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2 MINUTES OF THE FY 2005-2006 GENERAL PLANNING WORKSHOP
3 OF THE EMERALD ISLE BOARD OF COMMISSIONERS
4 FRIDAY, MARCH 18, 2005 – 8:30 AM
5 EMERALD ISLE TOWN HALL
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8 The Emerald Isle Board of Commissioners held a general planning workshop at
9 Emerald Isle Town Hall beginning at 8:30 A.M. on Friday, March 18, 2005.

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

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14 Others present: Town Manager Frank Rush, Assistant Town Manager and
15 Finance Director Mitsy Overman, Town Clerk Rhonda Ferebee, Planning Director
16 Kevin Reed, Public Works Director Artie Dunn, Fire Chief Bill Walker, Acting
17 Police Chief Bill Hargett, Parks and Recreation Director Alesia Sanderson.

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19 Also in attendance: Will Reidel, Burnette Architecture & Planning.
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22 **(Backup information for all items are attached to and, incorporated into**
23 **these minutes.)**
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26 **1. BUDGET / FINANCIAL INFORMATION**
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28 The meeting started with an overview of the Town's current financial condition
29 and the forecast for FY 2005-06 and beyond. Town Manager Frank Rush and
30 Assistant Town Manager and Finance Director Mitsy Overman presented in
31 detail the following information for the Board:
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- 33 a. Overall Financial Status
- 34 b. Review of Town Fiscal Policy
- 35 c. FY 04-05 General Fund Budget Status
- 36 d. FY 05-06 General Fund Preliminary Budget Projection
- 37 e. General Fund 5-Year Forecast
- 38 f. FY 04-05 Beach Nourishment Debt Service / Reserve Fund Budget
39 Status
- 40 g. FY 05-06 Preliminary Budget Projection
- 41 h. Beach Nourishment Debt Service/ Reserve Fund Forecast
- 42 i. Capital Replacement / Improvement Program
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3 **2. POTENTIAL E-911 CENTER CONSOLIDATION**
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5 Town Manager Frank Rush stated the town had received a letter from the
6 Carteret County Manager concerning their continued interest in consolidating the
7 E-911 centers in Carteret County. Mr. Rush said currently the County's E-911
8 center is operated by the Sheriff, providing service for all the county emergency
9 response units, as well as 8 of the 11 towns. Emerald Isle, Atlantic Beach, and
10 Morehead City have their own E-911 centers. Mr. Rush said there has been
11 much talk over the past couple of years about consolidating. Mr. Rush said there
12 seemed to be strong interest in Atlantic Beach and Morehead City in pursuing
13 this. Mr. Rush said when this issue was discussed here in Emerald Isle last
14 February and April it was the Board's direction at that time that Emerald Isle did
15 not want to participate in the consolidated E-911 center, but would continue to
16 monitor the situation and possibly reconsider. Mr. Rush said the County is still
17 interested in pursuing this and the letter received from the Carteret County
18 Manager states that they would like to meet in the very near future with
19 representatives from each of the towns. Mr. Rush then discussed the potential
20 impacts, and pros and cons to Emerald Isle if a new consolidated E-911 center is
21 implemented. Fire Chief Bill Walker and Acting Police Chief Bill Hargett were on
22 hand to answer questions from the Board. The Board expressed many concerns
23 regarding this issue and the effect it may have on the citizens of Emerald Isle. It
24 was agreed to by the Board that Commissioner Wootten and Commissioner
25 Hedreen would attend the County EMS meeting along with Town Manager Rush.
26 Additionally, Mr. Rush stated he and staff would also contact other counties to
27 learn of their experiences with a consolidated E-911 service.
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29 **3. NEW / EXPANDED POLICE STATION**
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31 Town Manager Frank Rush stated that the Board had in the current years budget
32 allocated \$5,000 to study our current Police Department and make initial
33 recommendations. Mr. Rush said the town retained Burnette Architecture &
34 Planning, PA, of Morehead City to conduct this study. Mr. Rush said he felt that
35 something must be done to the facility whether a renovation, expansion or new
36 building, and that he would like to gain the Board's input and ideas in order to
37 start making financial plans to improve that facility for the officers and the
38 community. Mr. Will Reidel with Burnette Architecture provided a summary of
39 their analysis and conclusions for the Board. Acting Chief of Police Bill Hargett
40 was also present to address questions from the Board. Following the summary
41 by Mr. Reidel there was a great deal of discussion by the Board concerning this
42 issue and the needs of the Police Department.
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3 There was a brief recess at 10:00 AM. During this time members of the Board
4 toured the Police Department facilities with Acting Chief of Police Hargett,
5 reconvening the workshop at 10:25 AM.
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8 **4. EMERALD ISLE WOODS PARK DEVELOPMENT**
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10 Parks & Recreation Director Alesia Sanderson spoke to the Board concerning
11 the Emerald Isle Woods Park Development. She said in 2003 the Town was
12 awarded a \$250,000 grant from the NC Parks and Recreation Trust Fund
13 (PARTF) for development of what is now known as Emerald Isle Woods. Ms.
14 Sanderson said this had to be matched with a 50% local match, and they have
15 delayed the development because of the stormwater project. Ms. Sanderson
16 said when the grant was submitted it was made clear the primary purpose of the
17 grant is for the stormwater project and the park was to maximize the use of the
18 property. She said at this point the park was supposed to have been developed
19 by June 30, 2005, and there is the possibility of requesting an extension, noting
20 the Board has already passed this resolution, however, as part of the process
21 she must wait 45 days prior to the expiration of the project to submit that
22 extension request, and at that time show what progress has been made. Ms.
23 Sanderson requested direction from the Board stating within the next 30 days
24 they would need to bring on a consultant to be able to show some progress prior
25 to June 30, 2005 when the request for the two-year extension is requested,
26 which would enable proceeding with the development and completion by June
27 30, 2007. Mr. Rush also pointed out that the projection does have \$250,000
28 earmarked in FY 06-07 to build the park which would enable the town to
29 complete it before the June 30, 2007 deadline they expect to receive with the
30 extension. Following discussion by the Board, Mr. Rush said they should finalize
31 the budget recommendation mid-May which should still give time for staff to put
32 together the recommended budget, and be more certain that they could fund the
33 local match the following year without an adverse impact on the tax rate.
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35 **5. FUTURE SIDEWALK / BICYCLE PATH PLANS**
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37 Town Manager Frank Rush recapped for the Board the future bicycle path plans.
38 He said the projections and capital plan do include additional money for more
39 sidewalks and bike paths over the next five years. Mr. Rush said the Board had
40 approved on March 8, 2005, a Resolution for a grant to take the sidewalk from
41 CVS to Emerald Plantation on the north side of Highway 58. He hoped to hear
42 word on that grant application within the next couple of weeks and the goal is to
43 have it constructed prior to Memorial Day. Mr. Rush said he had included in the
44 draft capital plan an allocation of \$25,000 next year to take the sidewalk from
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3 Emerald Plantation down to Coast Guard Road, the focus being to use inmate
4 labor as much as possible, contracting out some of the work. Mr. Rush said the
5 goal at the staff level over the next few years is to continue adding bike paths
6 and sidewalks. Mr. Rush said they would also get the input of the Bicycle and
7 Pedestrian Committee as they go forward.
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10 **6. NC 58 STREETScape IMPROVEMENTS**

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12 Town Manager Frank Rush said he would like the Board to consider the
13 allocation of a small amount of money next year, approximately \$20,000 -
14 \$30,000, to do landscaping and streetscape improvements through the middle of
15 town from Merchants Park to Town Hall, adding relatively decent sized trees to
16 line the streets, and a few more benches to improve the overall appearance.
17 Following general discussion with the Board, Mr. Rush said they would further
18 develop this idea and include in the budget for their consideration.
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20 **7. USE OF PERMANENT INMATE LABOR CREW – PARKS AND**
21 **RECREATION**

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23 Town Manager Frank Rush discussed with the Board the possibility of adding an
24 inmate labor crew for Parks and Recreation. Mr. Rush said the town has worked
25 with the Department of Corrections for close to a year now with Public Works.
26 He said there are three inmates assigned to Public Works and the program has
27 worked very well, and has been a big asset for the department. Mr. Rush said
28 they would like to expand on that by adding a crew for Parks & Recreation next
29 year. Mr. Rush said logistically the only concern is having someone to go and
30 pick them up and take them back. Mr. Rush said they currently use a surplus
31 police vehicle to transport the 3 inmates but they would either have to allocate
32 two vehicles and two people or buy a new vehicle to accommodate 7 people
33 including the driver. Mr. Rush stated it is possible to purchase a 7-passenger
34 minivan through State Contract for approximately \$16,000 or an 8-passenger full-
35 size van for approximately \$18,000. Mr. Rush pointed out the additional
36 usefulness of having a van that holds 8 people here at Town to have at our
37 disposal for other purposes as needed. Public Works Director Artie Dunn was
38 present and commented that this was a great service at an unbeatable cost, and
39 provided the Board insight into how the inmate labor program was working out in
40 the Public Works Department.
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3 **8. WEEKEND SERVICES**
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5 Town Manager Frank Rush discussed with the Board the need for, or lack of
6 need for expanded weekend services by Town personnel. Mr. Rush said for the
7 past two years he has received a regular litany of complaints during the year
8 about various things which he has listed in the Board packets. Mr. Rush said we
9 have made some good improvements over the past couple of years in terms of
10 weekend services. He said we have adjusted the schedule of two of our Public
11 Works employees to work Saturdays, Sundays, and holidays for most of the year
12 which has been helpful with the appearance and maintenance type of issues on
13 the weekend. Mr. Rush said we also added a full-time beach access attendant
14 last year. Mr. Rush wondered if we should be focusing our services more toward
15 the weekend, and wanted to hear the Board's thoughts and input. The Board,
16 while appreciating the Town Manager's desire to meet the needs of all citizens,
17 felt things should remain "as is" at this time.
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19 **9. COAST GUARD ROAD TRAFFIC IMPROVEMENTS**
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21 Town Manager Frank Rush discussed with the Board the needs for traffic
22 improvements at the intersection of Coast Guard Road and NC 58. He noted
23 possible components of a solution to include the following:
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- 25 • the creation of a green left-turn arrow with a dedicated amount of green
26 time from the Coast Guard Road onto NC 58,
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- 28 • the addition of another dedicated turn lane on Coast Guard Road to create
29 1) a longer dedicated left-turn lane onto NC 58 and 2) a longer left-turn
30 lane from Coast Guard Road onto Reed Drive,
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- 32 • the widening of Coast Guard Road to 4 lanes from NC 58 back to Pebble
33 Beach, with associated turn lanes,
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- 35 • the installation of a median in Coast Guard Road to prevent left-hand turns
36 off of Reed Drive onto Coast Guard Road and left-hand turns off of Coast
37 Guard Road onto Reed Drive, and
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- 39 • any other viable alternatives
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41 The Board agreed that Mr. Rush should pursue this issue to find the best
42 possible solution. Mr. Rush stated he would take another look at the Kimley-
43 Horn study, and discuss further with DOT.
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3 **10. EASTERN EMERALD ISLE DRAINAGE ISSUES**
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5 Town Manager Frank Rush spoke to the Board concerning the short-lived
6 flooding in several low areas between 2nd Street and 25th Street along Ocean
7 Drive. Mr. Rush stated the problems in these areas have been around for years
8 but have not yet been addressed because of the relatively short duration; the
9 water gets very deep but normally dissipates within a day or matter of hours. Mr.
10 Rush said he would like to focus attention on these areas in the future and
11 described possible solutions. Public Works Director Artie Dunn discussed
12 methods used successfully in the past. The Board was in favor of proceeding
13 with solutions to alleviate the flooding problems in these low areas.
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15 The Board recessed for lunch at 12:00 PM and reconvened at 12:30 PM.
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18 **11. REDESIGN OF SOLID WASTE SERVICES**
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20 Town Manager Frank Rush discussed with the Board the upcoming bid process
21 for solid waste services. Mr. Rush stated he fully intends to go through a
22 competitive bid process which will need to be done well in advance of the
23 transition date. Mr. Rush said with the contract ending on June 30, 2006, he
24 didn't feel this was a good time to be making a transition right before the July 4th
25 holiday. He would like to approach Waste Industries to either extend the contract
26 to September 30, 2006 or October 31, 2006, or amend the contract date to an
27 earlier February 28, 2006. Mr. Rush spoke of other pertinent issues regarding
28 this process, and outlined for the Board his recommendations regarding the
29 desired service characteristics to bid out, as well as the scheduling involved. The
30 Board also discussed other issues such as rollback services and recycling.
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32 **12. VILLAGE EAST / VILLAGE WEST IMPLEMENTATION**
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34 Town Manager Frank Rush said he would like to see the town follow through on
35 the recommendations in the Land Use Plan to try to make aesthetic
36 improvements along Islander Drive and Bogue Inlet Drive, as well as the main
37 business area through town, taking a hard look at the zoning ordinances
38 currently in place for those areas, possibly designing a new zoning district for
39 those areas with less stringent development regulations than currently exist. He
40 would like to tailor the regulations to a specific style. Mr. Rush said his vision
41 was to create a true "downtown" feel by doing things to promote redevelopment,
42 mixed uses, and other efforts to encourage redevelopment of these properties.
43 Mr. Rush he would like to be able to devote some of his time as well as Planning
44 Director Kevin Reed's time over the course of the next year to start working
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3 toward this concept. The Board discussed this concept with Mr. Rush and Mr.
4 Reed, including such issues as stormwater, and soliciting feedback from
5 individual property owners in these areas. The Board was in favor of Mr. Rush
6 and Mr. Reed proceeding with their efforts toward implementation of the Village
7 East and Village West concepts as outlined.

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9 **13. COMPREHENSIVE UPDATE OF DEVELOPMENT ORDINANCES**

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11 Town Manager Frank Rush discussed with the Board again the possibility of
12 undertaking a comprehensive update of all of the Town's development
13 ordinances. Mr. Rush pointed out the contradictions found in the ordinances as
14 sections have been piecemealed over the years. Mr. Rush said the intention
15 would not be widespread policy revisions but it would be a reorganization and
16 rewrite of the document.

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18 **14. POLICE CHIEF SELECTION PROCESS**

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20 Town Manager Frank Rush discussed his thoughts and received input from the
21 Board concerning the process for the selection of the next Emerald Isle Police
22 Chief. Following detailed discussion it was determined that any action would be
23 delayed until at least May and discussed further as a group at that time.

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25 **15. OTHER ISSUES**

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27 Other miscellaneous issues were discussed by the Board and Town Manager.

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29 **16. DISCUSSION / DETERMINATION OF BUDGET PRIORITIES**

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31 Town Manager Frank Rush discussed with the Board what they considered to be
32 their budget priorities which included further discussion regarding future
33 improvements to the Police Department facility, air conditioning in the gym, and
34 the possibility of reducing the tax rate, while maintaining and providing services
35 to the citizens and personnel.

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37 **The meeting was adjourned at 2:00 PM.**

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39 Respectfully submitted:

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43 Rhonda C. Ferebee
44 Town Clerk
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