



Nice Matters!

**Town of Emerald Isle**  
7500 Emerald Drive  
Emerald Isle, NC 28594

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[www.emeraldisle-nc.org](http://www.emeraldisle-nc.org)

**Mayor**  
Eddie Barber

**Mayor Pro-Tem**  
Floyd Messer, Jr.

**Board of Commissioners**  
Candace Dooley  
Steve Finch  
Jim Normile  
Mark Taylor

**Town Manager**  
Matt Zapp  
[mzapp@emeraldisle-nc.org](mailto:mzapp@emeraldisle-nc.org)



**Board of Commissioners Meeting of the EMERALD ISLE BOARD OF COMMISSIONERS**

**Tuesday, July 13, 2021 - 6:00 PM**  
**2nd Tuesday of each month**  
**7500 Emerald Drive**  
**Emerald Isle, NC 28594**

1. Call to Order  
Eddie Barber, Mayor
2. Roll Call  
Anna Smith, Town Clerk
3. Opening Prayer  
Eddie Barber, Mayor
4. Pledge of Allegiance  
Eddie Barber, Mayor
5. Adoption of Agenda  
Board of Commissioners
6. Proclamations / Public Announcements 3  
Eddie Barber, Mayor
7. Employment Retirement Recognition - Bruce Norman,  
Retiring Fire Captain  
Eddie Barber, Mayor
- a. Proclamation
- b. Award
8. Recognition of Advanced Law Enforcement Certificate: Lt.  
Mark Odom  
Michael Panzarella, Interim Chief of Police
9. Public Comment  
Board of Commissioners
10. Consent Agenda  
Matt Zapp, Town Manager
  - a. Tax Order
  - b. Minutes from June 8, 2021 Board of Commissioners Meeting
  - c. NCParking Contract Amendment
  - d. Resolution to Accept American Rescue Plan Act Funds - CSLRF
  - e. Grant Project Ordinance Amendment - American Rescue Plan - Coronavirus Recovery Funds
  - f. Budget Amendment - General Fund
  - g. Amendment - Pay Plan - Position Classifications

- h. Resolution assigning Anna Smith as Town Clerk; Sarah Diehl as Deputy Town Clerk
- i. Planning Board Re-appointments
- 11. Consideration of adoption of Lease with Bogue Banks Water Corporation for location of a well in McLean Spell Park  
Matt Zapp, Town Manager
- 12. Public Discussion Pertaining to Boat Ramp Navigational Channel  
Matt Zapp, Town Manager
- 13. Discussion: Proposed Contract for UDO with N-Focus  
Josh Edmondson, Town Planner
  - a. Resolution Authorizing Town Manager to Sign Contract
- 14. Discussion: FEMA Risk Rating 2.0  
Josh Edmondson, Town Planner
- 15. Discussion: Dredging along Kelly Lane  
Matt Zapp, Town Manager
- 16. Comments from Town Clerk, Town Attorney and Town Manager
- 17. Comments from Board of Commissioners and Mayor
- 18. Closed Session: Pursuant to NCGS 143-318.11(5), Pertaining to the acquisition of real property and NCGS 143-318.11(a)(6) to discuss personnel.  
Board of Commissioners
- 19. Adjourn

**TOWN OF EMERALD ISLE  
Board of Commissioners**



**AGENDA ITEM COVER SHEET**

Meeting Date: 13-Jul-21

Agenda Item #: 6

**ITEM TO BE CONSIDERED**

**Title:** Proclamations / Public Announcements

**Brief Summary:**

EmeraldFest - Pure T Mommicked - Thursday, July 14 - 6:30 p.m. - Western Ocean Regional Access  
Police Education the Public - Bike and Ped. Safety - Tuesday, July 20 - 10 am. - Town Board Meeting Room  
Golf Cart Advisory Committee Meeting - Tuesday, July 20 - 5:30 p.m. - Town Board Meeting Room  
Coffee with a Cop - Thursday, July 22 - 9 a.m. - Movement Mortgage  
EmeraldFest - Wicked Shimmies - Thursday, July 22 - 6:30 p.m. - Western Ocean Regional Access  
Planning Board Regular Meeting - Monday, July 26 - 6 p.m. - Town Board Meeting Room  
EmeraldFest - Big Drink - Thursday, July 29 - 6:30 p.m. - Western Ocean Regional Access  
Neighborhood Watch Board Meeting - Tuesday, August 3 - Police Conference Room  
EmeraldFest - Justin Castellano - Thursday, August 5 - 6:30 p.m. - Western Ocean Regional Access  
Board of Commissioners Regular Meeting - Tuesday, August 10 - 6 p.m. - Town Board Meeting Room

**Suggested Motion:**

No formal action required.

**BACKGROUND**

**Originating Department / Individual:**

Eddie Barber, Mayor  
\_\_\_\_\_  
\_\_\_\_\_



**Attachments:**

- 1 \_\_\_\_\_
- 2 \_\_\_\_\_
- 3 \_\_\_\_\_
- 4 \_\_\_\_\_
- 5 \_\_\_\_\_
- 6 \_\_\_\_\_

**ACTION TAKEN:**

Motion By: \_\_\_\_\_

Carried: \_\_\_\_\_

**TOWN OF EMERALD ISLE  
Board of Commissioners**

**AGENDA ITEM COVER SHEET**

Meeting Date: 13-Jul-21

Agenda Item #: 7

**ITEM TO BE CONSIDERED**

**Title:** Employee Recognition  
Capt. Bruce Norman - Retirement

**Brief Summary:**

Mayor Eddie Barber and Town Manager Matt Zapp will formally recognize retiring Fire Captain Bruce Norman at the July 13 meeting.

**Years of Service:** 1990-2021

On 12-15-1989, Bruce became a volunteer firefighter for the Emerald Isle Fire Department. At this time, the State had just come out with the firefighter certification program, which he jumped right into and obtained his firefighter certification, along with his EMT certification.

On 7-25-1990, Bruce was hired to Fulltime Firefighter.

On 9-29-1993, Bruce was promoted to Fire Engineer.

On 7-30-2003, Bruce was promoted to Fire Captain.

During his years, he helped to develop a fire station program to fit with the schools' curriculum and co-chaired the beach patrol program. The program has grown into the lifeguard program the Town has now.

**Suggested Motion:**

No Action Needed. |

**BACKGROUND**

**Originating Department / Individual:**

Matt Zapp, Town Manager

**Attachments:**

1 Proclamation

2 Award

3

4

5

6

**ACTION TAKEN:**

Motion By: \_\_\_\_\_

Carried: \_\_\_\_\_































































































