

1 Staff recommends a contract be awarded to Wrenn Home Improvements of Swansboro in the amount of
2 \$59,107.90. Funding for the project is provided through a grant in the amount of \$100,000 from NC Community
3 Economic Development.

4 Wrenn Home Improvements has performed work for the Town in the past and is in satisfactory standing. Staff has
5 also vetted the contractor via previous jobs in the area with findings of no significant concerns.

6 ***Motion was made by Commissioner Finch to approve the Resolution Authorizing Construction***
7 ***Contract for Demolition / Construction of Wooden Walkway and Decking at Western Ocean***
8 ***Regional Access. The Board voted unanimously 5-0 in favor. Motion carried.***

9 **5. Resolution Designating FEMA Agent – COVID-19**

10 The Board considered the Resolution Designating FEMA Agent for COVID-19 purposes. An
11 excerpt from Finance Director Laura Rotchford's memo to the Board is included.

12
13 In late March, 2020 FEMA and the North Carolina Department of Public Safety's offices announced there would be
14 Public Assistance Funding available to local governments and not-for-profit agencies for costs incurred related to
15 the emergency response necessary for the impacts from COVID-19. This is similar to other assistance programs
16 offered during a hurricane or other natural disaster.

17
18 In order for the Town to apply for any reimbursements of expenses related to our response to the COVID-19
19 pandemic, the Town must formalize its participation in the program with a formal Request for Public Assistance
20 and an Agreement with the State for Applicant Disaster Assistance. As part of this process NC DPS' fiscal office
21 does require a resolution from our Board to designate an agent of the Town for purposes of disaster assistance
22 each Federal disaster. This resolution also includes assurances for compliance with the grant's regulations and
23 policies.

24
25 I have enclosed a copy of the Resolution for Designation of the Applicant's Agent and Applicant Assurances. I have
26 requested myself to be the Primary Agent, and Matt Zapp, Town Manager to be the Secondary Agent, for purposes
27 of requesting Federal funding related to the pandemic. The Town will be claiming reimbursement for the costs of
28 overtime hours spent in preparing and responding to the pandemic, along with costs for purchases of sanitizers,
29 protective masks, protective equipment, and potentially disinfection products and services.

30
31 ***Motion was made by Commissioner Taylor to approve the Resolution Designating FEMA***
32 ***Agent for COVID-19 purposes naming Laura Rotchford as Primary Agent, and Matt Zapp as***
33 ***Secondary Agent. The Board voted unanimously 5-0 in favor. Motion carried.***

34
35 **6. Consider Approval of Purchase of 2006 Ford F750 (Bucket Truck) for Public Works**

36
37 The Board considered the purchase of a 2006 Ford F750 Bucket Truck for the Public Works
38 Department. An excerpt from Finance Director Laura Rotchford's memo to the Board is
39 included.

40

MINUTES OF THE SPECIAL MEETING
OF THE EMERALD ISLE BOARD OF COMMISSIONERS
APRIL 30, 2020
Page 3 of 3

1 While preparing for the FY 20-21 budget and working with each department to discuss equipment needs in the
2 upcoming year, the Public Works department had requested a used bucket truck. This vehicle need has been
3 previously identified in our Capital Improvement Plan and would greatly assist the Public Works department
4 working on tree trimming at intersections, street lighting improvements and installing our annual Christmas
5 decorations throughout Town, among other uses. Staff estimated that such a vehicle would cost approximately
6 \$50,000.

7
8 Artie Dunn, Public Works Director located a 2006 F750 bucket truck in Memphis, Tennessee for \$21,500 and is
9 recommending the purchase of the vehicle in the current budget year, in lieu of next year's budget cycle.

10
11 The Public Works budget does have some current excess funds available, due to the use of available funding from
12 FEMA for the Reed Drive storm water pipe repair that was previously budgeted in the Public Works Department in
13 the amount of \$45,000. Therefore, these excess funds could be applied toward the purchase of the vehicle.

14
15 ***Motion was made by Commissioner Dooley to approve the Purchase of a 2006 Ford F750***
16 ***(Bucket Truck). The Board voted unanimously 5-0 in favor. Motion carried.***

17
18 **7. Adjourn**

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

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23 ***The meeting was adjourned at 4:40 pm.***

24
25 Respectfully submitted:

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27
28
29 Rhonda C. Ferebee, CMC, NCCMC
30 Town Clerk