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3 **MINUTES OF THE REGULAR SCHEDULED MEETING**
4 **OF THE EMERALD ISLE BOARD OF COMMISSIONERS**
5 **TUESDAY, FEBRUARY 8, 2022 – 6:00 P.M.**
6 **TOWN BOARD MEETING ROOM**
7

8
9 **1. Call to Order**

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11 The regular monthly meeting of the Emerald Isle Board of Commissioners was called to order by
12 Mayor Jason Holland at 6:00 p.m. in the Town Board Meeting Room.
13

14 **2. Roll Call**

15
16 Present for the meeting: Mayor Jason Holland, Mayor Pro-Tem Floyd Messer, Commissioners
17 Mark Taylor, Steve Finch, Candace Dooley and Jamie Vogel.
18

19 Also, present during the regular meeting: Town Manager Matt Zapp, Town Attorney Richard
20 Stanley, Town Clerk/PIO Anna Smith, Finance Director Laura Rotchford, Chief of Police
21 Michael Panzarella, Ocean Rescue Coordinator/Fire Marshal Billy Matthias, Fire Chief Bill
22 Walker, and HR Director Sarah Diehl.
23

24 **3. Opening Prayer**

25
26 Dr. Layne Harpine with Swansboro United Methodist Church offered the opening prayer.
27

28 **4. Pledge of Allegiance**

29
30 Mayor Holland led the Pledge of Allegiance.
31

32 **5. Adoption of Agenda**

33
34 *Motion was made by Commissioner Messer to adopt the agenda. The Board voted*
35 *unanimously 5-0 in favor. Motion carried.*
36

37 **6. Proclamations / Public Announcements**

38
39 Mayor Holland read a list of upcoming Town events and event cancellations, including Friday
40 Free Flick, Story Time/Pre-K Play, PEP, Golf Cart Advisory Committee Meeting, Blood Drive,
41 Coffee with a Cop, Planning Board, and Neighborhood Watch Board Meeting.
42

43 **7. New Employee Introduction: Drew Conekin, Parks & Recreation Program Supervisor**

44
45 Parks and Recreation Director Alesia Sanderson virtually introduced Drew Conekin, the new
46 Program Supervisor, who is beginning part-time this month, and full-time March 1.
47

1 Mayor Holland extended his welcome and said he believes she will be a valuable asset.
2
3
4

5 **8. Public Comment**
6

7 The public will have the opportunity to address the Board about any items of concern not on the agenda. The Mayor
8 and Board welcome and appreciate all comments from the public, and will take these comments into consideration
9 as they make decisions on Town issues and provide direction to Town staff. Public comment is a time for the Board
10 to listen to the public's concerns and ideas, and is not intended for a lengthy dialogue or question and answer
11 session.
12

13 The Mayor, Board, and Town staff are happy to meet with any citizen during normal business hours or at any other
14 mutually agreeable time to discuss Town issues and answer any questions.

15
16 There were no public comments in person, and two submitted in advance and given to the Board
17 of Commissioners, and are attached to these minutes.
18

19 Carol Peoples, of 401 Hickory St., submitted a comment that said she felt the proposed UDO
20 violation fees that were included in the January 10 BOC retreat meeting minutes were too low,
21 and suggested higher amounts. She also recommended repeat offenders no longer be allowed to
22 conduct work in Emerald Isle.
23

24 Amy Lock, of 404 Hickory St., submitted comments that said she has noticed a flurry of tree
25 cutting in her neighborhood in recent weeks, and she wondered if it was pre-emptive work to
26 avoid updated Town guidance. She included several questions about the updated UDO guidance
27 on vegetation removal.
28

29 *Due to Covid-19 safety protocols in place, the public had the opportunity to submit public*
30 *comment in advance.*
31
32

33 **9. Consent Agenda**

- 34 1. Approve Agreement with Moffatt & Nichol – Design Services: Reed, Cedar and Lee Ave.
35 Stormwater
36 2. Capital Project Ordinance – FEMA 428 – Reed, Cedar Lee Stormwater Improvements
37 3. Fee Schedule Amendment – Summer Day Camp
38 4. January 10, 2022 Workshop Meeting Minutes
39 5. January 11, 2022 Regular Meeting Minutes
40

41 *Motion was made by Commissioner Finch to approve the items on the Consent Agenda. The*
42 *Board voted unanimously 5-0 in favor. Motion carried.*

43 **Clerks Note:** Consent agenda items as noted above are incorporated herein by reference and hereby made a part of these
44 minutes.

1
2 **10. Emerald Isle Fire Department Fire Department ISO Rating**
3

4 Fire Chief Bill Walker announced the Emerald Isle Fire Department underwent a major ISO
5 rating check and this is set at the “fire chief’s report card.” He said this rates from a Class 1 to a
6 Class 10, with 1 being the best. He said in 1998 the Town dropped from a 6 to a 4, and now in
7 2022 has dropped to a Class 3. “Three is really good for a department like ours,” he added. Chief
8 Walker detailed the items that were taken into consideration with the rating. The new rating will
9 take effect on May 1, 2022.

10
11 He noted the Town’s social media efforts on fire prevention and safety was noticed by fire
12 inspectors across the state and it is now being molded and sent out to other departments for
13 consideration.

14
15 Mayor Holland thanked Chief Walker and his team for their hard work, and Town Clerk/PIO
16 Smith.

17
18 **11. Fireworks Presentation**
19

20 Town Manager Matt Zapp and Ocean Rescue Coordinator/Fire Marshal Billy Matthias gave a
21 joint presentation on where a 2022 Fourth of July fireworks presentation could potentially be
22 held.

23 Zapp noted that previously, the fireworks were held at the Bogue Inlet Fishing Pier, but have not
24 been held the past two years due to Covid-19. Pier own Mike Stanley has declined to continue
25 hosting the fireworks on the busiest day of the year for his business. The Town is unable to
26 launch fireworks from the pier, which is the prime location.

27 Zapp gave a brief overview on why fireworks can not be set off from the Western or Eastern
28 Ocean Regional accesses, and why The Point and the NC Wildlife Resources Commission Boat
29 Ramp would not be suitable or viable solutions.

30 Ocean Rescue Coordinator/Fire Marshal Matthias reviewed the requirements for pyrotechnic
31 displays and noted various safety concerns if alternate sites around town would be considered.
32 He also reviewed shell size and distance requirements. He also said the potential option of a
33 fireworks show from a barge in the Intracoastal Waterway could be costly and additional safety
34 concerns.

35
36 Town Manager Zapp said the Town usually approximately spends \$20,000 on a fireworks show
37 and a minimum of \$10,000 in overtime for employees.

38 He proposed a joint venture in western Carteret County with Cape Carteret, Cedar Point and
39 Peletier, and asked if staff should contact those neighboring municipalities. He added that a
40 pyrotechnic company would need to be secured immediately.

1 Commissioners Vogel and Taylor asked some logistical questions. Commissioner Messer said he
2 felt the only viable option was to pursue the joint show. Commissioner Finch suggested Mayor
3 Holland thanked staff for their in depth research into the options, and thanked the Stanley family
4 for previously hosting the event.

5

6 *Motion was made by Commissioner Messer to request the Town Manager and staff to*
7 *continue to investigate the possibilities of a fireworks show with neighboring towns and also*
8 *consider Commissioner Finch's suggestion on maybe a laser show on another day. The Board*
9 *voted unanimously 5-0 in favor. Motion carried.*

10 **12. Lifeguard Recruitment**

11 Ocean Rescue Coordinator/Fire Marshal Billy Matthias spoke about the upcoming 2022
12 improvements and additions to the Ocean Rescue Lifeguard program in Emerald Isle.

13

14 He reviewed there are currently five returning lifeguards and four more expected to return. He
15 discussed recruitment and beach safety initiatives.

16 No action was taken by the Board.

17

18 **13. Public Hearing: Early Citizen Input on FY 2022-23 Budget**

19

20

21 *Motion was made by Mayor Pro-Tem Messer at 6:51 p.m. to open the public hearing. The*
22 *Board voted unanimously. The motion passed 5-0.*

23

24 There were no public comments.

25

26 *Motion was made by Commissioner Finch to close the public hearing. The Board voted*
27 *unanimously. The motion passed 5-0.*

28

29 The Board took no further action on the topic.

30

31 **14. Golf Cart Advisory Committee Appointment**

32

33 Town Manager Zapp said there were nine applicants for one spot on the Golf Cart Advisory
34 Committee, and the names were elevated to the Board. He asked the Board to approve one
35 individual to serve on the committee.

36

1 Commissioner Taylor said he had reviewed all of the applicants and they were all qualified, and
2 so he would like to make a motion.

3
4 *Motion was made by Commissioner Taylor to approve Jay Wootten to the Golf Cart Advisory*
5 *Committee to fill a term that will expire in January 2024. The Board voted unanimously 5-0*
6 *in favor. Motion carried.*

7
8 **15. Amendments to 6.4 Dunes and Vegetation Protection, Section 6.4.2 and 6.4.3 of the**
9 **Unified Development Ordinance**

10
11 Town Planner Josh Edmondson said last month there was a public hearing held on this topic. He
12 added he's been in communication with several members of the public who had questions on it,
13 and they are happy about some of the changes proposed, so he feels it will be positive for the
14 community.

15
16 There was no discussion by the Board.

17
18 *Motion was made by Commissioner Finch to approve the text amendment to Chapter 6.4*
19 *Dunes and Vegetation Protection, Section 6.4.2 and 6.4.3 of the Unified Development*
20 *Ordinance. The Board voted unanimously 5-0 in favor. Motion carried.*

21
22 **16. Call Before You Cut**

23
24 Town Manager Zapp gave credit to Commissioner Finch for the idea of "Call Before You Cut,"
25 and noted it is a concept that has been worked on since November. He said with the Board's
26 approval, the program could be launched the following day to address the need to call the
27 Planning Department before a tree can be taken down, to have a permit in hand by the
28 homeowner or vendor. This applies to trees that are 3 inches or more in caliper at 36 inches
29 above grade.

30
31 He added there has been an influx of calls from neighbors asking about vegetation removal, so
32 this would serve as an anonymous reporting opportunity as well.

33
34 Town Manager Zapp said this program will aid the sanctity, beautification and storm
35 preservation for the island. He said Town Planner Edmondson has done an excellence job
36 covering everything and this new program will require him to be in the field more. Said over the
37 next few months, they will have to gauge how to best operate and there may be some potential
38 growing pains.

39
40 Commissioner Vogel asked if it would be prudent to search for an employee to help Edmondson
41 now, and Town Manager Zapp agreed, and said we would need to consider what this position
42 could look like. He said if Edmondson is out on vacation or a sick day, that would put things
43 behind.

1
2 *Motion was made by Commissioner Finch to authorize the Town Manager and staff to*
3 *establish the Call Before You Cut program, effective February 9, 2022. The Board voted*
4 *unanimously 5-0 in favor. Motion carried.*

5
6 **17. Boat Ramp Dredging Project Update**
7

8 Town Manager Zapp said the Town was given approval by the State to move forward in early
9 February with executing contracts for the Boat Ramp Dredging Project. Two-thirds of the project
10 comes from the NC Shallow Draft Grant Funding, and the matching one-third would come from
11 the State, so there would be zero Emerald Isle dollars put into it. The Town was tasked with the
12 bidding, awarding and execution of the contract.

13
14 He said the bid would be put out shortly, and a bid could be anticipated at the March 8, 2022
15 meeting.

16
17 The Board took no action following this report.

18
19 **18. Discussion and consideration of the Progressive Goals List for the Town of Emerald Isle**
20 **(2022-2024)**
21

22 Town Manager Zapp reviewed the draft Progressive Goals List for the Town, including the list
23 of 17 items on the 2022 portion, and one item on the 2024 list. He noted the items are not ranked
24 in an order of importance.

25
26 After reviewing the items, he asked the board if any other priorities they'd like to see included.

27
28 *Motion was made by Mayor Pro-Tem Messer to approve the Progressive Goals List for the*
29 *Town of Emerald Isle 2022-2024. The Board voted unanimously 5-0 in favor. Motion carried.*
30

31 **19. Discussion: Carteret County Beach Commission Appointment**
32

33 Mayor Holland opened up the floor to the board for discussion.

34
35 Commissioner Vogel said she wanted to stress the importance of Emerald Isle having a presence
36 on the Beach Commissioner and read some excerpts from the commission's mission statement.

37
38 Mayor Pro-Tem asked if anymore comments and that he'd like to make a motion.

39
40 *Motion was made by Mayor Pro-Tem Messer to appoint Jason Holland to fill the recently*
41 *vacated term on the Carteret County Beach Commission. The Board voted unanimously 5-0 in*
42 *favor. Motion carried.*
43

1
2 **20. Comments from Town Clerk, Town Attorney and Town Manager**

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4 Town Clerk/PIO Smith did not have any comments.

5
6 Town Attorney Richard Stanley did not have any comments.

7
8 Town Manager Zapp said Town Clerk Anna Smith is undergoing Clerks Certification Institute
9 courses and they wanted ot wish her well. He added it is a lengthy process that will last all of
10 2022.

11
12
13 **21. Comments from the Board of Commissioners and Mayor**

14
15 Commissioner Taylor gave a push for the Emerald Isle Fishing Tournament and the six
16 scholarships available at \$3,000 each. He added a great meeting tonight and he commends
17 Commissioner Finch on the trees portion and he is happy to see that move forward.

18
19 Commissioner Finch said his neighbor is a volunteer fireman, and when he heard the Town's
20 ISO rating had dropped and was explained the significance, he wanted to say "job well done" to
21 all involved and the he is really proud of them.

22
23 Mayor Pro-Tem Messer said he wanted to echo what Steve said. He added the first time he saw
24 the list of progressive goals he thought it was very ambitious, but that staff is getting it done and
25 we are fortunate to have a great staff that does a great job.

26
27 Commissioner Dooley echoed Mayor Pro-Tem Messer and said the Progressive Goals List is a
28 Bible and she never thought they could do it, but kudos to the department heads and staff for
29 executing it.

30
31 Commissioner Vogel said she agrees, and its incredible what can happen when you have a goal
32 to strive toward. She thanked Mayor Holland for taking on the appointment for the beach
33 commission and wished him well if he is appointed by the county. She made a plea for
34 volunteers at the Emerald Isle St. Patrick's Festival on March 12.

35
36 Mayor Holland thanked Chief Walker and Ocean Rescue Coordinator Matthais for their hard
37 work in the ISO rating improvement. He thanked the residents for their continue engagement
38 and input. HE thanked the board for the nomination to the beach commission, and said he
39 realizes the importance of the seat.

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22. Adjourn

Motion was made by Mayor Pro-Tem Messer to adjourn the meeting. The Board voted unanimously 5-0 in favor. Motion carried.

The meeting adjourned at 7:27 p.m.

Respectfully Submitted:

Anna Smith
Town Clerk