with employees that may be impacted by COVID, whether that was personally or as a care giver. On December 31st, this benefit expired for our employees while we still see the impacts of the virus in our community.
- **Legislative Update**
 - Staff with Ward and Smith are actively trying to set up meetings with Representative Smith and Senator Rabon to discuss Surf City's legislative priorities.
- **RCCP Grant**
 - The three towns anticipate submitting a grant application for the Resilient Coastal Communities Program, through the NC Division of Coastal Management. This initiative, funded through the N.C. State Legislature and the National Fish and Wildlife Foundation, will provide funding to local governments to help overcome barriers in coastal resilience and adaptation planning, boost local government capacity, and support a proactive, sustainable, and equitable approach to coastal resilience planning and project implementation. I'm working with my colleagues in North Topsail Beach and Topsail Beach to have this completed by the 15th of January. The first two phases of the project, if awarded, will cover the community engagement and risk vulnerability portion as well as planning, project selection and prioritization. This will work well with the Town's comprehensive planning efforts and phases 3 and 4 will potentially include funding for design/engineering, and implementation.
- **S. Shore Flooding**
 - I just received word this afternoon that NCDOT has received approval to move forward with the drainage study. I will be expecting further information from NCDOT shortly.
- **Budget Workshop**

Just as a reminder, the next work session on the 15th we will be discussing FY 21/22 budget. This is an introductory overview to frame the upcoming budget for the new fiscal year. We will be limiting staff participation to the finance director, clerk, and myself.

XI. OLD BUSINESS -

9. Vendor Selection – Town App.

Mayor asked at what point will the council make the final decision on paid parking.

Mr. Breuer stated we need to get the vendor in the room to work with staff and council to set what these parameters will be. We will have to formalize policies and fee schedules and look at what areas would be charged.

Mr. Torres asked what moving forward would the cost be.

Mr. Breuer stated \$1,000 per month, and this would formulate our communication and goals.

Mr. Fowler stated the board is not ready to make that decision yet. The board needs more details regarding the paid parking.

There was discussion regarding the fees and contract. The board requested Otto Connect in attendance at the January 15th work session to present more details and cost to the board.

Mr. Torres made a motion to approve the vendor of Otto Connect Inc contract. Mr. Helms seconded the motion, and it was carried.

Mr. Fowler stated the presentation on paid parking will assist in determining if the board should move forward with paid parking. He stated there are many, many factors that go into making decisions such as these.

There was discussion over items and plantings in the right-of-way.

XII. COUNCIL FORUM -

Mrs. Batts wished everyone a Happy New Year. She spoke on looking forward in 2021, she also spoke on living and giving more generously. She stated that everyone is looking forward to more information on paid parking. She expressed her like for having the re-entry passes on the app. She updated the board on the Eastern Hazard Mitigation Plan approval from FEMA.

Mr. Fowler wished everyone a Happy New Year, he thanked the council for the ability to adapt in 2020 and carry-on town business. He stated he was looking forward to 2021 with a blissful heart.

Mr. Helms, he hoped everyone had a Merry Christmas and that everyone is trying to stay safe. He stated he was thankful for the board and the town employees and the job they all do. He stated he would like to see the Hazard Mitigation Plan approved.

Mr. Torres stated he echoed everyone's sentiment. He too agreed 2020 was difficult for everyone. He thanked the board and Mayor for their dedication and hard work.

Mr. Torres gave an update on Pender County tourism and how Surf City and the Chamber are all working together. He stated the Beautification Committee is working on the landscaping for the new town hall. He stated they are moving forward with a name change and council approval. He also indicated he was looking forward to working with the board on the new budget.

Mayor stated he appreciated everyone here and the board. He stated with everyone working together and bringing together their ideas great things work out. He stated he was appreciative of the town staff.

XIII. TOWN ATTORNEY REPORTS -

XIV. ADJOURNMENT -

Mr. Torres made a motion to adjourn. Mr. Shugarts seconded the motion, and it was carried.