

MINUTES  
OAK ISLAND TOWN COUNCIL  
SPECIAL MEETING  
APRIL 26, 2017 – 2 P.M.  
COUNCIL CHAMBERS - OAK ISLAND TOWN HALL

Present: Mayor Cin Brochure, Mayor Pro Tempore Loman Scott, Council members Sheila M. Bell, Charlie K. Blalock, Jim Medlin and Jeff Winecoff, Town Manager David Kelly, Assistant Manager/Town Clerk Lisa P. Stites, CMC, and Finance Director Dave Hatten.

Mayor Brochure called the meeting to order at 2 p.m.

Mr. Kelly said that we'll have a final budget workshop on May 23. Howie Franklin from the Cape Fear Jetport will be present, as will DEC Associates to discuss funding beach nourishment. There will also be a presentation on the electronic water meters.

Development Services: Mr. Kelly reviewed some personnel changes being made in this department. Mr. Edwards reviewed his proposed budget with Council. There is money included for new code books, tablets and licensing fees. Councilor Medlin asked about the requested zoning technician position. The current position that is split between zoning technician and code enforcement will become a full-time code enforcement position and an additional zoning technician is being requested. Mr. Edwards said they really need a full-time zoning inspector and an additional zoning technician. He also explained the duties of a zoning technician. Councilor Blalock asked about implementing a see it, click it, fix it type program. Mr. Edwards said the volume of complaints coming in without such a program is already burdensome; he also expressed concerns about the program being abused. The Tyler software does have a module similar to the one being suggested. Mayor Brochure said that the majority of the complaints she gets concern trash on the side of the road that is not getting collected. Mr. Edwards said he agreed that the citizens deserved a clean town. He also said that citizens making complaints directly to Town staff instead of elected officials would also be helpful. Mr. Kelly said that in the summer, there is no extra staff; they are busy picking up trash and such on the beach. Councilor Bell said that it sounds like it would take one person all day five day a week to keep up with it. Mr. Edwards said they recently issued letters about the polycarts not brought in by the required time; there were 52 letters issued just for the west end. Mayor Brochure said that this was a good discussion, because the public could see that we don't have the staff to do this, unless we're willing to pay more for it. Councilor Medlin said that he remembered looking at this a few years ago and it was 4 or 5 cents on the tax rate to add the staff needed to handle this. Mr. Kelly said that we can make it a part of patrol that officers make note of where untagged vehicles are parked in the right-of-way and then the next shift can check if the vehicles are still there. Councilor Blalock said that he knew the officers have the time, but he had always thought it was a code enforcement issue. Mr. Edwards said that violations in the rights-of-way and street ends were the responsibility of the Police Department since it was not private property. Streets ends are often used as storage areas for the adjacent properties. As of the end of March, Development Services has collected more than \$479,000 in revenue; Mr. Edwards estimates it will be \$620,000 by the end of the year. Councilor Medlin asked Mr. Edwards if having an additional zoning technician would help catch up some of the zoning issues; Mr. Edwards said that it would. Mayor Pro Tempore Scott asked if the Town was really saving money by adding a zoning technician and we end up picking up the trash in the right-of-way anyway. Mr. Edwards said that code enforcement also addresses junk vehicles, dilapidated structures, etc.

Public Works: There is not a staff person dedicated to overseeing the facilities. There is a facilities maintenance position, but that person is often needed for other duties. This is a job that we used to have

but that was cut out when several positions were cut from the roster. Councilor Medlin asked what the pay grade for this person would be. If the current facilities maintenance technician is promoted, that position would be a pay grade 19 (currently a grade 18) and a new facilities maintenance tech would be hired in at a grade 17. Consensus was to include this in the budget. The gas tanks have been brought into compliance, but we will need new pumps. The plan is to start using gas cards assigned by employees; cards can have assigned approved ranges for use to accommodate out-of-town trips. Under fleet maintenance, job titles have been corrected to what they should be; there is no salary increase for this. There is an increase in expenses for hazardous waste removal. Councilor Bell asked if the mechanics do all of the maintenance on all the vehicles. Mr. Napier said that they do almost all of it, though there are some things that we can't do. The grapple truck, for example, is in Virginia being repaired. Specialized repairs are outsourced, but our mechanics do work on fire trucks, etc. Mr. Kelly said that additional employees had obtained CDLs, and employees had stepped up into crew leader positions. While reorganizing the department, staff discovered there was a position that had been vacant for years; it is now being advertised. Council also discussed the dune protection signs. Mr. Napier said that signs being sold to property owners for their private property do not include information about the fine. Mayor Brochure asked why they did now and said that people would be more likely to comply if they knew there was a fine for violations. A truck is requested to help pick up items off the beach. Mr. Kelly said that there is money in reserves so the truck could be purchased before the season starts.

Councilor Winecoff asked why we had phone allowances while others did not. Mr. Kelly said it depended on whether the employee needed to be contacted while off duty or whether they needed to be contacted on duty out in the field.

Mr. Napier said he wanted to note that morale had been greatly improved in his department.

Wastewater: The rates are recommended for a 1.5% increase. The County has gone up 1.7% for the coming year. Mr. Moore reviewed the wastewater budget. The only capital item requested is a new mower for the Fish Factory Road plant property. The debt for the Fish Factory Road plant has been paid off. There is also money budgeted for new membranes for the SWRF, which are now less expensive than they were in years past. It takes nine months to receive them once they're ordered. In collections, promoting an employee to Wastewater Superintendent leaves a vacancy for someone to be in charge in the Superintendent's absence; another employee will be promoted to crew leader. There is money budgeted to continue installing air conditioning units in the vac stations. There is money budgeted for putting money in capital reserves for future maintenance needs. Councilor Medlin asked what the Accommodations Tax fund is owed by the wastewater fund; Mr. Hatten said he thought it was \$2.5 million. Councilor Medlin asked what the balance was in the wastewater fund; Mr. Hatten will get that number for Council. Councilor Winecoff said money could be used from the water fund as well. Mr. Hatten said he would prefer to keep that money in utilities. The budget keeps the same Sewer District Fee.

Water: Mr. Kelly said that the increase in water fees would take the base rate from \$31.24 to \$31.71, again to account for the increase from Brunswick County. Mr. Kelly said that we are changing the name of the money collected that goes toward debt (previously called an impact fee) to infrastructure reimbursement fee. There will be a Water Superintendent in this department as well. A utilities maintenance mechanic will be moved up to heavy equipment operator. The proposed budget also includes \$2.31 million for finishing installation of electronic water meters. Mr. Kelly said that staff spends quite a bit of time working with customer complaints about water usage, and this would eliminate a lot of that. There is money in reserves for this purchase. There are currently part-time read meters; the positions would convert to one full-time person. Electronic meters would also allow people to use an app to

monitor water usage if they want to. There will be a presentation on this at the May 23 budget meeting. This was planned for seven years ago, but then the sewer system took precedence.

**Councilor Bell made a motion to adopt the budget ordinance amendments for the Police Department vehicles and for the pickup truck for Public Works as presented. Councilor Winecoff seconded and the motion passed unanimously.**

**Councilor Bell made a motion to adjourn at 3:55 p.m. Mayor Pro Tempore Scott seconded and the motion passed unanimously.**

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Cin Brochure, Mayor

ATTESTED: \_\_\_\_\_  
Lisa P. Stites, CMC  
Assistant Manager/Town Clerk

*Clerk's Statement: Minutes are in compliance with the open meetings laws. The purpose of minutes per the open meetings laws is to provide a record of the actions taken by a Council or a Board and evidence that the actions were taken according to proper procedures. All actions of the Council are recorded in the official minutes. Not all portions of Town of Oak Island meetings are recorded verbatim in the official minutes, with general discussion items, reports, presentations, and public comments being paraphrased or summarized in many instances. Public comments in writing should be submitted to the clerk via hard copy, electronic mail, or other means so as to ensure an exact verbatim account. The Town of Oak Island provides full coverage of meetings on Government Channel 8 so that the Citizens and the Public may view and listen to the meetings in their entirety.*