



TOWN OF
NAGS HEAD

MARCH 19, 2019
BOC Capital Improvement Program (CIP) Workshop

A. March 19, 2019 BOC CIP Workshop Minutes

Documents:

[19-MAR-19 BOC CIP MINS.PDF](#)

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**MINUTES
TOWN OF NAGS HEAD
BOARD OF COMMISSIONERS
CAPITAL IMPROVEMENT PROGRAM (CIP) WORKSHOP
TUESDAY, MARCH 19, 2019**

The Nags Head Board of Commissioners met in the Board Room of the Nags Head Municipal Complex located at 5401 S Croatan Highway in Nags Head, North Carolina on Tuesday, March 19, 2019 at 9:00 a.m.

Board members Present: Mayor Ben Cahoon; Mayor Pro Tem Susie Walters; Comr. Renée Cahoon; Comr. Webb Fuller and Comr. Michael Siers

Board members Absent: None

Others present: Town Manager Cliff Ogburn; Andy Garman; Amy Miller; Brie Floyd; Ralph Barile; David Ryan; Shane Hite; Phil Webster; Perry Hale; Nancy Carawan; Hunter Freeman of Withers Ravenel; and Town Clerk Carolyn Morris

CALL TO ORDER

The Board recessed from the March 6, 2019 Board of Commissioners meeting and Mayor Cahoon called the workshop to order at 9:00 a.m.

AGENDA APPROVAL

MOTION: Mayor Pro Tem Walters made a motion to approve the March 19th CIP Workshop agenda as presented. The motion was seconded by Comr. Siers which passed unanimously.

CIP PROJECTS

Town Manager Ogburn introduced the proposed CIP Projects which were detailed in the binder previously distributed to Board members.

Finance Officer Amy Miller provided an update on shared revenues with the Board.

Town Manager's Office

Agenda Management Software – Town Clerk Carolyn Morris stated that agenda management software is being researched – it is designed to streamline the agenda preparation and approval process; however, due to the recent implementation of the new Town website, Munis administrative modules, and Planning building permit software, staff postponed this request until next fiscal year.

Unmanned aircraft system

Unmanned aircraft system/drone – Police Sgt. Greg South is certified; one firefighter is in the process of completing certification requirements; Staff was directed to have a Planning staff member certified and is also to research the cost of contracting this task. Board members asked for this item to return with a list of specific tasks the drone would be used for.

Board members asked staff to speak to a variety of private vendors to get a feel for comparison of types of uses and the costs; it was noted that the Town could use drones for positive reasons such as to promote events.

Staff was directed to contact Dare County to see if they currently use a drone for videoing after-storm events and if it's something they would consider doing for the Town.

Planning

Pedestrian plan implementation

Dep Town Manager Garman stated that the proposed Pedestrian Plan is still on track and is to be bid in fall 2019; the project was put in last year's CIP for this year; staff has already received a grant from DCTB and funding is also expected from Parks and Path. The stormwater component of the pedestrian path (in the area of Pompano Street in Nags Head Cove) is to come from stormwater funds.

Short-term rental tracking/registration software

Dep Town Manager Andy Garman presented information re: short-term rental tracking/registration software. To offset the cost of obtaining a company to research all rentals in the Town, staff is looking into a minimal registration fee such as \$25 or \$50. Board members spoke of those that would voluntarily register (for guest safety) and staff mentioned the possibility of requesting a company to obtain a specific type of report. Board members spoke of a campaign to request rental registration information from those renting their properties maybe through the Town's spring newsletter. It was Board consensus that the Town is not ready at this time for this Short-term rental tracking/registration software; it is to be reconsidered next year. If the ordinance is adopted, staff is to set up a registration process and report back to the Board on the success of registration without the software.

Public Works

Fuel Tank Conversion

Public Works Director Ralph Barile explained the purpose for the fuel tank conversion which is due to leakage; Staff is to look into the possibility of raising the tank; it was noted that there will be substantial cost whether a new tank is purchased or the existing one is raised. Staff is to look into financing from the Water Fund.

Dowdy Park lighting/deck

Dep Town Manager Andy Garman received concurrence for Dowdy Park lighting/deck utilizing a standard solar lighting fixture that can be replicated for other Town projects. Staff is to schedule the Dowdy Park Restroom ribbon cutting ceremony to take place during the day so school kids can be present.

Islington Street public beach access parking

This item is moving forward – application for a CAMA Grant will be made.

Beach access 14-yard collection truck

The beach access 14-yard collection truck is being requested to remove trash cans off the beach as necessary. It was Board consensus that while acknowledging staff's concerns, they would like to keep trash cans on the beach for the public's use.

Excavator

The Board concurred with this request.

Ten ton trailer

The Board concurred with this request.

Jay Street public beach access parking

The Board concurred with this project.

Epstein bath house architectural design / replacement

The Board concurred with this project.

Public Works - Sanitation

Replacement residential truck / Replacement front load truck / Replacement commercial truck

Public Works Director Ralph Barile said that these replacement trucks are being requested because parts are not being made for them anymore.

Police Dept

Replacement of 800 MHZ radios

Update costs increase each year - 2021, 2022, and 2023

Fire Dept

Physical agility test equipment

Approved last year for this year.

Replacement of 800 MHZ radios

Update costs increase each year.

Pumper/Quint

Interim Fire Chief Shane Hite said that a rotation schedule for fire apparatus has been developed. Generally, at 10 years equipment moves to backup and at 20 years it is replaced; the Board approved this for inclusion on the CIP list but it is to return as a new item for consideration next year. Staff is to provide further information on a typical rotation/replacement schedule.

Ocean Rescue

Replacement of 800 MHZ radios

Update costs increase each year.

Water Operations

Mobile 6" dry prime pump

Water Plant Superintendent Nancy Carawan summarized. Staff is to explore resiliency funding from the State or a possible mitigation grant.

Eighth Street water tower and the S Nags Head water tower rehabilitation

Ms. Carawan explained the five-year rotation for maintenance.

Liquid chlorine conversion

Not an emergency at this time; amount of chlorine needed depends on water quality.

One million gallon treatment train

Ms. Carawan explained if an entity goes over a certain threshold of water, that entity is responsible for the train upgrade/replacement. Board members also asked if the Town can produce its own water from Fresh Pond for its own use. Staff is to provide a copy of the water contract (between Dare Co/Nags Head/Kill Devil Hills) to Board members.

Water Distribution

Barnes Street asbestos cement pipe replacement

Ms. Carawan is to look into putting a liner inside the 8" A/C pipe instead of installing new pipe.

Deering Street to Soundside Road waterline extension

Multi-use path construction has moved this item up; the Board agreed to add this item to the CIP list for FY 20.

Soundside Road to Hollowell waterline extension

The Board agreed to add this item to the CIP list for FY 20.

Asbestos cement pipe water main replacements

Leave in place and take no action at this time.

Gulf Street pump station improvements

The Board concurred with the upgrade to a variable speed drive.

Update to water system master plan

To be updated every five years; Staff is to move forward on this item and is to look into updating with a GIS layer for the water system – to be added to the Town website.

Hydroseeding machine

Town Engineer David Ryan summarized this item and stated that staff is currently doing this by hand. The Board moved this item forward for FY 20.

Perpetual Beach Nourishment Project easements

Attorney costs listed were per Attorney Leidy.

RECESS FOR LUNCH

The Board recessed for lunch at 11:55 a.m. and reconvened at 12:30 p.m.

Stormwater Master Plan Phase IV – Overview of all 13 projects

David Ryan introduced Hunter Freeman of Withers Ravenel who presented a detailed overview of all 13 stormwater projects based on the chart entitled "Stormwater Master Plan Phase IV Planning Summary".

After discussion, Board members agreed upon the following:

#1 Gallery Row – under construction

#2 Nags Head Acres/Vista Colony Subdivisions – under construction

#3 Village at Nags Head – under construction

#4 Wrightsville Avenue – waiting for additional information re: design options; may occur next year; possible Clean Water Management Trust Fund (CWMTF) grant.

#5 Northridge Subdivision – not enough cost/benefit ratio; waiting for additional information – however, check on cost to replace culverts across bypass in this area – may also benefit to lower elevation of western end of pipe(s).

- #6 Old Nags Head Place Subdivision – not enough cost/benefit ratio to move forward
- #7 Southridge Subdivision – start with installing swales first
- #8 Soundside Road – support – add swales then explore with French drain; check for Resiliency Fund grant
- #9 Nags Head Pond Subdivision/Ballfield area – engineer to redesign/revise after further analysis on where to pump water – include in this year’s budget.
- #10 Nags Head Cove Subdivision – Barracuda Drive near Kipper Court – support option #1 which is to install a swale and storm drainage system to connect to the Danube Street system.
- #11 Nags Head Cove Subdivision - along length of Pompano Court – work included in multi-use path plan
- #12 S Old Oregon Inlet Road – milepost 19.5 area – Mayors are to meet with NCDOT – will fit into that discussion the shared costs for project (would need written agreement on cost share before moving forward)
- #13 S Old Oregon Inlet Road – milepost 18 area – Mayors are to meet with NCDOT - will fit into that discussion the shared costs for project (would need written agreement on cost share before moving forward)

Request for Streets/Stormwater Repair Division

Dep Town Manager Andy Garman provided a summary and Board members concurred with a Stormwater/Streets Division and one dedicated stormwater maintenance technician.

Discussion of FY 20/FY 21 Stormwater Maintenance and Repair Projects

Town Engineer David Ryan distributed a drainage/repair project listing to Board members. He summarized the recent pavement condition survey (PCS) results and the ratings assigned. Staff also paired possible paving projects with stormwater work; more details on PCS recommendations are to be presented at a later date. The top three projects staff are recommending for FY 20 are:

- E Danube Street
- Intersection of Barnes Street and Wrightsville Avenue
- E Baltic Street

Introduction of Capital Outlay Items

It was noted that the following items are not in the CIP but are provided to alert the Board on what will be recommended by staff.

Public Works/Water

- Using current year funds to light eight crosswalks along the beach road and replace two bollard lights at town park (\$27,500) - The Board concurred with use of standard solar lighting fixtures similar to what is used on NC12 in Southern Shores, Duck, etc.
- LED lighting at Public Works, Station 21, Facilities maintenance shop, town hall, BOC room, water plant (\$49,349) – The Board concurred.
- Station 20 structural evaluation (\$20,000) – On back burner for now but include in the Workforce Housing Feasibility Study in Planning.

- Powell Bill/Results of pavement condition survey – Staff is to provide funding options and study results with recommendations.
- Bulkhead or living shoreline at Pond Island and Soundside Road – no estimate received yet/funds in Planning for design; will need to include in next year’s budget – clarify for Town-owned property only
- Jockey’s Ridge soundside beach access replacement – To move the crossover access because of storm damage
- Above-ground fuel tanks at Public Works – Staff is to look into cost of raising the tanks
- FY 20 financed replacements include an asphalt roller, sweeper, F-550 dump truck
- Town Hall carpet replacement in FY 21 (\$33,000) – The Board concurred.

Planning

- Skateboard park – The Board agreed with design in 2021 and maintenance in 2022
- Americans with Disability Act (ADA) Study – Required by NCDOT
- Workforce housing feasibility study – The Board concurred
- Staff will review increasing permitting/planning fees/facility fees - Staff is to compare costs with other municipalities; our fees should parallel similar-sized towns

Police

- Mobile message board (\$18,000) – Staff to apply to Governor’s Safety Commission for a new message board.

Beach Nourishment

Request for clarification to use beach nourishment funds towards allowable items per the capital reserve ordinance – These funds could be used for Epstein bath house, or any of the accesses including Jay and Islington – Board had already discussed.

AED replacement Town-wide

\$18,316 FY 20 and \$21,916 FY 21 – Approx. \$1,800 each 24 total over the two years; the Board requested more information to include rehab cost of existing units.

Recycling

\$187,660 for the contract and \$40,250 for the tipping fees. Total \$227,910. Additionally, we have \$15,000 budgeted for recycling sites and beach accesses. Total = \$242,910; Board had already made the decision to concur with recycling.

Pay Plan/Career Progression

Human Resources Director Brie Floyd provided an overview of personnel cost related issues and recommendations - prior to the presentation of the Town Manager’s budget in May.

2019/2020 Breakdown

The Board responded favorably to the cost of \$286,501 which was pointed out to be the proposed total cost of Compression (\$43,000), Merit (\$25,968), COLA (\$118,345 with CPI of 1.6%), Within-grade increase (\$99,188 with 2.5%/1.25%), as well as health insurance; However 401K costs were not discussed; for Board discussion after full budget is presented.

