



**MINUTES
TOWN OF NAGS HEAD
BOARD OF COMMISSIONERS
BUDGET WORKSHOP
WEDNESDAY, MAY 17, 2018**

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 Wednesday, May 17, 2018 at 9:00 a.m. for a Budget Workshop.

Board members Present: Mayor Ben Cahoon; Mayor Pro Tem Susie Walters; Comr. Renée Cahoon; Comr. Webb Fuller (arrived at 10 a.m.); and Comr. Michael Siers

Board members Absent: None

Others present: Town Manager Cliff Ogburn; Andy Garman; Amy Miller; Ralph Barile; and Town Clerk Carolyn Morris

Follow-up to May 9, 2018 Budget Workshop

Town Manager Ogburn distributed to Board members several replacement pages from the previous budget workshop package re: health insurance costs and water rate study.

Comr. Renée Cahoon suggested that a committee be developed, to include a member from each Town neighborhood, that would communicate to the public why water rates are being raised. A list developed of the high-end users in the Town could be distributed – there would be no need to include single-family residential homeowners. A list of the top 20 high-end users should include year, usage, and meter size.

Stormwater and Recycling Budget Workshop

Recycling

Dep Town Manager Andy Garman summarized Town Manager Ogburn's memo dated May 11, 2018 subject "Update on sanitation/recycling review process" which is attached to and made a part of these minutes as shown in Addendum "A".

Comr. Renée Cahoon commented that an excel sheet with the data would make it easier to review the numbers instead of in memo form. She also noted that costs for an employee changes over time which is not reflected but would provide a more accurate estimate of costs. The correct number of carts for each household is also needed.

Some points made: If water bill is not paid, eventually the water is cut off, to do it right, continuously message people. Make sure everyone has the right number of carts, include commercial businesses,

notify everyone what happens if they do not pay for the additional carts. Comr. Siers noted Comr. Fuller's concern of additional carts left on the roadway – Town Manager Ogburn stated that he has hired an additional person to pull carts back.

Town Manager Ogburn summarized that it was Board consensus that when requesting bids - include Monday and Friday recycling pickups for the Beach Road – for a three-year period (current contract ends December 2018). Staff is also to research the possibility of smaller dumpsters for cardboard use for commercial businesses.

Comr. Fuller arrived

Comr. Fuller arrived at 10 a.m.

Stormwater

Town Engineer David Ryan summarized his memo dated May 11, 2018 subject "Town of Nags Head Stormwater Capital Improvement Plan" which read in part as follows:

"At the April 4, 2018 Board CIP workshop, staff presented a conceptual framework for scheduling and financing of the Stormwater Capital Improvement Plan. Information presented consisted of a review of the first five of the thirteen identified project areas identified and staff recommendation of the preferred WithersRavenel conceptual design alternative. A summary of potential financing options accompanied this discussion.

'The proposal in moving forward would be to proceed immediately with the design and permitting of first five stormwater projects. Funds from the remaining balance of the FY 17-18 stormwater master plan budget and a portion of the FY 18-19 would be applied towards the project design for a tentative construction schedule of Winter/Spring 2019.

'The remaining balance of the stormwater master plan would be applied towards the development of the remaining eight project areas with the development of concept alternatives and presented to the Board at their FY 18-19 CIP Workshop. Financing options will be included as part of this presentation.

'Included for the Board's reference is the list of the prioritized thirteen project areas, the project ranking criteria, and the project ranking results.

'Staff will be available to discuss details of the plan."

The list of the thirteen prioritized project areas to include a brief description of the issue and extent of public impact is attached to and made a part of these minutes as shown in Addendum "B". A summary follows:

Project Area #1 – Red Drum Ocean Outfall/Cross Street Pipe Lowering

Project Area #2 – Nags Head Acres/Vista Colony (East)

Comr. Renée Cahoon asked that what is to be expected/the end results be included on the priority listing; Mayor Cahoon asked that "status" be included also.

Project Area #3A – Village at Nags Head – Option A

Comr. Renée Cahoon noted that maintenance agreements and approval from NCDOT are needed.

Project Area #3B – Village at Nags Head – Option B

In response to a comment, Engineer Ryan noted that, similar to an issue in many neighborhoods, the Town needs to reclaim its right-of-way.

Project Area #4A – Wrightsville Avenue (replace existing infrastructure along Wrightsville Ave with perforated pipe)

Project Area #4B – Wrightsville Avenue (upgrade cross-pipe draining to Curlew St outfall)

Comr. Renée Cahoon – Left Workshop

Comr. Renée Cahoon left the workshop at 11:00 a.m.

Engineer Ryan stated that he plans on bringing the remaining eight projects to the Board during next year's budget workshops.

After discussion, it was Board consensus to remove Carolinian Circle and Nags Head Acres off the table for consideration by the Board to purchase lots. Town Manager Ogburn is to bring this information to the Board for discussion during an upcoming Closed Session. (Delete Projects #4A (Wrightsville Avenue) and #5 (North Ridge Subdivision)).

Comr. Fuller asked about the new Town Engineer Assistant being available to work with homeowners before they build in a program to assist homeowners to mitigate flooding before they build.

It was Board consensus to not reduce the Stormwater Fund and to continue to collect as the funds will still be spent on stormwater issues.

Comr. Fuller stated that NCDOT is to repave the US 158 bypass next year; he suggested coordinating with their projects to apron off of their projects at major intersections. The budget should reflect add-ons to our streets touching their project - so mobilization costs would not be necessary.

Comr. Fuller recommended another Budget Workshop to include discussions on System Development Fee Analysis Study, Planning Director, NCDOT pavement, organizational chart, along with individual department budgets.

Adjournment

The Board adjourned at 11:35 a.m.

Carolyn F. Morris, Town Clerk

Date Approved: **June 6, 2018**

Mayor: _____
Benjamin Cahoon