

1 **6. Introduction of New Employee**

2
3 **a. Grace Herbert, Police Officer**

4
5 Police Chief Tony Reese introduced the Police Department’s newest full-time Police Officer
6 Grace Herbert. Chief Reese noted that both of Officer Herbert’s grandfathers had been Police
7 Officers – one in Havelock and the other in Wilson. Chief Reese stated that Officer Herbert
8 graduated from BLET in Morehead City and started part-time with the department in April 2019
9 before her recent promotion to full-time. Chief Reese said she had been a great addition to the
10 department.

11
12 Police Officer Grace Herbert said she looked forward to helping out everyone here and how she
13 thought this community was amazing. She had enjoyed every moment of being here and
14 hoped to enjoy many more with everyone.

15
16 The Board and public provided a warm welcome to Officer Grace Herbert.

17
18 **7. Presentation – American Red Cross**

19
20 Mayor Barber spoke of the blessing that the American Red Cross had been to the Town and its
21 citizens especially following the hurricane last year and expressed appreciation for all they do
22 not just for Emerald Isle but around the world.

23
24 James Jarvis, Executive Director for the American Red Cross of the Cape Fear Area of North
25 Carolina provided an informative presentation for the Board and public outlining the many
26 supportive programs and services performed by the American Red Cross volunteers, donors,
27 and partners.

28
29 Mayor Barber thanked Mr. Jarvis as well as Kristin Willis, Sr. Account Manager who was also in
30 attendance.

31
32 **8. Proclamation / Public Announcements**

33
34 Mayor Barber noted the following announcements for the public:

- 35
36
- 37 • **Bicycle & Pedestrian Advisory Committee – Wednesday, Jan. 15 – 9 am – El
Community Center**
 - 38 • **Dog Park Development Committee – Wednesday, Jan. 15 – 3 pm – El Comm Ctr**
 - 39 • **Surfriders Foundation’s Bogue Banks Chapter Holiday Tree Collection – Sat. Jan. 18 @
40 the Point**
 - 41 • **Martin Luther King, Jr. Birthday Town Holiday – Town Offices Closed / Community
42 Center Open**
 - 43 • **Golf Cart Advisory Committee Meeting – Tuesday, Jan. 21 – 5:30 pm Town Board
44 Meeting Room**

- 1 • **Police Educating the Public (PEP) – Tuesday, Jan. 21 – 10 am – Town Board Mtg. Room**
- 2 • **Coffee With a Cop – Thursday, January 23 – 9am – Movement Mortgage**
- 3 • **Planning Board Regular Meeting – Monday, Jan. 27 – 6pm – Town Board Mtg. Room**
- 4 • **Fishing Tournament Executive Committee Meeting – Mon, Jan. 27 – 5pm – Admin.**
- 5 **Building Conference Room**
- 6 • **Golf Cart Safety, Rules & Regulation Class – Monday, Feb. 3 at 6pm – Town Board**
- 7 **Meeting Room**
- 8 • **Neighborhood Watch Board Meeting – Tues. Feb. 4 – 5:30pm – Police Conference Rm**
- 9 • **29th Annual St. Patrick’s Festival – Saturday, March 14 – 9am-6pm – Emerald**
- 10 **Plantation Shopping Center**
- 11 • **7th Annual Emerald Isle Marathon, Half-Marathon & 5K – Saturday, March 28 – WORA**
- 12

13 **9. Public Comment**

14

15 **Brief Summary:**

16

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

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

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

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

21 and answer session.

22

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

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

25 Mark Brennesholtz, Emerald Isle resident, referenced a census of signage he had submitted to

26 Town Manager Zapp. Mr. Brennesholtz stated that in 2002 the Board of Commissioners

27 appointed a large committee to develop a vision of what they wanted Emerald Drive to look like

28 from the bridge to Town Hall. Mr. Brennesholtz said that many of the recommendations had

29 been wonderfully implemented most notably the landscaping along NC 58, the bike path, and

30 sidewalks. Mr. Brennesholtz noted that the committee at that time was concerned that there

31 were too many public signs in the gateway area. Mr. Brennesholtz said following their

32 recommendations roughly half a dozen were removed by NCDOT or the Town. Mr.

33 Brennesholtz referenced a more recent count in 2018 showed a 30% increase in signage since

34 2002 most due to the traffic circle and the signs that are attractive but in very fine print that

35 pointed to the fishing pier, town hall. Mr. Brennesholtz felt the Town had a commercial sign

36 ordinance that had been very successful in keeping commercial signs under control and noting

37 that banners on light posts were signs. Mr. Brennesholtz said that in Hurricane Florence the

38 banners not only blew down but pulled a couple light posts down with them. Mr. Brennesholtz

39 said he had heard they may add banners to every one of the lovely new black light posts being

40 installed that would be 20-40 more new signs. Mr. Brennesholtz said there were already 25

41 signs posts, some with more than one sign on them and 5 lampposts in the traffic circle not

42 counting the weird squiggles down on the pavement. Mr. Brennesholtz said he would hope

43 that drivers were not studying the signage too closely while going through the very close and

44 tight traffic circle. Mr. Brennesholtz asked if adding more signs would help with the traffic circle

45 or make Emerald Isle any prettier or nicer. Mr. Brennesholtz said no town in our area that he

1 had visited had more signs as you entered the Town and requested the Town of Emerald Isle
2 show some restraint in adding signage in the future. Mr. Brennesholtz said the signs while
3 some may be attractive were so common now that they were obstructing the commercial signs
4 and asked if an ordinance could be passed that required a sign be removed if a new one was
5 proposed.

6 Mayor Barber thanked Mr. Brennesholtz for his comments noting they would take under
7 advisement.

8 Gary Hardy, Emerald Isle resident stated he appreciated the people of the Town and the Board
9 for the item he saw on the agenda – the refinancing for the McLean Spell Park. Mr. Hardy
10 thanked the Town for their foresight in purchasing the property and after hearing about the
11 courageous effort to buy the property he had a dream in which he saw a generation of people
12 running to exercise stations, pull-ups and sit-ups, and others going through the park getting
13 picnic baskets and enjoying a picnic in the natural beauty of the park, the last maritime forest
14 here in the center of Emerald Isle. Mr. Hardy encouraged everyone to walk it and before they
15 went to bed to close their eyes and see if they could share in his dream.

16 Commission Messer commented that people not yet born would enjoy the park at some point.

17 Jim Napier, 127 Wheaton Drive, Richlands, NC commented that he retired as a Navy Chief at
18 Camp LeJeune a few years ago and wanted to introduce himself. Mr. Napier said he owned a
19 small business and was working on partnering with an E-Scooter company that he wanted to
20 put on the base at Camp LeJeune and the bases around the area and it occurred to him that
21 Emerald Isle may potentially be a town that would benefit from the low carbon emissions and
22 traffic reduction that an E-Scooter company could provide.

23 **10. Consent Agenda**

24

- 25 a. Minutes – December 10, 2019 Special Meeting
- 26 b. Minutes – December 10, 2019 Regular Meeting
- 27 c. Minutes – December 10, 2019 Closed Session
- 28 d. FY 2020-2021 Budget Calendar
- 29 e. Final Bid Awards for FEMA Related Repairs
- 30 f. Amend Purchasing and Contracting Policy
- 31 g. Resolution Authorizing Electronic Signatures (20-01-14/R1)
- 32 h. Amendment to Emergency Operations Plan
- 33 i. Hurricane Operations Agreement with Speedway, LLC

34

35 ***Motion was made by Commissioner Messer to approve the items on the Consent Agenda. The***
36 ***Board voted unanimously 4-0 in favor. Motion carried.***

37 **Clerks Note: A copy of Resolution 20-01-14/R1 and all other consent agenda items as noted above are incorporated herein**
38 **by reference and hereby made a part of these minutes.**

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1 **11. Progressive Goals Roadmap**

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3 Town Manager Matt Zapp addressed and discussed with the Board the proposed Progressive
4 Goals Roadmap outlining the Town’s short-term, mid-term, and long-term goals. Town
5 Manager Zapp said this list once approved by the Board would help staff with preparation of
6 the budget. Town Manager Zapp referenced Item 2 – Improved Beach Safety for 2020 – noting
7 the substantial conversation when the roadmap was first discussed about this important issue
8 on December 10. Town Manager Zapp stated that since that meeting a small committee had
9 been working on this proposed roadmap and suggested that the Board consider removal of 3
10 items on the list being – the TDA Billboard, Drones, and TVs because those were items the
11 Committees would prioritize and bring back to the Board. Town Manager Zapp asked the Board
12 if there were other changes, additions or deletions they requested. Town Manager Zapp noted
13 in response to a question posed by Commissioner Normile whether the item to develop a role
14 for a FTE in EIFD to oversee beach activities would stay on the list so the committee could do
15 due diligence and explore further. Town Manager Zapp recommended if that item stayed they
16 change the word develop to research and strike the date. Town Manager Zapp stated that staff
17 would begin to target these goals for the Board once approved.

18
19 ***Motion was made by Commissioner Finch to approve the Progressive Goals Roadmap as***
20 ***amended with the changes. The Board voted unanimously 4-0 in favor. Motion carried.***

21
22 Commissioner Normile said this was a different approach for the Board as they were able to
23 document this tool, which as noted by Town Manager Zapp, would enable the Board to grade
24 him at the end of the year. Commissioner Normile said this goals roadmap was the Town
25 Manager’s idea and he thought it was a great process and he appreciated the Town Manager
26 drilling all of them through the process.

27
28 Mayor Barber agreed that this would make the yearly evaluation so much easier and he
29 appreciated the Town Manager leading them in this way.

30
31 **Clerks Note: A copy of Progressive Goals Roadmap as noted above is incorporated herein by reference and hereby made a**
32 **part of these minutes.**

33
34 **12. Islander Drive Redevelopment Status Update**

35
36 **a. Contribution Agreement for Underground Electrical Costs on Islander Drive**

37
38 Town Manager Matt Zapp stated that they were working as quickly, specifically, open and
39 transparent as possible on the anticipated improvements on Islander Drive and its
40 redevelopment. Town Manager Zapp said they had unfortunately encountered a few setbacks
41 that might impact the timetable. Town Manager Zapp advised the Board that they released
42 bids in early January, pre-bid meeting occurred the week before and they were slated to open
43 sealed bids on February 27. Town Manager Zapp said they had provided an addendum
44 released today because the risk was so high to begin a roadway construction prior to St.
45 Patrick’s Festival and the Marathon that they felt the best approach for construction and to

1 avoid the cold weather would be to start immediately April 1 and work that 45 day period
2 leading up to the start of the 2020 season. Town Manager Zapp said it wasn't optimal but the
3 goal was to have the roadway work completed before the start of the 2020 season.

4
5 Commissioner Normile stated we didn't want to disrupt the Marathon, noting that along the
6 way working on Islander Drive we had Hurricane Florence, Hurricane Dorian, and a tornado
7 which were three things we couldn't control but we could control doing it right and he didn't
8 object to this proposal.

9
10 Town Manager Zapp said it was their anticipation to bring back a potential award for contract,
11 adjustment to project ordinance, and a full complete presentation pertinent to the Islander
12 Drive project at the Board's February meeting.

13
14 Town Manager Zapp noted that the draft proposal regarding the agreement specific to the
15 electrical underground on Islander Drive was still being reviewed by A-Team and it was his
16 recommendation that the Board let this ride and it be brought back at the Board's February
17 meeting. The Board concurred.

18
19 **13. Installment Purchase Agreements**

- 20
21 a. **BB&T Refinancing / Interest Rate Modification – 2018 McLean Spell Park (20-01-14/R2)**
22 b. **Installment Purchase Agreement for 2020 Ambulance (20-01-14/R3)**
23 c. **Installment Purchase Agreement for 2020 Aerial Fire Truck (20—01-14/R4)**
24

25 Finance Director Laura Rotchford addressed the Board regarding this item. Finance Director
26 Rotchford recommended three financing proposals with the first being a refinancing / rate
27 modification to the existing loan for the McLean Spell Park. Director Rotchford noted the 10-
28 year loan entered into in May 2018 for \$600,000 at a rate of 3.57% and since rates had come
29 down since then and they were looking at seeking financing proposals for the upcoming
30 equipment purchases she spoke with BB&T and they would offer a rate modification to 2.59%
31 with a one-time closing cost of \$2,000 with the estimated savings for the remaining 9 years of
32 the loan being roughly \$24,000.

33
34 Additionally, Finance Director Rotchford said at the same time she sought proposals for
35 financing our upcoming large vehicle replacements – the ambulance and the aerial fire truck.
36 Director Rotchford noted the Board approved the purchase of this equipment in July with the
37 intent to finance. Director Rotchford said these vehicles were now close to being delivered.
38 Director Rotchford said she received back two proposals – US Bank and BB&T – with BB&T
39 providing the best proposal overall with 2.19% for the ambulance for a 5-year term and 2.52%
40 for the aerial fire truck for a 15-year term.

41
42 ***Motion was made by Commissioner Finch to approve Resolution authorizing BB&T***
43 ***Refinancing / Interest Rate Modification – 2018 McLean Spell Park, and to approve the***
44 ***Resolution Approving Financing Terms for Ambulance Installment Purchase, and to approve***

1 ***Resolution Approving Financing Terms for Aerial Fire Truck Installment Purchase. The Board***
2 ***voted unanimously 4-0 in favor. Motion carried.***

3
4 Clerks Note: A copy of Resolution 20-01-14/R2, 20-01-14/R3, and 20-01-14/R4 as noted above are incorporated herein by
5 reference and hereby made a part of these minutes.

6
7 **14. Appointments**

8
9 **a. Golf Cart Advisory Committee – 5 Vacancies**

10
11 **Brief Summary:** The Board should fill 5 vacancies on the Golf Cart Advisory Committee.

12
13 There are currently 4 members with terms expiring January 2020. Taney Browder and Paul Buchanan have
14 expressed interest in serving another two year term that would expire January 2022.

15
16 There is also 1 vacancy due to the early resignation of Martha Levey. An appointment will be needed for an
17 individual to serve the remainder of her unexpired term that expires January 2021.

18
19 In addition to current members Taney Browder and Paul Buchanan, the Town solicited applicants and the following
20 individuals have also expressed interest in serving – Jim Blanton, Jeanne Clark, Jeff Spady, Travis Speight, and Jay
21 Thomas.

22
23 ***Motion was made by Commissioner Normile to appoint Taney Browder, Paul Buchanan, Jay***
24 ***Thomas, and Jim Blanton to new terms on the Golf Cart Advisory Committee that expire***
25 ***January 2022. The Board voted unanimously 4-0 in favor. Motion carried.***

26
27 ***Motion was made by Commissioner Normile to appoint Travis Speight to serve on the Golf***
28 ***Cart Advisory Committee to complete the term of outgoing member Martha Levey with a***
29 ***term expiring January 2021. The Board voted unanimously 4-0 in favor. Motion carried.***

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

32
33 There were no comments from the Town Clerk or Town Attorney.

34
35 Town Manager Matt Zapp gave a public statement regarding the pending and continuing
36 investigation that the Emerald Isle Police Department was working on Melanie Lane. Manager
37 Zapp noted that the shooting that occurred the previous Thursday and the consuming fire were
38 currently being actively investigated and they wanted to reassure the public this was an
39 isolated incident with individuals involved in the case being thoroughly vetted and from their
40 understanding there were no further threats to the community. Manager Zapp said this was a
41 disturbing incident that had caused great stress for everyone and he wanted to commend the
42 Police Department, Chief Reese had done an exceptional job and they thanked county
43 representatives, SBI representatives, arson investigation team, and all the additional resources
44 across the State of North Carolina helping bring justice to this case. Manager Zapp said they
45 apologized for any delays in additional public statements but hoped they could understand they
46 were actively investigating the case around the clock.

1 Town Manager Zapp also publicly thanked the Lowes Company, Inc., one of the first on-scene
2 during Hurricane Dorian to help locally, they were pleased to announce they anticipated a
3 \$45,000 savings for Emerald Isle – the generator that supports this building failed during Dorian
4 and when priced the cost to replace the generator was \$55,000. Manager Zapp stated that
5 Lowes had donated a brand new 60KWH unit and it helped that the local certified installer was
6 through the Lowe’s process and it was estimated that the total cost for installation would be
7 \$10,000 so with the donated unit, all the assistance from Lowes and all the great people who
8 helped during the storm they were pleased to announce would they have backup power in this
9 building for many years to come but thanked the local Lowe’s store in Cape Carteret and our
10 regional representative. Manager Zapp noted that Mayor Barber had been instrumental in our
11 receiving this generator as his constant communication with the southeast regional director for
12 Lowes as he toured and worked the site ultimately led to and helped to save \$45,000.

13

14 Mayor Barber said it was a pleasure working with Lowes, and they had been on the ground
15 immediately after the tornado and he thanked Town Manager Zapp for the nice words.

16

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

18

19 Commissioner Taylor thanked Finance Director Laura Rotchford for the refinance to save
20 money and thanked Mayor Barber for his work with Lowes.

21

22 Commissioner Finch mentioned that the new light poles were up and were very attractive.
23 Commissioner Finch said the poles would hopefully not blow over because they were in
24 concrete bases now. Commissioner Finch said this was his 5th year as a Commissioner and with
25 the Mayor and this Board of Commissioners and our new Town Manager this year was off to a
26 wonderful start – beach nourishment, beach safety, it would be a good year with everyone
27 working in the right direction.

28

29 Commissioner Messer echoed both Commissioners comments and 2020 would be better than
30 2019.

31

32 Commissioner Normile commented that he had more good news to report regarding incoming
33 money to keep our dunes in top notch shape to protect our homes, our infrastructure, our
34 future, and to allow our children and grandchildren a place to play. Commissioner Normile
35 stated the phone call on Saturday was about Senators Burr and Tillis who unbeknownst to the
36 Town had done some work in budgeting via the Army Corps of Engineers and they had another
37 44.5 million coming in for Bogue Banks beach nourishment. Commissioner Normile said
38 everyone may recall recently working with Representative McElraft with 15.3 million from the
39 State, another 5 million from the State and the monster size FEMA package of 65 million, along
40 with the 44.5 million recently put into the Army Corps of Engineers budget gave them 129.3
41 million to keep the dunes in solid shape.

42

43 Mayor Barber said he met with Senator Tillis a few months ago while in Washington and he had
44 mentioned he was trying to do this and on Sunday evening his cell phone rang and it was

1 Senator Tillis calling to let him know about the money coming from the Corps of Engineers.
2 Mayor Barber said we were blessed to have Senators and Representatives who worked for us
3 and were concerned about us. Mayor Barber said he was lucky to be Mayor of the best Town in
4 North Carolina with the best town staff around. Mayor Barber commended Town Manager
5 Matt Zapp for his leadership as he had been a steady rock for everyone, they appreciated his
6 innovation and he knew 2020 would be a good year for Emerald Isle.

7

8 **17. Closed Session Pursuant to § NCGS 143-318.11(5) To Discuss Land Negotiations**

9

10 ***Motion was made by Commissioner Messer to go into Closed Session pursuant to NCGS 143-***
11 ***318.11(5), for the purpose of discussing land negotiations. The Board voted unanimously 4-0***
12 ***in favor. Motion carried.***

13

14 **18. Adjourn**

15

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

18

19 ***The meeting was adjourned at 7:45 pm.***

20

21 Respectfully submitted:

22

23 Rhonda C. Ferebee, CMC, NCCMC
24 Town Clerk