



1 **7. Proclamations / Public Announcements:**

- 2
- 3 a. **Recognitions – Police Officer Career Advancement Sandra DeLorme, Police**
- 4 **Investigator – Senior Police Officer**
- 5 b. **Tyler Biskup, Advanced Police Officer – Traffic Enforcement and Investigation**
- 6 **Certificate**
- 7

8 Police Chief Reese announced the promotion of Advanced Police Officer Sandra DeLorme to the

9 rank of Senior Police Officer. Chief Reese noted that Officer DeLorme had been with the

10 department for 10 years and currently served as Detective for the department. Chief Reese

11 recognized Officer DeLorme’s efforts to improve her knowledge, skills, and certifications

12 through training while at the same time managing a significant caseload. Chief Reese stated

13 that Officer DeLorme consistently went above and beyond her assigned duties to distinguish

14 herself as an invaluable asset. Chief Reese praised Officer DeLorme for consistently

15 demonstrating her value to the community through her persistence, hard work and

16 commitment to professionalism.

17

18 Police Chief Reese also recognized Advanced Police Officer Tyler Biskup for the recent

19 completion of the Traffic Enforcement and Investigation Certification Program offered through

20 the NC Justice Academy. Chief Reese stated that the program required over 500 hours of

21 training in areas focused specifically on traffic enforcement and the investigation of motor

22 vehicle crashes. Chief Reese spoke of the important subjects Officer Biskup had mastered

23 related to traffic enforcement, advanced crash investigations, accident reconstructions, and

24 other related topics. Chief Reese added that since the inception of the program in 1999 there

25 had only been 276 other Officers to graduate and receive this certification, with Officer Biskup

26 currently being only one of 100 active Officers holding this certification with the State. Chief

27 Reese noted how proud he was of Officer Biskup’s dedication to his profession and the

28 community.

29

30 The Board and public applauded the accomplishments of Officer DeLorme and Officer Biskup.

31

32 Mayor Barber noted the following announcements for the public:

33

- 34 • **Bicycle and Pedestrian Advisory Committee – Wednesday, February 15 – 9 am –**
- 35 **Community Center**
- 36 • **American Red Cross Blood Drive – Friday, February 17, 2 pm – 7 pm – Community**
- 37 **Center**
- 38 • **Police Educating the Public (PEP) – Tuesday, February 21 – 10 am – Town Board**
- 39 **Meeting Room**
- 40 • **Coffee With A Cop – Thursday, February 23 – 9 am – Village Market**

- 1 • Joint EMS Committee Meeting – Thursday, February 23 – 2 pm – Town Administration
- 2 Building
- 3 • Planning Board Regular Meeting – Monday, February 27 – 6 pm – Town Board Meeting
- 4 Room
- 5 • Summer Employment Job Fair – Wednesday, March 1 – 4 pm – 7 pm – Community
- 6 Center
- 7 • Friday Free Flick – Friday, March 10 – 7 pm – Community Center
- 8 • Festival Kids’ Rides – Friday, March 10 – 5 pm – 10 pm – Emerald Plantation Shopping
- 9 Center
- 10 • 26<sup>th</sup> Annual St. Patrick’s Festival – Saturday, March 11 – 9 am – 6 pm – Emerald
- 11 Plantation Shopping Center
- 12 • Board of Commissioners Regular Meeting – Tuesday, March 14 – 6 pm – Town Board
- 13 Meeting Room
- 14 • 4<sup>th</sup> Annual EI Marathon, Half-Marathon, and 5K Races – Saturday, March 25 – Western
- 15 Ocean Reg Access

16

17 **8. Public Comment**

18

19 **Brief Summary:** The public will have the opportunity to address the Board about any items of  
20 concern not on the agenda.

21

22 There were no comments from the public.

23

24 **9. Consent Agenda**

25

26 a. Tax Releases

27 b. Minutes – January 10, 2017 Regular Meeting

28 c. Minutes – January 10, 2017 Closed Session

29 d. Minutes – January 18, 2017 Joint Meeting with Planning Board

30 e. Minutes – January 26, 2017 Special Meeting

31

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

34

35 Clerks Note: A copy of Consent Agenda Items as noted above are all incorporated herein by reference and hereby made a  
36 part of these minutes.

37

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43

1 **10. Draft 2017 Comprehensive Land Use Plan**

- 2  
3 a. **Presentation**  
4 b. **Public Hearing**  
5 c. **Preliminary Approval**  
6

7 Town Planner Josh Edmondson addressed the Board concerning this Agenda item. The  
8 following excerpt from his memo to the Town Manager is provided for additional background:

9  
10 Several small changes and new policy statements based on recommendation from staff and the Planning Board are  
11 incorporated in the plan. These changes came after the joint meeting of the Commissioners and Planning Board. I  
12 have noted these changes below and the location of the change within the plan.

13  
14 New Text in Chapter 3 and Chapter 4

- 15  
16 • *Page 3-29 First two paragraphs nicely define the roles of our two main thoroughfares. Specifying a*  
17 *prohibition of golf carts could be a benefit to those primary functions.*

18  
19 *Addressed on Page 4-9, new paragraph (top of right column rather than 3-29):*

20 ***“The Town manages a local program that allows permitted golf carts to operate on all public streets in***  
21 ***the Town, except for NC 58 and Coast Guard Road. The golf cart program is very popular, as it provides***  
22 ***convenient beach access and an alternative mode of transportation, with approximately 700 golf carts***  
23 ***permitted. Due to the geography of the public street network in Emerald Isle, some areas cannot fully***  
24 ***utilize this program, and land use policies should promote increased golf cart access to these areas in a***  
25 ***safe manner. Because of high traffic volumes and safety concerns, golf cart use permitted through the***  
26 ***Town’s local program should continue to be prohibited on NC 58 and Coast Guard Road, however,***  
27 ***alternative golf cart connections and/or limited use of these roads should be considered in these areas***  
28 ***in the future.”***

29  
30 Section 5, 5-8 Public Access

- 31  
32 • *5-8 Planning objectives (left column mid page): Removed last sentence which read “Oceanfront*  
33 *communities shall establish access policies for beach areas targeted for nourishment”; insert “Public ”*  
34 *between established – access.*

- 35  
36 • *5-8, 1.2 (left column at bottom of page) Added “where feasible” to first sentence to read The Town will*  
37 *provide satisfactory access to residents and visitors of al, where feasible.*

- 38  
39 • *Page 5-8. new policy under Public Access, 1.7 (right column, bottom of page)*

40 ***“The Town supports the installation of new public crosswalks at key intersections along NC 58 to***  
41 ***promote safe access between the ocean and sound sides of NC 58. “***

- 42 • *Page 5-8. Public Access; policy 1.8 added sentence to end of policy to read (right column, bottom of page)*

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1           ***“The Town will promote the development of a traditional full- service marina to service residents and***  
2           ***visitors. The Town will seek to provide flexibility in development regulations to foster such***  
3           ***development, provided said flexibility is not in conflict with other land use policies included herein. The***  
4           ***Town will also consider other viable options to achieve this goal.***

5           Section 5, Natural Hazard Areas

- 6  
7           •    Page 5-12, new policy added under Natural Hazard Areas, I.32 (left column, top of page)

8           ***When feasible the Town seeks to promote government acquisition of land in the***  
9           ***Accident Potential Zone to further reduce potential future conflicts between***  
10           ***Bogue Field and residents in the APZ.***

- 11  
12           •    Page 5-12, new policy added under Natural Hazard Areas, I.38 (right column, top of page)

13           ***The Town encourages the use of higher engineering and building standards for new construction to***  
14           ***build more resilient structures. The use of these standards may potentially reduce wind and hail***  
15           ***insurance premiums.***

16  
17           Section 5, Water Quality

- 18  
19           •    Page 5-13. Water Quality, I.49 (left column, bottom of page) added systems to sentence and removed  
20           (conventional, LPP and alternative) from sentence for sentence to read, “To minimize septic system  
21           problems, the Town will undertake an education program that provides information to property owners on  
22           proper maintenance of septic tanks.”

23  
24           Section 5, Local Concerns

- 25  
26           •    Page 5-15. Local Concerns, added new policy statements I.68, I.69, I.70 and I.71 (left column, bottom of  
27           page and right column, top of page)

28  
29           ***I.68 “The Town supports the development and recruitment of additional knowledge-based and***  
30           ***technology-based businesses in Emerald Isle.”***

31  
32           ***I.69 “The Town supports the improvement and enhancement of information technology infrastructure in***  
33           ***Emerald Isle to better serve residents and visitors and to promote additional remote work***  
34           ***opportunities.”***

35  
36           ***I.70 “The Town opposes further homeowner / wind & hail insurance rate increases in coastal***  
37           ***communities, and supports efforts to develop a fairer insurance rate structure that more equitably***  
38           ***distributes insurance costs among inland and coastal communities.”***

39  
40           ***I.71 “The Town seeks to provide additional active recreational facilities, including athletic fields and***  
41           ***other individual and team sports facilities.”***

42  
43           I look forward to discussing this issue with the Commissioners at their February 2017 meeting. Please let me know  
44           if you have any questions regarding the foregoing information.  
45

1 Town Planner Josh Edmondson provided a PowerPoint summary presentation of the 2017  
2 Comprehensive Land Use Plan for the Board and public, touching on highlights of the plan as  
3 noted in his memo above. Town Manager Rush stated that following tonight's public hearing to  
4 provide additional input on the plan, if the Board was satisfied with the Plan they could  
5 preliminary adopt the Plan after which they would send it to the NC Division of Coastal  
6 Management for formal review. Town Manager Rush said following that review they would bring  
7 the Plan back for final Board approval in the next few months, including one more public hearing  
8 to be sure folks had the opportunity to comment.

9  
10 Mayor Board thanked the Steering Committee for their hard work, thanking Commissioner  
11 Normile for serving as Chair of the Committee.

12  
13 Commissioner Normile thanked Frank Rush, Josh Edmondson, and Rudi Rudolph for all their  
14 technical writing, and research.

15  
16 ***Motion was made by Commissioner Messer to open the Public Hearing. The Board voted***  
17 ***unanimously 5-0 in favor. Motion carried.***

18  
19 There were no comments from the public.

20  
21 ***Motion was made by Commissioner Messer to close the Public Hearing. The Board voted***  
22 ***unanimously 5-0 in favor. Motion carried.***

23  
24 ***Motion was made by Commissioner Normile to preliminarily approve the 2017 Comprehensive***  
25 ***Land Use Plan. The Board voted unanimously 5-0 in favor. Motion carried.***

26  
27 **11. FY 17-18 Budget**

28  
29 **a. Budget Calendar**

30 **b. Public Hearing – Early Budget Input**

31  
32 Town Manager Frank Rush addressed the Board concerning this Agenda item. The following  
33 excerpt from his memo to the Board is provided for additional background:

34  
35 The Board is scheduled to undertake two actions pertaining to the FY 17-18 budget process at the February 14  
36 meeting. First, the Board is asked to adopt the official FY 17-18 Budget Calendar, and second, the Board is  
37 scheduled to conduct a public hearing to receive early citizen input on the FY 17-18 budget.

38  
39 **FY 17-18 Budget Calendar**

40 A copy of the suggested FY 17-18 Budget Calendar is attached for the Board's review. This calendar outlines the  
41 Town's budget process and includes key target dates in the process.

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1 The FY 17-18 budget process began with the Board's annual budget planning workshop meeting held on January  
2 26, and continues with the items on the February 14 meeting agenda. The FY 17-18 budget public hearing  
3 scheduled for the February 14 meeting is a chance for the Town's taxpayers to provide input at the front-end of  
4 the FY 17-18 budget process, and we look forward to this input. Town staff and I will consider the Board's  
5 direction from the January 26 meeting and the public's input on February 14, and will then begin work to develop a  
6 responsible budget during March and April.

7  
8 The FY 17-18 Recommended Budget will be presented to the Board at the May 9 regular meeting. Two budget  
9 workshop meetings are tentatively scheduled for May 16 and June 6 (both are Tuesday evenings) to review the  
10 Recommended Budget in detail. The official public hearing on the budget is planned for the June 6 workshop  
11 meeting, with Board adoption planned for the June 13 regular meeting. (Additional budget workshop meetings  
12 can be scheduled between May 10 and June 12 as necessary.)

13  
14 The Board has the flexibility to adjust this schedule as we go through the budget process if necessary and/or  
15 desired, however, the establishment of the FY 17-18 Budget Calendar will help to keep this lengthy process on  
16 track.

17  
18 Public Hearing – Early Citizen Input on FY 17-18 Budget

19 We have scheduled and advertised a public hearing on the upcoming FY 17-18 budget for the February 14 meeting.

20  
21 NC General Statutes require the Town to conduct a public hearing on the annual budget after the Town Manager  
22 presents the Recommended Budget in May, but Emerald Isle has also historically held a public hearing prior to the  
23 start of the annual budget process in order to get citizen input at the front-end of the budget process. The  
24 purpose of the February 14 public hearing is simply to receive comments or suggestions from our citizens  
25 regarding budget priorities for the coming fiscal year before we begin the budget process. The hearing will give  
26 citizens a chance to voice their concerns about the tax rate, the fairness of the Town's tax and fee structure,  
27 suggest budget and service reductions, suggest funding for certain programs or projects, etc. All thoughtful  
28 suggestions are welcomed and encouraged.

29  
30 I have attached some basic background budget information, and I will have this information available for the public  
31 to review.

32  
33 Town Manager Rush noted that the Board had before them for formal consideration the FY 17-  
34 18 Budget Calendar that was procedural in nature and outlined the calendar for the process  
35 with key dates. Town Manager Rush also stated that though not legally required to have an  
36 early public hearing, every year they try to make sure they give the public the opportunity to  
37 share their ideas and concerns at the front end of the budget process so that the Board and  
38 staff can take their comments into consideration.

39  
40 ***Motion was made by Commissioner Finch to adopt the FY 17-18 Budget Calendar. The Board***  
41 ***voted unanimously 5-0 in favor. Motion carried.***

42  
43  
44  
45  
46

1 **Motion was made by Commissioner Messer to open the Public Hearing for early citizen input**  
2 **on the FY 17-18 budget. The Board voted unanimously 5-0 in favor. Motion carried.**

3  
4 There were no comments from the public.

5  
6 **Motion was made by Commissioner Messer to close the Public Hearing. The Board voted**  
7 **unanimously 5-0 in favor. Motion carried.**

8  
9 **12. 2017 Street Resurfacing**

10  
11 **a. Budget Amendment – General Fund**

12 **b. Resolution Authorizing Street Resurfacing Contract (Onslow Grading and Paving)**  
13 **(17-02-14/R1)**

14  
15 Public Works Director Artie Dunn addressed the Board concerning this Agenda item. The  
16 following excerpt from the Town Managers memo to the Board is provided for additional  
17 background:

18  
19 The Board of Commissioners is asked to approve the 2017 street resurfacing contract at the February 14 regular  
20 meeting. The attached resolution authorizes the Town Manager to execute a contract with Onslow Grading and  
21 Paving (Jacksonville, NC) at specified unit costs of \$9.10 - \$13.00 per sq. yard of asphalt for a total street length of  
22 1.2 miles. The total contract amount is \$149,970, including associated pavement markings, and is nearly equal to  
23 the Town's FY 16-17 Powell Bill allocation.

24  
25 Artie Dunn, Public Works Director, requested informal quotes in January to resurface approximately 1.4 miles of  
26 various public street segments. (A memo from Artie Dunn to me is attached for your information.) Onslow  
27 Grading and Paving provided the lowest price quote for the 2017 street resurfacing package, with a total quote of  
28 \$172,054 for the 1.4 mile package. The Town received two other quotes for this project from Morton Trucking,  
29 Inc. (Jacksonville, NC) in the amount of \$205,021 and from Barnhill Contracting Company (Jacksonville, NC) in the  
30 amount of \$230,248. The original 2017 street resurfacing package included the ocean side segment of Bogue Inlet  
31 Drive, however, that segment will be resurfaced as part of a separate contract, and has been removed from the  
32 recommended 2017 street resurfacing contract. The removal of this 0.2 mile segment from the 2017 street  
33 resurfacing contract reduces the total cost of the 2017 street resurfacing contract with Onslow Grading and Paving  
34 to \$149,970.

35  
36 The street segments included in the recommended 2017 street resurfacing contract include:

- 37  
38
  - the entire length of OceanView Drive (from Sea Oats Drive to Shell Drive), a distance of approximately 0.4  
39 mile,
  - the entire length of Mangrove Drive and Old Ferry Road on the sound side (from NC 58 to Sound Drive), a  
40 distance of approximately 0.4 mile; the contract also includes new pavement markings,
  - the entire length of Fairview Drive on the ocean side, a distance of approximately 0.2 mile; the contract  
41 also includes new pavement markings, and the resurfacing of this street (along with Bogue Inlet Drive) will  
42 result in the recent resurfacing of all streets in the "downtown" area in recent years,
- 43  
44  
45  
46  
47

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- 1 • the entire length of Fredeen Drive and Fredeen Court on the sound side, a distance of approximately 0.1  
2 mile,  
3
- 4 • the entire length of both 9<sup>th</sup> and 10<sup>th</sup> Street on the ocean side, a distance of approximately 0.1 mile, and  
5
- 6 • the very short segment of Louise Avenue at the entrance to the Western Ocean Regional Access.  
7

8 The FY 16-17 budget anticipated a total of \$143,000 of Powell Bill revenues, with this full amount allocated for  
9 street resurfacing. The Town has actually received \$149,907, and the attached General Fund budget amendment  
10 appropriates the additional \$6,907 for the 2017 street resurfacing contract, providing all but \$63 required for this  
11 contract. This small amount can be absorbed in the FY 16-17 Public Works budget.  
12

13 As discussed in the past, the Town maintains a total of 46 miles of public streets, and at one time the Town had a  
14 stated goal to resurface 2.3 miles of streets each year (which equates to each street being resurfaced once every  
15 20 years). Due to declining Powell Bill revenues and significant increases in resurfacing cost, the Town has not  
16 been able to meet this goal for several years. The Town's recent historical street resurfacing totals are as follows:  
17

18	2016	1.2 miles
19	2015	1.3 miles (Coast Guard Road)
20	2014	2.7 miles (Ocean Drive in eastern EI)
21	2013	0.4 miles (purposely rolled money forward to 2014 for Ocean Drive)
22	2012	2.1 miles (Ocean Drive in central EI)
23	2011	1.1 miles
24	2010	1.2 miles
25	2009	1.45 miles
26	2008	1.8 miles
27	2007	2.15 miles
28	2006	2.0 miles
29	2005	2.3 miles
30	2004	2.4 miles.

31  
32 Despite the decline in annual street miles resurfaced, the Town's overall street network remains in relatively good  
33 condition. Mallard Drive and Crew Drive are in need of some attention, however, these streets will be resurfaced  
34 as part of the new Publix grocery store project later in 2017 or early in 2018. The developer of the new Publix will  
35 resurface Crew Drive between Emerald Plantation and Mallard Drive, and I hope to include the remainder of Crew  
36 Drive in the Town's 2018 street resurfacing contract to result in a completely new Crew Drive at that time. I also  
37 hope to include the streets in the Ocean Oaks neighborhood (Pinewood Place, Ocean Oaks Drive, and Page Place)  
38 in the 2018 street resurfacing contract.  
39

40 If approved by the Board at the February 14 meeting, we expect all street resurfacing to occur in March or April,  
41 weather permitting, with a goal to have all work completed before the 2017 tourism season.  
42

43 Artie Dunn will attend the February 14 meeting to present this item to the Board, and will be available to answer  
44 any questions you may have.  
45

46 Public Works Director Artie Dunn discussed in detail the 2017 Street Resurfacing Contract with  
47 the Board along with the associated General Fund budget amendment.  
48

1 **Motion was made by Commissioner Dooley to adopt the Budget Amendment – General Fund.**  
2 **The Board voted unanimously 5-0 in favor. Motion carried.**

3  
4 **Motion was made by Commissioner Wright to adopt the Resolution Authorizing Street**  
5 **Resurfacing Contract (Onslow Grading and Paving). The Board voted unanimously 5-0 in**  
6 **favor. Motion carried.**

7  
8 Clerks Note: A copy of Resolution 17-02-14/R2 as noted above is incorporated herein by reference and hereby made a part  
9 of these minutes.

10  
11 **13. Bogue Inlet Drive Improvements**

- 12  
13 a. **Budget Amendment – General Fund**  
14 b. **Capital Project Ordinance Amendment**  
15 c. **Resolution Authorizing Construction Contract (SunLand Builders) (17-02-14/R2)**

16  
17 Parks and Recreation Director Alesia Sanderson, and Town Manager Frank Rush addressed the  
18 Board concerning this Agenda item. The following excerpt from the Town Managers memo to  
19 the Board is provided for additional background:

20  
21 The Board of Commissioners is scheduled to consider three items that would result in the construction of  
22 comprehensive improvements to Bogue Inlet Drive between NC 58 and Bogue Inlet Pier. The Board will consider a  
23 resolution authorizing a construction contract with SunLand Builders, Newport, NC, in the amount of \$135,000 for  
24 the planned improvements, and also consider a related General Fund budget amendment and capital project  
25 ordinance amendment to appropriate an additional \$15,000 for this project.

26  
27 Bogue Inlet Drive is a town-maintained street with a 50 ft. wide right-of-way, and all work included in the scope of  
28 this project will occur in the public street right-of-way. As discussed at recent Board meetings, the project involves  
29 the following improvements:

- 30  
31 • removal of the existing 4 ft. wide sidewalk on the east side of Bogue Inlet Drive,  
32  
33 • realignment of the Bogue Inlet Drive vehicle lanes by shifting the lanes approximately 7 ft. to the east  
34 (roughly in line with the eastern edge of the existing sidewalk),  
35  
36 • complete resurfacing of the vehicle travel lanes to result in a brand new road surface, including new  
37 pavement markings,  
38  
39 • construction of a new, 10 ft. wide, dedicated asphalt bicycle path along the west side of Bogue Inlet Drive,  
40  
41 • construction of a new, ~ 10 ft. wide vegetated storm water swale between the new bicycle path and new  
42 vehicle travel lanes, with installation of zoysia sod in all disturbed areas,  
43  
44 • installation of 5 new decorative street lights (to match those along NC 58 in the “downtown” area), and  
45

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- 1           • the strategic planting of new trees in select locations within the new storm water swale (not included in  
2 scope of proposed construction contract, to be completed later by Town staff).  
3

4 I have attached a copy of the Construction and Bid Guidelines for the project, and aerial photo maps and a survey  
5 are included in this information packet. The Town invited informal bids from three contractors that have  
6 completed previous similar projects for the Town in January, provided the attached Construction and Bid  
7 Guidelines, and reviewed the Town's expectations on-site with each of the three contractors. The Town received  
8 three bids for this project:  
9

- 10           • SunLand Builders, Newport, NC                   \$135,000,  
11  
12           • Thomas Simpson Construction, Atlantic Beach, NC   \$175,000, and  
13  
14           • Barnhill Contracting Company                         \$322,241.  
15

16 SunLand Builders has completed several similar projects for the Town in a quality manner, and we are confident  
17 that SunLand can complete the Bogue Inlet Drive improvements project in a quality and timely manner. Alesia  
18 Sanderson, Parks and Recreation Director, will be the Town's main point person during construction, and will work  
19 closely in the field with SunLand's personnel to coordinate the exact placement of the new bicycle path segment.  
20 Both Artie Dunn, Public Works Director, and I will be assisting as needed.  
21

22 The Board previously approved a budget of \$120,000 for this project, and that amount did not include funding for  
23 the resurfacing of Bogue Inlet Drive, which we intended to fund separately with Powell Bill revenues that are  
24 earmarked for street resurfacing. Because the proposed contract with SunLand Builders includes the cost to  
25 resurface Bogue Inlet Drive, and because the additional amount needed is only \$15,000 (we had expected to  
26 transfer up to \$35,000 from Powell Bill revenues for this project), I am recommending that the Board approve the  
27 attached General Fund budget amendment that reduces expenditures in the Planning and Inspections budget by  
28 \$15,000 and allocates these funds for the Bogue Inlet Drive improvements. The Town is fortunate that contracted  
29 services costs for building inspections are tracking significantly below the budget estimate, so the attached General  
30 Fund budget amendment will not affect building inspections services in any way. This approach enables the Town  
31 to utilize Powell Bill revenues for other street resurfacing needs, and essentially enables the resurfacing of two  
32 small street segments (9<sup>th</sup> St. and 10<sup>th</sup> St.) this year that would otherwise be delayed. The attached capital project  
33 ordinance is procedural in nature, and simply formally appropriates this \$15,000 in the project budget.  
34

35 I look forward to completing these beneficial improvements in the coming weeks, and believe they will result in  
36 significant functional and aesthetic enhancements in this area. The Bogue Inlet Drive streetscape will essentially  
37 be brand new, and the new bicycle path will provide a safer, easier way for bicyclists and pedestrians to access  
38 Bogue Inlet Pier, a popular destination for residents and visitors.  
39

40 If approved by the Board at the February 14 meeting, we expect construction to begin later in February, with a  
41 goal to complete all work prior to April 30 so that the improvements are in place before the bulk of the 2017  
42 tourism season.  
43

44 Alesia Sanderson will attend the February 14 meeting to present this item to the Board, and she and I will be  
45 available to answer any questions you may have.  
46

47 Parks and Recreation Director Alesia Sanderson discussed the Bogue Inlet Drive Improvements,  
48 outlining the items for the Board's consideration for the initial step in beautifying and making  
49 Bogue Inlet Drive South a safer and aesthetically pleasing area. Ms. Sanderson described the

1 scope of the proposed work as also detailed in the memo above. Parks and Recreation Director  
2 Sanderson noted that bids had been solicited with Sunland Builders being the low bidder at  
3 \$135,000. Town Manager Rush noted that the project actually came in under budget and they  
4 had initially intended to take some of the Powell Bill funds and use for the resurfacing of Bogue  
5 Inlet Drive. Town Manager Rush said that if they had done that the contract recommendation  
6 tonight would have been \$110,000. Manager Rush said that the recommendation included a  
7 \$15,000 budget amendment that essentially enabled them to pave a couple of extra streets in  
8 the Street Resurfacing Contract as just described in the previous item. Town Manager Rush  
9 said this was an additional \$15,000 expense but fortunately the expenses in the Planning and  
10 Inspections Department budget were coming in significantly below budget so the  
11 recommendation was to simply shift \$15,000 from that cost center to this project going  
12 forward. Town Manager Rush said if approved they hoped to get started on the project as soon  
13 as possible with a goal of completing the work prior to April 30 if not sooner.

14  
15 ***Motion was made by Commissioner Normile to adopt the Budget Amendment – General***  
16 ***Fund. The Board voted unanimously 5-0 in favor. Motion carried.***

17  
18 ***Motion was made by Commissioner Finch to adopt the Capital Project Ordinance***  
19 ***Amendment. The Board voted unanimously 5-0 in favor. Motion carried.***

20  
21 ***Motion was made by Commissioner Wright to adopt the Resolution Authorizing Construction***  
22 ***Contract with SunLand Builders for this project. The Board voted unanimously 5-0 in favor.***  
23 ***Motion carried.***

24  
25 Clerks Note: A copy of Resolution 17-02-14/R2, Budget Amendment – General Fund, and Capital Project Ordinance  
26 Amendment as noted above are all incorporated herein by reference and hereby made a part of these minutes  
27

#### 28 **14. Appointment – Eastern Carolina Council General Membership Board**

##### 29 **Brief Summary:**

30  
31  
32 Commissioner Candace Dooley's term on the General Membership Board of the Eastern Carolina Council (ECC) of  
33 Governments is expiring, and the Town is asked to appoint one of the members of the Board of Commissioners to  
34 this seat. The General Membership Board includes representatives from all participating local governments in the  
35 ECC, and provides general guidance to the ECC. A separate Executive Committee provides direct oversight of the  
36 organization.

37  
38 The ECC is one of sixteen multi-county planning and development regions in the State, and serves as a forum  
39 where local officials determine priorities for the larger area in which their communities are an integral part. The  
40 ECC includes members from nine counties in eastern North Carolina (Carteret, Craven, Duplin, Greene, Jones,  
41 Lenoir, Onslow, Pamlico, and Wayne). Carteret County and all 11 municipalities in the County are members.

42  
43 The ECC offers a variety of services, including transportation planning, economic development assistance, services  
44 for the aging, and support services for area local governments (i.e., GIS services, consulting services, grant

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1 assistance, etc.). The Town has primarily benefitted from the ECC's transportation planning and GIS services in  
2 recent years, including Patrick Flanagan's (ECC Planning Director and lead staff person for DownEast Rural Planning  
3 Organization) assistance with proposed NC 58 traffic  
4

5 ***Motion was made by Commissioner Normile to appoint Candace Dooley to serve on the***  
6 ***Eastern Carolina Council of Governments General Membership Board. The Board voted***  
7 ***unanimously 5-0 in favor. Motion carried.***  
8

9 **15. Comments from Town Clerk, Town Attorney, and Town Manager**  
10

11 There were no comments from the Town Clerk or Town Attorney.  
12

13 Town Manager Rush briefed the Board about the proposed Roundabout design associated with  
14 the new Publix as provided in their packets. Town Manager Rush said he was pleased with the  
15 design put forth and asked the Board to let him know if they had concerns or suggestions.  
16 Town Manager Rush noted that the Osprey Ridge stormwater pump station was finally nearing  
17 completion. Additionally, Manager Rush pointed to comments he included in his memo about  
18 Golf Cart ordinance changes, noting he would talk to the Board about that issue in the coming  
19 weeks.  
20

21 Commissioner Wright shared a comment she heard from a citizen about the roundabout.  
22 Commissioner Wright said the citizen expressed the wish that it would be completed in time for  
23 the residents to get used to it before tourist season. Town Manager Rush said they had  
24 insisted, and the developer agreed that it would be constructed sometime next winter.  
25

26 The following is an excerpt from the Town Manager Comments memo to the Board providing  
27 additional background information for all items of importance:  
28

29 **26<sup>th</sup> Annual St. Patrick's Festival – Saturday, March 11**

30 Parks and Recreation staff are working hard on the 2017 festival, which will be held on Saturday, March 11 at  
31 Emerald Plantation Shopping Center. Weather cooperating, we expect another big crowd in Emerald Isle that  
32 weekend.  
33

34 Children's amusement rides will again be offered on Friday night before the festival, from 5 pm - 10 pm with a \$15  
35 ticket price for unlimited rides, and this early opportunity was popular with locals in 2016. No dogs or handguns  
36 (open carry or concealed carry) are permitted at the festival. Baby strollers are permitted.  
37

38 **Emerald Isle Marathon, Half-Marathon, and 5K Races – Saturday, March 25**

39 The Race Committee is hard at work on the 2017 races, which will be held on Saturday, March 25 at the Western  
40 Ocean Regional Access. The Committee hopes to match or exceed the \$62,000 profit generated by the 2016 races.  
41 The Crystal Coast Autism Center is this year's charity, with 50% of race profit going to this agency and 50% toward  
42 the Town's bicycle path network. As of February 10, a total of 473 runners have registered for the races.  
43  
44  
45

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1 **Planning Board Appointments**

2 The terms of Planning Board members Ryan Ayre, Steve LeRoy, Paul Schwartz, and Ken Sullivan all expire in March,  
3 and new appointments will be included on the Board's March 14 meeting agenda.  
4

5 **Potential Golf Cart Ordinance Change – Allow on Coast Guard Road Between Deer Horn Drive and NC 58 / Crew**  
6 **Drive?**

7 I had originally planned to include ordinance amendments on the February 14 meeting agenda for the Board to  
8 consider that would a) reduce the speed limit on Coast Guard Road between Deer Horn Drive and NC 58 / Crew  
9 Drive from 35 mph to 25 mph, and b) allow golf carts in the Town's program to travel on this segment. This  
10 change would allow golf carts to cross NC 58 at the traffic signal at the Coast Guard Road intersection (which golf  
11 cart operators believe is safer than crossing at non-signalized intersections at Islander Drive and Mallard Drive) and  
12 would provide a golf cart connection for residents in the Cape Emerald, Ocean Oaks, Sea Dunes, Deer Horn Dunes,  
13 and Osprey Ridge neighborhoods to access the middle of Emerald Isle.  
14

15 Concerns have been expressed about the potential dangerous nature of the NC 58 / Coast Guard Road intersection  
16 with vehicles travelling at high speed from the bridge area and the potential for a serious accident with a golf cart  
17 if a vehicle runs the red light (i.e., a golf cart does not provide the protection that a typical motor vehicle would  
18 provide in an accident). On the other hand, bicyclists and pedestrians are permitted to cross at that intersection,  
19 and are perhaps more vulnerable than a golf cart. Additionally, there is concern that the allowance of golf carts in  
20 this ¼ mile segment of Coast Guard Road will cause confusion and result in more golf carts operating illegally on  
21 the remainder of Coast Guard Road (that would remain a 35 mph speed zone). On the other hand, this change  
22 would benefit the residents in the nearby subdivisions, allowing them to access Emerald Plantation and other  
23 areas of Emerald Isle, which can not legally occur under the current ordinance.  
24

25 I intend to study this issue further in the coming weeks with appropriate Town staff, and may or may not present  
26 an ordinance amendment for Board consideration at an upcoming meeting. Please let me know your thoughts on  
27 this issue.  
28

29 **Emerald Isle EMS**

30 Mayor Barber, Commissioner Finch, and I recently met with the membership of Emerald Isle EMS to discuss the  
31 potential transition of EMS to a Town department within the next year. As you know, this transition has been  
32 discussed at various times in the past decade+, and with the continued growth in staffing (all shifts are now  
33 covered with paid staff; additional paid crews on busy weekends) and budget (a total of \$560,000 for FY 16-17), it  
34 is prudent to consider this change.  
35

36 The Joint EMS Committee will meet again on February 23 to continue this discussion. If a transition is pursued, I  
37 would envision it occurring sometime next winter. If a transition is not pursued, it will be necessary to renegotiate  
38 the Town's contract with Emerald Isle EMS, Inc., which expires on June 30, 2017.  
39

40 **Publix Roundabout Design – Mallard Drive / NC 58 Intersection**

41 Representatives from Publix continue to work on the detailed design of the new building and the planned traffic  
42 improvements. I have attached a copy of the design of the planned new roundabout at the Mallard Drive / NC 58  
43 intersection for your review. I am pleased with the design, but please let me know if you have any questions or  
44 concerns.  
45

46 We expect building permits for the new Publix to be issued in the next couple of months, and that they will break  
47 ground soon thereafter. Their goal is to open the new store in spring 2018. The construction of the new  
48 roundabout will not occur until next winter, and we will also be working to minimize impacts associated with the  
49 reconstruction of Crew Drive and Mallard Drive.  
50

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1 **CVS Entrance Re-definition / Old Ferry Road Sidewalk**

2 As discussed at the Board's budget planning workshop on January 26, we will proceed with the construction of a  
3 new "island" and sidewalk along Mangrove Drive in the coming weeks. The new "island" will include curb and  
4 gutter, and will better delineate traffic flow into and out of CVS' parking lot. All work will occur in the Mangrove  
5 Drive right of way, and should not negatively impact CVS in any way. A new sidewalk will be installed across the  
6 length of the island, with small grassy areas also included. A graphic indicating the proposed improvements is  
7 attached.  
8

9 **Emerald Isle Beach Music Festival Funding Request**

10 Alesia Sanderson, Parks and Recreation Director, and I continue to investigate potential national recording artists  
11 to perform at an outdoor ticketed concert in Emerald Isle, most likely at the Emerald Isle Public Boating Access  
12 Area. We are currently reviewing options, and, if Tourism Development Authority (TDA) funding is ultimately  
13 awarded, the ticketed concert would be held on Friday night, September 29, the day prior to the free beach music  
14 concert on the beach at the Western Ocean Regional Access on Saturday, September 30. We expect to finalize our  
15 plans in the next two weeks and submit a formal funding request to the TDA before the end of February.  
16

17 **Fire Department Personnel Grant**

18 We recently submitted this grant application, and expect that grant awards will be announced later this summer or  
19 fall. The Town's grant application requested Federal funding for 3 new firefighter positions that would be housed  
20 at Fire Station 1, resulting in an increase from 2 to 3 firefighters per shift at that station. Sufficient funds for the  
21 required local match (approximately \$41,000) will be included in the FY 17-18 Recommended Budget.  
22

23 **Clean Water Management Trust Fund Grant Application**

24 I have submitted a grant application to the NC Clean Water Management Trust Fund (CWMTF) for \$545,000 to  
25 fund a portion of the estimated cost to purchase the 29.7 acre tract of land located along Archers Creek behind the  
26 Town government complex. Grant awards are expected to be announced in September, and if funding is approved  
27 by the CWMTF and other grant funding partners can be identified, the Town may have the opportunity to purchase  
28 this tract for natural area preservation and additional future development of active recreational facilities.  
29

30 **Water Resources Development Grant Application**

31 I recently accompanied a State representative on a site visit to the Archers Creek west segment. State personnel  
32 are currently evaluating the Town's \$20,000 grant application, and grant awards are expected to be announced in  
33 April. If grant funds are awarded, work will be scheduled for this fall after the busy summer season.  
34

35 **Osprey Ridge Storm Water Pump Station**

36 The Town's contractor, SunLand Builders, continues work on this project, and is nearing completion. Most  
37 excavation work is complete, the pump station housing is in the ground, and the majority of the pipe  
38 connection from the Osprey Ridge neighborhood into Emerald Isle Woods Park is complete. Remaining work  
39 includes additional pipe installation, the electrical connection, and clean-up to restore the area to a nature park  
40 condition. I am hopeful that all work will be complete within the next two weeks.  
41

42 **New Small Storm Water Relay Pump - Bogue Court**

43 Public Works is coordinating with the adjacent property owner (who will provide an easement) and is still waiting  
44 for the water table to subside on Bogue Court in order to proceed with the installation of the new small storm  
45 water relay pump in this location. We hope to complete this work in the next couple of weeks. The new system  
46 will discharge water into the dune field at The Point, and should effectively resolve standing water issues on Bogue  
47 Court.  
48  
49  
50

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1 **New Storm Water Infiltration Systems**

2 Public Works recently installed new storm water infiltration systems in the 7300 block of Ocean Drive and in the  
3 7300 block of Sound Drive. Although we don't expect these systems to completely resolve nuisance flooding  
4 concerns in these locations, we are hopeful that they will greatly reduce the frequency and duration of standing  
5 water in these areas.  
6

7 **Storm Water Improvement / New Sidewalk Stub Near Speedway Gas Station**

8 Public Works has completed the installation of a new storm water overflow pipe at the northeast corner of Coast  
9 Guard Road and NC 58 (near the Speedway gas station) in an attempt to better drain that roadway after heavy  
10 rainfall events. A Town contractor will be replacing the sidewalk panels that were removed to accommodate this  
11 project (and the sidewalk will be extended further north to connect to the Speedway driveway) in the next week.  
12

13 **Cape Emerald Discharge Pipe Replacement**

14 I have submitted the necessary CAMA permit application for this project, and am still awaiting formal issuance of  
15 the permit. The NC Surface Water Quality section has approved the project, however, the NC Shellfish Sanitation  
16 section has expressed some concern, and the Town's engineers (Moffatt & Nichol) recently provided additional  
17 documentation to demonstrate that there will be no negative impact on water quality in Bogue Sound as a result  
18 of this project. I am hopeful that the required CAMA permit will be issued in the coming weeks. Upon issuance of  
19 the CAMA permit, I will solicit price quotes from area contractors for this work. The FY 16-17 budget includes a  
20 total of \$32,500 for this work, which I hope will be sufficient.  
21

22 **Beach Access Walkway Replacements**

23 The Town's contractor, B&P Services, has removed the Sea Crest walkway, and will be constructing a new walkway  
24 in the coming weeks. Upon completion of Sea Crest, we expect the contractor to move to the Georgia Street  
25 walkway, followed by the Hubert Street walkway. We hope to have all 3 walkways complete and open to the  
26 public by April 30, if not sooner.  
27

28 **Coyote Management Program**

29 As of February 8, a total of 13 coyotes (9 males and 4 females) have been trapped and removed as a result of this  
30 program, which began on December 1. Only 3 coyotes were removed in the past month, suggesting that the  
31 coyotes have become more aware of the trapping efforts. Thus far, there have been no issues or concerns with  
32 the program, which will continue through February 28.  
33

34 **Controlled Deer Hunt**

35 The Emerald Isle Police Department completed the 2017 controlled hunt on January 24, after conducting night-  
36 time hunts on 8 different nights in January. The hunt resulted in the taking of 27 deer, which is consistent with the  
37 NC Wildlife Resources Commission's permit recommendation. Approximately 500 lbs. of deer meat was donated  
38 to the Hope Mission in Morehead City to feed the hungry in our community. Deer population counts, Police  
39 Department experience, and feedback from EI residents all suggest that the deer population has declined in recent  
40 years.  
41

42 **New Park Gates**

43 The Town's contractor has completed the installation of new park gates at both the Western Ocean Regional  
44 Access and Emerald Isle Woods Park. The new gates match the existing gates at the Town's beach vehicle ramps  
45 and the Eastern Ocean Regional Access.  
46

47 **New CAMA Regulation Benefits Larger Oceanfront Structures**

48 A new CAMA regulation allows larger oceanfront structures (between 5,000 sq. ft. and 10,000 sq. ft.) that were  
49 constructed prior to August 2009 to be reconstructed or replaced with the same footprint and with the same size

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1 structure, even if these structures can not meet ocean setback requirements that were significantly increased in  
2 2009.

3  
4 There are few structures on the oceanfront in Emerald Isle that are more than 5,000 sq. ft., and this new regulation  
5 will provide helpful flexibility for these property owners in the future. This new regulation will promote an  
6 attractive oceanfront row of structures in Emerald Isle behind what is currently a healthy dune and beach profile.

7  
8 **El Woods Park Disc Golf Course**

9 Installation of the “goals” for the new disc golf course is underway, and is being coordinated by local resident Andy  
10 Johnson with assistance from the Parks and Recreation Department. We expect the new course to be open to the  
11 public within the next month or so.

12  
13 **Effective Date for New Flood Maps Delayed**

14 As discussed previously, the new draft flood maps for Carteret County are very favorable for many Emerald Isle  
15 property owners, with many properties removed from the more restrictive and higher premium VE zones. Due, in  
16 part, to concerns from other communities in Carteret County that are negatively impacted by the new maps and  
17 the expected lengthy appeals process, the new maps are not likely to be effective until sometime in 2019.

18  
19 **New Guardrails on NC 58 Bridge Planned for Late 2017**

20 NCDOT will soon solicit bids for additional work on the NC 58 bridge, including the installation of new, higher  
21 guardrails. Work underneath the bridge will likely begin this summer (should not have a significant impact on  
22 traffic), and the new guardrails are expected to be installed in late 2017.

23  
24 **Condominium Deck Inspection Program**

25 Town Planner Josh Edmondson held a productive meeting with condominium complex representatives and  
26 management companies on January 11, and has drafted a set of “best management initiatives” for use by the  
27 condominium complexes in the future. Josh Edmondson will soon be reviewing the program with the  
28 condominium complex representatives and management companies, who will ultimately be responsible for  
29 implementing the program. The Town will continue to support and assist as needed or desired.

30  
31 **Unified Development Ordinance Simplification**

32 Upon Board approval of the new Comprehensive Land Use Plan, Josh Edmondson and I will be working on a  
33 significantly simplified UDO to present to the Planning Board and Board of Commissioners in the coming months.  
34 My goal is to eliminate all unnecessary regulations and confusing language, and create a simple, reader-friendly  
35 ordinance that achieves the Town’s most important development policy goals.

36  
37 **New Island Harbor Marina Signs**

38 Town Planner Josh Edmondson is working with the owner of the marina to replace the 3 existing signs located on  
39 the east side of NC 58 between the bridge and Coast Guard Road. The replacement of these off-premises signs  
40 was made possible by a sign ordinance amendment approved this summer. The preliminary design of the new  
41 signs is very attractive, and should result in a nicer appearance in that area.

42  
43 **Bogue Inlet Navigation Dredging**

44 At the request of the Coast Guard, the US Army Corps of Engineers is expected to dredge the Coast Guard Channel  
45 (near Bogue Inlet) in the coming days. Due to the need to preserve our limited funds, and the fact that warm  
46 weather boating will not begin for another couple of months, I requested that the Corps not complete any  
47 dredging work in February, and requested that they attempt to schedule Bogue Inlet dredging work for April or  
48 May.

49

1 **16. Comments from Board of Commissioners and Mayor**

2  
3 Mayor Barber said it was great to hear Police Chief Tony Reese's comments tonight. Mayor  
4 Barber felt the Town was blessed to live in Emerald Isle and have such a great staff that worked  
5 with them so diligently.

6  
7 **17. Closed Session – Pursuant to NCGS 143-318.11(5), for the Purpose of Discussing Potential**  
8 **Real Estate Acquisition AND Pursuant to NCGS 143-318.11(3), for Attorney-Client Privilege**

9  
10 ***Motion was made by Commissioner Messer to go into Closed Session (pursuant to NCGS 143-***  
11 ***318.11(5), for the Purpose of Discussing Potential Real Estate Acquisition AND Pursuant to***  
12 ***NCGS 143-318.11(3), for Attorney-Client Privilege). The Board voted unanimously 5-0 in favor.***  
13 ***Motion carried.***

14  
15 Upon returning to Open Session there was no action taken by the Board as a result of Closed  
16 Session.

17  
18 ***Motion was made by Commissioner Messer to return to Open Session. The Board voted***  
19 ***unanimously 5-0 in favor. Motion carried.***

20  
21 **18. Adjourn**

22  
23 ***Motion was made by Commissioner Messer to adjourn the meeting. The Board voted***  
24 ***unanimously 5-0 in favor. Motion carried.***

25  
26 ***The meeting was adjourned at 7:15pm.***

27  
28 Respectfully submitted:

29  
30  
31  
32 Rhonda C. Ferebee, CMC, NCCMC  
33 Town Clerk  
34  
35  
36  
37  
38  
39