

Town of Southern Shores Capital Infrastructure Improvement (CIIP) Committee
Meeting Minutes
April 4, 2018 9:00 o'clock AM
Pitts Center

April 4, 2018 Meeting of the Town of Southern Shores Capital Improvement Infrastructure Planning (CIIP) Committee as appointed by the Town Council September 5, 2017.

The following Committee Members were in attendance:

Mayor Tom Bennett, Co-Chairman - Appointed by Town Council
Town Councilman Jim Conners, Co-Chairman - Appointed by Town Council
Andy McConaughy - Appointed by Councilman Chris Nason
Jim Kranda - Appointed by former Councilman Leo Holland
Al Ewerling - Appointed by Councilman Fred Newberry
Glenn Riggan - Appointed by Mayor Tom Bennett

The following Committee Member was not in attendance:

Carlos Gomez - Appointed by Councilman Gary McDonald

Town Staff in attendance:

Town Manager Peter Rascoe, Finance Officer Bonnie Swain, Public Works Supervisor David Bradley,
Town Engineer Deel Engineering, Inc. - Andy Deel, P.E. & Joe Anlauf, P.E., and Town Planner Wes Haskett

The meeting was called to Order by Co-Chairman Tom Bennett at 9:00 AM.

A copy of the meeting agenda is attached to these minutes.

Co-Chairman Bennett asked the Town Manager to facilitate this meeting.

The Town Manager asked the Town Engineers to please brief the Committee on several matters before getting into today's actual agenda. The Town Engineers briefed the Committee on progress of the current fiscal year's capital street improvement projects, explained why Juniper Trail capital improvement had not been able to be designed yet, and explained why "partial" improvements and fixes to Juniper Trail - without the entire remaining street section being improved - was not beneficial to the Town due to having to subsequently replace the partial work.

The Town Manager then commenced Committee discussion of Agenda Item #2 since it could affect Agenda Item #1.

2. Action Needed: Recommend to Council Necessity of Any Further Capital Improvements to Public Fairway Drive-

The Town Manager reminded the Committee the Council had charged it with making a recommendation to the Council in this matter which involves a recent desire by a complaining citizen and several of her neighboring property owners that the Town engage in further improvements to Fairway Drive after the Town's 2014 capital improvement project there. Also mentioned was the fact the complaining citizen had recently written the Council again asking to be notified of its decision. The Town Manger stated the Mayor has replied to the complaining citizen's latest communication stating the Council would be receiving a recommendation from the CIIP Committee on her complaint and that she would be notified immediately following any Council action.

Each attending Committee member stated he had personally visited Fairway Drive, and each stated he saw no need for the Town to engage in any further capital improvement of the street or its right-of-way.

Following further discussion of the actual improvement items requested by the complaining citizen and those requested or commented on by some of her neighboring property owners, Committee Member Jim Kranda moved that the Committee recommend to the Council it not expend any funds on capital improvements to Fairway Drive at this time. The motion was seconded by Committee Member Andy McConaughy. The motion passed unanimously (6-0) with each Committee member in attendance voting in the affirmative and none voting in the negative.

The Town Manager then commenced discussion of the remaining agenda item:

1. Action Needed: Recommend to Council Streets for FY 18-19 Capital Improvement-

Continuing discussion of capital street need prioritization from last meeting, Committee Co-Chairman Tom Bennett moved for the Committee to recommend a Capital Street Infrastructure Improvement Plan to the Council for Fiscal Year 2018-2019 as attached – with the added recommendation that it be approved by Council also authorizing Town staff to expend appropriated capital funds on surveying and design of lesser prioritized streets if it becomes apparent during the fiscal year that all appropriated funds will not be expended on the targeted higher-priority streets. The motion was seconded by Committee Member Al Ewerling. The motion passed unanimously (6-0) with each Committee member in attendance voting in the affirmative and none voting in the negative.

By consensus of the attending Committee members, the next CIIP Committee will attempted to be scheduled in June 2018.

The meeting was adjourned at approximately 11:00 AM without objection.

**Capital Infrastructure Improvement Planning Committee
Wednesday April 4, 2018 2:00 p.m.
Meeting location: Pitts Center**

Meeting Agenda

- **Meeting Call to Order**
- **Items for Consideration and Recommendation Action:**
 - 1. Action Needed: Recommend to Council Streets for FY 18-19 Capital Improvement – possibly including Recommendation of Funding Amount**
 - 2. Action Needed: Recommend to Council Necessity of Any Further Capital Improvements to Public Fairway Drive**
 - 3. Adjourn**

April 4, 2018 recommendation of CIIP Committee to the Town Council of the following FY2018-2019 Capital Infrastructure Improvement Plan with authorization for Town staff to expend appropriated capital funds on surveying and design of lesser prioritized streets if it becomes apparent during the fiscal year that all appropriated funds will not be expended on the targeted higher-priority streets.

Group A, Recommended "Targets" in Order of priority for FY 18-19:

1. Yaupon Trail - Phase 1 (north end) - 700 LF (+/-) and all remaining bulkheading
2. Yaupon Trail - Phase 2 (south end) – 1,000 LF (+/-)
3. Juniper Trail - Remaining segment - 2,447 LF (+/-)

Group B, In order of priority subsequent to completion of Group A:

4. Clamshell Trail - Otter Slide east to Chicahawk Trail - 3,440 LF (+/-)
5. Ginguite Trail - southern segment - 2,000 LF (+/-)
6. Hillcrest Drive - Hickory Trail intersection to SSCA tennis courts - 3,700 LF (+/-)
7. Ginguite Trail - Northern segment - 1,800 LF (+/-)
8. Chicahawk Trail – NC Hwy 12 to Trinitie Trail intersection
9. Sea Oats Trail - 11th Avenue north to Sea Oats Court
10. Bayberry Trail - entire length - 1,775 LF (+/-) Incl. Dewberry Ln. - 230 LF (+/-)
11. West Holly Trail - entire length - 830 LF (+/-)
12. Wax Myrtle Trail - East Dogwood Trail south to end 2,720 LF (+/-)
 - Incl. Dolphin Run - 410 LF (+/-)
 - Incl. Porpoise Run - 425 LF (+/-)

Group C, "Other":

13. South Dogwood Trail - entire length 12,408 LF (+/-)
14. Spindrift Trail/High Dune Loop/Wild Pony Lane intersection - 160 LF (+/-)
15. East Dogwood Trail - entire length (excl. previous rebuild segment) - 5,000 LF (+/-)
16. Wax Myrtle and Hickory Trail intersection - 170 LF (+/-)
17. Pintail Trail - entire length - 750 LF (+/-)
18. Land Fall Loop - entire length - 330 LF (+/-)
19. Happy Indian Lane cul-de-sac - 320 LF (+/-)
21. Teal Court - S. Dogwood to cul-de-sac - 275 LF (+/-)
22. North Dogwood Trail - entire length - 5,966 LF (+/-)
23. Turtle Pond Court - entire length - 470 LF (+/-)
24. Trinitie Trail (s/w impr. emphasis) - Clam Shell int. to CPOA Park - **Design Only**