

1 MINUTES OF THE SPECIAL MEETING
2 OF THE EMERALD ISLE BOARD OF COMMISSIONERS
3 THURSDAY, MAY 20, 2004 - 6:00 PM – COMMUNITY CENTER
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6 The Special Meeting of the Emerald Isle Board of Commissioners was called to
7 order by Mayor Pro-Tem Floyd Messer at 6:00 pm.
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9 Present for the meeting: Mayor Pro-Tem Floyd Messer, Commissioners Nita
10 Hedreen, Robert Isenhour, and John Wootten.
11

12 Absent: Mayor Art Schools, and Commissioner Pat McElraft
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14 Others Present: Town Manager Frank Rush, Assistant Town Manager/Finance
15 Officer Mitsy Overman, Town Clerk Rhonda Ferebee.
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17 Also in attendance: Mary Metzler and Ron Marks with Emerald Isle EMS.
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19 ***Motion was made by Commissioner Hedreen to excuse Mayor Schools and***
20 ***Commissioner McElraft (Commissioner McElraft it was noted would be***
21 ***attending but would be late). The Board voted unanimously 4-0 in favor.***
22 ***Motion carried.***
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24 ***(As noted further in the minutes Commissioner McElraft arrived at 6:15 pm)***
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26 **3. ADOPTION OF AGENDA**
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28 ***Motion was made by Commissioner Isenhour to adopt the agenda. The***
29 ***Board voted unanimously 4-0 in favor. Motion carried.***
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31 **4. FY 04-05 RECOMMENDED BUDGET PRESENTATIONS / Q & A**
32

33 **a) Emerald Isle EMS**
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35 Mayor Pro-Tem Messer welcomed Mary Metzler, Chief of the Emerald Isle EMS
36 to speak regarding their budget request, also thanking them for the good job.
37

38 Town Manager Frank Rush made mention to the Board that he had included the
39 actual request submitted by Emerald Isle EMS, as well as other financial
40 information ***(Copies of which are attached to, and incorporated into these***
41 ***minutes).***
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43 Ms. Metzler pointed out that when they entered into the agreement with the town
44 they came in with no debts for the town to assume. She made note of the
45 current vehicles owned by EMS, and the fact that they need to be replaced every
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3 3-4 years, adding that Mr. Rush had said they had money left over, and this was
4 what that money was for. She said they had done an assessment on town
5 income, and what they had expended over the last two and a half years they had
6 been doing this, and had a balance which would be about enough to buy a new
7 ambulance, which is what they budgeted. She felt the budget presented this
8 year, which was less than last year, was fair. She pointed out that the policy
9 before town funding was to set aside their excess and use it to pay for vehicles.
10 She advised the Board that they were getting a lot for their money, and felt they
11 shouldn't be cut over and above what was submitted.

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13 Ms. Metzler mentioned they would have more expenses this summer with
14 payroll, because of their call volume, they had added a second person during the
15 day in the summer, to make sure the first out ambulance has two people, noting
16 a medic out on sick leave, and that she and Ron Marks with Emerald Isle EMS
17 would be gone a portion of the summer, requiring paid medic shift coverage.

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19 Town Manager Frank Rush clarified for the Board that he recognizes that
20 Emerald Isle EMS is a great organization, and the town is fortunate to have, not
21 only the high level of care, but also the bargain they have the way the service is
22 provided now. He said he was pleased to see that EMS had requested \$23,000
23 less than the town is giving this current year. He made the decision to cut it by
24 \$9,500 because he was at a point that he was trying to make cuts with everyone
25 to try and bring in a budget with a lower tax rate, and reduce expenditures. He
26 added his rationale was in looking at the other revenue sources that Emerald Isle
27 EMS had from other sources, in the \$20,000 to \$30,000 range, and felt that if
28 they cut \$9,500 they wouldn't skip a beat by not having that money. He pointed
29 out it was not an indication of lack of support at his level. It was a matter of trying
30 to keep expenditures down.

31
32 Ms. Metzler felt the money they had prior to contracting with the town should
33 have no bearing on the contract with the town. She added that the other money
34 they receive is already set aside for their building, and related expenses. She
35 said they are talking about the money the town gives them for the day to day
36 operations.

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38 The Board discussed with Ms. Metzler, and Mr. Marks, the plans by the county
39 for the proposed EMS, paramedic, and 911 services, and their concerns.

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41 ***(Commissioner McElraft arrived at the meeting at this time 6:15 pm).***

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3 Following discussion by the Board concerning the Emerald Isle EMS budget
4 request ***it was the consensus of the Board that they accept Town Manager***
5 ***Frank Rush' figure of \$155,000 to EMS in the year 2004-2005, with an***
6 ***explanation that if there are legitimate reasons that they need more money,***
7 ***then they need to come back to the Board for a contract amendment.***
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10 **b) Governing Body / Legal / Administration / NonDepartmental**

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12 Assistant Town Manager/Finance Officer Mitsy Overman highlighted for the
13 Board details of the budget items concerning Governing Body, Legal,
14 Administration, and NonDepartmental.
15

16 Mr. Rush pointed out several new items for next year, the ocean stormwater
17 study, the replacement of the computer server, and a pay and classification
18 study. Mr. Rush said the main thing he wanted to accomplish with the pay and
19 classification study was getting very good job descriptions in place for all
20 employees, establish salary ranges for each type of position, and also make sure
21 they had the proper internal salary equity. He said the proposals he received this
22 year did not include the external comparison as it did last year. Mr. Rush felt it
23 was important to have a formal system in place.
24

25 After considerable discussion of the pros and cons concerning the pay and
26 classification study ***it was the consensus of the Board that this year only job***
27 ***descriptions and performance reviews be done.***
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29 Mr. Rush noted that the cost of \$7,000 for the pay and classification study did not
30 include establishing a performance review system, and he didn't think it would
31 cost \$7,000 for just job descriptions, and he asked the Board if they would
32 consider allowing him to take the rest of that money and get someone to help put
33 in a first rate performance evaluation system, ***to which the Board gave their***
34 ***agreement.***
35

36 Mr. Rush continued by pointing out that they had included \$10,000 for a more
37 detailed study of the Village East – West concept, and finally the \$30,000 for
38 salary adjustments. He noted that last year he requested \$40,000 and the Board
39 allocated \$20,000 for targeted salary adjustment. Mr. Rush explained that he
40 made across the board raises for laborer positions in Public Works and Parks
41 and Recreation, as he felt they deserved an increase. He recently made raises
42 for police detectives, sergeants, lieutenant, fire captain, fire engineers. This year
43 he planned to do the same thing, taking a hard look at police officers and
44 firefighters again.
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After further discussion concerning the additional request for \$30,000 for salary adjustment ***it was the consensus of the board to allow \$25,000. It was also suggested that a sub-committee be formed to go over this with the Town Manager in detail.***

A brief recess was taken at 7:30 pm.

The meeting was called back to order by Mayor Pro-Tem Messer at 7:35 pm.

The next item discussed was the Village East-West concept. Mr. Rush said the \$10,000 requested was to study in detail what could be done to encourage new development to occur, taking a look at actual lot sizes, septic limitations, market conditions, stormwater requirements, and based on that knowledge determine how to tailor the ordinances to encourage redevelopment. ***It was the consensus of the Board, after discussing their concerns in detail that they were not in favor of this study.***

Commissioner McElraft wanted to discuss the \$25,000 to rewrite the ordinance as shown in the Inspections Department. Mr. Rush addressing the concerns of this item noted that this project would take more than a year to complete and he would like to see this done, and he asked if they could fund over two years, \$12,500 this first year, and \$12,500 in the next year's budget.

Commissioner McElraft asked Mr. Rush about CAMA grant funding. Mr. Rush responded that he did not believe they would be able to get CAMA funding this year or next. ***It was the consensus of the Board to wait the two years and pursue CAMA grant funding at that time.***

c) Transfers to Other Funds

Mr. Rush gave a brief summary of Transfers to Other Funds, noting the largest item being the Coast Guard Road stormwater project.

Commissioner Wootten also discussed with the Town Manager and Board his concerns about the Parks and Recreation Department budget, as well as other issues.

d) Other Funds

Mr. Rush provided a brief summary of the Other Funds portion of the budget for the Board.

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e) Capital Improvement / Replacement Program

Mr. Rush summarized the Capital Improvement / Replacement Program portion of the budget for the Board. Mr. Rush noted that one of the most significant items was in Parks and Recreation, pointing out that of the \$529,000 shown, \$29,000 is replacement capital of Parks and Recreation Department, \$500,000 is to do the park development at Emerald Isle Woods, of which \$250,000 would come from the town, \$250,000 from Parks and Recreation Trust Fund grant that the Board had just approved for a one-year extension. Mr. Rush said that as he felt the Board is not certain if, and when they would do this, he went on to describe his approach to this in the budget for future planning purposes.

Commissioner Wootten expressed his concerns about this approach, stating that he saw a difference between operating expenses, and project expenses. He pointed out that this year they funded the flood control project, and even next year, and they should pay this back before they even touch the park. He felt the plan should show this, to which Mr. Rush said before the Board adopted the budget he would amend the budget to reflect this change.

5. INFORMATIONAL HANDOUTS

Mr. Rush had prepared informational handouts for the Board which he noted included the following, and briefly outlined each item:

- 2001-2004 Community Center Memberships
- Parks and Recreation Program Supervisor Responsibilities
- Parks and Recreation Athletic Coordinator Responsibilities
- Replacement Pages 59-62 Fire Department
- Potential Budget Adjustments

(A copy of the Informational Handouts is attached to, and incorporated into these minutes)

6. BOARD DISCUSSION

General Board discussion followed. There was also discussion concerning the problems in Cape Emerald, Mr. Rush noted that in 05-06 in the Capital Improvement Plan he had included \$40,000 of general fund money for repairs for the Cape Emerald problems.

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7. PUBLIC COMMENT

There were no public comments.

It was the consensus of the Board to cancel the special meeting for the purpose of a public hearing for the budget scheduled for Tuesday, June 1, 2004, and reschedule the public hearing for the Regular Meeting to be held on Tuesday, June 8, 2004.

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

The meeting was adjourned at 8:35 pm.

Respectfully submitted:

Rhonda C. Ferebee
Town Clerk