



**MINUTES**  
**Town of Atlantic Beach, North Carolina**  
**Town Council Meeting**  
**Monday, January 22, 2018**



The regularly scheduled meeting of the Atlantic Beach Town Council was held Monday, January 22, 2018 at 6:00 p.m. in the Council Meeting Room, 125 West Fort Macon Road, Atlantic Beach, North Carolina.

**Members Present:** Mayor A. B. Cooper, III, Mayor Pro Tem Richard Porter; Councilmembers: Harry Archer, Richard Johnson, Danny Navey, Austin Waters

**Members Absent:** None

**Others Present:** David Walker, Town Manager; Derek Taylor, Town Attorney; Katrina Tyer, Town Clerk; Sabrina Simpson, Administrative Service Director; Michelle Shreve, Planner; Arrington Moore, Events/Mgmt Asst; Marc Schulze, Public Works Director; Jeff Harvey, Police Chief; Adam Snyder, Fire Chief; Lee Browning, Inspector

**CALL TO ORDER and PLEDGE OF ALLEGIANCE**

Mayor Cooper called the meeting to order at 6:00 p.m. and Councilmember Navey led the assembly in the Pledge of Allegiance.

**APPROVAL OF AGENDAS**

Councilmember Archer made a motion *to approve* the agendas as prepared. Seconded by Mayor Pro Tem Porter. Vote was unanimous, 5-0. Motion carried.

**4. CONSENT AGENDA**

- a) Financial Report
- b) Budget Transfers
- c) Tax Collection Report
- d) Tax Releases
- e) Authorization to Write-off \$1,180.83 in Delinquent Utility Accounts
- f) Approval of **Resolution 18-01-01**: Resolution Designating Bank Depositories and Authorizing Signatures
- g) Approval of **Resolution 18-01-02**: Resolution Directing the Tax Collector to Forego Collection of Certain Ad Valorem Tax Bills
- h) Approval of **Resolution 18-01-03**: Resolution Directing the Tax Collector to Forgive Minimal Under/Overpayments
- i) Surplus Vehicle Sold: Police Department 2008 Trail Blazer
- j) Town Council Meeting Minutes: 12/11/2017

Mayor Cooper reviewed the consent items for the audience.

Councilmember Navey made a motion *to approve* the Consent Agenda. Seconded by Councilmember Waters. Vote was unanimous, 5-0. Motion carried.

**5. CITIZEN REQUESTS/COMMENTS**

None

**6. RE-APPOINTMENT OF PLANNING BOARD MEMBERS**

Councilmember Johnson made a motion *to re-appoint* by acclamation both Norm Livengood and Curt Winbourne to the Planning Board, with both terms expiring December 31, 2020. Seconded by Councilmember Waters. Vote was unanimous, 5-0. Motion carried.

## 7. APPOINTMENT OF BOARD OF ADJUSTMENT MEMBER/ALTERNATE MEMBER

David Cox has advised he wishes to step down as a regular member and serve as an Alternate. Cynthia Chamblee submitted her resignation as an Alternate. Fred Dean is the longest serving Alternate.

Mayor Pro Tem Porter made a motion *to appoint* by acclamation David Cox as an Alternate, expiring June 30, 2019 and *to appoint* by acclamation Fred Dean to the vacant seat expiring June 30, 2019. Seconded by Councilmember Archer. Vote was unanimous, 5-0. Motion carried.

## 8. DEPT HEADS: SIX MONTH'S GOALS/OBJECTIVES

- a) Fire/EMS – Chief Adam Snyder stated the department would like to purchase a new ambulance. They are working to increase collections with the new billing software. Have put the new Kawasaki Mule in service. Will continue with the very popular Junior Lifeguard Camps.
- b) Police – Chief Jeff Harvey stated for officer safety and costs would like to phase out the video cameras in the vehicles and rely on body cameras. The department is also in need of a new server. They would like to purchase a mobile CAD.
- c) Public Works - Marc Schulze, Director, reported the department is currently working on completing fall projects and preparing for summer.
- d) Admin. Services - Sabrina Simpson, Director, the department is focused on the 18-19 budget and training new staff in utility billing and tax collection.
- e) Planning - Michelle Shreve, Director, is working on updating the Bicycle Plan. She will also be working on updating the CAMA Land Use Plan so that it is compliant with updated UDO.
- f) Inspections - Lee Browning, Inspector would like to address run down unsafe decks and implement a plan similar to the one in Emerald Isle.
- g) Summer Programs - Arrington Moore, Management Assistant, is planning for the Beach Music Festival, implementing wayfinding signage, and staffing and opening the Town Park for the season.

## 9. REVIEW OF 2018 CITIZEN AND VISITORS SURVEY

During the month of December, 2017 and January, the Town offered a survey to citizens and visitors via Survey Monkey. The survey was promoted on the Town's website, Facebook, Ocean Breeze and Water Bill inserts.

Almost 1,200 responses were received to the following questions:

1. Which of the following best describes your relationship to AB?
2. What are two of the things you like best about AB?
3. What are two things that need improvement in AB?
4. How long have you been a full-time resident of AB?
5. Currently, the five members of the AB Town Council are all up for re-election every two years. Should this be changed so that the Council Members serve staggered four-year terms? A Staggered system would be structured so that the Mayor and a majority of the Town Council were up for election every two years.
6. Why do you choose AB over other beaches for your vacation and/or second home location?.
7. What is the zip code of your permanent home?
8. How important is improved bike and pedestrian access in AB?
9. What recreational features would you like to see added to our Town Park or elsewhere in AB?
10. What should we do to improve the appearance of AB?
11. Should we continue to allow driving on the beach strand during the off-season?
12. What features would you like to see at the boardwalk and surrounding areas if it is improved?
13. What is the best way to keep you informed about AB?
14. Do you own property in AB?
15. If, and only if, it is needed to ensure healthy beaches and open boating channels, would you support a small "beach nourishment & dredging tax" in addition to your property tax? (note: a tax of this sort would result in property owners paying, on average, about \$50 more per year to have the funds necessary to match Federal, State and/or County funding for beach nourishment & dredging projects)

**10. TOWN MANAGER REPORT**

No Report.

**11. MAYOR/COUNCIL COMMENTS**

Mayor Pro Tem Porter questioned Mr. Walker regarding training of new employee, why five months is needed when we are questioning costs for officer safety. Mr. Walker explained the decision to train due to the duties involved and ensured that water fund revenues are paying for it.

**ADJOURN**

There being no further action taken or business before Council the meeting stood adjourned. The time was 7:30 p.m.

These minutes were approved at the February 26, 2018 meeting of the Atlantic Beach Town Council.

TOWN OF ATLANTIC BEACH

ATTEST:

(seal)



*[Handwritten signature]*  
A. B. Cooper, III - Mayor

*[Handwritten signature]*  
Katrina Tyer - Town Clerk