

1 **MINUTES OF THE REGULAR SCHEDULED MEETING**
2 **OF THE EMERALD ISLE BOARD OF COMMISSIONERS**
3 **TUESDAY, JUNE 13, 2017 – 6:00 P.M.**
4 **TOWN BOARD MEETING ROOM**

5
6
7 **1. Call to Order**

8
9 The regular monthly meeting of the Emerald Isle Board of Commissioners was called to order by
10 Mayor Eddie Barber at 6:00 PM in the Town Board Meeting Room.

11
12 **2. Roll Call**

13
14 Present for the meeting: Mayor Eddie Barber, Mayor Pro-Tem Floyd Messer, Commissioners
15 Candace Dooley, Steve Finch, Jim Normile, and Maripat Wright.

16
17 Also, present during the regular meeting: Town Manager Frank Rush, Attorney Richard Stanley,
18 Town Clerk Rhonda Ferebee, Finance Director Laura Rotchford, Town Planner Josh Edmondson,
19 Police Chief Tony Reese, and Fire Chief Bill Walker.

20
21 **3. Opening Prayer**

22
23 Mayor Barber offered the Opening Prayer.

24
25 **4. Pledge of Allegiance**

26
27 Mayor Barber led the Pledge of Allegiance.

28
29 **5. Adoption of Agenda**

30
31 ***Motion was made by Commissioner Messer to adopt the Agenda. The Board voted***
32 ***unanimously 5-0 in favor. Motion carried.***

33
34 **6. Presentation – Ride Proceeds, Bike the Banks Crystal Coast Lighthouse Challenge**

35
36 Ken Stone, Bicycle and Pedestrian Advisory Committee Chair presented to the Town a check for
37 \$5,347. Mr. Stone stated that this was the third year of the Bike the Banks event with 140
38 riders this year. Mr. Stone thanked everyone on the committee (members Chair Ken Stone, Ken
39 Ambrose, Brandon Burt, Wanda Collins, Brandon Staton, Deborah Styron, and Mike Taylor),
40 Parks and Recreation Director Alesia Sanderson, volunteers from the Parrot Head Club,
41 Transportation Impact, the Planning Board, Parks and Recreation staff, and he thanked the
42 Police staff for their great job. Mr. Stone recognized Deborah Styron, committee member who
43 was in attendance and asked her to join him in the presentation.

44

1 The Board and public applauded and thanked Mr. Stone and the Bicycle and Pedestrian
2 Advisory Committee for the presentation of the ride proceeds.

3

4 **7. Employee Recognition / Introduction of Employees**

5

6 a. **Kerry Caldwell, Police Officer I**

7 b. **Police Reserve Officers**

8 c. **Lifeguard Team**

9 d. **Ryan Staebler, Planning Intern**

10 e. **Stacey Chamness, Police Records Administrator**

11

12 Police Chief Tony Reese asked everyone to remember Police Officer Bobby Reeves and his
13 family in their prayers following the loss of his stepson to a fatal car accident the previous
14 week.

15

16 Police Chief Reese recognized Officer Kerry Caldwell for her completion of the mandatory
17 classes as well as time in grade requirements of the POCAP Program taking her from a Police
18 Officer class to a Police Officer I class.

19

20 Police Chief Reese spoke about the role of their reserve officers and recognized the Police
21 Department's reserve officers as follows:

22

Amin Lopez	Chris Burroughs	* Joshua Nichols
Ronnie Hall	Jonathan Barratt	* David Hale
Tony Romano	Mike Panzarella	* Andrew Rahm
David Halsey	Brian Probst	* Elisha Gurney
Jeffrey Edgerton	Kenny Castro	

23

24 Fire Chief Bill Walker discussed the lifeguard program and spoke of the important roles of
25 Captain Bruce Norman and Captain Billy Matthias. Captain Bruce Norman introduced this
26 summer's lifeguard team as follows:

27

Supervisor	Jordan East	* Ben Jackson	* Jessica Hasteadt
Asst Supervisor	Brandon Jones	* Kai Johnston	* Samantha Fugate
	Ryan Taylor	* Jensynne East	* Mackenzie McClarney
	Jeffery Ewing	* Jordan Keene	* Hannah Neibel

* new in 2017

1 Police Chief Tony Reese introduced Stacey Chamness, Police Records Administrator. Chief
2 Reese noted that Stacey came from Salem, Illinois and had been hired to replace Julie O'Neil
3 who was leaving to go back home to Ohio. Chief Reese said that Stacey was married with a 12-
4 year-old daughter, her husband was a Marine doing his last tour here at Camp Lejeune, and
5 they planned to move back to this area and retire. Stacey had also served in the military, was a
6 Chaplain Assistant, and worked in Public Relations. Stacey was pursuing a Bachelor's degree in
7 Business Administration, and had a training certificate in Human Resources. Chief Reese stated
8 that Stacey came to the Town from Western Reserve Hospital in Ohio where she worked in
9 payroll and benefits administration for about 800 employees for two years, with a total of 11
10 years of experience in human resources and records management. Chief Reese said they were
11 glad to have her onboard.

12
13 Town Planner Josh Edmondson introduced summer Planning Intern, Ryan Staebler. Town
14 Planner Edmondson noted that Ryan was working on several GIS projects during his internship
15 this summer. Town Planner Edmondson stated that Ryan was a rising senior at Appalachian
16 State University. He noted that Ryan moved here at the age of three so he had been an
17 Emerald Isle resident almost his whole life, graduating from Croatan High School and was
18 pursuing a degree in Geography with a concentration in GIS application, and intended to
19 receive an additional minor in Town Regional Planning. Town Planner Edmondson said that
20 Ryan was excited to be working here getting some on hands experience and training in GIS and
21 using the knowledge he had gained so far, as well as getting 6 credit hours towards his
22 graduation.

23
24 The Board and public applauded all of the employees and their accomplishments.

25

26 **8. Proclamations / Public Announcements**

27

28 Mayor Barber announced the following Proclamations issued:

29

- 30 a. **National Safe Boating Week – May 20 – 26, 2017** (17-06-13/P1)
- 31 b. **Rip Current Awareness Week – June 4 – 10, 2017** (17-06-13/P2)
- 32 c. **Alzheimers Longest Day – June 21, 2017** (17-06-13/P3)

33

34 Mayor Barber also noted the following announcements for the public:

35

- 36 • **Bark at the Beach – Thursday, June 15 – 2 pm – 7 pm – Western Ocean Regional Access**
- 37 • **EmeraldFest Concert – Thursday, June 15 – 2 pm – 7 pm – Western Ocean Regional**
38 **Access**
- 39 • **American Red Cross Blood Drive – Friday, June 16 – 2 pm – 7 pm – Community Center**

- 1 • El Sea Turtle Crawl (Alzheimer’s Longest Day) – Saturday, June 17 – All Day – On the
- 2 Beach
- 3 • Youth Tennis Camp – June 19 – 23 – 9 am – 10:30 am – Community Center
- 4 • Police Educating the Public (PEP) – Tuesday, June 20 – 10 am – Town Board Meeting
- 5 Room
- 6 • Coffee With a Cop – Thursday, June 22 – 9 am – Emerald Grill
- 7 • EmeraldFest Concert – Thursday, June 22 – 6:30 pm – Western Ocean Regional Access
- 8 – Justin Castellano
- 9 • Book Signing – Author Tom Gill – Friday, June 23 – 1 pm – 4 pm – El Books and Toys
- 10 • Planning Board Regular Meeting – Monday, June 26 – 6 pm – Town Board Meeting
- 11 Room
- 12 • EmeraldFest Concert – Thursday, June 29 – 6:30 pm – Western Ocean Regional Access
- 13 – Wild Honey
- 14 • EMS Pancake Breakfast – Saturday, July 1 – 7 am – 11 am – EMS Station
- 15 • July 4 Holiday – Tuesday, July 4 – Town Offices Closed, Community Center Closed
- 16 • July 4 Fireworks – Tuesday, July 4 – 9 pm – Bogue Inlet Pier
- 17 • EmeraldFest Concert – Thursday, July 6 – 6:30 pm – Western Ocean Regional Access –
- 18 4EverAll
- 19 • Summer Day Camp Lemonade for a Cure Sale – Friday, July 7 – All Day – Community
- 20 Center
- 21 • Board of Commissioners Regular Meeting – Tuesday, July 11 – 6 pm - Town Board
- 22 Meeting Room

23
24 Clerks Note: A copy of Proclamation 17-06-13/P1, 17-06-13/P2, and 17-06-13/P3 as noted are incorporated herein by
25 reference and hereby made a part of these minutes.

26
27 **9. Public Comment**

28
29 **Brief Summary:** The public will have the opportunity to address the Board about any items of
30 concern not on the agenda.

31
32 Jim Hackett, 6410 Ocean Drive, said that last year he came before the Board to tell them about
33 a new service in Emerald Isle, his daughter Sunny’s Mobile Pet Spa noting she was doing well
34 and he appreciated the support. Mr. Hackett tonight wanted to introduce the newest
35 entrepreneur in Emerald Isle, Scott Robinson, owner of our first real live barbershop, Simply
36 Cuts located at K&V Plaza.

37
38 Gina Dunn, first grade teacher, White Oak Elementary School, spoke of the initiative she started
39 two years ago called “Cookies With Cops” where first grade students were allowed to have
40 cookies with a Cop once a month. Ms. Dunn said she spoke to the Police Chief, who at that
41 time was Jeff Waters, and the Cape Carteret Police Chief Rivera, and they were very receptive.

1 She noted since that time Chief Reese and Officer Delorme had jumped right on the wagon
2 coming out once a month to have cookies, read a story to the first graders that dealt with safety
3 as well as a fun book, followed by conversation with the kids. Ms. Dunn said they were making
4 such a connection with the community that she wanted to publicly thank the Emerald Isle
5 Police Department for being a part of the program and brought cookies for the Police
6 Department.

7
8 Joan Pate, 9100 Reed Drive, commented that on May 31st Brad Rich had done a wonderful
9 article in the Tideland News about a suggestion by Nick Markham for the 1.8 acres just recently
10 purchased. Ms. Pate said that Nick Markham was an Emerald Isle homeowner and had
11 suggested at a meeting at Queen's Court with Town Manager Frank Rush, Mayor Eddie Barber,
12 and Commissioner Candace Dooley, that they use the land for a retirement center or a
13 retirement home versus an event center. Ms. Pate felt using that idea the Western Public
14 Access would be untouched, the handicap ramp, observation deck, volleyball courts, shower
15 houses, restrooms, picnic areas, and the 165 parking spaces would not move at all. Ms. Pate
16 said in the article Town Manager Rush acknowledged it was a great idea but said the survey for
17 the land use plan had chosen an event center to work toward. Ms. Pate said it was her
18 suggestion tonight that the land use survey plan process that Town Manager Rush noted had
19 started in late 2015 and culminated in February 2017 should be revisited. Ms. Pate felt that the
20 event center at the Islander capable of holding 250 people was not even completed until May
21 so she felt they might have wanted an event center but not realized that there was an event
22 center there that didn't open until May of this year. Ms. Pate asked since the Board was in such
23 early stages of planning if they would please rethink this. Ms. Pate said the event center at the
24 Islander was a magnificent facility and suggested if they had not seen it that they tour it
25 because she didn't see the need for two event centers side by side.

26
27 **10. Consent Agenda**

- 28
29 a. Tax Releases
30 b. Minutes – May 9, 2017 Regular Meeting
31 c. Minutes – May 16, 2017 Special Meeting
32 d. Budget Amendment – General Fund
33 e. Capital Project Ordinance Amendments – Osprey Ridge Storm Water Pump CPO,
34 Bogue Inlet Drive Improvements CPO, Senator Jean Preston Memorial Playground CPO
35

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

38
39 Clerks Note: A copy of Consent Agenda items as noted above are incorporated herein by reference and hereby made a part
40 of these minutes.
41
42
43

1
2 **11. Emerald Isle Promotional Videos**
3

4 Town Manager Frank Rush addressed the Board concerning this Agenda item. The following
5 excerpt from his memo to the Board is provided for additional background:
6

7 I have scheduled time on the Board's June 13 meeting agenda to view the Town's two new promotional videos
8 illustrating everything that is great about Emerald Isle!
9

10 The videos represent another effort by the Town to promote the Town's desirability as a residential community,
11 tourism destination, and retirement destination to others, and is our first foray into video. As discussed in the
12 past, I believe we need to pursue more "Emerald Isle-specific" marketing efforts, and these videos reflect that goal.
13 The videos intentionally highlight the new Emerald Isle logo, and also prominently feature the "Nice Matters"
14 tagline.
15

16 The video was conceptualized and scripted by me, and was produced by Brad Styron, owner of Playa Graphics, an
17 Emerald Isle-based studio. The main video is 2 minutes 20 seconds long, and is intended to be available on various
18 digital platforms to highlight Emerald Isle. The condensed version is 30 seconds long, and is designed to be used
19 both on digital platforms and also as a television commercial. I am hopeful that the Crystal Coast Tourism
20 Development Authority (TDA) will feature both videos in its advertising campaigns, and that the TDA will also
21 provide funding to run the 30 second commercial on television in targeted markets in North Carolina and
22 elsewhere.
23

24 The main video is available at <https://www.emeraldisle-nc.org/see-for-yourself-why-nice-matters-in-emerald-isle->,
25 and the 30 second commercial will be debuted at the June 13 Board meeting.
26

27 Town Manager Frank Rush played the promotional videos that had been on our website since
28 before Memorial Day, which was intended to highlight all the great things about Emerald Isle.
29 Town Manager Rush said that they had reached out to Brad Styron, Playa Graphics, local
30 photographer, videographer, to create the video, thanking him for the fantastic job he had
31 done. Town Manager Rush said that in addition to our website, the video was on Facebook and
32 other digital platforms and hoped people would use it to learn more about Emerald Isle. Town
33 Manager Rush hoped to present the 2 minute longer version as well as the 30 second
34 condensed version to the Tourism Development Authority so they would use it in their
35 marketing campaigns and hopefully convince them to run the commercial in the Raleigh,
36 Greensboro, Richmond areas and other primary markets.
37

38 **12. Ordinance Amending Chapter 2 – Administration – of the Unified Development**
39 **Ordinance To Assign the Duties of the Board of Adjustment to the Planning Board (17-06-13/01)**
40

- 41 a. Public Hearing
42 b. Consideration of Ordinance
43

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1 Town Planner Josh Edmondson addressed the Board concerning this Agenda item. The
2 following excerpt from Town Manager Frank Rush's memo to the Board is provided for
3 additional background:

4
5 The Board of Commissioners is scheduled to consider the attached amendment to the Unified Development
6 Ordinance (UDO) that would formally assign the duties of the Board of Adjustment to the Planning Board. A public
7 hearing is required prior to formal Board consideration, and has been scheduled for the June 13 meeting.
8

9 The Board of Adjustment's duties include considering appeals of staff interpretations of the UDO, considering
10 appeals of staff decisions, and considering variances from the UDO requirements. As discussed several times in
11 recent months, the Town's Board of Adjustment has not met since November 2011 (more than 5 ½ years ago) due
12 to a lack of agenda items. Additionally, there are now 4 vacancies on the Board of Adjustment, and the Board of
13 Commissioners has had difficulty identifying individuals interested in serving. At the Board of Commissioners' May
14 meeting, the Board indicated its interest in simply assigning the duties of the Board of Adjustment to the Planning
15 Board, and directed Town staff to seek the Planning Board's input on this issue. Town Planner Josh Edmondson
16 discussed this issue with the Planning Board at its May meeting, and the Planning Board voted unanimously to
17 accept the duties of the Board of Adjustment.
18

19 The attached ordinance amendment simply includes language formally designating the Planning Board as the
20 Board of Adjustment. Several existing provisions in Section 2.2.3. (establishing the Board of Adjustment) of the
21 UDO would be deleted simply because they refer to provisions already included in the UDO in Section 2.2.2
22 (establishing the Planning Board), and are repetitive if the Planning Board is now designated as the Board of
23 Adjustment. The Board of Commissioners should note, however, that, because the Planning Board consists of 7
24 members (whereas the Board of Adjustment only consists of 5 members), the attached ordinance amendment
25 increases the amount required for a quorum from 4 to 6 members. This increased quorum is recommended due
26 to the fact that, under NC law, variance decisions require a vote of 4/5 of the members present. The Board should
27 also note the attached ordinance amendment also includes a provision whereby appeals of staff interpretations of
28 the UDO would only require a simple majority, and not a 4/5 vote. This change is recommended due to a recent
29 change in NC law.
30

31 Town Planner Edmondson noted that the Planning Board met at their May meeting to discuss
32 being assigned the duties of the Board of Adjustment. Town Planner Edmondson noted the
33 Board of Adjustment was a quasi-judicial board as opposed to the Planning Board that was an
34 advisory board. Town Planner Edmondson said that it had been over 5 years since there had
35 been a Board of Adjustment case and the Board of Commissioner had difficulty in filling those
36 vacancies. Town Planner Edmondson highlighted the changes needed to the Ordinance in
37 order to assign the duties of the Board of Adjustment to the Planning Board. It was also noted
38 the Planning Board voted unanimously to make a recommendation to the Board of
39 Commissioners to make the changes to the UDO assigning the Planning Board the duties of the
40 Board of Adjustment.
41

42 ***Motion was made by Commissioner Messer to open the Public Hearing. The Board voted***
43 ***unanimously 5-0 in favor. Motion carried.***
44

45 There were no comments from the public.
46

1 **Motion was made by Commissioner Messer to close the Public Hearing. The Board voted**
2 **unanimously 5-0 in favor. Motion carried.**

3
4 **Motion was made by Commissioner Finch to adopt the Ordinance Amending Chapter 2 –**
5 **Administration – of the Unified Development Ordinance To Assign the Duties of the Board of**
6 **Adjustment to the Planning Board. The Board voted unanimously 5-0 in favor. Motion**
7 **carried.**

8
9 Clerks Note: A copy of Ordinance Amendment 17-06-13/O1 as noted above is incorporated herein by reference and hereby
10 made a part of these minutes.

11
12 **13. Resolution Authorizing Audit Services Contract (17-06-13/R1)**

13
14 Finance Director Laura Rotchford addressed the Board concerning this Agenda item. The
15 following excerpt from Town Manager Frank Rush’s memo to the Board is provided for
16 additional background:

17
18 The Board of Commissioners is asked to approve the attached resolution authorizing a new one-year audit services
19 contract with S. Preston Douglas & Associates, LLP, of Lumberton, NC for the FY 16-17 financial audit. The total
20 amount of the contract is \$14,000, and includes assistance with the preparation of annual financial statements and
21 all required auditing services.

22
23 From FY 10-11 through FY 15-16, the Town’s financial statements have been audited by Williams, Scarborough,
24 Smith, and Gray (WSSG), of New Bern, NC. WSSG recently notified Town staff that their firm will no longer offer
25 these services to governmental units. Therefore, Town staff solicited proposals from six regional CPA firms for
26 audit services for the fiscal year ended, June 30, 2017. Two firms submitted proposals, and were interviewed and
27 considered by the Board’s Audit Committee. The Audit Committee recommended the new contract be awarded to
28 S. Preston, Douglas, & Associates, LLP (SPD&A). (The other proposal was submitted by Dixon Hughes Goodman,
29 LLP of High Point, NC, and included a total cost of \$29,000.)

30
31 SPD&A is an experienced audit firm with significant local government experience. Other current and past SPD&A
32 clients include the City of Greer, SC, the City of Archdale, Town of Oak Island, Town of Sunset Beach, and Town of
33 Leland, NC, among others. Finance Director Laura Rotchford contacted several SPD&A municipal clients, and all
34 expressed satisfaction with SPD&A’s services.

35
36 SPD&A has committed to complete the Town’s FY 16-17 audit in a timely manner, and will have the report finalized
37 for presentation to the Board of Commissioners at your November regular meeting. SPD&A has committed to the
38 following milestone dates:

- 39
40 • By June 30, 2017 – complete all preliminary work associated with FY 16-17 audit;
41
42 • By August 25, 2017 – perform audit and testing procedures at Town offices;
43
44 • By September 30, 2017 – submit complete draft report and financial statements for review and
45 preparation of Management’s Discussion and Analysis by the Town Manager and Finance Director;
46
47 • By October 31, 2017 – Final completion of the audited financial statements; and

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1
2 • By November 11, 2017 – Board of Commissioners review of final report.
3

4 SPD&A's proposed fee for the FY 16-17 audit is \$14,000, which is within the FY 17-18 budget for this service, and is
5 slightly less than the Town's prior firm's fee for the FY 2016 audit.
6

7 I recommend approval of the attached resolution.
8

9 Finance Director Laura Rotchford discussed with the Board the Proposed Resolution Authorizing
10 Audit Services Contract with S. Preston Douglas & Associates, LLP, of Lumberton, NC for the FY
11 16-17 financial audit. Finance Director Rotchford said as stated in the above memo that our
12 previous audit firm, Williams, Scarborough, Smith, and Gray, New Bern, NC were no longer
13 providing governmental audits. Finance Director Rotchford stated they had sent Requests for
14 Proposals to six area firms and received two proposals. Finance Director Rotchford stated that
15 the Audit Committee reviewed both proposals which were very different; one being a small
16 firm (the one being presented tonight), and the other firm was Dixon Hughes Goodman, LLP, a
17 very large nationwide firm. Finance Director Rotchford said the consensus following the Audit
18 Committee's phone conferences with both firms was that the Town would be a better fit with a
19 smaller firm, and also their fee schedule fit well within the budget.
20

21 ***Motion was made by Commissioner Wright to adopt the Resolution Authorizing Audit***
22 ***Services Contract. The Board voted unanimously 5-0 in favor. Motion carried.***
23

24 Clerks Note: A copy of Resolution 17-06-13/R1 as noted above is incorporated herein by reference and hereby made a part
25 of these minutes.
26

27 **14. FY 17-18 Budget**
28

- 29 a. **Budget Ordinance**
30 b. **Fee Schedule**
31 c. **5-Year Capital Replacement / Improvement Program**
32 d. **FY 17-18 Pay Plan**
33

34 Town Manager Frank Rush addressed the Board concerning this Agenda item. The following
35 excerpt from his memo to the Board is provided for additional background:
36

37 The Board of Commissioners is scheduled to formally consider the FY 17-18 budget ordinance, fee schedule, 5-year
38 capital replacement / improvement program, and FY 17-18 pay plan at the June 13 meeting.

39 **FY 17-18 Budget Ordinance**

40 The attached FY 17-18 budget ordinance is identical to the Town Manager's Recommended Budget presented on
41 May 9 and reviewed by the Board at its May 16 and June 6 budget workshop meetings, with two minor
42 adjustments discussed with the Board at the June 6 meeting (that do not change the bottom line). As you know,
43 the required public hearing was held on June 6, and the FY 17-18 budget ordinance is presented for formal
44 consideration and adoption at the June 13 meeting.
45

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1 The total FY 17-18 budget across all funds is \$9,886,167. The General Fund is the largest component of the Town's
2 budget, with total expenditures of \$9,454,176, which is a \$350,976, or 3.86% increase from the adopted current
3 year budget. The Future Beach Nourishment Fund budget is \$737,991, which includes a \$450,000 transfer from
4 the General Fund, with the full amount reserved for future beach nourishment activities. Appropriations are also
5 included for the Half-Marathon Fund (\$90,000; these appropriations are completely supported by registration fees
6 and sponsorships) and the Beach Music Festival Fund (\$54,000; these appropriations are completely supported by
7 outside funding sources and event revenues).
8

9 In accordance with the Board's top budget priority, the FY 17-18 budget includes no increase in property tax rates,
10 and only a few minor fee adjustments. The General Fund tax rate for FY 17-18 is unchanged at 15.5 cents per \$100
11 of assessed value, with 14 cents allocated for general services and 1.5 cents specifically earmarked for beach
12 nourishment. The recommended Primary Benefit District (oceanfront and inlet-front properties only; for beach
13 nourishment) property tax rate remains at 4 cents, and this rate, along with the \$450,000 transfer from the
14 General Fund, will enable the Town to reserve the historical annual amount for future beach nourishment
15 activities. There is also no change in the Town's annual solid waste fee, and this fee would remain at \$228 for all
16 developed residential properties, which equates to \$19 per month for all Town solid waste services (trash,
17 recycling, yard debris collection, beach strand collection, and more).
18

19 The FY 17-18 budget includes sufficient resources to enable Town staff to maintain the high service quality
20 expectations of our residents and visitors, and includes funding to compensate Town employees fairly, replace
21 necessary vehicles and capital equipment, meet inflationary and other service demand pressures, and enhance
22 staff capabilities. The budget also includes a few notable service enhancements, including:
23

- 24 • funding for three new positions in the Fire Department, primarily funded by a Federal grant (75% of
25 eligible expenses), to increase staffing on each shift from 4 to 5 firefighters (\$162,877),
26
- 27 • a new position in the Parks Maintenance function to improve bicycle path maintenance and NC 58 right
28 of way appearance (\$38,799), and
29
- 30 • funding for a new financial, tax, and payroll software system to improve efficiency and enhance public
31 access to information (\$17,000), and
32
- 33 • other minor service enhancements in various Town departments.
34

35 The budget also includes funding for a few significant capital projects, including
36

- 37 • a total of \$50,000 for the first of 5 annual installment payments from the General Fund to the Future
38 Beach Nourishment Fund to fund the Town's portion of the cost to purchase and clean up the abandoned
39 go-kart track and bumper boat facility on Islander Drive,
40
- 41 • a total of \$30,000 for the construction of a new sidewalk along Old Ferry Road between Canal Drive and
42 the CVS store, and
43
- 44 • a total of \$25,000 for additional landscaping improvements along the NC 58 right-of-way and a new
45 "Welcome to Emerald Isle" sign.
46

47 In addition to the items discussed above, some of the other notable items in the FY 17-18 budget are highlighted
48 below:
49

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- 1 • as discussed, the FY 17-18 budget is predicated on the early retirement of an outstanding Fire engine debt
2 prior to June 30 (using additional sales tax revenues and General Fund balance), and this strategy “frees
3 up” approximately \$96,000 of budget capacity in the FY 17-18 budget,
4
- 5 • a total of \$1,850,000 of sales tax revenue is anticipated in the General Fund, which accounts for most of
6 the projected negative impact of S126 (Senator Brown’s sales tax redistribution bill); the Board should
7 note that we remain optimistic that S126 will not be enacted, however, if it is somehow enacted and
8 effective on July 1, the Town will need to identify an additional \$47,000 or more of budget adjustments
9 sometime during FY 17-18;
10
- 11 • a total of \$224,000 of development permit fee revenues, an increase of \$32,500 over the FY 16-17
12 adopted budget amount, is anticipated due to increasing construction activity and modest fee increases
13 for building permits,
14
- 15 • a total of \$125,000 of ABC revenues is anticipated in the General Fund, which is \$25,000 more than the FY
16 16-17 adopted budget amount and reflects continued growth in this revenue source,
17
- 18 • an additional \$19,000 of beach vehicle permit fees, an additional \$10,000 of regional access parking fees,
19 and an additional \$7,500 of golf cart registration permit fees are anticipated in the FY 17-18 budget (over
20 the FY 16-17 adopted budget amounts), reflecting the continued popularity of these programs,
21
- 22 • General Fund balance is projected at nearly \$2.1 million at June 30, 2017, and there is no reliance on
23 General Fund balance for the FY 17-18 budget,
24
- 25 • a 2.2% cost of living adjustment (equal to the CPI change as of March 2017) is included for all Town
26 employees, at a total additional annual cost of \$79,190,
27
- 28 • a change in employee health insurance providers is planned, and maintains and enhances this employee
29 benefit at a lower annual cost to the Town (net savings of approximately \$7,000),
30
- 31 • a total of \$15,000 is included for the installation of small storm water solutions to address very localized
32 storm water flooding areas in certain locations,
33
- 34 • a total of \$84,000 is included for the replacement of beach access walkways at Fairfax Drive, Beachview
35 Drive, and Whitewater Drive,
36
- 37 • as discussed with the Board at the June 6 special meeting, a total of \$10,000 is now included for a Town
38 contribution toward a new State-local funding partnership for Bogue Inlet dredging, and
39
- 40 • funding is included for the replacement of Police, Fire, Parks and Recreation, and Solid Waste vehicles
41 (\$191,000).
42

43 Overall, I believe the FY 17-18 budget represents a fiscally responsible spending plan for the next year, that it
44 addresses the Board’s expressed priorities, and that it will continue to move the Town forward.

45 Fee Schedule

46 The Town’s official fee schedule for FY 17-18 is presented in conjunction with the budget ordinance. As noted
47 above, the fee schedule includes only a few minor fee adjustments, and these adjustments are in **bold** in the
48 attached fee schedule. Recommended fee increases include:
49

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- an increase in building permit fees for new construction and significant renovations, from 55 cents per square ft. to 60 cents per square ft, and an increase in other base permit fees from \$50 to \$60; these fees have not been adjusted since 2009,
- an increase in the storm water permit fee for major commercial projects and new subdivisions, from \$750 to \$1,500, to more adequately cover the Town’s engineering review costs, and
- increases in the monthly fee for the Town’s preschool program (from \$100 per month to \$125 per month) and the Town’s after school program (from \$203 per month to \$225 per month), and the weekly fee for the Town’s summer day camp (from \$75 per week to \$85 per week); these fees have not been adjusted since 2007 and 2008.

5-Year Capital Replacement / Improvement Program

I have also attached an updated copy of the 5-Year Capital Replacement / Improvement Program, and request that the Board formally adopt this plan in conjunction with the budget ordinance and fee schedule. The attached 5-year plan is similar to the plan included in the Recommended Budget and discussed at the Board’s budget workshop meetings (with two significant schedule adjustments noted below), and includes all capital expenditures included in the FY 17-18 budget ordinance (replacement vehicles and equipment, beach walkway replacements, the Old Ferry Road sidewalk, and others).

The total investment included in the attached 5-Year Capital Replacement / Improvement Program is approximately \$37.77 million, and is funded with a mixture of pay-as-you-go funding, installment financing proceeds, grant funding, and fundraising proceeds. The Board should note that \$30 million of this amount is allocated for two significant beach nourishment / inlet management projects in FY 18-19 and FY 20-21. As discussed with the Board at the June 6 special meeting, a planned beach nourishment project for eastern Emerald Isle has been moved up to FY 18-19, with a total estimated cost of \$15 million to be funded by a combination of State funds (\$7.5 million), County room occupancy tax funds (\$5.625 million), and Town reserve funds in the Future Beach Nourishment Fund (\$1.875 million). Additionally, the next planned relocation of the main Bogue Inlet ebb channel and associated beach nourishment in western Emerald Isle has been pushed back to FY 20-21, also with a total estimated cost of \$15 million to be funded by a combination of State funds (\$10 million; Shallow Draft Channel Dredging and Lake Maintenance Fund), County room occupancy tax funds (\$3.75 million), and Town reserve funds in the Future Beach Nourishment Fund (\$1.25 million). As discussed with the Board, both of these projects are expected to be necessary in the next 5 years, however, the exact project schedules may be adjusted due to changing beach and inlet conditions that will continue to be closely monitored.

The other most significant project included in the 5-year capital plan is the purchase of the 29.7-acre Surfside Realty Tract in FY 17-18. The total purchase price is \$3 million, and would be funded by a combination of Federal grant funds (\$1.5 million), State grant funds (\$1.045 million), and Town funds (\$455,000, to be financed with a new installment financing agreement). Other significant projects included in the 5-year capital plan include a comprehensive renovation / expansion of Fire Station 1 (\$1.25 million, planned for FY 18-19) and the replacement of the Town’s aging Fire ladder truck (\$900,000, also planned for FY 18-19). Both of these projects would be funded with a new installment financing agreement timed to coincide with the full retirement of the Town’s 2013 refinancing debt, thereby freeing up sufficient budget capacity for the new debt.

The remaining \$2.624 million over the 5-year period is primarily allocated for scheduled vehicle and equipment replacements, annual street resurfacing, and other relatively smaller projects.

FY 17-18 Pay Plan

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1 The Board is also asked to approve the attached FY 17-18 Pay Plan at the June 13 meeting.
2

3 The attached Pay Plan includes a 2.2% across-the-board adjustment to the pay grades established for all Town
4 positions, in accordance with the Board's decision to provide a 2.2% cost-of-living adjustment for all Town
5 employees as part of the FY 17-18 budget. The hiring rate, minimum salary, mid-point, and maximum salary for
6 each position is increased by 2.2%, and will insure that the Town's overall pay plan remains competitive in
7 retaining existing employees and recruiting new employees in the future.
8

9 Additional FY 17-18 Budget Information

10 I have again included summary information about the FY 17-18 Budget in your agenda packets. This summary
11 information is consistent with the budget totals included in the attached FY 17-18 budget ordinance and the
12 attached 5-Year Capital Replacement / Improvement Plan.
13

14 The following information is attached:

- 15 • "Quick Summary" of the FY 17-18 Budget
- 16 • "All Funds" Summary
- 17 • General Fund Budget Summary
- 18 • Net Change in Annual Town of Emerald Isle Tax Bill (for selected property values)
- 19 • Graph – General Fund Property Tax Rate History
- 20 • Graph – Primary Benefit District Property Tax Rate History
- 21 • Town Organization Chart and Summary of Authorized Positions
- 22 • General Fund 5-Year Forecast
- 23 • Graph – Adjusted General Fund Balance
- 24 • Property Tax Rate Breakdown
- 25 • Itemized Property Tax Receipt
- 26 • Graphs – Annual Solid Waste Service Fee History and Annual Solid Waste Service Fee Revenues
- 27 • Graph - Annual Bill – Average Value Property Owner
- 28 • General Fund Tax Rates for NC Beach Towns (FY 16-17 Actual)
- 29 • Graph – General Fund Revenues
- 30 • Graph – General Fund Expenditures by Function
- 31 • Graph – General Fund Expenditures by Category.
32

33
34 As you know, the detailed FY 17-18 Recommended Budget was distributed under separate cover on May 9, and
35 copies have been made available for public review since that time. The FY 17-18 Recommended Budget has also
36 been posted on the Town's website since early May. A full copy of the FY 17-18 Approved Budget will also be
37 made available in Town buildings and on the Town's website after Board approval.
38

39 I will be happy to answer any questions about the budget ordinance, fee schedule, capital replacement /
40 improvement program, and pay plan at the June 13 meeting.
41

42 Town Manager Frank Rush stated that the Budget Ordinance as presented for the Board's
43 consideration was identical to the Recommended Budget as presented at the May meeting with
44 the exception of the changes discussed at their meeting on June 6 where they added \$10,000
45 for Bogue Inlet dredging in the future. Town Manager Frank Rush noted that in accordance
46 with the Board's top priority he was pleased to report that the budget did not include a tax rate
47 increase or a significant fee increase so the tax rate would remain 15.5 cents per \$100 of

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1 assessed value for the general fund, and 4 cents per \$100 of assessed value for the primary
2 benefit oceanfront tax district, with the solid waste fee remaining at \$228 for all developed
3 residential properties. Town Manager Rush noted there were a couple of minor fee changes
4 included in the Fee Schedule for building permit fees, and recreation program fees. Town
5 Manager Rush also noted that the 5-Year Capital Replacement / Improvement Program was
6 consistent with the presentation at the May meeting incorporating the changes discussed
7 during the June 6 meeting for the beach nourishment projects. Town Manager Rush said that
8 the Fiscal Year 17-18 Pay Plan took our established salary ranges for authorized positions and
9 adjusted all of the salary ranges by 2.2% which was the cost of living increase that the Board
10 indicated they were comfortable with and as was also consistent with the Consumer Price Index
11 as of March. Town Manager Rush hoped the Board was pleased and thanked staff for the great
12 work they did on the budget as well.

13
14 Mayor Barber asked for any comments from the public. There were no comments from the
15 public.

16
17 ***Motion was made by Commissioner Messer to adopt the FY 17-18 Budget Ordinance. The***
18 ***Board voted unanimously 5-0 in favor. Motion carried.***

19
20 ***Motion was made by Commissioner Normile to adopt the FY 17-18 Fee Schedule. The Board***
21 ***voted unanimously 5-0 in favor. Motion carried.***

22
23 ***Motion was made by Commissioner Dooley to adopt the 5-Year Capital Replacement /***
24 ***Improvement Program. The Board voted unanimously 5-0 in favor. Motion carried.***

25
26 ***Motion was made by Commissioner Finch to adopt the FY 17-18 Pay Plan. The Board voted***
27 ***unanimously 5-0 in favor. Motion carried.***

28
29 Clerks Note: A copy of FY 17-18 Budget Ordinance, FY 17-18 Fee Schedule, 5-Year Capital Replacement / Improvement
30 Program, and FY 17-18 Pay Plan as noted above are incorporated herein by reference and hereby made a part of these
31 minutes.

32
33 **15. Comments from Town Clerk, Town Attorney, and Town Manager**

34
35 There were no comments from the Town Clerk or Town Attorney.

36
37 Town Manager Frank Rush noted the land clean up on Islander Drive was going well and should
38 be completed in the next couple of weeks. Town Manager Rush gave the status on the Bogue
39 Inlet dredging and the marking of the safe navigation channel by the Coast Guard. Town
40 Manager Rush stated that they had exhausted all of the State local funds that were available in
41 the partnership with the other municipalities, and Onslow and Carteret counties, as well as the

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1 State and would need to put forth a new effort and he may come back to the Board at their July
2 or August meeting with a plan.

3
4 In addition, Town Manager Rush pointed out for Board feedback that they had a total of
5 \$32,500 included in a capital project ordinance for a stormwater pipe discharged in Cape
6 Emerald. Town Manager Rush stated this amount was appropriated last year as part of the
7 budget process and their intention was to increase the size of the existing discharge pipe that
8 went from their pond out to Bogue Sound; a 15-inch pipe which ideally they would like to make
9 as large as they could but they had proposed a 24-inch discharge pipe. Town Manager Rush
10 said they had some initial favorable conversations with the regulators that it would be
11 permitted however, unfortunately after closer review they were told that it would not be
12 permitted. Town Manager Rush said he was disappointed to learn they would not allow the
13 Town to increase the size of the discharge pipe and he had been talking to the residents and
14 Homeowners Association in Cape Emerald and their main concern was that when there were
15 heavy rainfall events it caused fluctuation in the pond levels. They thought the large discharge
16 pipe would have resolved that but were now interested in using those funds that were
17 allocated for the pipe discharge for the construction of a 2-foot tall vinyl bulkhead along the
18 south edge of the pond to address their concerns. Town Manager Rush said if the Board was
19 comfortable with adjusting the scope of that project and proceeding with the bulkhead
20 installation they would proceed. The direction of the Board was that he should move on with
21 installing the bulkhead.

22
23 The following is an excerpt from the Town Manager Comments memo to the Board providing
24 additional background information for all items of importance:

25
26 **July 4 Fireworks – 9 pm at Bogue Inlet Pier**

27 Town staff are preparing for the annual fireworks show, and we look forward to another great show over the
28 beach. In the event of rain and/or excessive wind, the fireworks show will be rescheduled for July 5.

29
30 **Abandoned Go-Kart / Bumper Boat Facility Clean-Up**

31 The Town's contractor, Watson's Land Clearing, is making good progress on the clean-up, and expects to complete
32 all work by the end of June, if not sooner.

33
34 **Surfside Realty Tract Acquisition**

35 I remain optimistic that the requested Federal (\$1.5 million) and State (\$1.045 million) grant funds will be awarded
36 later this summer or early fall. Assuming necessary commitments are in hand by then, closing will occur in
37 October. I hope to have a combination of Town staff and volunteers establish functional and attractive nature trails
38 on the property sometime this winter, and then work with the Board and the community to determine future
39 active recreational facilities in 2018.

40
41 **Bogue Inlet Dredging**

42 The Corps of Engineers is currently performing additional touch-up dredging work at the ocean bar and just off The
43 Point in Emerald Isle. This work is expected to be complete by June 14, after which the US Coast Guard is expected
44 to reinstall navigation aids in the entire Bogue Inlet channel.

45

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1 Because all State-local funding for Bogue Inlet dredging was exhausted, and additional dredging was necessary to
2 address shoaling, the Town agreed to provide \$20,000 of emergency dredging funding to the Corps of Engineers
3 last week. These Town funds leveraged an additional \$40,000 from the State, resulting in a total of \$60,000 that
4 enabled the necessary dredging work to continue and be completed this week, and thus enable the reinstallation
5 of navigation aids. A total of \$10,000 of these funds will be remitted from the FY 16-17 budget, and the remaining
6 \$10,000 will be remitted from the FY 17-18 budget just after July 1.

7
8 The Town will need to organize another State-local funding partnership for future Bogue Inlet dredging, and I will
9 begin work on this initiative in July or August. I expect that the State-local funding partnership will be structured in
10 a similar manner as previous partnerships, and that the Town will receive the appropriate financial "credit" for the
11 recent emergency contribution.

12
13 **Beach Erosion Concerns**

14 Several storms in April and May resulted in a flattened beach profile along much of the oceanfront in Emerald Isle,
15 leaving a narrow "flat" beach between the water and the base of the dunes in some areas. We believe that this
16 sand is sitting just offshore, and a significant sandbar is visible in many locations. We expect this sandbar to "weld"
17 back onto the beach this summer, and thus restore a wider "flat" beach.

18
19 As you know, the Town (through the Carteret County Beach Commission / Shore Protection Office) collects and
20 reviews very detailed annual beach profile surveys of the entire beach strand. Field work for this year's survey was
21 completed last month, and we expect to receive detailed survey results later this summer or fall. The surveys
22 measure the full profile of the beach from the top of the dunes to several hundred feet underwater (which is a
23 critical component for storm protection). If the survey results indicate that certain areas are approaching the
24 established nourishment "trigger", we will likely work toward a significant beach nourishment project during
25 winter 2018-2019.

26
27 Although the flattening of the beach profile, and the resulting narrow "flat" beach strand is alarming, it is
28 important to note that the beach remains in a much better condition than at many times in the past. The 2016
29 survey results indicated a healthy dune structure and a healthy underwater beach component, and there has been
30 significant seaward dune migration in many places. In many places, the location of the dunes was previously the
31 "flat" beach, and thus the erosion can be sometimes appear worse than it really is.

32
33 With all of that said, it will be important for the Town to review the survey results and continue to monitor the
34 beach. The Town should be working to define a beneficial project scope over the next 6 – 8 months in order to be
35 ready for a winter 2018-2019 beach nourishment event.

36
37 **NC 58 Intersection Improvements**

38 Mayor Barber (who serves on the Carteret County Transportation Committee and the Down East Rural Planning
39 Organization) and I continue to work to secure State funding for traffic improvements at the 4 signalized
40 intersections in Emerald Isle.

41
42 The next Statewide Transportation Planning process will begin later this year, and the 4 Emerald Isle projects have
43 the 2nd, 3rd, 4th, and 5th highest "scores" of all Carteret County projects. Mayor Barber and I will continue to
44 advocate for these projects in the planning process. We will also continue efforts to secure discretionary funding
45 from the NC General Assembly for these improvements (and pedestrian crosswalk funding) with Representative
46 McElraft and Senator Sanderson, and it is also possible that new funding programs currently being considered by
47 the NC General Assembly and the NCDOT Secretary could provide necessary funding in the coming years.

48
49
50

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1 **Golf Cart Parking Concerns**

2 As you know, Town staff routinely add additional golf cart parking spaces in the street right of way upon request,
3 and there are now approximately 50 golf cart parking spaces at various public beach accesses in the Town. In
4 some areas, we are experiencing very high golf cart usage (for example, Deer Horn Drive and Fawn Drive beach
5 access walkways), with many more golf carts parking in the street right of way than there are official parking
6 spaces. In some instances, this is causing concern from nearby property owners, and we are currently working to
7 add a few more spaces in areas where sufficient right of way is available (but likely still won't meet the peak
8 demand due to a lack of suitable right of way). In some instances, golf cart owners who are not parked in an
9 authorized golf cart parking spaces may receive a parking citation from EIPD.

10
11 **Full Fleet of New Beach Wheelchairs**

12 Thanks to the generosity of several local individuals in recent months (with approximately \$20,000 worth of beach
13 wheelchair equipment and cash donated), the EI Fire Department's popular beach wheelchair program is now
14 stocked with a total of 12 specially-designed wheelchairs that enable disabled individuals to enjoy the beach and
15 surf. The wheelchairs are available on a first-come, first-served basis each day at Fire Station 1, and are offered
16 free of charge on a daily basis.

17
18 **Kayak Storage Racks at EI Woods and EI Public Boating Access Area**

19 The Parks and Recreation Department has installed new public kayak storage racks at Emerald Isle Woods Park and
20 the Emerald Isle Public Boating Access Area, and the new racks are available for public use on a first-come, first-
21 served basis.

22
23 **Employee / Citizen Recognition Program Being Developed**

24 Town staff are currently reviewing a potential "employee / citizen recognition" program, and we may present a
25 recommendation to the Board of Commissioners at the July meeting. The program would outline the criteria and
26 selection process for the presentation of awards or special recognition to individuals who have made a significant
27 contribution or performed a specific heroic act in Emerald Isle.

28 **Coastal Storm Damage Prevention Fund in State Budget**

29 The NC Senate and NC House are currently working to reach agreement on a compromise State budget for FY 17-
30 18, and we expect a final State budget later this month. Both the Senate and House versions of the budget include
31 the creation of a new "Coastal Storm Damage Prevention Fund" that would theoretically provide future State
32 funding to assist local communities with beach nourishment. Neither budget includes appropriations to the new
33 fund, however, the creation of this fund is great news for Emerald Isle and other beach communities. We are
34 hopeful that State funding will be appropriated in the coming years, and that these funds will assist the Town with
35 future beach nourishment projects.

36
37 **School Calendar Pilot Program / Study in NC House Budget**

38 Unfortunately, the NC House budget also includes a provision allowing 20 counties (from various areas of NC) to
39 begin the school year as early as August 10, with corresponding studies on the impact of this change on student
40 achievement. I remain hopeful that this provision will not be included in the final State budget approved later this
41 month, as the NC Senate has steadfastly opposed any such school calendar changes in the past.

42
43 **Senate Bill 126 – Sales Tax Redistribution**

44 This bill remains in the House Rules Committee (and has been there since April 27), and neither the NC Senate or
45 NC House budgets include this provision. We remain hopeful that the compromise State budget will also not
46 include this provision.

47
48 **Archers Creek West Stream Restoration Project Grant Awarded**

49 The Town was recently notified that we've been awarded a \$25,000 grant from the NC Division of Water Resources
50 for this project, which would remove vegetative and other debris from the segment of Archers Creek that flows

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1 west from Old Ferry Road to Forest Hills Mobile Home Park and Bogue Sound. As you may recall, the
2 neighborhoods along this segment of the creek are partnering with the Town on this project, and agreed to
3 contribute half of the \$25,000 local match. I am in the process of working with the neighborhoods to determine
4 the appropriate allocation of costs among the neighborhoods, and hope to present a resolution accepting the
5 grant to the Board at the July meeting. I expect this work to occur sometime this coming winter.
6

7 **Fire Department Personnel Grant**

8 As you know, the Town has requested Federal grant funding for 3 new firefighter positions, and the anticipated
9 grant funds (\$122,158) and required local match (\$40,679) are included in the FY 17-18 budget. We have not yet
10 received a decision on this grant request, however, we expect a decision sometime this summer. We remain
11 optimistic that the requested grant funds will be awarded to the Town, and this will enable the Town to expand
12 Fire Department staffing from 4 personnel per shift to 5 personnel.
13

14 **Cape Emerald Pond Bulkhead**

15 As you know, the FY 16-17 budget includes \$32,500 for the replacement and expansion of the existing storm water
16 discharge pipe from the Cape Emerald pond to Bogue Sound. As you know, this pond is part of the Town's existing
17 storm water system that serves the Ocean Oaks, Sea Dunes, and Deer Horn Dunes neighborhoods, and also
18 receives overflow from the Emerald Isle Woods system.
19

20 The current pipe is 15" in diameter, and the Town has submitted a permit application to replace the pipe with a
21 24" pipe in an effort to address concerns from Cape Emerald residents about pond level fluctuation during heavy
22 rainfall events. After several months of discussion, it appears that the State will not issue the necessary permit to
23 expand the discharge pipe size, and I have been working with Cape Emerald POA leadership and others to develop
24 an alternative approach to address their concerns. The best alternative to address the Cape Emerald concerns is
25 the construction of a new bulkhead wall along the south side of the Cape Emerald pond, which would prevent
26 pond bank erosion when pond levels fluctuate. I have secured a quote for \$29,900 for the construction of an
27 approximately 800 linear ft., 2 ft. high bulkhead in this area. If the Board consents, I plan to proceed with the
28 construction of the new bulkhead and utilize the previously appropriated funds.
29

30 Please let me know your thoughts on this approach.
31

32 **Emerald Isle Beach Music Festival – Saturday, September 30**

33 Town staff will soon begin preparations and promotion for this event, which is now approximately 3 ½ months
34 away. Last year's event was a great success, and we hope to duplicate and exceed the crowd from last year's
35 event.
36

37 The Town had previously requested \$35,000 from the Crystal Coast Tourism Development Authority for this event,
38 however, the TDA recently approved only \$20,000 toward this event. I am very disappointed in this decision,
39 however, the Town should be still be able to produce this event with no or minimal cost to the Town. There is
40 currently a balance of approximately \$8,000 remaining from last year's event, and I believe the additional \$7,000
41 shortfall can be accommodated with additional event revenues and/or cost reductions, and still enable a high
42 quality event.
43

44 **New Cigarette Butt Receptacles**

45 The NC Aquariums will soon instal new cigarette butt receptacles at the Western Ocean Regional Access as part of
46 a pilot program. I have attached a picture of the planned receptacles, and I am hopeful that they will be helpful in
47 reducing the number of discarded cigarette butts on the beach strand.
48
49
50

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1 **Hubert Street Beach Access Walkway**

2 The Town’s contractor continues work on this new beach access walkway, and we are hopeful that all work will be
3 complete within the next week or two.
4

5 **10th Street Partial Closure**

6 Residents adjacent to 10th Street on the soundside (between Emerald Drive and the sound) are interested in the
7 Town closing a portion of this street segment, and replacing it with a public water access easement. Because the
8 street is not necessary in this area, and with the preservation of public access to Bogue Sound, Town staff are
9 comfortable with this request. We are awaiting feedback from the nearby property owners, and may include a
10 Resolution of Intent on an upcoming Board meeting agenda.
11

12 **Potential Closure of Old Ferry Road Between Mangrove Drive and NC 58 (Behind CVS)**

13 I have not yet received feedback from one of the three property owners affected by a potential closure of this
14 street segment. I remain hopeful that all three will support this closure, and if so I will present a Resolution of
15 Intent to the Board at a future meeting.
16

17 **Marsh Cove Road Street Request?**

18 Residents in the Marsh Cove subdivision are considering asking the Town to assume public ownership and
19 maintenance of Marsh Cove Road, and this request may be presented to the Board at a future meeting. Public
20 Works Director Artie Dunn and I have reviewed the road condition, and don’t have any objection to Marsh Cove
21 Road being added to the Town’s street network. The road is in generally good condition, and resurfacing is likely
22 still many years away.
23

24 **Condominium Deck Safety Program**

25 Town Planner Josh Edmonson and representatives of several condominium complexes have completed the
26 attached “Guidelines for Deck and Walkway Safety Initiative”, and the guidelines are now in use by Emerald Isle
27 condominium complexes.
28

29 The condominium deck safety program is modeled after the deck inspection program implemented by Emerald Isle
30 vacation rental agencies in 2015, but recognizes the collective nature of decks and walkways in condominium
31 complexes, the different management structures and legal responsibilities, and the historical practices of the
32 various condominium complexes in Emerald Isle. Thus, the attached condominium deck safety program does not
33 include rigid requirements, but instead establishes guidelines, including the use of a professional engineer, record
34 keeping, routine maintenance staff inspections, and annual reviews by the governing body of each condominium
35 complex.
36

37 As is the case with the vacation rental deck inspection program, the Town will not be responsible for managing this
38 program, however, Town staff and County inspectors will offer any assistance requested by the condominium
39 complexes.
40

41 **Commercial Village Zoning District**

42 Town Planner Josh Edmondson will begin work with the Planning Board on specific development regulations for
43 the proposed “Commercial Village” zoning district at its June meeting. This new district would encompass the
44 current Business zoning district, and would allow the use of complementary residential uses on upper floors. We
45 hope to present formal ordinance amendments to the Board of Commissioners later this summer.
46

47 **Unified Development Ordinance Simplification**

48 Josh Edmondson and I will be working on a significantly simplified UDO to present to the Planning Board and Board
49 of Commissioners in the coming months. My goal is to eliminate all unnecessary regulations and confusing

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1 language, and create a simple, reader-friendly ordinance that achieves the Town’s most important development
2 policy goals.
3

4 **Town Survey**

5 I have not yet had an opportunity to devote time to this effort, and likely will not be able offer this survey online
6 this summer. I will continue to work toward such a survey for the future.
7

8 **Bicycle and Pedestrian Safety Campaign**

9 EIPD, along with other law enforcement agencies in Carteret County, is participating in the "Watch for Me NC"
10 campaign (<http://www.watchformenc.org/>) to promote pedestrian and bicycle safety. The "Watch for Me NC"
11 program aims to reduce pedestrian and bicycle injuries and deaths through a comprehensive, targeted approach of
12 public education and police enforcement.

13 **Driveway Widths, Right of Way Parking Inventory**

14 The Town’s ordinances limit residential driveway widths to 16 ft., and allow a maximum of 2 driveways per unit.
15 As you have likely noticed, there are some residential properties establishing additional residential parking spaces
16 in the public street right of way (primarily on Ocean Drive). Although some of these include attractive landscape
17 features, they are not permitted under the Town’s ordinances and Town staff have received complaints.
18

19 Ryan Staebler, Planning Intern, is working with Town Planner Josh Edmondson to prepare an inventory of these
20 features so that we can get a better handle on the magnitude of this issue. Depending on the results of the
21 inventory, we may begin working with property owners to have the parking areas modified or removed, or may
22 recommend an ordinance amendment to the Board of Commissioners in the future.
23

24 **Sound Drive Pavement Repairs**

25 There are a few significant “dips” in the asphalt on Sound Drive near the marina, and Public Works will be working
26 to repair those areas in the next few weeks.
27

28 **New Beach Swing at the Western Ocean Regional Access**

29 The new beach swing installed near the base of the dunes at the Western Ocean Regional Access is getting a lot of
30 use, and we’ve had a few inquiries from property owners interested in sponsoring a beach swing at other accesses.
31 However, we were recently informed by NC Division of Coastal Management staff that we will either need to
32 remove the swing, modify it to be “moveable” (install skids?), or seek a variance from the NC Coastal Resources
33 Commission. Town staff are still evaluating these options, and NC DCM staff will not require the Town to remove
34 the WORA beach swing until we decide on the best course of action.
35

36 **Comprehensive Land Use Plan**

37 The NC Division of Coastal Management has completed its second review of the Town’s Comprehensive Land Use
38 Plan (that addressed earlier comments from NC DCM), and has now requested additional clarification on a few
39 items in the plan. Town Planner Josh Edmondson and the Town’s consultant are working to respond to this
40 request. We hope to resolve these concerns and present a final version of the plan for formal Board approval at
41 the July or August meeting.
42

43 **16. Comments from Board of Commissioners and Mayor**

44
45 Commissioner Finch spoke of how proud he was of the different departments that represented
46 Emerald Isle over the past weekend. He said he had the opportunity to be around them on

1 some of the occasions, very solemn occasions, but thought it was remarkable to see everyone
2 working together and he was very proud of them.

3
4 Commissioner Messer and Dooley echoed Commissioner Finch's comment.

5
6 Commissioner Normile commented they had finished the budget process and thanked Laura.

7
8 Mayor Barber concurred with Commissioner Finch's comments, noting he went to serve on the
9 rescues and it was amazing how well they all worked together, and he was extremely proud of
10 everyone who worked for the Town doing an outstanding job in difficult situations. Mayor
11 Barber said we were blessed and fortunate to live here and have such a wonderful staff.

12
13 **17. Closed Session – Pursuant to NCGS 143-318.11(6), for the Purpose of Evaluating the Town**
14 **Manager's Performance**

15
16 ***Motion was made by Commissioner Wright to enter Closed Session pursuant to NCGS 143-***
17 ***318.11(6), for the Purpose of Evaluating the Town Manager's Performance. The Board voted***
18 ***unanimously 5-0 in favor. Motion carried.***

19
20 ***Motion was made by Commissioner Messer to return to Open Session. The Board voted***
21 ***unanimously 5-0 in favor. Motion carried.***

22
23 Upon returning to open session, ***motion was made by Commissioner Messer to increase the***
24 ***Town Manager's salary by 2.2% to \$140,031, and increase the monthly mobile phone***
25 ***allowance from \$100 per month to \$150 per month. The Board voted unanimously 5-0 in***
26 ***favor. Motion carried.***

27
28 **18. Adjourn**

29
30 ***Motion was made by Commissioner Messer to adjourn the meeting. The Board voted***
31 ***unanimously 5-0 in favor. Motion carried.***

32
33 **The meeting was adjourned at approximately 8:30 pm.**

34
35 Respectfully submitted:

36
37
38
39 Rhonda C. Ferebee, CMC, NCCMC
40 Town Clerk