

1 MINUTES OF THE FY 2004-2005 GENERAL PLANNING WORKSHOP
2 OF THE EMERALD ISLE BOARD OF COMMISSIONERS
3 MONDAY, FEBRUARY 16, 2004 – 8:00 AM
4 TRINITY CENTER “MORGAN BEACH HOUSE”, PINE KNOLL SHORES, NC
5

6 The Emerald Isle Board of Commissioners held a general planning workshop at
7 the Trinity Center “Morgan Beach House” in Pine Knoll Shores, N.C., beginning
8 at 8:00 A.M. on February 16, 2004.
9

10 Present for the meeting: Mayor Art Schools, Commissioners Nita Hedreen,
11 Robert Isenhour, Floyd Messer, Pat McElraft, and John Wootten.
12

13 Others present: Town Manager Frank Rush, Assistant Town Manager and
14 Finance Director Mitsy Overman, Town Clerk Rhonda Ferebee, Planning Director
15 Kevin Reed, Public Works Director Artie Dunn, Fire Chief Bill Walker, Police
16 Chief Mark Wilson, Parks and Recreation Director Alesia Sanderson.
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18 Also in attendance: Ron Marks, Emerald Isle EMS, and Mike Addertion, Carteret
19 County EMS.
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22 **(Backup information for all items are attached to and, incorporated into**
23 **these minutes.)**
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26 **BUDGET/FINANCIAL INFORMATION**

27 The meeting started with an overview of the Town’s current financial condition
28 and the forecast for FY 2004-05 and beyond. Town Manager Frank Rush and
29 Assistant Town Manager and Finance Director Mitsy Overman presented in
30 detail the following information for the Board:

- 31 • Overall Financial Status
- 32 • Review of Town Fiscal Policy
- 33 • FY 2003-2004 Budget Status
- 34 • 5-Year Financial Forecast
- 35 • Capital Improvement Program
- 36 • Beach Nourishment Debt Service/Reserve Fund
37

38 Mr. Rush outlined the key assumptions for the FY 04-05 Preliminary Budget
39 Projection as follows:
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- Assume General Fund property tax rate remains at 17.5 cents in FY04-05 and beyond;
- Assume “business as usual” no new programs, services or personnel;
- Capital spending tied to 5-year Capital Replacement/Improvements Program. Everything on a “pay-as-you-go” basis with the exception of Fire engines;
- Assume purchase of fire engines in FY 04-05 and FY 08-09; 3 year installment financing for FY 04-05 purchase, and 5 years for FY 08-09 purchase;
- Change financing plan for Coast Guard Road Storm Water Project to “pay-as-you-go” at approximately \$260,000 per year, no new debt for project;
- Assume Town will move forward with Emerald Isle Woods Park and provide \$250,000 local match in FY 05-06, “pay-as-you-go”;
- Assume average 3% increase in salaries in FY 04-05 and beyond;
- Assume 3% annual increase in operating expenditures in FY 04-05 and beyond;
- Assume 4% annual growth in sales tax revenues in FY 04-05 and beyond;
- Assume 1.5% growth in tax base in FY 04-05 and beyond;
- No use of General Fund balance to balance the budget annually. Use of \$75,000 in FY 04-05 is “roll-over” funds from FY 03-04 earmarked for Fire engine debt.

Mr. Rush noted the key assumptions as follows in regard to the Beach Nourishment Debt Service/Reserve Fund as presented.

- Assumes issuance of \$7.6 million of G.O. Bonds for Bogue Inlet Channel Erosion Response/Western Nourishment in FY 04-05; first principal payment in FY 05-06;
- Assumes rate of return on investments of 1.0% annually;
- Assumes 4% interest rate for FY 04-05 G.O. Bonds.

The Board expressed their desire for the Town Manager to pursue a reduction in the General Fund tax rate.

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4 **COAST GUARD ROAD FLOOD WATER PROJECT/ EMERALD ISLE WOODS**
5 **PARK**
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7 Coast Guard Road Flood Water Project
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9 Town Manager Frank Rush detailed the status of the current strategy for the
10 Coast Guard Road Flood Water Project. He noted that Moffatt & Nichol is
11 currently working on the detailed design of the two pumps and related piping for
12 the Deer Horn Dunes Drive and Conch Court locations. Construction should
13 begin in June 2004. He said the overall permit application is being delayed until
14 the Town can complete these 2 pumps and assess their effectiveness. As a
15 result, Mr. Rush added, that it was unlikely the Town could have the overall
16 project completed by June 2005 as required by CWMTF (Clean Water
17 Management Trust Fund) grant. An extension request would be necessary.
18

19 Commissioner Isenhour stated if the Town could satisfy the CWMTF with two
20 pumps or three, they may not need the other pumps. Commissioner Wootten
21 mentioned the possibility of going ahead with a third pump now. Commissioner
22 McElraft said she felt it was mandatory that the Town do something about Fawn
23 Drive. Commissioner McElraft felt the Town should reiterate this need to Moffatt
24 & Nichol.
25

26 Emerald Isle Woods Park Development /PARTF Grant
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28 Parks and Recreation Director Alesia Sanderson presented to the Board a
29 conceptual design submitted to PARTF. The Town was awarded a \$250,000
30 PARTF grant for development of a recreational park on the 43 acre site. The
31 grant requires a fifty percent local match of \$250,000. The grant was awarded to
32 develop the roadway through the property, 1.3 miles of trails, a gazebo, an 800
33 square foot bathhouse and a boardwalk over the marsh with access to Bogue
34 Sound. Ms. Sanderson said the Town has two years to complete the project with
35 a current deadline for development by June 30, 2005. Ms. Sanderson asked for
36 the Board's direction as to how to proceed, whether to try and meet the deadline
37 of 2005, or request an extension for 2006, or do nothing. Commissioner Wootten
38 expressed concern about the unknowns of the stormwater project at this time.
39 He mentioned the fact that the Town doesn't have the permit yet, and the
40 possibility of having to pump surface water, and possible mitigation. It was the
41 general feeling of the Board that the Town should request a one-year extension
42 to PARTF for 2006, check into the possibility also of in-kind credit for the land,
43 and re-evaluate next year at this time.
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WESTERN OCEAN REGIONAL ACCESS COMPLETION

Alesia Sanderson, Parks and Recreation Director, discussed with the Board the need to fully complete the parking area at the Western Ocean Regional Access in order to fully utilize available parking, and meet stormwater drainage requirements. She gave a history of the project and alternatives for completion. She noted that the CAMA grant money requested had been rejected due to a shortage in anticipated funding by CAMA. Commissioner McElraft felt if the Town waited one more year they would have a better understanding of what will happen with the Bogue Inlet Project, and she recommended the Town pursue again a CAMA grant. The possibility of charging fees for parking was also discussed.

REGIONAL BEACH ACCESS STAFFING

The Board discussed the possibility of adding a part-time summer position to staff the Town's regional beach access locations. Alesia Sanderson, Parks and Recreation Director noted that the Town has been using a contracted employee to clean each bathhouse once daily on the weekends and holidays. That contracted employee was paid approximately \$4200 last year and did an excellent job. She felt however that more cleanings per day were needed, as well as the issue of overflowing trash cans, trash on the beach, overflowing toilets, etc. This position would be paid \$8.00 per hour and scheduled to work Thursday through Monday for a fourteen week period for the upcoming season. The approximate cost for this position would be \$5,000. The Board was in agreement with the addition of this part-time custodial position.

FUTURE SIDEWALK/BICYCLE PATH PLANS

The Board reviewed the Town's future sidewalk and bicycle path plans as detailed by Town Manager Frank Rush. Mr. Rush also provided excerpts from the NC 58 Corridor Plan that outlined the Town's long-term sidewalk and bicycle path plans. The Board was in agreement with the sidewalk and bicycle path plans as long as the Town continued to receive grants. The Board did not want Powell Bill Funds to be used though. The Board also mentioned tapping into other sources of funds such as grants other than DOT, or fundraising events.

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3 **EMERALD ISLE EMERGENCY MEDICAL SERVICES**
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5 Ron Marks, Emerald Isle EMS Training Officer presented information for the
6 education of the Board concerning the services provided by Emerald Isle
7 Emergency Medical Services. The Town has contracted with Emerald Isle EMS
8 since January of 2002. The current contract covers the period from July 1, 2003
9 to June 30, 2004, and is funded at \$187,200. Mr. Marks gave a brief history of
10 the Emerald Isle EMS, and also background on training and certification levels,
11 as well as resources. The Board was also provided a copy of Emerald Isle EMS
12 Operation Report for 2003, as well as an Ambulance Call Report. Mr. Marks
13 noted the advantage of volunteers as being that they live in various places, many
14 with first responder kits in their vehicles, and often the first to arrive on the scene.
15 Town Manager Rush added that Emerald Isle had a volunteer squad that truly
16 works the way it should and is very inexpensive for the people. The Board
17 thanked EMS for the great job they all do.
18

19 **POTENTIAL E-911 CENTER CONSOLIDATION**
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21 Mike Addertion, Carteret County Emergency Services Director, spoke to the
22 Board concerning Carteret County's consideration of consolidating the four E-911
23 communications centers into one County-managed operation. Provided for the
24 Board was the Carteret County 911 System Consolidation Phase 1 Report. Mr.
25 Addertion discussed the strengths and weaknesses of the consolidation
26 proposal, as well as equipment and staffing issues. Concerns were expressed
27 by the Board, as well as both the Emerald Isle Police Chief and Fire Chief. Mr.
28 Addertion said he would be sending a letter to the Board in March asking for their
29 opinion. Town Manager Frank Rush said further research would be done on this
30 issue for the Board, and this item could be put on the April agenda for further
31 discussion at that time.
32

33 **BEACH PATROL ISSUES**
34

35 Fire Chief Bill Walker discussed with the Board the possibility of expanding the
36 beach patrol from 2 personnel a day to 3. He described the responsibilities of the
37 beach patrol. Chief Walker also presented to, and requested direction from the
38 Board, establishing a flag system – specifically red flags when the conditions
39 warrant, life guard stands, and the purchase of a flat bottom boat for the safety of
40 personnel in the water. The general feeling of the Board this year was to pursue
41 the flag system with education of this system through the real estate companies,
42 and also the possibility of lights/siren on the patrol bikes.
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3 **TOWN CENTER CONCEPT/ISLANDER DRIVE, BOGUE INLET**
4 **REDEVELOPMENT AND IMPROVEMENT ISSUES**
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6 Town Manager Frank Rush discussed with the Board ideas for a “Town Center”
7 concept, Village East being the Bogue Inlet Drive area, and Village West being
8 the Islander Drive area. He spoke of creating a true “downtown” feel which
9 would also include Bogue Inlet Pier as a popular landmark, as well as promoting
10 these areas as pedestrian-friendly to include crosswalks, sidewalks, benches and
11 street trees. Mr. Rush also spoke of the possibility of assigning a new zoning
12 classification to this area, and the possibility of allowing mixed uses (commercial
13 and residential) within this same zone. The Board felt this idea should be looked
14 at initially to determine if this would be economically feasible. Mr. Rush said that
15 he would discuss this with the Emerald Isle Business Association in order to get
16 feedback concerning this idea.
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18 **JLUS RECOMMENDATIONS**
19

20 Planning Director Kevin Reed presented a summary of recommendations
21 included in the Eastern Carolina Joint Land Use Study, and most specifically
22 those recommendations that were most applicable to Emerald Isle. Noted by Mr.
23 Reed as areas where the town could have a role in the implementation process
24 were: CAMA Land Use Plan, Zoning, Disclosure, Noise Attenuation, Public
25 Awareness (Maps, Website, Signs), Property Acquisition and Cooperation
26 Support (ongoing dialogue between the Town and military officials). There
27 followed general discussion on these topics by the Board centered mainly around
28 education, disclosure, and zoning issues.
29

30 **COMPREHENSIVE UPDATE OF DEVELOPMENT ORDINANCES**
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32 Planning Director Kevin Reed discussed with the Board the possibility of
33 undertaking a comprehensive update of all of the Town’s development
34 ordinances. He said the goal was to create an updated development code for
35 the Town. He noted that with many of the Town’s development ordinances being
36 older than 15 years there are instances where they may be in conflict with one
37 other. He mentioned one way of doing this was to bring in outside planning
38 assistance. Mr. Reed also said it would be possible to seek implementation
39 funding through CAMA. Direction of the Board was to pursue the CAMA grant
40 application, and pin down the cost. Town Manager Rush said they would
41 proceed with the application, and look to bring this to the Board possibly in April
42 for their approval.
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44 Commissioner Hedreen left the meeting at this time, 2:15 pm, due to illness.
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3 **REVIEW OF SOLID WASTE SERVICES**
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5 Town Manager Frank Rush provided an overview of the current status of the
6 solid waste services. Mr. Rush approached the issue of possibly providing roll-
7 back service Town wide. Assistant Town Manager Mitsy Overman went over the
8 Waste Industries Contract. It was noted that the current contract, as amended,
9 will expire June 30, 2006. The contract was amended September 1, 2003
10 eliminating yard debris and white good services. Public Works Director Artie
11 Dunn summarized points of interest concerning the current roll back service. It
12 was the general opinion of the Board to leave the roll back as-is at this time and
13 wait until the Town can bid this out for comparison.
14

15 **USE OF PERMANENT INMATE LABOR CREW**
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17 Public Works Director Artie Dunn described to the Board the possibility of using
18 prison labor to assist the Public Works Department with beach strand trash
19 collection, roadside litter collection, right of way maintenance, and other duties
20 that don't involve the use of vehicles or heavy equipment. Mr. Dunn stated that
21 using the permanent contract labor involves the same inmate's everyday. Mr.
22 Dunn said the inmate labor crew would be supervised by a Public Works
23 employee assigned to supervise and transport. The Town already uses the
24 Department of Corrections Community Work Program about two to three times a
25 year. The cost is \$1.00 per day per inmate. . Concerns were expressed by the
26 Board about inmates on the beach. Mr. Rush said due to the popularity of this
27 program there is at least a 6 month waiting list before a crew would be available.
28 The Board recommended going ahead and getting on the list for this program.
29

30 **OTHER ISSUES**
31

32 Miscellaneous other items were discussed with the Board: 1) Additional dredging
33 in the Bogue Sound Drive canal; 2) Pervious concrete test project to address
34 surface water flooding along Ocean Drive in eastern areas; 3) Employee health
35 insurance issues; 4) Pay & Classification Study/Job Descriptions.
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37 **PUBLIC COMMENT**
38

39 Doje Marks, 134 Sandcastle Drive, spoke of her concerns about people
40 swimming at the Point. She felt a large sign on the beach indicating No
41 Swimming was needed.
42

43 Bill Reist, 8520 Woodcliff Drive, asked of the possibility of putting a dock at the
44 Bogue Sound Drive access for people launching a boat.
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General discussion by the Board and Town Manager followed. It was also recommended that there be a Special Meeting scheduled prior to the Public Hearing at the Regular Town Board meeting in order for the Land Use Plan subcommittee to make a presentation to the Board. The Town Manager said he would schedule this special meeting and then plan on having this item on the March agenda for adoption by the Board.

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10 The meeting was adjourned at 3:40 pm.

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12 Respectfully submitted:

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16 Rhonda C. Ferebee

17 Town Clerk