



Town of Atlantic Beach
Town Council Work Session Meeting Agenda
125 West Fort Macon Road
and via Zoom
Thursday, June 13, 2024 – 9:00 am

Call to Order

Mayor Navey

Approval of Agenda

1. **Recap of 2024 Beach Music Festival Expenses/Revenues/Reviews** Morgan Gilbert, P&R Director
2. **Call for Joint Council and Planning Board Public Hearing** on July 2, 2024 at 6:00pm for review and comment on the Phase 1 Application of Sunset Villas duplexes located at 103, 109, and 111 Old Causeway Road by Goldsboro Milling Company, Inc. Jennifer Ansell, Planner
3. **Introduction of Request for Streetlight Policy and Procedure** John O'Daniel, Town Manager
4. **Acceptance of Brooks Dredging and Marine Construction, Inc. bid** in the amount of \$65 per cubic yard for dredging approx. 1,400 cubic yards within Causeway, Money Island, New Causeway and Royal Channels and approval of Contract. Marc Schulze, PW Director
5. **FY24-25 Proposed Budget Review and Public Comment** John O'Daniel, Town Manager
 - a. COLA/Merit
 - b. Part-Time Pay
 - c. Funding Options

Town Manager Report

Adjourn

BEACH MUSIC FESTIVAL - MAY 18, 2024

EXPENSES

<u>DESCRIPTION</u>	<u>VENDOR</u>	<u>COST</u>
Stage	Guitars Etc Inc/Benson	\$ 6,100.00
The Embers - Deposit	The Oz Agency	\$ 1,000.00
The Embers - Balance Due	The Embers	\$ 3,000.00
The Band of Oz- Deposit	The Oz Agency	\$ 1,000.00
The Band of Oz- Balance Due	Band of Oz	\$ 2,600.00
Gary Lowder & Smokin' Hot - Deposit	The Oz Agency	\$ 600.00
Gary Lowder & Smokin' Hot - Balance Due	Gary Lowder & Smokin' Hot	\$ 2,000.00
Jim Quick - Deposit	The Oz Agency	\$ 750.00
Jim Quick - Balance Due	Jim Quick	\$ 2,000.00
Mighty Saints of Soul - Deposit	The Oz Agency	\$ 350.00
Mighty Saints of Soul - Balance Due	Mighty Saints of Soul	\$ 1,400.00
I-42 Band - Deposit	The Oz Agency	\$ 350.00
I-42 Band - Balance Due	Stafford Entertainment	\$ 2,000.00
John Moore - Emcee	John Moore	\$ 1,000.00
Sock Hop Advertising - 107.9	Moore Marketing & Advertising	\$ 1,000.00
CCATS Day-Of Shuttles	CCATS	\$ 1,800.00
Pub Crawl Shuttles	CCATS	\$ 300.00
29 STD,3 HC Port-a-potties/4 Lg Hand Wash Stations	Parks Portable Toilets	\$ 2,105.00
VIP Tent Catering (Saturday delivery - COD)	Smithfields	\$ 2,576.69
63 (16lb) bags of Ice, Ice Trailer + Travel Fee (Friday delivery - COD)	Carolina Ice	\$ 690.20
Carteret Community College Parking Lot Use	Carteret Community College	\$ 100.00
Cloth Wristbands (qty. 500)	TrendyWristbands.com	\$ 415.48
Council PFG Shirts	Columbia	\$ 423.00
Shirts - Embroidery (14 shirts)	Carolina Sports	\$ 150.00
80 sponsor posters, 50 reg posters	Staples	\$ 164.26
25 add'l posters	Eastern Offset	\$ 47.25
No Tents/Umbrellas, No Pets/Glass, Sponsor Tents: Signage	Coastal Press	\$ 499.50
BMF Sponsor Banner	Bannersonthecheap.com	\$ 87.63
Shirts: Sponsor 399; Staff 26 + \$600 setup (extra \$200 design change)	Rachel Screen Printing	\$ 5,412.55
Shirts: Blue/White for sale (x300); Tanks: 50 + \$310 shipping	Rachel Screen Printing	\$ 4,179.36
Sponsor Bags -grey w/ blue rainbow logo (x100)	4Imprint	\$ 270.19
BMF towels -AB blue logo (x100) for Sponsor Bags	4Imprint	\$ 2,347.19
BMF Koozies -shirt logo (x400 sponsor bags and x100 Pub Crawl)	4Imprint	\$ 359.55
BMF Koozies -shirt logo (x400 sponsor bags and x100 Pub Crawl)	4Imprint	\$ 89.89
BMF cups -blue rainbow logo (x400 sponsor bags and x100 Pub Crawl)	4Imprint	\$ 287.55
BMF cups -blue rainbow logo (x400 sponsor bags and x100 Pub Crawl)	4Imprint	\$ 71.89
Business After Hours	Chamber	\$ 150.00
Sponsor's Reception BMF Logo Cupcakes	Etsy Cupcake Toppers(\$84)	\$ 84.00
Save the Date Banner (used at Xmas parade then along park fence)	Bannersonthecheap.com	\$ 55.50
Catering Supplies (spoons, sternos, tablecloths, plates, etc.)	Amazon	\$ 183.36

Beach Balls (x12), mini flags (x100)	Amazon	\$	55.66
Beach Balls 16" for decos (x12), Leis (x100)	Amazon	\$	35.93
BAH drink tickets (x900)	Amazon	\$	39.98
Decorations/Pub crawl swag	Dollar Tree	\$	45.50
Decorations/Pub crawl swag	Dollar General	\$	40.00
BMF Band/Stage set-up Breakfast (x12)	Bojangles	\$	42.25
Plastic Rolls -protective barriers if needed	Lowes	\$	113.30
Sponsor's Reception cupcakes	Harris Teeter	\$	74.65
VIP Tent Décor	Dollar Tree	\$	28.02
VIP Tent Beer (25 paid, 5 donated)	ABVFD	\$	529.00
Shirt totes (x4 replacements)	Lowes	\$	60.72
PW beach/VIP area prep (pickets, rope, cable ties, posts)	MH Builders, Ace Marine, Ace Hardware	\$	280.54

Total \$ 49,345.57

SPONSORSHIPS/VENDORS

<u>SPONSOR</u>	<u>DATE PAID</u>	<u>AMOUNT</u>
Stevie Levy Shuffle		honorary
MAYOR, COUNCIL		honorary
Kurtis Chevrolet	1/31/2024	\$ 5,000.00
Wealth Management Strategies	1/24/2024	\$ 3,000.00
Adams Beverages * Bud Light	4/15/2024	\$ 1,000.00
Al Williams Properties	3/11/2024	\$ 1,000.00
Archer Insurance Group, Inc.	2/15/2024	\$ 1,000.00
Bailey's Fine Jewelry	4/1/2024	\$ 1,000.00
Beach Barn Fishing Team	2/19/2024	\$ 1,000.00
Bone Suckin' Sauce	3/15/2024	\$ 1,000.00
CAPPSTRAILERS.COM	1/30/2024	\$ 1,000.00
Carteret Landing Assisted Living and Memory Care	5/3/2024	\$ 1,000.00
Carteret Landing Assisted Living and Memory Care	5/3/2024	\$ 233.00
Chalk & Gibbs Insurance - Real Estate	3/11/2024	\$ 1,000.00
Down East Homes of Morehead City	2/22/2024	\$ 1,000.00
Palm Suites Hotel	3/28/2024	\$ 1,000.00
Posh Pelican	3/27/2024	\$ 1,000.00
Realty World First Coast Realty	2/7/2024	\$ 1,000.00
River Rat Marine Construction LLC	3/4/2024	\$ 1,000.00
SCA Collections, Inc.	2/27/2024	\$ 1,000.00
The Cullipher Group, PA	3/5/2024	\$ 1,000.00
Time & Payroll	2/3/2024	\$ 1,000.00
UTZ distributed by Chip Life Distributing, Inc	3/17/2024	\$ 1,000.00
100% Salt	3/29/2024	\$ 500.00
Amos Mosquito's Restaurant	2/1/2024	\$ 500.00
Atlantic Beach King Mackerel Fishing Tournament	3/5/2024	\$ 500.00
Atlantic Station Shopping Center	2/19/2024	\$ 500.00
C&R Ski/Outdoor	3/15/2024	\$ 500.00
Crystal Coast Brewing Company	3/5/2024	\$ 500.00
Duke Energy	2/5/2024	\$ 500.00
First Citizens Bank	2/28/2024	\$ 500.00
Hang 10 Donuts	2/1/2024	\$ 500.00
J.F. Thompson & Co.	2/7/2024	\$ 500.00
Melonie Grooms and Tracy Warren	2/1/2024	\$ 500.00
Norma and Marshall Beach	2/10/2024	\$ 500.00
O.C. Mitchell Jr., Inc. General Contractors	3/12/2024	\$ 500.00
Oceanana Resort LLC	2/8/2024	\$ 500.00
Ray and Allyson Edwards	2/9/2024	\$ 500.00
Robbin and Shirley Harkey	2/2/2024	\$ 500.00
Sanders Farms	1/27/2024	\$ 500.00
Shannon Parham Plexus Health and Wellness	2/2/2024	\$ 500.00
St Somewhere Properties, LLC	3/1/2024	\$ 500.00
Sub Zero Solutions, Inc.	3/3/2024	\$ 500.00
Tackle Box Tavern	3/22/2024	\$ 500.00
The Owens Family	3/29/2024	\$ 500.00
The Smith Family	5/2/2024	\$ 500.00
Thomas Simpson Construction Co Inc.	1/29/2024	\$ 500.00

<u>SPONSOR</u>	<u>DATE PAID</u>	<u>AMOUNT</u>
Amber Mae Kimball By the Coast Realty	3/27/2024	\$ 300.00
Atlantic Beach Coffee and Tea LLC	3/22/2024	\$ 300.00
Bogue Banks Bookkeeping	2/24/2024	\$ 300.00
Byrd Quality LLC	2/11/2024	\$ 300.00
Cannon & Gruber, REALTORS	3/7/2024	\$ 300.00
Captain's Table	3/12/2024	\$ 300.00
Carteret Cab Company	3/20/2024	\$ 300.00
Go Nano Solutions ENC / Expands the Life of Your Roof / 207.266.6666	3/26/2024	\$ 300.00
Kelly and Mark Johnson	1/31/2024	\$ 300.00
Lynne Brown in Memory of Carl (Scooter) Brown	3/20/2024	\$ 300.00
Moss Construction	2/19/2024	\$ 300.00
Seashore Management 252-728-0626	3/20/2024	\$ 300.00
Southern Corrosion	1/29/2024	\$ 300.00
Tipsy Turtle Tavern	3/5/2024	\$ 300.00
WindyLoo Productions	3/22/2024	\$ 300.00
Davis Beachwear & Boutique	1/26/2024	\$ 250.00
FESTIVAL VENDORS		
The Charburger	2/29/2024	\$ 250.00
Sunset Slush of AB	3/11/2024	\$ 250.00
La Cocina	3/13/2024	\$ 250.00
High on the Hog	3/15/2024	\$ 250.00
	Total:	\$ 43,983.00

IN-KIND SPONSORSHIPS

Beaufort Beauty Bar	\$	500	PD staff shirts/swshts 4 bmf
Chick-Fil-A	\$	1,000	BMF staff/band meals (x60)
Doubletree/Molly's	\$	6,000	BAH -location,food,alcohol
FMB at the Grove	\$	1,000	Pavilion space use
Memories	\$	1,000	Friday Party/Drinks
Pepsi/Minges Bottling Group	\$	375	Water/Sodas (x25)
Purcell Foods/McDonalds	\$	1,000	Feed Staff & Volunteers
UTZ distributed by Chip Life Distributing, Inc	\$	1,000	VIP tent -chips x420 bags
Venice Italian Kitchen	\$	1,500	Sponsors Reception Food
CAPPSTRAILERS.COM	\$	1,000	20 cases water (x24/case)
Adams Beverages * Bud Light (5 cases to VFD, 5 cases to AB)	\$	250	10 cs beer, trailer,banners, 3 beer tubs
Jersey Mikes			BMF staff/band meals (x45)
Sunset Slush			BAH Raffle Items
AB Ice Cream			BAH Raffle Items
Ace Hardware			BAH Raffle Items
ABKMT			BAH Raffle Items
MF Chappell Wine Merchant			BAH Raffle Items
		\$14,625.00	

Festival Summary	
Paid Parking day-of BMF	\$ 6,166.98
BMF AB Towel Sales	\$ 500.00
BMF T-Shirt Sales	\$ 5,660.00
BMF Tanktop Sales	\$ 1,070.00
BMF Pub Crawl Tickets (176)	\$ 1,760.00
Cash Sponsorships	\$ 43,983.00
Revenues	\$ 52,973.00
Pub Crawl Expenses	\$ 497.70
BAH Expenses	\$ 2,789.98
Sponsor Reception Expenses	\$ 342.01
Festival Expenses	\$ 45,715.88
Expenses	\$ 49,345.57
PLUS In-Kind Sponsorship Value	\$ 14,625.00

*Does not include credit card fees from sponsorships or event labor

2024 BMF Feedback:

Lynne Brown: Another great BMF on the books!! It was a beautiful day despite the forecast. Goes to show you cant always listen to the forecast for our little island!! Great lineup of entertainment. Hopefully we'll be able to book them again next week. Enjoyed attending each event during the week. Let's continue these events each year. Overall I wouldn't change a thing!!

Al Williams Properties: The event was a success with a huge crowd. I thought the timing between bands was very good. Great bands. Very enjoyable event. I really thought the event went very good and cannot think of anything I would change. Food was plentiful which was very good. Can't wait until next year.

Harry Smith: It was great!

Bogue Banks Bookkeeping: The event was a success with a huge crowd. I thought the timing between bands was very good. Great bands. Very enjoyable event.

St. Somewhere Properties, LLC: The shuttles were frequent and drivers friendly. Music was fantastic as always. Our only negative was the food from Venice was not very good. We left and went somewhere else to eat.

Carteret Cab: It was our pleasure.

Lynne Worth (York Properties): Fabulous event! The VIP tent was great. The crowd appeared to be having a great time. The music was fun. I live 3 blocks from the circle so I did not need transportation. The shuttle service worked smoothly. I appreciated having all the first responders so visible and helpful. I can't think of a single thing to improve upon. The weather was wonderful. Thanks for all of your hard work and please let first responders know we appreciated their presence at the event.

Staff Feedback: Add Uber pickup/drop off signage to shuttle area, possibly add additional golf cart parking, additional beer signage in VIP tent



PLANNING & INSPECTIONS DEPARTMENT

Post Office Box 10, Atlantic Beach, NC 28512

(252) 726-4456

Fax (252) 726-7043

Jennifer H. Ansell

planner2@atlanticbeach-nc.com

Memorandum

To: Town Council

From: Jennifer Ansell, Planning and Development Director

Date: June 13, 2024

Re: Technical Review Committee Meeting Scheduled/Request for Public Hearing

The Technical Review Committee will meet in the Boardroom at 10:30 am on Tuesday, June 18, 2024 to review a major site plan application received from the Cullipher Group, P.A. on behalf of Goldsboro Milling Company, Inc. to construct three duplexes at 103, 109, and 111 Old Causeway Road. The duplexes are part of the original "Sunset Villas" development; Lots 3 and 4 were initially constructed in 2008.

Major Site Plan approval is required for duplex development within the COR zoning district.

Additionally, Section 18.2.4, Specific Review Procedures, of the Unified Development Ordinance requires the Planning Board and Town Council to conduct a joint public hearing to review and comment on the concept proposal (Phase I) application.

Staff is requesting a public hearing be scheduled for the July 2, 2024 regular meeting of the Planning Board for the purpose of conducting the joint hearing.

**Final Policy and Procedures
For Streetlight Requests
Approved by Council _____**

PURPOSE

To provide policy and procedures for requests to add or remove streetlights on town-maintained streets in Atlantic Beach.

POLICY

Streetlights are necessary for vehicular and pedestrian traffic safety in Atlantic Beach neighborhoods. Streets must typically be residential in nature for consideration under this policy. The following policies and procedures are intended to install streetlights as needed and in community-supported areas. In addition to citizen requests, streetlight projects can also be identified by Town staff and/ or the Town Council.

The following procedure will be used to identify, evaluate, and consider street lighting projects in Atlantic Beach:

1. A citizen interested in requesting a streetlight (the "Requesting Citizen") must complete a Petition for residential streetlight form that will be provided by the Town of Atlantic Beach (the "Town"). With the Petition for residential streetlight form, a list of Interested Property Owners may be provided by the Town. For the purposes of this policy, the Interested Property Owners shall be the owners of property within 600ft of the proposed streetlight location. For the Town to consider the request for a streetlight, **two-thirds (66%)** of the Interested Property Owners must sign the petition. Only one signature per parcel will be allowed. The Requesting Citizen is responsible for obtaining the signatures on the Petition form and returning the completed form to Town Hall.
2. Upon receipt of a valid and complete Petition for Residential Streetlight, representatives from Public Services, Planning and Zoning, the Fire Department and the Police Department will gather site data to include traffic volumes, speeds, and accident history. A project plan will be developed using the following procedures:
 - Assess problems and needs.
 - Evaluate alternatives.
 - Propose a plan (may include recommendations other than the installation of a streetlight)
3. The Public Works Department will work with the appropriate electric service provider to prepare a cost estimate for the proposed project.
4. Traffic calming projects will be prioritized based on need.
5. When a streetlight petition is received, vetted by town staff, and ready for final consideration, it will be presented to the town council at their next regularly scheduled meeting.
6. The Requesting Citizen will be notified once the Town Council considers the streetlighting proposal.
7. Citizens' requests to have a streetlight removed will follow a similar process to requesting a new traffic light.



PETITION FOR RESIDENTIAL STREETLIGHT



The Town of Atlantic Beach provides a residential streetlighting program to requesting residents. The residential streetlight program applies to public streets **ONLY**; private streets, alleys, parking lots, and private properties are not eligible under this program. To process and validate the petition, it is important that the lead petitioner circulates and attempts to obtain signatures from all residents/ property owners (We will accept a minimum of 66% but prefer 100%) along the requesting street or block. At a minimum, all properties within 600ft of the proposed light location must be included. All streetlighting requests should be directed to:

**Atlantic Beach Public Services
ATTN: Streetlight Request
PO Box 10
Atlantic Beach, NC 28512**

ABPS can also be reached Monday through Friday from 8:00 AM to 4:30 PM by calling **(252) 726-1366**.

Street: _____ From: _____ To: _____

Lead Petitioner Name: _____

Petitioner's Address: _____

Daytime Phone Number: _____

Signature: _____

Streetlight requests will be sent to Duke Energy upon receipt of a valid petition and approval by the Town Council. The number of streetlights to be added on a street block will be based on the street width, length, obstructions, and service availability. The placement of streetlights will, at a minimum, be 150 feet from the nearest streetlight. The UDO requires contractors to install a streetlight every 600-800feet.

Petitioners should be aware that new service poles might need to be installed when existing poles are unavailable to support the additional streetlights. In areas where electrical service is available only from the rear of private property, the affected property will need to grant permission to Duke Power Company access to the power source. Upon completion, the trenched areas will be filled back to the original grade.

PLEASE NOTE: Following installation, should residents decide that removal or modification of streetlighting is desired, an additional petition process will be required for any such change. ALL costs associated with the removal / modification of streetlight(s) shall be the sole responsibility of the petitioning residents.



PETITION FOR REMOVAL OF RESIDENTIAL STREETLIGHT



The Town of Atlantic Beach provides a residential streetlighting program to requesting residents. The residential streetlight program applies to public streets **ONLY**; private streets, alleys, parking lots, and private properties are not eligible under this program.

Existing streetlights can be removed by completing the petition below. **All** property owners who reside along the block or street where the existing light(s) is/are located must sign the petition in agreement to have the light(s) removed. Also, the property owners must understand that the existing utility pole(s) will not be removed if approved.

Any streetlights removed may not be done to bypass the regulations in UDO Section 18.7.3 Street Lighting.

If a valid petition is obtained to remove existing streetlights, no lights can be added to the same area within 2 years. After 2 years, **all** residents must sign a petition for new streetlights.

PLEASE NOTE: Following removal, should residents decide that re-installation or modification of streetlighting is desired, ALL costs associated with the re-installation / modification of streetlight(s) shall be the sole responsibility of the petitioning residents.

**Atlantic Beach Public Services
ATTN: Streetlight Request
PO Box 10
Atlantic Beach, NC 28512**

ABPS can also be reached Monday through Friday from 8:00 AM to 4:30 PM by calling **(252) 726-1366**.

Pole Address: _____

Pole Number(s): _____

Lead Petitioner Name: _____

Petitioner's Address: _____

Daytime Phone Number: _____

Signature: _____

P. O. Box 10
125 West Fort Macon Road
Atlantic Beach, NC 28512



Phone: (252) 726-2121
Fax: (252) 726-5115

MEMORANDUM

TO: Mayor and Council
DATE: June 13, 2024
SUBJECT: Acceptance of Brooks Dredging and Marine Construction, Inc. bid in the amount of \$65 per cubic yard for dredging approx. 1,400 cubic yards within Causeway, Money Island, New Causeway and Royal Channels and approval of contract

On June 3, 2023, Staff solicited potential bidders for 2024 dredging project. Two bids were received for the bid opening, one from Brooks Dredging and Marine Construction, Inc and one from M + S Dredging. Both proposals have the same price at \$65/cubic yard. The packages were evaluated per the Request for Proposal requirements as follows:

1. Qualifications and Experience of the Firm
2. Ability to Meet Project Specifications
3. Price

Based on the Qualifications and Experience of the Firm and the Ability to Meet the Project Specifications, staff recommends Brooks Dredging. Brooks Dredging has been in business in Carteret County for over 30 years and completed timely and acceptable dredging for the Town for the past 10 years.

Staff is requesting Council accept Brooks Dredging and Marine Construction, Inc.'s bid in the amount of \$65 per cubic yard for dredging approx. 1,400 cubic yards within Causeway, Money Island, New Causeway and Royal Channels and approval of contract.

P.O. Box 10
1400 W. Fort Macon Road
Atlantic Beach, NC 28512



Phone (252)726-1366
Fax (252)726-4460
publicservicesadmin@atlanticbeach-nc.com

To: Prospective Bidders

From: John O'Daniel, Town Manager
Marc Schulze, Public Services Director

Date: May 23, 2024

Subject: Money Island & Causeway Channel Dredging

The Town of Atlantic Beach is conducting an Informal Bid process (NC G.S. 143-131) to obtain Dredging Services for the Money Island and Causeway Channels in Atlantic Beach. The supporting documentation for the project is attached. Prospective bidders are encouraged to visit the site and or contact the Town's Public Services Director for additional insight into the project requirements. The prospective bidder must comply with North Carolina General Contractor Regulations (N.C. General Statutes 87-1). Additionally, each bidder must provide proof of liability and workers compensation insurance.

The Town of Atlantic Beach is looking for a "best value" bid response that will be evaluated by the following criteria:

1. Qualifications and Experience of the Firm
2. Ability to Meet Project Specifications
3. Price

The Town requests a proposal of costs to perform those services as stated in the attached documentation. Please provide a "price per cubic yard" that includes any mobilization, disposal, transportation and all other costs necessary to perform this scope of work. Dredge quantities are estimated at approximately 1,400 cubic yards. The Town reserves the right to amend the cubic yardage based on the availability of grant funding and as well as accept or refuse any proposals received.

The bidding firm deemed to provide the best value to the Town will be awarded the contract.

P.O. Box 10
1400 W. Fort Macon Road
Atlantic Beach, NC 28512



Phone (252)726-1366
Fax (252)726-4460
publicservicesadmin@atlanticbeach-nc.com

Town of Atlantic Beach
Request for Proposal – Money Island & Causeway Channel Dredging
May 23, 2024

Your bid proposal should be received at the Town Hall by Monday, June 3, 2024, no later than 2:00 P.M. Hand or mail delivery should be to:

Town of Atlantic Beach
Attn: Town Manager
125 West Fort Macon Road
P.O. Box 10
Atlantic Beach, NC 28512

Any questions should be directed to the Public Services Director, Marc Schulze, at (252) 726-1366.

P.O. Box 10
1400 W. Fort Macon Road
Atlantic Beach, NC 28512



Phone (252)726-1366
Fax (252)726-4460
publicservicesadmin@atlanticbeach-nc.com

May 23, 2024

General description of areas to be dredged:

Money Island Channel: The northern reaches of the channel:
Approximately 50' X 80' X 4'
Total 600 cubic yards

Causeway Channel: The northern reaches of Channel @ Buoy5A:
Approximately 50' X 145' X 3'
Total 800 cubic yards

TOTAL CHANNELS CUBIC YARDS 1,400

P.O. Box 10
1400 W. Fort Macon Road
Atlantic Beach, NC 28512



Phone (252)726-1366
Fax (252)726-4460
publicservicesadmin@atlanticbeach-nc.com

Bid Sheet – Money Island & Causeway Channel Dredging
Due Date: Monday, June 3, 2024 2:00 PM

Name of Firm: _____

Address: _____

Phone: _____

Contract Bid Requirements: Include Proof of Insurance

All inclusive Bid Price: \$ _____ **Per Cubic Yard**

Signature: _____ **Owner/Corporate Officer**

Date: _____

P.O. Box 10
1400 W. Fort Macon Road
Atlantic Beach, NC 28512



Phone (252)726-1366
Fax (252)726-4460
publicservicesadmin@atlanticbeach-nc.com

**Town of Atlantic Beach
Evaluation Sheet – Money Island & Causeway Channel Dredging**

Name:

Qualifications:

Experience:

Equipment to be used:

When would you start project:

Working Schedule:

Hours/Day:

Days/Week:

Expected Completion Date:

Any other comments you would like to be considered:

P.O. Box 10
1400 W. Fort Macon Road
Atlantic Beach, NC 28512



Phone (252)726-1366
Fax (252)726-4460
publicservicesadmin@atlanticbeach-nc.com



P.O. Box 10
1400 W. Fort Macon Road
Atlantic Beach, NC 28512



Phone (252)726-1366
Fax (252)726-4460
publicservicesadmin@atlanticbeach-nc.com

Bid Sheet – Money Island & Causeway Channel Dredging
Due Date: Monday, June 3, 2024 2:00 PM

Name of Firm: Brooks Dredging and Marine Const. Inc.

Address: 507 Bayview Drivearkers Jb, NC 28531

Phone: 252-728-6886 (o) 252-241-7092 (c)

Contract Bid Requirements: Include Proof of Insurance

All inclusive Bid Price: \$ 105.00 Per Cubic Yard

Signature: Betty Brooks Owner/Corporate Officer
Date: 6-2-2024

P.O. Box 10
1400 W. Fort Macon Road
Atlantic Beach, NC 28512



Phone (252)726-1366
Fax (252)726-4460
publicservicesadmin@atlanticbeach-nc.com

Town of Atlantic Beach Evaluation Sheet – Money Island & Causeway Channel Dredging

Name: Brooks Dredging and Marine Construction Inc.
Bentley and Donna Brooks
252-728-6886(office)/252-241-7092 (cell)

Qualifications:

NC Marine Construction License #49758 (class unlimited). This business is in good standing with the state and the country. HUB Certified minority business (woman owned).

Experience:

Owned and operated Brooks Dredging for 30+ years. We have experience with channel and marina clean-out, concrete, vinyl, steel and wood bulkheads, rock jetties, docks, piers, Cama permits, and Coast Guard rules and regulations.

Dredged the Atlantic Beach channels in years: 2023, 2022, 2021, 2020, 2019, 2018, 2017, 2016, 2015, 2001.

Equipment Used:

One digging barge with 43' reach excavator, two hopper barges, one 50' reach excavator (off-loading), and 2-3 dump trucks. Barges, excavators, and dump trucks are in good repair and meet state guidelines.

When will you start the project:

We could start the project at the Town of Atlantic Beach's discretion. Preferably within a month after award of contract.

Working Schedule:

Hours/day: 8-10 hours per day/ approx 40 hours per week.

Days/week: 5-6 days a week weather permitting.

Expected Completion Date:

2 weeks weather permitting.

Any other comments you would like to be considered:

Chanel will be able to be used anytime during dredging by other boats.
Dredging would be done by Brooks Dredging and not a sub-contractor.
Workers Comp, G&L P&I, Pollution insurance certifications available upon request.

References:

Town of Atlantic Beach – Marc Schulze 726-1366
Town of Pine Knoll Shores—Richard Ballenger 860-916-1174
W. F. Parker – 241-0376
Carteret County Public Works –Gene Foxworthy 728-8545
DOT Construction – Zack Kingston 503-5942

P.O. Box 10
1400 W. Fort Macon Road
Atlantic Beach, NC 28512



Phone (252)726-1366
Fax (252)726-4460
publicservicesadmin@atlanticbeach-nc.com

Bid Sheet – Money Island & Causeway Channel Dredging
Due Date: Monday, June 3, 2024 2:00 PM

Name of Firm: M+S DREDGING
Address: 411 FRONT STREET BEAUFORT NC 28516
Phone: 252-241-7007

Contract Bid Requirements: Include Proof of Insurance

All inclusive Bid Price: \$ 65 Per Cubic Yard

Signature: C. Russell [Signature] Owner/Corporate Officer
Date: 6/3/2024

received 6.3.24
12:30
ch

Town of Atlantic Beach

Evaluation Sheet - Money Island & Causeway Channel Dredging

Name: M and S Dredging and Marine
Construction LLC

- | | |
|----------------|-----------------------------|
| 1. Carl R.Muth | President |
| 2. Lee Stamper | VP Operations and Logistics |
| 3. Buck Rains | Sales and Logistics |

Qualifications:

1. Carl Russell Muth: NC Marine Contractors License #102718. Experienced waterman and Project Manager.
2. Lee Stamper USCG Master Captain. Decades plus waterman within Carteret County. Experienced EXPERT excavator operator within Carteret and surrounding counties.
3. Buck Rains: Experienced local waterman and Boat Operator. Former Facilities Manager a Jarrett Bay Boatworks. Oversaw dock dredging at the facility.50 plus year resident of Atlantic Beach.

Experience: See Attached list of local jobs completed and approximate amounts of material.

Equipment to be used: 25 Foot 600HP Steel Hulled
Pushboat

Kobelco Excavator with a
long reach with a 1 CY toothless bucket.

50 foot by 28 foot barge with a 40 CY box on top.

When would you start the project:

Within 30 working days of Bid Approval.

TARGET DATES TO BEGIN WORK: 7/8/24-7/17/24

Working Schedule:

M-F 7AM-7PM

Expected Completion Date:

7/22/24-8/1/24

Additional Comments:

CRMOUTH@GMAIL.COM

QAM 6/3/24

1. Seagate 1,000 yds
2. Bock Marine 1,000 yds
3. Sea Isle Plantation 1,000 yds
4. Spooner's Creek 1,500+ yds
5. Radio Island basin 600 yds
6. Brandy Wine Bay 2,000 yds
7. Cape Point Marina 600 yds
8. Town Creek Marina 1,000 yds
9. Approximately 500 private boat slips
10. Beacons Reach 1000 yards

Expiration Date

12/31/2024

License No.

102718

North Carolina

Licensing Board for General Contractors

This is to Certify That:

Carl Russell Muth
Coldspring, NY

is duly registered and entitled to practice

General Contracting

Limitation: Limited

Classification: S (Marine Construction)
until

December 31, 2024

when this Certificate expires.

Witness our hands and seal of the Board.

Dated, Raleigh, N.C.

01/01/2024

This certificate may not be altered.



Robyn H. H. H.
Chairman

Debbie H. Price
Interim Executive Director

COLA DATA	
Emerald Isle	4% no merit per newspaper 5/22
Pine Knoll Shores	3.3% cola plus up to 1.7% merit per email on 4/19
Indian Beach	7% cola per email on 4/18
Beaufort	4% cola per email on 4/19
Newport	5% cola per email on 4/18
Morehead	No COLA for 24-25 due to pay study implementation. Salary ranges were adjusted to 105% market based on the study. Employees received the higher of (a) 2% increase or (b) moved up to the new minimum. Employees also received an additional .5% per year in their current position.
Cape Carteret	3.8% (Police Salary Adjustments- 4.7%-8.7%)
<p style="color: red;">After further Discussion with Department Heads, staff are requesting that the previous salary increases of 3.5% COLA and 1.5% Merit all be rolled into a 5% COLA. This will have no impact to the current budget proposal.</p>	

P. O. Box 10
125 West Fort Macon Road
Atlantic Beach, NC 28512



Phone: (252) 726-2121
Fax: (252) 726-5115

MEMORANDUM

TO: Mayor and Council
DATE: June 6, 2024
SUBJECT: Part-time Rate Discussion

Mayor and Council,

Since our last meeting, I have discussed increasing our part-time hourly rates with Chief Simpson and Chief Clifton. After wrestling with how to increase pay rates and minimize the impact on the budget, my initial proposal was for a \$4 per hour increase. This would help us become more competitive and help each department avoid going over budget in their part-time budget line.

That being said, both chiefs will advocate for their staff and would like to see that number increase. In the attached breakdowns, I have shown Chief Clifton's request for \$25 per hour and Chief Simpson's request for \$25 per hour (FF/ EMT) and \$27 per hour (FF/ Paramedic).

Chief Clifton and Chief Simpson feel they can make any of the above options or those in the attachments work and stay within their current part-time staffing budgets.

Before a final decision is made on Thursday, I wanted to give you all a breakdown of the financial impact any change would have, give each chief a chance to speak on this and answer any questions.

Parks and Recreation, Public Services, and Lifeguard pay have been assessed and found to be competitive with the current market.

Part Time Hourly Rate Comparisons											
Part-time	Cape Carteret	Beaufort	E.I. *	Morehead	PKS	Newport **	Carteret County	I.B.		AB Current PT	FT Base w/ 5% COLA
Police Officer	up to \$25/hr.	\$22.76	\$20.00-\$29.00	\$25.24-\$35.33	-	-	-	\$20.00		\$19.00	\$23.19
FF/EMT *	N/A	\$15.44	\$15.00	\$21.81-\$30.54	\$14.00-\$19.00	-	-	\$17.00		\$16.50	\$18.38
FF/ Paramedic *	N/A	\$16.22	\$19.00-\$23.00	\$24.00-\$33.59	-	-	-	\$21.00		\$19.00	\$22.39
Public Services **	N/A	\$15.00	\$15.00	\$19.03-\$28.51	-	\$12.97 (\$17.00+)	-	N/A		\$18.00	N/A
Park Attendant ***	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A		\$14.00-\$16.00	N/A
Lifeguard	N/A	N/A	\$15.00-\$16.00	N/A	N/A	N/A	N/A	N/A		\$16.00-\$17.00	N/A
Is PT pay equal to FT?	Yes	No	Depends	Yes	Yes	Yes	Yes	No		No	No
Do PT staff get COLAs?	Yes	Yes	Depends	Yes	Yes	Yes	Yes	No		No	No
* EI- FF/ Emt only take fire calls -- FF/ Paramedic only take medical calls -- Questions: Depends on Position											
** Newport- Anticipates Public Services rate increasing to \$17.00+											
*** Park Attendants—Other places have a park attendant position, but the duties are more in line with those of a part-time public works employee.											

POLICE- TM Increase from \$19 to \$23 per hour		
	Part-time Hours	\$ Spent
FY21-22	2,298.50	\$39,908.50
FY22-23	2,352.50	\$44,161.50
FY23-24 YTD	907.00	\$17,233.00
Budgeted for FY24-25		\$50,000.00

If approved the new rates would be effective July 1, and any COLAs in following years would apply to PT rates.

Park Attendants	No Change, but will continue to assess
Lifeguards	No Change, but will continue to assess
Public Works	No Change, but will continue to assess

Hourly Increase	\$4.00	<--- Original TM \$ Increase
Average PT Hrs. last 2 years	2,325.50	
Average PT Hours x Hourly Increase	\$9,302.00	
Average \$ spent per yr. (2 yr average)	\$42,035.00	
Project Cost increase of new rate	\$9,302.00	
Current \$ Budgeted for FY24-25	\$50,000.00	
Projection with New Rate	-\$1,337.00	Over Budget

Average Cost per \$ increase	\$2,325.50	Absorb within current budget proposal.
Hours over budget	-58	

POLICE- Requested Increase from \$19 to \$25 per hour		
	Part-time Hours	\$ Spent
FY21-22	2,298.50	\$39,908.50
FY22-23	2,352.50	\$44,161.50
FY23-24 YTD	907.00	\$17,233.00
Budgeted for FY24-25		\$50,000.00

Hourly Increase	\$6.00	<--- Chief Ask
Average PT Hrs. last 2 years	2,325.50	
Average PT Hours x Hourly Increase	\$13,953.00	
Average \$ spent per yr. (2 yr average)	\$42,035.00	
Project Cost increase of new rate	\$13,953.00	
Current \$ Budgeted for FY24-25	\$50,000.00	
Projection with New Rate	-\$5,988.00	Over Budget

Average Cost per \$ increase	\$2,325.50	Absorb within current budget proposal.
Hours over budget	-260	

FIRE-TM Proposal from \$16.50/ \$19 to \$20.50/ \$23 per hour		
	Part-time Hours	\$ Spent
FY21-22	2,654.00	\$42,981.78
FY22-23	2,166.75	\$39,127.63
FY23-24 YTD	3,908.50	\$67,150.25
Budgeted for FY24-25		\$50,000.00

* The hours for the Current Budget Year (FY 23-24) are not what we see consistently. We had quite a bit of additional PTO/ FMLA Leave take in the current budget year.

Hourly Increase EMT/ Paramedic	\$4.00	<--- Original TM \$ Increase
Average PT Hrs. last 2 years	2,410.38	
Average PT Hours x Hourly Increase	\$9,641.50	
Average \$ spent per yr. (2 yr average)	\$41,054.71	
Project Cost increase of new rate	\$9,641.50	
Current \$ Budgeted for FY24-25	\$50,000.00	
Projected budget with New Rate	-\$696.21	Over Budget

Average Cost per \$ increase	\$2,410.38	Absorb within current budget proposal.
Hours over budgeted	-32	

FIRE- Requested increase from \$16.50/ \$19 to \$25/ \$27 per hour		
	Part-time Hours	\$ Spent
FY21-22	2,654.00	\$42,981.78
FY22-23	2,166.75	\$39,127.63
FY23-24 YTD	3,908.50	\$67,150.25
Budgeted for FY24-25		\$50,000.00

* The hours for the Current Budget Year (FY 23-24) are not what we see consistently. We had quite a bit of additional PTO/ FMLA Leave take in the current budget year.

Hourly Increase EMT/ Paramedic	\$8.25	<--- Chief Ask (This would be tied to making PD and FF/ EMT part tiem pay being equal.
Average PT Hrs. last 2 years	2,410.38	
Average PT Hours x Hourly Increase	\$19,885.59	
Average \$ spent per yr. (2 yr average)	\$41,054.71	
Project Cost increase of new rate	\$19,885.59	
Current \$ Budgeted for FY24-25	\$50,000.00	
Projected budget with New Rate	-\$10,940.30	Over Budget

Average Cost per \$ increase	\$2,410.38	Absorb within current budget proposal.
Hours over budgeted	-503	

Net Over Budget TM	-\$2,033.21
Net Over Budget Chief Request	-\$16,928.30

General Fund Budget Options						
	No tax increase	1 cent tax increase	2 cent tax increase	3 cent tax increase	4 cent tax increase	5 cent tax increase
Budget options +/-	(189,346)	Current Proposal	189,346	378,692	568,038	757,384
	Use Fund Balance					

1 cent increase is \$189,346

Current Proposal Highlights			
Town-wide	Cut	HSA Increase (\$35-\$50 per pay period)	13,240
Town-wide	Rate Increase	Solid Waste	19,750
Admin	Decreased based on new	SRO estimate adjusted based on MHC estimate	500
Admin	Reduced based on projec	Salary Reserves - Tuition reimbursement	5,000
Admin	N/A	Contingency	202
Police	Cut	New Position (benefits, equipment, etc.)	90,565
Police	Cut	NCHP Driving Course (x2)	2,200
Police	Reduced	Vehicle cost	10,000
Police	Cut	Change out uniform style	3,657
Police	Cut	New SOP/IA Software	3,000
Police	Cut	Replacement Tasers	20,325
Fire	Cut	New Position (benefits, equipment, etc.)	93,912
Planning	Cut	UNC SOG Mun Admin course	4,500
Planning	Cut	Replacement Vehicle	39,500
Public Works	Cut- Clerical Clean up	Paving	25,650
Public Works	Cut	1 of 2 vehicles Requested	35,000
Parks	Cut/ Reduced	Community Promotion (dog and water events)	3,000
Revenue	Increased Revenue Projec	GF Investment Interest	31,000
Public Works	Cut	Recreational Water Testing	8,000
Revenue	Increased Revenue Projec	Building Permits	20,000
Revenue	Re-allocated	Fire Truck loan interest	30,000
Revenue	Rate Increase	Increase property tax rate by 1 cent	189,346

This is not a list of all current needs, nor is it prioritized. Other needs and projects not listed could be a higher priority if additional funding were available.