

1 **MINUTES OF THE REGULAR SCHEDULED MEETING**
2 **OF THE EMERALD ISLE BOARD OF COMMISSIONERS**
3 **TUESDAY, APRIL 13, 2010 – 6:00 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 6:00 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, Planning Director Kevin Reed, Fire
21 Chief Bill Walker, Police Chief Bill Hargett, and Police Lieutenant Jeff Waters.
22

23 **3. Opening Prayer**
24

25 Kyle Hebert, youth member from Emerald Isle Chapel by the Sea offered the
26 Opening Prayer for the Town Board meeting.
27

28 **4. Pledge of Allegiance**
29

30 After opening prayer all who were present recited the Pledge of Allegiance.
31

32 **5. Adoption of Agenda**
33

34 ***Motion was made by Commissioner Hoover to adopt the agenda. The***
35 ***Board voted unanimously 5-0 in favor. Motion carried.***
36

37 Town Manager Rush asked if an additional Item could be added to the agenda.
38

39 ***Motion was made by Commissioner Wright to amend the adoption of the***
40 ***agenda to include Item 13.5 Resolution Authorizing Sale of Town-Owned***
41 ***Surplus Property. The Board voted unanimously 5-0 in favor. Motion***
42 ***carried.***
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2 **6. Proclamations / Public Announcements**
3

4 Mayor Schools announced the following proclamations and announcements for
5 the public:
6

- 7 • **Proclamation – National Tourism Week – May 8 – 16, 2010 (10-04-13/P1)**
- 8 • **“Pills Can Kill” Event – El Police Dept – Food Lion – Saturday, April**
9 **17 – 10 am – 2 pm**
- 10 • **13th Annual Homes and Gardens Tour and Art Show – Saturday,**
11 **April 17**
- 12 • **Free Adult Tennis Clinic – Monday, April 19 – 6 pm – Tennis Courts**
- 13 • **Planning board Regular Meeting – Monday, April 26 – 6 pm – Town**
14 **Board Meeting Room**
- 15 • **Beach Driving Season Ends – April 30**
- 16 • **Summer Day Camp Registration – Monday, May 3 – 6 pm – El**
17 **Community Center**
- 18 • **Board of Commissioners Regular Meeting – Tuesday, May 11 – 6 pm**
19 **– Town Board Meeting Room**

20
21 **Clerks Note: A copy of Proclamation 10-04-13/P1 as noted above is incorporated herein by reference**
22 **and hereby made a part of these minutes.**
23

24 **7. Special Presentations**
25

- 26 **a. Bill Hargett, Police Chief – 30 Year Employee**
- 27 **b. Jeff Waters, Police Lieutenant – 25 Year Employee**
28

29 Mayor Schools and Town Manager Rush presented service award plaques to
30 honor Bill Hargett, Police Chief for 30 years and Police Lieutenant Jeff Waters for
31 25 years of service to the Town of Emerald Isle. It was noted that Chief Hargett
32 and Lt. Waters were the two longest serving employees in the history of the
33 Town of Emerald Isle and the Town was fortunate to have enjoyed their services
34 for these many years.
35

36 **8. Consent Agenda**
37

- 38 **a. Tax Refunds / Releases**
- 39 **b. Resolution Authorizing Annual Financial Audit contract (10-04-13/R1)**
- 40 **c. Resolution Opposing Revision of the NC Transportation Equity**
41 **Formula (10-04-13/R2)**
- 42 **d. Resolution Supporting Legislative Authority for Use of Terminal**
43 **Groins (10-04-13/R3)**
44
45

1
2 ***Motion was made by Commissioner Wootten to approve the items on the***
3 ***Consent Agenda. The Board voted unanimously 5-0 in favor. Motion***
4 ***carried.***

5
6 **Clerks Note: A copy of Resolutions 10-04-13/R1, 10-04-13/R2, 10-04-13/R3, and all Consent Agenda**
7 **items as noted above are all incorporated herein by reference and hereby made a part of these**
8 **minutes.**

9
10 **9. Public Comment**

11
12 **Brief Summary:** The public will have the opportunity to address the Board about
13 any items of concern not on the agenda.

14
15 Randy Tyner, a candidate for the Carteret County Board of Commissioners
16 District 1 introduced himself to the Board and public providing comments and
17 background information about himself and his run for public office.

18
19 **10. Ordinance Amending Chapter 5 – Density, Intensity, and Dimensional**
20 **Standards – of the Unified Development Ordinance Regarding Building**
21 **Heights in the Government District (10-04-13/O1)**

- 22
23 **a. Public Hearing**
24 **b. Consideration of Ordinance**

25
26 Planning Director Kevin Reed addressed the Board regarding this agenda item.
27 The following excerpt from his memo to Town Manager Frank Rush is provided
28 for additional background:

29
30 Town staff recently discussed with the Planning Board a possible amendment to Chapter 5, "Density, Intensity and
31 Dimensional Standards", Table 5.1, "Table of Dimensional Standards", of the Town's Unified Development Ordinance
32 (UDO) in order to amend the maximum allowable building height in the Government (G) Zoning District. When the
33 UDO was being drafted, the Government (G) Zoning District was created in order to provide a distinct zoning district for
34 government and other similar public land uses. The various dimensional standards for the Government (G) District
35 were patterned after those in the Business (B) District since the Government (G) District was thought to have similar
36 characteristics (traffic, land use, intensity of use, etc.) as those found in the Business (B) District. However, the
37 building height limitations in the Government (G) District for high slope roofs were established at 40-feet rather than the
38 maximum height of 50-feet allowed in the Business (B) District. Town staff recommended to the Planning Board that
39 the UDO be amended in order to make the maximum allowable building height the same for both the Government (G)
40 and Business (B) Zoning Districts. This change will more closely align the dimensional requirements of the two zoning
41 districts and assist the architectural team working on design concepts for the proposed building for the Aquarium Pier
42 at Emerald Isle.

43
44 The Planning Board formally discussed this issue at its meeting held on March 22, 2010 and following its discussion
45 recommended unanimously to the Board of Commissioners that the UDO be amended to change the maximum
46 allowable building height in the Government (G) District. Attached to this memorandum is a copy of the amendment in
47 ordinance format. The amendment shows text being added in an underlined format and text being deleted is shown in
48 a strikethrough format. Staff looks forward to discussing this potential amendment with the Board of Commissioners at
49 its April 13 meeting. Please do not hesitate to contact me if you have any questions or concerns.

1
2 ***Motion was made by Commissioner Messer to open the Public Hearing.***
3 ***The Board voted unanimously 5-0 in favor. Motion carried.***
4

5 There were no comments from the Public.
6

7 ***Motion was made by Commissioner Wootten to close the Public Hearing.***
8 ***The Board voted unanimously 5-0 in favor. Motion carried.***
9

10 ***Motion was made by Commissioner Hoover to adopt the Ordinance***
11 ***Amending Chapter 5 – Density, Intensity, and Dimensional Standards – of***
12 ***the Unified Development Ordinance Regarding Building Heights in the***
13 ***Government District. The Board voted unanimously 5-0 in favor. Motion***
14 ***carried.***

15
16 **Clerks Note: A copy of Ordinance 10-04-13/O1 is incorporated herein by reference and hereby made**
17 **a part of these minutes.**
18

19 **11. Commercial Site Plan Review – Sandbox Grill (Boque Inlet Drive)**
20

21 Planning Director Kevin Reed addressed the Board regarding this agenda item.
22 The following excerpt from his memo to Town Manager Frank Rush is provided
23 for additional background:
24

25 A request has been submitted by David Newton and Kylie Hanford for commercial review of the proposed Sandbox
26 Grill located at 129 Bogue Inlet Drive. The property is currently zoned Business (B) and the proposed restaurant is a
27 permitted use in the Business (B) Zoning District. The existing building on the property will be renovated in order to
28 change the use from a storage building into a restaurant. The applicants have indicated that they hope to primarily
29 attract walk up customers; however, the Carteret County Health Department (CCHD) has authorized seven seats for
30 the restaurant that will be provided outdoors.
31

32 You will find attached a copy of a site plan for the project. Also attached are copies of the proposed building elevations
33 showing proposed colors for the two sides (south and east) of the structure that are visible from a public street. Only
34 one of the wall segments for the building (south) has a dimension greater than 20-feet and since this segment is
35 covered by a roof/shelter there are no requirements for building offsets that need to be addressed. The east side of
36 the building will have a 4'x 16' awning centered along the wall section. The applicants are proposing no exterior
37 lighting for the project. The Town's Technical Review Committee (TRC) reviewed the project at its meeting held on
38 March 4, 2010. Following that meeting, Town staff requested several revisions to the plan and additional information.
39

40 Town staff is comfortable in concluding that the current plan and other submitted materials are consistent with the
41 Town's zoning requirements for building setbacks, building colors, building height limitations, and natural area
42 requirements. The Town's Unified Development Ordinance (UDO) requires that restaurants provide parking based on
43 one space for each four seats and one space for each three employees. Based on the permitted number of seats and
44 employees, the grill is required to have three off-street parking spaces, one of which must be a handicap space. The
45 proposed parking lot is utilizing a design that has two standard size (9' x 19') parking spaces oriented north/south and
46 the handicap space oriented east/west. There appears to be sufficient room for vehicles exiting the north/south spaces
47 to back into the required travel lane and exit the parking lot in a safe manner. Staff was somewhat concerned about
48 the functionality of the east/west handicap space and how vehicles will exit that space safely particularly if the
49 north/south spaces have vehicles parked in them. Town staff spoke with the designer of the parking lot (John Odom)
50 and he has indicated that he believes all of the parking spaces will function in a safe manner and vehicles can safely

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1
2 exit the property, front first onto Bogue Inlet Drive, without having back into the right-of-way. John Odom discussed
3 this issue with the Planning Board at its March 22 meeting and explained to the members that the handicap space
4 would function effectively without requiring a vehicle to back out onto Bogue Inlet Drive. The Planning Board was
5 comfortable with Mr. Odom's explanation.
6

7 The Town has received information from the applicants that Carteret-Craven Electric Cooperative and Bogue Banks
8 Water Corporation are currently serving the property. The applicants have also received the necessary permit from the
9 Carteret County Health Department for a seven seat restaurant. The Town's consulting engineer had previously
10 reviewed a stormwater plan for the proposed development and that plan was recently revised by the applicant's
11 engineer based on a redesign of the parking lot and other factors. A revised plan is now being reviewed by the Town's
12 consulting engineer; and, to date, no stormwater plan has been approved for the project.
13

14 As previously mentioned, the Planning Board discussed this request at its meeting held on March 22, 2010. Following
15 its discussion of the request, the Board voted unanimously (4 to 0) to recommend to the Board of Commissioners that
16 the commercial review be approved subject to the following conditions:
17

- 18 1. Approval from the Town's consulting engineer that the stormwater plan prepared for the project is consistent
19 with the Town's stormwater regulations.
- 20 2. Revise the site plan to provide details on the screening of the proposed 5' x 5' dumpster pad.
- 21 3. Revise the site plan to delineate the accessible way from the handicap parking space to the building.
- 22 4. Revise the site plan to show the handicap parking space with a minimum width of 16-feet (9 feet for standing
23 space and 8 feet for aisle).
24

25 The revised site plan submitted by the designer indicates compliance with conditions 2, 3 and 4; therefore, the Board of
26 Commissioners may wish to remove these as conditions of approval. I look forward to discussing this issue with the
27 Board of Commissioners at its meeting held on April 13. Please let me know if you have any questions regarding the
28 foregoing information.
29

30 Planning Director Reed reiterated as noted in his memorandum to the Board that
31 conditions 2, 3, and 4 had been met.
32

33 Commissioner Hedreen was concerned about the parking spaces. Mr. Reed
34 explained based on the classification of a restaurant with seating was one space
35 for every 4 seats, and one space for each 3 employees which equated to two
36 parking spaces so they were meeting the minimum requirements of the UDO with
37 regard to parking.
38

39 Mayor Schools added that while they were meeting minimum requirements he
40 would just ask that if they find there was a problem with the parking they try to
41 work together and figure out something reasonable that would work.
42

43 David Newton, applicant, described the parking area noting that because of the
44 amount of right-of-way the parking spaces are two feet in from the actual
45 property line; so there was 18 feet until you get to the actual pavement so there
46 was really quite a bit of room there. He felt working together with the Town they
47 could come up with a good plan for the small area.
48
49
50

1
2 ***Motion was made by Commissioner Wootten to approve the commercial***
3 ***site plan, building elevations, and colors for the proposed Sandbox Grill,***
4 ***contingent upon the approval of the storm water management plan by the***
5 ***Town's consulting engineer. The Board voted unanimously 5-0 in favor.***
6 ***Motion carried.***

7
8 **12. Ordinance Amending Chapter 5 – Beach and Shore Regulations – of**
9 **the Code of Ordinances Regarding Digging of Holes on the Beach Strand**
10 **(10-04-13/O2)**

11
12 Fire Chief Bill Walker addressed the Board regarding this agenda item. The
13 following excerpt from Town Manager Rush's memo to the Board is provided for
14 additional background:

15
16 The Board of Commissioners is scheduled to consider the attached ordinance amendment that would require large
17 holes (greater than 12 inches deep) on the beach strand to be filled in when not attended by a responsible person.
18 The attached ordinance is recommended by Town staff that provide services on the beach strand, and Fire Chief Bill
19 Walker will address the Board about this issue at the April 13 meeting.

20
21 As you know, many people young and old enjoy playing in the sand on the beach digging holes, making sand castles,
22 etc. The attached ordinance amendment is in no way intended to deter these fun activities, but rather is simply
23 intended to make sure that they don't pose a safety hazard for our beach visitors, including small children, and Town
24 personnel providing emergency and maintenance services on the beach strand.

25
26 Large holes left on the beach strand can potentially collapse around small children, and the attached ordinance
27 amendment requires that any hole larger than 12 inches deep be attended by a responsible person. During the
28 daytime, the presence of a responsible person will also help Town personnel responding to emergencies or providing
29 other services on the beach strand to avoid these large holes, thus minimizing the risk of personal injury or damage to
30 Town vehicles and equipment. Finally, the requirement to fill in these holes when one has finished playing with or in
31 them will insure that an unsuspecting beach walker does not fall into a hole at night causing injury, or cause injury to
32 Town personnel or damage to Town equipment while driving on the beach strand at night.

33
34 The attached ordinance would be enforced by the Fire Department Beach Patrol and the Police Department on the
35 beach strand this summer. We do not envision a heavy-handed enforcement approach for this ordinance, but rather
36 will rely almost exclusively on friendly reminders and perhaps written warnings to achieve the desired goal. We expect
37 that 99% or more of the people digging large holes on the beach will comply voluntarily, but the attached ordinance
38 amendment will be helpful in dealing with the 1% of the people who are not cooperative.

39
40 Town Manager Rush noted the revised version located at the Board's places
41 tonight with slight changes in the language.

42
43 Chief Walker said the purpose of the ordinance amendment was not to prohibit
44 the digging of holes on the beach but to require they be filled in. Chief Walker
45 indicated that when beach patrol asks for the holes to be filled the majority of
46 people comply. Chief Walker said this ordinance would provide more strength
47 and backup for the beach patrol when dealing with those who refuse to comply.

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Commissioner Hoover stated he would like to increase the penalty from \$50 to \$100. Commissioner Wootten added that he didn't view the beach patrol as an enforcing agency, feeling that in those situations where someone wouldn't cooperate or became abusive, that police be called to the scene to issue a citation.

Mayor Schools asked for any public comments.

Bob Horner, 9702 Green Glen Road, a member of the turtle patrol and on the beach a lot, mentioned some things he felt should be considered. Mr. Horner gave the example of fireworks, they call the police and they can't get there in time, the same would happen with the holes, by the time the police get there they would not be able to find the person responsible. He felt it didn't matter what amount was set for the fine, the enforcement was very difficult which was why he felt beach patrol had to be involved. Mr. Horner said they needed to get beach patrol to respond because he had been on the beach and seen dogs run past off leashes and beach patrol didn't stop.

Attorney Stanley noted that this was a civil penalty only and the police couldn't arrest anyone for this unless it became disorderly conduct.

Greg Nies, Shipwreck Lane, provided his observation regarding damage to vehicles and equipment from holes on the beach, that perhaps they should launch the ski-doo as soon as they got on the beach and let it run down the water and let the truck follow down the beach.

Commissioner Wootten said he felt more comfortable with the ordinance now assuming that if the beach patrol came across kids with their parents or a responsible person digging a hole that was deeper than 12 inches that the beach patrol could ask if they recognized their responsibility to fill in the hole, maybe get the name and address, but don't stop them from digging the hole, unless they are digging a hole 5 or 6 feet deep.

Motion was made by Commissioner Hoover to approve the Ordinance Amending Chapter 5 – Beach and Shore Regulations – of the Code of Ordinances Regarding Digging of Holes on the Beach Strand changing the fine from \$50 to \$100. The Board voted unanimously 5-0 in favor. Motion carried.

Clerks Note: A copy of Ordinance 10-04-13/O2 is incorporated herein by reference and hereby made a part of these minutes.

1
2 **13. Beach Services Improvement Plan**
3

4 **a. Plan Details**

5 **b. Budget Amendment – General Fund**
6

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

10
11 The Board of Commissioners will receive a presentation on a plan to improve the services provided by the Town on the
12 beach strand at the April 13 meeting. If the Board concurs with the plan, the Board is also asked to approve the
13 attached General Fund budget amendment that would transfer a total of \$10,000 from the Police Department budget to
14 the Fire Department budget for the purchase of capital equipment associated with the implementation of the plan.
15

16 As discussed at the February 26 budget workshop meeting, I have been seeking ways to improve the overall services
17 provided by the Town on the beach strand during the peak summer season. As you know, the Town provides a wide
18 variety of services on the beach strand that are designed to protect the public's safety, keep the beach clean and
19 aesthetically pleasing, and maintain order among our beach visitors to promote an enjoyable experience for everyone.
20 Among the services provided are law enforcement, limited water rescue capabilities, general Beach Patrol and visitor
21 assistance, trash collection, maintenance of beach access facilities and signage, and Town ordinance enforcement.
22 Summer 2010 will also include the implementation of recycling at all public beach access locations and the new
23 unattended beach equipment ordinance.
24

25 In general, I believe the Town staff does a reasonably good job in providing these services on the beach strand, but
26 continue to believe that the Town can and should do a better job. I have sensed greater expectations for services from
27 our residents and beach visitors in recent years, and have had and continue to have a growing concern that we don't
28 have enough of a personnel presence on the beach strand to achieve our goals for safety, cleanliness, and order. I
29 also believe we need to provide more resources for weekend services, and in fact the Town organization has steadily
30 moved toward providing more resources on weekends in recent years. Finally, and most importantly, there appears to
31 be a need for more law enforcement presence at key beach access locations, including Bogue Inlet Pier and the
32 Western Ocean Regional Access, which are easily the most densely populated areas on the beach strand.
33

34 The Town currently provides services on the beach strand as follows:
35

- 36 • Two Fire Department Beach Patrol personnel patrol the beach daily, with each responsible for nearly 6 miles
37 of the Town's beach strand. Their role is multi-faceted, with an expectation to assist the Fire Department
38 with water rescue activities, provide general customer service assistance to beach visitors, and in recent
39 years to enforce Town ordinances. It is difficult for one person to cover 6 miles in a comprehensive and
40 consistent manner, and the enforcement of Town ordinances has not been as consistent as desired.
41
- 42 • The Police Department makes periodic patrols on the entire length of the beach strand in a Ford Explorer
43 beach vehicle. The Police Department also occasionally provides a proactive presence at Bogue Inlet Pier
44 and responds to numerous calls at the Pier. The periodic patrols in the Ford Explorer beach vehicle do not
45 occur as often as desired, nor are they as focused on the main problem areas as desired. Bogue Inlet Pier
46 and the Western Ocean Regional Access would likely benefit significantly from a constant presence at these
47 locations.
48
- 49 • Public Works completes comprehensive beach strand trash collection activities on Mondays, Wednesdays,
50 and Fridays, and other areas as needed on Saturdays and Sundays. The majority of the entire department is
51 involved in trash collection for most of the day on Mondays and Fridays, and we routinely have an employee
52

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1
2 and inmate laborers working on weekends. Public Works has greatly reduced the incidences of overflowing
3 trash on the beach strand, although there are still occasional occurrences.
4

- 5 • The Parks and Recreation Department utilizes a full time attendant at the Western Ocean Regional Access,
6 and the addition of this staff person has greatly improved the management of this heavily visited facility. In
7 fact, the success with this approach is one impetus for the proposed improvements now outlined. Parks and
8 Recreation also maintains walkways and signage as necessary during the summer season.
9

10 The proposed plan to improve services is outlined on the attached summary sheet dated April 7, 2010. The plan
11 includes several strategies intended to promote safety, cleanliness, and order on the beach strand, and essentially
12 doubles the Town's personnel presence on the beach strand during the peak summer season. I am hopeful that this
13 increased attention enable us to meet these goals more effectively.
14

- 15 • The Fire Department Beach Patrol would operate for longer hours each day, and a 3rd zone would be
16 implemented on the beach strand. The Beach Patrol would be on duty from 9 am to 7 pm daily, and each
17 Beach Patrol member would cover an area slightly less than 4 miles in length. Zone divisions would be
18 located at Bogue Inlet Pier and Howe Street. A new 4 wheel drive ATV would be purchased for the 3rd daily
19 Beach Patrol member.
20
- 21 • The Police Department would have two dedicated Police Officers on duty at Bogue Inlet Pier and the
22 Western Ocean Regional Access, and also on the beach strand in the general vicinity of these facilities,
23 every day from 9 am to 7 pm. The two officers may be working together at certain times, and may also split
24 between the two facilities at other times. These officers would be dressed in shorts and short-sleeve shirts,
25 but would be in an official summer uniform and carry a gun and badge. These officers would also utilize the
26 Ford Explorer beach vehicle and the existing 4 wheel drive ATV assigned to the Police Department.
27
- 28 • The Fire Department Beach Patrol would be expected to provide the following services:
29
- 30 ○ assist the Fire Department with water rescue actions,
31
 - 32 ○ provide general customer service assistance to the public on the beach strand,
33
 - 34 ○ enforce appropriate Town ordinances, including:
35
 - 36 ▪ litter,
 - 37 ▪ dogs off of leash,
 - 38 ▪ dog defecation,
 - 39 ▪ dune violations,
 - 40 ▪ surfing too close to the Pier,
 - 41 ▪ respecting sea turtle nests, and
 - 42 ▪ need to fill in holes on the beach (if approved by the Board).
 - 43
 - 44 ○ engage in proactive public education efforts, including:
45
 - 46 ▪ educating the public about the new Town ordinance regarding unattended beach
47 equipment,
 - 48 ▪ rip currents,
 - 49 ▪ promotion of recycling,
 - 50 ▪ provide information about Town events, activities, etc., and
 - 51 ▪ hand out disposable ash trays.
 - 52
 - 53 ○ monitor unruly or illegal behavior and inform the Police Department,
54

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- pull trash can liners from residential beach access walkways and deposit in street side containers, and also pick up other trash from the beach strand,
 - carry shovels to fill in holes on the beach strand as needed,
 - alert Parks Maintenance staff of need to repair walkways, signage,
 - assist with placement of red flag warnings, and
 - be the "eyes and ears" for all Town departments on the beach strand.
- The dedicated Police Officers would be expected to provide all of the same ordinance enforcement and public education services as the Fire Department Beach Patrol, with the exception of trash cans, filling in beach holes, and water rescue functions. Obviously, the dedicated Police Officers would also handle the more significant law enforcement issues.
 - The Public Works Department will continue to provide trash collection as outlined above, but it is hoped that the assistance of the Beach Patrol at residential walkways will reduce the time needed for Public Works to service these areas, perhaps eliminating the need for a Wednesday collection in some of these areas. Public Works will also implement recycling at all public beach access locations this summer.
 - The Public Works Department will enforce the new unattended beach equipment (beach tents, etc.) ordinance by making a comprehensive sweep of the beach strand early each morning. First time violators will receive a warning sticker and the beach tent will be dismantled and left nearby at the dune line, and also marked with spray paint to signify a first warning. Second time violators will have the tents confiscated and removed from the beach strand. Multiple public education efforts are underway to educate the public about this new ordinance, including Town newsletters, new signs at beach access locations, assistance from vacation rental companies, the Beach Patrol's planned educational efforts, and others.

The Board should note that the Town will continue to first utilize a friendly, educational enforcement approach for violations of Town ordinances on the beach strand. Initial enforcement actions will consist primarily of warnings, with citations issued for particularly egregious violations, ignored warnings, and individuals exhibiting extremely uncooperative behavior when confronted with a violation.

The additional efforts outlined above are projected to result in additional annual expenditures of approximately \$36,000, however, I believe the benefits of these efforts will far outweigh the additional cost. For the remainder of FY 09-10, I am hopeful that existing Town department budgets can absorb the minor personnel cost increases associated with these improvements, and the full amount will be included in the FY 10-11 Recommended Budget presented to the Board in May. We continue to work hard to present a FY 10-11 Recommended Budget with no tax rate increase, including these additional expenses.

The attached General Fund budget amendment does provide one-time funding for the purchase of a new 4-wheel drive ATV and associated equipment for the 3rd Beach Patrol zone this summer. A total of \$10,000 (from salary and benefit savings) would be transferred from the Police Department budget to the Fire Department budget. The new ATV would be ordered immediately if the Board concurs with this plan to improve beach services.

I look forward to discussing this plan to improve beach services with the Board at the April 13 meeting. I am optimistic that this plan will result in a significant improvement in the services provided by the Town on the beach strand, and will enhance the public's safety, the cleanliness and attractiveness of the beach strand, and promote greater order on the beach strand. If we find that this plan is not yielding the desired results, we will adjust accordingly and/or eliminate these strategies. If we find that the plan is successful and can be expanded in the future in a cost-effective manner, we will pursue these additional strategies in summer 2011 and beyond.

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2 Greg Nies, Shipwreck Lane, said the point he wanted to make was that it was
3 nice to put ordinances in effect, to put teeth behind the ordinance, but you need a
4 frontline person out there doing the enforcing. He agreed that beach patrol had
5 done a fairly good job in the past but there had been times when they had turned
6 a blind eye and they needed consistency.

7
8 Tom Minnick, 9803 Sandy Court, thanked Frank and staff for doing an excellent
9 job particularly Artie Dunn and his staff cleaning up the beach, he felt they did an
10 extraordinary job and if called they were very responsive. Mr. Minnick spoke
11 about the challenge the Town Manager had to manage a budget when 3 months
12 of the year you had 35-40,000 people and the other 9 months you only had 3,500
13 people. Mr. Minnick spoke of aggressive confrontations he had when there were
14 people shooting fireworks in front of his home and the danger to the shingles on
15 their roofs. Mr. Minnick wondered if they were adding a 3rd beach patrol person if
16 rather than having them work during the day they could somehow be staggered
17 to work into the evening which was when a lot of the activities happened down on
18 the beach. Mr. Minnick also wondered if it would be possible during the summer
19 months to have the sheriffs department handle the traffic and let our police
20 department focus on the beach which was our most important resource.

21
22 Greg Nies, Shipwreck Lane, agreed with Mr. Minnick about the fireworks. He felt
23 they needed enforcement of everything. Mr. Nies said the visitors come here,
24 and if they break the law in their town they are subject to penalties, but here he
25 felt the attitude was just ask them nicely not to litter, or don't shoot fireworks. He
26 felt that the police officers by direction come down to the beach to warn them and
27 tell them to take their fireworks off the beach and not do it again. Mr. Nies said
28 they should not warn but give them the ticket, confiscate the fireworks and that's
29 it. He felt if they didn't want to abide by our laws they could stay home as far as
30 he was concerned. Mr. Nies understood not everyone felt that way because they
31 had a vested financial interest but he lives here and it was in his interest that they
32 be penalized. Mr. Nies felt the Town was making a mistake by having the same
33 number of officers patrol the Town in the winter as during the summer. He felt
34 you should manage your manpower according to the tasks at hand. He felt you
35 couldn't possibly expect to enforce the laws with the same number of people that
36 were correct for 50,000 as for 5,000.

37
38 Town Manager Rush noted that they carry the same number of full-time officers
39 in the winter as they do the summer, and it wasn't quite as easy as you may think
40 to just go out and hire a bunch of part-time officers for the summertime because
41 they are career people who want a reliable source of income, a steady job. Mr.
42 Rush said they do have part-time reserve police officers all throughout the year
43 but they assign many more hours in the summer, and this plan will rely more
44 heavily on those reserve police officers. Mr. Rush also noted that with issues of
45 town ordinance violations they generally tried to take the friendly approach and

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1
2 tried to accomplish their goals through education and warnings, occasionally
3 issuing citations; for the more serious offenses, state law violations, there are
4 occasionally warnings but far more aggressive enforcement issues for the state
5 law violations. Mr. Rush said there were times they confiscated fireworks from
6 people on the beach strand but it was difficult to enforce because by the time
7 they get there when there are more serious calls going on in town it was not
8 always easy to find the people letting them off. If they can they confiscate the
9 fireworks, they do not routinely issue warnings for fireworks to clarify.

10
11 Commissioner Wootten wondered if since they would increase the beach patrol
12 during the day they should not have police on the beach during the day but rather
13 have the police on the beach strand at night between 8 and midnight. Mr. Rush
14 said they could take that approach but would still not catch every person letting
15 off fireworks.

16
17 Commissioner Wootten liked the plan but expressed his concerns about
18 spending more money this year until they knew what was happening with the
19 budget. Commissioner Wootten felt the last thing he wanted to do if they did
20 have to raise taxes was to raise taxes in order to expand the town government.
21 Commissioner Hedreen understood what Commissioner Wootten meant but felt
22 this was a service and so she felt that even though it was more employees it was
23 temporary and there was a need for it. Commissioner Hedreen said during
24 particularly troubling time maybe they needed an "all hands on deck" for that
25 week, having every vehicle they had on the beach strand.

26
27 After further discussion, ***the Board expressed concurrence with the proposed***
28 ***plan.***

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

33
34 **Clerks Note:** A copy of the Budget Amendment as noted above is incorporated herein by reference
35 and hereby made a part of these minutes.

36
37 **13.5 Resolution Authorizing Sale of Town-Owned Surplus Property at 104**
38 **Sheris Court, Craven County – Item added to Agenda (10-04-13/R4)**

39
40 Town Manager Frank Rush addressed the Board regarding this agenda item.
41 Mr. Rush stated that when the Town sold the old EMS Station back in February
42 they sold it for \$350,000, accepting \$287,000 in cash and they provided a
43 \$63,000 credit in exchange for these two residential parcels in Craven County in
44 order to facilitate closing. Mr. Rush said they immediately put the Craven County
45 parcels on the market and he was happy to report that they did have an offer on
46 the property and he recommended that the Board accept the offer. Mr. Rush

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1
2 said the offer they had on the lots was for \$63,500. Mr. Rush noted the attached
3 resolution if approved by the Board would preliminarily accept that offer and
4 would direct the Town Manager to proceed with the upset bid process for the
5 disposition of these parcels and ultimately complete the closing with the upset
6 bidder. Mr. Rush pointed out that they had a signed contract and an earnest
7 money deposit of \$500 which was not the required amount which was 5% or
8 \$3,175. They are working to resolve that now and he asked if the Board
9 approved the resolution to make it contingent on the 5% deposit being provided
10 before proceeding with the upset bid process.

11
12 ***Motion was made by Commissioner Hedreen to accept the offer for***
13 ***purchase of the town-owned surplus property at 104 Sheris Court, Craven***
14 ***County for \$63,500 contingent on the 5% deposit of earnest money at the***
15 ***time of acceptance. The Board voted unanimously 5-0 in favor. Motion***
16 ***carried.***

17
18 **Clerks Note: A copy of Resolution 10-04-13/R4 is incorporated herein by reference and hereby made**
19 **a part of these minutes.**

20
21 **14. Budget Amendment – General Fund – Old EMS Station Proceeds**

22
23 Town Manager Frank Rush addressed the Board regarding this agenda item.
24 The following excerpt from his memo to the Board is provided for additional
25 background:

26
27 The Board of Commissioners is scheduled to consider the attached General Fund budget amendment that would
28 allocate a portion of the proceeds from the sale of the old EMS station for debt reduction. A total of \$235,235 is
29 included in the attached budget amendment.

30
31 As you know, the Town recently sold the old EMS station for a total sale price of \$350,000. The Town accepted
32 \$63,000 of this amount in the form of a vacant residential lot in Carteret County, and \$287,000 in cash at closing.
33 Netting out the closing costs, the Town received a total of \$286,131.

34
35 The Town has an outstanding debt obligation of \$235,000 associated with the recent land purchase for the new public
36 boat launch facility. The Town utilized an inter-fund loan to borrow these funds from the Beach Nourishment Debt
37 Service / Reserve Fund in November 2009. The attached budget amendment would allocate the bulk of the old EMS
38 station sale proceeds to retire the principal on this debt, plus \$235 of accrued interest since November 2009. (The
39 Town agreed to pay interest at a rate equal to that earned by the Town on other investments.) The early retirement of
40 the debt associated with the new public boat launch facility land will eliminate the need for annual debt service
41 payments in the General Fund of approximately \$80,000 for each of the next 3 years, and will make it somewhat easier
42 to balance the FY 10-11 budget and future year budgets.

43
44 The remaining \$50,896 of the net proceeds from the sale of the old EMS station would not be formally recognized as a
45 General Fund revenue source at this time, and would revert to General Fund balance at year-end if not subsequently
46 appropriated for some other purpose between now and June 30. I envision these funds ultimately being used to cover
47 a portion of the projected deficit in the FY 09-10 General Fund budget at year-end, which is partially associated with
48 additional land acquisition costs associated with the new public boat launching facility.

49
50

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1
2 The Town recently received an offer to purchase the Craven County lot, but this offer was rejected because it was too
3 low. There is some indication that the previous offeror may make another offer more acceptable to the Town. At such
4 time that the Craven County lot is sold, these proceeds would also be deposited in General Fund balance to also cover
5 a portion of the projected FY 09-10 General Fund budget deficit.
6

7 The Board should note that I also considered recommending that the proceeds from the sale of the old EMS station be
8 used to retire the remaining outstanding debt on a new Fire Engine purchased in 2009. The current outstanding
9 balance on that debt is approximately \$367,000. Because we do not currently have sufficient revenues to retire the full
10 amount of this debt, because of long-term structural budget concerns (i.e., the Fire Engine debt is theoretically an
11 annual expense in perpetuity based on our large apparatus replacement schedule, whereas the boat ramp land
12 purchase is a one-time event), and because of a desire to maintain General Fund balance levels, I chose not to
13 recommend this strategy at this time. I would be happy to revisit this idea if the Board believes this is a better strategy,
14 however.
15

16 If the Board would like to pursue the retirement of the Fire Engine debt instead, I would recommend the use of General
17 Fund balance temporarily to cover the difference between the approximately \$367,000 due vs. the \$286,131 currently
18 available, and then deposit the proceeds from the Craven County lot sale into General Fund balance at that time. The
19 Town is paying a higher interest rate on the Fire Engine loan (3.04% vs. approximately .60% - 1% for the boat ramp
20 land), and the annual debt service payment that could be avoided for the next 4 years is approximately \$96,000 per
21 year. This strategy would be slightly more helpful for the Town's budget in the short-term, but would theoretically
22 create an approximately \$96,000 "hole" in the Town's budget in FY 14-15 when the next Fire Engine is replaced.
23

24 Town Manager Rush indicated that his recommendation would be to payoff the
25 boat launch facility, clean up the beach nourishment fund, but the fire truck was
26 certainly a viable option if the Board felt that was better.
27

28 The Board had much discussion about the budget amendment and which
29 strategy to use.
30

31 ***Motion was made by Commissioner Wootten to approve the revised***
32 ***General Fund Budget Amendment that applies the funds from sale of***
33 ***surplus property to reduce the debt service for the fire engine. The Board***
34 ***voted unanimously 5-0 in favor. Motion carried.***
35

36 **Clerks Note: A copy of Revised General Fund Budget Amendment is incorporated herein by**
37 **reference and hereby made a part of these minutes.**
38

39 **15. Contract Extension – Emergency Medical Services**
40

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

45 The Board of Commissioners is asked to approve the attached 1-year contract extension between the Town and
46 Emerald Isle EMS, Inc. at the April 13 meeting. The 1-year contract extension is recommended by the Joint EMS
47 Committee, which consists of Commissioner Hedreen, Commissioner Wootten, myself, and 3 representatives from
48 Emerald Isle EMS (Ben Dadd, Ed Naiman, and the late Carl Hogan).
49

50 The current contract between the Town and Emerald Isle EMS, Inc. is a 5-year contract that expires on June 30, 2010.
51 A copy of that contract is attached for your reference. This contract has served the Town and Emerald Isle EMS well

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1
2 over the past five years, and has resulted in a productive, cooperative relationship between the two parties over that
3 time. One key provision in the contract is the creation of the Joint EMS Committee, and that group has been the key
4 link between the Town and EI EMS during that time.
5

6 As you know, there has been some uncertainty in the past year + about the best longer-term strategy to provide
7 emergency medical services in Emerald Isle. Several factors have contributed to this uncertainty, including recent
8 discussions by Carteret County about a countywide EMS system, the loss of key long-time volunteers by Emerald Isle
9 EMS, Inc., the recruitment of new EMS volunteers, increasing personnel costs, the implementation of EMS call fees
10 and the receipt of significant revenues, the need to insure adequate funding for major EMS equipment in the future, the
11 continuing partnership between the Town and EI EMS, Inc. (including the new EMS station), and other factors. The
12 Joint EMS Committee has been discussing the best longer-term strategy for the past year +, and expects to complete
13 its review of this issue later this year or early next year. The Joint EMS Committee would then make a
14 recommendation to the Board of Commissioners and the leadership of Emerald Isle EMS, Inc. about the best long-term
15 strategy for EMS in Emerald Isle. Potential recommendations include the following:
16

- 17 • the continuation of a contractual relationship between the Town and EI EMS, Inc., with new provisions that
- 18 reflect the current and projected future needs of the Town and EI EMS, Inc.,
- 19 • the transition of EI EMS, Inc. to a department of the Town government,
- 20 • the transition of EI EMS, Inc. to a department of the County government, or
- 21 • any other structure that insures the highest quality service in the most cost-effective manner.
22

23 Because the current contract expires on June 30, 2010, and the need for additional time for the Joint EMS Committee
24 to complete its review of this issue, a 1-year extension of the current contract is proposed. All terms and conditions of
25 the current contract would remain in effect until June 30, 2011.
26

27 The 1-year contract extension does include a provision indicating that the Town and EI EMS, Inc. will work together in
28 good faith to determine a longer-term strategy no later than February 1, 2011, approximately 8 ½ months from now.
29 The February 1, 2011 deadline would provide ample time for future planning to occur prior to the June 30, 2011
30 expiration date of the contract extension. As noted above, the Joint EMS Committee will continue to take the lead on
31 this issue and ultimately make recommendations to the Board of Commissioners and the leadership of Emerald Isle
32 EMS, Inc.
33

34 The residents and visitors of Emerald Isle are fortunate to receive high quality emergency medical services, and all
35 parties will be working hard to insure that this remains the case in the future.
36

37 **Bobby O'Donnell, Asst. EMS Chief, spoke on behalf of Emerald Isle EMS, Inc.**
38 **and stated they were fully in favor of extending the contract for one year. Mr.**
39 **O'Donnell said especially considering the uncertainty as to what role the county**
40 **would play in the future of the EMS systems locally they believed that extending**
41 **the contract while they observed and came up with a plan was best for all.**
42

43 Commissioner Wootten hoped that they could come up with a solution before
44 February. Commissioner Hedreen said that during the committee meeting they
45 had said they would like to have an answer by the end of the year but that if they
46 had an answer by February then it wouldn't be too late for them to do whatever
47 would need to be done as a team to get the job done.
48

49 Mr. O'Donnell said he would pass that on to the EMS Board that sooner would be
50 better.
51

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1
2 Commissioner Hedreen added that they want EMS to take their time to make
3 their final decisions.

4
5 Mr. O'Donnell thanked the Board and said they appreciate that they don't feel
6 pressure coming from Mr. Rush or the Commissioners. They understand they
7 were giving them flexibility and breathing room to come up with a plan.

8
9 ***Motion was made by Commissioner Wootten to approve the Contract***
10 ***Extension for Emergency Medical Services. The Board voted unanimously***
11 ***5-0 in favor. Motion carried.***

12
13 Clerks Note: A copy of the Contract Extension for Emergency Medical Services is incorporated
14 herein by reference and hereby made a part of these minutes.

15
16 **16. Appointment – Board of Adjustment – 1 Vacancy**

17
18 **Brief Summary:** The term of Alternate #2 Board of Adjustment member James
19 Normile will expire in May 2010. The Board should appoint an individual for a
20 new term that will expire in May 2012.

21
22 ***Motion was made by Commissioner Messer to appoint James Normile to a***
23 ***term as second alternate member of the Board of Adjustment that expires***
24 ***in May 2012. The Board voted unanimously 5-0 in favor. Motion carried.***

25
26 **17. Comments from Town Clerk, Town Attorney, and Town Manager**

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

29
30 Town Manager Rush updated the Board on several projects. Mr. Rush also
31 spoke to the Board about the potential closing of an easement between Emerald
32 Drive and Bogue Sound Drive in the area of Kelly Lane. Mr. Rush noted that this
33 particular easement was a walkway easement from many years ago when the
34 subdivision was platted in 1976, had never been open and to his knowledge had
35 never been used regularly by the public. Mr. Rush said that typically in these
36 situations the Town didn't have a problem with people using these easement
37 areas as long as they didn't build anything permanent on them and historically
38 they had never stopped someone from mowing the grass, parking a vehicle, or
39 having equipment in the right of way as long as not creating some type of hazard
40 or liability for the public or impeding people who actually did use it. This
41 particular case involved two neighbors on Bogue Sound Drive who had
42 historically maintained the walkway easement and now there was a new owner of
43 one of the properties and there was concern by one property owner who would
44 like the Town to make the other property owner get off the easement, keeping in
45 mind it is a public platted easement. Mr. Rush said in this case he didn't foresee
46

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1
2 the Town ever opening it and wondered if it might not be wise for the Town to
3 simply abandon the easement, and in that case half of the 25 foot width would go
4 to each of the adjoining property owners.

5
6 The Board collectively indicated they did not want to give up any easements.

7
8 The following is an excerpt from the Town Manager Comments memo to the
9 Board for additional background and items of importance:

10
11 **Potential Closing of Easement?**

12 As part of the original subdivision, a 25 ft. easement between Emerald Drive and Bogue Sound Drive was dedicated to
13 the Town in the area just east of Kelly Lane. A map of this area is attached.

14
15 This easement does not appear to be used by the general public, and has been maintained historically by the adjacent
16 property owners. There are concerns by one adjacent property owner about another's use of the easement area in a
17 non-desirable manner, and the property owner requested that the Town make the other property owner stay off the
18 easement area. In the past, we have not objected to the public using these easements (or other portions of street right
19 of ways not used for asphalt streets) as long as nothing permanent was installed and there was no immediate need for
20 general public use.

21
22 In this case, I do not envision the Town ever having a use for this easement, and I am considering asking the Board to
23 simply abandon the easement. The easement does not go to the water, but appears that it may have initially been
24 included to make it easier for soundside residents to walk to Emerald Drive to eventually walk to the ocean beach. (I
25 would not recommend abandoning any easements that go the water.) If the Town abandons the easement, half of the
26 land area would go to the adjacent owner on one side, and half would go to the other.

27
28 Please let me know your thoughts about the possible abandonment of this easement.

29
30 **Internet Auction Results**

31 The Town recently completed the internet auction of two used Police vehicles, and received a total of \$4,785 for the
32 two vehicles. Both vehicles were 2002 Ford Crown Victoria models with very high mileage.

33
34 **2010 Street Resurfacing Contract / Coast Guard Road Bicycle Path Restoration**

35 Onslow Grading and Paving has completed the resurfacing of Parker Street, Stroud Street, and a small area on Canal
36 Drive. Work remaining includes the resurfacing of Ocean Drive (Fawn Drive to Page Place) and Coast Guard Road
37 (Pebble Beach to El Woods Park). These two segments were intentionally delayed until after Easter week, and also to
38 provide time for Public Works to complete the removal of the south shoulder on Coast Guard Road in anticipation of
39 shifting the vehicle lanes to the north in this area to accommodate a future bicycle path.

40
41 Johnson Construction will be restoring the bicycle path between Pebble Beach and Deer Horn Drive beginning April
42 13, and expects to have it ready for resurfacing in approximately one week. Debris from the removal of the south
43 shoulder of Coast Guard Road should be gone in the same time frame, and the tentative plan is for Onslow Grading
44 and Paving to come in and pave the bicycle path repair, Coast Guard Road, and Ocean Drive in the same general
45 timeframe – likely within the next two weeks or so. We will then make sure the entire area is "cleaned up" and "back to
46 normal" by late April or early May.

47
48 **NC 58 Bicycle Path**

49 SunLand Development, the contractor for this project, continues to make progress on the bicycle path project, and is
50 now approximately 65% complete. We expect their progress to improve over the last 35%, as they are now in an area
51 with less residential obstructions on the right of way.
52

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1
2 Barnhill Contracting Corporation, SunLand's paving subcontractor, will pave the first 1 mile +/- of bicycle path during
3 the week of April 12, and will then complete bollards and pavement markings. Once complete, this section will be open
4 to the public prior to the completion of the second mile. Technically, SunLand's contract does not require completion
5 until June, however, we are working with them to complete the remainder of the work by mid or late May.
6

7 **Aquarium Pier at Emerald Isle**

8 Design work continues for this project. The Advisory Committee will meet again on April 15, and they will receive a
9 presentation similar to the one given to the Board at your February 26 budget workshop.
10

11 Preliminary soil testing results indicate that the properties adjacent to Flip Flops Mini Mart are suitable for wastewater
12 disposal from the new facility, and additional tests will be completed. Assuming these results are favorable, the State
13 may make an offer on the property. Unfortunately, this has been and will continue to be a slow process, however, I am
14 becoming more convinced that the acquisition of this property will be beneficial to the overall parking configuration for
15 the new facility. If this property is acquired, it is likely that the new facility will ultimately be able to accommodate 190 –
16 200 parking spaces.
17

18 **NC 58 Resurfacing**

19 NCDOT has indicated that they intend to wait until after Labor Day weekend to resurface the entire length of NC 58.
20 They will also be constructing the new turn lane at the boat launch facility as part of this project. I have encouraged
21 NCDOT to plan on an October time frame for this work, which should match up well with the construction of the new
22 boat launch facility and the slowdown in tourism traffic. NCDOT has not finalized the dates yet, but they appear to be
23 sensitive to traffic issues and the need to complete this work after the tourism season.
24

25 **NCDOT Electronic Dynamic Messaging Signs at Cameron Langston Bridge**

26 NCDOT has selected a contractor for this work, and will hold a pre-construction meeting on April 21. Alesia
27 Sanderson, Parks and Recreation Director, and/or I will attend this meeting. Preliminary indications are that NCDOT
28 may be closing one lane of traffic near the bridge during weekdays until mid-July. With the summer traffic, this is likely
29 to create significant traffic congestion, and we are encouraging NCDOT to either 1) devise a construction plan that
30 does not require lane closure, or 2) delay this project until the fall. We will also be working closely with them to
31 minimize any damage to landscaping in the NC 58 right of way between the bridge and Coast Guard Road.
32

33 **New Public Boat Launching Facility**

34 The most important and time consuming permit applications have been submitted, and we are awaiting issuance of
35 permits. The NC Wildlife Resources Commission is still targeting a July start date for construction.
36

37 **Residents and Visitors Guide**

38 We expect to have these printed later this month, with a goal of distributing them to all vacation rental companies by
39 mid-May.
40

41 **Banking Services RFP**

42 I am currently reviewing a draft RFP for comprehensive banking services, and hope to issue the RFP later this month.
43

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

45
46 There were no further comments from the Board of Commissioners or Mayor.
47
48
49
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52

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16

19. Adjourn

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

The meeting was adjourned at 7:40 pm.

Respectfully submitted:

Rhonda C. Ferebee, CMC
Town Clerk