

1                                   **MINUTES OF THE REGULAR SCHEDULED MEETING**  
2                                   **OF THE EMERALD ISLE BOARD OF COMMISSIONERS**  
3                                   **TUESDAY, APRIL 12, 2011 – 7:00 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  
10 called to order by Mayor Art Schools at 7:00 PM in the Emerald Isle Town Board  
11 Meeting Room.

12  
13   **2. Roll Call**

14  
15 Present for the meeting: Mayor Art Schools, Commissioners Nita Hedreen, Floyd  
16 Messer, John Wootten, and Maripat Wright.

17  
18 Commissioner Tom Hoover was absent and ***motion was made by***  
19 ***Commissioner Wright to excuse the absence of Commissioner Hoover.***  
20 ***The Board voted unanimously 4-0 in favor. Motion carried.***

21  
22 Others present during the regular meeting: Town Attorney Richard Stanley,  
23 Town Manager Frank Rush, Town Clerk Rhonda Ferebee, Fire Chief Bill Walker,  
24 and Public Works Director Artie Dunn.

25  
26   **3. Opening Prayer**

27  
28 Adrienne Norman, youth member from Emerald Isle Chapel by the Sea,  
29 performed the Opening Prayer.

30  
31   **4. Pledge of Allegiance**

32  
33 All who were present recited the Pledge of Allegiance.

34  
35   **5. Adoption of Agenda**

36  
37 ***Motion was made by Commissioner Messer to adopt the Agenda. The***  
38 ***Board voted unanimously 4-0 in favor. Motion carried.***

39  
40   **6. Proclamations / Public Announcements**

41  
42 Mayor Schools noted the following Proclamations and public announcements for  
43 the public:

- 44  
45       • **Proclamation – National Travel & Tourism Week – May 7-15, 2011 (11-**  
46       **04-12/P1)**  
47       • **Proclamation – National Day of Prayer – May 5, 2011 (11-04-12/P2)**

- 1
- 2
- 3 • **Proclamation – Bicycle Month in Emerald Isle – May 2011 (11-04-12/P3)**
- 4 • **Board of Adjustment – Wednesday, April 13 – 9 am – Town Board**
- 5 **Meeting Room**
- 6 • **Free Youth Tennis Clinic – Thursday, April 14 – 6 pm – Tennis Courts**
- 7 **at Blue Heron Park**
- 8 • **Grand Opening Ceremony – New Public Boat Launch Facility –**
- 9 **Friday, April 15 – 11 am**
- 10 • **Blood Drive – Friday, April 15 – 2 pm – 7 pm – Community Center**
- 11 • **First Day of Regional Access Parking Fee – Saturday, April 16**
- 12 • **Easter Egg Hunt – Sunday, April 17 – 12 noon – 2 pm – Community**
- 13 **Center**
- 14 • **14<sup>th</sup> Annual Friends of Western Carteret Library Homes Tour –**
- 15 **Saturday, April 16**
- 16 • **Easter Egg Hunt – Sunday, April 17 – 12 noon – 2 pm – Community**
- 17 **Center**
- 18 • **Bicycle and Pedestrian Advisory Committee – Tuesday, April 19 –**
- 19 **9 am – Community Center**
- 20 • **Last Day for Beach Driving Season – Thursday, April 21**
- 21 • **Good Friday Holiday – Friday, April 22 – Town Offices Closed,**
- 22 **Community Center Closed**
- 23 • **Planning Board Meeting – Monday, April 25 – No meeting scheduled**
- 24 • **Racing Kids Esteem 5k and 1 Mile Run – Saturday, April 30 – 10 am –**
- 25 **Community Center**
- 26 • **Town Board Meeting – Tuesday, May 10 – 7 pm – Town Board**
- 27 **Meeting Room**
- 28
- 29

30 Clerks Note: A copy of Proclamations 11-04-12/P1, 11-04-12/P2, and 11-04-12/P3 are incorporated  
31 herein by reference and hereby made a part of these minutes.

32 **7. Special Presentation – 20 Years of Service – William “Bill” Bailey, Police**  
33 **Sergeant**

34

35 Police Sergeant William “Bill” Bailey was honored for his 20 years of service to  
36 the Town of Emerald Isle. Mayor Schools and Town Manager Rush presented  
37 an engraved plaque to Sergeant Bailey in recognition of his years of dedicated  
38 service to the Town. Police Chief Hargett, several members of the Police  
39 Department, as well as Sergeant Bailey’s family were also present as a show of  
40 support for this special recognition.

41

42 **8. Consent Agenda**

- 43
- 44 **a. Minutes – February 21, 2011 Special Meeting**
- 45 **b. Minutes – March 8, 2011 Regular Meeting**

- 1
- 2
- 3 **c. Minutes – March 8, 2011 Closed Session Meeting**
- 4 **d. Tax Refunds / Releases**
- 5 **e. Resolution Canceling Banking Services Agreement (11-04-12/R1)**
- 6 **f. Resolution Canceling Audit Services Contract with Thompson,**
- 7 **Price, Scott, & Adams (11-04-12/R2)**
- 8 **g. Resolution Authorizing Audit Services Contract with Williams,**
- 9 **Scarborough, Smith, and Gray (11-04-12/R3)**
- 10 **h. Resolution Declaring Surplus Items for Public Auction (11-04-12/R4)**
- 11 **i. Resolution Establishing Policy for partial Tax Payments (11-04-12/R5)**
- 12 **j. Budget Amendment – General Fund**
- 13 **k. Resolution Authorizing Police Grant Application for In-Car Digital**
- 14 **Video Cameras (11-04-12/R6)**
- 15

16 ***Motion was made by Commissioner Wright to approve the items on the***  
17 ***Consent Agenda. The Board voted unanimously 4-0 in favor. Motion***  
18 ***carried.***

19  
20 Clerks Note: A copy of Resolutions 11-04-12/R1, 11-04-12/R2, 11-04-12/R3, 11-04-12/R4, 11-04-12/R5,  
21 11-04-12/R6 and all other consent agenda items above are incorporated herein by reference and  
22 hereby made a part of these minutes.  
23

## 24 **9. Public Comment**

25  
26 Jackie Getsinger, 128 Azure, resident and member of the Crystal Coast Civitan  
27 Club presented the Town with a check in the amount of \$200 to be applied to  
28 Emerald Isle bicycle trails. Ms. Getsinger spoke of the good changes she had  
29 seen in Emerald Isle such as side walks, bike trails, and paving. Ms. Getsinger  
30 said she was a “trasher” with the Crystal Coast Civitan Club, a community  
31 service organization, and they help the Town maintenance staff to pick up trash  
32 on the 1<sup>st</sup> and 3<sup>rd</sup> Monday of each month on the bike path and sidewalk. Ms.  
33 Getsinger noted that four times a year they also pick up trash for DOT. She was  
34 pleased to be able to present the Town with these funds on behalf of the Crystal  
35 Coast Civitan Club.  
36

37 Ken Stone, resident and member of the Emerald Isle Bicycle and Pedestrian  
38 Advisory Committee was also in attendance and thanked Ms. Getsinger as well.  
39 Mr. Stone appreciated the club for picking up trash and all they do and it was  
40 nice to see the people in the community coming together to help move the paths  
41 forward.  
42

43 Mayor Schools thanked Ms. Getsinger, and Mr. Stone and especially thanked the  
44 Civitan Club for the money and that it was appreciated and could always be  
45 used.  
46

1  
2 **10. US Fire Administration Grant**

- 3  
4 **a. Resolution Accepting US Fire Administration Grant (11-04-12/R7)**  
5 **b. Budget Amendment – General Fund**  
6

7 Fire Chief Bill Walker addressed the Board regarding this agenda item. The  
8 following excerpt from the Town Manager’s memo to the Board is provided for  
9 additional background:

10  
11 The Board of Commissioners is asked to approve the attached Resolution Accepting an “Assistance to Firefighters  
12 Grant” from the US Fire Administration. The Town has been awarded a total of \$97,043 from this grant program, to be  
13 matched with \$5,107 from the Town in the FY 10-11 General Fund budget. A General Fund budget amendment to  
14 formally recognize these grant funds is also presented for Board approval.  
15

16 These funds will be used to purchase 35 complete new sets of personal protective equipment for all paid, reserve, and  
17 volunteer firefighters, at a total cost of \$83,825. These full sets of gear include boots, pants, coats, helmets, etc. worn  
18 by the firefighters (“turn out gear”) when they engage a fire. The remaining \$17,325 will be used to purchase 35 new  
19 pagers for all firefighters, and are necessary to comply with new radio frequency requirements that were recently  
20 implemented. An additional \$1,000 is earmarked for grant writing expenses already incurred.  
21

22 The new “turn out gear” and pagers will provide newer, more reliable equipment for the Town’s firefighters, and will  
23 enhance firefighter safety and effectiveness. The Town continually strives to insure that all Town personnel are  
24 provided the best possible equipment with which to perform their duties. In this instance, the Town is fortunate to  
25 receive Federal grant funding for 95% of the expense for this equipment. If approved by the Board, the new “turn out  
26 gear” and pagers will be ordered in April and should be on hand in the coming weeks.  
27

28 This grant award will also enable the Town to realize approximately \$20,000 of savings in the FY 10-11 Fire  
29 Department budget. The Town had budgeted funds for the new pagers and 4 new sets of “turn out gear” in the Fire  
30 Department budget in the event that this grant was not approved. Because the Town has been awarded this grant,  
31 these funds can be made available for other needs.  
32

33 ***Motion was made by Commissioner Messer to approve the Resolution***  
34 ***Accepting US Fire Administration Grant. The Board voted unanimously 4-0***  
35 ***in favor. Motion carried.***  
36

37 ***Motion was made by Commissioner Wright to approve the General Fund***  
38 ***Budget Amendment. The Board voted unanimously 4-0 in favor. Motion***  
39 ***carried.***  
40

41 **Clerks Note: A copy of Resolution 11-04-12/R7 and General Fund Budget Amendment are**  
42 **incorporated herein by reference and hereby made a part of these minutes.**  
43

44 **11. Emerald Isle EMS – Defibrillator Purchase**

- 45  
46 **a. Resolution Authorizing Purchase of 3 New Defibrillators (11-04-12/R8)**  
47 **b. Budget Amendment – General Fund**  
48

49 Town Manager Frank Rush addressed the Board regarding this agenda item.

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1  
2 The following excerpt from his memo to the Board is provided for additional  
3 background:

4  
5 The Board of Commissioners is scheduled to consider two items associated with the replacement of 3 old defibrillators  
6 for Emerald Isle EMS, Inc. at the April 12 meeting. The defibrillators would normally be purchased by Emerald Isle  
7 EMS, Inc., however, the purchase of these items by the Town would result in total sales tax savings of approximately  
8 \$7,600. The Board will consider a resolution authorizing the purchase, and also a General Fund budget amendment  
9 recognizing the transfer of funds from Emerald Isle EMS, Inc. to the Town for this purchase.

10  
11 Emerald Isle EMS, Inc. is proposing to purchase 3 new Physio-Control LifePak 15 defibrillators to replace 3 old Physio-  
12 Control LifePak 12 defibrillators located on each of their 3 emergency medical response vehicles (2 ambulances and 1  
13 quick response vehicle). As you know, defibrillators are essential for pre-hospital cardiac patient care, and the current  
14 defibrillators are more than 10 years old. The total purchase price for the 3 new defibrillators is \$116,134, and there  
15 would be a \$13,000 trade-in allowance for the 3 old defibrillators, resulting in a total purchase price of \$103,134. This  
16 amount includes a total sales tax payment of approximately \$7,600, and if the Town purchases the defibrillators we can  
17 file for reimbursement of these funds.

18  
19 NCGS 143-129 requires any purchase of equipment with a cost greater than \$90,000 to utilize a formal bid process  
20 involving advertisements and multiple bids. Emerald Isle EMS, Inc. did not seek formal bids for this purchase because  
21 Physio-Control is the sole source provider of these defibrillators, and because Physio-Control devices are currently  
22 used by Emerald Isle EMS, other paramedic care providers in Carteret County, and the Emerald Isle Fire Department.  
23 All emergency services personnel are already trained and familiar with this equipment, and there is great benefit to  
24 having standardized equipment throughout the County, as many part-time paramedics work for multiple EMS squads.  
25 NCGS 143-129(e)(6) does provide an exception to the formal bid requirements for sole-source providers and in  
26 situations where standardization or compatibility is the overriding consideration. If the Town purchases these  
27 defibrillators, it would do so utilizing this exception. I have attached a justification sheet from EMS Chief Doug Fleming  
28 for your review, and also a letter from Physio-Control indicating that they are the sole source provider of these devices.  
29 I have also attached a copy of NCGS 143-129 for your review, with the relevant sections highlighted.

30  
31 Emerald Isle EMS, Inc. has sufficient funds for the purchase of the 3 new defibrillators in their capital reserve fund, and  
32 the Joint EMS Committee recently reviewed this request. If the Board approves the attached resolution and budget  
33 amendment, Emerald Isle EMS, Inc. would transfer \$103,134 to the Town from their capital reserve fund to the Town  
34 for this purchase. The \$103,134 amount includes approximately \$7,600 for the sales tax payment. The Town would  
35 make the purchase soon after the April 12 Board meeting, and would then file for reimbursement of the sales tax  
36 amount at the end of FY 10-11. The Town would receive the sales tax refund later this fall, and would remit the \$7,600  
37 back to Emerald Isle EMS, Inc. at that time. The attached General Fund budget amendment formally recognizes the  
38 \$103,134 contribution from Emerald Isle EMS, Inc. for the purchase of the 3 new defibrillators.

39  
40 Town Manager Rush presented information regarding this agenda item as Doug  
41 Fleming, EI EMS Chief, was unable to attend the meeting. Mr. Rush noted that  
42 Ron Marks, EI EMS was however available to answer questions from the Board  
43 about the defibrillators. Mr. Rush said that the request to replace the  
44 defibrillators had been reviewed by the Joint EMS Committee and the Committee  
45 recommended going forward and replacing the defibrillators now in part because  
46 of the trade-in opportunity.

47  
48 Ron Marks, EI EMS, described the defibrillators and their use, also addressing  
49 questions about the sole provider issue. Mr. Marks said that Physio was  
50 standard in the county and he felt it would be a mistake to go with anyone else.  
51 Mr. Marks spoke of the time the defibrillators save for severe cardiac patients;

1  
2 the defibrillators are compatible with the Fire Department equipment, and the  
3 excellent service response they received from the company for this product.

4  
5 Commissioner Hedreen added that she attended the last EMS Board meeting  
6 and they discussed the sole source provider. Commissioner Hedreen absolutely  
7 supported this because of the distinct advantage of using the same equipment  
8 that people are accustomed to working with so that going from one piece of  
9 equipment to a newer piece of equipment with the same company, the  
10 functionality was basically the same, and while there would be training involved  
11 as with any upgrade, time was of the essence when defibrillators were needed  
12 and they needed to have people know how to use and be able to trust the  
13 equipment would work. Commissioner Hedreen said EI EMS had a long  
14 standing solid relationship with the service provider and she felt it was a wise use  
15 and should certainly meet the criteria for sole source.

16  
17 Mayor Schools asked for comments from the public. There were no comments  
18 from the public.

19  
20 ***Motion was made by Commissioner Hedreen to approve the Resolution***  
21 ***Authorizing Purchase of 3 New Defibrillators. The Board voted***  
22 ***unanimously 4-0 in favor. Motion carried.***

23  
24 ***Motion was made by Commissioner Wootten to approve the General Fund***  
25 ***Budget Amendment. The Board voted unanimously 4-0 in favor. Motion***  
26 ***carried.***

27  
28 **Clerks Note: A copy of Resolution 11-04-12/R8 and General Fund Budget Amendment are**  
29 **incorporated herein by reference and hereby made a part of these minutes.**

30  
31 **12. 2011 Street Resurfacing Program**

- 32  
33 **a. Resolution Authorizing 2011 Street Resurfacing Contract (11-04-12/R9)**  
34 **b. Budget Amendment – Powell Bill Fund**

35  
36 Public Works Director Artie Dunn addressed the Board regarding this agenda  
37 item. The following excerpt from the Town Manager's memo to the Board is  
38 provided for additional background:

39  
40 The Board of Commissioners is asked to approve the 2011 street resurfacing program at the April 12 regular meeting.  
41 The attached resolution authorizes the Town Manager to execute a contract with Onslow Paving and Grading,  
42 Jacksonville, NC at specified unit costs of \$8.10 per sq. yard of asphalt, \$1.25 per sq. yd. of fabric, and \$100 per ton of  
43 leveling asphalt. The total contract and final payment amount would be based on the actual quantities utilized, and the  
44 Town estimates a total contract amount of approximately \$148,343. This contract amount is within the available  
45 funding for this contract, however, a Powell Bill budget amendment is attached to formally appropriate some of the  
46 available funds that have not yet been appropriated.  
47

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1  
2 The bid process for this contract has, unfortunately, been very complicated, however, we believe that the contract  
3 presented to the Board now is based on a valid bid process. Artie Dunn, Public Works Director, prepared the initial bid  
4 packages and solicited formal bids to resurface approximately 1.9 miles of various public streets in February. In  
5 addition, bids were also solicited for two long segments of Ocean Drive in eastern Emerald Isle (2.5 miles from town  
6 line to 25<sup>th</sup> Street) and central Emerald Isle (2.1 miles from dog-leg to West Landing), with the hope that perhaps one  
7 of these long continuous segments would result in more favorable pricing. The Town's intention to award only one of  
8 the 3 options was made clear to all bidders. In late February, the Town received two bids for this work from Onslow  
9 Grading and Paving, Jacksonville, NC, and Barnhill Contracting Company, Kinston, NC. However, Barnhill's bid was  
10 not responsive due to the fact that Barnhill did not include the required bid bond, and because the Town did not  
11 officially receive more than one bid, the Town was forced to reject all bids from the initial February solicitation.  
12

13 Although not legally required, Artie Dunn utilized the formal bid process for the initial February solicitation, and these  
14 formal bid requirements contributed to the Town's decision to reject all bids from the initial February solicitation. In  
15 March, I asked Artie Dunn to conduct a new bid process, but I directed him to solicit only informal quotes for the  
16 second solicitation. (NC General Statutes allow the use of informal quotes for all construction projects with a value  
17 less than \$500,000.) Artie Dunn solicited informal quotes in March, and received informal quotes from the same two  
18 contractors – Onslow Grading and Paving and Barnhill Contracting Company.  
19

20 Upon review of the March informal quotes, it was somewhat difficult to determine which company submitted the actual  
21 lowest price quote due to differences in assumed asphalt and fabric quantities by the two contractors, and the fact that  
22 the Town could not afford any of the resurfacing packages requested. For this reason, I directed Artie Dunn to solicit a  
23 3<sup>rd</sup> round of informal quotes for only the street segments that we believed the Town could afford within the Town's  
24 available funding. We also greatly simplified the process, and simply requested unit prices for asphalt, fabric, and  
25 leveling asphalt to make it very easy to determine the low price quote. These unit price quotes were solicited in April,  
26 and the result of that process results in the attached contract recommendation for the 2011 street resurfacing program.  
27

28 Onslow Grading and Paving provided quotes of \$8.10 per sq. yard of asphalt, \$1.25 per sq. yard of fabric, and \$100  
29 per ton for leveling asphalt. Barnhill Contracting Company provided quotes of \$8.75 per sq. yard of asphalt, \$1.35 per  
30 sq. yard of fabric, and \$100 per ton for leveling asphalt. The Town estimates a total quantity of 14,795 sq. yards of  
31 asphalt and fabric for the streets targeted for resurfacing, and a total quantity of up to 100 tons of leveling asphalt.  
32 These quantities result in an estimated contract amount of \$148,343. The actual payment amount, however, will be  
33 based on actual quantities used – as presented by Onslow and verified by Town staff. The final payment amount  
34 should not differ significantly from the estimated amount.  
35

36 The 2011 contract recommendation would allow for the resurfacing of 1.11 miles of Town streets. The street segments  
37 included in the 2011 street resurfacing contract recommendation include:  
38

- 39 • Heverly Drive, Wiley Court, and Dorothy Court – all of the streets in the Ocean Crest subdivision. These  
40 streets have not been resurfaced since the subdivision was constructed in 1987.
- 41
- 42 • Shell Drive – located between Reed Drive and OceanView Drive. This street has not been resurfaced since  
43 1988.
- 44
- 45 • West Warren Street, Hancock Drive, and Fairview Drive North – located between Sound Drive and Canal  
46 Drive near Island Harbor Marina. These streets have not been resurfaced since the mid and late 1980s, and  
47 the resurfacing of these streets will complete the comprehensive resurfacing of this entire neighborhood over  
48 the past few years.
- 49
- 50 • Washington Street – located on the east end between 10<sup>th</sup> and 11<sup>th</sup> Streets on the soundside. This street is  
51 perhaps the street in Emerald Isle in the worst overall condition.  
52  
53  
54

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1  
2 Additionally, the contract recommendation also includes the construction of a new handicapped parking space at the  
3 corner of Ocean Drive and Craig Drive. A detailed list of each street segment included in the contract recommendation  
4 and area maps are attached for your information.  
5

6 The Town's original FY 10-11 Powell Bill Fund budget includes a total appropriation of \$140,294 for street resurfacing  
7 and other street repair and drainage expenditures. The Town has already incurred approximately \$8,000 of other  
8 street-related expenditures thus far, leaving a remaining balance of approximately \$132,000 for this contract. The  
9 Town actually received \$8,250 more Powell Bill revenues than anticipated in the original FY 10-11 budget, so these  
10 additional funds are also available for this contract, and the attached Powell Bill Fund budget amendment formally  
11 recognizes these additional revenues and appropriates them for the resurfacing contract. In addition, the Town  
12 currently has a total Powell Bill fund balance of \$12,807, and the full amount of these funds are also included in the  
13 attached Powell Bill budget amendment. The adoption of the attached budget amendment will result in a total of  
14 approximately \$153,000 available for the final contract cost. Any unspent funds will revert to Powell Bill fund balance.  
15

16 All resurfacing work will be completed no later than May 18, and the Easter holiday will be avoided.  
17

18 Mayor Schools asked for any public comment. There were no comments from  
19 the public.  
20

21 ***Motion was made by Commissioner Wright to approve the Resolution***  
22 ***Authorizing the 2011 Street Resurfacing Contract with Onslow Grading and***  
23 ***Paving. The Board voted unanimously 4-0 in favor. Motion carried.***  
24

25 ***Motion was made by Commissioner Messer to approve the Budget***  
26 ***Amendment for the Powell Bill Fund. The Board voted unanimously 4-0 in***  
27 ***favor. Motion carried.***  
28

29 **Clerks Note: A copy of Resolution 11-04-12/R9 and Powell Bill Fund Budget Amendment are**  
30 **incorporated herein by reference and hereby made a part of these minutes.**  
31

32 **13. Emerald Isle Woods Emergency Discharge**  
33

34 **a. Regulatory Status and Design Issues**

35 **b. Resolution Authorizing Construction Contract (11-04-12/R10)**  
36

37 Town Manager Frank Rush addressed the Board regarding this agenda item.  
38 The following excerpt from his memo to the Board is provided for additional  
39 background:  
40

41 The Board of Commissioners is asked to approve the attached resolution authorizing a construction contract with  
42 Thomas Simpson Construction, Morehead City, NC for the construction of a control structure and natural swale at  
43 Emerald Isle Woods Park to provide an emergency discharge for storm water treated at the site. The total amount of  
44 the contract is \$69,600, and sufficient funds are available in the capital project account established for Coast Guard  
45 Road storm water improvements.  
46

47 Regulatory Status and Design Issues

48 The construction of this emergency discharge will enhance the receiving capacity of the Emerald Isle Woods site and  
49 should prevent negative impacts on the adjacent Cape Emerald subdivision. As you know, the Emerald Isle Woods  
50 site is a 43-acre natural area with approximately 12 acres of natural wetlands. The site receives groundwater and

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1  
2 storm water pumped from 5 locations along the Coast Guard Road corridor, and there are plans to add 2 or 3  
3 additional pumps in the future as funds are available. The Emerald Isle Woods storm water receiving site is a model  
4 storm water management feature for a barrier island community, as it relies on natural features to effectively treat the  
5 storm water that is pumped to the site after significant rainfall events. The storm water treatment system is  
6 intentionally redundant, with the initial water pumped either from groundwater infiltration systems or settling ponds.  
7 The pumped water then discharges to a large, natural upland area near the southern boundary of Emerald Isle Woods  
8 before it flows into the first large wetland, also near the southern boundary of the park. The water levels then rise in  
9 the first large wetland, and when they reach a certain level they are conveyed via two pipes to an even larger and  
10 meandering natural wetland in the northern area of the park. This northern area is separated from the adjacent Bogue  
11 Sound marsh by a large sandy ridge.

12  
13 Much of the storm water pumped to the Emerald Isle Woods site is infiltrated naturally on site, however, after certain  
14 rainfall events, the water flows into ponds in Cape Emerald that ultimately discharge to Bogue Sound through a small  
15 (and very old) 16" storm water pipe that was permitted many years ago (and would not be permitted under today's  
16 regulations). Although the 5 pumps and the Emerald Isle Woods site have performed very well for the Town in recent  
17 years, the most significant rainfall events have revealed a limit on the receiving capacity of the site. There is also a  
18 belief that the Emerald Isle Woods site has exacerbated flooding in the Cape Emerald ponds (which are fed primarily  
19 by an existing, and very old 36" gravity-fed pipe that drains the south side of Coast Guard Road in this area). In an  
20 effort to address the concerns in the Cape Emerald subdivision, and to enhance the receiving capacity of the site to  
21 allow the connection of 2 or 3 additional pumps to the system in future years, the Town has been working to secure  
22 regulatory approval for the proposed emergency discharge.

23  
24 Town staff and the Town's engineers have been working with the NC Division of Water Quality (DWQ) and NC Division  
25 of Environmental Health, Shellfish Sanitation and Recreational Water Quality Section (SSRWQ) over the past several  
26 years, and more intensively in the past 12 months, to secure regulatory approval for the emergency discharge. I am  
27 pleased to report that both DWQ and SSRWQ have granted approval, via the attached Management Plan, for the  
28 construction and use of a control structure and natural swale to allow for the emergency discharge of storm water from  
29 the northern wetlands in El Woods to the adjacent Bogue Sound marsh. The control structure and natural swale  
30 consists of a weir and five 24" pipes that will allow water to flow through the large sandy ridge and then through an  
31 enhanced natural swale to the Bogue Sound marsh. The weir and pipe control structure will include manual gates that  
32 will remain closed nearly all the time, but that can be manually opened to release storm water during times when  
33 Bogue Sound is temporarily closed to shellfishing after significant rainfall events. The attached Management Plan  
34 includes the specific design of the control structure and swale, and outlines the Town's ability to utilize the emergency  
35 discharge only when Bogue Sound is temporarily closed to shellfishing. The Management Plan also requires regular  
36 communication with DWQ and SSRWQ before, during, and prior the activation of the emergency discharge.

37  
38 Town staff and the Town's engineers are very pleased with the Management Plan, and believe it should effectively  
39 resolve the issues in Cape Emerald and greatly enhance the receiving capacity of the El Woods site. Bogue Sound is  
40 typically temporarily closed to shellfishing for at least a couple of days after a 4" rainfall event, and usually more than a  
41 week after the more significant rainfall events (8" +) that have pushed the limits of the receiving capacity in Emerald  
42 Isle Woods. The Town has not typically had a need for an emergency discharge from Emerald Isle Woods after rainfall  
43 events in the 4" range, so it's possible that we would not even activate the emergency discharge for the smaller rainfall  
44 events that trigger a temporary closure of Bogue Sound. The emergency discharge would certainly be activated any  
45 time there is a need and Bogue Sound is temporarily closed to shellfishing, and will greatly enhance our effectiveness  
46 in managing significant storm water events. It is important to note, however, that based on recent historical  
47 experiences, we would not expect to even have a need to activate the emergency discharge more than once or twice  
48 per year for a few days or perhaps as long as a week, if even that often or that long. The emergency discharge will,  
49 however, be invaluable when we do experience those more significant rainfall events.

50  
51 A detailed design of the control structure and enhanced natural swale is attached. The structure includes a weir  
52 feature that will be set at +4 feet above sea level. That elevation is critical because typical water levels in the northern  
53 wetland are between 3 feet and 3.5 feet, and the weir will require water levels to rise before reaching the control  
54 structure for potential discharge. That elevation is also critical because the elevation of the road in Cape Emerald is

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1  
2 set at approximately 4.5 – 5.5 feet above sea level, and the lowest finished area of a nearby home is at approximately  
3 5 feet. The establishment of the weir feature at elevation +4 feet will hopefully enable the Town to consistently keep  
4 the water below the road level in Cape Emerald and away from nearby homes. The control structure is designed with  
5 five 24-inch pipes, that when the manual gates on the end of the pipes are opened, should allow the water to flow from  
6 the northern wetland to the enhanced natural swale and on to the Bogue Sound marsh very quickly. This rapid rate of  
7 discharge will hopefully 1) enable the Town to discharge water sooner while Bogue Sound is still temporarily closed to  
8 shellfishing, and 2) help to keep the water levels below the road surface in Cape Emerald. Once the water flows  
9 through the five 24" pipes, it will then flow through an approximately 200 ft. long enhanced natural swale (allowing yet  
10 another redundant level of treatment) before reaching the Bogue Sound marsh, which also occupies several hundred  
11 feet before reaching the open waters of Bogue Sound.

12  
13 Because of 1) the fact that the emergency discharge will only be activated when Bogue Sound is temporarily closed to  
14 shellfishing, 2) the fact that it will be activated so infrequently and likely only during true storm water emergencies, and  
15 3) the redundant and environmentally-friendly nature of the Emerald Isle Woods storm water treatment system, DWQ  
16 and SSRWQ are very pleased with the emergency discharge and the Management Plan. I greatly appreciate their  
17 cooperation and assistance with the approval process for the emergency discharge. Staff at both agencies have been  
18 very good to work with on this project.

19  
20 It is important to note that, while some in Cape Emerald believe that flows from Emerald Isle Woods are the primary  
21 cause of flooding concerns in Cape Emerald in recent years, the data provided by the Town's engineers do not support  
22 this claim. As noted earlier, the ponds in Cape Emerald are fed primarily by a 36" gravity-fed pipe that drains a large  
23 area on the south side of Coast Guard Road. The Town's engineers believe, and I have visually confirmed, that during  
24 smaller rainfall events there is surface water flowing from Emerald Isle Woods into the Cape Emerald ponds.  
25 However, in the more significant rainfall events, there is such a large volume of water flowing through the 36" gravity-  
26 fed pipe that at a certain point the water from the Cape Emerald ponds rises so high that it begins to flow into Emerald  
27 Isle Woods Park. For this reason, because we do not want to prevent water from flowing from Cape Emerald into  
28 Emerald Isle Woods and further exacerbate flooding of the Cape Emerald ponds, the design for the emergency  
29 discharge does not include the construction of an earthen berm along the boundary of Emerald Isle Woods Park and  
30 Cape Emerald as was contemplated in the past. As noted earlier, the establishment of the emergency discharge weir  
31 at elevation +4 feet should enable storm water to discharge from both Emerald Isle Woods and Cape Emerald ponds  
32 before it rises to the level of the roads in Cape Emerald.

33  
34 With the approval of the Management Plan by DWQ and SSRWQ, there are no official permits required from those  
35 agencies. The Town will need to secure a CAMA Minor Permit to allow for the disturbance of approximately ¼ acre in  
36 this area. This permit should be relatively easy to secure, and we expect to have it issued by early May.

37  
38 Resolution Authorizing Construction Contract

39 Because the dollar value of this work is less than the \$500,000 amount that requires a formal bid process, I secured  
40 informal quotes from qualified contractors with whom the Town has had a good experience in the past.

41  
42 Informal quotes were solicited from LB Page Landscaping, Cape Carteret, NC (working in partnership with Contracting  
43 Solutions, Inc., Cape Carteret, NC), SunLand Development & Construction, Bogue, NC, and Thomas Simpson  
44 Construction, Morehead City, NC. A copy of the attached plans was provided to each contractor, and I personally met  
45 on-site with each contractor to explain the project in detail.

46  
47 The Town received the following price quotes:

- 48  
49
- LB Page / Contracting Solutions, Inc. - \$117,400
  - SunLand - \$83,500
  - Thomas Simpson Construction - \$69,600.
- 50  
51  
52  
53  
54

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1  
2  
3 The Town's engineers' estimate was \$77,000, so 2 of the 3 price quotes were very close to the engineers' estimate.

4  
5 Thomas Simpson Construction has completed all previous phases of the overall Coast Guard Road storm water  
6 project, and the Town has enjoyed a good working relationship with their company over the years. I have no  
7 reservations whatsoever about utilizing Thomas Simpson Construction for this work, and believe they will perform  
8 quality work in a cooperative manner.  
9

10 The attached resolution authorizes a \$69,600 contract with Thomas Simpson Construction. They have indicated that  
11 they are ready to begin work as soon as the required CAMA permit is received, so I hope to have them begin work in  
12 early May and complete the emergency discharge work by the end of June.  
13

14 Mayor Schools asked for comments from the public.

15  
16 A resident of Cape Emerald expressed relief as their property had been heavily  
17 hit by the overflow and thanked the Board for resolving the problem.  
18

19 Commissioner Wootten felt this was a very big deal as they had been trying to  
20 get this done for 4-5 years and this would now give the flexibility to do what was  
21 needed.  
22

23 Mr. Rush noted one of the factors in getting the permission was that the tests  
24 showed the water was clean once it reached that point in the wetlands.  
25

26 ***Motion was made by Commissioner Wootten to approve the Resolution***  
27 ***Authorizing Construction Contract for Emerald Isle Woods Emergency***  
28 ***Discharge. The Board voted unanimously 4-0 in favor. Motion carried.***  
29

30 **Clerks Note:** A copy of Resolution 11-04-12/R10 incorporated herein by reference and hereby made  
31 a part of these minutes.  
32

33 **14. Restroom Building- New Public Boat Launch Facility**  
34

- 35 **a. Resolution Authorizing Contract for Purchase of Pre-Fabricated**  
36 **Restroom Building (11-04-12/R11)**  
37 **b. Capital Project Ordinance Amendment**  
38

39 Town Manager Frank Rush addressed the Board regarding this agenda item.  
40 The following excerpt from his memo to the Board is provided for additional  
41 background:  
42

43 The Board of Commissioners is scheduled to consider two items to authorize the construction and installation of a pre-  
44 fabricated restroom building at the new public boat launch facility. First, the Board is asked to approve the attached  
45 resolution authorizing a contract with Smith-Carolina Corporation, Reidsville, NC, for the new building in the amount of  
46 \$64,140. Second, the Board is asked to approve the attached capital project ordinance amendment that formally  
47 appropriates funding from the NC Wildlife Resources Commission (WRC) for the new building.  
48  
49

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1  
2 As you know, the NC WRC is funding 100% of the construction cost for the new public boat launch facility, and  
3 construction is nearly complete. The new facility set to open on April 15 includes all initially-agreed upon features  
4 except for a new restroom building. For timing reasons, the NC WRC did not include the restroom building in the  
5 construction contract for the new public boat launch facility, but has agreed to reimburse the Town for the cost of a new  
6 restroom building if the Town coordinates this work. After several discussions between the Town and NC WRC staff,  
7 the NC WRC suggested the use of a pre-fabricated restroom building. The pre-fabricated building option would involve  
8 the off-site construction of the new building, delivery to the new public boat launch facility site, and placement of the  
9 new building on site.

10  
11 Because the value of this contract is well below the formal bid limits outlined in the NC General Statutes, Town staff  
12 solicited multiple quotes from pre-fabricated building companies. These quotes include the construction, delivery, and  
13 placement of the pre-fabricated building, but do not include the cost of permit fees, site preparation, building  
14 foundation, and plumbing and electrical connections. The Town received 4 informal quotes:

- 15
- 16 • Smith-Carolina Corporation, Reidsville, NC - \$64,140.  
17 This quote is for a completely concrete structure, 12 feet by 20 feet, with separate male and female facilities.  
18 Two toilets / urinals are included for each sex. The building also includes a small storage area.  
19
  - 20 • East Coast Modular, Kinston, NC - \$65,011.  
21 This quote is for a pre-fabricated wooden structure, approximately 12 feet by 26 feet, with separate male and  
22 female facilities. Two toilets / urinals are included for each sex. The building also includes a small storage  
23 area. This quote includes similar features as the Smith-Carolina quote, but does not include a small heater  
24 and would also require a slightly more expensive foundation than the Smith-Carolina building.  
25
  - 26 • Romtec Corporation, Roseburg, OR - \$78,069.  
27 This quote is for a pre-fabricated wooden structure, approximately 15 feet by 24 feet, with separate male and  
28 female facilities. Two toilets / urinals are included for each sex. The building also includes a small storage  
29 area. This quote includes similar features as the Smith-Carolina and East Coast Modular quotes, but does  
30 not include some of the upgrades included in both the Smith-Carolina and East Coast modular quotes (i.e.,  
31 stainless steel sinks and toilets / urinals, electric hand dryers, etc.)  
32
  - 33 • Public Restroom Company, Reno, NV – Multiple quotes ranging from \$80,000 - \$130,000.  
34 The Public Restroom Company provided quotes for 5 different buildings, some of which were slightly smaller  
35 than the Smith-Carolina and East Coast Modular quotes, and some of which were slightly larger. Because  
36 even the smaller buildings were more expensive than the Smith-Carolina and East Coast Modular quotes,  
37 and were more expensive than desired by the NC WRC, Town staff did not seriously consider these quotes.  
38 All 5 of the buildings quoted were pre-fabricated wooden structures.  
39

40 For cost reasons and the NC WRC's budget limitations, Town staff narrowed down the choices to Smith-Carolina and  
41 East Coast Modular. In addition to being slightly less expensive, the pre-fabricated concrete structure offered by  
42 Smith-Carolina is preferred by the Parks and Recreation Department that will be tasked with routine maintenance of  
43 the restroom building. As such, the Board is asked to approve the attached resolution authorizing a contract with  
44 Smith-Carolina in the amount of \$64,140. NC WRC staff have reviewed the proposal from Smith-Carolina, and they  
45 are comfortable with this proposal.  
46

47 The Smith-Carolina pre-fabricated concrete restroom building will be identical in shape and size as the attached photo  
48 of a storage building located in Hilton Head Island. The Town's restroom building will include the attached floorplan,  
49 and the concrete will be formed to resemble wooden plank siding (see attached detail sheet). The exterior of the  
50 restroom building will be stained with white trim and a "beachy" color scheme – most likely the same color as the new  
51 Town Administration Building and new EMS Station.  
52

53 The attached site plan detail indicates the location of the new restroom building. The new restroom building will be  
54 oriented across from the main walkway that connects the main parking lot to the actual boat launch ramps. NC WRC's

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1  
2 contractor has already installed the electric supply, public water supply, and septic tank and drainfield on-site in this  
3 area. Upon delivery and placement, the connections should be relatively straightforward and inexpensive. The Town  
4 and the NC WRC will need to prepare a suitable building foundation for the new building prior to delivery and  
5 placement. A foundation of crushed rock is recommended by Smith-Carolina to allow for settling and an even  
6 alignment of the concrete slab of the restroom building.

7  
8 Smith-Carolina has completed several other pre-fabricated concrete buildings for other customers, including a new  
9 bathroom building recently installed at Western Park in Cedar Point.

10  
11 The attached capital project ordinance amendment formally appropriates a total of \$70,000 expected from the NC  
12 WRC for the new restroom building. This amount is expected to be sufficient to fund the cost of the new building and  
13 associated foundation work and utility connections. The capital project ordinance also adjusts the anticipated revenues  
14 for the project by recognizing the additional \$300,000 recently awarded to the Town from the NC Marine Resources  
15 Fund. As noted, after the recognition of the additional \$300,000 there remains a total of \$144,292 characterized as  
16 "Unspecified Grants and Contributions". The Town is still awaiting a decision from the NC Division of Water Resources  
17 on one final grant application, and that grant, if awarded, would provide all or a portion of the \$144,292 amount. If that  
18 grant is not awarded, the \$144,292 would be split approximately equally by the Town and Carteret County in July 2011.

19  
20 The new restroom building would be operational within 2 – 3 months from the placement of the order, thus if the Board  
21 approves the attached resolution we would expect the new restroom building to be in place by June or July. In the  
22 meantime, Town staff has ordered two portable toilets for placement at the new public boat launch facility until the new  
23 restroom building is in place.

24  
25 Mayor Schools asked for any public comment. There were no comments from  
26 the public.

27  
28 ***Motion was made by Commissioner Messer to adopt the Resolution***  
29 ***Authorizing Contract for Purchase of Pre-Fabricated Restroom Building.***  
30 ***The Board voted unanimously 4-0 in favor. Motion carried.***

31  
32 ***Motion was made by Commissioner Wright to adopt the Capital Project***  
33 ***Ordinance amendment. The Board voted unanimously 4-0 in favor. Motion***  
34 ***carried.***

35  
36 **Clerks Note: A copy of Resolution 11-04-12/R11 and Capital Project Amendment are incorporated**  
37 **herein by reference and hereby made a part of these minutes.**

38  
39 **15. Appointments**

- 40  
41 **a. Board of Adjustment – 3 Vacancies**  
42 **b. Bicycle and Pedestrian Advisory Committee – 2 Vacancies**

43  
44 Town Manager Frank Rush addressed the Board regarding this agenda item. The following excerpt from his  
45 memo to the Board is provided for additional background:

46  
47 **Board of Adjustment – 3 Vacancies**

48 The terms of regular Board of Adjustment members Frank Powell and Mark Brennessoltz, and alternate  
49 member Sally Waters all expire in May 2011. All three members have expressed interest in being  
50 reappointed by the Board of Commissioners.

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1  
2 The new terms for the two regular members are three-year terms that will expire in May 2014. The new  
3 term for the alternate member is a two-year term that will expire in May 2013. A complete roster of Board of  
4 Adjustment members is attached.

5  
6 Bicycle and Pedestrian Advisory Committee – 2 Vacancies

7 There are currently two vacancies on the 8-member Bicycle and Pedestrian Advisory Committee. The  
8 terms of both vacancies expire in December 2012.

9  
10 The Town recently received a letter of interest in this committee from Debbie Doody, a former member of  
11 the committee who last served in 2006.

12  
13 The Town has not received any other letters of interest for the second vacancy.

14  
15 ***Motion was made by Commissioner Wootten to reappoint Frank Powell and***  
16 ***Mark Brennholtz as regular Board of Adjustment members and Sally***  
17 ***Waters as Alternate. The Board voted unanimously 4-0 in favor. Motion***  
18 ***carried.***

19  
20 ***Motion was made by Commissioner Wright to appoint Debbie Doody to a***  
21 ***term on the Bicycle and Pedestrian Advisory Committee to a term that***  
22 ***expires in December 2012. The Board voted unanimously 4-0 in favor.***  
23 ***Motion carried.***

24  
25 **16. Comments from Town Clerk, Town Attorney, and Town Manager**

26  
27 There were no comments from the Town Clerk or Town Attorney.

28  
29 Town Manager Rush briefed the Board on several important issues. Mr. Rush  
30 stated with all of the construction contracts in place they were working hard to  
31 have the Town looking as nice as possible by Easter weekend. Mr. Rush also  
32 brought to the Board's attention a letter in their packets from Karen Rice about  
33 the leash law, Ms. Rice had spoken to the Board about a month prior about this  
34 issue.

35  
36 The following is an excerpt from the Town Manager Comments memo to the  
37 Board providing additional background information for all items of importance:

38  
39 **Easter Weekend**

40 Town staff will be working hard to have the Town looking as good as possible for a (hopefully) beautiful and busy  
41 Easter weekend. Public Works and Parks Maintenance staff will place a special emphasis on the NC 58 right of way,  
42 and attempt to have it cleaned up as well as possible from the impacts of the NC 58 paving project.

43  
44 Public Works intends to have most, if not all, beach strand trash containers and recycling containers in place on the  
45 beach by Easter weekend.

46  
47  
48

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1  
2 **Request from Ms. Karen Rice to Amend Leash Law**

3 Please see the attached written request from Ms. Rice for the Board to amend the leash law to allow dogs to be off of a  
4 leash in the surf zone during certain hours of the day. You may recall that Ms. Rice attended the February Board  
5 meeting with a similar request.  
6

7 **FY 11-12 Recommended Budget**

8 I have received all FY 11-12 budget requests from Town department heads, and will be working to finalize the FY 11-  
9 12 Recommended Budget during the next few weeks. The FY 11-12 Recommended Budget will be presented to the  
10 Board at the May 10 regular meeting. I remain optimistic that we can present a budget that relies on a "revenue-  
11 neutral" tax rate.  
12

13 **Coast Guard Road Multi-Use Path Extension**

14 The rock base is in place for the extension of the multi-use path from Deer Horn Drive to El Woods Park, and the path  
15 is already being used. Onslow Grading and Paving is expected to lay the asphalt on the path within the next two  
16 weeks.  
17

18 The Bicycle and Pedestrian Advisory Committee is preparing to embark on a mail-out fundraising initiative later this  
19 summer. Town staff are currently developing a funding estimate for various segments of the multi-use path between El  
20 Woods Park and The Point for the Committee to use in soliciting funds. We are also working to determine the best  
21 location for future path extensions - continue on south side of Coast Guard Road or shift to north side?  
22

23 **NC 58 Multi-Use Path Extension**

24 We had originally hoped to have this path from Ocean Drive to the Eastern Ocean Regional Access completed by  
25 Easter, but that will not happen. NCDOT is requiring us to hire a separate 3<sup>rd</sup>-party engineer to inspect the  
26 construction, and has a very bureaucratic process to secure approval of the inspector. Our goal now is to have this  
27 segment completed before Memorial Day weekend.  
28

29 **2010 Census Results**

30 According to the 2010 Census, the Town's population is 3,655 people. This is an increase of 167 people over the 2000  
31 Census figure of 3,488 people, or a 4.8% increase. However, the 2010 Census result is 327 people, or 8.2%, less than  
32 the 2009 Official State Population estimate of 3,982 people. The 2009 Official State Population estimate is the basis  
33 for the current distribution of some State-collected revenues to the Town, and the State will use a new figure based on  
34 the 2010 Census result in the future.  
35

36 This change will have an impact on the Town's total revenues in FY 11-12. Based on preliminary research, I believe  
37 the Town's annual Powell Bill revenues could decrease by approximately \$6,000 because of this change. I also  
38 believe the Town's cable television sales tax revenues could decrease by approximately \$11,000, and the Town's beer  
39 and wine tax revenues could decrease by approximately \$1,500. Fortunately, I don't expect the new population figure  
40 to have a noticeable impact on any other Town revenue sources, including our sales tax revenues. The Board should  
41 note that the projected revenue impacts are solely based on the new 2010 Census data, and don't factor in any other  
42 unforeseen changes to the formulas for these revenue sources or significant changes to the economy.  
43

44 I was disappointed to see our 2010 Census figure, which I expected to be closer or perhaps larger than 4,000 people.  
45 My gut feeling is that the Census figure is low, but I don't really have a good argument to support that gut feeling.  
46 Because I was concerned about the low Census figure, and because of the revenue impacts described above, I asked  
47 Kevin Reed, Planning and Inspections Director, to research the process for challenging the 2010 Census figure. A  
48 memo from Kevin to me is attached, and includes a detailed explanation of the challenge options and procedure. In  
49 short, it does not appear likely that the Town would accomplish anything by challenging the 2010 Census figure, plus  
50 the projected \$17,500 revenue impact is likely not worth the significant effort that would be required to challenge the  
51 2010 Census figure.  
52  
53  
54

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1  
2 **Emerald Isle EMS Contract Extension / Town Provision of Financial Administration Services**

3 Emerald Isle EMS, Inc. appears to be supportive of contracting with the Town to provide comprehensive financial  
4 administration services for them. Under this arrangement, the Town would hold the vast majority of EMS funds,  
5 process payroll and accounts payable, and provide accounting services for EI EMS, Inc. This arrangement would  
6 provide a better common understanding of the financial position of EI EMS, Inc., enable EI EMS, Inc. to focus more  
7 time and energy on emergency medical care, and also save up to \$10,000 per year. The EI EMS, Inc. Board of  
8 Directors appears comfortable with this arrangement and the EI EMS, Inc. membership has authorized their Board to  
9 negotiate a contract that includes this arrangement.

10  
11 The Board of Commissioners and EI EMS, Inc. should note that this arrangement will not change the current decision-  
12 making processes and overall management of the EMS operation. EI EMS, Inc. will still retain decision making  
13 authority over day to day expenditures, personnel management, and general management of the EMS operation. The  
14 EI EMS, Inc. Board, the Joint EMS Committee, and the Board of Commissioners will still retain overall budget decision  
15 making authority through the annual budget process.

16  
17 I will be drafting a 1-year contract extension between the Town and EI EMS, Inc. for emergency medical services next  
18 week. The draft contract extension will include the financial administration services arrangement, and also provide for  
19 a review of the best long-term EMS structure later this fall (similar to the clause included in the current 1-year contract  
20 extension and discussed earlier this year by the EI EMS, Inc. Board and the Joint EMS Committee). I plan to present  
21 this contract extension to the Board of Commissioners at the May meeting.

22  
23 **Eastern Emerald Isle Beach Nourishment Project**

24 It is now more and more likely that this project will not occur in early 2012 as initially planned. The US Army Corps of  
25 Engineers will not allow the Town to use sand dredged from the Morehead City Harbor channel, and the use of the  
26 ODMDS disposal site will likely require lengthy consultation with the Bureau of Ocean Energy Management (formerly  
27 Minerals Management Service) that would likely not be completed in time for an early 2012 nourishment project.

28  
29 We are, however, reviewing sediment quality data from the offshore borrow sites used by the Town in 2003 to  
30 determine if there is a suitable amount of beach-quality sand that could be placed on the beach in eastern EI in early  
31 2012. If a suitable area can be identified, and if the project is in the 150,000 – 200,000 cy range, it may be possible to  
32 complete a relatively simple permit process in time for early 2012. If this option is not feasible, we are definitely  
33 delayed until early 2013 or perhaps later.

34  
35 There is also some cursory investigation occurring to truck sand to eastern EI early in 2012, however, I don't believe  
36 that will be feasible, nor do I feel too good about that option.

37  
38 I continue to work on this project with Greg Rudolph, Carteret Count Shore Protection Manager.

39  
40 **50-Year Long-Term Beach Nourishment Program EIS, Permit**

41 The County Shore Protection Office / Beach Commission and their engineers (Moffatt & Nichol) continue to work on  
42 the long-term EIS and permit. I have encouraged them to remain committed to including Bogue Inlet as a future sand  
43 source for nourishment activities in western Emerald Isle and also to enable the periodic dredging of the main ebb  
44 channel in a favorable position away from Emerald Isle. Additionally, I have encouraged them to complete reasonable  
45 sediment quality investigations of a potential new offshore borrow site from Emerald Isle (different than the ones used  
46 by the Town in 2003; located more off of central and western EI).

47  
48 **New Inmate Transport Van / Additional Inmate Labor**

49 The new van has arrived and is being used to transport inmate laborers back and forth to Newport Correctional Center.  
50 One of the 3 new inmates has begun working with Public Works, bringing their total to 4 inmate laborers. Parks  
51 Maintenance staff will complete necessary inmate supervision training on April 12 and will then have 2 inmate laborers  
52 permanently assigned to their work group.

53  
54

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1  
2 **Recent Internet Auction Results**

3 The Town received a total of \$4,413 from the sale of two 2004 Ford Crown Victorias via a recent internet auction.  
4

5 **New Beach Access Parking Fee**

6 Alesia Sanderson, Parks and Recreation Director, continues to prepare for the implementation of the new weekend /  
7 holiday parking fee at the regional beach accesses. Saturday, April 16 is the first day that the new fee will be collected.  
8

9 Special parking lot attendant stands have been built by Town staff, wireless credit card machines are now on hand,  
10 receipt tickets have been printed, and the parking lot attendant staff is nearly finalized. We should be ready to go on  
11 April 16.  
12

13 I expect the weekend of April 16 – 17 to be relatively light, but should be a good “warm up exercise” for the following  
14 Easter weekend.  
15

16 **Emerald Isle Resident / Taxpayer Free Parking Stickers**

17 We have issued a total of 180 free parking stickers to EI residents and taxpayers so far for 2011.  
18

19 **2011 Beach Patrol / Lifeguard Team**

20 Fire Department personnel have been working hard to recruit quality beach patrol / lifeguard personnel for this  
21 summer, and have identified several good candidates for job offers. We should be ready to go for training beginning in  
22 mid-May, and will have the full team on the beach just before Memorial Day weekend. Lifeguard stands are being  
23 constructed by Public Works staff.  
24

25 **Stray Dog Services**

26 The Town has historically contracted with Hadnot Creek Kennels to collect and hold stray dogs until they can be  
27 claimed by the owner and/or are transferred to the County Animal Shelter. The Town's annual cost for this service is  
28 \$1,800 per year, and the Police Department has been frustrated by Hadnot's delayed response in recent months. We  
29 have decided to cancel this contract, and this service will now be performed by Public Works staff on an on-call, per  
30 dog compensation basis. The Town averages about 15 – 20 stray dogs per year.  
31

32 **Privilege License Fees**

33 Mitsy Overman and Gayle Parker have completed their review of the Town's privilege license fee schedule and offered  
34 recommendations. I will be reviewing their recommendations in the next few weeks, and hope to present this to the  
35 Board at the May meeting.  
36

37 **Golf Cart Program**

38 As of April 7, the Town has registered 36 golf carts under the new Town program. Public Works staff are creating  
39 dedicated golf-cart only parking spaces along Ocean Drive at Bluewater Drive, Craig Drive (3 spaces), and Ocean  
40 Oaks Drive (multiple spaces – exact # to be determined).  
41

42 **Unattended Beach Equipment Exception Stickers**

43 The Town has issued 36 exception stickers to oceanfront property owners so far for 2011. Oceanfront property owners  
44 between the 3000 block and The Point are the only persons eligible for these stickers, due to property ownership  
45 issues.  
46

47 **Recycling Disposal Costs**

48 The Town collects approximately 500 tons of recyclables per year, and these recyclables are sent to the Coastal  
49 Enterprises recycling center outside of Jacksonville. At one time there was no disposal fee, and they accepted the  
50 recyclables for free. They then implemented a fee of \$25 per ton, and then raised it to \$45 per ton, which is the current  
51 fee.  
52

53 I recently learned of a recycling center in Goldsboro that is paying \$45 per ton to receive recyclables, and I am  
54 currently discussing the potential for them to establish a satellite center in Pollocksville that would accept our

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1  
2 recyclables. If the Town could at least eliminate the recycling disposal fee, we could save approximately \$12,000 per  
3 year, and if they pay us for the recyclables we would obviously come out even better.  
4

5 **NC 58 Bridge Work**

6 Weather permitting, all bridge work should be complete by April 14.  
7

8 **NC 58 Paving**

9 Onslow Grading and Paving, NCDOT's contractor, has informed me that they intend to finish the last segment of NC  
10 58 in Emerald Isle (Islander Drive to the bridge) after the bridge work is complete.  
11

12 **New Electronic DMS Signs on NC 58**

13 I am attempting to learn NCDOT's timetable for fully activating the new electronic DMS signs located at the base of the  
14 Emerald Isle bridge, and hope to share that information with the Board at the April 12 meeting.  
15

16 **Deer-Tolerant Plantings Seminar Planned**

17 Two area businesses are partnering together to offer a special seminar on deer-tolerant plantings. Yardworks  
18 Landscaping, Inc. and Carolina Home & Garden will present helpful tips on Wednesday, May 4 at 7 pm in the Town  
19 Board Meeting Room. The seminar is free and open to the public.  
20

21 **New Prescription Drug Card Program for EI Residents and Taxpayers**

22 As a member of the National League of Cities, the Town is eligible to offer a free prescription drug discount card to our  
23 residents and taxpayers. The discount cards may be used by all residents and taxpayers, and have no restrictions  
24 based on the resident's age, income level, or existing health coverage. The discount card benefits not only those  
25 without insurance, but can also be used by underinsured residents to obtain prescriptions that are excluded from health  
26 benefit plans. The NLC card can be used when purchasing prescription drugs at several local pharmacies in our area,  
27 as well as at more than 60,000 participating retail pharmacies across the country.  
28

29 **Automatic External Defibrillators**

30 We are currently researching the idea of purchasing several automatic external defibrillators for strategic placement at  
31 Town facilities (weight room at Community Center, Town Admin Building, Town Board Meeting Room, etc.) and  
32 perhaps in Police vehicles. An automatic external defibrillator (AED) is a computerized medical device that can check  
33 a person's heart rhythm, recognize a rhythm that requires a shock, and advise a layman rescuer or bystander when a  
34 shock is needed. The AED uses voice prompts, lights and text messages to tell the rescuer or bystander the steps to  
35 take.  
36

37 AEDs cost approximately \$1,500 - \$2,000 each, and we may try to include one or two in the FY 11-12 budget if funds  
38 are available.  
39

40 **Police Grant For Mobile Data Terminals Denied**

41 The Police Department submitted a grant application to the Governors Crime Commission earlier this year for \$50,000  
42 to purchase wireless mobile data terminals for all Police vehicles. The mobile data terminals would be especially  
43 helpful to our Police personnel in light of the recent transition to the County's new E911 Center. Unfortunately, we  
44 recently learned that this grant application was denied. Chief Hargett and I will be seeking to include funding for at  
45 least some mobile data terminals in the FY 11-12 budget, most likely in the Special Drug Fund.  
46

47 **E911 Center Transition**

48 There continue to be transition issues associated with the Town's transition to the new County E911 Center. Some of  
49 the issues have been relatively minor, while others have been potentially serious, including a lack of continuous  
50 communication with law enforcement and emergency personnel, delayed response times, incorrectly dispatched units,  
51 and incorrect addresses.  
52

53 Chief Hargett and Chief Walker continue to maintain a good dialogue with the leadership of the E911 Center, and we  
54 sincerely believe the County personnel are working hard to resolve these issues. The implementation of the new E911

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1  
2 Center is a huge undertaking, with several new dispatch personnel, and it will take some time to work out all of the  
3 transition issues. We are hopeful that most, if not all of these issues will be resolved before the busy summer season.  
4

5 **Emergency Debris, Pump, and Generator Contracts**

6 These pre-positioned hurricane response contracts will be on the Board's May meeting agenda for consideration.  
7 Hurricane season is just around the corner!  
8

9 **Island Circle Storm Water**

10 As discussed previously, the Point Emerald Villas POA decided not to sell an easement to the Town to allow the  
11 discharge of storm water in the dune field at Point Emerald Villas. The Town has a total of \$175,000 in the FY 10-11  
12 budget that was earmarked for this storm water easement purchase. I continue to consider beneficial ways to utilize  
13 these funds to at least begin to address the storm water issues in the Island Circle area, and I am planning to allow  
14 these funds to remain in a capital project reserve so that they are available in FY 11-12 for an as-yet unidentified storm  
15 water strategy.  
16

17 **Lands End Pipe Connection to Spinnakers Reach Storm Water Pipe Line**

18 I have been discussing the potential installation of a fixed storm water pipe line from the ponds in Lands End over to  
19 the Town's existing storm water pipe line in Spinnakers Reach with representatives from Lands End. The thought  
20 behind this idea is that Lands End could utilize temporary pumps to send water from their pond system to the pipe line  
21 in Spinnakers Reach, and then on to El Woods Park. Once this storm water pipe line is in place, it could used with  
22 temporary pumps until sufficient funds are available to install new fixed pumps.  
23

24 Moffatt & Nichol, the Town's storm water engineers, has estimated this cost at \$180,000 - \$220,000, which is probably  
25 too much to consider at this time.  
26

27 **Cape Emerald / Ocean Oaks Storm Water Pipe Failures**

28 We continue to experience problems with the joints in this pipe in the section along Ocean Oaks Drive from the intake  
29 to Cape Emerald. We recently experienced new sinkholes in Cape Emerald, and Public Works has again repaired  
30 them, at least temporarily. I fear that we will soon need to "bite the bullet" and perform a comprehensive "slip-lining" of  
31 the inside of this pipe, which is likely to cost at least \$100,000, and probably much more.  
32

33 **Archers Creek Storm Water Study**

34 Work on this study has not yet begun, but I hope to get our engineers started on this project within the next month.  
35

36 **Eastern Emerald Isle Storm Water Outfall Removal**

37 Artie Dunn, Public Works Director, continues to work on engineering, permitting, and NCDOT approval issues for 7 of  
38 the 17 outfalls on the east end, and hopes to have these issues resolved in the next month so that actual construction  
39 can begin. The Town has a March 2012 deadline to complete all 17 locations.  
40

41 **ECU Ground Water Study**

42 Faculty and students from ECU have identified locations for the installation of groundwater wells and pond gauges  
43 along the Coast Guard Road corridor, and plan to install the gauges in April. We recently worked with Lands End and  
44 Spinnakers Reach to gain approval for the placement of wells and gauges in these private communities. Several wells  
45 will also be installed at various locations in the public street right of ways along the Coast Guard Road corridor. The  
46 wells and gauges will be used to measure groundwater levels over time  
47

48 **Tourist Oriented Directional Signs**

49 As you know, the Town installed the blue public directional signs on NC 58 for Bogue Inlet Pier and Island Harbor  
50 Marina a few years ago. The Town followed NCDOT guidelines for these signs, however, we did not go through the  
51 formal NCDOT program for these signs. NCDOT recently contacted me (after receiving a complaint from a citizen) and  
52 informed me that they don't have a problem with the signs, but that the signs need to be included in the formal NCDOT  
53 program. Additionally, the signs need to be registered in the name of the business owner, and there is a \$200 fee per  
54 sign per year.

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1  
2 I contacted the owners of Bogue Inlet Pier and Island Harbor Marina to inform them about this change. I offered to  
3 have the Town pay the first year fee for the signs, but indicated that they would need to complete the applications and  
4 pay the fee for subsequent years. Both owners have since returned the completed applications and they have been  
5 (or will soon be) forwarded to NCDOT along with payment. The Town will then no longer be associated with these  
6 signs.

7  
8 Additionally, ground level lights are in the process of being installed for the two Bogue Inlet Pier signs.  
9

10 **Aquarium Pier at Emerald Isle**

11 Allen Monroe, Pine Knoll Shores Aquarium Director, is working to have the soundside pier for the new facility  
12 constructed later this summer or fall. This new pier will be funded with WAMI grant revenues.  
13

14 **Community Center Roof Replacement**

15 We recently received a "ballpark" quote to replace the roof for \$70,000. I will be working hard to find a way to include  
16 funding for this project in the FY 11-12 budget. The roof continues to leak badly in several places.  
17

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

19  
20 Mayor Schools asked whether there was interest by the Board in modifying the  
21 leash laws as suggested in the letter in their packets from Ms. Rice that Town  
22 Manager Rush mentioned during his comments. The Board indicated no interest  
23 in modifying the leash law.  
24

25 There were no further comments from the Board of Commissioners or Mayor.  
26

27 **18. Adjourn**

28  
29 ***Motion was made by Commissioner Hedreen to adjourn the meeting. The***  
30 ***Board voted unanimously 4-0 in favor. Motion carried.***  
31

32 ***The meeting was adjourned at 8:00 pm.***  
33

34 Respectfully submitted:  
35  
36  
37

38 Rhonda C. Ferebee, CMC  
39 Town Clerk