



**Town of Southern Shores
Council Meeting
November 4, 2015**

The Town of Southern Shores Council met in the Pitts Center located at 5375 N. Virginia Dare Trail at 5:30 p.m. on Wednesday, November 4, 2015.

COUNCIL PRESENT: Mayor Bennett, Mayor Pro Tem Jodi Hess, Council Members Larry Lawhon, David Sanders and Leo Holland.

COUNCIL ABSENT: None

OTHERS PRESENT: Town Manager Peter Rascoe, Town Attorney Ben Gallop.

CALL TO ORDER / PLEDGE OF ALLEGIANCE / MOMENT OF SILENCE

Mayor Bennett called the meeting to order at 5:30 p.m. Mayor Bennett stated at the December 1, 2015 Council Meeting the new Council Members will be sworn in and officially recognized and the departing Council will be formally recognized. Mayor Bennett then led the Pledge of Allegiance, and held a Moment of Silence.

AMENDMENTS / APPROVAL OF AGENDA

MOTION: Mayor Pro Tem Hess moved to amend the agenda as to include Item 4C Planning Board report. The motion was seconded by Council Member Sanders. The motion passed unanimously (5-0).

CONSENT AGENDA

The consent agenda consisted of the following items:

- Approval of Minutes- October 6, 2015 & October 8, 2015
- Resolution 2015-11-01 (Surplus Property)
- Budget Amendment #2 (Planning Dept. Salaries Adj.-within Budget)
- MOU with Dare County-Emergency Management Coordination protocol

MOTION: Council Member Lawhon moved to approve the consent agenda. The motion was seconded by Council Member Holland. The motion passed unanimously (5-0).

[Clerk's Note: A copy of the consent agenda items are hereby attached as Exhibit A].

GENERAL PUBLIC COMMENT

Mayor Bennett called on public comment. Hearing no one wishing to speak the Mayor closed public comment.

STAFF REPORTS

Finance Officer

Finance Officer Bonnie Swain presented the quarterly financial reports.

Town Planner:

The Town Planner, Wes Haskett presented the Planning Department's monthly report containing the following:

- Permitting and Inspections October 2015

Southern Shores Police Department

Chief Kole presented the Police Department's monthly report for October.

Southern Shores Volunteer Fire Department: Fire Chief, Ed Limbacher presented the Fire Department's monthly report for October. He also stated the Southern Shores Volunteer Fire Department underwent a comprehensive evaluation performed by the North Carolina Office of State Fire Marshall (NCOSFM) on their fire suppression capabilities. These evaluations, resulting in a Public Protection Classification number, provide important, up to date information about fire protection services throughout the state of North Carolina.

The Southern Shores Volunteer Fire Department have achieved a Final Community Classification rating of 3. A class 3 protection rating is one of the very best ratings possible.

[Clerk's Note: A copy of staff reports are hereby attached as Exhibit B].

TOWN BOARD REPORTS

Capital Improvement Planning Committee

Council Member Lawhon read the minutes from the October 15th Capital Improvement Planning Committee meeting. (A copy of the CIP Committee minutes are attached).

Council Member Lawhon stated Police Chief David Kole gave a report on traffic load information from a summer traffic counting effort. The report showed weekly traffic counts in June, July and August, as well as monthly totals on both NC 12 and South Dogwood Trail. It also showed average speeds per 24 hour period in a month. In general, the report indicated that of the traffic counted, South Dogwood Trail comprised 18%-24% and NC 12 comprised 76%-82% of the total traffic numbers.

Council Member Lawhon stated Rachel Patrick presented the results of a prioritization effort for the proposed street rebuild list for FY 2016-2017. All attendees had submitted their prioritized street list to Rachel prior to the meeting, most utilizing a ranking system that Rachel had been asked to create during the previous CIP meeting. Those streets ranked using that scoring system placed Yaupon Trail as top priority; Osprey Lane was ranked second on the list; and Wild Swan Lane was ranked third as were sections of Twisted Tree Court, Wax Myrtle Trail and Clamshell Trail. Elizabeth Morey did not use the ranking system that the other attendees utilized, and prioritized her list as follows: 1. South Dogwood Trail; 2. Hillcrest Drive; 3. Sea Oats Trail; 4. Wax Myrtle Trail including Dolphin and Porpoise Run. Elizabeth stipulated that she would need to be assured that there would be a variance to the street design standards for protection of "heritage trees" and "heritage vegetated medians" for South Dogwood Trail to remain a high priority. If that condition cannot be met then Elizabeth asked that South Dogwood Trail be removed from her priority list.

Council Member Lawhon stated that he recommended at the committee meeting that two streets be added to the priority list due to their deteriorating conditions- the Spindrift Trail/High Dune Loop/Wild Pony Lane Intersection, and the Clamshell Trail/Chicahauk Trail Intersection. Rachel Patrick suggested that Pintail Trail be added to the list to be monitored as it is beginning to show signs of root intrusion and asphalt failure.

Council Member Lawhon stated at the conclusion of the committee meeting Members Bennett and Lawhon recommended to add the following streets to the prioritization list: Hillcrest Drive, Sea Oats Trail, Wax Myrtle Trail including Dolphin and Porpoise Run, Spindrift Trail/High Dune Loop/Wild Pony Lane Intersection, Clamshell Trail/Chicahauk Trail Intersection, Wax Myrtle and Hickory Intersection, and Pintail Trail; and to separate South Dogwood Trail and East Dogwood Trail as individual streets on the list rather than have them combined as one. The ranked prioritization of the streets will continue to be discussed at the next committee meeting.

Finance Committee

Council Member Holland stated the Finance Committee met on October 29th (minutes attached) and discussed three items of business. The Finance Officer reviewed the quarterly financials, review of the FY14-15 audit receipt and upcoming presentation and review of available budget funds remaining for anticipated 15-16 street improvements.

Three streets on the Council's prioritized list of anticipated street improvement are contracted with construction underway-Bear Track Lane, Hollow Beach Court, and a section of North Dogwood Trail. The next two anticipated street improvements have been engineered and bids have been received. The bids received are consistent with the engineer's cost estimates, Factoring in the contract costs for the three street projects already underway, the project costs for these two streets, considering the lowest qualified bid, would exceed the Council's original appropriation for the year of \$516,000 – by the sum of \$135,000. The two anticipated improvements are the remaining unimproved half of Beech Tree Trail, and Fox Grape Lane.

The Public Works Director, the Town Manager, and the Finance Officer offered that the difference necessary to perform these two anticipated improvements could possibly be transferred from yet unused budget lines within the Public Works Department and the Streets, Canals, and Bridges Department lines, but resulting in those original budgeted services being reduced. Another alternative discussed was dividing Fox Grape Lane into several phases for years to come.

Council Member Holland stated after discussion, committee members concurred that it was their preference for the Town to complete both these anticipated improvements in the current fiscal year, and that the cost difference be transferred from the Town's undesignated fund balance, thereby not causing other budgeted services for the year to be reduced. The committee members concurred that this would be the committee's recommendation to the Council.

MOTION: Mayor Pro Tem Hess moved to approve Budget Amendment #3. The motion was seconded by Council Member Sanders. The motion passed unanimously (5-0).

Planning Board

Chairperson Sam Williams presented a follow-up to ZTA-15-02 entitled "Setback Preservation Requirements." He stated that ZTA-15-02 has two major sections. One deals with undeveloped lots and the other is lots scheduled to be built on or developed lots with major renovations scheduled. At the last Planning Board meeting the Board focused on the undeveloped lot section and there were several issues. After about two hours of discussions the motion was made to send ZTA-15-02 back to the applicant which is Southern Shores Civic Association (SSCA) for revision and the SSCA can resubmit. Since it was sent back to the applicant the recommendation from the Planning Board is to disapprove the ZTA in its current form.

OLD BUSINESS

None

NEW BUSINESS

FY2014-2015 Audit Presentation

Teresa Osborne of Dowdy and Osborne presented the report and findings from the June 30, 2015 audited financial statements. The Town of Southern Shores received an unqualified opinion which is the best opinion a municipal government can receive. The opinion states that the Town's financial statements are prepared and presented in accordance with general accepted accounting principles. Additionally, there were no significant deficiencies or material weaknesses noted. The following financial highlights were presented in the audit:

- The assets and deferred outflows of resources of the Town of Southern Shores exceeded its liabilities and deferred inflows of resources at the close of the fiscal year by \$12,170,628 (net position).
- The government's total net position increased by \$ 1,009,779, due primarily to capitalization of assets (net of depreciation) in the current year amount of \$ 541,218 and revenues over budget and expenses under budget in the current year.
- As of the close of the current fiscal year, the Town of Southern Shores' governmental funds reported combined ending fund balances of \$ 4,053,523, a decrease of \$ 1,109,935 over the prior year (largely due to paying off all town debt including canal dredging loan and police vehicle loans). Approximately 15 % of this total amount or \$ 618,196 is non-spendable, restricted, committed or assigned.
- At the end of the current fiscal year, unassigned fund balance for the General Fund was \$ 3,366,840 or 48.5 % of total general fund expenditures (excluding loan proceeds) for the fiscal year.
- Total property valuation increased \$ 2,676,726 (.20%) from \$ 1,312,305,547 in fiscal year 2014 to \$ 1,314,982,273 in fiscal year 2015.
- The general fund budget for the year was adopted with a tax rate of 22 cents per \$ 100 of assessed valuation; which represented the same tax rate as the prior year.

Reclassification of Public Works Position/Org. Chart (Supervisor to Sr. Maintenance Tech)

Council Member Holland moved to approve the organizational chart to reflect the Public Works Supervisor position to be renamed Senior Maintenance Technician with all technicians reporting to the Public Works Director directly. The motion was seconded by Mayor Pro Tem Hess. The motion passed unanimously (5-0).

OTHER BUSINESS

Town Manager's report

The Town Manager addressed several matters:

- The Town Manager called on the Public Works Director Rachel Patrick to give a briefing of the upcoming Tall Pine Bridge project. Rachel Patrick stated Keystone Contracting Co. has been awarded the project and mobilization will begin November 16th. NCDOT standard signs and barricades will be placed on Highway 12, Rt. 158 and South and East Dogwood Trails. Digital signs will also be placed on Rt. 12 and Rt. 158. The bridge will be scheduled re-open in May 2016.
- The Season Traffic Backup Counter Measures Group met on October 13th. Representatives from NCDOT, Duck, Southern Shores, Kitty Hawk, and also Currituck County were in attendance to discuss the efforts from the summer. Discussed was what worked and what did not. A full report can be found on the Town's website. The Town Manager stated that the no left turn sign onto South Dogwood did come up again in discussion and NCDOT and the Town of Kitty Hawk once again stated they would not support it. Also discussed was the Mid-Currituck Bridge which Highway Commissioner Malcom Fearing stated he is confident that the bridge will be built.
- The informal bids for Beech Tree Trail and Fox Grape Lane were received. Beech Tree Trail the lowest qualified bidder was Barnhill Contracting at \$138,235 and RPC

bid totaled at \$139,700. Fox Grape Lane project bids were received at \$193,276 from Barnhill and 207,500 from RPC. Both project will be consolidated into a single contract with Barnhill.

- The annual Veteran's Day Ceremony will be held next Wednesday, November 11th at the Veteran's Garden at the Town Hall.
- Two upcoming races will be taking place in Southern Shores. The OBX Go Far Turkey Trot on Thanksgiving Day and the third annual Festivus Road Race.

Town Attorney

None

Mayor's comments:

Mayor Bennett stated he wanted to follow up on the Town Managers report on the Season Traffic measures. It was a good informative report on what has been done and also the report from Malcom Fearing on the Mid-Currituck Bridge project was promising.

Council Members' comments:

Mayor Pro Tem Hess thanked the citizens for showing up to vote on Election Day. Council Member Sanders thanked the residents who showed support and voted for him. Council Member Lawhon stated his attended a Albemarle Rural Planning Organization ARPO meeting in Manteo a couple weeks ago and it was the most contentious and long meeting he has attended as a Council Member and it all revolved around the issue of ferry tolls for the Hatteras to Ocracoke Ferry. It will be very likely on the next couple years that we will see a toll.

Council Member Lawhon also thanked everyone for their support and stated it has been a privilege.

Council Member Holland stated he personally wanted to congratulate Chris Nason, Fred Newberry and Gary McDonald on their election to the Town Council. He stated the campaign is over and now you are elected to govern. He suggested to the newly elect that before their next meeting they should schedule a meeting with the Town Manger and Town Staff so they can learn what the various groups do within, what they do to support the Council and what they do to support the Town. He stated then they will go to the School of Government to take some training and ethics classes. He thanked David Sanders, Jodi Hess and Larry Lawhon for their service to the Council and the Town.

ADJOURN

MOTION: Council Member Holland moved to adjourn. The motion was seconded by Council Member Lawhon. The motion passed unanimously (5-0). The time was 6:36 p.m.

ATTEST:

Respectfully submitted,

Thomas G. Bennett, Mayor

Sheila Kane, Town Clerk



Town of Southern Shores

5375 N. Virginia Dare Trail, Southern Shores, NC 27949

Phone 252-261-2394 / Fax 252-255-0876

www.southernshores-nc.gov

RESOLUTION 2015-11-01

A RESOLUTION DECLARING CERTAIN PROPERTY OF THE TOWN TO BE SURPLUS AND AUTHORIZING THE DISPOSITION OF SAID PROPERTY

WHEREAS, the Town Council of the Town of Southern Shores, North Carolina, has determined that the Town owns certain personal property that is no longer needed or usable by the Town; and

WHEREAS, the property is described below:

Surplus Property Information

DEPT.	MAKE	MODEL	INVENTORY TAG	V.I.N./DESCRIPTION
PUBLIC WORKS	FORD	F-250	-----	1FSWZ0515EA50477

NOW, THEREFORE, BE IT RESOLVED by the Southern Shores Town Council that the Town Manager or his designee are hereby authorized to dispose of the aforementioned property by any means allowable to include offering for sale at public auction, donation to a nonprofit organization, internet on-line offering, private negotiation and sale, upset bid process, or destruction.

AND BE IT FURTHER RESOLVED that property described in this resolution is surplus as of November 4, 2015.

ATTEST:



Thomas G. Bennett, Mayor

Sheila Kane, Town Clerk

**MEMORANDUM OF AGREEMENT BETWEEN
DARE COUNTY MUNICIPALITIES AND THE COUNTY OF DARE
CONCERNING EMERGENCY COORDINATION**

Dare County and all county Municipalities have a shared responsibility to prevent, prepare for, respond to, and recover from a natural or man-made emergency. This responsibility is found in the North Carolina Emergency Management Act (Chapter 166A). The Act was implemented as "Chapter 92: Emergency Management" in the Dare County Code of Ordinances. In addition, all municipalities have ordinances to address Emergency Management or Civil Emergencies. While all municipalities have the authority to declare and manage an emergency independently; centralized county-wide emergency management is needed when one or more of the following situations is or may occur; an imminent threat to the public safety/health; extensive multi-agency/jurisdiction response and coordination is or may be needed, local resources are or may be overwhelmed and unable to resolve the emergency, and the emergency has or may cross more than one political jurisdiction. When these conditions occur, emergency management efforts within the county will be coordinated by the county, including activities of the municipalities within the county as outlined in Chapter 92.04.

This agreement is designed to bring unity of effort across all Municipalities, Dare County and the State of North Carolina before, during, and after any emergency. Unity of effort brings efficiency and harmony during an emergency particularly when planning and coordination is needed across multiple jurisdictions and/or agencies. The Dare County Emergency Management Plan (DCEMP) prescribed in Chapter 92.08 directs establishment of the Dare County Control Group (DCCG). The DCCG is a collaborative body that convenes to facilitate decision making leading to the setting of objectives and priorities, approving resource sharing as well as policies, strategies and public messaging developed to achieve unity of effort using Incident Command System processes across jurisdictions. The following individuals or their designee comprise the DCCG; the Chairman of the Dare County Board of Commissioner, the six municipal mayors, the Cape Hatteras National Seashore Superintendent, and the Dare County Sheriff.

I. THE MUNICIPALITIES IN DARE COUNTY AGREE:

- a) The Mayor or a designee will serve on the DCCG and be actively engaged, either by a physical or virtual presence in the Emergency Operations Center (EOC) when the DCEMP is activated.
- b) To determine the availability of town personnel and resources to support emergency response and recovery operations that lead to unity of effort and seamless communications across all jurisdictions.

II. DARE COUNTY AGREES:

- a) The Chairmen or a designee will serve on the DCCG and be actively engaged, either by a physical or virtual presence in the EOC when the DCEMP is activated.
- b) To activate the DCEMP when needed and provide EOC assistance to any or all municipalities to prevent, prepare for, respond to, or recover from any emergency.
- c) To determine the availability of County personnel and resources to support emergency response and recovery operations that lead to unity of effort and seamless communications across all jurisdictions.

DURATION: This Agreement will stay enforce until changes are deemed necessary by any Municipal Mayor or the Chairman of the Dare County Board of Commissioners.

DARE COUNTY MUNICIPALITIES AND THE COUNTY OF DARE execute this agreement by signature and date on pages 2-7 with a separate page for each municipality.

**MEMORANDUM OF AGREEMENT BETWEEN
DARE COUNTY MUNICIPALITIES AND THE COUNTY OF DARE
CONCERNING EMERGENCY COORDINATION**

This agreement is entered into this the 19th day of October, 2015.

(X) Shannon M. Bennett

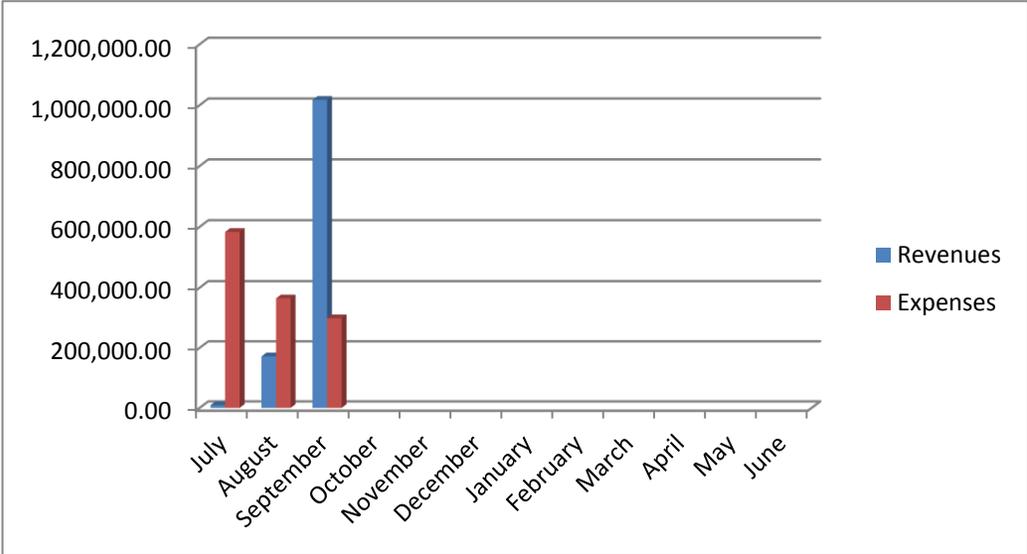
MAYOR, TOWN OF SOUTHERN SHORES

(X) Fallie Wood

CHAIRMAN, DARE COUNTY BOARD OF COMMISSIONERS

GENERAL FUND

	<u>Revenues</u>	<u>Expenses</u>
FY 15-16		
July	9,251.63	583,359.01
August	171,589.23	364,583.80
September	1,017,432.16	298,351.90
October		
November		
December		
January		
February		
March		
April		
May		
June		
Total YTD	1,198,273.02	1,246,294.71



Revenues		
	<u>Current Period</u>	<u>Prior Period</u>
July		
Ad Valorem & Motor Vehicle	-	-
Occupancy Tax	-	-
Sales Tax	-	-
Land Transfer Tax	-	-
Building Permits & Fees	5,703.03	6,587.96
Other Revenues	3,548.60	3,848.89
	9,251.63	10,436.85
August		
Ad Valorem & Motor Vehicle	129,588.65	128,741.63
Occupancy Tax	-	-
Sales Tax	-	-
Building Permits & Fees	14,708.95	11,993.60
Other Revenues	27,291.63	10,986.87
	171,589.23	151,722.10
September		
Ad Valorem & Motor Vehicle	550,045.16	479,592.44
Occupancy Tax	241,123.10	247,818.64
Sales Tax	109,873.80	106,238.20
Utilities & Franchise Tax	94,803.13	62,686.12
Building Permits & Fees	13,513.60	12,990.73
Other Revenues	8,073.37	11,934.01
Total	1,017,432.16	921,260.14

	<u>Current YTD</u>	<u>Prior YTD</u>	<u>YTD Difference</u>
Ad Valorem & Motor Vehicle	679,633.81	608,334.07	71,299.74
Occupancy Tax	241,123.10	247,818.64	-6,695.54
Sales Tax	109,873.80	106,238.20	3,635.60
Utilities & Franchise Tax	94,803.13	62,686.12	32,117.01
Building Permits & Fees	33,925.58	31,572.29	2,353.29
Other Revenues	38,913.60	26,769.77	12,143.83
Total	1,198,273.02	1,083,419.09	114,853.93

Expenditures		
	<u>Current Period</u>	<u>Prior Period</u>
July		
Administration	132,726.44	127,529.16
Police	110,469.99	155,556.04
Sanitation	19,743.08	19,405.10
Ocean Rescue	26,459.63	26,333.33
Fire Department	237,752.50	262,752.50
Streets	3,615.19	4,600.04
Public Works	35,995.11	45,417.86
Code Enforcement	16,597.07	15,840.22
	583,359.01	657,434.25
August		
Administration	92,958.18	79,388.46
Police	106,735.80	130,611.79
Sanitation	47,625.22	40,277.29
Ocean Rescue	52,666.66	26,333.33
Streets	12,841.50	47,932.01
Public Works	37,687.94	38,064.39
Code Enforcement	14,068.50	20,913.34
	364,583.80	383,520.61
September		
Administration	66,473.43	74,054.93
Police	108,370.47	83,862.67
Sanitation	42,786.57	40,022.48
Ocean Rescue	-	26,333.33
Streets	11,210.45	4,450.57
Public Works	54,228.87	65,576.11
Code Enforcement	15,282.11	14,526.82
	298,351.90	308,826.91

	<u>Current YTD</u>	<u>Prior YTD</u>	<u>YTD Difference</u>
Administration	292,158.05	280,972.55	11,185.50
Police	325,576.26	370,030.50	(44,454.24)
Sanitation	110,154.87	99,704.87	10,450.00
Ocean Rescue	79,126.29	78,999.99	126.30
Fire Department	237,752.50	262,752.50	(25,000.00)
Streets	27,667.14	56,982.62	(29,315.48)
Public Works	127,911.92	149,058.36	(21,146.44)
Code Enforcement	45,947.68	51,280.38	(5,332.70)
Total	1,246,294.71	1,349,781.77	-103,487.06

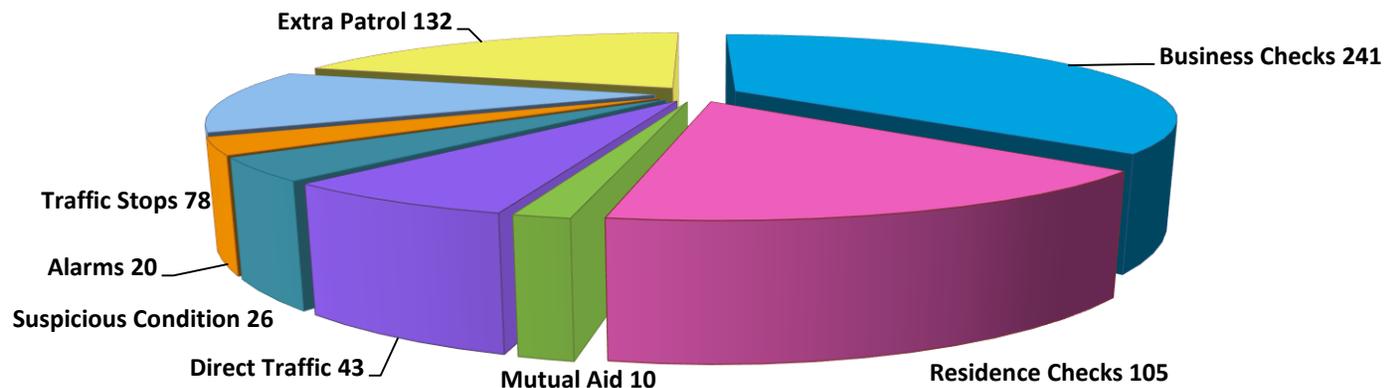
TOWN OF SOUTHERN SHORES - PLANNING DEPARTMENT - MONTHLY REPORT FOR OCTOBER 2015									
ISSUED DATE	PERMIT #	OWNER NAME	ADDRESS	USE	TYPE OF CONSTRUCTION	EST COST	PERMIT FEE	RES/COMM	CONTRACTOR
BUILDING PERMITS									
10/1/2015	9165	BENDER, JOHN	196 WAX MYRTLE TRAIL	SINGLE FAMILY DWELLING	REPAIR	\$ 900.00	\$ 100.00	R	HONEY-DO-SERVICES
10/5/2015	9176	PHILLIPS, RICHARD	291 SEA OATS TRAIL	SINGLE FAMILY DWELLING	OTHER - MECHANICAL	\$ 17,650.00	\$ 100.00	R	R.A. HOY HEATING & A/C, INC
10/8/2015	9161	DARDEN, MICHELLE	12 BLUE PETE COURT	SINGLE FAMILY DWELLING	NEW CONSTRUCTION - SFD	\$ 210,000.00	\$ 1,440.00	R	PROPERTY OWNER
10/9/2015	9097 AMENDED	M&A PREMIER PROPERTIES, LLC	117 DUCK WOODS DRIVE	SINGLE FAMILY DWELLING (UNDER CONSTRUCTION)	ACCESSORY - POOL	\$ 30,000.00	\$ 125.00	R	DREAM BUILDERS CONSTRUCTION AND DEVELOPMENT, LLC
10/12/2015	9177	POKEWALDT, ROBERT	295 N. DOGWOOD TRAIL	SINGLE FAMILY DWELLING	OTHER - MECHANICAL	\$ 20,790.00	\$ 100.00	R	NORTH CAROLINA AIR CONDITIONING, INC
10/14/2015	9178	MORAN, MARY	97 OLD PASSAGE LANE	SINGLE FAMILY DWELLING	REPAIR	\$ 18,000.00	\$ 180.00	R	AWESOME REMODELING AND HOME MAINTENANCE
10/14/2015	9180	GUARD, JACK	77 TRINITIE TRAIL	SINGLE FAMILY DWELLING	OTHER - MECHANICAL	\$ 8,219.00	\$ 100.00	R	OUTER BANKS HEATING & COOLING
10/15/2015	9181	TADDEO, PETER	2 MOCKINGBIRD LANE	SINGLE FAMILY DWELLING	OTHER - ELECTRICAL	\$ 1,500.00	\$ 100.00	R	ALLSHORE ELECTRIC
10/15/2015	9182	DASH, ERNIE	26 PERIWINKLE PLACE	SINGLE FAMILY DWELLING	OTHER - ELECTRICAL	\$ 2,500.00	\$ 100.00	R	LIVE WIRE ELECTRICAL SERVICES, LLC
10/16/2015	9179	BABBITT, MARK	6 BIRCH LANE	SINGLE FAMILY DWELLING	ADDITION	\$ 94,724.00	\$ 232.00	R	BEACH REALTY & CONSTRUCTION
10/20/2015	9185	DEE PROPERTIES, LLC	28 NINTH AVENUE	SINGLE FAMILY DWELLING	OTHER - MECHANICAL	\$ 10,400.00	\$ 100.00	R	R.A. HOY HEATING & A/C, INC
10/20/2015	9186	LAUGHNER, ANN	25 E. DOGWOOD TRAIL	SINGLE FAMILY DWELLING	OTHER - MECHANICAL	\$ 8,300.00	\$ 100.00	R	R.A. HOY HEATING & A/C, INC
10/20/2015	9187	O'BRIEN, JOHN	82 DUCK WOODS DRIVE	SINGLE FAMILY DWELLING	OTHER - ELECTRICAL	\$ 10,000.00	\$ 100.00	R	BEAR ROCK ELECTRIC
10/21/2015	9189	ROMANO, MANUEL	41 HONEYSUCKLE LANE	SINGLE FAMILY DWELLING	OTHER - MECHANICAL	\$ 5,000.00	\$ 100.00	R	NORTH BEACH SERVICES
10/21/2015	9190	JOHNSON, JAMES	308 SEA OATS TRAIL	SINGLE FAMILY DWELLING	OTHER - MECHANICAL	\$ 4,560.00	\$ 100.00	R	NORTH BEACH SERVICES
10/21/2015	9191	SUTHERLAND, DANIEL	252 N. DOGWOOD TRAIL	SINGLE FAMILY DWELLING	ADDITION/REMODEL	\$ 85,000.00	\$ 236.80	R	SANDMARK CONSTRUCTION, INC
10/22/2015	9183	DOUGHERTY, BURTIS	3 FOURTH AVENUE	SINGLE FAMILY DWELLING	ADDITION/REMODEL	\$ 117,000.00	\$ 368.80	R	OLD STATION CORPORATION
10/22/2015	8943 AMENDED	KINGSFORD, BARBARA	33 NORTH DUNE LOOP	SINGLE FAMILY DWELLING (UNDER CONSTRUCTION)	OTHER - LANDWARD RETAINING WALLS	\$ 25,000.00	\$ 100.00	R	J.B. EDWARDS CUSTOM HOMES
10/22/2015	9174	NELSON, WILLIAM	35 FAIRWAY DRIVE	SINGLE FAMILY DWELLING	REMODEL	\$ 13,000.00	\$ 140.00	R	2 GUYS SERVICES
10/23/2015	9184	MYATT, MATTHEW	76 DUCK WOODS DRIVE	SINGLE FAMILY DWELLING	NEW CONSTRUCTION - SFD	\$ 500,000.00	\$ 2,148.30	R	OVERTON CORPORATION
10/26/2015	9188	WHITE, STEPHEN	4A EIGHTH AVENUE	SINGLE FAMILY DWELLING	ADDITION/REMODEL	\$ 159,500.00	\$ 1,031.80	R	SNEARER CONSTRUCTION
10/28/2015	9194	WATSON,, ROBERT	76 GRAVEY POND LANE	SINGLE FAMILY DWELLING	OTHER - MECHANICAL	\$ 8,000.00	\$ 100.00	R	DELTA T. HVAC
10/28/2015	9196	SMITH, HUNTER	10 EIGHTH AVENUE	SINGLE FAMILY DWELLING	OTHER - GAS	\$ 300.00	\$ 100.00	R	J.T. JONES GAS
10/29/2015	9192	LOGAN, STEVEN	55 E. DOGWOOD TRAIL	SINGLE FAMILY DWELLING	ACCESSORY - POOL	\$ 41,337.00	\$ 125.00	R	CARIBBEAN POOLS AND SPAS OF NC
10/29/2015	9197	SS 520 & 521, LLC	5 TROUT RUN	SINGLE FAMILY DWELLING	ACCESSORY - POOL	\$ 26,445.00	\$ 125.00	R	CARIBBEAN POOLS AND SPAS OF NC
10/29/2015	9195	ELWOOD, JAMES	102 OCEAN BOULEVARD	SINGLE FAMILY DWELLING	REMODEL	\$ 105,998.00	\$ 1,069.98	R	OLD STATION CORPORATION
					BUILDING PERMIT TOTAL \$ RESIDENTIAL	\$1,524,123.00	\$ 8,622.68		
					BUILDING PERMIT TOTAL \$ COMMERCIAL	\$ -	\$ -		
					TOTAL FEES \$ =	\$ 1,524,123.00	\$ 8,622.68		
					# RESIDENTIAL =			26	
					# COMMERCIAL =			0	
					GRAND TOTAL \$ OF FEES COLLECTED =		\$ 9,672.68		

October 2015

Southern Shores Police Department



Calls For Service - 917



Southern Shores VFD

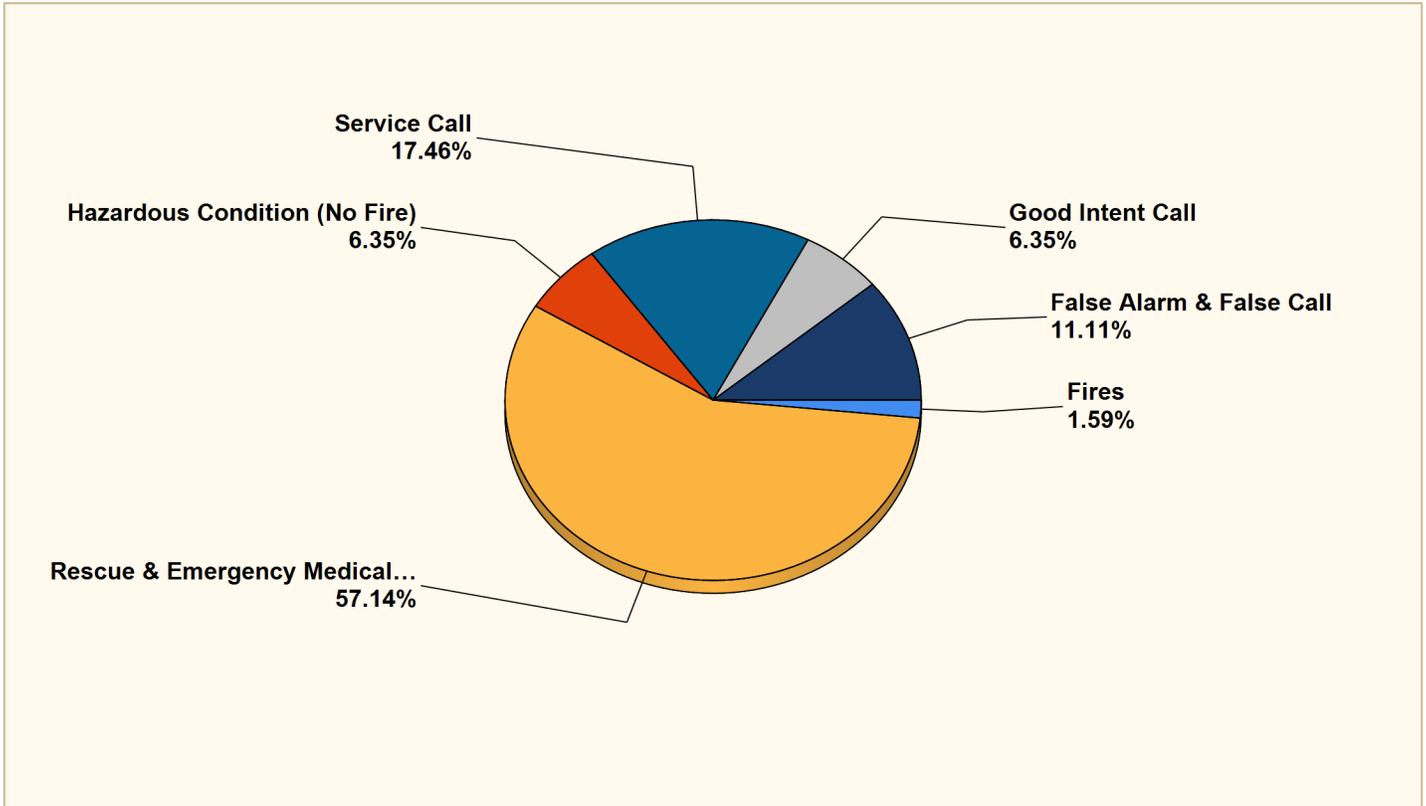
Southern Shores, NC

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Breakdown by Major Incident Types for Date Range

Zone(s): All Zones | Start Date: 10/01/2015 | End Date: 10/31/2015



MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Fires	1	1.59%
Rescue & Emergency Medical Service	36	57.14%
Hazardous Condition (No Fire)	4	6.35%
Service Call	11	17.46%
Good Intent Call	4	6.35%
False Alarm & False Call	7	11.11%
TOTAL	63	100.00%

Only REVIEWED incidents included. Summary results for a major incident type are not displayed if the count is zero.



Detailed Breakdown by Incident Type

INCIDENT TYPE	# INCIDENTS	% of TOTAL
142 - Brush or brush-and-grass mixture fire	1	1.59%
321 - EMS call, excluding vehicle accident with injury	34	53.97%
322 - Motor vehicle accident with injuries	2	3.17%
424 - Carbon monoxide incident	2	3.17%
442 - Overheated motor	1	1.59%
445 - Arcing, shorted electrical equipment	1	1.59%
551 - Assist police or other governmental agency	1	1.59%
553 - Public service	10	15.87%
631 - Authorized controlled burning	1	1.59%
651 - Smoke scare, odor of smoke	3	4.76%
733 - Smoke detector activation due to malfunction	2	3.17%
735 - Alarm system sounded due to malfunction	1	1.59%
736 - CO detector activation due to malfunction	1	1.59%
743 - Smoke detector activation, no fire - unintentional	1	1.59%
745 - Alarm system activation, no fire - unintentional	2	3.17%
TOTAL INCIDENTS:	63	100.00%

Only REVIEWED incidents included. Summary results for a major incident type are not displayed if the count is zero.



Town of Southern Shores Capital Improvement Plan Committee
Meeting Minutes

October 15, 2015 2:00 p.m.

Pitts Center

Attendees: Committee members- Tom Bennett and Larry Lawhon; citizen representatives- Jim Connor and Elizabeth Morey; staff- Peter Rascoe, David Kole, Joe Anlauf, Rachel Patrick

The meeting was called to order by Mayor Tom Bennett.

Police Chief David Kole gave a report on traffic load information from a summer traffic counting effort. The report showed weekly traffic counts in June, July and August, as well as monthly totals on both NC 12 and South Dogwood Trail. It also showed average speeds per 24 hour period in a month. In general, the report indicated that of the traffic counted, South Dogwood Trail comprised 18%-24% and NC 12 comprised 76%-82% of the total traffic numbers. The traffic report is attached as an exhibit to these minutes.

Rachel Patrick presented the results of a prioritization effort for the proposed street rebuild list for FY 2016-2017. All attendees had submitted their prioritized street list to Rachel prior to the meeting, most utilizing a ranking system that Rachel had been asked to create during the previous CIP meeting. Those streets ranked using that scoring system placed Yaupon Trail as top priority; Osprey Lane was ranked second on the list; and Wild Swan Lane was ranked third as were sections of Twisted Tree Court, Wax Myrtle Trail and Clamshell Trail. Other streets on the list were ranked below these streets.

Elizabeth Morey did not use the ranking system that the other attendees utilized, and prioritized her list as follows: 1. South Dogwood Trail; 2. Hillcrest Drive; 3. Sea Oats Trail; 4. Wax Myrtle Trail including Dolphin and Porpoise Run. Elizabeth stipulated that she would need to be assured that there would be a variance to the street design standards for protection of "heritage trees" and "heritage vegetated medians" for South Dogwood Trail to remain a high priority. If that condition cannot be met then Elizabeth asked that South Dogwood Trail be removed from her priority list.

Larry Lawhon recommended that two streets be added to the priority list due to their deteriorating conditions- the Spindrift Trail/High Dune Loop/Wild Pony Lane Intersection, and the Clamshell Trail/Chicahauk Trail Intersection. Rachel suggested that Pintail Trail be added to the list to be monitored as it is beginning to show signs of root intrusion and asphalt failure.

Following discussion, committee members Bennett and Lawhon recommended to add the following streets to the prioritization list: Hillcrest Drive, Sea Oats Trail, Wax Myrtle Trail including Dolphin and Porpoise Run, Spindrift Trail/High Dune Loop/Wild Pony Lane Intersection, Clamshell Trail/Chicahauk Trail Intersection, Wax Myrtle and Hickory Intersection, and Pintail Trail; and to separate South Dogwood Trail and East Dogwood Trail as individual streets on the list rather than have them combined as one. The ranked prioritization of the streets will continue to be discussed at the next committee meeting.

Rachel Patrick reported to the committee that two residents have requested a bike path from the Skyline Road cul de sac to the Town Hall parking lot to provide a connection to the sidewalk on 158. After some discussion it was suggested that Public Works create a path behind the Pitts Center (north side) since that would provide a direct connection from Skyline Road to the Pitts Center parking area.

There being no other business, the meeting was adjourned.

Minutes recorded by Rachel Patrick, and compiled with concurrence of all Committee Members, Citizen Representatives, and Staff Representatives in attendance.

Meeting minutes in red

AGENDA

Meeting of Council Finance Committee (Bennett, Holland)

October 29, 2015 10:00 AM

Town Hall Conference Room

Meeting was called to order by Mayor Bennett. Committee members Mayor Bennett and Councilman Holland in attendance. Attending staff were Town Manager Peter Rascoe, Finance Officer Bonnie Swain, and Public Works Director Rachel Patrick. No members of the public were in attendance.

1. Review of Quarterly Financial Reports - Finance Officer

The Finance Officer reviewed the Town's financial statements for the current fiscal year's first quarter. She is also scheduled to review these at the November 4th regular meeting of the Council.

2. Review of FY 14-15 Audit receipt and presentation schedule - Finance Officer

The Finance Officer reported that the Town's Audit for fiscal year 2014-2015 had been completed by the Town's Auditor and would be transmitted to Council Members prior to the November 4th regular Council meeting. She confirmed that the Audit had also been submitted to the Local Government Commission for review but that no comments had been received back yet from the LGC. The Auditor will still present the Audit at the Council's November 4th regular Council meeting and answer any questions of the Council Members. The Finance Officer also stated the Audit would be posted on the Town's website immediately after presentation by the Auditor.

3. Review of available Budget funds remaining for anticipated 15-16 street improvements
- Public Works Director/Finance Officer/Town Manager

The Town Manager reminded the Committee that the Council's budget appropriation for street improvements for the current year was based solely on the Council's current standing policy of appropriating funds generated by a revenue-neutral three cents of prior tax rate – and that this same appropriation was used to pay for engineering costs necessary to prepare this year's anticipated street improvement projects for bidding.

The Public Works Director reported that three streets on the Council's prioritized list of anticipated street improvements are now already under contract with construction underway - Bear Track Lane, Hollow Beach Court, and a section of North Dogwood Trail. She reminded the committee the bids for these improvement projects had been consistent with the engineering cost estimates, which were developed after the budget appropriation for these projects.

She reported that the next two anticipated street improvements have now been engineered and bids have been received. The bids received are consistent with the engineer's cost estimates, which again were developed after the year's budget appropriation. Factoring in the contract costs for the three street projects already underway, the project costs for these two streets, considering the lowest qualified bid, would exceed the Council's original appropriation for the year of \$516,000 – by the sum of \$135,000. The two anticipated improvements are the remaining unimproved half of Beech Tree Trail, and Fox Grape Lane.

The Public Works Director, the Town Manager, and the Finance Officer offered that the difference necessary to perform these two anticipated improvements could possibly be transferred from yet unused budget lines within the Public Works Department and the Streets, Canals, and Bridges Department lines, but resulting in those original budgeted services being reduced. Another alternative discussed was dividing Fox Grape Lane into several phases for years to come.

After discussion, both committee members concurred that it was their preference for the Town to complete both these anticipated improvements in the current fiscal year, and that the cost difference be transferred from the Town's undesignated fund balance, thereby not causing other budgeted services for the year to be reduced. The committee members concurred that this would be the committee's recommendation to the Council.

There being no other business, the Finance Committee meeting was adjourned.

Town of Southern Shores
Organizational Chart
November 2015

