



# Town of HOLLY RIDGE

PO Box 145 \* Holly Ridge, NC 28445 \* Phone (910) 329-7081 \* Fax (910) 329-1593

## HOLLY RIDGE TOWN COUNCIL REGULAR MEETING February 8th, 2022 6:00 P.M.

Mayor Jeff Wenzel called the Regular Meeting of the Holly Ridge Town Council to order at 6:02 p.m. at the Holly Ridge Town Hall. Council members present were Councilwoman Bragg, Councilman Sholar, Councilman Hines, Councilwoman Stanley. Also present were Town Manager, Heather Reynolds; Deputy Clerk, Tracy Martin; Chief Sorg; Community Development Director Nathan Rhue; Finance Director Chuck Strickland and Attorney Kyle Fountain. Mayor Pro-Tem Hall was absent from the meeting.

### Invocation and Pledge

Councilman Hines gave the Invocation and Mayor Wenzel led the Pledge of Allegiance.

### Adoption of Agenda

A motion was made by *Councilwoman Stanley* and seconded by *Councilwoman Bragg* to adopt the agenda as presented. *All Agreed.*

### Persons Wishing to Address the Council

**Kay Kelly – 220 E. Ocean Road** said her concern is the flood damage from the retention pond from the Circle K. Mrs. Kelly was told that the water was draining to the ditch on Furney's Alley, however it was not. Ms. Kelly said it has been draining into a private pipe through private land and it is flooding the properties. Ms. Kelly said the last house in line is 226 E. Ocean Road. Ms. Kelly said her yard is flooded. Ms. Kelly said she does not understand why the water is draining through a private pipe that went a ditch that went through the culvert. Ms. Kelly asked if this could be directed or at least upgrade the pipes. Ms. Kelly said the pipes are over sixty years old and they were not meant to manage that amount of water.

Councilman Hines said he thought Circle K had a lot of water come out at one time. Mr. Rhue said that is correct, they had to release their water from the underground storage tanks that is

required to be filled for testing purposes. Councilman Hines asked if that overflow the retention pond? Mr. Rhue stated there was more than was there and he does not believe it breached but it was a large amount of water that came through. Councilman Hines asked if everything Circle K has done thus far meets the State requirements as well as the Town's standards.

**Mr. Michael Kelly – 220 E. Ocean Road** stated he has not seen this kind of flooding in his back yard since the heavy rain from last February. Mr. Kelly said they have only had one drain line right past where the old Gulf station use to be. Mr. Kelly said this past Sunday, Circle K shut the pumps off and with all the water that was released, Mr. Kelly's side yards flooded.

Mayor Wenzel asked Manager Reynolds if she was aware of this issue. Manager Reynolds stated she was, and code enforcement has been working with multiple property owners surrounding Circle K. Manager Reynolds said it is her understanding that everything Circle K has done to date has been within the permits and our ordinances.

Councilman Hines asked if the private pipe is a driveway pipe and is it in the ditch of the right-of-way? Ms. Kay Kelly said this pipe is behind the fence which is like forty feet up on the property. Councilman Hines asked why they were not running into the ditch next to the road? Mr. Rhue said it is his understanding that the natural grade of that property was to go towards Furney's Alley and then down Furney's alley into Dyson Street. Mr. Rhue stated the line that Mr. and Mrs. Kelly are speaking of was put there some time ago. Mr. Rhue said we have attempted with the owner of the property related to that pipe to fix it or come up with a remedy for it, she has been adamant that that will not happen. Councilman Hines asked if the road ditch is open, and Mr. Rhue stated that is correct. Councilman Hines asked if the retention pond dumps into that ditch. Mr. Rhue said that is how it was designed. Mrs. Kay Kelly said no it dumps into the private pipe. Mrs. Kelly said Furney's Alley ditch is dry. Mr. Kelly said it is coming back to the beauty shop and then circles around to the ditch behind the fence line behind Mr. Kelly's house. Mrs. Kelly said her father-in-law put the pipes in over sixty years ago. Councilman Hines said we need to make sure the ditch is clear, and it flows and make sure the retention pond is flowing into the ditch. Councilman Hines said that is as much as we can do. Manager Reynolds said that has already been completed by Public Works. Mrs. Kelly said the pipe from the retention pond pipe goes directly into that private pipe. Mrs. Kelly stated there is not a pipe or a trench going to Furney's Alley.

### **Public Hearings**

#### **Possible Approval of a request for a Zoning Map Amendment located at 226 E. Ocean Road and identified a Parcel # 021318 (Map # 900-37) with the request being to rezone from R-15 to Neighborhood Business**

Community Development Director, Nathan Rhue said this map amendment is pertaining to 226 E. Ocean Road and identified as Parcel # 021318 (Map # 900-37) and the request is to rezone from R-15 to Neighborhood Business. It consists of around .73 acres and on the

property is a vacant single-family dwelling. Mr. Rhue said found at the corner of North Dyson and East Ocean Road, the parcel is in the same block as the new Circle K gas station currently under construction and the recently renovated hair salon located three parcels to the West. Also located on East Ocean Road, is a structure currently under renovation to be used as a café. Along North Dyson Street is Jones Funeral Home and at the rear of the subject parcel is Penslow Health Clinic and the Holly Ridge Town Hall. Directly adjacent to the subject parcel to the North and East are parcels currently zoned New Business, to the west is R-15, and to the south is Commercial and R-15.

Mr. Rhue stated the purpose of the Neighborhood District is to accommodate retail, service and related businesses that cater to the immediate community and residential districts. The neighborhood district requires parcels to be a minimum of 4,500 square feet and, in addition to retail, sales, services, and related businesses, does allow for multi-family development.

Mr. Rhue said the future land use designation for this area is Mixed-Use. This future land use category should provide a concentration of commercial, service, institutional, and residential uses that will serve residents of Holly Ridge, seasonal visitors, and other permanent residents of Pender and Onslow Counties. The future land use classification is intended to promote social activity and the cultural value of the Town. The preferred land use mix is primarily commercial/retail and office with multi-family residential uses and vertical and horizontal mixed-use development. Standalone multi-family residential development should be buffered from conflicting uses and combability designed within the current neighborhood condition. Appropriate uses within the Mixed-Use designation would be mostly commercial, retail, office, and institutional uses, multi-family and duplex residential uses, and parks, recreation, and open spaces. All these uses are found within the neighborhood business zoning district.

Mr. Rhue stated the Planning Board considered this on January 18<sup>th</sup>, at which time they went through their considerations as outline in our zoning ordinance and has submitted to their recommendation as both for approval and the consistency statement which states this is consistent with the land use plan because of the mixed-uses that are involved with neighborhood businesses as well as it being reasonable and in the public interest for additional commercial options for residents traveling public. This hearing was advertised, notices provided to the adjoining property owners as well as in the newspaper and posted on the property.

A motion was made by **Councilwoman Bragg** and seconded by **Councilwoman Stanley** to go into Public Hearing. **All Agreed.**

A motion was made by **Councilman Sholar** and seconded by **Councilwoman Stanley** to return to Regular Session. **All Agreed.**

A motion was made by **Councilwoman Stanley** and seconded by **Councilwoman Bragg** to approve the Zoning Map Amendment located at 226 E. Ocean Road and Identified as Parcel # 021318 (Map # 900-37) with the request to rezone from R-15 to Neighborhood Business and adopt the consistency statement. **All Agreed.**

### *Town Manager Report*

Manager Reynolds stated Public Works has been working on a sink hole on Kraft Street. They found a “smoking gun” which was a culvert pipe due to the packing around the pipe that was not sufficient. Public Works is making the repairs, and this may have to be re-opened later. Once the Public Works Department has their confined spaces training because they will need to go down into the culvert and pack it to eliminate further damage.

Manager Reynolds said the electronic sign at the community center is to be delivered within a week or so. Vital sign is bringing the sign by crane to lift it.

Manager Reynolds said Public Works is down one employee. Mr. Bill Stefferson is out on medical leave.

Manager Reynolds said the auditors hopefully will finish our audit this week and we should have the audit report sooner rather than later.

Manager Reynolds said the fireworks vendor has been confirmed for the Liberty Festival which will be held on September 3<sup>rd</sup>, 2022, and the vendor stated it may cost the town less money since the event will not be held on July 4<sup>th</sup>, 2022.

Councilman Hines asked if we have applied for the grant that we normally do for the fireworks. Manager Reynolds said we will apply for the grant in March of this year, and we will be requesting the full amount.

Manager Reynolds stated she and Finance Director Chuck Strickland met with the Town of Surf City regarding the funds from last year’s Summer Camp and softball. Manager Reynolds said we are working out some differences in our numbers and Surf City’s numbers. Manager Reynolds said she hopes to have updated numbers within the next week or so. Manager Reynolds said she spoke with Surf City’s Town Manager about adding our seal and name to the signage and Surf City said that would not be an issue moving forward.

Manager Reynolds said the RFP for Camp Davis Industrial Park Phase II was reissued this past Friday. This Friday there is a mandatory site visit with all the bidders and Friday, February 18<sup>th</sup>, we will have another meeting reviewing the bids and hopefully have all this information available at the March Regular Town Council meeting.

### *Consent Agenda*

- A. Approval of the Following Minutes
  - January 6<sup>th</sup>, 2022, Special Meeting
  - January 11<sup>th</sup>, 2022, Regular Meeting

- B. Department Head Reports

- Finance Department
- Fire Department
- Police Department
- Planning & Zoning Inspections Report
- Parks and Recreation

C. Committee Reports

- Planning Board
- Board of Adjustment
- ONWASA
- Parks and Recreation

A motion was made by *Councilwoman Stanley* and seconded by *Councilman Sholar* to approve the Consent Agenda. *All Agreed.*

**Old Business**

**Update on the Streets in the Preserves of Morris Landing**

Manager Reynolds said the tri-party agreement was received from Attorney Fountain last week, which was approved by the Attorney for the HOA for The Preserves at Morris Landing. Manager Reynolds forwarded that agreement to Mr. Parks and requested he sign the agreement and return. Manager Reynolds said as of Friday afternoon, she has not received an executed copy of the agreement. Manager Reynolds spoke with Mr. Parks several times this week about the repairs that needed to be completed. Mr. Parks has lined up Port City Paving to come into Town next week and complete the repairs. Manager Reynolds spoke with the owner and confirmed Mr. Parks has been in contact with his company. Manager Reynolds said next week, a phone call is scheduled between the owner of Port City Paving and our Public Works Director, Mike McFann.

Councilman Hines asked if Town Council said at the last meeting, they gave Manager Reynolds the authority to go ahead and take the streets once the construction is done? Manager Reynolds said no sir, the Town Council agreed that the HOA and the developer would both have to make application and bring back before the Town Council for consideration.

Councilman Hines said so it is going to be another month before anything is done about this. Manager Reynolds said yes sir unless there is a call for a special meeting. Councilman Hines asked if this is something they can give the manager authority to do. Manager Reynolds said it is her understanding the Town Council must vote on this because it affects the Powell Bill.

**Presentation of the Holly Ridge Master Park Plan by WithersRavenel and the Possible Adoption of the Holly Ridge Park Plan**

**Dan Greenberg – 137 Wilmington Street Ste 200 Raleigh** is with WithersRavenel and his presentation was what parks, trails, and open space master plan would look like for Holly Ridge. The desired direction of the Holly Ridge community is best captured in their vision statement:

“Holly Ridge welcomes residents and visitors to enjoy our small-town coastal community that values recreational opportunities and cultural amenities. We have strong military ties and are the home of historic Camp Davis. Our town is known for its peaceful, friendly environment to live, work, play and visit.”

The visioning process, which included 208 responses to a community survey, identified several priorities and action items to pursue as Holly Ridge grows. Those that are applicable to this Parks, Recreation and Open Space Master Plan include the following:

- Additional bicycle and pedestrian facilities, including sidewalks, bike lanes, and trails
- Additional parks and recreation facilities
- Improved access to public open spaces and recreational opportunities
- Additional seasonal events
- Improved stormwater management, flood protection, and water quality
- Adequate street lighting and safety

Holly Ridge community members participated in an online survey to express their level of satisfaction with the existing parks, facilities, and programs. The survey was open for several months and received ninety-nine responses, representing 3.5% of the Holly Ridge population.

The online responses revealed trends that are summarized below and illustrated in the graphics that follow. Noted that some of the survey responses did not contain answers to voluntary demographic data questions.

- Respondents feel that the Holly Ridge Parks and Recreation system is aesthetically pleasing and feels safe. There is good access to parks, but they are not distributed evenly through town
- Respondents who are aware of Holly Ridge Municipal Park are mostly satisfied
- Visitors to Holly Ridge Municipal Park primarily used the playground and picnic shelter. The sports facilities were not used as often
- Awareness of the town’s parks and recreation facilities is not prevalent among users
- Most responders are not aware of facilities at Liberty Fountain Park
- 17-20% of respondents were unaware of the sports courts and fields at Holly Ridge Municipal Park
- Respondents are interested in passive recreation facilities and activities

- Respondents support land acquisition for Greenway's Trails, Open Space and Passive Uses
- Ninety-two percent of respondents travel outside of Holly Ridge to participate in recreational activities, primarily for facilities that are better in quality or not available in Holly Ridge
- Barriers to participating in parks and recreation programs include awareness, lack of time, safety, and condition of amenities

### **Areas for Improvement**

- Better advertising/promotion/awareness of parks
- Promotion of active lifestyle
- Accessibility for all users
- Additional facilities and programs

### **Priorities for Additional Programs/Activities**

- Family, Teen, Preschool Programs
- Nature and Trail Programs (hiking, biking)
- Town Events

Priorities for additional Facilities:

- Aquatics (Pools, Splash Pads)
- Sidewalks, Greenways & Trails
- Parks/Park Land
- Playgrounds

Mr. Greenberg said some of the identified goals are

- Upgrade and enhance amenities at existing parks
- Create better connectivity within Holly Ridge and to adjacent destinations
- Improve parking at existing parks and community centers
- Look for opportunities to acquire land and/or easements for new open spaces and greenways
- Continue to leverage relationships with Surf City, The Coastal Federation, and the State of North Carolina for programming and regional connections
- Identify and pursue public/private partnerships
- Identify and pursue grants and other funding sources to support future parks and recreation development

Listed below are some general recommendations that Mr. Greenberg suggested.

- Enhanced pedestrian and bicycle connections

- Enhanced, system-wide signage and wayfinding program
- Enhanced, system-wide palette of site furnishings
- Enhanced landscaping at park entrances and gathering spaces
- Maintenance program that includes a focus on water quality
- Programs for community recreation, involvement, and education

Mr. Greenberg said Holly Ridge residents and stakeholders indicated that they are proud of their community and generally fell satisfied with the park system. However, they recognize that their neighborhoods and community spaces are not well connected, and could benefit from additional sidewalks, trails, and greenways. They also express a strong desire to preserve open space and to keep the current “sense of place”.

Mr. Greenberg said the recommendations for the Town’s parks, trails and open space system begin with improving existing park facilities, making them accessible and safe for all users. A sidewalks and trails system is recommended to facilitate circulation within the parks and to connect them to neighborhoods community and civic centers, and commercial destinations. Finally, opportunities to expand the park system are explored as budgets and potential parcels or easements become available in areas further from the Town center.

Mr. Greenberg said as far as implementation goes Phase I: Short term projects (1-2) years are as follows:

- Improvements to playground accessibility and replacement of play surfacing (Holly Ridge Municipal Park)
- Stormwater inspections, repairs, and improvements (Holly Ridge Municipal Park)
- Repairs to field surfaces and fences (Holly Ridge Municipal Park)
- Repairs or upgrades to picnic shelters, concessions, and support buildings (Holly Ridge Municipal Park)
- Enhances parking facilities (Community Center, Park and Morris Landing)
- Accessible sidewalk connections to parking and restrooms (Community Center, Park and Morris Landing)
- Improvements to vehicular turnaround and water access (Morris Landing)
- Improvements to accessibility at fishing pier (Morris Landing)
- Budget allotment for future parks and recreation amenities

Phase 2: Long term projects (3-5) years

- New splash pad (Park)
- New dog park (Park)
- New boat launch (Morris Landing)
- Enhances signage and education kiosk (Morris Landing)
- New roadside multi-use path at Highway 50
- New roadside multi-use path at Holly Ridge Road
- New roadside multi-use path at Morris Landing Road
- New greenway trail in utility easement

- New hiking trails in Stones Creek Game Land and to Hobbs Tract
- Budget allotment for future parks and recreation amenities

Phase 3: Future Project (6-10) years

- Entrance signage and landscaping (all parks)
- New recreation center (Park)
- Expanded sidewalks and walking trails (Park)
- New hiking trail/boardwalk along County Line Branch
- Enhanced site furnishings, including benches, bike racks, trash receptacles and picnic tables (all parks)
- Budget allotment for future parks and recreation amenities

Ongoing Projects:

- Expansion of bicycle and pedestrian facilities, including sidewalks and bike lanes
- Encouraging community involvement and engagement
- Introducing new activities and programs, particularly for families and teens
- Hosting special events for the community
- Staffing adjustments commensurate with improvements to parks, additional programs, and to make existing facilities more available to the public
- Review and refinement of maintenance program to maximize environmental stewardship
- Awareness of opportunities to acquire properties and easements for expanding trail connections and preserving open space
- Expansion of partnership opportunities to provide programs and available facilities.

Mr. Greenberg said Holly Ridge has excellent relationships with Surf City, the Coastal Federation, and other private groups. Leveraging these relationships offers a strong opportunity to provide Holly Ridge a local and regional system of Parks, Trails, and open space.

A motion was made by **Councilwoman Bragg** and seconded by **Councilwoman Stanley** to approve the adoption of the Town of Holly Ridge Master Park Plan. *All Agreed.*

**New Business**

**Possible Appointment of Ashley Watkins and Wendy Kilgore to the Holly Ridge Re-Branding Committee for the duration of the project'**

Manager Reynolds said during the November 2021 Regular Town Council meeting, the Town Council voted to move forward with a Re-Branding Committee to help with designing a new Town seal. Last month, the Town Council appointed six members including Mr. Scott Franco as the facilitator.

Since that meeting, staff has received two additional applications for appointment. The Re-Branding Committee has held one meeting to date on February 1<sup>st</sup>, 2022. Manager Reynolds said background checks were completed on the applicants and indicated no issues with serving on the Committee.

A motion was made by *Councilwoman Bragg* and seconded by *Councilwoman Stanley* to appoint Ashley Watkins and Wendy Kilgore to the Holly Ridge Re-Branding Committee for the duration of the project. *All Agreed.*

**Possible Approval of Budget Amendment # 1 for Fiscal Year 2021-2022 for the purpose of adding a Revenue and Expense Line Item for the Duke-Progress grant awarded to the Town in the amount of \$10,000.00.**

Manager Reynolds said in mid-2020, the town applied for a grant with Duke Energy Foundation for work on the living shoreline projects at Morris Landing. The Town worked with Coastal Federation and CAMA to put together the application and request \$46,00. We were ultimately awarded \$10,000 towards this project and we received the check in late 2021. The work on the living shoreline has now been completed and we need to reimburse the Coastal Federation the funds from the grant. Since this is not a typical source of revenue and is also not typically on the expense side, a budget amendment is needed. This budget amendment will create both a revenue and expenditure line item for the \$10,000 that was received.

A motion was made by *Councilman Sholar* and seconded by *Councilwoman Stanley* to approve Budget Amendment # 1 for Fiscal Year 2021-2022 in the amount of \$10,000.00 and to add those lines to the budget. *All Agreed.*

**Discussion and Possible Action Concerning the Parking Area next to the Police Department and the possibility of a Partnership with J&J Snack Foods for Improvements and Use**

Manager Reynolds said she was contacted by Mr. Michael Bearak with J&J Snack Foods in May of 2021 in reference to a large construction project taking place at J&J. During the construction project, there will be a need for additional parking due to the influx of contractors in addition to the employees reporting for their shifts. Mr. Bearak sent a proposal to Manager Reynolds showing improvements to the parking lot beside the Police Department. The Town would handle the labor and J&J would provide the materials, or some type of an agreement very similar to this.

Since May of 2021, Mr. Bearak has sent updates and as of January 14<sup>th</sup>, 2022, J&J Snack Foods is officially ready to move forward with the project. Their construction team has decided gravel would be the most economical method. J&J has a construction trailer onsite and they have started demolition of equipment and will soon begin the demolition of the walls too.

Public Works Director, Mike McFann has been working to crate the drawings to scale to estimate the amount of gravel needed. Mr. McFann knows for sure there would be an equipment rental needed for a larger roller for this project. We will have more information during the Regular Meeting to be presented to the Town Council.

Manager Reynolds said a portion of their employee parking is going to be used for the construction materials and parking for the duration of the project. In the original proposal J&J Snack Foods asked if they could utilize the parking lot which is located next to the Police Department. This lot is our overflow for the Community Center, 4<sup>th</sup> of July festival and the Children's Christmas Party. We met with Michael this week to discuss the details. J&J had estimated there would be 43 additional parking spaces, but our right-of-way was not taken into consideration which would decrease the number to around 35 spaces.

Manager Reynolds said the most economical solution for the parking lot would be crush and run for the dirt portion of the parking lot. Manager Reynolds said when meeting with Michael, there was discussion about sharing the cost of this project because J&J would need to use the parking lot for approximately twelve to fourteen months. Manager Reynolds said she estimates the overall cost to be between \$15,000 to \$17,000.00. Manager Reynolds said she would like to ask the Town Council to approve a possible budget amendment, or we have \$30,000 sitting in Capital Improvement Projects for the streets for an amount not to exceed \$5000.00 for us to pay half of the gravel. This is with utilizing Atlantic Coast. The \$2,000.00 above the \$15,000 is for contingencies. Manager Reynolds said just in the crush and run the cost is around \$9,800.00 and \$1,000 in equipment rental.

Councilman Sholar asked about the parking lot lights. Manager Reynolds said the town can call Progress Energy and have the security lights installed which are approximately \$11.00 per month for the lighting and J&J has agreed to split the cost.

Councilman Hines asked if this would be exclusively for J&J for the duration of the project? Manager Reynolds deferred the question to Councilwoman Bragg. Councilwoman Bragg stated she wants to be recused from this because she works for and owns stock in J&J Snack Foods. Councilwoman Bragg said it depends on if the product runs five or seven days, but they would let the town know as soon as they could.

Manager Reynolds said she has let Michael with J&J Snack Food know about the Liberty Festival in September and J&J was fine with that.

Councilman Hines said he has a concern with the pedestrian crosswalk. Manager Reynolds said we contacted the Department of Transportation to discuss a crosswalk when we have our town events. The Department of Transportation said it was not allowed. J&J has said their representatives have the understanding if they apply for the crosswalk on a temporary basis, it would be approved. Manager Reynolds said she feels like J&J should proceed with their request for the temporary crosswalk.

Councilman Hines asked if we knew why the Department of Transportation denied the request? Manager Reynolds stated she did not think a reason was given. Councilman Hines said he is not against this, but he does not think the town needs to take money that was put aside for the town's streets for this project.

Councilman Sholar said he is not against this either, but if the town is letting J&J Snack Foods use the parking lot, why doesn't J&J pay for all that needs to be done. Councilman Sholar said, or the town could pay for everything and then rent the lot to J&J for the time they need it. Manager Reynolds said the thinking behind the one third is the parking lot would be permanent and for town's use once J&J is finished utilizing the lot. Councilman Sholar stated he feels J&J should pay for all the cost.

A motion was made by *Councilman Sholar* and seconded by *Councilwoman Stanley* to recuse Councilman Bragg from voting on this matter. *All Agreed.*

Manager Reynolds asked if we move forward with any type of agreement with J&J, we ask for the first right of refusal on the millings for the back parking lot to top dress the gravel.

A motion was made by *Councilwoman Stanley* and seconded by *Councilman Sholar* to allow Manager Reynolds to negotiate with J&J Snack Foods for them to pay one hundred percent of the improvements to the parking lot minus the lights. *All Agreed.*

#### *Persons Wishing to Address the Council*

#### *Town Council Comments*

Councilman Hines said he would like to clarify the fact that Circle K is acting in all our requirements that the town has. Manager Reynolds said that is correct and they are within all the State's permitting with DEQ and the turning lane construction is not dictated by the Town. The Department of Transportation has given a specific time frame at night where they can make that installation for the turn lane.

Councilman Hines said he would like for us to do another streetlight survey with all the streets in the town.

Councilman Hines said he would like to ask Town Council to ask the Planning Board to reconsider that a construction road be required while sub-divisions are being built.

Councilman Hines said he has had come people tell him that our meeting time which is 6:00 p.m. is a burden for them. Councilman Hines would like for the Town to reconsider the starting time for the Town Council meetings.

Councilman Hines said he noticed while going through the budget, there are many areas that are at 80 and 90% of our expenditures. Manager Reynolds said when she looked at the budget, the statement of expenses and revenues, most of the line items that were over the percentage,

those were items we had a one-time payment. Manger Reynolds said there could be one or two that have expenses in them that need to be journaled over. Manager Reynolds said last week we paid the expense for the living shoreline.

Councilman Hines said vehicle maintenance and repair is at 90% now. Manager Reynolds said this was due to the delay in receiving our new fleet vehicles and the patrol cars at the time required a lot of repairs while we waited on the new vehicles.

Chief Sorg said he ended up exhausting his vehicle maintenance and repair.

Councilman Hines said contract services are at 90%. Councilman Hines asked what Planning and Zoning contracts are. Manager Reynolds said she believes this is an error and will have to be corrected with Elisha our CPA.

Councilman Hines said Professional legal services were at 125%. Manager Reynolds said this is due to additional council that we engaged with regarding sewer. Manager Reynolds said as the year goes on and we move closer towards June, we will be able to journal expenses over. Manager Reynolds said we allow them to go over so we have an actual picture when we budget for next year. Manager Reynolds said the only thing as far as a fund balance appropriation that might need to be done may be the salaries, but Manager Reynolds does not believe that will need to be done.

Councilman Hines asked about the FEMA funds. Manager Reynolds said we must have this in case of a natural disaster, and we must apply for FEMA funds. We must show a revenue line item which would come from maintenance repair, building or grounds.

Councilwoman Stanley thanked everyone for coming to the meeting and Councilwoman Stanley thanked all the departments for the work they are doing.

Councilwoman Bragg thanked everyone for coming to the meeting. Councilwoman Bragg thanked all the staff for the hard work they are doing. Councilwoman Bragg thanked everyone for the continued prayers for her husband. Councilwoman Bragg explained that her attire she wore to the meeting represents Black History Month and how things were in the old days.

Mayor Wenzel read the Black History Month Proclamation.

### Announcements

*Mayor Wenzel gave the following announcements:*

- Tuesday, February 15<sup>th</sup>, 2022 – Planning Board Meeting – beginning at 6:00 p.m. in the Council Chambers
- Wednesday, February 16<sup>th</sup>, 2022 – Re-Branding Committee Meeting – beginning at 5:30 p.m. in the Council Chambers

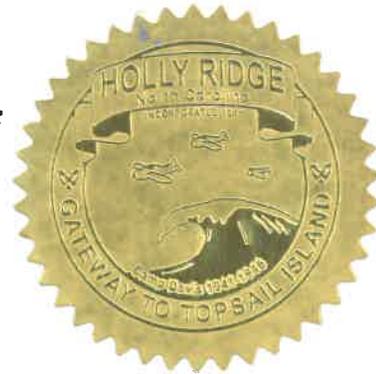
- Tuesday, February 22<sup>nd</sup>, 2022 – Board of Adjustment Meeting – beginning at 6:00 p.m. in the Council Chambers

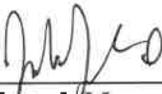
*Closed Session*

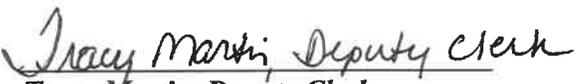
*Adjournment*

A motion was made by *Councilman Sholar* and seconded by *Councilwoman Stanley* to adjourn at 8:45 p.m. *All Agreed.*

*Attest:*



  
\_\_\_\_\_  
*Jeff Wenzel, Mayor*

  
\_\_\_\_\_  
*Tracy Martin, Deputy Clerk*

*These minutes were recorded and prepared by Deputy Town Clerk, Tracy Martin.*