



# Town of Southern Shores

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[www.southernshores-nc.gov](http://www.southernshores-nc.gov)

## February 20, 2018- WORKSHOP MEETING MINUTES

**February 20, 2018 Minutes:** Joint meeting with Southern Shores Volunteer Fire Department, Inc. Board of Directors and strategic planning.

The Town of Southern Shores Town Council met in the Pitts Center located at 5377 N. Virginia Dare Trail at 9:00 a.m. on Tuesday, February 20, 2018.

**COUNCIL MEMBERS PRESENT:** Mayor Bennett, Mayor pro tem Chris Nason, and Council Members Fred Newberry, Jim Conners and Gary McDonald.

**OTHERS PRESENT:** Southern Shores Volunteer Fire Department Board of Directors, Fire Chief Ed Limbacher, Town Manager Peter Rascoe, Finance & Human Resource Officer Bonnie Swain, Town Clerk Sheila Kane

### **CALL TO ORDER / PLEDGE OF ALLEGIANCE / MOMENT OF SILENCE**

Mayor Bennett called the meeting to order at 9:00 A.M., led the Pledge of Allegiance, and held a moment of silence.

Mayor Bennett announced that Chairman Bob Woodard, Dare County Board of Commissioners would be unable to attend today's meeting. The Mayor stated Mr. Woodard appreciated Council taking an initiative by passing a Resolution in opposition to off-shore drilling (Resolution #2018-02-01 passed February 6, 2018).

### **General Public Comment**

No citizen spoke.

### **Joint Meeting with SSVFD, Inc. Board of Directors**

Town Manager Peter Rascoe made a statement before turning the meeting over to facilitator Pat Regan and Mayor Bennett. He stated the Southern Shores Volunteer Fire Department's current contract is due to expire in 2019. This contract had a price adjustment in 2010, adopted by Council at the June 2010 regular meeting, which was Town Manager Rascoe's first day being sworn in as Town Manager for Southern Shores.

### **Call to Order – SSVFD Inc., Treasurer Maylon White and Mayor Bennett**

Maylon White commented the SSVFD has one year to go on the current contract. The Department will also be requesting an additional \$60,000 for the current fiscal year to cover an employee cost. This additional money is for funding of the Deputy Chief position created by the SSVFD as previously reported to Council.

**Joint Meeting**

**Southern Shores Town Council and Southern Shores Volunteer Fire  
Department, Inc. Board of Directors  
9:00 AM Tuesday February 20, 2018**

- I. Opening Comments, Introductions of governing bodies and meeting facilitator – Town Manager and Fire Chief**
- II. Preparation for Fire Services Contract Renewal**
  - A. Timing of Execution and Term Length**
  - B. Current SSVFD Operations and Cost**
  - C. SSVFD Property Reversion Contingency**
- III. Proposed New Building Design update**
  - A. Design Process - Incl. any necessary easements & land use/zoning changes in Town Code of Ordinances**
  - B. Financing Mechanism**
    - i. Liability of Borrowing Entity**
    - ii. Cost to TOSS**
- IV. Next Steps**
  - A. Recommendation of a joint working group to negotiate contract specifics and make recommendations to each governing body**
  - B. Goal of completion of contract negotiations, recommended target date - April 1, 2018**

3/1/2018

**SSVFD-TOSS Joint  
Planning Meeting**

2-20-18

**Today's Agenda**



- I. Opening Comments, Introductions of governing bodies and meeting facilitator – Town Manager and Fire Chief**
- II. Preparation for Fire Services Contract Renewal**
  - A. Timing of Execution and Term Length**
  - B. Current SSVFD Operations and Cost**
  - C. SSVFD Property Reversion Contingency**
- III. Proposed New Building Design update**
  - A. Design Process - Included any necessary land use changes in Town Code**
  - B. Financing Mechanism**
  - C. Liability of Borrowing Entity**
  - D. Cost to TOSS**
- IV. Next Steps**
  - A. Recommendation: That a small joint-working group be formed to negotiate contract specifics and make recommendations to each governing body**
  - B. Goal of Completion of contract negotiations by April 30**

### Today's Agenda



- I. [Faint text]
- II. **Preparation for Fire Services Contract Renewal**
  - A. Timing of Execution and Term Length
  - B. Current SSVFD Operations and Cost
  - C. SSVFD Property Reversion Contingency

### Contract Timing and Term Length



- Current 10 year contract expires 07/01/2019.
- We want to renegotiate terms now to be prepared to have the new contract aligned and in place so we can move forward with funding the new station.
- Goal is negotiate new terms and be ready to sign after final funding is authorized by TOSS Town Council.

### Current SSVFD Operations and Cost



- The volunteer system used by SSVFD is a very efficient and cost-effective approach.
  - Other towns on the O&B have not been able to maintain this approach and spend as much as 2-3 times to fund similar sized operations.
- TOSS funds approximately 80% of the operational budget.
  - The Town's expense has been between \$473k and \$481k (with a few exceptions) since 2010.
- Dare County (Martin's Point) funds about 20% of Operations.
- SSVFD is requesting an increase in the FY 2018/2019 budget in the amount of 60K to cover increased personnel costs.

### TOSS / Dare County Budget Split



	2012	2017	2018	2019
TOWN OF HOLMESHORNE	\$ 473,000	\$ 473,000	\$ 473,000	\$ 473,000
MARTIN'S POINT	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000
<b>TOTAL</b>	<b>\$ 483,000</b>	<b>\$ 483,000</b>	<b>\$ 483,000</b>	<b>\$ 483,000</b>

- We strive to keep our costs fair and equitable for our customers.
- Expenses are shared 80/20 to match calls for service.

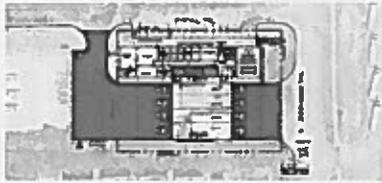


### SSVFD Building Update



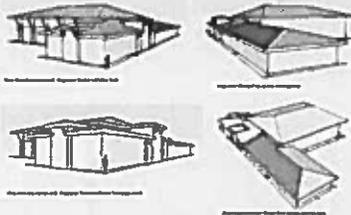
- Suggested efforts to lower overall cost implemented in design.
  - Reduced to one story, reduced overall finished square foot.
- The Hazard Mitigation study has been completed on the existing structure.
- The septic issue has been resolved in a cost effective manner.
- March 6, 2018 - TDCS Council meeting
  - Ken Howell from SCN Architects will present the final schematic design (2 choices) for approval by Council. We will also have an estimate on the final projected cost.
- March 6, 2018 - Public forum at 3PM (Pitts Center).
- Once the Schematic Design is approved SCN will move to the Design and Development Phase (30 days).
- Construction Documents Phase will follow (30 days).
- The final phase is the Bid Phase (30 days).
- At this point, Ken will attend a TDCS Council meeting to give the final "hard" number to complete the project. This would most likely be August/September.

### Site Plan



SHANNON ARCHITECTS INC. 1000 W. 10TH ST. SUITE 1000 PITTSBURGH, PA 15228

### Exterior Building Sketches

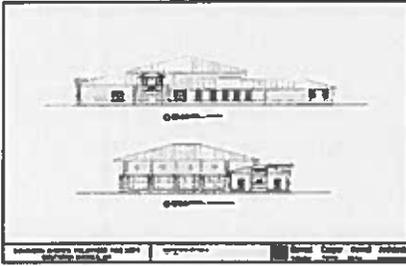


### Proposed Floor Plan

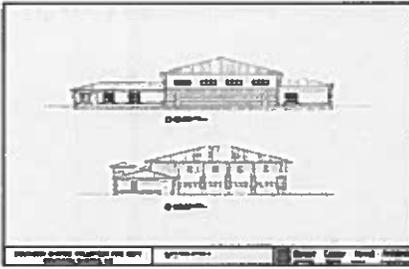


SHANNON ARCHITECTS INC. 1000 W. 10TH ST. SUITE 1000 PITTSBURGH, PA 15228

### Proposed Front Elevation



### Proposed Side Elevation

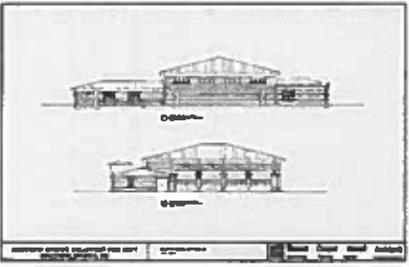


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### Proposed Side Elevation



### Proposed Rear Elevation



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### Potential Building Style



### Financing Discussion

- Early in process but have met with several lenders.
- Rates are currently around 4% with an upward bias.
- Amortization periods range between 20-25 years with a rate adjustment after 7-10 years.
- If land/building are owned by TOSS they are exposed to liability risk and potentially higher cost of borrowing (Bond vs. Commercial loan).
- Final lender will be selected via bid process and will be viewed based on most favorable rate and terms. This will happen once construction bids are received and TOSS Town Council agrees to fund the project.

### Potential Loan Payments

Scenario	1	2	3	4
Loan Amount	\$3,000,000	\$3,000,000	\$5,000,000	\$5,000,000
Amortization Period	20	20	25	25
Interest Rate	4.00%	5.00%	4.00%	5.00%
Monthly Payment	\$30,299	\$32,997	\$26,391	\$29,229
Annual Payment	\$363,587	\$395,964	\$316,892	\$350,748

These are only examples, the final cost, interest rate and amortization period will determine the payment amount.

### Consistent Public Engagement on the Project

- SSVFD Facebook Posts – ongoing
- TOSS Council Meeting updates – ongoing
- Regular SSVFD Community Engagement
- 1/23/17 Outer Banks Voice article
- 2/06/17 Outer Banks Voice article
- 2/09/17 1<sup>st</sup> Public Forum at Pitts Center
- 4/11/17 Outer Banks Sentinel article
- 3/06/18 2<sup>nd</sup> Public Forum – Pitts Center 3PM





## MEETING RECONVENED

Council Other Strategic Planning - Council Members to advocate for discussion and propose for adoption by the full Council, any specific planning objectives for the Town staff to incorporate into appropriate operations.

Mayor Bennett started the afternoon strategic planning session by calling on each Council Member individually and asking for their planning objectives for immediate and future considerations. He stated Council can then discuss, prioritize items, and see what can be done with in the budget. This will provide the Town manager basic planning objectives for budget planning purposes.

Councilman Newberry:

1. Infrastructure / Road improvements-more emphasis needs to be on infrastructure repair. The current pace is slow due to budget constraints. Council should probably put more money in the budget for this item.

Councilman McDonald:

1. Should look to increase the .3 cents of tax revenue designated towards capital projects.
2. Current walking path on Ocean Blvd. needs some maintenance. Maintenance on infrastructure other than the roads.
3. Town currently puts money away for canals, suggests adding money for beach nourishment.
4. Place money in the budget for plantings and sand fencing along entire length of the beach dune in Southern Shores.

Mayor pro tem Nason:

1. Walking paths along Dogwood Trail and around Town in general. Bring back the comprehensive bike plan and look at how we get along without our cars.
2. Simplify and streamline the Permit Department-expend resources to upgrade the current system.

\*Councilman Newberry stated that Council should possibly consider iPads to streamline the meeting materials.

Councilman Conners:

1. Walking Paths- look at comprehensive plan for future. Would like to just get started with the paths.
2. Fire Department facility
3. Beaches (beach nourishment, sand fencing & plantings).

Mayor Bennett:

1. Facilities Assessment-Town owns a limited amount of properties, need to look at what we have and what maintenance is required.
2. Walking /Bike path-pedestrian
3. Promote the walking and bike path routes with creating a map & signage with the paths marked.
4. No left turn onto South Dogwood.
5. Significant flooding from the SSCA owned interconnected ponds along the avenues during Hurricane Matthew. Should look at possibly dredging to lower depths so they do not overflow during storms. The Town manager would have to get a cost.

\*The Town Manager stated the no left turn is ready as a weekend trial, as directed by the Council previously. A budget amendment for the signage company, Public Works employees' overtime, and law enforcement officers' overtime would need to be approved by the Council to fund the trial. The Manager stated his recommendation would be to wait until the schools were out to see the best results. He stated other towns have been in the news recently with similar issues and possible solutions, such as Leonia, NJ's closing off public streets to non-residents

## ACTION TAKEN

Council discussed the walking paths, the safety issues, and if street improvements would have to be done at the same time as path design. South Dogwood Trail would need to be broken down into two segments (cemetery to Tall Pine Bridge-Tall Pine to Dogwoods' intersection) - there was no consensus as to which segment is more critical than the other.

**MOTION:** Mayor pro tem Nason moved to direct the Town Manager to have the Town Engineer design South Dogwood Trail walking path. The design is to be in two segments (cemetery to Tall Pine Bridge and Tall Pine to East Dogwood intersection). Also, if the design must include the road improvement, include it but if not necessary don't. The motion was seconded by Councilman McDonald. The motion passed unanimously (5-0).

**MOTION:** Mayor Bennett moved to direct the Town Manager to propose funding in the budget for FY2018-2019 to construct a walking path on East Dogwood Trail. The motion was seconded by Councilman McDonald. The motion passed unanimously (5-0).

**BY CONSENSUS,** direct the Town Engineer to bring the completed East Dogwood design plans back to the March 20<sup>th</sup> meeting for further Council review prior to budget adoption.

**MOTION:** Councilman McDonald moved to establish a policy of budgeting annually, revenues from .05 cents of tax rate (based on total tax revenues derived from the 2013 county property revaluation (revenue neutral) for capital street improvements. The motion was seconded by Councilman Newberry. The motion passed unanimously (5-0).

\*The Town Manager clarified that the East Dogwood Trail walking path previously voted and approved to be in the FY2018-2019 budget is a separate project not to be funded from the annual appropriation of capital street funds.

**MOTION:** Mayor Bennett moved to direct the Town Manager to budget for a facilities assessment in the FY2018-2019 budget. The motion was seconded by Councilman McDonald. The motion passed unanimously (5-0).

## OTHER ITEMS OF BUSINESS

The Town Manager stated Ken Willson is due to present the beach assessment report to Council at the March 6<sup>th</sup> meeting and recommends Council waiting on any funding decisions regarding beach nourishment until Council hears the costal engineer's report.

The Town Manager Informed Council that money is already in the budget for dune grass plantings and that sand fencing is done by the individual homeowners. He explained this combined effort has had positive results.

Town Planner Wes Haskett informed Council that permitting software is already being explored and the Permit Officer and himself will be spending time at the Town of Duck to see how their software program functions and if this is something that could be beneficial to Southern Shores permitting process.

### General Public Comment

Al Ewerling- in reference to the no left turn onto South Dogwood he is opposed. This will interrupt the flow of traffic and is not fair to Southern Shores residents. Need to be fair to everyone. Should look into the timing of the light.

The Town Manager stated a left turn policy is Council's decision. Similar towns (Leonia, NJ) have been in the news by shutting down streets to everyone except residents. The Town Manager stated he will bring this item back up to Council again for confirmation prior to implementing a no left turn trial.

Adjourn

**MOTION:** Mayor pro tem Nason moved to adjourn. The motion was seconded by Councilman Conners. The motion passed unanimously (5-0).

ATTEST:

Thomas G. Bennett, Mayor



Respectfully submitted,

Sheila Kane, Town Clerk