



# City of Southport

## BOARD OF ALDERMEN REGULAR MEETING AGENDA

223 E. Bay Street

May 14, 2020

6:00 p.m.

Due to Social Distancing, we will be streaming meetings so citizens may safely view from home. Please send public comments prior to the meeting to [mwindham@cityofsouthport.com](mailto:mwindham@cityofsouthport.com) so they may be read into the minutes

- A) Call To Order
- B) Invocation
- C) Pledge of Allegiance
- D) Public Comment
- E) APPROVAL OF AGENDA

**ETHICS STATEMENT** *"If any members know of any conflict of interest or the appearance of a conflict of interest with respect to matters on the agenda please so state at this time."*

### CONSENT AGENDA

1. Approval of Minutes for April 9, 2020 Regular Meeting (orange), Minutes of February 1, 2020 Retreat – Departmental Reports (purple, Windham)

### AGENDA

2. Fire Department Budget; Approval as Presented (pink, Drew)
3. Ordinance Establishing a Capital Project Fund: Howe Street Sewer Replacement Project (tan, Trexler)
4. Planned Unit Development (PUD) Land Use Plan Application, Osprey Landing, Submitted by Bill Clark Homes (white, Lloyd)
5. Discussion; Reduce Speeding on Brunswick Street (Davis)
6. Discussion; Designate Shoulder of Brunswick Street as a No Parking Zone

(Davis)

7. Discussion; Unified Development Ordinance (UDO) Text Amendment, Building Height (Davis)
8. Appointment(s) to ABC Board (gray, Spencer)

**COMMITTEE REPORTS**

**MANAGER'S REPORT**

**STAFF REPORTS – provided in Agenda packet**

**MAYOR'S COMMENTS**

**BOARD COMMENTS**

**ADJOURN**

## Agenda Summary

May 14, 2020

1. **Approval of Minutes for April 9, 2020 Regular Meeting (orange)  
Approval of Minutes for February 1, 2020 Retreat – Departmental Reports (purple)  
(Windham)**
2. **Fire Department Budget; Approval as Presented (pink, Drew)**  
The Fire Department proposed FY 2020 – 2021 Budget is provided for approval as presented in order to be submitted to the Brunswick County Fire Fees Committee and Brunswick County Commissioners for final approval.
3. **Ordinance Establishing a Capital Project Fund: Howe Street Sewer Replacement Project (tan, Trexler)**  
A Golden Leaf Grant has been awarded to Southport for repairing the sewer infrastructure. Staff requests approval of an Ordinance to establish a Capital Project Fund.
4. **Planned Unit Development (PUD) Land Use Plan Application, Osprey Landing, Submitted by Bill Clark Homes (white, Lloyd)**  
A land use plan for a 196-unit PUD is attached for Board consideration. The Planning Board has reviewed the submittal and a recommendation is provided.
5. **Discussion; Reduce Speeding on Brunswick Street (Davis)**  
Alderman Davis has requested discussion and consideration of ways to reduce speeding on Brunswick Street as it is vital for pedestrian safety.
6. **Discussion; Designate Shoulder of Brunswick Street as a No Parking Zone (Davis)**  
Alderman Davis has requested discussion and consideration of designating the shoulder of Brunswick Street a *No Parking* zone from Short Street to the west end of Brunswick Street to improve pedestrian safety.
7. **Discussion; Unified Development Ordinance (UDO) Text Amendment, Building Height (Davis)**  
Alderman Davis has requested discussion and consideration of amending the Unified Development Ordinance to limit maximum building height to 40 ft. for all structures.
8. **Appointment(s) to ABC Board (gray, Spencer)**  
A vacancy on the Southport ABD Board exists. The vacancy has been advertised and five (5) applications have been received. Alderman Spencer, ABC Board liaison, will provide a recommendation for appointment.

**BOARD OF ALDERMEN  
COMMUNITY BUILDING  
223 E. BAY STREET**

**REGULAR SESSION MINUTES  
APRIL 9, 2020  
SOUTHPORT, N.C.**

**PRESENT:** Mayor Joseph P. Hatem  
Aldermen Karen Mosteller, Lora Sharkey, Lowe Davis,  
Marc Spencer, John Allen, Tom Lombardi

**STAFF PRESENT:** Chris May, Interim City Manager  
Michele Windham, City Clerk via streaming  
Mike Isenberg, City Attorney  
Lisa Anderson, Videographer

**A) Call to Order – 6:00 p.m.**

Mayor Hatem called the meeting to order at 6:00 p.m. Mayor Hatem stated that in order to adhere to COVID-19 mandates, the meeting was being streamed live on Facebook and no audience was in attendance.

**B) Invocation**

Alderman Davis gave the invocation.

**C) Pledge of Allegiance**

Mayor Hatem led the assemblage in the Pledge of Allegiance.

**D) Public Comment**

Mayor Hatem read the following Public Comments into the record:

*“After attending the Planning Board meeting regarding the proposed Bill Clark development off Robert Ruark Drive, I feel compelled to offer my opposition to the developer’s use of Robert Ruark for both an entrance and an exit. I do not know how the original plan with an exit onto 211 was ditched and replaced with the current proposal. The traffic that will ensue on Robert Ruark and at the light at Howe and Ruark will be a nightmare. The subdivision that will be used for an exit is not equipped for such traffic. It is my hope that you all, as our officials, both appointed and elected will serve the residents of Southport and oppose this ludicrous proposal.”*

Vicki Morrison

Dear Mayor, Alderman and City Officials:

*“In light of the negative economic impacts that COVID-19 is already having on the travel industry, the Southport-Oak Island Area Chamber of Commerce board of directors asks that all work, discussion and voting on a short term rental ordinance cease until the public is able to attend meetings of the alderman and planning board committee in person. Verbal communication is important for the public to know their “voice” has been heard.*

*We have attached the Chamber's position but are hopeful that you will give the travel industry the chance to voice their concern. This issue is very important and will have a lasting effect on tourism and real estate sales in the City."*

Sincerely,  
Southport-Oak Island Area Chamber of Commerce  
Board of Directors

**E) Approval of Agenda**

Alderman Mosteller motioned, second by Alderman Lombardi to approve the Agenda.  
**Unanimous vote; motion carried.**

**ETHICS STATEMENT:** *If any member of the Board knows of any conflict of interest or the appearance of a conflict of interest with respect to matters on the agenda, to please so state it at this time.*

No Conflicts stated

**F) Special Recognition – Arbor Day Proclamation**



**CITY OF SOUTHPORT ARBOR DAY PROCLAMATION**

**WHEREAS**, in 1872, J. Sterling Morton proposed to the Nebraska Board of Agriculture that a special day be set aside for the planting of trees, and

**WHEREAS**, this holiday called *Arbor Day*, was first observed with the planting of more than a million trees in Nebraska, and

**WHEREAS**, *Arbor Day* is now observed throughout the nation and the world, and

**WHEREAS**, trees can reduce the erosion of our precious topsoil by wind and water, cut heating and cooling costs, moderate the temperature, clean the air, produce life-giving oxygen, and provide habitat for wildlife, and

**WHEREAS**, trees are a renewable resource giving us paper, wood for our homes, fuel for our fires, and

**WHEREAS**, trees in our city increase property values, enhance the economic vitality of business areas, and beautify our community, and

**WHEREAS**, trees in our city are a great source of joy and spiritual renewal.

**NOW, THEREFORE**, I Joseph P. Hatem, Mayor of the City of Southport, NC, and the Board of Aldermen, do hereby proclaim **April 27, 2020 as ARBOR DAY** in the City and urge all citizens to celebrate and support efforts to protect our trees and woodlands, and

**FURTHER**, I urge all citizens to plant trees to gladden the heart and promote the well-being of this and future generations.

**DATED**, this 9th day of April, 2020.

City of Southport

BY: /s/ Joseph P. Hatem, Mayor

Attest: /s/ Michele Windham, City Clerk

## **CONSENT AGENDA**

### **1. Approval of Minutes for March 12, 2020 Regular Meeting; Minutes of March 19, 2020 Special Emergency Meeting, COVID-19**

Mayor Hatem pointed out a revision, submitted by Alderman Lombardi, to the March 12, 2020 Regular Meeting Minutes, Item 2 – Presentation/Discussion, Chip Seal:

Alderman Lombardi introduced an alternative to asphalt street resurfacing. He indicated that a chip seal process could be applicable for rural and less traveled streets, lasts five to seven years, stops infiltration and ~~could reduce paving costs by one-third~~ **would be 1/3 the cost.**

Alderman Sharkey motioned, second by Alderman Davis to approve the March 12, 2020 Regular Meeting Minutes as amended. **Unanimous vote; motion carried.**

Alderman Davis motioned, second by Alderman Mosteller to approve the March 19, 2020 Special Emergency Meeting Minutes as presented. **Unanimous vote; motion carried.**

## **AGENDA**

### **2. Amendment to Personnel Policy Section 30, State of Emergency Pay as it Applies to Pandemic**

Attorney Isenberg clarified that the Personnel Policy amendment adopted in March was intended to apply to a hurricane situation and not a pandemic and that this should be clarified in the Policy.

Alderman Davis motioned, second by Alderman Lombardi to amend the Personnel Policy to reflect that the changes adopted March 12, 2020 apply to hurricane type situations when the employees are coming in to work when the City is closed, but the adopted amendment does not apply to a pandemic.

#### Discussion

Noting that many City employees are reporting to work while under a State of Emergency and the Governor's March 27 stay at home mandate, Alderman Spencer suggested recognition of those employees.

**Unanimous vote; motion carried.**

### **3. COVID-19 Fiscal Impact Report**

#### **a. Current Year & FY 2020/2021 Projected Local Sales Tax Collection**

Report included in Agenda packet and on file in the Clerk's office.

#### **b. Current Year & FY 2020/2021 Projected Occupancy Tax Collection**

Report included in Agenda packet and on file in the Clerk's office.

#### **c. Current Year & FY 2020/2021 Projected Motor Vehicle Tax Collection**

Report included in Agenda packet and on file in the Clerk's office.

City Manager May reported that the League of Municipalities had analyzed projected State revenues and found that revenues could be impacted by as much as 50% due to the COVID-19 pandemic: sales tax, beer & wine tax, vehicles tax, and unpaid property taxes due to high unemployment.

Due to the COVID-19 pandemic impact on the economy, City Manager May noted that FY 2020/2021 Budget may need to be supplemented from fund balance or severely reduced.

Alderman Allen pointed out that projections for the current fiscal year reflect a deficit of \$250,000 and the FY 2020/2021 projections show a deficit of \$400,000+. He asked if the Finance Director could provide FY 2019/2020 & 2020/2021 ABC revenue projections and current fund balance.

Alderman Spencer stated that he had attended the ABC Board meeting and it was reported that revenues were \$100,000 over budget.

#### **d. Project(s) Status:**

##### **1. Waterfront Stabilization**

City Manager May reported that he would be contacting Engineer Phil Norris who currently has the design phase of the project.

##### **2. City Dock**

Attorney Isenberg reported that the City had received a FEMA funding extension on the project and staff is working with CAMA to get them the information needed for the Major CAMA permit. He pointed out that the City had to draft a proposal designating a riparian line. He stated that he had phone conversations with the Department of Coastal Management (DCM) attorney, and the project was moving forward.

##### **3. Weather Tower**

Mayor Hatem reported that, to date, over \$4,000 has been received in donations toward restoration of the weather tower. He noted that the preliminary design drawings had been submitted to

the State Historic Preservation Office (SHPO) for their approval. He added that the design will incorporate the original weathervane, mullet, and parts of the tower. Mayor Hatem stated that the project would be reviewed by the Parks & Recreation Advisory Board prior to submittal to the Board of Aldermen.

#### **4. WWTP**

City Manager May reported that following a conference call with the County, it was determined that John Nichols, Brunswick County Public Utilities Director, would prepare a proposal for the Brunswick County Board of Commissioners followed by submittal to the Southport Board of Aldermen.

##### **e. FY 2020-2021 Budget Status**

City Manager May outlined the budget schedule:

- Department Heads complete budget by mid-April
- Meetings with Finance Director and Department Heads will be completed by the end of April
- The Board will be presented the budget and have needed workshops in May
- Final budget by June 1; Public Hearing held during June 11<sup>th</sup> regular Board meeting

##### **f. City Manager Position**

City Manager May reported that 19 candidates had submitted applications for the City Manager position. He stated that five (5) have excellent qualifications, the majority have city manager experience, one is just out of college and another is a former city manager of San Bernardino, California. Mayor May stated that he would provide copies of the applications for the Board to review and to choose five (5), then send written questionnaire, pick three (3) to interview in May and provide time for final candidate to give notice. City Manager May noted that three (3) candidates were between jobs.

Responding to a query by Alderman Allen, City Manager May indicated that the submittal deadline was open ended, until filled.

#### **4. Discussion; Battery Island Bird Nesting/Audubon Society**

Noting that the Naturefest event had been cancelled, Alderman Sharkey shared information pertaining to the two uninhabited islands between Southport and Bald Head Island that are bird sanctuaries. Alderman Sharkey stated that Ms. Lindsey Addison, North Carolina Audubon Biologist for this area and who manages the islands, asked that if anyone sees people on those islands to notify the North Carolina Wildlife Resources Law Enforcement at 800-662-7137. Alderman Sharkey pointed out that Southport Animal Protective Services Officer, Kate Marshall, could also be contacted at 457-7900 or 477-1486. Alderman Sharkey shared information regarding an Audubon virtual field trip of the islands.



## **5. Appointment(s) to ABC Board**

Mayor Hatem pointed out that Alderman Spencer had advised the Clerk that applicant interviews were still pending, and a recommendation could not be made at this time. ABC Board liaison, Alderman Spencer, stated that telephone interviews were scheduled for Wednesday, April 15, 10:00 AM – 2:00 PM and an appointment recommendation would be presented to the Board at the next meeting.

### **MANAGER'S COMMENTS**

Noting that the Board is statutorily required to hold a monthly meeting, City Manager May recommended brevity to comply with social distancing mandates.

### **COMMITTEE REPORTS**

Alderman Mosteller reported that the Planning Board is continuing the work of the City with virtual meetings. She pointed out that the UDO update project is on-going. She stated that the April 16, 6:00 p.m. meeting of the Planning Board would be held and advised checking the City's web page for updates.

Alderman Spencer reported that the ABC store is in the process of buying back unused bottles from retail establishments.

As liaison to the 4<sup>th</sup> of July Committee, Alderman Spencer congratulated the Mayor on making a very hard decision to cancel the 4<sup>th</sup> of July event.

Alderman Lombardi reported that the donated lifeboat had been moved to Stevens Park to be cleaned and painted. He thanked Mr. Ray Jenkins, Southport resident and owner of R & R Powder Coating, who has sandblasted the boat. Alderman Lombardi stated that two coats of white paint had been put on the boat by himself and one other individual. He thanked city staff for getting the boat and turning it during the painting process.

Alderman Davis reported that the Arbor Day observation had been cancelled. She pointed out that for 16 years Southport has been designated a Tree City USA Community by the National Association of State Foresters and the Arbor Day Foundation. She pointed out that the designation is not merely awarded on the number of trees a community has, but the honor goes to cities that officially meet standards for taking care of trees and canopy. Alderman Davis reported that a good size Live Oak had been selected and would be planted in front of the former City Hall where a large Live Oak was recently lost. She indicated that the 16 trees planted in February were alive and well and the 10 planted last year are in foliage.

Alderman Davis reported that four (4) applications had been received for appointment to the Forestry Committee and interviews would be held when it was safe to do so.

Alderman Davis promoted free and minimal cost webinars to learn about trees that can be linked through the Forestry Committee section of the City's web page.

Alderman Sharkey reported that ElectriCities had been meeting electronically.

## STAFF REPORTS – provided in Agenda packet

### BOARD COMMENTS

Responding to a query by Alderman Spencer, Mayor Hatem confirmed that all city facilities were closed to group gatherings, including the Community Building. City Manager May indicated that refunds would be issued for any reservations made and he verified that all city events are cancelled until Labor Day.

Noting the uncertainties due to the Coronavirus Pandemic, Alderman Sharkey spoke about business owners reaching out to her regarding Southport's economic and social welfare, i.e., people normally employed and now out of work, at home and stressed. She stated that people may fall into bad habits that could linger beyond the lockdowns and she wondered what the community can do to think about it holistically. She suggested talking about the concerns and planning, based on data and recommendations from the State, how and what can be opened up. She shared a question posed to her that she did not have an answer for; *Just because the City is not holding an event, does that mean a business cannot hold an event in July or August?* She emphasized improving communication so people would not get more nervous and to demonstrate that the Board is working on those issues and helping everybody.

Mayor Hatem stated that there is a very robust communication system in place, and he thanked Information Officers, Randy Jones, and Lisa Anderson, for broadcasting information via social media, i.e. press releases, questions and answers, and videos. Noting that volunteer and non-profit groups are assisting businesses, Mayor Hatem concurred that the current economic climate is extremely arduous for businesses.

Alderman Spencer stated that he has not been receiving e-mail updates and has had to find information on social media. He expressed his support of Mayor Hatem and noted that the Mayor has only the best interests of the community at heart. Referencing his role with the 4<sup>th</sup> of July Committee, Alderman Spencer pointed out that his first year as Alderman the Committee had to cancel the 4<sup>th</sup> of July fireworks due to a lightning storm and the second year, the 4<sup>th</sup> of July event in its entirety has been cancelled. He encouraged people to be generous in spirit, to support leaders, to be patient and know that Southport will get through the trying times.

### ADJOURN

Alderman Davis motioned, second by Alderman Allen to adjourn the April 9, 2020 regular Board meeting. **Unanimous vote; motion carried.**

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Joseph P. Hatem, Mayor

Attest: \_\_\_\_\_  
Michele Windham, City Clerk

**BOARD OF ALDERMEN  
COMMUNITY BUILDING  
223 E. BAY STREET**

**RETREAT MINUTES  
FEBRUARY 1, 2020  
SOUTHPORT, N.C.**

**PRESENT:** Mayor Joseph P. Hatem  
Aldermen Karen Mosteller, Lora Sharkey, Lowe Davis,  
Marc Spencer, John Allen, Tom Lombardi

**STAFF PRESENT:** Bruce Oakley, City Manager  
Michele Windham, City Clerk  
Melanie Trexler, Finance Director  
David Fox, Public Works Director  
Tom Stanley, Asst. Public Works Director  
B. Wayne Strickland, Building Inspector  
Todd Coring, Police Chief  
Charles Drew, Fire Chief  
Randy Jones, Tourism Director  
Heather Hemphill, Parks & Recreation Director  
Kate Marshall, Animal Protective Services/Code Enforcement Officer

**Call to Order - 9:00 a.m.**

Mayor Hatem called the meeting to order.

**Invocation**

A moment of silence in honor of Ms. Sylvia Butterworth, a 25-year Southport City employee, was held.

**Pledge of Allegiance**

Mayor Hatem led the assemblage in the Pledge of Allegiance.

**1. Workshop/Local Government Primer/Roles/Prioritization of Issues**

Meeting minutes provided separately and adopted March 12, 2020.

**Lunch Recess – 12:14 P.M.**

**2. Brunswick Electric Membership Corp (BEMC)**

Mr. Tim Tippett, Mr. Mike Blue, and Ms. Deborah Fish presented an overview of services provided by Brunswick Electric Membership Corp. (BEMC), a review of Hurricane Dorian pre-storm preparations and responses, status of FY 2019/2020 Work Plan Projects and the proposed two year Work Plan for FY 2020/2021 and FY 2021/2022. (complete report on file in the Clerk's office)

- **Customer Growth:** 2012 = 2,691  
2019 = 3,243
- **2019 Types of O & M Service Orders**
  - Meeting with Customer
  - Problems Found During Outage Response
  - Security Light Repair
  - Retire Equipment
  - Disconnects
  - New Connections & Reconnections
  - Meter Change
  - Banners
  - Tree Maintenance
  - Streetlight
  - Service Repairs & Upgrades
  - Energy Audit
  - Pole Removal
  - Work Orders

**Total Miles of Overhead & Underground (as of January 2020)**

679 Overhead  
2,564 Underground

**FY 2019/2020 Work Plan Projects**

- Overhead to Underground Conversion along Hwy 211 (City reimbursed by DOT) \$ 2,236,414
- NCDOT Overhead to Underground Conversions of Services along Entire Hwy 211 Route – Not Started \$ 77,000
- NCDOT Streetlights Along Howe Street – Not Started \$ 150,000
- Fodale Avenue Overhead to Underground Conversion (Complete) \$ 840,000
- Fodale Avenue Overhead Retirement (waiting on Spectrum) \$ 35,000
- Replacement of Oil Circuit Breakers with S&C Tripsavers (Complete) \$ 66,950

**Proposed 2020/2021 Work Plan Projects**

- N. Lord to W. 12<sup>th</sup> Streets Overhead to Underground Conversion \$ 46,000
- City Pier Solar LED Lighting \$ 45,000
- Pole Replacements – 128 Rotten Poles \$ 135,000
- Cape Fear Drive Overhead to Underground Conversion \$ 285,000
- River Drive Overhead to Underground Conversion \$ 320,000
- BEMC Back-up Service to City of Southport ROM \$1.64M

**Potential Project for 2021/2022 – Howe Street Cable Upgrade And Conversion from Overhead to Underground**

- 1.0 mile along Howe Street from W. 10<sup>th</sup> to W. Bay Bores \$ 3,200,000
- 48 Bores along Howe Street from W. 10<sup>th</sup> to W. St. George \$ 150,000

Board consensus for consideration of City Pier solar LED lighting, Lord Street overhead to underground conversion, and two-year pole replacement project at the February regular Board meeting.

### **3. Departmental Reports**

#### **PUBLIC WORKS** (complete report on file in the Clerk's office)

##### Electric

Electrical Superintendent Ellie Pittenger stated his mission: To work closely with BEMC on system improvements, street lighting, ensure contract obligations, and coordinate multi-year work plan.

Superintendent Pittenger reviewed the following:

- Purchase Load Management (LM) Switches (100)
- Install LM switches
- Increase LM participation
- Continuing funding for underground service conversion
- Train backup LM operator
- Replace rotted poles
- Erect electric vehicle charging station
- Purchase smart thermostats & repeaters
- Purchase meter collars
- Purchase NexGrid Software
- Erect LM infrastructure (2 – 30ft. pole)
- Replace 2006 Ford Explorer
- Establish contingency plan for underground work, unforeseen LM switch replacement, and/or storm damage

##### Water & Sewer

Mission: To operate and maintain the City's water and wastewater systems, to interact in a courteous manner with customers, be proactive towards City's needs, work with developers on projects involving extensions of City's water and wastewater systems.

Public Works Director Fox reviewed FY 2020/2021 budget requests per each division:

##### Sewer

- Funding for I & I study and repair work of collection system
- Purchase backup pump for Indigo Lift Station and The Landing Lift Station
- Funding for solid removal & dewatering from collection system
- West/West lift station rehab
- Funding for manhole rehab, 200 vertical ft. on west side of town
- Replace Generator at 9<sup>th</sup> Street Lift Station and Park Avenue Lift Station

## Water

- AMI system software/hosting/licensing
- Replace water main on E. West
- Replace galvanized with PVC on Rhett Street
- Replace water main on W. Brown
- Purchase collector for backup of AMI projects

## Building & Grounds

**Mission:** To ensure safe and sound maintenance and repair of public buildings and other City facilities. To inspect all maintenance and repair work performed by contractors on City's buildings. To work with all Department heads to coordinate repairs and maintenance of facilities they have in their department.

- Remove dead tree limbs in Northwood Cemetery
- Install fence for generator and controls at Public Works
- Repair & Paint Indian Trail Meeting Hall
- Set aside funding for City Hall AC units
- Replace push mowers, weed eaters, edger
- Employ two (2) part-time seasonal workers
- Add two (2) new positions

## Street

**Mission:** To maintain city streets, sidewalks, storm drains and traffic signs. Work with BEMC in administration of street lighting program and on holiday lighting.

- Funding for paving Yaupon Drive Extension
- Gravel W. 11<sup>th</sup> Street
- Funding for tree trimming & removal
- Pave city streets (Powell Bill)
- Sidewalk replacement
- Fund storm water study
- Replace two (2) storm drains on Forest Oaks Drive
- Replace storm drain on Park Avenue Ext.

## Stormwater

- Perform a study (last study 2004)

## Garage

**Mission:** To ensure that all City vehicles and equipment are safe and running in sound condition at all times, to advise department heads/employees of routine maintenance schedule for equipment and vehicles.

- Replace aging air compressor

## **FINANCE** (complete report on file in the Clerk's office)

Finance Director Trexler reported that the fund balance is on the upswing. She indicated she anticipated reimbursements from FEMA for Hurricane Florence. Explaining that the City's pay policy needs amended for compliance with FEMA regulations, Director Trexler indicated an amendment would be submitted to the Board for consideration within the next couple months. Noting safety concerns, she recommended remodeling the City Hall first floor front reception area and she endorsed continued use of a grant writer in order to pursue grant funding.

## **PLANNING & INSPECTIONS** (complete report on file in the Clerk's office)

Building Inspector Strickland reported that the 11<sup>th</sup> Street subdivision (Fisher's Place) would include a street connector to 9<sup>th</sup> Street.

Building Inspector Strickland recommended increasing fees during consideration of the FY 2020/2021 Budget. He pointed out that Planning & Inspections is inundated with paper files that should be digitized and the department is looking at Laserfiche towards that end. He praised City Planner Lloyd and reported that Code Administrator John Micheletto had attended training for three of the five disciplines and is awaiting available testing opportunities. Inspector Strickland estimated it would take five (5) years for Administrator Micheletto to achieve Level III certifications in all trades.

Responding to a query by Alderman Sharkey, Inspector Strickland stated that a revision to NC General Statute 610D would entail an extensive merger in the Unified Development Ordinance (UDO) that must be completed by January 2021 to be compliant.

Building Inspector Strickland spoke about the benefits of including Conditional Zoning in the UDO.

## **PARKS & RECREATION** (complete report on file in the Clerk's office)

Parks & Recreation Director Hemphill reviewed the department's many special events, fitness classes, athletic activities, seniors' happenings, various park locations, and buildings and facilities. She reported that application had been submitted for designation as Ecofriendly for Waterfront Park and Lowe White Park. She stated that she would be applying for a grant to rebuild the Franklin Square Park gazebo. She provided an update on the City Dock renovation project:

- CAMA permit submitted October 2019
- Awaiting decision regarding riparian right issues
- As soon as permit issued, demolition of existing damaged dock can begin

Director Hemphill announced that the City had received PARTF funding for the 1<sup>st</sup> phase of the Taylor Field Park construction project.

Director Hemphill provided a listing of 2020 projects and potential funding requests:

- Complete City Dock renovation
- Phase 1 of Taylor Field Park construction

- Atlantic Street Park renovation
- Replace wood, rotted fascia and windows of Jaycee Building
- Replace roof and rotted fascia on Senior Building
- Gravel Lowe/White Park parking lot
- Replace pavement on Lowe/White Park Trail
- Replace trash cans at Waterfront
- Replace swings and benches at Waterfront Park
- Replace floor and roof at City Gym

Responding to a query by Alderman Spencer, Director Hemphill explained that the Atlantic Street Park is a CAMA access point to the riverfront beach at low tide.

Director Hemphill reported that when the Parks and Recreation Master Plan is scheduled to be updated, a centralized recreational center would be recommended for the City property on 9<sup>th</sup> Street.

Answering a query from Alderman Davis, Director Hemphill stated that the Jaycee Building is used for exercise classes and rentals such as birthday parties, etc.

**TOURISM** (complete report on file in the Clerk's office)

Tourism Director Jones provided an overview of 2019 accomplishments and a vision for 2020:

<b>Number of Visitors</b>	\$ 31,220
<b>Income Total</b>	\$ 21,748.42
<b>Staffing:</b>	Himself, Fort Johnston/Website Coordinator, PIO Assistant

Not inclusive listings

**2019 Events:** Black History Month  
 Day of Service  
 Shred-it  
 Spring Festival  
 Gullah Geechee Heritage  
 Arbor Day  
 NatureFest  
 Summer Concerts  
 Kitchen Tour  
 Plein Air  
 4<sup>th</sup> of July  
 Peace Day  
 Wooden Boat Show  
 Winterfest

**Committee/Nonprofit Liaison:** Arbor Day, NatureFest, Beautification Committee, 4<sup>th</sup> of July Festival, Historical Society, Chamber of Commerce, Wooden Boat Show, Spring Festival Committee, Up Your Arts, WinterFest



**Garrison House Improvements:** 4 new HVAC units, Garrison House front columns & trim Painted, Live Oak deep root fed, Brick pads under Adirondack chairs, Film Room updated, additional display in Carson room

**Speaking Engagements:** Historical Society, Retired Federal Employees, Brunswick County Fire Arts Department

**Media:** State Port Pilot, Star News, Our State, WWAYTV, Google, Cape Fear Resource Guide, QVC, Spectrum News, Chamber of Commerce, HGTV, WECT TV

**Brochures & Rack Cards:** Southport in Film, Annual Event Calendar, File Locations, History of Fort Johnston, Visitors' Guide, Summer Concerts, Biking Guide, Winterfest

**Indian Trail Meeting Hall Users:** Planning Board, Board of Adjustment, Beautification Committee, Forestry Committee, Parks & Recreation Board, Mayor's Meeting

**Nonprofits:**

Downtown Southport, Historical Society, Garden Club, Friends of the Southport Ferals, Sergei Foundation, Kiwanis, ElectriCities, John Smith Cemetery

**2019 Tourism Actions:** Second season of Memorial Bricks added to walkway  
Update of downtown City of Southport Map  
Oral History program  
Grant purchase; filming equipment  
Storage closet converted into display area  
Volunteer collective hours – 7,500  
Attended Visit NC 365 Tourism Conference  
Hosted WinterFest Tea  
Attended National Information Training Conference  
Maintains City of Southport website  
Launched Facebook pages  
Acquired Southport Tourism Trademark

**VISION for 2020:** Events  
Coffee-with-a-Cop  
Black History  
Day of Service  
Spring Festival  
Arbor Day  
Summer Concerts  
4<sup>th</sup> of July Festival  
Change of Command  
Military Appreciation Day  
Peace Day  
Wooden Boat Show  
WinterFest

**Garrison Improvements:** Repair flood damaged floor

Public restrooms painted  
Interior painting  
Structure to house cannon (Thor)

**Brochures & Rack Cards:** Animal Protective Services (new)  
*Keep Informed:* (updated)  
*Southport Summer Concerts* (updated)  
*Winterfest* (updated)  
Restaurant Guide (updated)  
Accommodation Guide (updated)  
Realtor Guide (updated)  
Scavenger History Hunt (updated)

**2020 Tourism Actions:** Improving & Creating additional methods of communication  
Develop strategies for filming/streaming of government meetings  
Expand social media tactics  
Create webpages for Neighbors 4 Neighbors program and Load Management  
Be present at meetings and events  
Create brochures and rack cards  
Update Monthly Showcase Display  
Liaison with Historical Society for the Gift Shop

Director Jones highlighted that Ms. Lisa Anderson was hired as a part-time Information Specialist, and she spoke to the Board about improving the sound, imagery, and production of live streaming the Board's monthly meetings. Director Jones pointed out that a \$5,000 grant from ElectriCities had been received for communications upgrades. He noted that he did not have any major capital improvements planned.

**FIRE** (complete report on file in the Clerk's office)

Chief Drew gave an overview of the Department:

**Training & Continuing Education:**

Emergency Vehicle Driver Certification (12)  
98 College Classes held in conjunction with BCC; 1389 students, 800 classroom hours  
National Hurricane Conference  
National Fire Academy Leadership Class (2 certified)  
Fire Officer 1 & 2 Certification Classes  
Started Fire Academy for FF 1 & 2 Certification  
Held 36 Fire Fighter continuing ed classes through BCC  
Held 18 EMS continuing ed classes  
Water Rescue Certification Class held with NUSCG  
Several members had over 300 training hours

**Membership:**

25 new volunteers – 13 Fire/12 EMS  
3 new Jr. Fire Fighters  
8 full time staff (Chief, Asst. Chief, Fire Marshal, Fire Clerk & PIO, Lead Firefighter, 3 Firefighters)

58 Volunteer Fire Fighters  
41 Volunteer EMS Members  
Active Auxiliaries  
Chaplaincy Program

### **Fire Department Actions – 3,578 Calls**

EMS – 1909 Medical Calls  
Fire – 718  
Fire Prevention & Inspection – 951

Chief Drew reported that a new program in conjunction with the Police Department has been established; a 501c3 program – when responding to calls and personnel see a need such as food, medical, emergency, ramp, etc., *Southport Cares* assists.

Chief Drew pointed out the highlighted apparatus that will be taken out of service and listed in the report:

1986 Ford Tele Squirt 55' Ladder 363 (Long Beach Road Substation)  
1989 Spartan Pumper 377 (Caswell Station)  
2003 Patient Transport Golf Cart 2581 (Downtown)  
2007 Ford Crown Vic – Training Car 3 (HQ)  
2012 Taylor Made Chevy Ambulance 396 (HQ)

Chief Drew stated that the 911 Memorial observation received national attention.

Chief Drew emphasized that the Southport Fire District serves over 5,000 structures, 28 square miles, 105 roads, 650 fire hydrants and a population of 16,279 with most residents living outside the city limits. He explained that the fire fee (\$1,191,315.00) is determined by the Fire Fee Committee and approved by the Brunswick County Commissioners.

Chief Drew announced that a full ISO Inspection will occur in September by the Office of the State Fire Marshal.

Chief Drew reviewed 2020 departmental goals:

**Equipment:** All hydrants tested, new ambulances with power stretchers, upgrade rescue Equipment, upgrade radios & laptops, upgrade water rescue equipment and boat

**Operation:** Response plans, commercial building pre-plans, apparatus placement SOG's, revise Fire/EMS Preceptor Program

**Health & Safety:** Fit 4 Duty Program  
Immunization Plan  
100% participation on annual physicals

**Maintenance:** HQ - painting, bay floors, relocation weight/exercise room, commercial cleaning all floors, landscape  
EOC – battery backup, phone system & computers  
Equipment – hose, hydrants, ladders, fire alarm, sprinkler, pumps, elevator, SCBA, Fit tests, plymovent, generator

- Administrative: Pay Plan  
Department SOG update  
Uniform Policy  
Newsletter
- Training: EMS specialty classes, TR services, confined space, annual EMS skill checks, new Firefighter 1 & 2 format, EMS Daily training/drills, update training site/props

### **Long Range Planning Goals**

- Replace 1<sup>st</sup> out Engine for Caswell Station - 2020
- Hire 2 More Lead Firefighters – 2020/2-21
- Construction of Long Beach Road Substation - 2021
- Replacement of Engine 371 - 2021
- Paramedic Level with Fulltime EMS Coverage - 2023
- Replacement of Heavy Rescue/Service Unit - 2025

### **POLICE** (complete report on file in the Clerk's office)

Chief Coring presented a 2020-2021 Police Department Budget Information handout to the Board. He gave a brief overview of the department, accomplishments and goals.

#### Department

- 12 of 13 positions have been filled
- Detective position filled
- 2 Sergeants are in place
- Vehicles are ordered and in production through a City lease plan
- New Policy and Procedures implemented
- Uniforms have been updated
- Upgrades to computers and mobile cameras continue
- Zuercher software system underway and scheduled to go live in April
  - Zuercher is #1 provider of public safety software in North America
  - Will place life saving measures at officer's fingertips

#### Accomplishments

- Community policing
- Programs: *Safe Carts* – 328 golf carts registered; *Shop With A Cop*; *Coffee With A Cop*; *Safe Sanctuaries with Churches*;
- Business safety checks
- School checks
- Speed limits lowered on Moore and Howe Streets

#### Goals

- Upgrades for Body Cameras
- New In-Car Computers
- Relocate evidence vault from 201 E. Moore Street to 1029 N. Howe Street

- 201 building conditions have deteriorated: unsafe due to air quality and mold.
- All evidence and articles removed from 201 building will have to go through a decontamination process of removing mold. Will be a timely and expensive process.

**ANIMAL PROTECTIVE SERVICES/CODE ENFORCEMENT** (complete report on file in the Clerk's office)

Provided in the Board Agenda packet was an overview of 2019 services; projects completed to date, events, programs, training completed, conferences attended, associations and disaster response teams.

APS/Code Enforcement Officer Marshall reviewed 2020 services including pending projects, and planned events. Officer Marshall reported that there is a need for an area/building to house a short-term holding facility for dogs. She explained that if a dog is picked up there is no place locally to hold them and if after hours/weekend/holidays, on-call Brunswick County Animal Protective Services must be notified to meet Southport at the county shelter.

Officer Marshall pointed out that Animal Protective Services had partnered/participated in helping raise \$4,000 for local non-profits and helped Southport become one of the Inaugural *Pet Friendly Cities*.

Responding to a query by Alderman Spencer, Officer Marshall stated that a demolition permit had been issued for a dilapidated structure on River Drive.

Referencing the Boat and Solid Waste Ordinances, Officer Marshall noted that many Codes needed updating.

#### **Administration/Capital**

City Manager Oakley reported that a one point of entry restructuring of City Hall is being considered to provide for better safety.

#### **BOARD COMMENTS**

All Board members expressed appreciation to departments for the valuable information provided.

Alderman Mosteller emphasized that every department is a priority even if not specifically listed in the top six (6) priority items.

#### **ADJOURN**

Alderman Lombardi motioned, second by Alderman Sharkey to Adjourn the February 1, 2020 Board of Aldermen Retreat/Workshop at 4:06 p.m. **Unanimous vote; motion carried.**

\_\_\_\_\_  
Joseph P. Hatem, Mayor

ATTEST: \_\_\_\_\_  
Michele Windham, Clerk



2020	2020	Account	Description	2021	2021	2021	2021	2021
Adopted	Estimated			Requested	Proposed	Approved	Adopted	
5,000	-	4340-2400	Inspections	\$ 4,000.00	\$ 4,000.00	-	-	
35,000	64,308	4340-4400	Contract Services	\$ 35,000.00	\$ 35,000.00	-	-	
-	-	4340-6000	Contract/Janitorial	\$ -	\$ -	-	-	
20,000	19,740	4340-2500	Vehicle Supplies	\$ 20,000.00	\$ 20,000.00	-	-	
30,000	71,358	4340-2600	Departmental Supplies	\$ 34,140.00	\$ 35,000.00	-	-	
25,000	15,948	4340-2601	Department Supplies Rescue	\$ 25,000.00	\$ 25,000.00	-	-	
15,000	8,961	4340-3500	R/M Equipment	\$ 8,000.00	\$ 10,000.00	-	-	
25,000	11,763	4340-3501	R/M Vehicles	\$ 15,000.00	\$ 15,000.00	-	-	
15,000	15,829	4340-3502	R/M Facilities	\$ 15,000.00	\$ 5,000.00	-	-	
14,000	16,247	4340-3200	Communications	\$ 15,000.00	\$ 19,000.00	-	-	
-	-	4340-5800	Other Equipment Needs	\$ -	\$ -	-	-	
15,000	7,722	4340-2604	Fire Prevention	\$ 12,000.00	\$ 10,000.00	-	-	
25,000	34,099	4340-3300	Utilities	\$ 25,000.00	\$ 36,000.00	-	-	
15,000	1,875	4340-3503	Substation Lease	\$ 15,000.00	\$ 15,000.00	-	-	
45,000	37,373	4340-4500	Insurance & Bonding	\$ 45,000.00	\$ 45,000.00	-	-	
40,000	471,920	4340-5100	Capital Outlay - Equipment	\$ 30,000.00	\$ 30,000.00	-	-	
-	9	4340-5400	Capital Outlay - Vehicles	\$ 300,000.00	\$ 300,000.00	-	-	
517,205	-	4340-5500	Capital Outlay - Other	\$ 25,000.00	\$ 42,328.00	-	-	
220,000	328,354	4340-7100	Debt Service	\$ 220,000.00	\$ 220,000.00	-	-	
			Southport Firemen'S Fund expenditure	\$ 20,000.00	\$ 18,900.00			
2,130,269	2,351,573		Expenditures Total	2,039,306	\$ 2,039,304.80			

**ORDINANCE ESTABLISHING A CAPITAL PROJECT FUND:  
Howe St. Sewer Replacement Project**

**WHEREAS**, the City of Southport is committed to repairing the City's sewer infrastructure: and

**WHEREAS**, the City is committed to improving the sewer service in the most efficient, economical and environmentally appropriate manner practicable: and

**WHEREAS**, Golden Leaf is providing a disaster recovery grant to fund the replacement of the compromised sewer infrastructure located under Howe St: and

**WHEREAS**, a Capital Project Fund is hereby determined to be the most appropriate manner in which to account for revenues and expenditures associated with the project.

**NOW, THEREFORE, BE IT ORDAINED** by the City of Southport Board of Aldermen, that the capital project budget shall be as follows.

**Revenues**

City of Southport Budget Contribution	\$ 158,800.00
Golden Leaf Grant	<u>\$ 900,000.00</u>

<b>Total Revenue</b>	<b>\$ 1,148,550.00</b>
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**Expenditures**

Construction Cost	\$ 1,008,705.00
Engineering Design & Administration	<u>\$ 139,845.00</u>
<b>Total Expenditures</b>	<b>\$ 1,148,550.00</b>

4. The City Manager and Finance Officer are hereby authorized to make any Fund or accounting adjustments necessary to establish, implement and maintain this Capital Project Fund.
5. The City Manager and Finance Officer are hereby authorized and empowered to execute on behalf of the City of Southport all contracts, agreements and other documents necessary to administer this ordinance.

Duly Adopted, this 14 day of May 2020.

\_\_\_\_\_  
Mayor Joseph P. Hatem

Attest:

\_\_\_\_\_  
Michele Windham, City Clerk