



Atlantic Beach Town Council
Special Meeting – Planning Retreat
Atlantic Beach Double Tree by Hilton - Atlantic Beach, NC
Thursday, January 22, 2015

A Special Meeting of the Atlantic Beach Town Council was held Thursday, January 22, 2015 at 8:45 a.m. located at the Double Tree by Hilton, Atlantic Beach, NC.

Members Present: Mayor Cooper, Mayor Pro Tem Navey; Councilmembers: Harry Archer, Ann Batt, Eddie Briley, John Rivers

Members Absent: None

Others Present: David Walker, Town Manager; Katrina Tyer, Town Clerk; Mike Shutak, Reporter for Carteret News Times

Mayor Cooper called the meeting to order at 8:52 a.m.

Councilmember Archer made a motion *to approve* the agenda as written. Seconded by Councilmember Batt. Vote was unanimous, 5-0. Motion carried.

1. Town of Atlantic Beach Internal Procedures and Policies

Mayor Cooper led the Council in discussion on the following topics:

a. Town Council Meeting Procedures

Council agrees the current procedure of not calling roll and eliminating Councilmember comments at the end of the meeting is working well.

Councilmember Archer has heard great comments on the AB Happenings distributed at each meeting summarizing the Town Manager's weekly reports. Council discussed options to make the Agenda more educational; what is a closed session?, what is public comment?, provide a blurb on AB history, provide a summary of the previous Council meeting, advise of upcoming events. Suggested using a bulletin format, like the Town of Farmville or start a mini version of the Ocean Breeze.

It was discussed moving Mr. Walker's presentation to the beginning of the meeting so more of the audience can hear it because it is so informative. Mayor Cooper suggested providing an update to citizens at the beginning of the meeting, if there are other Town Manager reports they can be added to the end of the Agenda.

It was the consensus of Council to continue to eliminate roll call and Council comments and to provide details of the Consent Agenda items.

Council also discussed how to better inform the public of the Board and Committee application process. The application needs to be tweeted to clearly state that this is an application process and the application does not guarantee appointment. We need to make specific deadlines for receipt of applications if we are advertising for a specific board.

b. Manager, Mayor, Council Communication Procedures

Mr. Walker feels the current process of Council communicating directly with him, not department heads, is working great. He doesn't see a need to change.

Mayor Cooper serves on local boards and attends other meetings. He will work to keep Council in the loop of these meetings and happenings.

c. Staff Professional Development and Education

Currently requests for training are not being denied due to lack of funds. Council continues to support training and education. Things seem to be working great in this area and they are thankful to have a great staff that wants training. It is the consensus for Council to continue supporting any requests for training.

2. Town of Atlantic Beach Broad Goals

a. Upgrade and Modernize Town Infrastructure

The Town is progressing successfully with infrastructure and will continue to work on upgrades to the water system.

b. Develop and Retain the Best Town Staff Around

Council continues to support training staff and retaining them. The process of approving bonuses based on performance implemented a few years ago seems to be working.

c. More Entertainment for Kids of All Ages

The Town Park is progressing and providing more entertainment for kids from all areas. Council wants to seek entertainment for all ages groups.

d. Keep the Water Open

Access for All. The Town is increasing the number of handicap beach accesses each year and hopes to continue on the two (2) per year cycle. The bridge abutment plan will increase parking and allow better access for boaters.

e. Brand Atlantic Beach Better

Branding is more than just a pretty logo. It also means keeping annual events going such as the Beach Music Festival, Christmas Parade, etc.

f. Improve Town's Appearance

Now that the Town's infrastructure is in place we need work on appearance and making the Town more attractive; we need a facelift. This could easily start with stricter enforcement on the Town's sign ordinances.

Council would like to start a Beautification Committee consisting of citizens and business owners. The group would come together and develop five (5) immediate plans/goals and five (5) long term plans/goals to make the Town more attractive.

3. Council Requests

a. Food Vendor Policy

Mayor Pro Tem Navey led discussion in possibly amending the current ordinance which prohibits mobile food vendors expect at Town sanctioned events and on condo premises. He would like to consider allowing food vendors by treating food vendors different from merchandise vendors.

Council discussed options to amend the ordinance: limiting the vending area to the Circle, regulating the number of vendors by requiring permits and only issuing a limited number per season, vendors must maintain all County and Health Department permits, and requiring vendors to show their truck, menu, etc. to ensure the vendors are ascetically pleasing. The hope is that allowing food vendors it will encourage permanent development in the Circle area.

Mayor Cooper will talk with the truck vendors in the area to discuss what they feel are reasonable requirements and bring the discussion and a proposed plan to the Board at a future meeting.

Mayor Cooper discussed allowing a chair and umbrella rental vendor to provide beachgoers more amenities. An idea is to have vendors bid on the position of the limited slot.

b. Town Signage

The sign vendor has been working on examples of all Town signage to incorporate the new Town logo and create uniformity in all signs. New signage to designate the bike path, wayfinding signs for the Causeway, and beach mile markers are a few examples of signs that will be presented soon for approval. The Town street signs will be a darker blue than the logo to meet DOT requirements and will be replaced in phases to lesson cost. Templates for all Town signage will be created now so we will have when we are ready to implement. The plan is to implement some of the signage by Easter weekend.

Break at 10:05

Resumed at 10:17

c. SkatePark Project

Mayor Cooper provided an update on the skatepark project. Pre-qualification Requests were sent out a few weeks ago. The Town has the County approved match, a large corporate sponsor donation in the amount of \$125,000 established by Councilman Poillon before he passed, plans to hold a fundraiser next month, and hope to receive a good amount of in-kind donations.

d. Miniature Golf Course at Town Park

Council discussed issues over whether to charge for the park amenities, tearing the old Food Lion building down, and building the planned Pavilion covered area to allow bands, movies and events.

The County Health Department has ordered the Town to install restroom facilities for the miniature golf course and skatepark. A new restroom facility and septic system will cost approximately \$70,000.

It was the consensus of Council to build the skatepark and the miniature golf course simultaneously to hopefully save on costs. The hope is to have all the plans in place and begin construction on both after Labor Day.

e. Appearance Improvement Committee

Mayor Cooper discussed developing a new committee to develop a plan for the future and give the Town a facelift. The Committee would include business people and citizens who would provide input to Council. Mayor Cooper will reach out to a few business representatives and get participation.

f. Arts in AB Committee

The plan is to start a committee to encourage Arts to come to the Boardwalk and the Town Park. The committee can work to schedule more events in the spring and fall, such as the NC Symphony.

4. Town of Atlantic Beach Review of Capital Projects

a. New Well Project/SCADA/Dune Bulkhead at old Food Lion site

Mr. Walker reviewed the plans for the new half million dollar well project at the Town Park. He plans to present the Board a proposal for a 5-7yr note rather than tying up water funds. Installation of the well should not hinder development of the skatepark in the fall.

Staff is working on specs to request proposals to tear the old Food Lion building down. Specs will include disposal of the whole building and just the Eckerd and Wicker World sections. Council would like to explore options of tearing the building down and recycling the debris for a profit to the Town.

b. Old Causeway/Pond Drive Stormwater Project

This project will not be developed until after Labor Day so not to disturb summer traffic. It should be a 6-month project and will involve installation of over 2,100 feet of drainage pipes.

We have requested a proposal for the Cedar Lane drainage area, but it has not been received.

c. Public Works Building at Westend Tank site

Due to the approx. \$300,000 cost for prepping the westend tank site to build the T-shaped building on the north side of the lot, we have redesigned the building to a L-shape and moved the location more towards the south of the property line near Ft. Macon Rd. We will leave a tree line on Ft. Macon Rd as a buffer. The current driveway to the well tower will be used for access to the new building and allow for public and staff parking. The septic system will be installed on the Ft. Macon Road side. The building design will look similar to the Geodynamics building in MHC.

d. Pursuit of Grants: Beach Accesses, Bridge Abutment Project Phase 2, Bikeway Program, Dredging Program

The proposed beach access on the west side of the Doubletree Hilton is being designed. It is more deteriorated than the one on the east end so it will be requested first for the CAMA Grant. Town staff did some repairs to the east side ramp. We will propose a beach access at Dunes Ave, there are citizen requests and objections to build at this location. We hope to apply for the CAMA grants in the spring and receive proposals so they can begin construction in the fall.

Council will consider a contract with Rivers and Associates on Monday night to proceed with the bridge abutment development. This will be a great improvement to the gateway to Atlantic Beach.

Staff is currently obtaining soundings to present to the Dredging Committee at their February 6 meeting to determine the areas to be dredged using the \$48,000 allocated by Council.

5. Review and Recap

Mayor Cooper reviewed the morning discussions. There are not any current plans for development of the bike path since State funds for construction are not available and there were so many mixed comments from citizens.

He stated based on staff surveys, staff would like to see Council work to complete projects they get staff excited about and complete background work on.

6. Council Comments

Councilmember Briley discussed the option of bringing the King Mack Tournament back to Atlantic Beach. He has met with group leaders from Biloxi, MS to discuss logistics. The conclusion was this event is just too big for Atlantic Beach to handle logistically and without a large corporate sponsor.

7. Closed Session pursuant to N.C.G.S. 143-318.11(a)(6)

- a. Staff Performance Review - Council Only**
- b. Staff Performance Review - Council and Town Manager Only**

Mayor Cooper recessed the meeting *to break* until 1:15pm and *to return to enter* into a Closed Session pursuant to NCGS 143-318.11 (a)(6); To consider the qualifications, competence, performance, condition of appointment of a public officer or employee or prospective public officer or employee. Mayor Pro Tem Navey made the motion to enter closed session. The motion was seconded by Councilmember Batt. Vote was unanimous, 5-0. Motion carried. The time was 1:15 p.m.

Council returned to open session at 2:45 p.m.

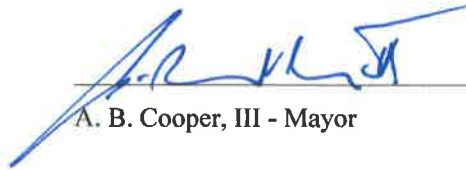
ADJOURNMENT

There being no further action taken or business before Council, the Council adjourned. The time was 2:45 p.m.

These minutes were approved at the February 23, 2015 meeting of the Atlantic Beach Town Council.



TOWN OF ATLANTIC BEACH


A. B. Cooper, III - Mayor

ATTEST:


Katrina Tyer - Town Clerk