

1 **MINUTES OF THE REGULAR SCHEDULED MEETING**
2 **OF THE EMERALD ISLE BOARD OF COMMISSIONERS**
3 **TUESDAY, NOVEMBER 12, 2019 – 6:00 P.M.**
4 **TOWN BOARD MEETING ROOM**

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7 **1. Call to Order**

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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.

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12 **2. Roll Call**

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

16
17 Absent for the meeting: Commissioner Jim Normile.

18
19 ***Motion was made by Commissioner Messer to excuse the absence of Commissioner Normile.***
20 ***The Board voted unanimously 4-0 in favor. Motion carried.***

21
22 Also, present during the regular meeting: Town Manager Matt Zapp, Town Clerk Rhonda
23 Ferebee, Finance Director Laura Rotchford, Public Works Director Artie Dunn, and Fire Chief Bill
24 Walker.

25
26 Town Attorney Richard Stanley was absent due to illness.

27
28 Others in attendance: Chad Davis, ECCOG Regional Planning Director

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30 **3. Opening Prayer**

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32 Mayor Barber offered the opening prayer.

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34 **4. Pledge of Allegiance**

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36 Mayor Barber led the Pledge of Allegiance.

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38 **5. Adoption of Agenda**

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40 ***Motion was made by Commissioner Messer to adopt the Agenda. The Board voted***
41 ***unanimously 4-0 in favor. Motion carried.***

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1 **6. Presentation Recognizing Recipients of Emerald Isle Safety Awards**

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3 Mayor Barber, along with Fire Chief Bill Walker, and Fire Captain Billy Matthias recognized and
4 presented Certificates of Appreciation, and Commendation to recipients of the Emerald Isle
5 Safety Award. These individuals were recommended for a Civilian Safety Award through the
6 Town's Commendation Program for their service to our community, our citizens, and visitors
7 for coming to the aid of distressed swimmers in Emerald Isle during the 2019 summer season.

8
9 Luke Brooks – Certification of Appreciation
10 Jacob Price – Certification of Appreciation
11 Michael Conner – Certificate of Commendation
12 Alexander Lewis – Certificate of Commendation
13 Rick Scott – Certificate of Commendation
14 Peyton Weist – Certificate of Commendation
15 Eric Zaleski – Certificate of Commendation

16
17 In addition, the Mayor presented Emerald Isle resident Susie Van Guilder with a Certificate of
18 Appreciation in recognition of her outreach and dedicated efforts in bringing awareness to our
19 residents and visitors of the importance of ocean safety.

20
21 The Board and public applauded all recipients for their outstanding contributions to ocean
22 safety in Emerald Isle.

23
24 **7. Introduction of New Employees**

- 25
26 **a. Randy Lane, Equipment Operator**
27 **b. Jason Rife, Firefighter**

28
29 Public Works Director Artie Dunn introduced the newest member of the Public Works team
30 Randy Lane. Director Dunn noted that Randy came to Emerald Isle from the Elizabeth City, NC
31 area and brought a HVAC background with him that they were missing. Director Dunn said they
32 were glad to have him on the team and he was already proving to be an asset driving a brush
33 truck.

34
35 Fire Chief Bill Walker introduced Jason Rife the department's newest full-time firefighter. Chief
36 Walker noted that Jason moved to Emerald Isle in 2010 and joined the Fire Department as a
37 volunteer when he was 18, had since received his firefighter and EMT certifications and was
38 hired at that point as a part-time firefighter. Chief Walker stated Jason excelled in that role and
39 he had now been promoted to full-time being one of two firefighters that actually passed the
40 lifeguard swim test as well.

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42 The Board and public welcomed the Town's newest employees.

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8. Presentation – Dark Skies – (2016 Cherry Point Regional Joint Land Use Study)

Chad Davis, AICP, Regional Director with the Eastern Carolina Council of Governments presented an informational PowerPoint “Dark Skies” for the Board and public. The presentation involved light pollution and its impacts on humans, the environment, and the Military mission. Mr. Davis discussed simple changes that could reduce the impact of light pollution while maintaining the safety provided by site lighting. Mr. Davis noted this project was a partnership between ECCCOG, Carteret County, and MCAS Cherry Point, noting that in the 2016 Joint Land Use Study there were numerous recommendations and “Dark Skies” specifically in this area for operations of Bogue Field was one of those recommendations. Mr. Davis stated that the International Dark Skies Association had a model ordinance, basically another zoning ordinance with different light zones and requirements but it was fairly complicated and enforcement required people to work at night. Mr. Davis said they didn’t think that was quite feasible but there were some simple things the Town could add to the ordinances that would accomplish at least freezing light conditions where they were and over time reduce light pollution. Mr. Davis spoke and gave examples of recommendations and noted he would be glad to assist the Town with any additions to the Town ordinances.

Mayor Barber asked for any public comments. There were none.

Mayor Barber thanked Mr. Davis for his informative presentation.

9. Proclamation / Public Announcements

- **Police Educating the Public (PEP) – Tuesday, November 19 – 10 am – Town Board Meeting Room**
- **Golf Cart Advisory Committee – Tuesday, November 19 – 5:30 pm – Town Bd Mtg Rm**
- **Bicycle and Pedestrian Advisory Committee, Wed, November 20 – 9 am – Emerald Isle Community Center**
- **Dog Park Development Committee – Wednesday, November 20 – 3 pm – Community Center**
- **Coffee With a Cop – Thursday, November 21 – 9 am – Village Market**
- **Planning Board Regular Meeting – Monday, November 25 – 6 pm – Town Board Meeting Room**
- **Thanksgiving Town Holiday – Thursday, Nov 28 & Friday, Nov 29 – Town Offices Closed**
- **Community Center Closed Thursday, Nov 28, but Open on Friday, Nov 29**
- **No Trash Collection on Thursday, November 28 or Friday, November 29**
- **16th Annual Emerald Isle Christmas Parade – Saturday, Nov 30 at 3 pm – NC 58**
- **Golf Cart Safety, Rules & Regulation Class – Monday, Dec. 2 at 6 pm – Town Board Meeting Room**

- 1 • **8th Annual Holiday Arts & Crafts Fair – Saturday, Dec. 7 – 9am-3pm – El Comm Center**
- 2 • **Golf Cart Safety, Rules & Regulation Class – Saturday, Dec. 7 at 10 am – Town Board**
- 3 **Meeting Room**
- 4 • **Board of Commissioners Regular Meeting – Tues Dec 10 – 6 pm – Town Bd Mtg Room**

5

6 **10. Public Comment**

7

8 **Brief Summary:**

9

10 The public will have the opportunity to address the Board about any items of concern not on the agenda. The

11 Mayor and Board welcome and appreciate all comments from the public, and will take these comments into

12 consideration as they make decisions on Town issues and provide direction to Town staff. Public comment is a time

13 for the Board to listen to the public's concerns and ideas, and is not intended for a lengthy dialogue or question

14 and answer session.

15

16 The Mayor, Board, and Town staff are happy to meet with any citizen during normal business hours or at any other

17 mutually agreeable time to discuss Town issues and answer any questions.

18 Tracy Roberts, 125 Purdie Street, was curious if anything would be done soon about the deer

19 population.

20 Police Chief Reese responded with details of the coordination efforts undertaken each year

21 with NC Wildlife Resources Commission since 2005. Chief Reese said each year a deer survey

22 was conducted by the NC Wildlife Resources in conjunction with our officers followed by a

23 written recommendation based on the maximum sustained yield for deer population. Chief

24 Reese noted over the course of the Town's deer management program they had gone from

25 about 175 deer down this year to around 60. Chief Reese said based on NC Wildlife Resources

26 recommendations this year Chief Reese submitted to the Town Manager his recommendation

27 based on his information that damage to property and motor vehicle accident reports were

28 down that they not conduct a hunt this year. Chief Reese stated they monitored the population

29 statistics extremely close in making their determination.

30 **11. Consent Agenda**

31

32 **a. Amendment to Civilian / Employee Commendation Program**

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34 ***Motion was made by Commissioner Finch to approve the items on the Consent Agenda. The***

35 ***Board voted unanimously 4-0 in favor. Motion carried.***

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37 **Clerks Note: A copy of consent agenda items as noted above are incorporated herein by reference and hereby made a part**

38 **of these minutes.**

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12. Update – Islander Drive Improvements

Town Manager Matt Zapp addressed the Board concerning this Agenda item. The following excerpt from his memo to the Board is provided for additional background:

ISLANDER DRIVE- Redevelopment & Western Ocean Regional Access Improvements

Town staff has met multiple times with A-Team Enterprises, Carteret-Craven Electric Cooperative and Ark Consulting to discuss the planned mixed-use project on Islander Drive. In order for the project to move ahead, detailed design plans are needed by the Town, CCEC and A-Team Enterprises. An engineering contract was approved August 13, 2019; said plans are being completed by ARK Consulting Group. Following is a proposed outline to execute the design, bidding and construction process related to the project.

NOVEMBER 12, 2019- BOC Meeting

Conceptual drawings for the Islander Drive Project will be presented to the Board of Commissioners. The goal is to gain consensus from the board on the general street design and traffic patterns. Thus, allowing detailed project designs to progress.

ACTION ITEM- If acceptable, staff will request permission to engage CCEC to place the Town of Emerald Isle on the CCEC construction schedule. CCEC will convert overhead power service to underground. The estimated cost for this conversion is approximately \$150,000. The Town would be responsible for \$100,000 in work and A-Team Enterprises would provide approximately \$50,000 for improvements on/near their site.

DECEMBER 10, 2019- BOC Meeting

Detailed design drawings will be shared with the Board of Commissioners. The goal is to gain approval from the board on the street design.

ACTION ITEM- Authorize Town Staff to bid the project as designed.

ACTION ITEM- Establish a small group to address landscape and buffering decisions. Collaboration with stakeholders, town staff and elected officials can help bring the best ideas forward and simultaneously keep the construction process moving forward.

ESTIMATED COSTS & REVENUES

	ITEM	COST	REVENUE
1	Roadway Repairs	\$325,000	\$325,000 (Powell Bill Funding)
2	Underground Electric	\$150,000	\$97,000 (EI Land sale Proceeds) \$50,000 (A-Team contribution)
3	WORA Improvements	\$100,000	\$100,000 (Main Street Grant)
4	Engineering Design	\$76,000	\$64,000 (Carteret County Proceeds) + Miscellaneous general funds
5	Golf cart parking spaces	\$30,000	\$30,000 (Golf Cart Reserve Funds)
6	Landscaping/ Buffering	TBD	TBD

Town Manager Matt Zapp provided a detailed report on the status of the Islander Drive redevelopment project including for the Board and public a visual presentation of a full color conceptual rendering as prepared by Bryan Fagundus, Ark Consulting Group. Town Manager Zapp outlined the scope of the project and the proposed timeline of actions and deadlines.

1 Town Manager Zapp indicated that tonight they felt it important to get the foundation approval
2 for the underground electric in order to get on Carteret-Craven Electric's schedule and then
3 come to the Board at their December meeting with the design work for approval of the bid
4 process, and then recommendation of creation of a landscape team to work on the minutiae of
5 those details. Town Manager Zapp answered questions from the Board and public regarding
6 issues such as traffic flow during construction, pedestrian safety, paid parking, road
7 maintenance. Town Manager Zapp also noted for the Board, Commissioner Normile's request
8 that they address the segregation of vehicles, golf carts, and pedestrians, keeping all moving
9 about safely as an important and critical key. Manager Zapp explained the plans to address this
10 issue to include the potential for post and rope, and a raised curb system that would help keep
11 separation by visual and wheel stop barriers.

12

13 ***Motion was made by Commissioner Finch to engage Carteret-Craven Electric Cooperative for***
14 ***provision of underground electric service within the construction zone. The Board voted***
15 ***unanimously 4-0 in favor. Motion carried.***

16

17 Town Manager Zapp asked the Board to consider between now and the December 10 meeting
18 the potential of a landscape team that would help derive the total, type, and placement of
19 vegetation for the project.

20

21 **13. Presentation – Annual Financial Reports**

22

23 **a. Town of Emerald Isle – June 30, 2019 Comprehensive Annual Financial Reports**

24

25 Finance Director Laura Rotchford addressed the Board concerning this Agenda item. The
26 following excerpt from her memo to the Town Manager is provided for additional background:

27 I am pleased to present the Comprehensive Annual Financial Report (CAFR) for the Fiscal Year Ended June 30,
28 2019. A copy of the CAFR is attached for your review. In addition to the presentation of the financial results to the
29 Board of Commissioners we will also be submitting a copy of the CAFR to the NC Local Government Commission
30 for their review process. The CAFR will be available on the Town's website, and we will submit a copy of the report
31 to the Government Finance Officers Association for application to the Certificate of Achievement for Excellence in
32 Financial Reporting award program.

33

34 This is the Town's third year working with the staff at S. Preston Douglas and Associates, LLP of Lumberton, NC.
35 Lee Grissom, CPA and his team continue to be very professional and timely in their work with the Town. Their
36 team performed onsite audit work in July and August, 2019, and continued to work with Town staff through email
37 and phone communications to complete the project. S. Preston Douglas and Associates assist in the preparation of
38 the financial statements in addition to the audit. Lee and his team at S. Preston Douglas continue to be a pleasure
39 to work with, and we look forward to working with them again in future years.

40

41 The Audit was conducted in accordance with generally accepted auditing standards, which are standards contained
42 in *Government Auditing Standards*, issued by the Comptroller General of the United States. As in prior years we
43 have again, received an unmodified opinion (or a "clean opinion") from the auditors. As stated in the Auditor's

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1 Report, the Town's financial statements for the fiscal year ended, June 30, 2019, "present fairly, in all material
2 respects..." Additionally, our auditors provided an opinion on each major grant received during the fiscal year.
3 Our auditor's reported the Town is in compliance with major Federal and State grant programs, most notably the
4 FEMA and NCDPS grant awards for Public Assistance related to Hurricane Florence.

5
6 There are several financial highlights which can be found in the detail of the CAFR, and are briefly mentioned
7 below:

- 8
- 9 • The Town had \$4,087,655 of both unrestricted and restricted cash and cash equivalents on hand as of June 30,
10 2019. The Town also had total net receivables of \$69,855 as of June 30, 2019. Additionally, a total of
11 \$3,026,658 was due from other governments, which is primarily comprised of pending reimbursements from
12 the NC Department of Public Safety's Emergency Management Division for FEMA disaster assistance.
13
 - 14 • The Town had total capital assets, net of depreciation of \$23,890,371 as of June 30, 2019. The bulk of these
15 assets are land, buildings, and other improvements in the community. During FY 2019 the Town added
16 vehicles, equipment, and new playground equipment, while selling and scrapping old vehicles, and equipment
17 at approximately the same cost. The effect of these changes along with annual depreciation resulted in a
18 decrease compared to the prior year.
19
 - 20 • The Town's total liabilities as of June 30, 2019 were \$6,486,046. The recognition of pension liabilities account
21 for \$2,047,321 of this amount, whereas, accounts payable and accrued liabilities represent \$577,449. A total
22 of \$1,659,028 of this amount is the Town's outstanding short and long-term loans as of June 30, 2019.
23
 - 24 • As part of the total liabilities, the Town utilized a short-term, 0% interest, state revolving loan of
25 \$2,000,000 from the NC Department of Public Safety's Recovery and Resiliency Office to fund
26 expenditures related to Hurricane Florence during the fiscal year. Repayment of the loan will occur in FY
27 2020 upon receipt of FEMA reimbursements for those eligible hurricane related expenditures.
28
 - 29 • The Town reported net position of \$25,519,003 as of June 30, 2019. Total net position decreased by
30 \$1,561,553. The overall decrease is attributed to the initial recovery efforts following Hurricane Florence
31 including expenditures for Phase I Eastern Emerald Isle Post-Florence Beach Nourishment.
32
 - 33 • The Town had total revenues of \$23,477,332 across all funds during FY 2019. The Town had total
34 expenditures of \$25,048,070 across all funds during FY 2019, resulting in an overall decrease in fund
35 balance of \$1,283,730. While the Town added annual reserves to its Future Beach Nourishment Fund,
36 and delayed annual capital spending in its General Fund, expenditures exceeded revenues for two funds
37 segregated for Hurricane Recovery, pending the approval of FEMA reimbursements.
38
 - 39 • As of the close of the current fiscal year, the Town's governmental funds reported combined ending fund
40 balances of \$4,525,997, a decrease in comparison to the prior year. Decreases to fund balance were
41 related to expenditures necessary for recovery efforts from damages caused by Hurricane Florence.
42
 - 43 • The General Fund, the Town's primary annual operating fund, had total revenues of \$10,458,478 and total
44 expenditures of \$9,244,835 during FY 2019. After transfers to Capital Project and Special Revenue Funds

1 (\$32,000) and to the Future Beach Nourishment Fund of (\$400,000), the Town's General Fund balance
2 increased by \$783,792. The overall increase in the General Fund was primarily attributed to delayed
3 capital spending for beach access walkways, postponement of annual street repaving project, and delays
4 in the staffing of two full-time employees. Additionally, the Town received a \$370,000 operating grant
5 posted to the General Fund from the NC Department of Public Safety's Office of Recovery and Resiliency
6 for damages caused by Hurricane Florence.

- 7
- 8 • As of June 30, 2019, the Town's General Fund had a total fund balance of \$3,192,866, of which \$1,475,611
9 classified as unassigned fund balance.
- 10
- 11 • The total General Fund balance of \$3,192,866 is equal to 32.99% of total General Fund expenditures
12 during FY 2019 (\$9,676,835, including transfers out). This percentage is up from the previous year
13 (25.54%), due to additional operating grant revenues and cost savings derived from delays in capital
14 spending and street repaving projects, as well as vacancies in full-time positions. Total General Fund
15 balance represents 29.36% percent of the FY 19-20 adopted budget of \$10,874,284 (including transfers
16 out).
- 17
- 18 • The total unassigned General Fund balance amount of \$1,475,611 is equal to 15.25% of total General
19 Fund expenditures during FY 2019 (\$9,676,835, including transfers out). Unassigned General Fund
20 balance represents 13.62% of the FY 19-20 adopted budget of \$10,874,284 (including transfers out).
- 21
- 22 • The Town's Future Beach Nourishment Fund had a year-end fund balance of \$4,228,700, as the Town
23 collected another year of special district property taxes that are reserved for future beach nourishment
24 activities. Additionally, the Town makes annual transfers from the General Fund to the Future Beach
25 Nourishment Fund to supplement tax receipts from the ocean front-inlet front special district.
- 26
- 27
- 28 • The Town's total long-term loans outstanding at June 30, 2019 is \$1,659,028. This includes three (3)
29 existing installment purchase agreements. The Town's total outstanding debt is equal to approximately
30 0.06% of the Town's total assessed valuation at June 30, 2019, which continues to remain a very low
31 percentage.
- 32

33 Finance Director Laura Rotchford provided a PowerPoint presentation of the Comprehensive
34 Annual Financial Report highlighting the key points for the Board and public. Director
35 Rotchford was happy to report the Town received a "clean" unmodified opinion with no
36 findings or issues to report. Director Rotchford also mentioned they would be submitting
37 financial statements to the State Treasurer's office as the Local Government Commissioners
38 office reviewed the statements for accuracy and trends, and they would also be submitting to
39 the Certificate of Excellence and Financial Reporting Award program. Director Rotchford noted
40 the Town had applied for the award for the past 5 years and had been awarded 5 year running
41 so this would be the Town's 6th year applying and she was hopeful they would receive the
42 award again this year. Director Rotchford concluded that overall she was really happy with the
43 numbers particularly with the hurricane impact, felt the Town was in good shape and was

1 optimistic in 2020 they would start to see positive feedback from FEMA officials with more
2 reimbursements coming through.

3
4 Mayor Barber thanked Finance Director Laura Rotchford for her hard work noting it was really
5 appreciated. The Board and public applauded Laura following her presentation.

6
7 Commissioner Messer stated that he and Commissioner Taylor served on the Audit Committee
8 and during their recent meeting with Laura and the audit firm via conference call the audit firm
9 was very complimentary of Laura's efforts and assured them that Emerald Isle was in sound
10 condition.

11

12 ***Motion was made by Commissioner Messer to accept the June 30, 2019 Comprehensive***
13 ***Annual Financial Report. The Board voted unanimously 4-0 in favor. Motion carried.***

14

15 **Clerks Note:** A copy of Comprehensive Annual Financial Report as noted above is incorporated herein by reference and
16 hereby made a part of these minutes.

17

18 **14. Appointments**

19

20 **a. Firemen's fund Relief Board – 1 Vacancy**

21

22 **Brief Summary:** The Board is asked to fill a vacancy on the Firemen's Fund Relief Fund Board to
23 replace current Board appointed member J. L. Goodman, Jr. who was relocating away from
24 Emerald Isle.

25

26 ***Motion was made by Commissioner Dooley to appoint Darryl Marshall to serve on the***
27 ***Firemen's Relief Fund Board replacing outgoing member J. L. Goodman, Jr. The Board voted***
28 ***unanimously 4-0 in favor. Motion carried.***

29

30 **15. Comments from Town Clerk, Town Attorney and Town Manager**

31

32 There were no comments from the Town Clerk.

33

34 Mayor Barber noted that our Town Attorney Richard Stanley was out due to illness and asked
35 everyone to keep him in their prayers.

36

37 There were no further comments from the Town Manager.

38

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

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41 Commissioner Taylor thanked Laura for her hard work adding it was a pleasure sitting in on the
42 audit committee meeting and he also agreed with Commissioner Messer's statements.

1 Commissioner Taylor said it was amazing hearing the comments from the auditors.
2 Commissioner Taylor was also excited to see the look of the new Islander project.

3
4 Commissioner Finch commented to Laura – a great job as usual.

5
6 Commissioner Dooley echoed the Board comments and also congratulated her colleagues on
7 their re-election.

8
9 Mayor Barber said they appreciated everyone who ran for Commissioner and congratulated
10 those who won.

11

12 **17. Closed Session Pursuant to §NCGS 143-318.11(a)(6), to Discuss Personnel**

13

14 ***Motion was made by Commissioner Messer to enter Closed Session pursuant to §NCGS 143-***
15 ***318.11(a)(6), to discuss personnel. The Board voted unanimously 4-0 in favor. Motion***
16 ***carried.***

17

18 ***Motion was made by Commissioner Messer to return to Open Session. The Board voted***
19 ***unanimously 4-0 in favor. Motion carried.***

20

21 Upon returning to Open Session there was no action taken as a result of Closed Session.

22

23 **18. Adjourn**

24

25 ***Motion was made by Commissioner Messer to adjourn the meeting. The Board voted***
26 ***unanimously 4-0 in favor. Motion carried.***

27 ***The meeting was adjourned at 8:06 pm.***

28 Respectfully submitted:

29

30

31

32 Rhonda C. Ferebee, CMC, NCCMC

33 Town Clerk