

1                                   **MINUTES OF THE REGULAR SCHEDULED MEETING**  
2                                   **OF THE EMERALD ISLE BOARD OF COMMISSIONERS**  
3                                   **TUESDAY, JANUARY 11, 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, Tom  
16 Hoover, Floyd Messer, John Wootten, and Maripat Wright.

17  
18    Others present during the regular meeting: Town Attorney Richard Stanley,  
19 Town Manager Frank Rush, Town Clerk Rhonda Ferebee, Police Chief Bill  
20 Hargett, Fire Chief Bill Walker and Parks and Recreation Director Alesia  
21 Sanderson.

22  
23   **3. Opening Prayer**

24  
25    Maddie Pake, youth member from Emerald Isle Baptist Church offered the  
26 Opening Prayer for the meeting.

27  
28   **4. Pledge of Allegiance**

29  
30    All who were present recited the Pledge of Allegiance.

31  
32   **5. Adoption of Agenda**

33  
34    ***Motion was made by Commissioner Hedreen to adopt the Agenda. The***  
35 ***Board voted unanimously 5-0 in favor. Motion carried.***

36  
37   **6. Proclamations / Public Announcements**

38  
39    Mayor Schools announced the following for the public:

- 40  
41       • **January 12 Board of Adjustment Meeting Cancelled**  
42       • **Winter Tennis Clinics – Mondays and Fridays – January 10 –**  
43       **March 25**  
44       • **Friday Free Flick – Friday, January 14 – 7 pm – Community Center**  
45       • **Martin Luther King, Jr. Holiday – Monday, January 17 – Town Offices**  
46       **Closed, Community Center Open**

- 1
- 2 • **Soccer Shots – Preschool Soccer Program – January 19, 20 for 8**
- 3 **weeks – Community Center**
- 4 • **Planning Board Meeting Cancelled for Monday, January 24**
- 5 • **Board of Commissioners Regular Meeting – Tuesday, February 8 – 7**
- 6 **pm – Town Board Meeting Room**
- 7 • **Public Hearing – New Beach Nourishment Municipal Service Districts**
- 8 **– February 8 Town Board Meeting**
- 9 • **20<sup>th</sup> Annual St. Patrick’s Festival – Saturday, March 12 – 9 am – 5 pm**

10

11 **7. Consent Agenda**

12

- 13 a. **Minutes – December 14, 2010 Regular Meeting**
  - 14 b. **Closed Session Minutes – Various Meeting Dates**
  - 15 c. **Tax Refunds / Releases**
  - 16 d. **Interlocal Agreement – NC Inlet Committee**
- 17

18 ***Motion was made by Commissioner Wright to approve the items on the***

19 ***Consent Agenda. The Board voted unanimously 5-0 in favor. Motion***

20 ***carried.***

21

22 **Clerks Note: A copy of Tax Refunds / Releases and Interlocal Agreement – NC Inlet Committee are**

23 **incorporated herein by reference and hereby made a part of these minutes.**

24

25 **8. Public Comment**

26

27 **Brief Summary:** The public has the opportunity to address the Board about any

28 items of concern not on the agenda.

29

30 There were no comments from the public.

31

32 **9. Transition to Carteret County E911 Center**

33

- 34 a. **Update on Transition Issues**
  - 35 b. **Resolution Authorizing Grant Application for Mobile Data Terminals**
  - 36 **(11-01-11/R1)**
- 37

38 Town Manager Frank Rush addressed the Board regarding this agenda item,

39 providing a broad overview of the transition to the new Carteret County E911

40 Center. The following excerpt from his memo to the Board is provided for

41 additional background:

42

43 I have scheduled time on the January 11 meeting agenda for me, Police Chief Hargett, and Fire Chief Walker to

44 update the Board on the Town's transition to the new, consolidated Carteret County E911 Center later this month. The

45 Board is also asked to approve a resolution authorizing a grant application for new mobile data terminals for the Police

46 Department, which is partially related to the Town's transition to the new County E911 Center.

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1  
2 Transition Schedule, Location, Staffing

3 The Town of Emerald Isle is scheduled to transition to the new County E911 Center on January 18, 2011.

4  
5 After the transition, all E911 calls originating from a land line in Emerald Isle will be answered by a Carteret County  
6 telecommunicator in the new County E911 Center in Morehead City, and County personnel will dispatch Emerald Isle  
7 Police, Fire, and / or EMS personnel to the scene, and maintain emergency communications with Emerald Isle  
8 emergency personnel.  
9

10 As you know, all E911 calls originating from a cell phone in Emerald Isle are already answered by County personnel,  
11 but are immediately transferred to the Town's E911 Center for dispatch of emergency personnel. In the future, County  
12 personnel will also dispatch these emergency calls for Emerald Isle and maintain emergency communications with  
13 Emerald Isle emergency personnel.  
14

15 Emerald Isle's transition will occur approximately 1 week after Morehead City and Atlantic Beach, and approximately 1  
16 week before the Carteret County Sheriff's Department. Once the preparation work is complete, the actual switch is  
17 relatively simple, in that it will simply involve a programming action by the telephone company to re-route all land line  
18 E911 calls originating in Emerald Isle to the new County E911 Center, as opposed to their current routing to the  
19 Emerald Isle E911 center in the Police Station.  
20

21 The new County E911 Center is located in a brand new building shared with the Morehead City Police Department on  
22 12<sup>th</sup> Street in Morehead City. The new County E911 Center consolidates all 4 previously separate E911 centers into  
23 one operation under the control of the Carteret County Emergency Services Department. The new E911 Center  
24 includes mainly all new communications equipment.  
25

26 The County E911 Center will be staffed by a minimum of 4 and up to 8 (with potential to increase to 10)  
27 telecommunicators on duty at a time, depending on the time of day and season of the year. The County E911 Center  
28 will be staffed by telecommunicators hired from each of the 4 entities being consolidated, including two from Emerald  
29 Isle. Emerald Isle telecommunicators Heather Lovick and Peter Rybak will become County employees as of January  
30 18.  
31

32 Service Impacts and Benefits for Emerald Isle

33 Chief Hargett and Chief Walker have been working closely with County personnel and emergency services personnel  
34 from other municipalities over the past year to coordinate the transition. Both Chief Hargett and Chief Walker are very  
35 pleased with the efforts of all involved, and believe that the transition is well-organized. If all goes according to plan,  
36 the quality of service in Emerald Isle should remain high, and should be enhanced over time.  
37

38 Emerald Isle residents and visitors should continue to experience a quick emergency response when needed in the  
39 future, with the only difference being the physical location of the telecommunicator in Morehead City instead of  
40 Emerald Isle. County telecommunicators are well-trained and familiarized with Emerald Isle, and will also begin to  
41 provide "emergency medical dispatch" in the coming weeks. "Emergency medical dispatch" is a new service that  
42 enables the telecommunicators to provide medical advice to the E911 caller during the period of time while emergency  
43 responders are en route to the scene. This service enhancement would have been cost-prohibitive for the Town to  
44 implement in our stand-alone E911 center, but is very cost-effective for the larger County E911 Center.  
45

46 Another benefit of the Town's participation in the new County E911 Center is call prioritization, which will result in more  
47 efficient dispatching of Town emergency personnel and response vehicles. Calls that do not involve life threatening  
48 situations and / or are less serious incidents will no longer have all emergency responders dispatched (reducing usage  
49 of response vehicles), and will rely on only the most necessary personnel. The specific nature of the emergency call  
50 will also dictate the degree of urgency by emergency vehicles en route to the scene, with less serious incidents relying  
51 on normal (and less dangerous) vehicle travel protocols instead of an all-out emergency response with sirens, lights,  
52 and urgent traffic maneuvers.  
53  
54

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1  
2 Finally, the Town's transition to the new County E911 Center will result in approximately \$85,000 of annual savings in  
3 the Town's budget since the Town will no longer provide E911 services. In addition, the Town will be able to avoid the  
4 replacement of expensive E911 equipment in the future.  
5

6 Efforts Taken to Mitigate Potential Concerns

7 The Town identified several potential concerns about the E911 transition before making the decision to participate in  
8 the new County E911 Center last winter. I am pleased to report that Chief Hargett, Chief Walker, and I believe that all  
9 of these concerns have been mitigated to the maximum extent practical, and we believe that the any negative impacts  
10 associated with this transition will be minor, if experienced at all.  
11

12 As you know, the Town has enjoyed quality service by staff in the Town's E911 center located in the Police Station in  
13 the past. Emergency communication services were provided by knowledgeable staff familiar with our residents,  
14 emergency personnel, and our community. The Town's E911 center staff also provided general customer service for  
15 our residents and visitors, answering and assisting with a wide range of inquiries about Town services, facilities,  
16 amenities, and issues. We were initially concerned about losing this higher level of service, but are now confident that  
17 these concerns have been mitigated. First, Chief Hargett and Chief Walker have developed high confidence in the  
18 management of the new County E911 Center, and believe that emergency communications involving Emerald Isle will  
19 remain at a high quality level. Second, the Town will be retaining personnel to work in the Police Station during  
20 evening and weekend hours to provide non-emergency customer service for our residents and visitors. Emerald Isle  
21 telecommunicators Charlie Rock and Brooke Breen have been retained and reclassified as Customer Service  
22 Assistants, and will work in the Police Station from 4 pm until 11 pm or 12 pm on weeknights, until 3 am on weekend  
23 nights, and also provide weekend day coverage beginning at 8 am. Town Administration staff and Police Records  
24 Clerk Joan Moore will continue to be available during normal business hours to assist the public on weekdays. Finally,  
25 an emergency call box has been installed outside the front door to the Police Station in case a resident or visitor  
26 arrives at the Police Station while it is closed to the public. The call box has one button for emergency calls that will  
27 automatically ring in the County E911 Center for emergency dispatch, and another button for non-emergency issues  
28 that will ring on a non-emergency line at the Police Station and / or the County E911 Center.  
29

30 The Town was also concerned about losing direct control over the E911 center function, which has been under the  
31 direct supervision of the Police Chief for many years. Fortunately, Chief Hargett has been active in the transition  
32 process, and has developed good working relationships with County personnel managing the new County E911  
33 Center. Chief Hargett is comfortable that the County will work hard to provide responsive service for Emerald Isle and  
34 make a good faith effort to address any concerns that may arise in the future.  
35

36 Finally, and most importantly, there were initial concerns about officer safety by not having Town telecommunicators in  
37 the Police Station at all times, including times when officers bring arrestees to the Police Station. The Town's  
38 telecommunicators monitored video surveillance of the entire Police Station and were available in the station to assist  
39 officers if necessary. The presence of the new Customer Service Assistants in the Police Station at all times except  
40 very late night hours helps to mitigate this concern to a large degree. Additionally, the Town has installed equipment to  
41 enable County personnel in the new County E911 Center in Morehead City to monitor video surveillance of the Police  
42 Station at all times, especially when an officer returns to the station with an arrestee. (The officer will be  
43 communicating with the County E911 Center personnel to advise of his / her location at all times). A new "panic  
44 button" is also being installed in the Police Station to enable an office to quickly alert the County E911 Center of his /  
45 her need for immediate assistance. Finally, when necessary and available, another Town officer will be called upon to  
46 provide assistance when bringing an arrestee to the Police Station.  
47

48 In addition to the installation of the new video connection to the County E911 Center and the "panic button", we have  
49 also installed two new doors and a security keypad at the Police Station that will enable the majority of the Police  
50 Station to be segregated when officers from other jurisdictions need to visit to utilize the State intoxilyzer (used for  
51 sobriety testing) housed at the Police Station. These improvements will enable the Town to maintain the presence of  
52 the intoxilyzer in Emerald Isle and continue to make it available to all area law enforcement agencies, including our  
53 own. The total cost of all of these improvements was approximately \$5,900.  
54

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1  
2 Overall, Chief Hargett and Chief Walker feel very comfortable with the transition to the new County E911 Center, and  
3 are pleased with the County's efforts thus far. They both credit Tony Spencer, Carteret County Deputy Emergency  
4 Services Director, for his excellent work on the transition, and are confident in their ability to work with Tony to resolve  
5 any issues that may arise in the future.

6  
7 Emergency Calls from Residents and Visitors

8 As always, residents and visitors are advised to dial **911** for all emergencies. These calls will be routed to the County  
9 E911 Center in Morehead City and the appropriate emergency personnel will be dispatched.

10  
11 Non-Emergency Calls from Residents and Visitors That Require a Field Response

12 Emerald Isle residents and visitors who need a non-emergency field response from the Police Department, Fire  
13 Department, or EMS to their location should call the County's dedicated non-emergency number, which is **726-1911**.  
14 This number will ring on a non-emergency line at the County E911 Center. Emerald Isle residents and visitors can also  
15 call the Emerald Isle Police Station at **354-2021** for assistance at all times except for very late night hours (after 11 pm  
16 or 12 midnight on weeknights and 3 pm on weekend nights). If the Emerald Isle Customer Service Assistant can not  
17 resolve the issue, and the caller still requests a non-emergency field response, the call will be transferred to the  
18 County's non-emergency number (726-1911) for dispatch of appropriate Town personnel.

19  
20 General Customer Service Inquiries from Residents and Visitors

21 As noted above, the Town will have a Customer Service Assistant staffing the Police Station from 4 pm – 11 pm or 12  
22 pm on weeknights, and from 8 am until 3 am on weekends. Emerald Isle residents and visitors may visit the Police  
23 Station at the times indicated above, or can call **354-2021** for assistance.

24  
25 Existing E911 Center Equipment

26 The Town's existing E911 Center equipment will be retained indefinitely in the event there is a need for a back up  
27 communications system in Emerald Isle. The County has developed contingency plans for various scenarios, and we  
28 expect them to be able to maintain emergency communications during various crises, but we will retain the Emerald  
29 Isle equipment if it can potentially be helpful.

30  
31 Resolution Authorizing Grant Application for Mobile Data Terminals

32 The attached resolution authorizes the submission of a grant application to the NC Governors Crime Commission for  
33 \$50,000 for the implementation of mobile data terminals in 20 police vehicles. The Town's local match for the grant is  
34 \$23,455, and would be provided from dedicated Police revenues in the FY 10-11 and/or FY 11-12 budget.

35  
36 Mobile data terminals are laptop computers that are installed in each Police vehicle, and provide access to important  
37 law enforcement, criminal, and vehicle information. The mobile data terminals provide immediate access to vital  
38 decision-making information for Police Officers in the field without communicating with a telecommunicator in the E911  
39 center, and can enhance the officer's safety, the public's safety, and the efficiency of the officers and the  
40 telecommunicators. The mobile data terminals provide the Police Officer access to more information than he / she  
41 may receive from a telecommunicator, and also provide a more secure means of receiving the information than via  
42 radio communications that may be monitored by the public. Additionally, mobile data terminals can be used to  
43 complete and transmit reports in the field, enabling the officers to spend more time in the field in a patrol mode.

44  
45 The Town has considered implementing mobile data terminals in the past, and the upcoming transition to the County  
46 E911 Center is an opportune time to pursue this improvement. We are optimistic that our grant application will be  
47 approved, and we should learn the outcome in April and / or June 2011. If the Town receives the requested grant  
48 funding, the mobile data terminals will be implemented this summer or fall. If the Town does not receive the requested  
49 grant funding, the Town will phase in the implementation over multiple years as funds permit, relying primarily on  
50 dedicated Police revenues.

51  
52 **Fire Chief Bill Walker and Police Chief Bill Hargett were in attendance and**  
53 **answered questions and addressed concerns by the Board.**

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1  
2 Police Chief Hargett stated that his main concern from the start had been officer  
3 safety and service levels and felt those concerns had now been greatly  
4 diminished. Chief Hargett said they had a good working relationship with the  
5 County and felt they could work out any glitches as they go along.

6  
7 Fire Chief Walker noted that the new E911 Center would also segregate calls to  
8 police, fire and EMS dispatchers. He said that all fire would be dispatched at the  
9 same time with no delay so in situations of mutual aid they would all talk back  
10 with one dispatcher where right now they talk with two as they try to relay back  
11 and forth so he felt that would also be a benefit.

12  
13 Police Chief Hargett in response to a question from Commissioner Hedreen  
14 regarding the Mobile Data Terminals stated that the terminals would display  
15 vehicle owners, description of vehicles, driver histories, and they would also be  
16 able to search for stolen property. Chief Hargett agreed this was a safety  
17 enhancement but also offered so much more for the officers.

18  
19 The Board thanked Chief Hargett and Chief Walker for their service on the E911  
20 Board.

21  
22 ***Motion was made by Commissioner Hoover to approve the Resolution***  
23 ***Authorizing Grant Application For Mobile Data Terminals. The Board voted***  
24 ***unanimously 5-0 in favor. Motion carried.***

25  
26 **Clerks Note: A copy of Resolution 11-01-11/R1 as noted above is incorporated herein by reference**  
27 **and hereby made a part of these minutes.**

28  
29 **10. Potential Implementation of Beach Access Parking Fee**

- 30  
31 **a. Presentation – Lanier Parking Solutions**  
32 **b. Discussion**

33  
34 Town Manager Frank Rush addressed the Board regarding this agenda item.  
35 The following excerpt from his memo to the Board is provided for additional  
36 background:

37  
38 I have scheduled time on the Board's January 11 meeting agenda for additional discussion about the potential  
39 implementation of a beach access parking fee at the Eastern Ocean Regional Access and Western Ocean Regional  
40 Access in 2011. I am seeking additional input from the Board so that a proposal can be finalized for a formal Board  
41 decision at the February 8 meeting.

42  
43 This memo includes a recap of the issues discussed at the December 14 meeting, as well as additional information for  
44 Board consideration. The most notable new information is a proposal from Lanier Parking Solutions, a regional parking  
45 management company, to manage parking activities for the Town. Kerry Loomis, General Manager – Eastern  
46 Carolinas, will attend the January 11 meeting to explain Lanier's services and proposal and answer any questions from  
47 the Board.

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1  
2 **Background / Increasing Service Demands**

3 As we discussed in December, with continuing budget challenges in general, and increasing demand for services at  
4 the Town's two regional beach accesses, it may now be prudent for the Town to begin charging a fee for beach access  
5 parking at these locations.  
6

7 The regional beach access facilities have been provided free of charge to the general public since opening in the mid  
8 and late 1990s, and the Town's taxpayers have funded the vast majority of the expenses associated with the  
9 acquisition, development, and operation of these facilities. Total land acquisition and development costs are estimated  
10 at approximately \$2 million, with the Town funding approximately \$1.5 million of this cost and supplemented by  
11 approximately \$500,000 from various CAMA grants over the years. The Town's estimated annual operating expenses  
12 for these two facilities are approximately \$74,000 (personnel, operating, and capital costs), and this cost is funded by  
13 general tax revenues. (The Board should note that this \$74,000 annual cost does not include Beach Patrol services,  
14 beach strand trash collection services, or indirect costs associated with these facilities, which would likely increase the  
15 total annual costs to more than \$100,000.)  
16

17 The public demand for services continues to increase at these facilities, and the Town continues to seek ways to meet  
18 these service demands in a cost-effective manner. The Town has always relied on seasonal help to keep the  
19 bathroom facilities at these locations clean, along with other routine maintenance tasks. In 2008, due to concerns  
20 about cleanliness and general order, the Town began utilizing a full-time park attendant during the summer season at  
21 the Western Ocean Regional Access. There has also been more staff time devoted to the Eastern Ocean Regional  
22 Access over the years. In 2010, in response to concerns about inappropriate behavior, the Town began assigning a  
23 full-time Police Officer at the Western Ocean Regional Access during the summer season. I believe this additional  
24 staffing in recent years has greatly improved the beach visitor experience at the Western Ocean Regional Access, and  
25 these improvements have been well-received by the public. These improvements come at a cost, however, and make  
26 up a significant portion of the annual operating expense noted above.  
27

28 The Western Ocean Regional Access has always been heavily visited, and visitation at the Eastern Ocean Regional  
29 Access has continued to increase in recent years. There has been greater interest in recent years for more dedicated  
30 staffing at the Eastern Ocean Regional Access, either in the form of a full-time park attendant and/or a dedicated  
31 Police Officer. Additionally, there remains a question as to whether or not the Town should invest in fixed lifeguards at  
32 one or both of the regional beach accesses. As you may recall, the Town has periodically stationed a member of the  
33 mobile Beach Patrol in a fixed location at the Western Ocean Regional Access on a temporary basis.  
34

35 The implementation of a beach access parking fee at the two regional beach access facilities could potentially  
36 generate sufficient revenue to cover the Town's current annual operating expenses (that are currently funded by  
37 general tax revenues) and also provide funding for additional staffing at the two facilities in the future.  
38

39 **Revised Revenue Scenarios**

40 I have revised the revenue scenarios presented to the Board at the December 14 meeting in an attempt to simplify and  
41 focus the discussion. The attached spreadsheet outlines 3 different scenarios for Board consideration:  
42

- 43 • Scenario #1 involves the implementation of a \$5 daily parking fee collected at both regional access facilities  
44 by a Town staff person assigned to each location. Based on the occupancy rates indicated on the attached  
45 spreadsheet, this option would generate a net profit of approximately \$109,689 per year for the Town.  
46
- 47 • Scenario #2 involves the implementation of a \$10 daily parking fee collected at both regional access facilities  
48 by a Town staff person assigned to each location. Based on the occupancy rates indicated on the attached  
49 spreadsheet, this option would generate a net profit of approximately \$264,451 per year for the Town.  
50
- 51 • Scenario #3 involves the implementation of a \$1.25 per hour parking fee collected at both regional access  
52 facilities with the use of automated pay stations and a management and enforcement system provided by  
53 Lanier Parking Solutions. Based on the occupancy rate indicated on the attached spreadsheet, and the  
54 estimated number of hours per visit this option would generate a net profit of approximately \$75,098 per year

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1  
2 for the Town. The Board should note, however, that this revenue estimate may be somewhat understated (more  
3 below).

4  
5 In each of the scenarios, the revenue estimates assume that the Town would charge fees every day from April 1 to  
6 September 30. As you will see, there are different occupancy rates projected for different months and for weekdays  
7 and weekends. Fees would be charged between 8 am and 5 pm daily. No fees would be charged from October  
8 through March, nor before 8 am or after 5 pm. (These dates and hours can certainly be adjusted as desired.) The  
9 Board should also note that for Scenario #3, a 4-hour visit is assumed during June, July, and August, and a 2-hour visit  
10 is assumed during April, May, and September, and this is perhaps on the conservative side and is one factor  
11 contributing to a lower overall profit estimate under Scenario #3.

12  
13 For Scenarios #1 and #2, the expense estimate assumes that the Town would simply station a parking lot attendant at  
14 each facility, every day between April 1 and September 30. The attendant would have an umbrella and chair, and  
15 would collect the fees each day. I also envision accepting credit cards (or perhaps credit cards only?) and providing  
16 the attendant with a hand-held wireless credit card machine. This low overhead approach to collect the parking fees  
17 would cost the Town approximately \$45,072 annually (not including indirect and supervision costs), regardless of the  
18 revenue scenario. The biggest challenge associated with this approach is likely to be recruiting honest and trustworthy  
19 parking lot attendants, and devising the appropriate internal controls to prevent theft and fraud. I envision having a  
20 Police Officer making frequent visits to the parking lot attendant, periodic audits, and perhaps the installation of  
21 surveillance cameras, among other ideas.

22  
23 For Scenario #3, the expense estimate is provided by Lanier Parking Solutions, which has estimated annual operating  
24 expenses of approximately \$91,466. In addition, the Town would also need to purchase automated pay stations and a  
25 small vehicle up-front, and these "start-up" costs are amortized over a 5-year period, for an annual estimated expense  
26 of \$15,000 (more below).

27  
28 The Board should note that the occupancy estimates included on the attached spreadsheets are our "best guess"  
29 based on historical observations. Unfortunately, we simply don't have data on the number of cars in the parking lots in  
30 the past. It is obvious that the Western Ocean Regional Access is routinely at 100% capacity on many summer  
31 weekends, as is the Eastern Ocean Regional Access on some summer weekends, however, we simply don't have  
32 reliable data for weekday visitation. It is our hope that the revenue estimates are conservative in nature, as the daily  
33 fee revenue estimates (Scenarios #1 and #2) don't factor in turn-over during the day, and the hourly fee revenue  
34 estimate (Scenario #3) also does not factor in turnover and only assumes 2-hour and 4-hour visits, which may be on  
35 the low side. Conversely, the Board should note that the revenue estimates do not factor in "bad weather days" nor  
36 visitation by Emerald Isle residents and taxpayers at a free or reduced fee. Additionally, the revenue estimate provided  
37 by Lanier Parking Solutions relies on a certain amount of parking violation (tickets) revenue. Lanier's parking violation  
38 revenue estimate is based on their long history operating parking facilities in various locations.

39  
40 **Eligible Expenses for Parking Fee Revenues**

41 Because approximately 25% of the acquisition and development cost of the two regional beach access facilities was  
42 funded with CAMA grant funding, we have sought guidance from the NC Division of Coastal Management on what  
43 expenses could be covered with parking fee revenues.

44  
45 I have received feedback from staff at the NC Division of Coastal Management that the types of expenses that the  
46 Town is considering funding with parking fee revenues (including personnel, operating, and capital improvement costs  
47 associated with the accesses) is reasonable. The NC Division of Coastal Management is still finalizing their response  
48 to my previous letter, however, it appears likely that they will require that the Town periodically disclose (perhaps  
49 annually or semi-annually) the expenses funded with parking fee revenues to insure that they are used for reasonable  
50 expenses associated with providing public beach access.

51  
52 It appears that the implementation of parking fees under each of the three scenarios presented will enable the Town to  
53 fund current regional access expenses with parking fees, and likely enable the provision of additional regional access  
54 services and improvements in the future. Based on historical and current public demands, I would like the Board to

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1  
2 consider expanding the Police presence, providing a park attendant at the Eastern Ocean Regional Access, and/or  
3 implementing fixed Beach Patrol / lifeguards at the regional access facilities in the future.  
4

5 If the Town implements a new parking fee, I recommend the establishment of a segregated fund to budget and account  
6 for these revenue and expenditures separately. The segregation of these revenues and expenditures would make it  
7 very easy for the NC Division of Coastal Management to gain the necessary confidence that the Town's expenses are  
8 reasonable expenses associated with public access.  
9

10 I expect to receive a final decision from the NC Division of Coastal Management within the next month, however, I am  
11 very comfortable with the Town proceeding under the assumption that the parking fee revenues can be used for all  
12 reasonable expenses (personnel, operating, and capital improvements) associated with public beach access.  
13

14 **Amount of the Fee? Hourly Fee or Daily Fee?**

15 The amount of the fee is obviously the most critical factor in how much parking fee revenue the Town might generate.  
16 The amount of the fee, and the basis for the fee, will also result in different impacts for different types of beach visitors.  
17 In addition to the revenue scenarios, the Board may wish to consider the following:  
18

- 19 • The amount of the fee should ideally be an amount generally considered to be of little consequence in  
20 affecting a person's decision to visit the beach.  
21
- 22 • Charging a beach parking fee may result in even higher service expectations at the regional beach access  
23 facilities.  
24
- 25 • Bogue Inlet Pier and the vacant lot on the corner of Islander Drive / Reed Drive have been charging \$10 per  
26 day in recent years, on weekends only.  
27
- 28 • In theory, the daily fee can be more easily administered by Town staff, however, staff will be handling  
29 potentially large sums of cash. The hourly fee is best managed with an automated pay station and  
30 enforcement system, and Lanier Parking Solutions is better equipped to manage such a system.  
31
- 32 • Since the idea of a beach access parking fee became public, we have received several comments from  
33 members of the public who may only visit the beach for an hour or two each day for a walk on the beach.  
34 The hourly fee would be more cost-effective for these types of visitors, who may not be willing to pay \$5 or  
35 \$10 per day.  
36
- 37 • The Towns of Atlantic Beach and Beaufort are considering contracting with Lanier Parking Solutions to  
38 manage their parking system. They are considering a fee of \$1.25 per hour. Pine Knoll Shores appears to  
39 be leaning away from charging a fee at this time.  
40
- 41 • There will likely continue to be free beach access parking facilities available in Indian Beach, Salter Path,  
42 and Pine Knoll Shores, and some historical Emerald Isle visitors may travel further to these free facilities.  
43
- 44 • The attached revenue scenarios assume that parking fees will be charged 7 days per week for 6 months of  
45 the year. A decision to charge on weekends only, or for a period less than 6 months will impact the revenue  
46 estimates.  
47  
48

49 **Free or Reduced Fee Permit for Emerald Isle Residents and Taxpayers?**

50 Because the Town's taxpayers have already contributed significantly to the cost of the regional beach access facilities,  
51 there has been discussion about providing a free annual parking permit for Emerald Isle residents and taxpayers. I  
52 have discussed this issue with the NC Division of Coastal Management, and there is some concern about this  
53 approach, and I believe they would be more comfortable with an annual, reduced fee parking permit.  
54

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1  
2 If the Town offers a free or reduced fee permit, I envision that Emerald Isle residents and taxpayers would register with  
3 the Town and be eligible for two permits each. The Town could issue a windshield sticker to be used in a manner  
4 similar to the annual beach driving permit, or could potentially rely on handheld electronic devices to store license plate  
5 information without the need to rely on a sticker system.  
6

7 If the Board establishes a reduced fee permit for Emerald Isle residents and taxpayers, I recommend an annual charge  
8 of \$20 per vehicle. This amount would seemingly address potential concerns from the NC Division of Coastal  
9 Management about a free annual parking permit, but would not seem to be overly punitive to Emerald Isle taxpayers.

10  
11 As noted above, the attached revenue scenarios do not include an allowance for a free or reduced fee permit for  
12 Emerald Isle residents and taxpayers, and we also don't have any good data on what percentage of the users of the  
13 regional beach access facilities are Emerald Isle taxpayers. Conventional wisdom is that the vast majority of users are  
14 not Emerald Isle taxpayers, but we don't know for sure.  
15

16 **Handicapped Visitors?**

17 The Board should also consider whether or not handicapped parking spaces would be required to pay the parking fee.  
18 There are a total of 16 handicapped parking spaces at the two regional access facilities.  
19

20 **Annual Pass?**

21 We have also received several suggestions from nearby residents of Carteret County and Onslow County that the  
22 Town offer an annual, unlimited parking pass. This approach could be implemented, but would require additional effort  
23 to issue and track the annual parking passes, and could result in a slight reduction in the amount of revenues collected.  
24 The Board should consider whether or not the Town should offer an annual parking pass. The hourly fee option may  
25 help to address some of these concerns, however.  
26

27 **Free Parking Alternatives**

28 The Board and the public should note that other free parking alternatives will still exist in Emerald Isle if the Town  
29 begins charging a parking fee at the Western Ocean Regional Access and Eastern Ocean Regional Access. Parking  
30 at the two regional access facilities would continue to be free between October and March, and also before 8 am and  
31 after 5 pm between April and September. The Town's small parking areas at 3<sup>rd</sup> Street and Station Street would also  
32 continue to offer free parking. Additionally, there are scattered handicapped parking spaces near neighborhood beach  
33 accesses that would continue to be offered for free.  
34

35 **Proposal from Lanier Parking Solutions**

36 I have attached a copy of Lanier's proposal and a draft contract document for the Board's review. Kerry Loomis, their  
37 General Manager – Eastern Carolinas, will make a presentation to the Board at the January 11 meeting and be  
38 available to answer any questions from the Board.  
39

40 If the Board chooses to contract for parking management services, Lanier would handle all aspects of the Town's  
41 parking program at the Western Ocean Regional Access and the Eastern Ocean Regional Access. Lanier would be  
42 responsible for managing the system, recruiting and supervising personnel, collecting revenues from automated pay  
43 stations, enforcement activities, pursuit and collection of violation revenues, and administration of a free or reduced fee  
44 permit system for Emerald Isle taxpayers and residents. Lanier would be compensated with a base management fee  
45 of \$5,794 annually, plus an incentive management fee equal to 3% of all revenue collections, currently estimated at an  
46 additional \$5,445 annually.  
47

48 The Town would be responsible for all personnel and operating costs associated with the management of the parking  
49 system, and would reimburse Lanier these costs. Lanier has estimated total personnel and operating costs of  
50 approximately \$80,225 annually. Lanier has estimated total annual revenue collections of \$181,564 annually, thus  
51 resulting in a net profit to the Town of approximately \$90,098 annually. The net profit to the Town would adjust up or  
52 down depending on the degree to which the actual revenues and expenditures deviate from the estimates.  
53  
54

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1  
2 In addition to the annual personnel and operating costs, the Town would be responsible for purchasing necessary  
3 "start-up" capital equipment, including a total of 4 automated pay stations (at a total estimated cost of \$52,000, an  
4 enforcement vehicle (estimated at \$12,000 for a small pickup truck), and other minor equipment (estimated at \$6,000).  
5 If the Town amortizes these costs over a 5-year period, the net profit would be reduced by approximately \$15,000 per  
6 year, and the Town could expect approximately \$75,098 of net profit annually.  
7

8 Under the Lanier proposal, the Town would purchase and install 2 automated pay stations at each regional access  
9 facility. Visitors would park their car, go to the pay station and pay for the desired number of hours (at a rate of \$1.25  
10 per hour, or whatever rate the Board determines). The pay station could be set up to either generate a receipt that is  
11 displayed in the windshield or would record the numbered parking space, in which case enforcement would be done  
12 electronically. A parking enforcement attendant would utilize a handheld electronic device that would indicate, for  
13 example, that parking space #65's time has expired, and the parking enforcement attendant would write a violation  
14 citation. The automated pay stations would accept cash and credit cards, and could also include a "pay by phone"  
15 feature. A beach visitor could literally be on the beach strand and use a cell phone to purchase additional parking time.  
16 Additionally, it may also be possible to download Emerald Isle taxpayers' and residents' license plate numbers into the  
17 electronic system so that the parking enforcement attendant would know not to issue a violation citation to these  
18 visitors. I have attached a copy of a handout that includes information about the automated pay stations  
19 recommended by Lanier (the LUKE machine).  
20

21 Lanier would also be responsible for the pursuit and collection of all violation revenues. Violators would likely have the  
22 ability to pay violation citations at a drop-box on site, at the Lanier office (which will be in Atlantic Beach), by mail, or  
23 online with a credit card. Lanier would also be responsible for all interaction with violators, and would simply remit the  
24 violation revenues to the Town.  
25

26 As noted earlier, the projected net profit under Scenario #3, which involves a \$1.25 per hour fee with the system  
27 managed by Lanier, is the least of the three scenarios presented. There are two reasons for this. First, the Lanier  
28 revenue estimates assume average visits of 2 hours during April, May, and September, which equates to a \$2.50  
29 charge per car (compared to \$5 and \$10 under the other scenarios), and average visits of 4 hours during June, July,  
30 and August, which equates to \$5.00 per car. The occupancy rate assumptions are the same for all 3 scenarios, and it  
31 is possible that the Lanier revenues are understated to some degree if the average visitor pays for more than 2 or 4  
32 hours. (The Board should also note, however, that Lanier's revenue estimates include significant violation revenue,  
33 which may offset the degree to which their revenues are potentially understated.) Second, Lanier's operation is much  
34 more sophisticated than that proposed under Scenarios #1 and #2, which would be staffed by Town personnel. The  
35 Lanier proposal provides significant value to the Town, however, in that they are much better equipped to manage the  
36 parking system than Town employees and Town management staff can avoid the parking system responsibilities  
37 altogether and focus on other tasks. Lanier is currently operating parking systems in several southeastern locations,  
38 including Wrightsville Beach and Carolina Beach. I spoke at length with the Town Managers in both of those NC  
39 beach towns, and they both spoke very highly of Lanier's operation. In addition, both Atlantic Beach and Beaufort are  
40 strongly considering a very similar arrangement with Lanier in 2011. The other advantage of the Lanier proposal is that  
41 it enables the Town to easily implement an hourly rate that may be considered more reasonable by beach visitors.  
42

43 I have also attached a draft contract agreement between Lanier and the Town for the Board's review. The term of the  
44 contract is 5 years, however, it includes a "termination for convenience" clause that can be invoked at the end of each  
45 parking year if desired.  
46

47 **Formal Board Decision Scheduled for February 8**

48 I look forward to discussing this issue with the Board again at the January 11 meeting. Please note that I am not  
49 seeking a final Board decision on this issue at this time. Rather, I am seeking to secure additional Board and public  
50 input so that a final proposal can be presented to the Board for a decision on February 8.  
51

52 If the Board wishes to pursue this, we will need a final decision no later than the February 8 meeting so that Town staff  
53 or Lanier has ample time to plan for the implementation of the new fee and the recruitment of seasonal personnel.  
54

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1  
2 This decision may also impact our staffing levels for other summer beach personnel (Police Officers, park attendants,  
3 beach patrol, lifeguards), and we'll need ample time to recruit those personnel.

4  
5 Town Manager Rush following his recap of the issues and 3 revised revenue  
6 scenarios asked for feedback and direction from the Board in order that a final  
7 proposal could be brought to the Board at their February 8 meeting.

8  
9 Mr. Rush noted that since their discussion in December he had received  
10 comments from people who live off of Emerald Isle who liked to come to the  
11 beach on a fairly frequent basis, and that it was important to note that under any  
12 of the scenarios the beach access facilities would still be offered free of charge to  
13 the public after 5 pm daily and prior to 8 am, also free of charge the other six  
14 months of the year from October 1 to March 31, and in addition there were no  
15 plans, unless the Board so directed, to charge at the Town's two other parking  
16 facilities at 3<sup>rd</sup> Street and Station Street.

17  
18 Mr. Rush said there were also inquiries about whether the Town could offer an  
19 annual pass for Emerald Isle taxpayers, an option that he felt the Board should  
20 consider since the Emerald Isle taxpayers had contributed significantly to the  
21 beach access facilities over time. Mr. Rush said there had also been inquiries  
22 from people who were not Emerald Isle taxpayers about whether the Town would  
23 offer some sort of annual pass for purchase.

24  
25 Mr. Rush asked for direction from the Board about handicap spaces, and  
26 whether they should pay a fee for those spaces or be provided free of charge.

27  
28 Mr. Rush felt if they could get a final decision by February 8 that would give  
29 enough time to implement the parking system but more importantly it would give  
30 more clarity on exactly what resources they had available for the beach services  
31 program this year and they could start recruiting personnel.

32  
33 Mayor Schools asked for public comment.

34  
35 Bernie Whalley, 5306 Ocean Drive, asked whether the parking meters had been  
36 tried in other communities where the effect of the salt would be known. Mr.  
37 Whalley also asked whether there would be a means for people to get change  
38 somewhere if they came with cash and didn't have correct change.

39  
40 Mr. Rush said he had been told the machines would hold up to the elements in  
41 beach communities. If the Town made the investment into that type of system he  
42 imagined they would be taking the machines down at the end of each season so  
43 they would be out only six months of the year. Mr. Rush said any maintenance  
44 would be included in the contract with Lanier Parking if necessary. Mr. Rush  
45 added that the machines would accept cash, credit cards or also pay by cell  
46 phone and there would certainly be opportunities for change. Mr. Rush said if

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1  
2 the Town did go with one of the first two scenarios where there is just a town staff  
3 person with an umbrella and chair he envisioned they would provide that person  
4 with a credit card machine as well so someone could pay with cash or credit  
5 card.

6  
7 Commissioner Hedreen stated that she would like to eliminate the meters right  
8 off the bat, the big reason for that would be that it would reduce our savings but  
9 also for the personal touch – they would have someone there who could give  
10 directions, another pair of eyes if someone was out there being disruptive, or a  
11 lot of alcohol being consumed. Commissioner Hedreen felt it put more of a small  
12 town face on the whole project. Commissioner Hedreen also agreed with the  
13 paid parking being only on Friday, Saturday, and Sunday.

14  
15 Mr. Rush said he had different revenue estimates if the Board wished to only  
16 charge on weekends and holidays.

17  
18 The Board discussed handicap parking and whether to charge. Parks and  
19 Recreation Director Alesia Sanderson said that due to the fact that they had  
20 funded and constructed the two handicap accessible ramps they do draw a lot of  
21 handicap interest and she had never seen a handicap spot open.

22  
23 Mr. Rush said his initial assumption would be if the person parked in a handicap  
24 space it would be free of charge and if they parked in a non-handicap space  
25 even if they had a placard then perhaps they should charge for that. That was  
26 the question for the Board as there were two ways to go on that.

27  
28 Commissioner Wootten felt he didn't want this to be turned into a profit center,  
29 and said that Commissioner Wright came up with the idea of weekends only  
30 which he thought was great because that took care of the problem with people  
31 wanting to walk, they could walk during the week without paying. He also felt if  
32 you charge \$10 for the weekend you don't need Fridays, you can charge  
33 Saturday, Sunday and holidays and still cover all expenses, leaving room for  
34 additional lifeguards and other services. Commissioner Wootten said he would  
35 like to decide later in the budget process however what they would do as far as  
36 additional police or lifeguards and then maybe next year make that adjustment.

37  
38 Commissioner Messer asked Mr. Rush if he had the estimates for Saturday,  
39 Sunday, and holidays from April 1 through September 30 at \$10 per day.

40  
41 Mr. Rush said the estimate for that time period was a net profit of \$96,000 after  
42 paying all expenses.

43  
44 Commissioner Wright said it seemed as Commissioner Hedreen had stated, a  
45 more personal approach to have someone sitting there, and charging on

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1  
2 weekends only was an easier way to ease into trying something like this and see  
3 how it worked.

4  
5 Mr. Rush recapped the Board's direction – guidance provided was to charge  
6 Saturday, Sunday, and holidays only, \$10 per vehicle, 8 am-5 pm, April 1 –  
7 September 30, handicap spaces offered free of charge, no fee to Emerald Isle  
8 taxpayers and long term renters. Mr. Rush said he would come back with details  
9 based on this guidance for the Boards decision at their February 8 meeting.

10  
11 Paul Schwartz, resident close to Parker Street, gave his thoughts about the  
12 possible unintended consequences to the parking lot at Station Street and what  
13 would happen when they started charging \$10 for elsewhere there would be  
14 more people trying to park in the 16 space Station Street parking lot which was  
15 already overrun and felt that would become even more of an issue with people  
16 already parking on the side of the road and wherever they could.

17  
18 Mr. Rush felt that Mr. Schwartz was right that more people would try to use  
19 Station Street and 3<sup>rd</sup> Street and that the Town would have to step up their  
20 parking enforcement efforts to be sure to avoid those kinds of problems.

21  
22 **11. Comments from Town Clerk, Town Attorney, and Town Manager**

23  
24 There were no comments from the Town Clerk or the Town Attorney.

25  
26 Town Manager Rush updated the Board on several issues of importance  
27 including the response received from the NC Attorney General's Office regarding  
28 the Oceanview Drive Beach Accesses. Mr. Rush recapped the main issues and  
29 stated that because the letter did not provide any clearer guidance or clarification  
30 on the issue than they had prior to the July 2010 meeting that he would advise  
31 Town staff to continue to maintain these beach access walkways as public  
32 accesses in the exact same way as they had for the past year. The Board  
33 indicated they were comfortable with this approach.

34  
35 Mr. Rush showed the Board a sample license plate that would be used with the  
36 new Golf Cart Program; to date they had registered 8 golf carts. Mr. Rush also  
37 updated the Board on the status of the boat launching facility, and the Aquarium  
38 Pier progress.

39  
40 The following is an excerpt from the Town Manager Comments memo to the  
41 Board for additional background information provided for all items of importance:

42  
43 Response from NC Attorney General's Office Re: Oceanview Drive Beach Accesses

44 As you know, the Town Attorney advised the Town in fall 2009 (letter attached) that several beach access walkways  
45 along East Seaview Drive and Oceanview Drive that were once believed to be private are actually public. Based on  
46

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1  
2 this guidance, at my direction, the Town's Parks and Recreation Department has been maintaining these walkways  
3 since early 2010. In July 2010, after meeting with concerned residents from this area and at their request, the Town  
4 Attorney agreed to seek an advisory opinion from the NC Attorney General's Office on this issue (letter attached). We  
5 finally received the AG's response on December 13, and a copy is attached for your review.  
6

7 To recap the main issues:

- 8  
9 1. The original subdivision plats for these subdivisions do not indicate that the streets or walkways are reserved for  
10 private use, but the plat does indicate that a narrow strip of the flat sand beach is reserved for the owners in that  
11 subdivision (which is an area that is a public trust area anyway, and can't be reserved for private use).  
12  
13 2. The covenants for these subdivisions do not indicate that the streets and walkways are reserved for private use,  
14 and these same covenants were used for several other public subdivisions in Emerald Isle where there's no question  
15 that the walkways are public.  
16  
17 3. There is no disagreement that the streets in these subdivisions are public streets.  
18  
19 4. The Board of Commissioners adopted a blanket resolution in 1981 accepting all streets, alleys, and walkways in the  
20 entire Town as public.  
21  
22 5. The Town's 1988 Ocean and Sound Shoreline Access Plan includes these walkways in a list of all public access  
23 locations in Emerald Isle.  
24  
25 6. Some residents in this area claim that real estate agents involved in their purchase transactions informed them that  
26 the walkways were private. Some have claimed to have this in writing, but no one has presented a written document  
27 for the Town for review.  
28  
29 7. Some residents in this area cite that former Town Manager Pete Allen advised them that the walkways were  
30 privately owned. Everyone else with the Town, including me, was under that impression until fall 2009 when the Town  
31 Attorney completed research on the matter upon my request after questions arose about the Shorerush Drive  
32 walkway.  
33

34 The Town Attorney and I have reviewed the AG's letter, and are in agreement that the AG's letter does not provide any  
35 enlightening information about this issue nor does it suggest whether the Town Attorney's original opinion is correct or  
36 incorrect. The AG's opinion essentially indicates that only a court of law can decide the case.  
37

38 Because this letter does not provide any clearer guidance on this issue than we had prior to the July 2010 meeting, I  
39 don't intend to change the Town's position on this issue, and will advise Town staff to continue to maintain these beach  
40 access walkways as public accesses now and in the future. Please let me know if you have concerns about this  
41 approach, and I will adjust accordingly.  
42

43 **Town Awarded \$300,000 Grant for New Public Boat Launching Facility**

44 The Town has received official notification from the NC Marine Resources Fund that it has been awarded a \$300,000  
45 grant for land acquisition for the new public boat launching facility. A copy of the award letter is attached. This grant  
46 will enable the Town to close on the 7<sup>th</sup> and final lot necessary for this project prior to the September 1, 2011 deadline.  
47

48 **Dunkin Donuts Coming to Coast Guard Road Convenience Store**

49 The convenience store located on the northeast corner of Coast Guard Road and NC 58 has submitted plans to  
50 construct an addition to the building to house a Dunkin Donuts within the convenience store. Work is expected to  
51 occur in the next few months, assuming compliance with all relevant building codes and Town ordinances.  
52  
53  
54

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1  
2 **Offer to Provide Financial Management Services for Emerald Isle EMS, Inc.**

3 The Joint EMS Committee met with the EI EMS, Inc. Board of Directors on January 3. The EI EMS, Inc. Board  
4 indicated that it would like to extend the current contract with the Town for one additional year and also invite a  
5 member of the Board of Commissioners to serve in a non-voting capacity on their Board of Directors. They also  
6 indicated that they would like to revisit the idea of becoming a Town department next fall / winter.

7  
8 In an effort to improve financial reporting, eliminate administrative burdens for EI EMS, Inc., and save money on  
9 outside accounting and auditing services, the Town presented the attached plan to have the Town provide  
10 comprehensive financial management services for EI EMS, Inc. beginning July 1, 2011. Commissioner Wootten,  
11 Commissioner Hedreen, and I hope to include this as a provision in any contract extension with Emerald Isle EMS, Inc.  
12 The Joint EMS Committee will discuss this issue again within the next month, and I hope to have these issues resolved  
13 soon thereafter so that an official 1-year contract extension can be presented to the Board at either the February or  
14 March meeting.

15  
16 **Online Parks and Recreation Registration System**

17 The Parks and Recreation Department is implementing a new online registration system using Active Network. The  
18 Active Network system will offer our customers the ability to register online for classes, purchase a Community Center  
19 membership, and make secure payments at the Town's website. This new system will make it more convenient and  
20 less time-consuming for our customers, and will also enable the Parks and Recreation Department to better track  
21 customer information and communicate with our customers. The new system will go "live" on January 10.

22  
23 **Meeting with Senator Preston and Representative McElraft**

24 Mayor Schools, Commissioner Hoover, and I are scheduled to meet with Senator Preston and Representative McElraft  
25 on January 13 to discuss the Aquarium Pier at Emerald Isle, the Town's request for State funding for the Eastern  
26 Emerald Isle Beach Nourishment Project planned for 2012, and the idea of establishing a dedicated State funding  
27 source for beach nourishment. Beach Commission Chairman Buck Fugate and Carteret County Shore Protection  
28 Manager Greg Rudolph will join us for the beach nourishment discussions.

29  
30 **East End Storm Water Improvements**

31 The Public Works Department has recently completed the excavation of drainage areas in the public right of way along  
32 Ocean Drive in the 700, 1500, and 6400 blocks. We are hopeful that this work will reduce the duration of storm water  
33 flooding problems in these areas by providing additional area for natural infiltration.

34  
35 **Interviews With Banks**

36 Mitsy Overman and I will be interviewing 5 local banks over the next week and a half to learn about their banking  
37 services. The 5 banks are First Citizens, Bank of America, RBC Centura, Wachovia, and BB&T. The Town has  
38 utilized First Citizens Bank for more than 10 years, and is evaluating proposals from these 5 banks to determine if the  
39 Town can secure a better banking arrangement. I hope to have a recommendation for the Board at either the February  
40 or March meeting.

41  
42 **Joint Strike Fighter Basing Decision**

43 The Marine Corps recently issued its Record of Decision for the East Coast Basing of the new F-35B Joint Strike  
44 Fighter aircraft. The Marine Corps will base 8 operational squadrons (128 aircraft) of the F-35B at MCAS Cherry Point  
45 later this decade. The F-35B is expected to utilize Bogue Field for training purposes. A copy of the Marine Corps letter  
46 is attached. More detailed information is available at <http://www.usmcsfeast.com/>.

47  
48 **New Municipal Service Districts**

49 In accordance with NC General Statutes, Town staff have mailed copies of the attached public hearing notice for the  
50 creation of new municipal service districts for beach nourishment to all property owners in Emerald Isle. The public  
51 hearing will be held at the Board's February 8 meeting, after which the Board may formally consider the creation of the  
52 new districts. A similar advertisement will appear in the Carteret News-Times in the next two weeks.

53  
54

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1  
2 **Update – New Public Boat Launching Facility**

3 NC Wildlife Resources Commission staff hope to finish their portion of the work involving the 4 ramps and associated  
4 dock facilities by January 14. SunLand Development and Construction continues to make good progress, but is now  
5 held up by a dispute over the cost of electric service charged by Carteret Craven Electric Cooperative at the site. I am  
6 working with the Wildlife Resources Commission and Carteret Craven to hopefully help resolve this issue amicably.

7  
8 **Update – Aquarium Pier**

9 The schedule for completing design work on the Aquarium Pier has been pushed back to August 2011. The NC  
10 Aquariums are, however, moving forward with soundside improvements at the site, and there should be sufficient funds  
11 in the WAMI grant to construct these improvements later this year.

12  
13 The purchase of additional land adjacent to the Flip-Flops Mini-Mart continues to be held up by an issue involving the  
14 covenants. We are still attempting to work through this issue, however, it is now much more likely that the deal will fall  
15 through. I will update the Board on this issue as it develops.

16  
17 **Update – NC 58 Turn Lane and Resurfacing**

18 Onslow Grading & Paving has completed preliminary site work for the new turn lane at the new public boat launching  
19 facility. Actual resurfacing work will occur between now and April 30, however, the exact paving schedule is  
20 completely dependent on the air temperatures. Temperatures in the 50-60 degree range are necessary to allow  
21 resurfacing to occur, thus paving will likely occur sporadically when acceptable temperature windows occur.

22  
23 **Update – Bike Path Extensions**

24 Bogue Banks Water Corporation expects to complete water line improvements in the areas for the NC 58 bike path  
25 extension and Coast Guard Road bike path extension within the next month. Work will begin soon thereafter on the  
26 Coast Guard Road bike path extension. We are still awaiting approval from NCDOT to go out for bids for the NC 58  
27 bike path extension, but are still working to complete the project prior to Easter weekend if at all possible.

28  
29 **Golf Cart Registrations**

30 A total of 8 golf carts have been registered with the Town as of January 7.

31  
32 **Unattended Beach Equipment Exception Stickers**

33 We will soon publicize the need for, and begin accepting applications for oceanfront property owners to secure  
34 exception stickers in order to leave unattended beach equipment out overnight if they so desire.

35  
36 **FY 11-12 Budget Reduction Efforts**

37 Work continues on efforts to identify approximately \$425,000 of budget reductions in the FY 11-12 budget to enable  
38 the Town to adopt a revenue-neutral tax rate and thereby avoid a tax rate increase. I hope to present a  
39 comprehensive plan to achieve this goal at the Board's February budget workshop meeting (date still to be  
40 determined).

41  
42 **2011 Tax Revaluation**

43 The County Tax Office is expected to mail 2011 tax revaluation notices in the next few weeks, and we also expect to  
44 receive total assessed value figures for the Town. Upon receipt of these figures, we will be able to advise the Board on  
45 the projected revenue-neutral tax rates for FY 11-12.

46  
47 **Update – Moffatt & Nichol Storm Water Analyses**

48 I expect to have results from Moffatt & Nichol on the infiltration capacity of the Point Emerald Villas dune field and the  
49 analysis pertaining to a potential Emerald Isle Woods storm water discharge by January 31. I will share the results of  
50 Moffatt & Nichol's analyses with the Board soon thereafter. I am planning to meet with the NC Division of Water  
51 Quality, NC Shellfish Sanitation, and NC Division of Coastal Management to determine the appropriate permitting  
52 pathway for a potential Emerald Isle Woods discharge in mid-February. I will also likely meet with the Point Emerald  
53 Villas Board of Directors in mid-February to review the results with them.

54

MINUTES OF THE REGULAR MEETING  
OF THE EMERALD ISLE BOARD OF COMMISSIONERS  
JANUARY 11, 2011  
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2 **Archers Creek Storm Water Study**

3 I have requested a proposal from Moffatt & Nichol for the study of the 19 storm water outfalls that drain to Archers  
4 Creek. The study will examine alternatives to remove these outfalls or install "best management practices" to improve  
5 the treatment of storm water entering the creek. The study is funded primarily by a grant from the NC Clean Water  
6 Management Trust Fund. I expect to present a contract recommendation to the Board at the February 8 meeting.  
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8 **12. Comments from Board of Commissioners and Mayor**

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10 Commissioner Wootten noted that the Joint EMS Committee had met with the full  
11 EMS Board and they requested that one of the Town's members attend the EMS  
12 Board meetings and he had volunteered Commissioner Hedreen. The Board felt  
13 this was a good and obvious choice with her medical experience. Commissioner  
14 Wootten said that she will attend the EMS Board meetings as a non-voting  
15 member at their request.  
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17 There were no further comments from the Board of Commissioners or Mayor.  
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19 **13. Adjourn**

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21 ***Motion was made by Commissioner Messer to adjourn the meeting. The***  
22 ***Board voted unanimously 5-0 in favor. Motion carried.***  
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24 **The meeting was adjourned at 8:05 pm.**

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26 Respectfully submitted:  
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30 Rhonda C. Ferebee, CMC  
31 Town Clerk