

1 MINUTES OF THE REGULAR SCHEDULED MEETING
2 OF THE EMERALD ISLE BOARD OF COMMISSIONERS
3 TUESDAY, JUNE 10, 2008 – 6:00 P.M. – COMMUNITY CENTER
4

5 The regular monthly meeting of the Emerald Isle Board of Commissioners was
6 called to order by Mayor Art Schools at 6:00 PM.
7

8 Present for the meeting: Mayor Art Schools, Commissioners Nita Hedreen, Tom
9 Hoover, Floyd Messer, John Wootten, and Maripat Wright.
10

11 Others present: Town Attorney Richard Stanley, Town Manager Frank Rush,
12 Town Clerk Rhonda Ferebee, Planning Director Kevin Reed, Parks and
13 Recreation Director Alesia Sanderson, and Police Lieutenant Jeff Waters.
14

15 Also in attendance: Mary Metzler and Cliff Owen, EI EMS, Inc., Ken Burnette,
16 Burnette Architecture, and Nick Lini, youth member of the YROC Committee.
17

18 After roll call all who were present recited the Pledge of Allegiance.
19

20 **4. ADOPTION OF AGENDA**
21

22 ***Motion was made by Commissioner Hoover to adopt the Agenda. The***
23 ***Board voted unanimously 5-0 in favor. Motion carried.***
24

25 **5. PROCLAMATIONS / PUBLIC ANNOUNCEMENTS**
26

27 Mayor Schools noted the following announcements for the public:
28

- 29 • EI EMS Brick Fundraising Campaign
 - 30 • Emerald Isle Woods Park – Closed until further notice. Likely to reopen
31 later in June.
 - 32 • Board of Adjustment – Wednesday, June 11 – 9 am – Community Center
 - 33 • Friday Free Flick – Friday, June 13 – 7 pm – Community Center – “Snow
34 Buddies”
 - 35 • Beach Jive After Five – “Infectious Blues” – Thursday, June 19 – 5:30 pm
36 – Western Ocean Regional Access
 - 37 • Planning Board Regular Meeting – Monday, June 23 – 6 pm – Community
38 Center
 - 39 • Youth Fishing Derby – Saturday, June 28 – 9 am – 11 am – Bogue Inlet
40 Pier
 - 41 • July 4th Holiday – Friday, July 4 – Town Hall, Community Center Closed
 - 42 • Fireworks – Friday, July 4 – 9:30 pm – Bogue Inlet Pier
 - 43 • Board of Commissioners Regular Meeting – Tuesday, July 8 – 6 pm –
44 Community Center
- 45
46

1
2 **6. INTRODUCTION OF NEW EMPLOYEE**
3

4 **a. Peter Rybak, Telecommunicator – Police**
5

6 Police Lieutenant Jeff Waters introduced the Town’s newest employee, Peter
7 Rybak, Telecommunicator for the Police Department. Lt. Waters noted that
8 Peter was born in Kingston, New York, moved to Carteret County after the age of
9 8, and graduated from West Carteret High School. Lt. Waters highlighted Peter’s
10 former employment history adding that he was doing a fantastic job for the Town.
11 The Board and public welcomed Peter to his new position in the Town’s
12 communications center.
13

14 **7. CONSENT AGENDA**
15

- 16 **a. Minutes – May 13, 2008 Regular Meeting**
17 **b. Minutes – May 22, 2008 Budget Workshop**
18 **c. Tax Refunds / Releases**
19 **d. Budget Amendment – Various Fiscal Year End Adjustments**
20 **e. Capital Project Ordinance Amendments – Various Fiscal Year End**
21 **Adjustments**
22 **f. Resolution Authorizing Pre-Positioned Debris Removal Contract for**
23 **Hurricane Debris (08-06-10/R1)**
24 **g. Resolution Authorizing Pre-Positioned Emergency Generator and**
25 **Emergency Pump Contracts (08-06-10/R2)**
26

27 *Motion was made by Commissioner Wright to approve the items on the*
28 *Consent Agenda. The Board voted unanimously 5-0 in favor. Motion*
29 *carried.*
30

31 *Note: A copy of Resolutions 08-06-10/R1 and 08-06-10/R2 and all other Consent Agenda items are*
32 *incorporated herein by reference and hereby made a part of these minutes.*
33

34 **8. PUBLIC COMMENT**
35

36 **Brief Summary: The public will have the opportunity to address the Board**
37 **about any items of concern not on the Agenda.**
38

39 Mike Hodges, Emerald Plantation Cinemas, stated that he served this year as
40 the Croatan High School Project Graduation director and chairman, and he
41 wanted to personally thank the Town Mayor, Board of Commissioners and
42 Citizens of Emerald Isle for their contribution to Croatan High School’s Project
43 Graduation. Mr. Hodges noted that this event was planned to keep the high
44 school graduates busy, safe and drug and alcohol free. Mr. Hodges noted that
45 the committee was comprised of senior parents along with the school’s resource
46 officer Fred Meadows. Mr. Hodges described the fundraising activities

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1
2 leading up to the event and also described the full night of activities of Project
3 Graduation which followed the graduation ceremony held on June 5. Mr. Hodges
4 said of the 160 seniors in the graduation class – 130 participated, the highest
5 number of seniors ever participating and the largest percentage of seniors, along
6 with their guests there were approximately 230 students and about 30-40
7 chaperones attending.

8
9 **9. POTENTIAL DEDICATION OF NEW EMS STATION**

10
11 Cliff Owen, EI EMS, Inc. stated that the Town was treating the EMS real well and
12 with their new building going up the EI EMS, Inc. had a special request for a
13 dedication.

14
15 Mary Metzler, former EMS Chief for many years, addressed the Board
16 concerning the request to dedicate the new Emerald Isle Emergency Services
17 Building in Honor of George Daniel Foster. Ms. Metzler spoke to the Board and
18 public about George Foster and his service, commitment and many contributions
19 made over the years to the Emerald Isle community as follows:

20
21 **Dedication of New Emerald Isle Emergency Medical Services Building In Honor Of George D. Foster**

22
23
24 We are asking that the Town of Emerald Isle dedicate the new Emerald Isle Emergency Medical Services facility to
25 George D. Foster.

26
27 George Foster set an outstanding example with his service to our community through his leadership, hard work, and
28 compassion. George joined the Emerald Isle Fire and Rescue Squad in the late 1970's and served as Chief from 1981
29 until 1987, when the Fire Dept and Rescue Squad became separate organizations. While George was Chief he was
30 instrumental in getting the East End Substation built and raising funds to purchase the first beach rescue vehicle.
31 George then served as Chief of the Rescue Squad, which is now Emerald Isle EMS, until 1991. During his tenure
32 EIEMS became one of the first Advanced Life Support (ALS) and Paramedic Squads in Carteret County. In addition,
33 Emerald Isle Emergency Medical Services raised funds through donations to operate and then provide funding for over
34 80% of the cost of the new facility.

35
36 George continued to be an active member and instructor until his health declined in 2005. Even after this time he
37 continued his service to our community as a member of the Emerald Isle Joint EMS Committee established by Mayor
38 Schools and George. His participation on the Joint Committee was especially important to the credibility of the group
39 because of the invaluable experience he acquired over the years, as well as the respect he had among both EMS
40 members and elected officials. As a member of the Joint Committee he worked towards establishing the common
41 vision shared by both town and EMS communities. That vision is to ensure the continued quality paramedic services in
42 Emerald Isle twenty-four hours a day, 365 days year. This standard of excellence would include the same level of
43 compassion that has been set by George Foster and the members of EIEMS over the years.

44
45 As a result he also set a standard of excellence for the many volunteers that he led and ingrained a culture of caring
46 with compassion for the people and community they served. It is our hope that by dedicating the building in George's
47 honor we will pass on these core values, so important to him, to those that follow, and that his public service will
48 continue to set that example to those that will serve the community in the future.

49
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1
2 George Foster led by example. He was always being the first to volunteer and the first to help someone in need no
3 matter where or when. He considered Emerald Isle his home and the community his family. Dedicating the building in
4 honor of George is not only a fitting tribute to George but also will be a constant reminder to the people, visitors of what
5 EI is all about.
6

7 Emerald Isle EMS plans to install a monument at the base of the Flagpole Dedicating the Building to George Foster
8 with an inscription honoring him for his service to others throughout his lifetime and his contribution in making The
9 Emerald Isle Emergency Medical Services Building a reality.

10
11 Commissioner Wootten said he felt privileged to vote for this, having only known
12 Mr. Foster for about 5 years, adding that they appreciated hearing Ms. Metzler's
13 comments about Mr. Foster.
14

15 ***Motion was made by Commissioner Wootten to approve the dedication of***
16 ***the new Emerald Isle EMS Station in honor of George D. Foster. The Board***
17 ***voted unanimously 5-0 in favor. Motion carried.***
18

19 Town Manager Rush made note that he expected that the EMS Station would be
20 completed sometime in September at which time they would like to have a formal
21 ceremony to celebrate the completion of the building and to honor George
22 Foster, more details would be provided closer to that time.
23

24 **10. COMMERCIAL REVIEW – NEW TOWN ADMINISTRATION BUILDING**
25

26 Planning Director Kevin Reed addressed the Board and provided a PowerPoint
27 presentation with details of this agenda item. The following excerpt from Mr.
28 Reed's memo to the Town Manager is provided as additional background:
29

30 A request has been submitted by the Town of Emerald Isle for commercial review of the proposed New Town Hall
31 building to be constructed on Town owned property located at 7509 Emerald Drive which is across Emerald Drive from
32 the existing Town campus. The property is currently zoned Residential Motel/Hotel (RMH) and the proposed Town
33 government building is a permitted use in the RMH District. The new one-story building will house the offices for the
34 Town's administrative staff.
35

36 You will find attached a copy of the site plan for the project including building elevations and proposed building colors.
37 The Town's Technical Review Committee (TRC) reviewed the project at its meeting held on May 7, 2008. Following
38 that meeting, the applicants have submitted a revised site plan and accompanying information. The current plan is
39 consistent with the Town's zoning requirements for building setbacks, building colors, building height limitations,
40 screening/buffering, parking, exterior lighting, and natural area requirements.
41

42 The Town has received notification from the Carteret-Craven Electric Cooperative and Bogue Banks Water
43 Corporation that they can serve the proposed development. The Town did receive approval from the Carteret County
44 Health Department for the site when it was four individual lots but has not received approval for the specific
45 development plan for the Town Hall building. In addition, the applicants have not submitted the required engineered
46 stormwater plan.
47

48 The Planning Board considered this request at its meeting held on May 19, 2008. Following its discussion of the
49 request, the Board voted unanimously (4 to 0) to recommend to the Board of Commissioners that the commercial
50 review be approved subject to the following conditions:

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- 1
- 2
- 3 1. Approval from the Carteret County Health Department for the on-site septic disposal system.
- 4 2. Letter from the Town's consulting engineer that a stormwater plan for the project is consistent with Town
- 5 requirements.

6 Mr. Reed responding to a question from Commissioner Wootten confirmed that
7 the color of the building would match the color of the new EMS building.

8
9 ***Motion was made by Commissioner Wright to approve the site plan and***
10 ***exterior features of the new Town Administrative Building, contingent upon***
11 ***the issuance of a valid wastewater permit and approval of the storm water***
12 ***management plan. The Board voted unanimously 5-0 in favor. Motion***
13 ***carried.***

14
15 At the request of Mayor Schools, Town Manager Rush expanded on the future
16 processes involved with the new Town Administrative Building, noting that the
17 bids for the project had been advertised with a bid opening scheduled for July 1.
18 Following the opening of the bids, if favorable, it was possible that the Board may
19 award a contract at the July meeting; if not favorable, they would need to adjust
20 and review at that time. Mr. Rush noted that the most crucial decision would be
21 whether or not the Board wanted to go forward with the project this year as
22 previously outlined. If so, by the time documents were executed it would
23 probably be near the end of August before construction would start with an
24 expected nine month construction completion time frame.

25
26 **11. PRESENTATION – YOUTH RECREATIONAL OPPORTUNITIES (YROC)**
27 **FINAL REPORT**

28
29 Alesia Sanderson, Parks and Recreation Director with the assistance from YROC
30 youth member Nick Lini, presented the YROC's final report to the Board of
31 Commissioners. A copy of this report is provided as follows:

32
33 Youth Recreational Opportunities Committee
34 Summary of Progress and Recommendations to Town Board
35 June 10, 2008
36

37 "The Youth Recreational Opportunities Committee was charged with reviewing the range of youth recreational
38 opportunities available in Emerald Isle, the need for additional opportunities, and the relationship between the
39 availability of and/or lack of opportunities on youth safety, loitering, and vandalism issues in Emerald Isle. The
40 committee will be tasked with reporting to the Board of Commissioners on these issues and presenting appropriate
41 recommendations for the Board's consideration." The Emerald Isle Youth Recreational Advisory Committee (YROC)
42 met for the first time on October 1st 2007.

43
44 In early committee discussion heavy emphasis was placed on the need for a skateboard park in Emerald Isle. The
45 committee explored potential sites for a park in Emerald Isle. Consideration was given to building a skate park on the
46 existing tennis and basketball courts in Blue Heron Park and moving those park amenities to McLean Park. The
47 committee and Good Sessions Surf and Skate Shop sponsored a skate night with portable skate park components set
48 up on the existing basketball court. The event was attended by 50 youth. Helmets and pads were required for
49 participation and many of the teens present did not participate due to this restriction. Overall the event was a success.

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2
3
4 The committee continued to explore a skate park location in Emerald Isle but collectively decided that the existing
5 basketball and tennis courts would not provide sufficient space for the 10-12,000 square foot park desired. After
6 exploring the lack of available land in Emerald Isle that was sufficient to build such park the committee began looking
7 outside Emerald Isle to sites such as Western Carteret Park. At this same time, some committee members attended a
8 meeting at the Morehead City Boys and Girls Club where an initiative began for a larger county wide skate park.
9

10 The committee continued to explore other potential sites in Western Carteret County including the Aquatic Center,
11 Carteret County Speedway and Golfn' Dolphin. The focus at that time was to look at these sites for consideration for
12 private entrepreneurship or a potential lease or purchase option for the county wide skate park.
13

14 In the meantime, the committee considered monthly teen nights, a teen center and teen outings. A teen movie night
15 was offered with the movie chosen by a teen committee member. Unfortunately, only one teen attended. The feedback
16 the committee received was that the teens didn't participate because there were younger children at the event and that
17 all teen events should be strictly for teens.
18

19 As a result of a skate park remaining the primary objective of the majority of the committee, sub groups were formed in
20 February to address a skate park and other recreational opportunities. The skate park sub committee focused on
21 attending the county wide meeting in support of a large skate park within the county. Sites discussed included Western
22 Park, Salter Path and The Aquatic Center. The other sub committee met with different youth groups within the
23 community to solicit input on what type activities they desired. They expressed the need for monthly teen events but
24 stressed little supervision was important to them. They suggested game nights, band nights, dances and just some
25 place to hang out on a weekend night.
26

27 In conclusion, the committee recommends that the Town support the effort by an organization, be it the County or the
28 Boys and Girls Club, to construct a large skate park in Carteret County. The committee also recommends that the
29 Parks and Recreation Department host more teen only events on a monthly basis beginning in September of 2008.
30

31 The committee did address some of the issues surrounding loitering at Emerald Plantation and vandalism on private
32 and public property associated with skate boarding but does not offer a formal recommendation to the Board at this
33 time.
34

35 Ms. Sanderson stated that the final recommendations from this committee were
36 to ask this Town Board to endorse the countywide efforts to construct a large
37 skate park in Carteret County. In addition, the committee recommends hosting
38 more teen only events on a monthly basis starting in September 2008. Ms.
39 Sanderson said that Recreation Coordinator Brittany Wood was already
40 spearheading that – meeting with different youth groups to hopefully
41 accommodate the teens in this area beginning in the fall.
42

43 Nick Lini, YROC youth member reiterated his hopes for a skatepark, and that he
44 was honored to have served on the committee.
45

46 Commissioner Hedreen, who also chaired the YROC Committee, thanked all of
47 the committee members who were so faithful, and especially noted her
48 appreciation of Nick Lini for his candor with the members. She mentioned his
49 direction given in addressing some of the other issues such as loitering, noting
50 that a big enough park was needed with enough going on so that teens would not
51

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1
2 become bored, and she applauded him for giving the adults on the committee
3 that perspective.

4
5 Ms. Sanderson noted that John Lini and Nick Lini were still attending the Boys
6 and Girls club meetings on behalf of the Town so as to keep the Town informed
7 about what was happening with the continued countywide efforts.

8
9 John Lini provided input about his attendance at the Boys and Girls Club
10 meetings. He noted that skateboarding was the fastest growing sport in the
11 United States. Mr. Lini stated that as a resident here for about 12 years he had
12 seen a lot of change, and that the teens have no place to go; the teens have said
13 they want a skateboard park, and Mr. Lini said they would continue their efforts
14 and keep the Board posted.

15
16 The committee was thanked for their hard work and asked to keep the Board
17 informed as to the progress with the countywide efforts so that the Town could be
18 a part.

19
20 **Note: Written comments prepared by YROC youth member Nick Lini are incorporated herein by**
21 **reference and hereby made a part of these minutes.**

22
23 **12. FY 08-09 BUDGET**

- 24
25 **a. Budget Ordinance**
26 **b. Fee Schedule**
27 **c. 5-Year Capital Replacement / Improvement Program**
28 **d. FY 08-09 Pay Plan**
29

30 Town Manager Frank Rush addressed the Board outlining the details of the FY
31 08-09 Budget. The following excerpt from Mr. Rush's memo to the Board is
32 provided as additional background:

33
34 The Board of Commissioners is scheduled to formally consider the FY 08-09 budget ordinance, fee schedule, capital
35 replacement / improvement program, and the Town's official pay plan at the June 10 meeting.

36
37 FY 08-09 Budget Ordinance

38 The attached FY 08-09 budget ordinance reflects the Town Manager's Recommended Budget presented on May 13
39 and incorporates the adjustments discussed by the Board of Commissioners at its May 22 and June 2 budget
40 workshop meetings. As you know, the required public hearing was held on June 2, and the FY 08-09 budget
41 ordinance is presented for formal consideration and adoption at the June 10 meeting.

42
43 The total FY 08-09 General Fund budget included in the attached budget ordinance is \$7,758,977, which is a
44 \$375,929, or 5.09%, increase from the FY 07-08 adopted budget amount. As discussed previously, the majority of the
45 increase in the budget is associated with the scheduled replacement of a 22-year old Fire Engine and associated
46 equipment (budgeted at \$450,000). The General Fund budget is balanced with a 7.0 cent tax rate, which is an
47 increase of .3 cents, or 4.4%, from the current 6.7 cent rate. The tax rate increase equates to an additional \$17.25 per
48 year, or \$1.44 per month, for the average-value taxpayer in Emerald Isle. The Board should note that the percent

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1
2 increase in the tax rate (4.4%) is less than the change in the Consumer Price Index for the past year (through March
3 2008), which was 4.5%.

4
5 As agreed upon during the Board's budget deliberations, the attached FY 08-09 budget ordinance does NOT
6 implement the previously recommended elimination of the annual \$180 solid waste fee and associated 3.1 cent tax
7 rate increase. The attached FY 08-09 budget ordinance maintains the annual solid waste fee for all developed

8
9 residential properties at \$180, the same fee as FY 07-08. As discussed during the budget workshop meetings, the
10 Board may wish to consider this idea again in future years (perhaps after the special beach district taxes expire in FY
11 10-11) as a means of offsetting projected significant decreases in the Town's annual sales tax distribution in FY 11-12
12 and beyond.

13
14 The FY 08-09 General Fund budget includes sufficient funding to continue Town services and programs in a quality
15 manner, includes a fair and reasonable compensation package for Town employees, and includes the first year of debt
16 service payments on the Emerald Drive land purchase and the Coast Guard Road Storm Water Project. In an effort to
17 reduce projected budget deficits in future years, the FY 08-09 budget ordinance also includes sufficient funding to fully
18 retire the outstanding debt on the new EMS Station in July 2008. This early retirement "frees up" approximately
19 \$120,000 of budget capacity in the FY 09-10 budget and beyond. The need for debt service payments on recent
20 capital projects and the early retirement of the EMS Station debt have, however, necessitated a decrease in new
21 capital project spending. As you know, the Town is in the process of completing several previously initiated capital
22 projects, and will focus on the completion of these projects in FY 08-09. The most notable new capital project
23 scheduled for construction and included in the FY08-09 budget ordinance is the construction of the new soundfront
24 park known as McLean Park. This project is primarily funded by State grants. The completion of this project will be a
25 wonderful addition to the Town's facilities, should be heavily used and enjoyed by our residents and visitors, and
26 should continue the Town's strong track record of providing beneficial new projects for our residents and visitors.

27
28 The attached FY 08-09 budget ordinance also includes appropriations for the Town's various Other Funds, including
29 the Beach Nourishment Debt Service / Reserve Fund. The Beach Nourishment Debt Service / Reserve Fund includes
30 sufficient appropriations to meet debt service requirements for the beach nourishment bonds, and is balanced with a
31 16.2-cent Primary Benefit District (oceanfront) tax rate, and a 1.1-cent Secondary Benefit District (non-oceanfront) tax
32 rate. Both of these rates are equal to the FY 07-08 rates. FY 08-09 represents the 7th year (out of a planned total of 9
33 years) of special district taxes for beach nourishment.

34
35 A complete summary of the Board's adjustments to the Recommended Budget is attached to this memo. Aside from
36 the decision not to eliminate the solid waste fee and the early retirement of the EMS Station debt, the most significant
37 change to the Recommended Budget is the delay in the construction of the recommended bicycle path segment on
38 Coast Guard Road. Town staff will, however, pursue grant funding for this project during FY 08-09, and will return to
39 the Board seeking approval for any proposed grant applications at a later date.

40
41 Fee Schedule

42 The Town's official fee schedule for FY 08-09 is presented in conjunction with the budget ordinance. The only changes
43 in the fee schedule from current Town fees are as follows:

- 44
45
- 46 • the establishment of a \$50 permit for storm water plan reviews for residential projects that disturb less than
47 10,000 sq. ft. of land area (presented in conjunction with the planned implementation of the Universal
48 Stormwater Management Program - USMP ordinance),
 - 49 • the establishment of a \$500 permit for storm water plan reviews for residential projects that disturb more than
50 10,000 sq. ft. of land area and for all commercial projects (also presented in conjunction with USMP – this
51 fee would replace the State of NC fee since the Town would be issuing State storm water permits under
52 USMP), and
- 53
54

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- an increase in several development permit fees to standardize our base fees at \$50 (the base building permit fee would increase from \$40 to \$50, driveway permits would increase from \$35 to \$50, and floodplain development permits would increase from \$40 to \$50).

None of the proposed fee increases are considered by staff to be significant, and we do not expect any controversy associated with these fee adjustments.

5-Year Capital Replacement / Improvement Program

I have also attached a revised copy of the 5-Year Capital Replacement / Improvement Program in the agenda packet, and request that the Board formally adopt this plan in conjunction with the budget ordinance and fee schedule. The attached plan is consistent with the plan included in the Recommended Budget and the Board's recent discussions. The only changes in the revised plan are that the planned community events sign has been delayed until FY 09-10 and the planned Coast Guard Road bicycle path segment has been delayed to FY 10-11 (assuming that the Town does not secure a grant in the mean time).

I have included a revised General Fund 5-Year Forecast in the agenda packet for your information, and the forecast incorporates all planned expenditures in the 5-Year Capital Replacement / Improvement Program. As indicated, and as discussed over the past several weeks, the forecast indicates a deficit of approximately \$460,000 in FY 09-10 if all planned projects and vehicle replacements occur. The Board should note debt service payments associated with the new Town Administration Building and the replacement of the Fire Engine will not begin until FY 09-10, and these payments contribute a portion of the projected deficit. The Board should also note that the 5-Year Forecast does not include any proceeds from the planned sale of the old EMS Station (up to \$450,000) or any future EMS fee revenues (that could be used to offset the cost of ambulance replacements). Additional budget deficits are projected in FY 10-11, FY 11-12, and FY 12-13, however, the bulk of these deficits are associated with revenue issues (particularly the decrease in sales tax revenues beginning in FY 11-12 and continuing thereafter). The planned future capital expenditures in the 5-year plan do not contribute significantly to the projected future deficits.

FY 08-09 Pay Plan

I have also attached a copy of the proposed FY 08-09 Pay Plan, and request that the Board formally adopt this plan, effective at the start of the fiscal year. For the first time since the Pay Plan was adopted by the Board in December 2005, I am recommending an adjustment to the hiring rates and maximum salaries for each range. The proposed FY 08-09 Pay Plan includes a 3.5% adjustment for all ranges, consistent with the 3.5% cost-of-living adjustment planned for all Town employees.

It is customary in local government for the salary ranges to be adjusted each year after evaluating the rate of inflation and any cost-of-living adjustments authorized. For FY 06-07, the Town did not provide cost-of-living adjustments and instead used an equivalent amount of funding to implement the new Pay Plan. Because of the implementation of the initial Pay Plan, I did not recommend any adjustments to the salary ranges for FY 06-07. For FY 07-08, the Board authorized a 2.7% cost-of-living adjustment for all employees, however, I again did not recommend any adjustments to the Town's Pay Plan because I believed that the salary ranges remained competitive. I don't believe it is prudent to again avoid an adjustment to the salary ranges, and recommend that all salary ranges be increased by 3.5%.

The recommended adjustments to the salary ranges will not result in any additional salary increases for Town employees beyond the 3.5% cost-of-living adjustment that is planned. The most significant impact of the adjustment to the salary range is that the hiring (or starting) rate for all vacant positions will be 3.5% higher, and there will be additional capacity for long-serving employees within the salary ranges.

Additional FY 08-09 Budget Information

I have included revised summary information about the FY 08-09 Budget in your agenda packets. This summary information has been updated and is consistent with the budget totals included in the FY 08-09 budget ordinance and the 5-Year Capital Replacement / Improvement Plan.

The following information is attached:

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- 1
- 2 • "Quick Summary" of the FY 08-09 Budget
- 3 • "All Funds" Summary
- 4 • Net Change in Property Tax Bill (for selected property values)
- 5 • Graphs – General Fund Property Tax Rate History and Annual Solid Waste Fee History
- 6 • Property Tax Rate Breakdown
- 7 • Itemized Property Tax Receipt
- 8 • Town Organization Chart and Summary of Authorized Positions
- 9 • General Fund Budget Summary
- 10 • Graphs – General Fund Revenues, Sales Tax / Property Tax Ratio, and Selected Revenues
- 11 • Graphs – General Fund Expenditures by Function / Category
- 12 • General Fund Balance Summary and Graph
- 13 • General Fund and Beach Nourishment Debt Service / Reserve Fund 5-Year Forecasts
- 14 • Debt and Debt Service Summary and Graph
- 15 • 5-Year Budget Comparison
- 16 • Budget Calendar.
- 17

18 This information is very similar to the information distributed at the June 2 workshop meeting, with only minor
19 adjustments.

20
21 As you know, the detailed FY 08-09 Recommended Budget was distributed under separate cover on May 13, and
22 copies have been made available for public review at Town Hall and the Community Center since that time. The FY
23 08-09 Recommended Budget has also been posted on the Town's website since May 13. A full copy of the FY 08-09
24 Approved Budget will also be made available in Town buildings and on the Town's website.

25
26 I will distribute a bound copy of the FY 08-09 Adopted Budget booklet to the Board shortly after the start of the new
27 fiscal year on July 1.

28
29 Mayor Schools asked for any comments from the public.

30
31 Doje Marks, 134 Sandcastle, commented regarding the Town Manager's Quick
32 Summary page on the budget, the one time contribution from EMS of \$200,000
33 to offset the cost of the new building, but she said that doesn't show the fact that
34 the EMS is turning over to the Town the current EMS building and land which is
35 completely debt free. She added that all equipment owned by EMS is also
36 owned debt free, no debt. She just wanted to let the public know.

37
38 Town Manager Rush clarified that the summary sheet being referred to was
39 simply comparing the current years budget to the recommended budget for next
40 year and it shows the difference in expenditures and revenues. In the current
41 fiscal year 07-08 the Town had a one-time \$206,000 contribution from EMS that
42 helped balance our current year 07-08 budget that would obviously not be
43 available in the FY 08-09, so Ms. Marks was absolutely correct in terms of the
44 way that the EMS building is being financed and the donation of the land and the
45 sale of the EMS building, this summary was meant to show the major changes in
46 revenue and expenditures from year to year.

47
48
49

1
2 Ms. Marks said she wanted to comment so the public would be aware of the
3 amount of funding contributed by EMS to the project. Mr. Rush agreed about the
4 significant contributions from both the squad and the town, a real partnership.

5
6 ***Motion was made by Commissioner Messer to adopt the FY 08-09 Budget
7 Ordinance. The Board voted unanimously 5-0 in favor. Motion carried.***

8
9 ***Motion was made by Commissioner Wootten to adopt the FY 08-09 Fee
10 Schedule. The Board voted unanimously 5-0 in favor. Motion carried.***

11
12 ***Commissioner Wootten modified his previous motion as follows: Motion to
13 adopt the FY 08-09 Fee Schedule with the provision that the Town Manager
14 is authorized to waive the storm water fee until we have solidified our
15 position with the USMP. The Board voted unanimously 5-0 in favor.
16 Motion carried.***

17
18 ***Motion was made by Commissioner Hoover to adopt the 5-Year Capital
19 Replacement / Improvement Program. The Board voted unanimously 5-0 in
20 favor. Motion carried.***

21
22 ***Motion was made by Commissioner Wright to adopt the FY 08-09 Pay Plan.
23 The Board voted unanimously 5-0 in favor. Motion carried.***

24
25 **Note: A copy of the FY 08-09 Budget Ordinance, FY 08-09 Fee Schedule, 5-Year Capital Replacement
26 / Improvement Program, and FY 08-09 Pay Plan are all incorporated herein by reference and hereby
27 made a part of these minutes.**

28
29 **13. COMMENTS FROM TOWN CLERK, TOWN ATTORNEY, AND TOWN
30 MANAGER**

31
32 There were no further comments from the Town Clerk or Town Attorney.

33
34 Town Manager Rush updated the Board on the status of the Coast Guard Road
35 Storm Water project. In addition, the following is an excerpt from his Manager
36 Comments memo to the Board for additional information:

37
38 **Coast Guard Road Storm Water Project**

39 The Coast Guard Road Storm Water Project is progressing well, with only a few challenges thus far, all of which have
40 been addressed in an amicable fashion.

41
42 The contractor has completed the installation of the second equalization pipe to connect the wetlands in Emerald Isle
43 Woods, and will soon restore the parking area to its original condition and also raise the elevation of the entrance road.
44 Work inside the park should be complete before the end of June, and we expect to reopen the park before July 1.

45
46 Both storm water pump stations have been installed in Spinnakers Reach, and the boring of pipeline is underway along
47 Shipwreck Lane. The pipeline has also been bored under the wetlands from Spinnakers Reach to Dolphin Ridge,
48 although a small portion of the pipeline has "popped" to the surface. This problem will be corrected in the next week.

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1
2 Remaining work includes the installation of the pipeline from Dolphin Ridge to Emerald Isle Woods Park, completion of
3 additional pipe connections in Spinnakers Reach and Dolphin Ridge, the installation of electrical control panels, and
4 restoration of landscaping, etc. The project should be complete by the end of July.
5

6 **Cedar Tree Lane, Santa Maria Drive Beach Walkway Replacements**

7 Work is progressing on the replacement of both of these walkways, and should be complete within the next couple of
8 weeks. Both appear to be well-constructed, and will be a significant improvement over the old walkways.
9

10 The Board should note that there was a concern raised about the fact that the Cedar Tree walkway is being
11 reconstructed with steps on the walkway between the road and the crest of the dune. The concern was expressed that
12 handicapped individuals nearby could not use the new Cedar Tree walkway anymore. The old walkway had a
13 relatively steeply sloped ramp that led to a few steps before reaching the crest of the dune. The old walkway was not a
14 handicapped-accessible ramp (the slope was too steep to meet the State handicapped-accessibility code and there
15 were a few steps near the crest of the dune), and thus was not reconstructed to be handicapped-accessible. The new
16 walkway could not be reconstructed with a sloped ramp feature because it would likely be considered too steep even
17 for able-bodied individuals under the current State code.
18

19 **Ordinance Prohibiting Surfing Near The Pier**

20 As reported last month, there is some recent uncertainty about the legality of the Town's long-standing ordinance
21 prohibiting surfing within 250 feet of Bogue Inlet Pier. Although such an ordinance is common in NC beach towns,
22 apparently the charges filed by Emerald Isle Police Officers under this ordinance are now routinely dismissed, and this
23 information has been circulated to the local surfing community.
24

25 Police Chief Bill Hargett, Town Attorney Richard Stanley, and I discussed this issue, and had initially intended to
26 recommend an amendment to the Town's ordinance to strengthen it to insure that it can be enforced. Since that time,
27 Chief Hargett has instructed the Town's officers to charge individuals who are surfing too close to the pier with a
28 violation of NCGS 75A-10 if their actions are posing a threat to nearby swimmers, nearby fishermen and/or their
29 personal property, or themselves. I have attached a copy of NCGS 75A-10 for your information.
30

31 We are hopeful that the enforcement of this State law will deter surfers from surfing too close to the pier. If it does not
32 have the intended effect, we will pursue other alternatives to insure that surfers respect the right of others to enjoy the
33 beach and pier experience.
34

35 **Channel Drive Walkway**

36 The oceanfront erosion at Channel Drive last year caused us to lose a portion of the public beach walkway in that area,
37 including the steps over the dune, a seating area, and a handicapped ramp. Now that that area has stabilized and
38 continues to accrete, the Parks and Recreation Department is coordinating the reconstruction of the walkway, steps,
39 and seating area. We hope to have these features reconstructed before the July 4th weekend. The handicapped ramp
40 will also be replaced, however, the permitting issues are more significant and that work will not occur until the Fall.
41

42 **Memorandum of Understanding – The Aquarium Pier**

43 As reported last month, I have reviewed the draft Memorandum of Understanding (MOU) with representatives from the
44 NC Aquariums, and we have identified a few items that need clarification or revision. I had hoped to have these issues
45 resolved by now, however, I have not had ample time to devote to the MOU in the past few weeks. I hope to have the
46 MOU finalized at the staff level, with input from the Town Attorney, in the next couple of weeks, and will likely present
47 the formal MOU to the Board at the July or August meeting.
48

49 **Police Department Memo Summarizing Recent Vandalism Reports**

50 In response to recent inquiries about vandalism, I asked Police Chief Bill Hargett to prepare a summary of vandalism
51 complaints over the past 6 months. A copy of that memo is attached for your information.
52
53
54

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1
2 **Park Attendant at Regional Beach Accesses**

3 I have authorized the addition of a full-time seasonal position to essentially serve as a park attendant at the Western
4 Ocean Regional Access for the summer. Based on continuing comments and concerns from nearby property owners,
5 we have decided to try this approach this summer. The expense will be minimal, probably in the \$3,000 - \$4,000 range
6 for the summer.

7
8 We currently have one summer custodian who bounces back and forth between the Eastern and Western Ocean
9 Regional Accesses in the summer. Our approach now will be to station one person at each access during the summer
10 months, probably from 10 am to 6 pm from Wednesday through Sunday and on busy holidays. (The exact schedule
11 will be determined and adjusted based on the needs at each location). The positions will only be staffed from Memorial
12

13 Day to Labor Day. The person assigned to the Eastern access will also service other Town parks as needed, as the
14 workload at the Eastern access will be less than at the Western access.

15
16 The positions will be responsible for:

- 17
18 1) keeping an eye on all facilities and visitors in general – with proper coordination with the Police Dept, Public
19 Works Dept, and Fire Dept Beach Patrol,
20
21 2) reporting unruly behavior to the Police Dept for response,
22
23 3) continually picking up trash in the parking lot area, bathhouse, gazebo areas, walkways, etc.,
24
25 4) emptying overflow trash cans on the beach strand at the accesses, and removing trash from sight,
26
27 5) picking up trash on the beach strand, including cigarette butts to the extent practical,
28
29 6) keeping people off the dunes in these areas,
30
31 7) educating people about the leash law, etc. in these areas,
32
33 8) any and all other helpful activities at the two regional accesses.
34

35 We hope to have someone on board in the next couple of weeks if possible. The hardest part is probably going to be
36 finding someone who will be interested in this position and who will be diligent in performing the duties. It will be
37 important for our Parks and Recreation supervisors to keep a close eye on the people performing these duties.
38

39 We will still have the same level of service provided by Parks and Recreation, Public Works, the Police Department,
40 and the Fire Department Beach Patrol that we have now at these locations (and that also serve the entire beach
41 strand) – this additional seasonal position will augment our capabilities.
42

43 Please let me know if you have any concerns or questions. I think we're evolving to this as more and more people use
44 the two regional accesses. This is a gross generalization, but our visitors at the two regional accesses are probably
45 less likely to be concerned about respecting our facilities and keeping the beach and parking area clean than the
46 visitors at neighboring properties. I think we owe it to our neighbors and to our visitors at the two regional accesses to
47 keep these facilities in top condition.
48

49 If we find that it's not working out or not worth the expense, then we can certainly discontinue this approach and try
50 something else later this summer or next year.
51
52
53
54

1
2 **14. COMMENTS FROM BOARD OF COMMISSIONERS AND MAYOR**

3
4 Commissioner Wootten confirmed the Joint EMS Committee meeting scheduled
5 for the following day at 4:30 pm. There were no further comments from the
6 Board of Commissioners or Mayor.

7
8 **15. CLOSED SESSION – PURSUANT TO NCGS 143-318.11(6), FOR THE**
9 **PURPOSE OF EVALUATING THE TOWN MANAGER’S PERFORMANCE**

10
11 *Motion was made by Commissioner Hoover to go into Closed Session. The*
12 *Board voted unanimously 5-0 in favor. Motion carried.*

13
14 *Motion was made by Commissioner Messer to return to Open Session. The*
15 *Board voted unanimously 5-0 in favor. Motion carried.*

16
17 Upon returning to Open Session *motion was made by Commissioner Messer*
18 *to approve a \$5,000 salary increase for the Town Manager, increasing*
19 *salary to \$103,400. The Board voted unanimously 5-0 in favor. Motion*
20 *carried.*

21
22 **16. ADJOURN**

23
24 *Motion was made by Commissioner Wootten to adjourn the meeting. The*
25 *Board voted unanimously 5-0 in favor. Motion carried.*

26
27 Respectfully submitted:

28
29
30
31 Rhonda C. Ferebee, CMC
32 Town Clerk