

1 **MINUTES OF THE REGULAR SCHEDULED MEETING**
2 **OF THE EMERALD ISLE BOARD OF COMMISSIONERS**
3 **TUESDAY, DECEMBER 14, 2010 – 7:00 P.M.**
4 **TOWN BOARD MEETING ROOM**

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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 Tom Hoover, Floyd
16 Messer, John Wootten, and Maripat Wright.

17
18 Absent for the meeting: Commissioner Nita Hedreen

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

22
23 (Clerks note: Commissioner Wootten was present at the start of the meeting but left the meeting at
24 7:12 pm following Item 9a as noted herein and his absence was excused at that time. Commissioner
25 Hedreen was not present at the beginning of the meeting but arrived at the meeting at 7:25 pm as
26 noted herein during the discussion of Item 11 and was counted present at that time.)

27
28 Others present during the regular meeting: Town Attorney Richard Stanley,
29 Town Manager Frank Rush, Asst. Town Manager/Finance Officer Mitsy
30 Overman, Town Clerk Rhonda Ferebee, Police Chief Bill Hargett, and Alesia
31 Sanderson.

32
33 **3. Opening Prayer**

34
35 Nicole Hebert, youth member from Emerald Isle Chapel By The Sea offered the
36 Opening Prayer for the meeting.

37
38 **4. Pledge of Allegiance**

39
40 All who were present recited the Pledge of Allegiance.

41
42 **5. Adoption of Agenda**

43
44 Commissioner Wootten requested that Item 12 on the Agenda be moved up for
45 discussion following Public Comment.
46
47

1
2 ***Motion was made by Commissioner Hoover to adopt the Agenda with one***
3 ***change - moving Item 12 – Ordinance Amending Chapter 11 – Motor***
4 ***Vehicles and Traffic – To Clarify Parking Regulations up to Item 9a***
5 ***immediately following Public Comment. The Board voted 4-0 in favor.***
6 ***Motion carried.***

7
8 **6. Certificate of Appreciation – Emerald Isle Bike Rally**
9

10 Mayor Schools spoke of the generous contributions made by the Emerald Isle
11 Bike Rally over the past several years. A Certificate of Appreciation plaque was
12 prepared and will be delivered to Joe Matthews, the lead organizer of the event
13 as Mr. Matthews was unable to attend tonight’s meeting. Mayor Schools noted
14 that over the past 5 years more than \$32,000 had been donated to the Emerald
15 Isle Fire and EMS. Mayor Schools noted that the donations had been very
16 appreciated and had enabled Fire and EMS to purchase beneficial equipment.
17

18 **7. Proclamations / Public Announcements**
19

20 Mayor Schools announced the following announcements for the public:
21

- 22 • **Emerald Isle Parks & Recreation Association, Inc. – Friday,**
- 23 **December 17 – 1:30 pm – Chapel By The Sea**
- 24 • **Planning Board Meeting Cancelled for Monday, December 20**
- 25 • **Christmas Holiday – Town Offices Closed Friday, December 24 and**
- 26 **Monday, December 27, Community Center Closed – Friday,**
- 27 **December 24 and Saturday, December 25**
- 28 • **No Trash Collection – Friday, December 24**
- 29 • **New Year’s Holiday – Town Offices Closed, Community Center Open**
- 30 **– Friday, December 31**
- 31 • **Community Center Closed – Saturday, January 1**
- 32 • **Board of Commissioners Regular Meeting – Tuesday, January 11 –**
- 33 **7 pm – Town Board Meeting Room**

34
35 **8. Consent Agenda**
36

- 37 a. **Minutes – November 9, 2010 Regular Meeting**
- 38 b. **Tax Refunds / Releases**
- 39 c. **Resolution Adopting Procedure for Approval and Disposition of**
- 40 **Closed Session Minutes (10-12-14/R1)**
- 41 d. **2011 Regular Meeting Schedules – Board of Commissioners,**
- 42 **Planning Board, Board of Adjustment**
- 43 e. **Budget Amendment – General Fund – Fire Department Donations**
- 44 f. **Resolution of Support for the Development of the Croatan Regional**
- 45 **Bicycle Plan (10-12-14/R2)**

1
2 ***Motion was made by Commissioner Wootten to approve the items on the***
3 ***Consent Agenda. The Board vote 4-0 in favor. Motion carried.***

4
5 **Clerks Note: A copy of Resolution 10-12-14/R1, 10-12-14/R2, and all Consent Agenda items as noted**
6 **above are all incorporated herein by reference and hereby made a part of these minutes.**

7
8 **9. Public Comment**

9
10 **Brief Summary:** The public has the opportunity to address the Board about any
11 items of concern not on the agenda.

12
13 There were no comments from the public.

14
15 **9a. (Item 12 moved up on Agenda to be discussed as Item 9a as adopted)**
16 **Ordinance Amending Chapter 11 – Motor Vehicles and Traffic – To Clarify**
17 **Parking Regulations (10-12-14/O1)**

18
19 Town Manager Frank Rush addressed the Board regarding this agenda item.
20 The following excerpt from his memo to the Board is provided for additional
21 background:

22
23 The Board of Commissioners is scheduled to consider the attached amendments to the Town's parking ordinances at
24 the December 14 meeting. These amendments are intended to clarify and simplify the Town's parking ordinances, the
25 vast majority of which have not been amended since originally adopted in 1983.

26
27 The attached ordinance amendments consolidate certain provisions, delete those that have no practical application in
28 Emerald Isle, and simply codify historical practices used by Town staff. This item is presented to the Board to clarify
29 and simplify the Town's parking ordinances, but also in anticipation of the Town implementing a beach access parking
30 fee in 2011. With the implementation of beach access parking fees, it is likely that the Town will experience additional
31 no parking violations and additional challenges to our authority to issue someone a no parking violation. The attached
32 ordinance amendment should better position the Town to address these issues when they arise.

33
34 Some of the more significant changes include the following:

- 35
36
- 37 • Clarification that on-street parking is allowed in officially marked street parking spaces, such as the ones in
38 place on Bogue Inlet Drive adjacent to Jordan's Seafood, along Reed Drive near Holiday TravLPark, along
39 Boardwalk Drive near the water slide, along Islander Drive near Lighthouse Mini-Golf, and along Holly Street
40 near Veranda Square. None of these existed in 1983 when the ordinance was first adopted. This provision
41 will also apply to handicapped parking spaces along Ocean Drive, and also any newly created "golf-cart-only"
42 parking spaces.
 - 43 • A distinction between parking on paved street surfaces and unimproved public street right-of-way adjacent to
44 paved streets. The ordinance makes it clear that parking is not allowed on any paved street segments
45 unless it is in an officially marked on-street parking space. It also makes it clear that parking is not allowed
46 on unimproved public street right-of-way adjacent to paved streets if a No Parking Sign is installed.
 - 47 • Codification of the Town Manager's (and any staff he or she may delegate) authority to determine the
48 placement of No Parking Signs. The current ordinance references a list of streets where parking is
49 prohibited that is on file with the Town Clerk (presumably approved by the Board of Commissioners?),
50

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- however, no such list has been maintained over the years. Standard practice has been for the Town Manager and Public Works Director, with input from others, to determine where No Parking Signs are installed. Factors considered typically include public safety concerns, available right of way, aesthetics, and neighborhood character.
- Clarification that No Parking Signs are enforceable within 150 feet in either direction of the sign. This distance is the equivalent of two typical residential lots. The current ordinance does not include a distance to which the signs apply, and that sometimes lead to confusion and disagreement with violators. The 150 feet provision should resolve this issue.
- Authority for temporary parking exceptions. The Town Manager and Police Chief occasionally withhold parking enforcement against construction workers who simply have no off-street parking available near the work site, and also special one-time events such as weddings, graduation parties, and other similar functions. The attached ordinance amendment clarifies our authority to grant these exceptions.

The Board should note that there are a total of 455 No Parking Signs on public streets (plus an additional 36 at the regional beach accesses) in Emerald Isle, or an average of approximately 10 per public street mile. All but 39 of these are located on the ocean-side (south side) of NC 58 and Coast Guard Road, and the majority are on Ocean Drive, Oceanview Drive, Wyndtree Drive, and Inlet Drive along the oceanfront. A complete listing of the locations is attached. One alternative approach that we considered, but did not include in the attached ordinance amendment, is a blanket statement that the entire area of public streets located on the south side of NC 58 and Coast Guard Road be designated a no parking zone. This approach would allow the placement of fewer, blanket-type signs in key locations in these areas, and would enable the Town to remove the stand-alone No Parking Signs and reduce the amount of sign clutter. Because of challenges associated with overflow parking from vacation rentals and the storage of boat trailers on the street right of way in front of private homes, we did not include this provision. The Board can certainly consider this approach if desired, however, and I will be happy to prepare appropriate language for Board consideration at a future meeting.

Commissioner Wright asked how parking for special events such as the homes tour or weddings would be handled. Mr. Rush said those type of events should still be coordinated with the Police Chief.

Motion was made by Commissioner Wright to adopt the Ordinance Amending Chapter 11 – Motor Vehicles and Traffic – of the Code of Ordinances to Clarify Parking Requirements. The Board voted 4-0 in favor. Motion carried.

Clerks Note: A copy of Ordinance 10-12-14/O1 as noted above is incorporated herein by reference and hereby made a part of these minutes.

*Commissioner Wootten left the meeting following this Item 9a at 7:12 pm.

10. New Municipal Service Districts for Beach Erosion Control Activities

- a. Resolution of Intent to Abolish Existing Municipal Service Districts (10-12-14/R3)**
- b. Resolution of Intent to Create New Municipal Service District for Beach Erosion Control Activities – Primary Benefit (PB) District (10-12-14/R4)**

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1
2 **c. Resolution of Intent to Create New Municipal Service District for**
3 **Beach Erosion Control Activities – Secondary Benefit (SB) District**
4 **(10-12-14/R5)**
5

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

9
10 The Board of Commissioners is scheduled to consider the initial steps to create new municipal service districts to fund
11 the Town's future, long-term beach erosion control activities at the December 14 meeting. If approved, one resolution
12 will formally convey the Board's intent to abolish the existing municipal service districts, and two additional resolutions
13 will formally convey the Board's intent to re-create the Primary Benefit (oceanfront and inlet-front properties) and
14 Secondary Benefit (all other properties) districts, effective July 1, 2011.
15

16 The existing municipal service districts for beach nourishment were established on September 11, 2001 and became
17 effective on July 1, 2002 (for the FY 01-02 budget). These districts have now been in effect for 9 years, which is the
18 time period that the Town initially indicated would be necessary to generate sufficient revenues to retire the Town's
19 beach nourishment bonds. Although the bonds won't be fully retired until 2013, the Town will soon have collected
20 sufficient revenues from the existing municipal service district taxes to fully retire these bonds. When the existing
21 municipal service districts were established in 2001, the Board resolution that formally established the districts
22 specifically included a provision that the districts would "cease to exist upon the full retirement of said debt" associated
23 with the Town's beach nourishment projects. Because the NC General Statutes outline a specific formal procedure to
24 abolish municipal service districts, the first attached resolution formally initiates the process to abolish the Town's
25 existing municipal service districts. The attached resolution conveys the Board's intent, and schedules a formal public
26 hearing on this issue for February 8, 2011. After the public hearing, the Board can take formal action to abolish the
27 existing Primary Benefit and Secondary Benefit municipal service districts, effective July 1, 2011.
28

29 As you know, the Board has discussed the Town's long-term beach nourishment plans on several occasions during the
30 past year, and the Town is actively working with Carteret County and other Bogue Banks municipalities on future
31 beach nourishment efforts. Based on anticipated project schedules, current County room occupancy tax fund balances
32 and future projections, and assuming a reasonable State contribution (25% of total project costs) for future projects, the
33 Town's estimated annual cost for future beach nourishment activities is approximately \$600,000 - \$700,000. The
34 Board has previously expressed preliminary support for the creation of new municipal service districts to generate the
35 necessary Town funds for future projects. A new Primary Benefit (oceanfront and inlet-front) district tax rate of 3 cents
36 and a new Secondary Benefit (all other properties) district tax rate of 1 cent will generate approximately \$655,000 per
37 year (based on the 2007 assessed values), and should enable the Town to maintain a healthy beach strand in
38 perpetuity. The two attached resolutions formally convey the Board's intent to re-create the Primary Benefit and
39 Secondary Benefit municipal service districts, and schedule formal public hearings for February 8, 2011. After the
40 public hearings, the Board can take formal action to create the new Primary Benefit and Secondary Benefit municipal
41 service districts, which would be effective July 1, 2011. If approved, the Town would begin levying the new special
42 district taxes in FY 11-12, and would gradually accumulate a reserve fund for future beach nourishment activities. The
43 first planned beach nourishment project that would be funded by the new municipal service district tax revenues is the
44 Eastern Emerald Isle Beach Nourishment Project, involving the placement of approximately 300,000 cy of sand and
45 tentatively scheduled for early 2012.
46

47 The Board should note that, despite a popular misconception, the process to create a municipal service district does
48 not require a referendum. Many people mistakenly believe that the referendum held in March 2002 pertained to the
49 municipal service districts, but legally it was only for the issuance of the debt to finance the beach nourishment
50 projects. As outlined in the NC General Statutes, the process to create a municipal service district simply involves
51 mailing notices to the affected property owners, advertising a public hearing, and a formal Board resolution. If the
52 Board approves the attached resolutions, Town staff will mail the appropriate notices to all property owners in Town in
53 late December or early January, at least four weeks days prior to the February 8, 2011 public hearing date. The Board

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1
2 could then formally create the new districts at the February 8 meeting or a subsequent meeting. Although the Board
3 has preliminarily endorsed a new Primary Benefit district tax rate of 3 cents and a new Secondary Benefit district tax
4 rate of 1 cent, these tax rates would not be formally established until the FY 11-12 Town budget is adopted in June.
5 Additionally, an anticipated decrease in assessed value as a result of the 2011 revaluation is likely to result in slightly
6 higher tax rates to generate the same amount of revenue.

7
8 The attached maps illustrate the boundaries of the proposed new Primary Benefit and Secondary Benefit municipal
9 service districts. Because the scale of the map makes it difficult to determine exact boundaries within some
10 condominium complexes, and because some tax parcels are split between the two districts, a written narrative is also
11 attached to the maps to describe the exact boundaries on these types of properties. The Board should note that the
12 boundaries of the new districts are essentially identical to the boundaries of the existing districts, with two minor
13 exceptions. First, the Beachfront RV Park West parcel is proposed to be split between both the new Primary Benefit
14 and new Secondary Benefit districts, whereas the parcel is entirely within the existing Primary Benefit district. This
15 change will make the treatment of this parcel consistent with all other RV parks in Emerald Isle. Second, Building 2913
16 at Pier Pointe West is proposed to be located in the new Primary Benefit district, whereas that building is in the existing
17 Secondary Benefit district, which is not consistent with the way similar buildings in Pier Pointe West are assigned. We
18 discovered this error as we prepared for the new districts, and believe this error should be corrected.

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

22
23 ***Motion was made by Commissioner Messer to adopt the Resolution of***
24 ***Intent to Abolish the Existing Municipal Service Districts. The Board voted***
25 ***3-0 in favor. Motion carried.***

26
27 ***Motion was made by Commissioner Hoover to adopt the Resolution of***
28 ***Intent to Create a New Municipal Service District – Primary Benefit District.***
29 ***The Board voted 3-0 in favor. Motion carried.***

30
31 ***Motion was made by Commissioner Wright to adopt the Resolution of***
32 ***Intent to Create a New Municipal Service District – Secondary Benefit***
33 ***District. The Board voted 3-0 in favor. Motion carried.***

34
35 **Clerks Note:** A copy of Resolution 10-12-14/R3, 10-12-14/R4, and 10-12-14/R5 as noted above are all
36 incorporated herein by reference and hereby made a part of these minutes.

37
38 **11. Discussion – Implementation of Beach Access Parking Fee**

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

43
44 I have scheduled time on the Board's December 14 meeting agenda to discuss the potential implementation of a beach
45 access parking fee at the Eastern Ocean Regional Access and Western Ocean Regional Access in 2011. With
46 continuing budget challenges in general, and increasing demand for services at the Town's two regional beach
47 accesses, it may now be prudent for the Town to begin charging a fee for beach access parking at these locations.
48
49
50

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1
2 **Background / Increasing Service Demands**

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

12 The public demand for services continues to increase at these facilities, and the Town continues to seek ways to meet
13 these service demands in a cost-effective manner. The Town has always relied on seasonal help to keep the
14 bathroom facilities at these locations clean, along with other routine maintenance tasks. In 2008, due to concerns
15 about cleanliness and general order, the Town began utilizing a full-time park attendant during the summer season at
16 the Western Ocean Regional Access. There has also been more staff time devoted to the Eastern Ocean Regional
17 Access over the years. In 2010, in response to concerns about inappropriate behavior, the Town began assigning a
18 full-time Police Officer at the Western Ocean Regional Access during the summer season. I believe this additional
19 staffing in recent years has greatly improved the beach visitor experience at the Western Ocean Regional Access, and
20 these improvements have been well-received by the public. These improvements come at a cost, however, and make
21 up a significant portion of the \$74,000 annual operating expense noted above.
22

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

30 The implementation of a beach access parking fee at the two regional beach access facilities could potentially
31 generate sufficient revenue to cover the Town's current annual operating expenses (that are currently funded by
32 general tax revenues) and also provide funding for additional staffing at the two facilities in the future.
33

34 **Revenue Scenarios**

35 I have prepared 6 revenue scenarios for the Board's review, and they are included on the attached spreadsheet. Of
36 these, 3 scenarios are based on a daily parking fee of \$5 per vehicle, and 3 are based on a daily parking fee of \$10 per
37 vehicle. A high, medium, and low occupancy rate is assumed for the different scenarios. As you will see, the different
38 scenarios would generate the following "net profits" that could potentially be utilized for current annual operating
39 expenses and any additional staffing provided in the future:
40

- 41 • Scenario 1 - \$5 per day, assumed high occupancy rates – generates net profit of \$148,113
- 42
- 43 • Scenario 2 - \$5 per day, assumed moderate occupancy rates – generates net profit of \$86,900
- 44
- 45 • Scenario 3 - \$5 per day, assumed low occupancy rates – generates net profit of \$48,928
- 46
- 47 • Scenario 4 - \$10 per day, assumed high occupancy rates – generates net profit of \$338,805
- 48
- 49 • Scenario 5 - \$10 per day, assumed moderate occupancy rates – generates net profit of \$216,380
- 50
- 51 • Scenario 6 - \$10 per day, assumed low occupancy rates – generates net profit of \$140,435.
52

53 The revenue estimates assume that the Town would charge a daily fee every day from April 1 to September 30. As
54 you will see, there are different occupancy rates projected for different months and for weekdays and weekends. Fees

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1
2 would be charged between 8 am and 5 pm daily. No fees would be charged from October through March, nor before 8
3 am or after 5 pm. (These hours can certainly be adjusted as desired.)
4

5 The expense estimate assumes that the Town would simply station a parking lot attendant at each facility, every day
6 between April 1 and September 30. The attendant would have an umbrella and chair, and would collect the fees each
7 day. I also envision accepting credit cards (or perhaps credit cards only?) and providing the attendant with a hand-held
8 wireless credit card machine. This low overhead approach to collect the parking fees would cost the Town
9 approximately \$42,580 annually, regardless of the revenue scenario. The biggest challenge associated with this
10 approach is likely to be recruiting honest and trustworthy parking lot attendants, and devising the appropriate internal
11 controls to prevent theft and fraud. I envision having a Police Officer making frequent visits to the parking lot attendant,
12 periodic audits, and perhaps the installation of surveillance cameras, among other ideas.
13

14 As is obvious, there is a wide variation in the net profit estimates, because we have never tracked the number of cars
15 in the parking lots in the past. It is obvious that the Western Ocean Regional Access is routinely at 100% capacity on
16 many weekends, however, we simply don't have reliable data. The attached revenue scenarios include various
17 occupancy rates, and these occupancy rates are based on a "gut feeling" based on personal observations by me and
18 Town staff. These estimates may need to be further refined as we work through this process.
19

20 The Board should note that these revenue scenarios do not make allowances for bad weather days, and the hope is
21 that the occupancy rates are overly conservative and will balance out the bad weather days. Additionally, the revenue
22 estimates also don't take into account potential free or discounted permits for Emerald Isle taxpayers and/or
23 handicapped individuals.
24

25 **Eligible Expenses for Parking Fee Revenues**

26 Because a significant amount of the acquisition and development cost of the two regional beach access facilities was
27 funded with CAMA grant funding, we have sought guidance from the NC Division of Coastal Management on what
28 expenses could be covered with parking fee revenues. A copy of a letter from me to John Thayer, Planning & Public
29 Access Manager at the NC Division of Coastal Management, is attached.
30

31 One potential response is that parking fee revenues may only be used for non-personnel expenses at the two facilities.
32 The Town's estimated annual non-personnel expenses at these two facilities are approximately \$30,000 per year, not
33 including major capital improvements (which could also likely be funded by parking fee revenues). If the Town is
34 limited to using parking fee revenues only non-personnel expenses only, the implementation of a new parking fee
35 could reduce the Town's general tax burden by this same \$30,000. If this is the case, the Town may wish to consider a
36 fee lower than \$5 per day.
37

38 I remain hopeful that the response from the NC Division of Coastal Management will be that personnel expenses
39 associated with the two facilities will be considered an eligible expense. If that's the case, my recommendation is to
40 fund our current annual operating expenses (estimated at \$74,000+ per year) with parking fee revenues, and utilize
41 any excess revenues for additional personnel to meet the increasing public demands at these facilities. These excess
42 revenues could be used to fund a park attendant and/or Police Officer at the Eastern Ocean Regional Access, or
43 perhaps lifeguards or fixed mobile Beach Patrol personnel at these facilities.
44

45 If the Town implements a new parking fee, I recommend the establishment of a segregated fund to budget and account
46 for these revenue and expenditures.
47

48 I expect to receive a decision from the NC Division of Coastal Management within the next month. If the Town decides
49 to implement a parking fee, we will need time to recruit employees and devise the appropriate internal controls.
50

51 **\$5 Per Day? \$10 Per Day? Something Else?**

52 The amount of the fee is obviously the most critical factor in how much parking fee revenue the Town might generate.
53 In addition to the revenue scenarios, the Board may wish to consider the following:
54

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- The amount of the fee should ideally be an amount generally considered to be of little consequence in affecting a person's decision to visit the beach.
- Charging a beach parking fee may result in even higher service expectations at the regional beach access facilities.
- Bogue Inlet Pier and the vacant lot on the corner of Islander Drive / Reed Drive have been charging \$10 per day in recent years, on weekends only.
- The Town of Atlantic Beach appears to be leaning toward contracting with Lanier Parking Systems, a parking contractor, to manage their parking system. They are leaning toward a fee of \$1.25 per hour, and will rely heavily on automated pay stations and aggressive enforcement activities. Assuming a 4 hour beach visit, this equates to \$5 per day. Assuming an 8 hour beach visit, this equates to \$10 per day. Pine Knoll Shores appears to be leaning away from charging a fee at this time.
- There will likely continue to be free beach access parking facilities available in Indian Beach, Salter Path, and Pine Knoll Shores.
- The attached revenue scenarios assume that parking fees will be charged 7 days per week for 6 months of the year. A decision to charge on weekends only, or for a period less than 6 months will impact the revenue estimates.

Other Important Considerations

The Board should consider establishing a free or reduced fee permit for Emerald Isle taxpayers who have already contributed significantly to the cost of these facilities in the past. As noted above, the attached revenue scenarios do not include an allowance for a free or reduced fee permit for Emerald Isle taxpayers, and we also don't have any good data on what percentage of the users of the regional beach access facilities are Emerald Isle taxpayers. Conventional wisdom is that the vast majority of users are not Emerald Isle taxpayers, but we don't know for sure. The Board could consider a program whereby Emerald Isle taxpayers could purchase a windshield sticker for \$20 or \$30 per year, for example. We will need to also consider how to administer such a program for taxpayers who have more than one vehicle. An alternative approach would be to issue some sort of taxpayer ID card and charge taxpayers \$1 per day to park instead of \$5 or \$10. There are likely administrative issues to consider with this approach also.

The Board should also consider whether or not handicapped individuals should be eligible for a free or reduced fee permit. Handicapped individuals could be treated in a manner similar to Emerald Isle taxpayers described above.

I look forward to discussing this issue with the Board at the December 14 meeting. Please note that I am not seeking a final Board decision on this issue at this time, and still need to further refine the revenue scenarios and cost estimates. Rather, I am seeking to introduce this issue to the Board and the public and gain helpful feedback. If the Board wishes to pursue this, I recommend that a final decision be made no later than the February 8 meeting so that staff has ample time to plan for the implementation of the new fee and the recruitment of seasonal personnel. This decision may also impact our staffing levels for other summer beach personnel (Police Officers, park attendants, beach patrol, lifeguards), and we'll need ample time to recruit those personnel.

*Commissioner Hedreen arrived for the meeting during the discussion of this item at 7:25 pm.

Mr. Rush said the Board would need to consider whether they would allow Emerald Isle taxpayers to have a free parking pass at those facilities or if the Division of Coastal Management wasn't comfortable with a free pass – a reduced fee pass for Emerald Isle residents.

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1
2 Mr. Rush noted if the Board made their decision on the implementation of parking
3 fees by February 8 he felt they could be ready by April 1. He would like to get
4 started on the recruitment process for beach patrol and summer help earlier this
5 year than last year.

6
7 The direction of the Board following their discussion was that they were in favor
8 of charging a parking fee but not for Emerald Isle taxpayers; and to look at
9 initially doing this on our own without use of the automated parking system.

10
11 Mr. Rush added that once the response was received from Division of Coastal
12 Management they could also then decide the actual amount of the fee and the
13 fee time period.

14
15 Item 12 – Ordinance Amending Chapter 11 – Motor Vehicles and Traffic –
16 To Clarify Parking Regulations was relocated and addressed as Item 9a.

17
18 **13. Presentation – June 30, 2010 Financial Statements and Audit Report**

19
20 Asst. Town Manager / Finance Officer Mitsy Overman addressed the Board
21 regarding this agenda item. The following excerpt from Town Manager Rush's
22 memo to the Board is provided for additional background:

23
24 Thompson, Price, Scott, & Adams (TPSA) CPAs has completed the Town's FY 09-10 audit, and a copy of the June 30,
25 2010 financial statements and audit report is attached for your review.

26
27 Mitsy Overman, Assistant Town Manager / Finance Officer, will brief the Board on the highlights of the financial
28 statements and audit report at the December meeting. The Board-appointed Audit Committee will meet on Tuesday,
29 December 14 prior to the Board meeting to review the report with TPSA and Town staff, and will also be available to
30 comment on the report at the December 14 meeting.

31
32 The Town received an unqualified opinion from TPSA, and I am again pleased to report that the Town maintains a
33 solid financial position despite the recent economic and budget challenges. Town staff and I are committed to maintain
34 and improve that financial position in the future.

35
36 For a detailed explanation of the June 30, 2010 financial statements and audit report, please read the "Management's
37 Discussion and Analysis" section in pages 5-16 of the report.

38
39 Some of the highlights of the June 30, 2010 financial statements and audit report include:

40
41 OVERALL FINANCIAL POSITION

- 42
43 • The Town had officially reported net assets of \$14,262,407 as of June 30, 2010. Net assets increased by
44 \$4,199,716 during FY 09-10, primarily due to the payment of another year of principal on the Town's beach
45 nourishment bonds (\$2,125,000) and the acquisition of land for the new public boat launching facility with
46 significant outside grant funding.
- 47
48 • The Town had total revenues of \$11,753,637 across all funds during FY 09-10. The Town had total expenditures
49 of \$13,417,622 across all funds during FY 09-10. This deficit is primarily associated with timing issues, as the
50

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- Town utilized significant grant funds received in the prior year and also utilized previously approved debt proceeds for capital projects.
- As of the close of the current fiscal year, the Town's governmental funds reported combined ending fund balances of \$3,946,180, a decrease of \$871,807 in comparison with the prior year. The primary reason for this decrease is the expenditure of \$606,836 of grant funds that were received in the prior year for the new public boat launching facility.
- The Town had \$3,233,973 of cash and cash equivalents on hand as of June 30, 2010. This cash (and cash equivalents) on hand makes it possible for the Town to meet cash-flow needs in the summer and fall months when expenditures routinely exceed revenue collections (prior to receipt of annual property taxes in December and January). The Town also had net receivables of \$950,170 as of June 30, 2010.
- The Town's total outstanding debt as of June 30, 2010 was \$6,300,187. Of this amount, \$4,025,000 is associated with the Town's outstanding beach nourishment bonds, and \$2,275,187 is outstanding on four installment financing agreements for the Emerald Drive land purchase, the Coast Guard Road Storm Water Project, the Town Administration Building, and the land purchase for the new public boat launching facility.
- The Town's outstanding debt at June 30, 2010 is equal to 0.15% of the total assessed value in Emerald Isle, based on the 2007 taxable value, which is very low. The Town's officially adopted Fiscal Policy establishes a debt limit of 2% of total taxable value. North Carolina General Statutes limit the amount of General Obligation debt that a unit of government can issue to 8% of the total assessed value.
- The Town's property tax collection rate for FY 09-10 was 99.43%, which is an excellent collection rate. A total of \$29,606 of property taxes was uncollected as of June 30, 2010. As of December 10, the uncollected balance is \$15,863.

GENERAL FUND

- As of June 30, 2010, the Town's General Fund had a total fund balance of \$1,811,607. A total of \$1,245,653 is classified as undesignated fund balance. The Town's total General Fund balance decreased by \$133,764 over the course of the fiscal year, due to a combination of factors, including less than anticipated revenue collections due to the economic downturn, early retirement of outstanding debt, additional bicycle path expenditures, and emergency storm water expenditures.
- The total General Fund balance of \$1,811,607 is equal to 25.0% of total General Fund expenditures (including transfers out) during the previous year (\$7,253,130). This percentage is down slightly from the previous year (25.9%). Total General Fund balance represents 25.8% percent of the FY 10-11 adopted budget of \$7,016,691 (including transfers out).
- The undesignated General Fund balance is \$1,245,653. This amount is equal to 17.2% of total General Fund expenditures (including transfers out) during the previous year (\$7,253,130). Undesignated General Fund balance represents 17.8% of the FY 10-11 adopted budget of \$7,016,691 (including transfers out).
- General Fund revenues in FY 09-10 totaled \$7,115,907, and were supplemented by a \$3,459 transfer from a closed-out capital project and \$133,764 from fund balance to meet the Town's total General Fund expenditures (plus transfers out) of \$7,253,130.
- The Town's two largest sources of General Fund revenue are property taxes and sales taxes. General Fund property tax revenues were \$3,028,900, while sales tax revenues totaled \$1,512,769. Solid waste fees are the third largest revenue source, with \$1,169,139 collected in FY 09-10.

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- Public Safety expenditures (Police, Fire, and EMS) continue to represent the largest portion of the General Fund budget. Total expenditures were \$2,743,496 in FY 09-10.
- Total debt service expenditures in FY 09-10 were \$747,612. This amount included \$440,000 for the full retirement of the outstanding debt for a new Fire Engine. The majority of this debt payment was funded by proceeds from the sale of the old EMS station (\$345,236).

BEACH NOURISHMENT DEBT SERVICE FUND

- The Town's Beach Nourishment Debt Service Fund had a year-ending fund balance of \$2,091,751. This amount decreased by \$94,426 from the previous year, in accordance with the financial plan established to retire the Town's beach nourishment bonds.
- The Town continues to make timely principal and interest payments on the beach nourishment bonds. The Town made the 7th annual principal payment (\$1,175,000) on the 2002 bonds and the 5th annual principal payment (\$950,000) on the 2004 bonds.

OTHER FUNDS

- The Special Drug Fund had an ending fund balance of \$29,557 as of June 30, 2010. These funds are restricted for Police Department expenses only, and are available for future appropriation.
- The Town utilizes several capital project accounts for ongoing, multi-year capital projects. Several capital projects have been completed in recent years, and the Town is not initiating many new projects, thus the number of capital project accounts has decreased. Notable active capital project funds in FY 09-10 included the Public Boat Launching Facility, the NC 58 Bicycle Path Extension, and the new Town Administration Building.
- All capital project accounts have a positive ending balance as of June 30, 2010, with the exception of two. The capital project account for the NC 58 Bicycle Path has a negative balance of \$35,058 due solely to timing issues associated with the reimbursement of NCDOT grant funds for the project. The capital project account for the Eastern Emerald Isle Storm Water Project also has a negative balance of \$5,765, and this is also due to timing issues associated with a grant reimbursement from the NC Clean Water Management Trust Fund.
- There is currently a total balance of \$25,000 being reserved in a capital project account for the local match for the Archers Creek Storm Water Project that will be funded primarily with a NC Clean Water Management Trust Fund grant. The NC Clean Water Management Trust Fund recently authorized the Town to proceed with this project, and these funds will be utilized in FY 10-11 and FY 11-12.
- There is currently a balance of \$30,302 in the capital project account for the new Town Administration Building. This project is complete, and these funds are available for future appropriation.
- The Town has a total balance of \$63,727 in the Special Separation Allowance Fund that is being accumulated for future, statutorily-mandated separation payments to law enforcement officers. This amount is believed to be sufficient to cover anticipated future liabilities at this time.

With one exception, TPSA did not identify any major concerns with our financial operations, and again expressed their opinion that the Town's assets are well-managed by our staff. The Board should note, however, that TPSA did report one "significant deficiency that is not considered to be a material weakness" due to the fact that the actual expenditures for the Solid Waste cost center in the General Fund exceeded the formal Board-authorized appropriations for FY 09-10. The total budget for the Solid Waste cost center was \$1,151,669, and actual expenditures were \$1,171,329. This resulted from a mistake made during the calculation of the year-end budget amendment in June (that actually

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1
2 decreased the authorized budget for the Solid Waste cost center at that time). I simply made an error in my estimate
3 for Solid Waste expenditures at that time. The Board should note, however, that overall General Fund expenditures
4 were within Board-authorized appropriations for FY 09-10, and that overall General Fund expenditures were actually
5 slightly less than estimated in June when the year-end budget amendment was prepared. I will insure that this
6 situation does not occur again in the future.

7
8 Mayor Schools and the Board thanked Mr. Rush and Ms. Overman for the good
9 work, noting the auditors had been very complimentary of the staff.

10
11 ***Motion was made by Commissioner Hedreen to accept the June 30, 2010***
12 ***Financial Statements and Audit Report. The Board voted 4-0 in favor.***
13 ***Motion carried.***

14
15 **14. Appointments**

- 16
17 a. **Bicycle and Pedestrian Advisory Committee – 4 Vacancies**
18 b. **Carteret County Beach Commission (Recommendation) – 1 Vacancy**

19
20 **Brief Summary:** There will soon be four vacancies on the Town's Bicycle and
21 Pedestrian Advisory Committee. The Board should appoint four individuals to
22 new terms that will expire in December 2012.

23
24 There will also be a vacancy on the Carteret County Beach Commission for one
25 of the two Emerald Isle slots, and the Board should make a recommendation to
26 the Carteret County Board of Commissioners.

27
28 Mayor Schools noted that Jill Searcy and Joe Eckard were interested in being
29 reappointed.

30
31 ***Motion was made by Commissioner Wright to reappoint Jill Searcy and Joe***
32 ***Eckard to terms on the Bicycle and Pedestrian Advisory Committee that***
33 ***expire in December 2012. The Board voted 4-0 in favor. Motion carried.***

34
35 Mayor Schools noted this left 2 vacancies and they would continue to look for
36 energetic people interested in serving on the committee.

37
38 ***Motion was made by Commissioner Messer to recommend Buck Fugate for***
39 ***appointment to the Carteret County Beach Commission to a term***
40 ***representing Emerald Isle that expires in January 2014. The Board voted***
41 ***4-0 in favor. Motion carried.***

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46

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1
2 **15. Comments from Town Clerk, Town Attorney, and Town Manager**

3
4 There were no comments from the Town Clerk or Town Attorney.

5
6 Town Manager Rush updated the Board on several issues of importance
7 including the status of the Aquarium Pier project and Public Boat Launching
8 Facility. Town Manager Rush spoke of the 911 Center transition noting that they
9 were working through the customer service issues at the Police Station.

10
11 Mr. Rush stated that he had put a solicitation in the Emerald Tidings newsletter
12 for input from citizens for ideas on budget reductions, service reductions, and
13 envisions continuing that for the next several editions. The early public hearing
14 at the beginning of the budget process is typically held during the February
15 meeting and they hoped to get as much input from the public as possible as they
16 head into the budget process this year.

17
18 The following is an excerpt from the Town Manager Comments memo to the
19 Board for additional background information provided for all of these items of
20 importance:

21
22 **Recent Internet Auction Results**

23 The Town's recent internet auction of surplus items yielded total sales revenues of \$15,697 for a tractor, pickup truck,
24 and other old equipment.

25
26 **Meeting with Vacation Rental Agencies**

27 I am scheduled to meet with the EI vacation rental agencies as a group on Wednesday, December 15 at 10 am to
28 discuss various issues as plan for the 2011 tourism season. This annual meeting is always helpful to me to inform the
29 vacation rental agencies about Town issues and projects, and to receive their input and suggestions. Please let me
30 know if one or two of you would like to join me.

31
32 **NC 58 Resurfacing**

33 Onslow Grading and Paving has begun work on the new turn lane at the boat launching facility. Work at that site is
34 expected to continue for at least a couple more weeks, and the plans also call for slight manipulation of approximately
35 400 linear ft of bicycle path in that area to accommodate the new turn lane. Actual resurfacing will likely occur
36 somewhat sporadically depending on the air temperatures, which need to be in the 50 degree range.

37
38 **Aquarium Pier Update**

39 PKS Aquarium staff, members of the Aquarium Pier at Emerald Isle Advisory Committee, and I toured the new
40 Jennette's Pier in Nags Head on December 3. That facility is very impressive, and should be open in May.

41
42 Design work continues on our Pier, and should be complete in early 2011. The State has hit a snag in the acquisition
43 of the commercial lots adjacent to Flip Flops Mini-Mart, and we are currently working through those issues, which
44 pertain to very old covenants that surprisingly prohibit commercial uses.

45
46 We are also working to have a sewer line installed under the new bike path before construction of the bike path
47 between Ocean Drive and the Pier site next spring.

48
49 Additionally, Mayor Schools and I will be meeting with Senator Preston and Representative McElraft in January to
50 discuss the prospects for future construction funding for the new Pier.

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1
2 **Carteret County Chamber of Commerce Legislative Agenda**

3 The Chamber has included three issues of great importance to Emerald Isle on their legislative agenda that they will
4 share with Senator Preston and Representative McElraft in January. They have made the Aquarium Pier one of their
5 top priorities, and also support State funding for the Eastern EI Beach Nourishment Project that we are pursuing for

6
7 2012 and also support the establishment of a dedicated State funding source for beach nourishment in the future. I
8 have attached a copy of their legislative agenda for your review.

9
10 **Coast Guard Road Multi-Use Path Extension**

11 We are awaiting the completion of a new water line installation by Bogue Banks Water Corporation (BBWC) before
12 giving the contractor the notice to proceed. I expect BBWC to complete their work in January. Our goal is to have this
13 segment completed prior to the 2011 tourism season.

14
15 **NC 58 Multi-Use Path Extension**

16 Design work and bid specs are nearly complete, and I expect us to solicit bids for the construction within the next
17 month. We are also awaiting the completion of a new water line installation by BBWC in this area, and that work
18 should be complete in January. We are also attempting to install the necessary sewer line for the Aquarium Pier
19 project before constructing the path. Our goal is also to have this multi-use path segment completed prior to the 2011
20 tourism season.

21
22 **New Public Boat Launching Facility**

23 NC Wildlife Resources Commission (NC WRC) crews continue to make good progress on the ramps, and should have
24 their portion of the work complete within the next month or sooner. SunLand has begun work on the parking lot and
25 storm water improvements, and is making good progress.

26
27 The NC Wildlife Resources Commission recently informed me that the restroom facility is not included in the SunLand
28 contract, however, NC WRC will reimburse the Town for the cost of constructing the restroom if we coordinate a
29 separate contract for that work. We are currently working with them to see if we can duplicate the bathhouse / picnic
30 shelter in Emerald Isle Woods at this location.

31
32 I am optimistic that the new facility will open in April, and we'll plan on a nice opening ceremony at that time.

33
34 The Town was also recently informed via an unofficial email that we will receive a \$300,000 grant from the NC Marine
35 Resources Fund (coastal recreational fishing license revenues) for the purchase of the final lot necessary for the new
36 public boat launching facility. I hope to be able to schedule a closing on this lot in spring or summer 2011, and
37 complete the full purchase. (As you know, the Town is currently leasing the final lot to allow construction to proceed
38 now.)

39
40 **FY 10-11 Budget Reductions**

41 As you know, the Town is facing an estimated \$430,000 sales tax reduction in FY 10-11, and I am already working on
42 ideas to address this shortfall before we officially begin the budget process in February and work toward budget
43 adoption in June.

44
45 I have asked Town department heads to share their ideas for significant budget reductions with me over the next
46 couple of weeks, and have also advertised for input from our residents and property owners. Please let me know if you
47 have specific ideas you'd like us to begin researching so we can devote as much time as possible to these issues.

48
49 We will be working hard to minimize the need for and amount of any property tax rate increase in FY 10-11.

50
51 **E911 Center Transition**

52 Carteret County remains on schedule for the opening of the consolidated E911 Center in January. Emerald Isle's
53 tentative "switch-over" date is Tuesday, January 18. After that date, all 911 calls will ring in the County E911 center,
54

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1
2 and the County will dispatch our Police, Fire, and EMS personnel. Chief Hargett and Chief Walker remain involved in
3 the planning for this transition, and I trust in their ability to insure that Emerald Isle receives good service.
4

5 Town staff have been meeting over the past several weeks to insure a smooth transition in Emerald Isle also, with the
6 goal of maintaining a high level of Town customer service for non-emergency calls. After the transition to the County,
7 the Town will retain Telecommunicators Charlie Rock and Brooke Breen as "Customer Service Assistants", and they
8

9 will man the phones and greet walk-in visitors in the Police Station during weekday evenings until approximately 12
10 midnight or 1 am, and also on weekend days and evenings from approximately 8 am until 12 midnight or 1 am. Police
11 Records Clerk Joan Moore and Town Hall administrative staff will provide customer service during normal weekday
12 business hours.
13

14 Emergency 911 calls dialed in Emerald Isle will be routed to the County E911 Center and dispatched by County
15 personnel. The County will also have a 7-digit phone number for non-emergency Police service calls. The Town will
16 also continue to utilize the 354-2021 Town non-emergency number, and Town "Customer Service Assistants" will
17 answer these calls and provide assistance. If these calls do not require the dispatch of any Town emergency
18 personnel, the "Customer Service Assistants" will provide helpful information to the caller (or visitor to the Police
19 Station). If these calls require either emergency or non-emergency dispatch, the call will be transferred to the County
20 E911 Center to dispatch the appropriate Police, Fire, and/or EMS responders. Non-emergency Police calls for service
21 will need to be dispatched by the County E911 Center because the County E911 Center must maintain knowledge of
22 the Police Officer's location at all times.
23

24 The "Customer Service Assistants" will be physically located in the Police Station, but will report directly to Mitsy
25 Overman, Assistant Town Manager / Finance Officer. They will be expected to provide clear, helpful, and consistent
26 information about Town services, programs, etc., but will also be expected to assist Chief Hargett and the Police
27 Department in any way that is necessary and helpful. The "Customer Service Assistants" will also monitor the Police
28 Station and be available to look after our Police Officers who bring arrested individuals to the Police Station.
29

30 We continue to work on these issues, and will do our best to make the transition as smooth as possible, both from an
31 emergency response standpoint and a general Town customer service standpoint. I am certain that we'll encounter
32 some obstacles along the way, but will work through them diligently.
33

34 **Banking Services RFP**

35 Mitsy Overman, Finance Officer, and I will be interviewing 5 banks in mid-January, and hope to make a
36 recommendation to the Board at the February meeting.
37

38 **Coast Guard Road Storm Water Project – Engineering Analysis**

39 I have received detailed topographic surveys back on both the Point Emerald Villas dune field and also Emerald Isle
40 Woods Park, and have forwarded those surveys to Moffatt & Nichol. I expect to receive Moffatt & Nichol's analysis in
41 January, and plan to discuss their findings with the Board at either the February regular meeting or the annual budget
42 workshop meeting in February.
43
44

45 **Golf Cart Program Implementation**

46 Town staff have begun accepting applications for the Town's new golf cart program. As of December 10, we have
47 issued 5 permits. The new program is effective January 1. Town staff are working on the establishment of "golf-cart-
48 only" parking spaces at the Channel Drive, Ocean Oaks, and Craig Drive public beach accesses. Our goal is to have
49 these ready for public use by Easter, if not sooner.
50

51 **Inlet Hazard Area Map and Rule Amendments**

52 The Coastal Resources Commission has delayed any work on changes to the Inlet Hazard Areas until at least summer
53 2011, and perhaps later. They are awaiting comprehensive erosion rate updates (used to determine setbacks) that will
54 impact their decisions on the Inlet Hazard Areas.

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1
2 **Oceanview Drive Beach Accesses**

3 We have still not received a response from the NC Attorney General's Office about their opinion of the ownership of
4 these beach accesses. In the meantime, I have directed Town staff to proceed as if they are Town-owned until we
5 learn something to the contrary.
6

7 **July 4th Fireworks**

8 Town staff is working with Mike Stanley, Bogue Inlet Pier owner, on a plan to return the fireworks to the Pier in 2011.
9 The issue is complicated by new fireworks regulations in the aftermath of the Ocracoke explosion in 2009, and these
10 new regulations will require the Pier to be closed to the public by 11 am or 12 noon on the day of the fireworks. Mike
11 Stanley is working with us on this issue, and I hope we can get something resolved soon. We are awaiting input from
12 fireworks contractors about whether or not they'll have enough time to set up the fireworks without violating the new
13 requirements.
14

15 **Eastern Emerald Isle Storm Water Outfall Removal Project**

16 Public Works has been meeting with the Town's engineer and NCDOT on plans to remove the NCDOT outfalls on the
17 east end, and will soon begin construction work at some of the locations. Our deadline to finish the 16 remaining
18 locations is March 2012.
19

20 **Other Storm Water Improvements**

21 Public Works is working on shoulder grading improvements on Ocean Drive in the 700, 1500, and 6400 blocks to
22 hopefully improve storm water drainage in these areas. These areas routinely flood after heavy rainfall events
23 because they are located at the bottom of an impervious "bowl", and we are attempting to find cost-effective ways to
24 resolve these issues.
25

26 **Terminal Groin Effort**

27 Interested coastal municipalities are gearing up for the 2011 General Assembly session and hope to secure legislation
28 allowing terminal groins. We will continue to monitor this effort over the coming months, and express the Town's
29 support when and where appropriate.
30

31 **AIWW Dredging**

32 I was recently informed by the Corps of Engineers that the Bogue Inlet AIWW Crossing dredging work has been
33 delayed until March. We are expecting approximately 20,000 cy of sand to be placed on the beach at The Point.
34

35 **Archers Creek Storm Water Study**

36 I have requested a proposal from Moffatt & Nichol for the study of the 19 storm water outfalls that drain to Archers
37 Creek. The study will examine alternatives to remove these outfalls or install "best management practices" to improve
38 the treatment of storm water entering the creek. The study is funded primarily by a grant from the NC Clean Water
39 Management Trust Fund.
40

41 **Status of Emerald Isle EMS**

42 The Board of Directors for Emerald Isle EMS, Inc. and the Joint EMS Committee continue to discuss this issue. As you
43 know, I have recommended that EI EMS, Inc. transition to a Town department in the near future, and I distributed the
44 attached framework to both the EI EMS, Inc. Board and the Joint EMS Committee in November.
45

46 I am awaiting feedback from the EI EMS, Inc. Board of Directors, hopefully in January. As you know, the Town's 1-
47 year contract extension with EI EMS, Inc. expires on June 30, 2011, and that contract extension included a February 1
48 deadline to reach an agreement on the future structure of EMS services. The contract extension includes the following
49 provision:
50

51 "The Town and the EMS squad, with the Joint EMS Committee taking the lead, shall work diligently to determine a
52 longer-term strategy for the provision of emergency medical services over the next several months. The Town
53 and the EMS squad agree to put forth a good faith effort to determine a longer-term strategy no later than
54

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February 1, 2011 so that appropriate future planning can be completed prior to June 30, 2011. Potential longer-term strategies include the following:

- a. the continuation of a contractual relationship between the Town and the EMS squad,
- b. the transition of the EMS squad to a department of the Town government,
- c. the transition of the EMS squad to a department of the County government, or
- d. any other relationship structure that provides for the highest quality emergency medical services for the residents and visitors of Emerald Isle in the most cost-effective manner."

NC League of Municipalities 2011 Advocacy Goals

The NCLM is preparing for the upcoming General Assembly session, and is finalizing its goals with the NCLM membership. I have attached a copy of the proposed NCLM Advocacy Goals for your review. Mayor Schools will be attending the NCLM's Advocacy Goals Conference on January 20. Please let us know if you have any concerns about the proposed goals that we can convey to the NCLM leadership and membership.

16. Comments from Board of Commissioners and Mayor

Commissioner Hedreen had questions about the non-emergency calls to the Police Department that would begin to transfer to the E911 Center.

Mr. Rush stated that those calls ranged from calls to speak to the Police Chief to calls about town ordinances or even surprisingly inquiries about restaurants or weather. Mr. Rush said those type of calls could be from 1,000 to 2,000 calls per month depending on the time of year. What they envision happening would be during the daytime hours those calls would be answered during regular business hours by the Records Clerk, the Customer Service Assistants would be available to answer those calls in the evening hours and the weekend hours. The only time that may not be covered was from midnight to 7 or 8 in the morning.

Mr. Rush said after January 18 all emergency calls would go to the county E911 center and they would dispatch. There will also be a non-emergency number for people to call the county and the Town would continue to publicize the Town's non-emergency number. After January 18 any calls to the Town's non-emergency number requiring an officer to be dispatched even though non-emergency those calls would be transferred to the County E911 center and the county dispatcher would dispatch the officer so they can keep tabs on the location of the officers at all times.

Commissioner Hedreen understood the savings to the Town but didn't want the Town to lose it's identity as taking care of each other and the small community feel. Mr. Rush said that citizens should still feel free to call the Town's non-emergency number for information and assistance, and if the call arose to the level that an officer was required then the call would be transferred and hopefully it would be as seamless as possible.

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

17. Adjourn

Motion was made by Commissioner Hoover to adjourn the meeting. The Board voted 4-0 in favor. Motion carried.

The meeting was adjourned at 8:15 pm.

Respectfully submitted:

Rhonda C. Ferebee, CMC
Town Clerk