

1 **MINUTES OF THE REGULAR SCHEDULED MEETING**
2 **OF THE EMERALD ISLE BOARD OF COMMISSIONERS**
3 **TUESDAY, NOVEMBER 9, 2010 – 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, Asst. Town Manager /Finance Officer Mitsy
20 Overman, Town Clerk Rhonda Ferebee, and Police Chief Bill Hargett.
21

22 **3. Opening Prayer**
23

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

27 **4. Pledge of Allegiance**
28

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

31 **5. Adoption of Agenda**
32

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

36 **6. Introduction of New Employees**
37

38 **a. Tyler Biskup, Police Officer**
39

40 Police Chief Bill Hargett introduced new Police Officer Tyler Biskup. Chief
41 Hargett stated that Tyler was born in Tucson, Arizona, moving to Havelock, North
42 Carolina with family at a young age. Tyler graduated from Havelock High
43 School, and received his (BLET) Basic Law Enforcement Training from Carteret
44 Community College. Chief Hargett noted that Tyler began as Part-time Reserve
45 Officer in October 2009, and was recently appointed to a full-time Police Officer
46 position.

1
2 The Board and public welcomed Tyler Biskup as a full-time Police Officer in
3 Emerald Isle.

4
5 **7. Proclamations / Public Announcements**

6
7 Mayor Schools announced the following announcements for the public:

- 8
9 • **Veterans Day Holiday – Thursday, November 11 – Town Offices**
10 **Closed, Community Center Open**
11 • **Friday Free Flick – Friday, November 12 – 7 pm – “Toy Story 3” –**
12 **Community Center**
13 • **Joint EMS Committee Meeting – Tuesday, November 16 – 7 pm –**
14 **Town Admin Building**
15 • **NC Coastal Resources Commission Meeting – November 17 and 18 –**
16 **Beaufort – Pivers Island**
17 • **“Just Plain Pete” Pete Allen Remembrance – Friday, November 19 –**
18 **6 pm – 8 pm – Community Center**
19 • **Planning Board Regular Meeting – CANCELLED for November**
20 • **Thanksgiving Holiday – Town Offices Closed, Community Center**
21 **Closed – Thursday, November 25 and Friday, November 26**
22 • **7th Annual Emerald Isle Christmas Parade – Saturday, November 27 –**
23 **3 pm – Emerald Drive**
24 • **Photos With Santa – November 30, December 1 and 2 – Appointment**
25 **Only – Community Center**
26 • **Friday Free Flick – Friday, December 10 – 7 pm – Community Center**
27 • **Breakfast With Santa – Saturday, December 11 – 10 am – Community**
28 **Center**
29 • **Board of Commissioners Regular Meeting – Tuesday, December 14 –**
30 **7 pm – Town Board Meeting Room**

31
32 **8. Consent Agenda**

- 33
34 a. **Minutes – October 12, 2010 Regular Meeting**
35 b. **Tax Refunds / Releases**
36 c. **Resolution Declaring Surplus Items for Public Auction (10-11-09/R1)**
37 d. **Resolution Accepting Bulletproof Vest Grant (10-11-09/R2)**
38 e. **Budget Amendment – General Fund – FEMA Reimbursement**
39

40 ***Motion was made by Commissioner Messer to approve the items on the***
41 ***Consent Agenda. The Board voted unanimously 5-0 in favor. Motion***
42 ***carried.***

43
44 **Clerks Note: A copy of Resolution 10-11-09/R1, 10-11-09/R2, and all Consent Agenda items as noted**
45 **above are all incorporated herein by reference and hereby made a part of these minutes.**

1
2 **9. Public Comment**
3

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

6
7 There were no comments from the public.
8

9 **10. Ordinance Amending Chapter 6 – Development Standards – of the**
10 **Unified Development Ordinance Regarding Planned Unit Developments**
11 **(10-11-09/O1)**
12

13 **a. Public Hearing**

14 **b. Consideration of Ordinance**
15

16 Town Manager Frank Rush addressed the Board regarding this agenda item.
17 The following excerpt from Planning Director Kevin Reed's memo to the Town
18 Manager is provided for additional background:

19
20 In October, Town staff met with representatives from Watson-Matthews Real Estate regarding a concern they had with
21 their proposed Bell Cove Village Planned Unit Development (PUD) and certain requirements of the Town's Unified
22 Development Ordinance (UDO). The specific concern raised by Watson-Matthews was the requirement set forth in
23 Section 6.1.4.(6)(D)(i) of the UDO which requires the following:
24

- 25 (i) Any wall constructed on the side or rear lot lines shall be a solid, windowless, doorless wall. If there
26 is an offset of the wall from the lot line, such offset shall be a solid, windowless, doorless wall or be
27 located the applicable setback distance from the side or rear lot line as applicable as required by
28 this Unified Development Ordinance for the zoning district in which the property is located.
29

30 The practical result of this requirement in the UDO is that any wall on a zero lot line must be windowless and doorless
31 unless the wall is located the applicable setback (such as 15 feet) from the property line. This section is problematic
32 for the developers of the Bell Cove Village PUD because some of the house plans for the project would require
33 bedrooms to be located on the portion of a lot adjacent to a zero lot line. While the UDO requires the wall to have no
34 openings located along the zero lot line, the NC Building Code requires sleeping rooms to have at least one window
35 opening for egress and rescue purposes. Town staff suspects that the "no opening" requirement is found in the UDO
36 because of another requirement of the NC Building Code. The NC Building Code states that any wall of a dwelling that
37 is constructed less than 3-feet from any property line to be a one-hour rate fire rated wall with no openings or
38 penetrations. Town staff does not believe that the current no opening requirement in the UDO is based on any
39 planning principles, but was placed within the Town's development regulations because of the NC Building Code
40 requirement that any wall within 3 feet be a solid wall with no openings. Another result of the current language in the
41 UDO prohibiting openings along a zero line is that the Town's regulations are more stringent than the NC Building
42 Code.
43

44 Staff discussed this issue with the Planning Board at its October 25, 2010 meeting. During the Board's discussion, it
45 was noted that the current requirement in the UDO did not seem to be based on any planning principles and was likely
46 the result of applying the NC Building Code requirements in a manner more stringent than the Code. Following its
47 discussion of the matter, the Planning Board voted unanimously (4 to 0) to recommend to the Board of Commissioners
48 that the UDO be amended. Attached to this memorandum is a copy of the proposed amendment in ordinance format.
49 Text being deleted is shown in a strikethrough format and text being added I shown in an underline format.
50

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1
2 Commissioner Wootten asked whether this would have any impact on the
3 overlay districts. Town Manager Rush stated that only if there were an approved
4 (PUD) Planned Unit Development in an overlay district; this would not apply in a
5 typical residential subdivision.

6
7 ***Motion was made by Commissioner Wright to open the Public Hearing.***
8 ***The Board voted unanimously 5-0 in favor. Motion carried.***

9
10 There were no comments from the public.

11
12 ***Motion was made by Commissioner Wootten to close the Public Hearing.***
13 ***The Board voted unanimously 5-0 in favor. Motion carried.***

14
15 ***Motion was made by Commissioner Hoover to adopt the Ordinance***
16 ***Amending Chapter 6 – Development Standards – of the Unified***
17 ***Development Ordinance Regarding Planned Unit Developments. The***
18 ***Board vote unanimously 5-0 in favor. Motion carried.***

19
20 Clerks Note: A copy of Ordinance 10-11-09/O1 as noted above are is incorporated herein by
21 reference and hereby made a part of these minutes.

22
23 **11. Potential Elimination of Annual Solid Waste Fee and Replacement of**
24 **Fee Revenues with Additional Property Tax Revenues in FY 11-12**

25
26 **a. Discussion**

27 **b. Public Hearing on Potential Provision of Commercial Solid Waste**
28 **Services and Potential Displacement of Private Contracts**

29
30 Town Manager Frank Rush addressed the Board regarding this agenda item.
31 The following excerpt from his memo to the Board is provided for additional
32 background:

33
34 The Board of Commissioners is scheduled to again discuss the potential elimination of the annual solid waste fee and
35 corresponding levy of additional property tax to finance the Town's solid waste services at the November 9 meeting.
36 As you know, the Board has discussed this issue several times in the past during budget deliberations, and most
37 recently at the September 14 regular meeting.

38
39 I am seeking the Board's formal direction on this issue at the November 9 meeting so that appropriate service and
40 budget planning activities can occur between now and June 2011 when the Board adopts the FY 11-12 Town budget.
41 As you know from our previous discussions, this issue is complicated, and I have attempted to present the relevant
42 information and frame the Board's decision points as simply as possible.

43
44 Specifically, I am seeking the Board's direction on the following:

- 45
46 1. Should the Town proceed with plans to eliminate the annual \$180 solid waste fee and plan to levy a
47 corresponding revenue-neutral General Fund tax rate increase (2.8 cents) to generate the approximately
48 \$1.2 million necessary to fund solid waste services?

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1
2 As you know, the "conversion" from a solid waste fee to property tax will enable the Town to preserve
3 approximately \$370,000 of sales tax revenue that the Town expects to lose in the future due to the way the
4 sales tax distribution formula works.
5

6 2. *If the answer to question #1 is "yes",*

7
8 Should the Town also plan to provide commercial solid waste services beginning on January 1, 2012 to
9 offset the impact of the tax rate increase on commercial businesses?
10

11 OR

12
13 Should the Town not provide commercial solid waste services and require commercial businesses to
14 continue to fund and arrange for their own solid waste services?
15

16 3. *If the answer to question #3 is "no",*

17
18 Should the Town plan for a 1-cent General Fund tax rate increase on all properties in FY 11-12?
19

20 OR

21
22 Should the Town plan for the reduction of \$370,000 - \$430,000 of expenses in the next budget cycle, with the
23 potential for the elimination, reduction, or delay of certain Town services, programs, and projects?
24
25

26 Brief Summary / Background

27 As you know, the reason for this discussion is that the Town expects to experience an approximately \$630,000
28 decrease in annual sales tax revenues after the initial beach nourishment special district property taxes "sunset". This
29 decrease will result from the fact that the Town will no longer levy (bill) these additional property taxes, thereby
30 negatively impacting the sales tax distribution formula for Emerald Isle.
31

32 This negative impact is the exact opposite of the positive impact on sales tax revenues that the Town experienced
33 when the initial beach nourishment special district property taxes were levied in 2002. The Town experienced a
34 significant increase in the amount of sales tax revenues in the early 2000s, and that increase enabled the Board to
35 reduce the General Fund property tax rate by 4 cents in the early 2000s. The 4-cent General Fund tax rate decrease
36 caused General Fund property tax revenues to decrease by approximately \$600,000.
37

38 The Board has previously committed to levy new beach nourishment special district property taxes (at lower rates – 3
39 cents for oceanfront and inlet-front and 1 cent for all others) beginning in FY 11-12, and the impact of these special
40 district property taxes on the sales tax distribution formula will somewhat offset the projected decrease in sales tax
41 revenues. As a result, the projected decrease in sales tax revenues is reduced to approximately \$430,000. This
42 amount is significant in the Town's budget – roughly the equivalent of 1 cent on the Town's General Fund property tax
43 rate.
44

45 If the Board chooses to eliminate the annual \$180 solid waste fee and replace it with a corresponding 2.8 cent tax rate
46 increase, approximately 63%, or approximately 3,600 developed residential property owners would experience a net
47 savings on their annual bill for Town services. Approximately 37%, or approximately 2,100 developed residential
48 property owners, would experience a net increase. The "break-even point" is a developed residential property valued
49 at \$645,000. Those with a value less than \$645,000 would experience a net savings, while those with a value greater
50 than \$645,000 would experience a net increase. Vacant lot owners (approximately 950 lot owners) don't pay the \$180
51 annual solid waste fee and would experience a 2.8 cent tax rate increase. Commercial businesses also don't pay the
52 \$180 annual solid waste fee and would also experience a 2.8 cent tax rate increase, however, the impact on
53 commercial businesses could be offset if the Board chooses to provide commercial solid waste services.
54

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1
2 If the Town does not implement the solid waste fee / property tax "conversion", the Town will need to either implement
3 a 1-cent tax rate increase on all properties (developed residential properties, vacant lots, and commercial businesses)
4 or identify budget reductions of up to \$430,000, or some combination of both.
5

6 I have attached a copy of a September 14 memo with a detailed explanation of this issue in case it's helpful for the
7 Board to review again and for any members of the public who may not be familiar with this issue. I have also attached
8 a new "Question & Answer" sheet that attempts to simplify this issue for the Board and the public, and I hope this
9 handout is helpful.
10

11 Potential Provision of Commercial Solid Waste Services and Potential Displacement of Private Contracts

12 As discussed previously, the impact of the solid waste fee / property tax "conversion" is relatively small for most of the
13 approximately 125 commercial businesses in Emerald Isle, however, the impact is quite significant for 10 commercial
14 property owners who would experience an annual cost increase of \$500 – nearly \$4,000.
15

16 The only feasible and legal way to negate or mitigate this impact on commercial businesses would be for the Town to
17 also provide solid waste services for commercial businesses. Currently, commercial businesses contract privately with
18 solid waste contractors for these services, and the commercial business bears that cost. (Commercial businesses do
19 not pay the Town's annual \$180 solid waste fee.) Based on research by Town staff, it appears that the Town could
20 provide a full range of commercial solid waste services for all businesses in Emerald Isle for approximately \$150,000
21 per year. If the Board decides that the Town will begin providing commercial service, the Town would likely rely on a
22 combination of contractors servicing both dumpsters and roll-out containers.
23

24 The Town would be displacing private solid waste collection services if it chooses to arrange for a Town-sponsored
25 solid waste contract for all commercial business in the Town. State law requires the Town to provide 15 months notice
26 about the possibility of this change and also requires the Town to conduct a public hearing before making such a
27 change. A public hearing on this issue has been scheduled for the November 9 regular meeting, and the appropriate
28 notice (attached) was advertised for 4 consecutive weeks in the Carteret News-Times, with the first notice published on
29 October 1. Under State law, the Town could begin to provide commercial solid waste services on January 1, 2012
30 without being liable for any payment to existing private solid waste collection services, and this timetable matches well
31 with the sales tax distribution timetable for the Town's purposes.
32

33 If the Board decides to provide commercial solid waste services, I recommend that the Town solicit bids for these
34 services in early 2011 to comply with State law and also to determine the true cost before finalizing the FY 11-12
35 budget and tax rate. As noted, the estimated cost is approximately \$150,000, however, I am hopeful that number is
36 conservative, and that a competitive bid process will reduce that cost. The Town could also explore the cost of
37 providing this service with in-house personnel if that strategy results in a lower cost. The Town may also explore the
38 idea of transitioning some smaller businesses away from small dumpsters to multiple roll-out containers that would be
39 collected by Simmons & Simmons, our residential solid waste contractor. My goal would be to provide the results of
40 the bid process to the Board by early spring 2011, and under State law the Board would need to make a definitive
41 decision to provide the service no later than May 2011. (The new service would not be effective until January 1, 2012,
42 however.) This timetable would allow the Board the flexibility to change its mind prior to the adoption of the FY 11-12
43 budget in June 2011 if the cost is deemed to be excessive.
44

45 The Board should note that if the Town provides commercial solid waste services (at an estimated cost of \$150,000),
46 that this is an additional expense that must be considered in the net revenue benefit to the Town. The Town may be
47 able to levy a separate commercial solid waste fee to recover much of this expense from the commercial businesses,
48 thus preserving most, if not all of the \$370,000 of annual sales tax revenue. I am still investigating the legality and
49 practicality of this approach, but should have an answer to this question prior to the meeting on November 9. A
50 commercial solid waste fee could likely be structured such that the end result for many, and perhaps all commercial
51 businesses is no additional cost or a net cost savings. If the Town does not levy a separate commercial solid waste
52 fee, the Town will need to identify a strategy to replace the \$150,000 expense, either through a separate General Fund
53 property tax rate increase (of approximately .3 - .4 cents) or \$150,000 of budget reductions, or some combination of
54 both.

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1
2
3 The Board's decision on this issue is critical to the approach the Town takes in developing the FY 11-12 budget. A
4 Board decision on this issue at the November 9 meeting will provide sufficient time for service and budget planning
5 activities to occur prior to the adoption of the FY 11-12 budget in June 2011. The Board should note that I am seeking
6 firm direction on this issue at the November 9 meeting, however, formal actions to implement these decisions will not
7 occur until spring 2011.
8

9 As you know, this issue is complicated and involves savings for the majority of taxpayers, but additional costs for the
10 owners of higher-valued properties and vacant lot owners. The Board should consider the financial ramifications,
11 fairness concerns, and service impacts when making the decision the Board believes is best for the entire community.
12 I have tried hard to present factual information in a comprehensive yet simplified way so that the public is well-informed
13 and the Board can make an informed decision on this issue. I look forward to discussing this information with the
14 Board at the November 9 meeting.
15

16 Town Manager Rush stated as discussed over the last couple of budget cycles
17 and at the September Board Meeting the Town was facing a shortfall in sales tax
18 revenues beginning next year. The reason for the shortfall in sales tax revenue
19 didn't have anything to do with the current recession or the Town's spending, but
20 was simply a function of the formula used to distribute sales tax revenues locally
21 to the Town. Mr. Rush said the way the formula worked was that the more
22 property taxes that a city, town or county levied the more sales tax revenue they
23 received based on that distribution formula. Mr. Rush said as they would
24 remember back in 2002 the Town started levying special district property taxes
25 for beach nourishment following a bond referendum in March of 2002. The Town
26 put those taxes in effect for a period of 9 years and those were property taxes.
27 They counted in the formula used to determine how much sales tax the Town
28 received ultimately from the State and the County. Because of those additional
29 sales tax revenues which were about \$600,000 per year of additional sales tax
30 revenue, strictly because of the formula, the Town started receiving those
31 additional sales tax revenues and has received them for the past 9 years. The
32 Board made a commitment and followed through on the commitment to reduce
33 taxes and that \$600,000 worth of additional sales tax revenue was used by the
34 Board of Commissioners to reduce the tax rate by 4 cents in the early part of the
35 2000's; back then they were under the old tax values and each penny equaled
36 about \$150,000.
37

38 Mr. Rush said here we are 9 years later and the beach nourishment special
39 district taxes were scheduled to come off the books, this was the final year they
40 would collect those special district taxes. Those rates are currently 16.2 cents for
41 oceanfront and 1.1 cents for non-oceanfront; generating a little over \$2 million a
42 year for the beach nourishment bonds through those special district taxes. We
43 would experience the exact same effect next year that was experienced in 2002
44 only this time it would be negative; all of those property taxes were coming off of
45 the books, therefore they were not factored into the formula for sales tax
46 revenues and that would result in a shortfall of sales tax of about \$600,000
47 because of that impact.
48

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1
2 Mr. Rush said as discussed over the past budget cycles and most recently this
3 past summer, they were working on plans to fund our future beach nourishment
4 needs in perpetuity, and we were in much better position at this point because
5 we had a long history of the room occupancy tax and a lot of funds built up in
6 reserve for beach nourishment. We also expect a greater State contribution for
7 beach nourishment in the future. The Board had previously discussed a new
8 beach nourishment special district tax of 3 cents on the oceanfront and 1 cent
9 non-oceanfront to begin next year, definitely a reflection of trying to come up with
10 a fairer taxing system for the oceanfront properties. The fact that those new
11 special district beach nourishment taxes would be levied next year would help
12 offset the negative impact of the sales tax, so instead of a \$600,000 reduction in
13 sales tax revenues it should be somewhere around \$400,000- \$430,000 because
14 of the formula.

15
16 Mr. Rush said there were really 3 options that he had put forth for the Board to
17 consider in September to make up for the gap. One option was to choose to
18 raise taxes next year by 1 cent - under the current values 1 cent on general fund
19 property tax generated about \$425,000. Obviously tax increases were not
20 popular but that was one way to cover the sales tax shortfall. The second option,
21 and really the main subject of this item tonight would be to eliminate the annual
22 \$180 solid waste fee that the Town charges to all developed residential
23 properties, charged as a separate line on the tax bill. If they eliminated that and
24 basically replaced the revenues generated by that fee with a tax increase which
25 equated to 2.8 cents, it would generate the exact same amount of money for
26 solid waste services. It also enabled all of that revenue to be included in the
27 formula and kept the sales tax whole. The third option would simply involve the
28 elimination of about \$425,000-\$430,000 of expense in next year's budget. If that
29 was something the Board would like to pursue, even though the budget process
30 would begin in earnest in the spring, as those are serious budget reductions with
31 serious impacts on staffing levels and services provided, Mr. Rush said he
32 wanted to make sure that he as the Manager, the town staff, the Board and the
33 community had ample time to discuss those things and thoroughly consider
34 them. So the third option would be to reduce expenses by roughly \$430,000.

35
36 Mr. Rush noted that none of the options were very good but unfortunately that
37 was the reality in which we found ourselves, and again the sales tax windfall that
38 was received in the early part of the decade was used to cut taxes by about
39 \$600,000, now that would go away so we have the \$600,000 hole, which was
40 really \$400,000 after factoring in the new beach nourishment taxes.

41
42 Mr. Rush said as discussed about the solid waste fee and the property tax
43 increase associated with that; the same amount of money would be collected by
44 the Town but because it was a property tax it impacted higher value properties
45

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2 much more than lower value properties. The breakeven point was a \$645,000
3 home, anyone with a home valued at more than \$645,000 paid a little more,
4 anyone with a home valued at \$645,000 or less actually saved money. Of
5 developed properties, 63% of people would actually save money, 37% would pay
6 more, simply the result of the implication of a property tax based on the values.
7 By law in North Carolina you had to levy the same rate on all properties. The
8 other groups negatively impacted by that option were vacant lot owners who
9 don't currently pay the annual solid waste fee and would simply experience a 2.8
10 cent tax increase and commercial property owners who don't pay the annual
11 solid waste fee and would also experience a 2.8 cent tax increase. Because the
12 impact on some of the commercial property owners was very significant they had
13 discussion about possibly providing commercial solid waste services. Some
14 information about that had been provided to the Board at the last meeting in
15 September, it was an expense of about \$150,000, but that would certainly more
16 than offset the impact on the commercial businesses.

17
18 Along those lines there were laws in North Carolina about displacing private solid
19 waste companies and in order for the Town to start to provide commercial solid
20 waste service, unless the Town wanted to bear additional expense, they must
21 provide 15 months notice and that was the sole reason for the timing of this
22 discussion now. If the Board chose to do that they would need to have the
23 appropriate public hearing tonight, go through a bid process over the next 4-6
24 months, and then make decisions to implement that on January 1, 2012. The
25 appropriate public hearing was scheduled on commercial solid waste services
26 and Mr. Rush said he had provided in the Board's agenda packets a series of
27 questions that would give direction to him from the Board. Mr. Rush said that his
28 input tonight was more informal at this point, there were no formal actions that
29 would be taken by the Board, but they would be reserved for actual decisions on
30 the budget.

31
32 Mr. Rush said he first needed direction from the Board so as to plan
33 appropriately, whether the proposed property tax / solid waste fee conversion
34 was something the Board was interested in implementing next year. If so, he
35 would ask the Board to think about commercial solid waste fees and give
36 direction on whether or not they wanted to do that.

37
38 *Mayor Schools stated that he would first ask for comments from the Board and*
39 *then comments from the public.*

40
41 Commissioner Messer stated that he would like to suggest that the Board not
42 consider changing the solid waste fee. Commissioner Messer said they were a
43 long way from the budget process and he felt that in that time they could look for
44 budget cuts or some ways to increase income. He strongly suggested they don't
45 mess with the solid waste fee as it was just not fair to people with vacant lots and

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1
2
3 the commercial owners. He also didn't want to get into the commercial trash
4 business.

5
6 ***The Board was in unanimous agreement to retain the solid waste fee and***
7 ***not replace it with additional property tax in FY 11-12.***

8
9 Mayor Schools asked for comments from the public.

10
11 Bob Schlatzer, 1904 Emerald Drive, requested the Board do everything they
12 could to stop raising taxes. He stated that his increases were due to increasing
13 value of his property which he felt was way out of line.

14
15 Mayor Schools noted that the revaluation was being done now by the County.
16 Mr. Rush also noted the revaluation would be done as of January 1, 2011.

17
18 Sam Austin, 5605 Ocean, was concerned about having to pay a higher
19 percentage for service that everyone received and his taxes were high enough
20 as is.

21
22 Mayor Schools advised that the Board had decided not to make the solid waste
23 fee change.

24
25 Al Kulhawik, 8630 Sound, spoke about living on a fixed income, and would like to
26 see the least increase on taxes and that the Board should work on the budget
27 before they talk about tax increases.

28
29 Mayor Schools said the budget would be coming up in the spring and they would
30 be looking at cutting expenses as much as they could.

31
32 Elton Matheson, 7008 Sound, said he understood the Board's problem, and that
33 it was a problem they all had but those in business had an additional problem.
34 The last two years they had cut their staff by 70 percent, had taken salary cuts of
35 50 percent. Mr. Matheson commented that Option 3 to his way of thinking was
36 not an option but was what they should be doing everyday. Option 2 he couldn't
37 begin to understand and it seemed like a catch-22, and Option 1 he felt was the
38 only real option. If they had to raise taxes, raise them, but make sure they had to
39 do it because some of them were having a hard time making it.

40
41 ***At the conclusion of this item the Board, in order to address the projected***
42 ***sales tax shortfall, directed the Town Manager to explore potential budget***
43 ***reductions, and noted that they would consider budget reductions during***
44 ***the FY 11-12 budget process and attempt to minimize the amount of any***
45 ***General Fund tax rate increase at that time.***

1
2
3 **12. NC 58 Bicycle Path Extension**
4

- 5 **a. Resolution Authorizing Grant Agreement (10-11-09/R3)**
6 **b. Budget Amendment – General Fund**
7 **c. Capital Project Ordinance**
8

9 Mayor Schools took the opportunity to recognize Jill Searcy, Ken Stone, and Paul
10 Schwartz, members of the Bicycle & Pedestrian Advisory Committee who were in
11 attendance tonight, and expressed appreciation for their fundraising efforts over
12 the past year for the bicycle paths.
13

14 Town Manager Frank Rush addressed the Board regarding this agenda item.
15 The following excerpt from his memo to the Board is provided for additional
16 background:
17

18 The Board of Commissioners is scheduled to consider three items that would authorize the construction of a new .2
19 mile segment of bicycle path along the south side of NC 58 at the November 9 meeting. The new bicycle path
20 segment would extend from the Ocean Drive “dog-leg” intersection east to the Eastern Ocean Regional Access. The
21 Board will consider a Resolution Authorizing a Grant Agreement with the NC Department of Transportation (NCDOT)
22 for \$50,000 of grant funding for this project, a General Fund budget amendment that would provide a total of \$19,000
23 of Town funds for this project, and a new capital project ordinance.
24

25 The Town has been fortunate to receive significant grant funding from NCDOT in recent years to construct
26 approximately 4 miles of dedicated bicycle path along the south side of NC 58 between Coast Guard Road and Hurst
27 Drive. As you know, the Town’s goal is to eventually extend the bicycle path along the entire remaining length of NC
28 58 in Emerald Isle from Hurst Drive to the Indian Beach town line, a distance of approximately 5 miles. The Town was
29 recently notified that NCDOT will provide an additional \$50,000 of grant funding to the Town for the construction of
30 additional bicycle path along NC 58. Upon learning of this funding opportunity, Town staff reviewed the remaining
31 segments along NC 58 to identify a segment with logical start and end points that could be constructed for an amount
32 in the \$50,000 - \$60,000 range.
33

34 The Town’s engineer, Withers & Ravenel, had previously completed preliminary design work for future segments of the
35 NC 58 bicycle path between Hurst Drive and the Eastern Ocean Regional Access. After reviewing their design work
36 and cost estimates, Town staff recommends that we utilize the NCDOT grant funding to construct an approximately
37 1,000 linear ft., or .2 mile segment between the Ocean Drive “dog-leg” intersection and the Eastern Ocean Regional
38 Access. The total estimated construction cost for this segment is approximately \$57,500, which includes a small
39 contingency amount.
40

41 Because these grant funds are provided by NCDOT, and are ultimately derived from the Federal Highway
42 Administration, the Town is required to complete a formal bid process and adhere to all applicable Federal contracting
43 requirements (the same process that was used for the construction of the most recent NC 58 bicycle path segment).
44 Additionally, NCDOT has requested some changes to the preliminary design for the planned new bicycle path
45 segment. Because of the contracting requirements and the design changes, it will be necessary to retain Withers &
46 Ravenel to provide these services for this project. We have secured a proposal from Withers & Ravenel for \$11,500
47 for these services, and I will execute a contract with Withers & Ravenel if the Board approves this project at the
48 November 9 meeting.
49

50 The attached Resolution Authorizing a Grant Agreement authorizes the Town Manager to execute a formal grant
51 agreement with NCDOT. Under the agreement, NCDOT will provide up to \$50,000 for construction, and the Town is

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1
2 required to fund any costs beyond that amount. The grant agreement also calls for the project to adhere to all Federal
3 and State requirements, and be completed within one year.

4
5 The attached General Fund budget amendment appropriates an additional \$19,000 of unanticipated ABC store
6 revenues to provide the Town contribution for construction and also to fund the Withers & Ravenel contract. The Town
7 recently received its first quarter ABC store distribution, and the amount received was more than \$13,000 over the
8 original revenue estimate for the entire fiscal year (received \$43,000 thus far compared to \$30,000 budgeted). The
9 Town typically receives its largest distribution in the first quarter, but has historically received at least \$6,000 or more
10 over the final 3 quarters of the fiscal year.

11
12 The attached capital project ordinance is procedural in nature, and simply appropriates the NCDOT grant funds and
13 the Town's contribution to a segregated project account. The capital project ordinance establishes a total project
14 budget of \$69,000.

15
16 If the Board approves this project, we expect to solicit bids in late 2010 or early 2011, present a contract
17 recommendation to the Board in early 2011, and hopefully complete construction prior to the 2011 tourism season.

18
19 Town Manager Rush mentioned that if the Board approved the grant agreement
20 they expected to go out to bid on the project within the next month or so, the goal
21 being to construct prior to Easter weekend. He also just learned that Bogue
22 Banks Water Corporation would be doing water line work in that exact same area
23 this winter and felt the timing would work out nicely and their work may actually
24 make this project a little easier.

25
26 ***Motion was made by Commissioner Wootten to approve the Resolution***
27 ***Authorizing a Grant Agreement with NCDOT. The Board voted***
28 ***unanimously 5-0 in favor. Motion carried.***

29
30 ***Motion was made by Commissioner Messer to approve the General Fund***
31 ***Budget Amendment. The Board voted unanimously 5-0 in favor. Motion***
32 ***carried.***

33
34 ***Motion was made by Commissioner Wright to approve the Capital Project***
35 ***Ordinance. The Board voted unanimously 5-0 in favor. Motion carried.***

36
37 **Clerks Note:** A copy of Resolution 10-11-09/R3, General Fund Budget Amendment, and Capital
38 Project Ordinance as noted above are all incorporated herein by reference and hereby made a part of
39 these minutes.

40
41 **13. Coast Guard Road Bicycle Path Extension**

- 42
43 a. **Resolution Authorizing Construction Contract with SunLand**
44 **Development and Construction (10-11-09/R4)**
45 b. **Budget Amendment – General Fund**
46 c. **Capital Project Ordinance**
47
48
49

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1
2 Town Manager Frank Rush addressed the Board regarding this agenda item.
3 The following excerpt from his memo to the Board is provided for additional
4 background:

5
6 The Board of Commissioners is scheduled to consider three items that would authorize the construction of a new .3
7 mile segment of bicycle path along the south side of Coast Guard Road at the November 9 meeting. The new bicycle
8 path segment would extend from the terminus of the existing bicycle path at Deer Horn Drive west to the entrance to
9 Emerald Isle Woods Park.

10
11 As you know, the Town's long-term goal is to eventually extend the bicycle path along the entire length of Coast Guard
12 Road to The Point, a total of approximately 2 miles. There is currently a .3 mile dedicated asphalt path in place from
13 NC 58 to Deer Horn Drive, and the Town's strategy is to complete short segments of new path over time to achieve the
14 total goal. Because Coast Guard Road is a Town-maintained street, it is more difficult to secure grant funding for this
15 area, and the Bicycle and Pedestrian Advisory Committee has initiated aggressive fundraising efforts to foster the
16 incremental construction of a dedicated bicycle path along Coast Guard Road. The recent Beach House Raffle raised
17 approximately \$17,000 for future bicycle path construction along Coast Guard Road. The Town has also committed to
18 earmark the proceeds from the annual Emerald Isle Triathlon for future bicycle path construction, and approximately
19 \$4,000 is expected from the recent 2010 event, resulting in approximately \$21,000 available now for new construction.

20
21 A significant amount of pre-construction has already been completed in this area. Bogue Banks Water Corporation
22 installed a new water line in this area last year, and completed much of the clearing work. The Town then removed the
23 southern asphalt shoulder in this segment earlier this year to provide more width for the future path, and also shifted
24 the Coast Guard Road travel lanes to the north to provide additional separation between motor vehicles and users of
25 the future bicycle path. The Town also contracted for the construction of retaining walls in key locations in this area.
26 As a result, the work involved with the actual construction of the bicycle path in this area is relatively straightforward at
27 this point in time.

28
29 We recently solicited price quotes from local contractors to perform grading work and construct the rock base needed
30 for the bicycle path in this area. SunLand Development and Construction, Cape Carteret, NC, submitted the lowest
31 price quote for this work – a total of \$32,700. If the Board approves the attached Resolution Authorizing Construction
32 Contract, SunLand will perform grading work and construct the rock base, and the Town would then include the actual
33 asphalt overlay in the annual street resurfacing contract in spring 2011 (funded by restricted Powell Bill revenues).
34 This would result in the completion and opening of this new segment of bicycle path prior to the 2011 tourism season.

35
36 As noted above, a total of \$21,000 is available from recent fundraising efforts. The attached General Fund budget
37 amendment would appropriate an additional \$13,000 of Town funds for this project. The Town has received higher-
38 than-expected revenues from both hurricane re-entry permit sales (an additional \$8,500) and beach driving permit
39 sales (an additional \$4,500) this fall, and these additional funds would provide the total amount necessary for the
40 SunLand contract.

41
42 A new capital project ordinance for the Coast Guard Road Bicycle Path project is also attached for the Board's
43 consideration. The attached ordinance is procedural in nature, and simply appropriates the fundraising proceeds
44 (\$21,000) and the General Fund contribution (\$13,000) for this project in a segregated project account.

45
46 As you know, the Town's bicycle path projects have been extremely well-received, and there remains great interest in
47 the eventual extension of the bicycle path down Coast Guard Road. This segment is especially strategic, as it will
48 provide a direct link with Emerald Isle Woods Park and allow for safer bicycle and pedestrian travel to the park. The
49 fundraising efforts of the Bicycle and Pedestrian Advisory Committee, their donors, and other volunteers is greatly
50 appreciated, and will continue to be an integral component of the Town's future bicycle path projects.

51
52 Town Manager Rush added that ironically enough Bogue Banks Water
53 Corporation was also planning an additional water line in this area. He also

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1
2 added his thanks to the Bicycle & Pedestrian Advisory Committee for their hard
3 work, noting without their efforts they wouldn't be going forward with this
4 recommendation to the Board tonight.

5
6 Jill Searcy, 212 Sandfiddler East, and Bicycle & Pedestrian Advisory Committee
7 Chair, thanked the members of the Bicycle & Pedestrian Advisory Committee for
8 their hard work fundraising. She said they had several other events planned and
9 hoped to raise additional funds sometime after the first of the year. Ms. Searcy
10 said they were all excited about what was being done on Coast Guard Road and
11 would like to continue the momentum in their fundraising efforts.

12
13 Town Manager Rush also mentioned that for the \$13,000 town contribution
14 required for this project the recommendation was to use higher than expected
15 beach driving permit revenues and higher than expected hurricane reentry permit
16 revenues.

17
18 ***Motion was made by Commissioner Wright to approve the Resolution***
19 ***Authorizing a Construction Contract with SunLand Development and***
20 ***Construction. The Board voted unanimously 5-0 in favor. Motion carried.***

21
22 ***Motion was made by Commissioner Hoover to approve the General Fund***
23 ***Budget Amendment. The Board voted unanimously 5-0 in favor. Motion***
24 ***carried.***

25
26 Commissioner Wootten commented that he was all in favor of this but he didn't
27 want it to automatically come out of the Powell Bill money. Powell Bill money
28 came from the State to pave the roads and he said they had been raiding that
29 fund to do sidewalks and paving and felt in the long haul they would pay the price
30 in the roads. He felt they could find \$15,000 in the budget except in the Powell
31 Bill even if it was out of the fund balance.

32
33 ***Motion was made by Commissioner Wootten to approve the Capital Project***
34 ***Ordinance. The Board voted unanimously 5-0 in favor. Motion carried.***

35
36 Commissioner Wright asked regarding the segment on Highway 58 whether they
37 could get the paving part of that done when they resurfaced Highway 58 since
38 they would be doing that this winter. Town Manager Rush said that was a very
39 good question and that he would pursue that.

40
41 **Clerks Note:** A copy of Resolution 10-11-09/R4, Budget Amendment, and Capital Project Ordinance
42 as noted above are all incorporated herein by reference and hereby made a part of these minutes.

43
44 **14. Comments from Town Clerk, Town Attorney, and Town Manager**

45
46 There were no comments from the Town Clerk or Town Attorney.

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1
2 Town Manager Rush updated the Board on several issues of importance
3 including the status of the Public Boat Launching Facility, Golf Cart Program
4 implementation, and E911 Center conversion. Mr. Rush made special note of
5 the generous donation presented by the organizers of the Annual Emerald Isle
6 Bike Rally with proceeds of \$5,300 each donated to the Emerald Isle Fire
7 Department and the Emerald Isle EMS, Inc. Mr. Rush said over the past 4 years
8 the annual motorcycle rally had donated approximately \$32,000.
9

10 The following is an excerpt from the Town Manager Comments memo to the
11 Board for additional background information provided for these items of
12 importance:
13

14 **NC 58 Resurfacing**

15 NCDOT has awarded the contract for the complete resurfacing of NC 58 through Emerald Isle. The nearly \$1.7 million
16 contract also includes the new turn lane for the boat launch facility, and was awarded to Onslow Grading and Paving,
17 Jacksonville, NC. Work is expected to occur between December 1 and April 30. I will be meeting with NCDOT and the
18 contractor on Wednesday, November 10 to learn more about their plans, and will attempt to keep the public well-
19 informed during the construction phase.
20

21 **June 30, 2010 Audit Report**

22 We are still awaiting the draft financial statements from our auditors, Thompson, Price, Scott, & Adams CPAs. I hope
23 to receive the draft very soon and, also hope to have the completed audit on your December meeting agenda.
24

25 **Aquarium Pier Update**

26 Work continues on the design of the new pier, and should be complete by early 2011. The Aquarium Pier Advisory
27 Committee will make a visit to the new Jennette's Pier facility in Nags Head on Friday, December 3. Please let me
28 know if you are interested in attending.
29

30 **New Public Boat Launching Facility**

31 NC Wildlife Resources Commission crews have been working on the water-based construction for the past couple of
32 weeks. The concrete slabs for the actual ramps have been poured, and will be pushed into the water after they have
33 cured for about another week or so. New docks are partially complete.
34

35 The Town's 2010 grant application to the NC Division of Coastal Management for additional land acquisition was
36 denied due to budget constraints earlier this fall. I recently received a request for additional follow-up information about
37 our grant funding request to the NC Marine Resources Fund (saltwater fishing license grant program), and I hope to
38 have a decision from that funding source in the next two months.
39

40 **Banking Services RFP**

41 The Town received a total of 7 banking services proposal from our solicitation this summer. Although we are behind in
42 our review, Mitsy Overman, Finance Officer, and I plan to interview select banks within the next few weeks. We hope
43 to present a recommendation to the Board at the January meeting.
44

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

46 I expect to receive detailed topographic survey information for both the Point Emerald Villas dune field and Emerald
47 Isle Woods Park this week, and will forward that information to Moffatt & Nichol for their analysis shortly thereafter. We
48 were slightly delayed in arranging the surveys, and I now expect to receive Moffatt & Nichol's completed analyses in
49 January.
50
51
52

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1
2 **Farmers Market Ordinance Amendment Request Withdrawn**

3 The recent request for an amendment to the UDO to accommodate a "farmers market" has been withdrawn by the
4 applicant, and will not be pursued at this time.
5

6 **Deer Population Estimate**

7 Robbie Norville, NC Wildlife Resources Commission Regional Biologist, recently completed two new deer population
8 estimates with the assistance of the Police Department. The population estimate for this year is approximately 102 –
9 108 deer. This estimate is down from last year's estimate of 149, and slightly higher than the fall 2004 estimate of 65 –
10 91 deer. Because the population estimate is down this year, we do not intend to pursue any deer population reduction
11 efforts this winter. Please let me know if you have any concerns with this approach.
12

13 **NCDOT Dynamic Messaging Sign**

14 NCDOT recently informed us that they expect the signs to be installed on both ends of the EI bridge within the next two
15 weeks.
16

17 **New Beach Nourishment Special Tax Districts**

18 We are planning to initiate the public notification process for the creation of the new districts in early 2011. A
19 "Resolution of Intent" will appear on the Board's January or February meeting agenda, followed by notices mailed to all
20 property owners, and then a public hearing at either the March or April meeting, after which the Board may formally
21 consider the establishment of the new districts. New beach nourishment special district tax rates would be formally
22 established in June when the FY 11-12 budget is adopted.
23

24 **Privilege License Fees**

25 Mitsy Overman, Finance Officer, and Gayle Parker, Tax Collector are reviewing the Town's privilege license fee
26 schedule to identify potential revisions and fee adjustments for next budget year. I hope to present a recommendation
27 to the Board in February.
28

29 **Potential Dog Park**

30 Plans for pursuing a dog park are on hold for now due to some additional reservations about the potential Emerald Isle
31 Woods Park site. We are now planning to wait until construction is complete at the new public boat launching facility,
32 and evaluate the use of the remaining land for a dog park. If that approach is feasible, we will also consult with the EI
33 Parks and Recreation Association, Inc. Board of Directors.
34

35 **Golf Cart Program Implementation**

36 Town staff are working to prepare application forms, purchase license plates and stickers, and planning other activities
37 to implement the new program by January 1. We have identified places for "golf-cart only" parking spaces at the
38 Ocean Oaks public beach access walkway, the Craig Drive public beach access walkway, and Channel Drive public
39 beach access walkway, and will continue to investigate others. We expect to begin taking applications on or about
40 December 1.
41

42 **E911 Center Conversion**

43 Town staff continue to work on the upcoming transfer of the E911 center from the EI Police Department to Carteret
44 County in January 2011. We are also working on a transition plan to maintain customer service assistance in the
45 Police Department during the evening and weekend hours.
46

47 **Bogue Inlet Ocean Bar**

48 The navigation channel across the ocean bar at Bogue Inlet continues to experience shoaling and remains dangerous
49 to navigate, despite recent dredging by the US Army Corps of Engineers. The US Coast Guard has expressed
50 concerns, and the US Army Corps of Engineers is planning to dredge (and the USCG will mark) a more westerly route
51 (near buoys 1 and 2) across the ocean bar in the near future.
52
53
54

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1
2 **Recent Internet Auction Results**

3 The Town recently completed an internet auction of surplus items approved by the Board at the October meeting. The
4 Town received a total of \$4,464 in winning bids for an old Beach Patrol 4-wheeler, office furniture, and other old Public
5 Works equipment.
6

7 **Time Warner Cable Rate Increases**

8 I have attached a letter from Time Warner Cable informing us of upcoming rate increases effective in December. I am
9 somewhat concerned by the relatively large percentage increases, and have placed a call to their Governmental
10 Relations Director to learn more. As you may recall, cable television companies now secure their franchise
11 agreements through the State, and I am uncertain at this point as to what recourse, if any, the Town may have
12 regarding this issue.
13

14 **AIWW Dredging**

15 The US Army Corps of Engineers plans to dredge the Bogue Inlet AIWW Crossing again this winter, and approximately
16 20,000 cy of sand will be placed at The Point.
17

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

19 Work on this project has been completed at 14th Street, and Public Works will now begin working on the remaining 16
20 locations this winter. Our Clean Water Management Trust Fund grant requires us to complete all locations by March
21 2012.
22

23 **Archers Creek Storm Water Study**

24 I have not had time to solicit a detailed proposal for this study, which is also funded by the Clean Water Management
25 Trust Fund. I hope to begin work on this soon. Our grant requires this study to be completed by January 2012.
26

27 **Storm Water Flooding Cost Reimbursement**

28 It appears that the Town is unlikely to be reimbursed for overtime, pump rental, and fuel expenses to respond to the
29 significant storm water flooding in early October. The Town incurred direct expenses of approximately \$15,000 for
30 these items.
31

32 **Final EIS for F-35B Joint Strike Fighters Released**

33 The Final EIS for the basing of the new F-35B Joint Strike Fighters on the East Coast has been released. As you
34 know, the Town and Mayor Schools submitted official comments supporting the Marine Corps and the preferred
35 Alternative 1, but also expressed concern about the projected additional noise, and questions about the number of
36 actual flights, flight protocols, and the potential for the use of an alternative auxiliary landing field.
37

38 The Final EIS is a very long document with a "response matrix" to the various comments received, and it is somewhat
39 confusing to follow. Mayor Schools has assembled all of the relevant Final EIS responses to our comments, and they
40 are attached to make it easier for everyone to review the responses. In general, the Final EIS does include a
41 calculation of the noise levels for a single event, which indicate that the noise from a single flight event will be at least
42 slightly louder than the AV-8B Harrier. The Final EIS comments also are clear that other auxiliary landing field sites
43 are not being considered. In our opinion, the Final EIS does not provide a particularly meaningful response to our
44 other comments / questions.
45

46 As noted in Mayor Schools' brief comments, we will continue to work with local US Marine Corps personnel to attempt
47 to reduce noise concerns for our soundfront residents while still recognizing and appreciating the military's need for
48 quality training for military pilots. We are hopeful that we can maintain and continue to grow effective working
49 relationships with the local personnel involved in Bogue Field flight operations.
50

51 **Annual Emerald Isle Bike Rally**

52 The organizers of the annual Bike Rally recently presented checks for approximately \$5,300 each to both the Fire
53 Department and Emerald Isle EMS, Inc. These donations are greatly appreciated. Over the past 4 years, the Bike
54 Rally has made total donations to Fire and EMS of approximately \$32,000.

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1
2 **Status of Emerald Isle EMS**

3 The Board of Directors for Emerald Isle EMS, Inc. continues to discuss their preferred structure for their relationship
4 with the Town in the short-term and long-term. The Joint EMS Committee also continues to discuss this issue, and is
5 awaiting the recommendation / concerns of the EMS Board of Directors. As you know, the Town's contract with EI
6 EMS, Inc. expires on June 30, 2011, and the contract stipulates that the parties will work in good faith to determine the
7 best structure for the future relationship no later than February 1, 2011. The Joint EMS Committee continues to work
8 toward that goal.

9
10 I recently met with the EMS Board of Directors, and for the first time verbally expressed my recommendation that they
11 transition to a full Town department, but that we devise a structure that maintains a meaningful role for volunteers and
12 a volunteer Board of Directors in the future. I will be preparing a written concept paper to the EMS Board of Directors
13 and the Joint EMS Committee to review over the next couple of weeks, and will provide a copy to the Board of
14 Commissioners at that time.

15
16 The Joint EMS Committee is tentatively scheduled to meet again on Tuesday, November 16 at 7 pm.

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

19
20 Commissioner Wootten mentioned the Fire Department's achievement. They
21 have another level of emergency medical treatment within the fire department.
22 Mr. Rush said that the Fire Department was certified for basic life support and
23 they had all the same capabilities as EMS but this was an achievement for them
24 as it went that much further for patient care for people in emergency situations.
25 Commissioner Wootten understood they could take care of people but just
26 couldn't transport them.

27
28 There were no further comments from the Board of Commissioner or Mayor.

29
30 **16. Adjourn**

31
32 ***Motion was made by Commissioner to adjourn the meeting. The Board***
33 ***voted unanimously 5-0 in favor. Motion carried.***

34
35 ***The meeting was adjourned at 7:45 pm.***

36
37 Respectfully submitted:

38
39
40
41 Rhonda C. Ferebee, CMC
42 Town Clerk
43
44
45
46
47
48