

1 Neighborhood Watch program. Chief Reese stated that Tony initially started as a member of
2 the Exploratory Committee, then as Vice-Chair and eventually as Chairman of the Committee.
3 Chief Reese felt Tony's commitment, leadership and dedication played a key role in
4 transforming Emerald Isle into a Neighborhood Watch community. Chief Reese thanked Tony
5 Brilakis on behalf of himself, the Town, and staff of the Police Department. The Board and
6 public applauded the contributions to the Town by outgoing Neighborhood Watch Chairman
7 Tony Brilakis.

8
9 **7. Employee Recognition**

10
11 **a. Advanced Police Officer Bill Morris – Traffic Enforcement and Investigation**
12 **Certification**

13
14 Police Chief Tony Reese recognized Advanced Police Officer William Morris who recently
15 graduated from the Traffic Enforcement and Investigation Certificate Program. Chief Reese
16 explained the intense training program that focused on mastering skills and investigative
17 techniques designed specifically to make our highways and communities safer. Chief Reese
18 outlined the extensive requirements of training, adding that APO Morris was one of only 284
19 officers in the State of North Carolina to complete this program since its inception in 1999.
20 Chief Reese presented a Certificate of Completion to Advanced Police Officer Morris and
21 thanked him for his dedication to public safety and his commitment to continue to learn and
22 progress in his profession as a public servant. The Board and public applauded the achievement
23 of APO Morris.

24
25 **8. Proclamations / Public Announcements**

26
27 Mayor Barber noted the above Proclamations as well as announcements below for the public:

- 28
29
- 30 • **Roundabout Education Class – Friday, February 16 – 6 pm – Town Board Meeting Room**
 - 31 • **Board of Commissioners Budget Planning Workshop – Monday, Feb 19 – 8:30 am**
 - 32 • **Town Admin Conf Room**
 - 33 • **Police Educating the Public (PEP) – Tuesday, February 20 – 10 am – Town Board**
 - 34 • **Meeting Room**
 - 35 • **Bicycle and Pedestrian Advisory Committee – Wednesday, February 21 – 9 am –**
 - 36 • **Community Center**
 - 37 • **Coffee With A Cop – Thursday, February 22 – 9 am – Village Market**
 - 38 • **Roundabout Education Class – Saturday, February 24 – 10 am – Town Board Meeting**
 - 39 • **Room**
 - 40 • **Planning Board Regular Meeting – Monday, February 26 – 6 pm – Town Board Meeting**
 - 41 • **Room**

- 1 • **El Garden Club Card and Games Party Fundraiser – Wednesday, February 28 – 1 pm –**
- 2 **Community Center**
- 3 • **Golf Cart Safety / Regulations Class – Saturday, March 3 – 10 am – Town Board**
- 4 **Meeting Room**
- 5 • **Emerald Isle Summer Job Fair – Wednesday, March 7 – 3 pm – 6 pm – Community**
- 6 **Center**
- 7 • **Friday Free Flick – Friday, March 9 – 7 pm – Community Center**
- 8 • **5th Annual El Marathon, Half-Marathon, and 5K Races – Saturday, March 10 – Western**
- 9 **Ocean Regional Access**
- 10 • **Board of Commissioners Regular Meeting – Tuesday, March 13 – 6 pm – Town Board**
- 11 **Meeting Room**
- 12 • **Festival Kids’ Rides – Friday, March 16 – 5 pm – 10 pm – Emerald Plantation Shopping**
- 13 **Center**
- 14 • **27th Annual St. Patrick’s Festival – Saturday, March 17 – 9 am – 6 pm – Emerald**
- 15 **Plantation Shopping Center**

16
17 **9. Public Comment**

18
19 **Brief Summary:**

20
21 The public will have the opportunity to address the Board about any items of concern not on the agenda. The
22 Mayor and Board welcome and appreciate all comments from the public, and will take these comments into
23 consideration as they make decisions on Town issues and provide direction to Town staff. Public comment is a time
24 for the Board to listen to the public's concerns and ideas, and is not intended for a lengthy dialogue or question
25 and answer session.

26
27 The Mayor, Board, and Town staff are happy to meet with any citizen during normal business hours or at any other
28 mutually agreeable time to discuss Town issues and answer any questions.

29
30 Marianna Ahlquist, 401 Tern Terrace, spoke to the Board about organizing a Beach Sweep on
31 February 24 from 12pm-2pm at the Western Ocean Regional Access. Ms. Ahlquist said she was
32 a junior at Croatan High School and encouraged the Board to support the Beach Sweep and
33 come out and help.

34
35 Joan Pate, 9100 Reed Drive, commented that during the October meeting Commissioner
36 Messer asked Town Manager Rush to go ahead and put the 1.8 acres up for sale. Ms. Pate said
37 she thought at the December meeting the Town Manager said he was getting the package
38 together and she hoped if they got the bid proposals in they could hear something in March.

39
40 Town Manager Frank Rush said that the bids were due by 1pm on Friday, February 16 and they
41 would make them available to the public in March if not sooner.

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43

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10. Consent Agenda

- a. Tax Releases
- b. Minutes – December 12, 2017 Regular Meeting
- c. Minutes – December 12, 2017 Closed Session
- d. Minutes – December 20, 2017 Special Meeting
- e. Minutes – December 20, 2017 Closed Session
- f. Resolution Amending FY 17-18 Fee Schedule – Golf Cart Registration Fees (18-02-13/R1)
- g. Budget Amendment – General Fund

Motion was made by Commissioner Messer to approve the items on the Consent Agenda. The Board voted unanimously 4-0 in favor. Motion carried.

Clerks Note: A copy of Resolution 18-02-13/R1 and all other Consent Agenda Items as noted above are incorporated herein by reference and hereby made a part of these minutes.

11. Introduction – New Carteret Community College President John Hauser

Commissioner Floyd Messer introduced Dr. John Hauser, the new Carteret Community College President. Commissioner Messer noted Dr. Hauser was a native of Surry County, NC, with a BS degree from UNC-Charlotte in Mechanical Engineering, a Master’s in Education from NC State, and an Ed.D in Educational Leadership from Appalachian State. Commissioner Messer noted prior to coming to Carteret Community College Dr. Hauser was Vice-President at Wilkes Community College for 19 years.

Dr. John Hauser thanked Commissioner Messer, Mayor Barber and the Board for the opportunity to be here to discuss all the good things going on at Carteret Community College. Dr. Hauser also introduced Brenda Rich, Executive Director of the Carteret Community College Foundation who was also in attendance. Dr. Hauser provided a brief overview of Carteret Community College, several new programs, and the vision being implemented.

Mayor Barber and the Board thanked Dr. Hauser for his attendance and comments.

12. FY 18-19 Budget

- a. Budget Calendar
- b. Public Hearing – Early Budget Input

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

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1 The Board is scheduled to undertake two actions pertaining to the FY 18-19 budget process at the February 13
2 meeting. First, the Board is asked to adopt the official FY 18-19 Budget Calendar, and second, the Board is
3 scheduled to conduct a public hearing to receive early citizen input on the FY 18-19 budget.
4

5 FY 18-19 Budget Calendar

6 A copy of the suggested FY 18-19 Budget Calendar is attached for the Board's review. This calendar outlines the
7 Town's budget process and includes key target dates in the process.
8

9 The public hearing scheduled for the February 13 meeting is the first step in the FY 18-19 budget process, and is a
10 chance for the Town's taxpayers to provide input at the front-end of the budget process. Town staff and I will
11 consider the public's input on February 13 and also the Board's direction from the scheduled February 19 budget
12 planning workshop meeting, and will then begin work to develop a responsible budget during March and April.
13

14 The FY 18-19 Recommended Budget will be presented to the Board at the May 8 regular meeting. Two budget
15 workshop meetings are tentatively scheduled for May 15 and June 5 (both are Tuesday evenings) to review the
16 Recommended Budget in detail. The official public hearing on the budget is planned for the June 5 workshop
17 meeting, with Board adoption planned for the June 12 regular meeting. (Additional budget workshop meetings
18 can be scheduled between May 9 and June 11 as necessary.)
19

20 The Board has the flexibility to adjust this schedule as we go through the budget process if necessary and/or
21 desired, however, the establishment of the FY 18-19 Budget Calendar will help to keep this lengthy process on
22 track.
23

24 Public Hearing – Early Citizen Input on FY 18-19 Budget

25 We have scheduled and advertised a public hearing on the upcoming FY 18-19 budget for the February 13 meeting.
26

27 NC General Statutes require the Town to conduct a public hearing on the annual budget after the Town Manager
28 presents the Recommended Budget in May, but Emerald Isle has also historically held a public hearing prior to the
29 start of the annual budget process in order to get citizen input at the front-end of the budget process. The
30 purpose of the February 13 public hearing is simply to receive comments or suggestions from our citizens
31 regarding budget priorities for the coming fiscal year before we begin the budget process. The hearing will give
32 citizens a chance to voice their concerns about the tax rate, the fairness of the Town's tax and fee structure,
33 suggest budget and service reductions, suggest funding for certain programs or projects, etc. All thoughtful
34 suggestions are welcomed and encouraged.
35

36 I have attached some basic background budget information, and I will have this information available for the public
37 to review.
38

39 I will be happy to answer any questions about the FY 17-18 budget, the FY 18-19 budget process, and the
40 preliminary outlook for the FY 18-19 budget at the February 13 meeting.
41

42 Town Manager Frank Rush noted that tonight was the first step in the FY 18-19 budget process.
43 Town Manager Rush referred the Board to the Budget Calendar in their packets for their
44 consideration. Town Manager Rush outlined the FY 18-19 budget process as detailed in the
45 above memo. Town Manager Rush stated that NC law legally required a public hearing on the
46 Recommended Budget that would be scheduled for June 5 noting that they liked to go a step
47 further and also solicit input at the beginning of the budget process. Town Manager Rush said

1 that the public hearing tonight was an opportunity for citizens to express their thoughts, ideas
2 for new programs, projects, and anything related to the budget going forward.

3
4 ***Motion was made by Commissioner Messer to adopt the FY 18-19 Budget Calendar. The***
5 ***Board voted unanimously 4-0 in favor. Motion carried.***

6
7 ***Motion was made by Commissioner Normile to open the Public Hearing. The Board voted***
8 ***unanimously 4-0 in favor. Motion carried.***

9
10 There were no comments from the public.

11
12 ***Motion was made by Commissioner Messer to close the Public Hearing. The Board voted***
13 ***unanimously 4-0 in favor. Motion carried.***

14
15 **13. Ordinance Amending Chapter 6 – Development Standards – of the Unified Development**
16 **Ordinance Regarding Federal and State Authorization – (18-02-13/01)**

17
18 Town Planner Josh Edmondson addressed the Board concerning this Agenda item. The
19 following excerpt from him memo to the Town Manager is provided for additional background:

20
21 The Town’s current regulations state the following about the filling of wetlands and ponds as found below:

22
23 **Filling of Wetlands or Ponds**

24 Lot owners or contractors shall not fill more than one thousand (1,000) sq. ft. of any part of a pond or
25 wetland unless that pond or wetland is expanded or a new retention area is built as replacement. This
26 expansion or new retention area shall be constructed within the Town limits of Emerald Isle, and be capable of
27 holding a volume of storm water at least equal to the one lost as a result of the fill. If this should preclude any
28 reasonable development of the lot, the applicant may apply to the Board of Adjustment for a variance.

29
30 As read, it would seem anyone could fill in up to one thousand (1,000) sq. ft. with approval by the Town of
31 Emerald Isle. However, most wetlands and ponds in Emerald Isle fall under the jurisdiction of the Division of
32 Coastal Management (coastal wetlands), Division of Water Resources (401 & isolated wetlands) and the Army
33 Corps of Engineers (404 wetlands). In order to fill any of these wetlands, approval is first needed by one or
34 more of the above agencies before the Town can approve. Each of the above Divisions and their jurisdictional
35 territory is described below:

36
37 Division of Coastal Management – regulates all areas considered critical resource areas, designated as Areas of
38 Environmental Concern (AEC), in which most significant land and water uses are regulated by permit; includes
39 estuarine system, ocean hazard areas, public water supplies and cultural and natural resource areas

- 40
41 • Major Permit – occupies 20 acres of AECs, has a structure or structures in excess of 60,000 square feet
42 of ground are on a single parcel of land in an AEC, requires licensing, approval, certification or
43 authorization from another State Environmental Agency or any Federal agency or authority (**any filling**
44 **of coastal wetlands require a Major Permit; any filling of 404 wetlands in an AEC require a major**
45 **permit)**

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- 1 • General Permit – development having insignificant impacts on AECs and which should not require
- 2 public review or comment; specific development requiring this type of permit is outlined in the Coastal
- 3 Area Management Act (CAMA)
- 4 • Minor Permit – any development not meeting the criteria to qualify as major development or not
- 5 identified in CAMA as needing a general permit (Town authorized to issue all CAMA Minor Permits)
- 6 • Exemption Permit – any activity that does not meet the definition of development (Town authorized to
- 7 issue all CAMA Minor Permits)
- 8

9 Division of Water Resources – includes all wetlands and waters identified as Waters of the State, including 404
10 Wetlands (404 wetland still Federal and administered by USACE), isolated Wetlands and other non-404 wetlands
11 subject to a permitting program administered by the State of North Carolina

- 12
- 13 • Major Permits – greater than or equal to one acre of wetlands/waters and/or greater than or equal to
- 14 150 feet of streams
- 15 • Minor Permits – less than one acre of wetlands/waters and less than 150 feet of streams
- 16 • Exemptions – have exemptions for certain activities; wetland fill of less than 1/10 of an acre of an
- 17 isolated or non-jurisdictional wetland is exempt
- 18

19 United States Army Corps of Engineers – regulates the nations waterways, Section 404 of the Clean Water Act
20 and Section 10 of the Rivers and Harbors Act of 1999

- 21
- 22 • Nationwide Permit – type of general permit to authorize activities that have only minimal individual
- 23 and cumulative adverse environmental effects; **typically less than or equal to 1/10 an acre**
- 24 • Regional General Permit – similar in nature to the nationwide permit, however is issued for a specific
- 25 geographic area by an individual Corps District; each permit has specific terms and conditions, all of
- 26 which must be met for project-specific actions to be verified
- 27 • Major Permit – major impacts/projects, applicants pay for costs associated with preparing
- 28 Environmental Impact Statements
- 29

30 The current standard is found in Section 6.3 – Stormwater of the Town’s UDO. As you may be aware, the Town
31 operates under the Universal Stormwater Program (USP), which allows us to administer our USP and issue
32 stormwater permits. This program does not grant the Town the authority to authorize wetland fill if it falls
33 under the jurisdiction of another agency. So, the purpose of the amendment is not to change the Town’s
34 requirement about the amount of fill allowed in a wetland or pond which is more stringent than that of the
35 State and Army Corps; but to make clear proper authorization is received from the correct regulatory agency.

36
37 Included with this memo are pictures of different types of wetlands and an ordinance to amend the Unified
38 Development Ordinance. I look forward to discussing this with the Commissioners at their February 13, 2018
39 meeting.

40
41 Town Planner Josh Edmondson outlined the key points of this proposed ordinance amendment
42 as noted in detail above. Town Planner Edmondson explained that the ordinance amendment
43 clarified that the appropriate Federal and State authorizations were required in order to fill
44 wetlands and/or ponds in Emerald Isle.

45
46
47

1 **Motion was made by Commissioner Finch to open the Public Hearing. The Board voted**
2 **unanimously 4-0 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 4-0 in favor. Motion carried.**

8
9 **Motion was made by Commissioner Finch to approve the Ordinance Amending Chapter 6 –**
10 **Development Standards – of the Unified Development Ordinance Regarding Federal and State**
11 **Authorization for Wetland and Pond Fill. The Board voted unanimously 4-0 in favor. Motion**
12 **carried.**

13
14 **Clerks Note:** A copy of Ordinance 18-02-13/O1 is incorporated herein by reference and hereby made a part of these
15 minutes.

16
17 **14. Resolution Re-Affirming Opposition to Offshore Oil and Gas Drilling (18-02-13/R2)**

18
19 Town Manager Frank Rush addressed the Board concerning this Agenda item. The following
20 excerpt from his memo to the Board is provided for additional background:

21
22 The Board of Commissioners is scheduled to consider the attached Resolution Re-Affirming the Town’s Opposition
23 to Offshore Oil and Gas Drilling at its February 13 meeting. The attached resolution is presented for Board
24 consideration in response to the inclusion of coastal North Carolina in a new draft 2019-2014 Federal lease plan for
25 offshore oil and gas exploration.

26
27 As you may recall, in 2015 coastal North Carolina was originally considered for the 2017-2022 Federal lease plan
28 for offshore oil and gas exploration. The Board of Commissioners expressed its opposition to seismic testing
29 associated with oil and gas exploration in April 2015, and then subsequently expressed its opposition to offshore
30 oil and gas drilling in October 2015. Many coastal local governments, other organizations, and coastal residents
31 also expressed opposition at that time, and coastal North Carolina was ultimately not included in the final 2017-
32 2022 Federal lease plan.

33
34 The 2017-2022 Federal lease plan is currently being implemented by the US Department of the Interior / Bureau of
35 Ocean Energy Management (USDOJ / BOEM), and does not include coastal North Carolina. However, as part of
36 President Trump’s “America First – Offshore Energy Strategy”, the USDOJ / BOEM has initiated a new 2019-2024
37 Federal lease plan to replace the current plan sooner than its 2022 expiration. A draft plan was released on
38 January 4, 2018, and includes coastal North Carolina. The USDOJ / BOEM will receive public comments through
39 March 9, 2018. Following public comment, the actual “proposed plan” will be developed, and then another public
40 comment period will be scheduled prior to developing the “final plan” that will be reviewed by the US Congress
41 and the President. This entire process will likely occur over the remainder of 2018 and much, if not all, of 2019. As
42 such, it is still possible for coastal North Carolina (and other areas) to be removed from the 2019-2024 plan before
43 it is finalized in the next two years.

44
45 I have attached several handouts printed from the USDOJ / BOEM website that include “Frequently Asked
46 Questions”, maps of the offshore areas under consideration in the draft 2019-2024 plan, and the schedule for
47 lease sales. As you will note, all offshore areas of the entire United States are included in the draft plan, however,

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1 US Secretary of the Interior Ryan Zinke recently announced that areas of Florida will no longer be considered for
2 the 2019-2024 plan. That decision led to similar requests from several other states, including North Carolina.

3
4 The Board should also note the following as it considers this issue again:

- 5
6 • the offshore areas include a 25-mile buffer off coastal North Carolina, thus no activity would occur within
7 25 miles of Emerald Isle, if not further,
8
- 9 • North Carolina is included in the Mid-Atlantic region, and lease sales are proposed for this area in 2020,
10 2022, and 2024,
11
- 12 • additional planning and testing activities are likely necessary off the North Carolina coast before lease
13 sales occur, and the results of these activities will likely shape the demand for and pricing of future lease
14 sales; at this point the oil and gas industry believes the resources are there, however, additional
15 information is needed to determine how much, where and whether or not it is worthwhile to extract,
16
- 17 • there are currently no mechanisms in Federal or State law to share significant revenues with the State and
18 local governments in North Carolina,
19
- 20 • there is debate about the quantity of oil and gas available, and the economic viability of any significant oil
21 and gas production activities,
22
- 23 • there is debate about the likelihood and potential impacts of a spill on the North Carolina coast, however,
24 any spill that impacts Emerald Isle (even if the primary impacts are elsewhere in North Carolina) would
25 likely cause serious and prolonged economic harm to our businesses and rental property owners, and
26 would likely reduce property values,
27
- 28 • actual production, if it occurs, is likely at least 15 years away, or longer, as the Federal lease plan is the
29 initial step toward potential future offshore oil and gas drilling,
30
- 31 • it is unclear how much resource may be located offshore of Emerald Isle specifically, and how far away
32 from the Emerald Isle shoreline it may be located (past efforts have been focused more in the northern
33 part of the NC coast), and
34
- 35 • depending on the location of economically viable resources, onshore production facilities could be located
36 in North Carolina (Morehead City port?, Wilmington port?) or perhaps in Virginia (Norfolk port?) or other
37 states.
38

39 As you know, Emerald Isle is fortunate to enjoy the pristine coastal environment within and all around our town,
40 and our quality of life and local economy are nearly completely dependent upon that pristine environment. During
41 its previous deliberations on this issue, the Board concluded that the risks associated offshore drilling far outweigh
42 the potential benefits. If the Board approves the attached resolution, and re-affirms the Town's formal opposition
43 to offshore oil and gas drilling, I will forward the approved resolution to USDOJ / BOEM and other interested
44 parties prior to the March 9 deadline.
45

46 I look forward to the Board's consideration of the attached resolution at the February 13 meeting.
47

1 Town Manager Frank Rush stated that the Resolution for the Board's consideration formally re-
2 affirmed the Board's previous position of opposing offshore oil and gas drilling. Town Manager
3 Rush provided history of this issue as described in detail above. Town Manager Rush stated
4 that the current Administration had actually proposed a new 2019-2024 Federal Lease Plan that
5 again included the offshore areas of North Carolina, as well as the entire country. Town
6 Manager Rush said this was a similar process as that undertaken back in 2015/2016. Town
7 Manager Rush added that the Resolution being considered tonight simply puts the Town of
8 Emerald Isle on record again as opposing offshore oil and gas drilling off the North Carolina
9 coast.

10
11 Mayor Barber asked for any public comments. There were no public comments.

12
13 ***Motion was made by Commissioner Finch to adopt the Resolution Re-Affirming Opposition to***
14 ***Offshore Oil and Gas Drilling. The Board voted unanimously 5-0 in favor. Motion carried.***

15
16 Clerks Note: A copy of Resolution 18-02-13/R2 is incorporated herein by reference and hereby made a part of these minutes.

17
18 **15. EMS Transition – Procedural Items**

19
20 Town Clerk Rhonda Ferebee and Finance Director Laura Rotchford addressed the Board
21 concerning this Agenda item. The following excerpt from the Town Manager's memo to the
22 Board is provided for additional background:

- 23
24 a. **Resolution Amending FY 17-18 Pay Plan (18-02-13/R3)**
25 b. **Resolution Amending Alcohol and Drug-Free Workplace Policy (18-02-13/R4)**
26 c. **Resolution Amending FY 17-18 Fee Schedule – EMS Service Fees (18-02-13/R5)**
27 d. **Resolution Authorizing Contract with Ambulance Pro Consulting for Billing and**
28 **Collection Services (18-02-13/R6)**
29 e. **EMS Station Lease Termination**
30 f. **Budget Amendment – General Fund**
31 g. **Budget Amendment – EMS Volunteer Fund**

32
33 The Board of Commissioners is scheduled to consider 7 formal items associated with the transition of emergency
34 medical services to a new Town EMS Department at the February 13 meeting. All 7 items are procedural in nature,
35 and are consistent with the Town's goal to provide for a smooth transition and, at least initially, are intended to
36 simply continue current practices for employee compensation, service fees, and billing and collections. As
37 discussed previously, the transition to a Town EMS Department is on track for March 1, 2018.

38
39 **Resolution Amending FY 17-18 Pay Plan**

40 The attached resolution formally assigns all EMS positions to the Town's formal Pay Plan, and assigns salary grades
41 that are consistent with the salaries paid to current employees. The following new position classifications are
42 added: EMT-Basic (2 current employees), EMT-Intermediate (1 current employee), and EMT-Paramedic (3 current
43 employees). In each case, the hiring rate (the lower end of the salary grade) is closer to the current salary
44 amounts, thereby providing maximum flexibility for future salary increases for EMS personnel. The salary grade

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1 assigned to the EMS Chief is consistent with the salary of the current Chief and as advertised in the Town's recent
2 Town EMS Chief recruitment materials.

3
4 As discussed throughout the EMS transition process, all current EMT-Basic, EMT-Intermediate, and EMT-Paramedic
5 employees have been offered employment with the Town at the current salary for their position, and all have
6 accepted. I believe that current EMS salaries are lagging somewhat, and I am hopeful that that Town will be able
7 to increase EMS salaries in the future as funds permit. I will be working toward that goal in the future, with
8 associated amendments to the Town's Pay Plan at that time.

9
10 Resolution Amending Alcohol and Drug-Free Workplace Policy

11 The Town maintains a formal Alcohol and Drug-Free Workplace Policy to promote a safe and efficient workforce,
12 and to promote the safety of the general public. The policy includes drug testing requirements and procedures,
13 both at the time of initial hire, at random intervals during employment, and in situations where an employee is
14 suspected of being under the influence at work.

15
16 The policy designates certain positions as "Safety Sensitive" positions, and these positions are subject to more
17 stringent requirements than other positions. All emergency medical services personnel are employed in "Safety
18 Sensitive" positions, and the attached resolution simply adds these positions to the list of "Safety Sensitive"
19 positions in the Town's policy.

20
21 The attached resolution also includes a few additional "housekeeping" amendments for Police Telecommunicator
22 positions (the Town no longer utilizes this position classification, and it will be deleted), the Landscape Supervisor
23 position (new position added last year), and Lifeguard positions (simply a change in the title from Beach Patrol to
24 Lifeguard).

25
26 Resolution Amending FY 17-18 Fee Schedule – EMS Service Fees

27 The attached resolution incorporates the current fees and billing practices utilized by Emerald Isle EMS, Inc. (with
28 increases implemented on January 1, 2018) into the Town's official FY 17-18 fee schedule. In most cases, fees are
29 charged for services involving transport only, and depending on the nature of the emergency and the level of care
30 provided, the fees range from \$525 to \$1,010, plus \$18.50 per mile of transport. In most cases, the individual's
31 health insurance provider is primarily responsible for the charges.

32
33 During FY 16-17, EIEMS, Inc. responded to 945 total calls, and 476 of these calls involved transport. During FY 16-
34 17, total gross net charges (after contractual adjustments) for EMS services were nearly \$315,000, and total net
35 payments were slightly more than \$200,000. We expect to experience similar call volumes and transports, with
36 normal growth, in the future, thus we anticipate similar annual service fee revenues in the future.

37
38 As noted earlier, the Town's intent is to simply continue current service fees and billing and collection practices
39 initially, and Town staff and the Board can certainly revisit these fees and amend as desired in the future.

40
41 Resolution Authorizing Contract with Ambulance Pro Consulting for Billing and Collection Services

42 Emerald Isle EMS, Inc. has contracted with Ambulance Pro Consulting, Easley, SC, for billing and collection services
43 since 2015, and the attached resolution authorizes the Town Manager to execute a new 1-year contract with
44 Ambulance Pro Consulting upon transition to a Town EMS Department on March 1.

45
46 The fee for billing and collection services is 6.75% of total net payments, and is expected to be approximately
47 \$13,000 - \$15,000 during the 1-year contract term, depending on actual collections. This expense is budgeted in
48 the EMS budget, and is comparable to recent historical experience. The Board should note that the new contract
49 for the Town includes a slight increase in the fee percentage (from 6.5% in the current contract with EI EMS, Inc. to
50 6.75% in the new contract, and this equates to an approximately \$500 increase in fees annually).

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1
2 According to EIEMS, Inc., Ambulance Pro Consulting has performed very well, and the majority of other EMS
3 providers in Carteret County also contract with Ambulance Pro Consulting. Assuming continued good
4 performance, I would expect the Town to continue this contractual relationship beyond the 1-year noted in the
5 attached resolution, and appropriate contract recommendations will be presented to the Board in the future.
6

7 EMS Station Lease Termination

8 I have attached an executed copy of the lease termination agreement for the Board's information. No further
9 action is required by the Board on this issue, unless the Board has specific concerns that Town staff should
10 address. The attached lease termination agreement was prepared by Town Attorney Richard Stanley and has been
11 executed by Gerry Albright, Chairman of the EIEMS, Inc. Board and Mayor Barber.
12

13 As you know, the Town constructed and owns the EMS Station, but leases the station to EIEMS, Inc. at essentially
14 no cost. The original construction and lease agreement executed in 2007 envisioned the future transition to a
15 Town EMS Department, and included provisions to this effect. Thus, the attached lease termination agreement is
16 essentially a formality.
17

18 Budget Amendment – General Fund

19 The Town's adopted FY 17-18 General Fund budget formally appropriated only the Town's \$390,000 annual
20 contribution to EIEMS, Inc., and did not include the anticipated \$180,000 of service fees (for the entire fiscal year).
21 To date, EIEMS, Inc. has already received approximately \$138,000 of service fee revenues during FY 17-18, and the
22 attached budget amendment appropriates an additional \$60,000 of anticipated service fees for the final 4 months
23 of the fiscal year. These additional service fees, combined with the remainder of the Town's annual contribution
24 (\$390,000), are expected to be sufficient to cover all EMS expenses for the remainder of FY 17-18.
25

26 Budget Amendment – EMS Volunteer Fund

27 The attached budget amendment formally establishes a new special revenue fund to segregate any EMS
28 fundraising proceeds and donations from other General Fund revenues. The initial budget amendment
29 appropriates a total of \$5,000 to this new fund, and is intended simply to establish the new EMS Volunteer Fund.
30 Initially, there will be no actual revenues credited to the new fund until the full dissolution of EIEMS, Inc. occurs.
31 We anticipate the deposit of any remaining EIEMS, Inc. volunteer funds into the new Town EMS Volunteer Fund
32 sometime prior to June 30, but do not expect a significant amount, as EIEMS, Inc. has indicated that they expect to
33 expend nearly the entire balance remaining.
34

35 Based on discussions by the Joint EMS Committee in recent months, we envision the new EMS Volunteer Fund
36 being managed by the Town, but granting the leadership of the new EMS volunteer group the authority to expend
37 up to \$5,000 without approval of the Board of Commissioners. In reality, I am hopeful that there will be a close,
38 cooperative relationship between the volunteer leadership and the Town EMS Chief, and that this initial \$5,000
39 cap will eventually be eliminated in the future. If and when that occurs, we would simply rely on the appropriation
40 amount in the EMS Volunteer Fund to serve as the "de facto" cap.
41

42 I am pleased that we are essentially on the eve of the EMS transition, and believe that all significant tasks
43 associated with the transition have already been completed or will be completed in the next couple of weeks. I
44 greatly appreciate the hard work and diligence of everyone involved in this process from the Town and EIEMS, Inc.,
45 especially Town Clerk / HR Specialist Rhonda Ferebee and Laura Rotchford, Finance Director. I believe we are
46 ready for a smooth final transition on March 1, 2018.
47

48 I recommend approval of each of these procedural items at the February 13 meeting.
49

1 Town Clerk Rhonda Ferebee explained the first of the two procedural items necessary to
2 complete the EMS transition for the Board’s consideration– 1) Resolution Amending FY 17-18
3 Pay Plan, and 2) Resolution Amending Alcohol and Drug-Free Workplace Policy. Finance
4 Director Laura Rotchford outlined the remaining procedural items – 3) Resolution Amending FY
5 17-18 Fee Schedule – EMS Service Fees, 4) Resolution Authorizing Contract with Ambulance Pro
6 Consulting for Billing and Collection Services, and 5) EMS Station Lease Termination, along with
7 the associated General Fund budget amendment, and EMS Volunteer Fund budget
8 amendment.

9
10 Mayor Barber asked for public comments. There were no public comments.

- 11
12 **Motion was made by Commissioner Messer to:**
- 13 - **adopt the Resolution Amending FY 17-18 Pay Plan;**
 - 14 - **adopt the Resolution Amending Alcohol and Drug-Free Workplace Policy;**
 - 15 - **adopt the Resolution Amending FY 17-18 Fee Schedule – EMS Service Fees;**
 - 16 - **adopt the Resolution Authorizing Contract with Ambulance Pro Consulting for Billing**
17 **and Collection Services;**
 - 18 - **approve the General Fund budget amendment; and**
 - 19 - **approve the EMS Volunteer Fund budget amendment.**

20 **The Board voted unanimously 4-0 in favor. Motion carried.**

21
22 Town Manager Frank Rush publicly thanked Laura and Rhonda for their good work on the EMS
23 transition, as well as all the folks at EI EMS for helping things go smoothly. Town Manager Rush
24 felt we were 95% of the way there and would certainly be ready for March 1. Mayor Barber
25 thanked the Joint EMS Committee as well.

26
27 **Clerks Note: A copy of Resolutions 18-02-13/R3, 18-02-13/R4, 18-02-13/R5, and 18-02-13/R6, General Fund Budget**
28 **Amendment, and EMS Volunteer Fund Budget Amendment are incorporated herein by reference and hereby made a part of**
29 **these minutes.**

30
31 **16. 2018 Street Resurfacing**

- 32
- 33 **a. Resolution Authorizing Street Resurfacing Contract – Crew Drive, Reed Drive(18-02-13/R7)**
- 34 **b. Budget Amendment – General Fund**
- 35

36 Public Works Director Artie Dunn addressed the Board concerning this Agenda item. The
37 following excerpt from the Town Manager’s memo to the Board is provided for additional
38 background:

39
40 The Board of Commissioners is asked to approve the 2018 street resurfacing contract at the February 13 regular
41 meeting. The attached resolution authorizes the Town Manager to execute a contract with Onslow Grading and
42 Paving (Jacksonville, NC) at a unit price of \$9.00 per sq. yard of asphalt for a total street length of 1.2 miles. The

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1 total contract amount would not exceed \$125,000, including associated traffic control. The contract amount is
2 significantly less than the Town's FY 17-18 Powell Bill allocation of approximately \$149,000.

3 Additionally, the developer of Publix is contributing \$10,000 toward this resurfacing contract to address pavement
4 deterioration at the intersection of Reed Drive and Islander Drive that has been exacerbated by the roundabout
5 detour. This contribution reduces the Town's net cost for this contract to \$115,000, and the remaining Powell Bill
6 funds will be reserved for additional street resurfacing work in the future. The Board is also asked to approve the
7 attached budget amendment to formally appropriate this \$10,000 contribution for street resurfacing.

8 The street segments included in the recommended contract include:

- 9 • the segment of Crew Drive from Coast Guard Road to Mallard Drive, a distance of approximately 0.4 mile,
10
- 11 • the segment of Islander Drive between Crew Drive and Reed Drive, a distance of approximately 0.1 mile,
12
- 13 • the segment of Reed Drive between Coast Guard Road and Loon Drive, a distance of approximately 0.7
14 mile, and
15
- 16 • the very short segment of Mallard Drive between Emerald Drive and Reed Drive in front of Hot Wax Surf
17 Shop and The Growler.

18 As discussed with the Board last year, the Town has been planning all along to resurface the 0.4 mile segment of
19 Crew Drive from Coast Guard Road to Mallard Drive to complement the privately-funded improvements to Crew
20 Drive and Mallard Drive in the vicinity of the new Publix grocery store. This work will result in a completely brand
21 new Crew Drive road surface for the entire length. Along the same line of thinking, the other segments of Islander
22 Drive, Reed Drive, and Mallard Drive are recommended for resurfacing in order to result in a completely brand
23 new street network in this entire area of Emerald Isle. As you know, Crew Drive and Reed Drive are popular
24 alternate routes (to NC 58), and are among the more heavily travelled Town-maintained streets in Emerald Isle.

25 As you know, Reed Drive between Islander Drive and Loon Drive has served as a detour route for the past 3
26 months during roundabout construction. The approximately 0.1 mile segment of Reed Drive near the Islander
27 Drive intersection was already in poor shape (and had been patched several times in the past), and the condition
28 was worsened by detour traffic. Due to this deterioration, the developer of Publix has agreed to contribute
29 \$10,000 toward this contract, which will provide for approximately 0.1 mile of resurfacing.

30 The Town solicits street resurfacing quotes each year in the winter for the resurfacing of various street segments in
31 Emerald Isle in the spring. Onslow Grading and Paving, Jacksonville, NC, has submitted the lowest price quote each
32 year for many years, and has been awarded every street resurfacing contract during that time. Because Onslow
33 Grading and Paving is already performing significant paving work for the Publix project, and is already in close
34 proximity to the Town's planned work, Town staff recently solicited a price quote from Onslow Grading and Paving
35 for this nearby work. Onslow provided a unit price of \$9.00 per sq. yd. for the 2018 street resurfacing work, which
36 is significantly less than the 2017 contract pricing (various unit prices generally in the \$10.00 - \$13.00 per sq. yd.
37 range). The 2017 street resurfacing contract awarded to Onslow also included 1.2 miles of resurfacing at a total
38 cost of approximately \$150,000, thus the 2018 contract is \$25,000 less for the same amount of street length.

39 As noted earlier, the Town's FY 17-18 Powell Bill allocation is approximately \$149,000. With the addition of the
40 \$10,000 contribution from Publix and the recommended 2018 contract amount of \$125,000, we anticipate a
41 remaining balance of approximately \$34,000 for additional street resurfacing work in the future. Depending on
42 the needs later this spring, we may attempt to utilize these funds to address issues resulting from the significant

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1 snow and ice this winter (in various areas of Emerald Isle), or may simply reserve these funds for the 2019 street
2 resurfacing contract.

3 As discussed in the past, the Town maintains a total of 46 miles of public streets, and at one time the Town had a
4 stated goal to resurface 2.3 miles of streets each year (which equates to each street being resurfaced once every
5 20 years). Due to declining Powell Bill revenues and significant increases in resurfacing cost over the years, the
6 Town has not been able to meet this goal for several years. The Town's recent historical street resurfacing totals
7 are as follows:

8	2017	1.2 miles
9	2016	1.2 miles
10	2015	1.3 miles (Coast Guard Road)
11	2014	2.7 miles (Ocean Drive in eastern EI)
12	2013	0.4 miles (purposely rolled money forward to 2014 for Ocean Drive)
13	2012	2.1 miles (Ocean Drive in central EI)
14	2011	1.1 miles
15	2010	1.2 miles
16	2009	1.45 miles
17	2008	1.8 miles
18	2007	2.15 miles
19	2006	2.0 miles
20	2005	2.3 miles
21	2004	2.4 miles.

22 Despite the decline in annual street miles resurfaced, the Town's overall street network remains in relatively good
23 condition, although the snow and ice this winter have taken a greater toll on our street network. Looking ahead
24 to the 2019 street resurfacing contract, we hope to include the streets in the Ocean Oaks neighborhood (Pinewood
25 Place, Ocean Oaks Drive, and Page Place), which are likely among the other streets with the greatest need for
26 resurfacing.

27 If approved by the Board at the February 13 meeting, we expect all street resurfacing to occur later this month or
28 in March, nearly immediately after all paving work associated with the Publix and the roundabout is completed. As
29 noted earlier, our goal is to create a completely brand new street network in the entire area between Coast Guard
30 Road and the Emerald Plantation Shopping Center.

31 Artie Dunn will attend the February 13 meeting to present this item to the Board, and will be available to answer
32 any questions you may have.

33 Public Works Director Artie Dunn gave an overview of the proposed resolution which would
34 authorize a contract with Onslow Grading and Paving for the resurfacing of 1.2 miles of public

1 streets as provided above in detail. Mr. Dunn stated that this resurfacing would address
2 damage caused by weather, traffic, several previously patched areas, and brand new street
3 network in and around the new roundabout.

4 Town Manager Frank Rush also noted that they had planned on doing Crew Drive last year
5 when they talked about all of this work. Mr. Rush said on Reed Drive near the Trav-L Park, and
6 closer to the commercial buildings near Ocean Crest there were patches that had been
7 frustrating for the last few years. Mr. Rush said there had been a lot of problems historically at
8 the intersection of Islander and Reed and obviously the detour and snow and ice had an impact
9 on that area. Mr. Rush said they decided to go ahead and add Reed Drive also which would
10 create a completely brand new street network from Coast Guard Road to Emerald Plantation
11 and if the Board approved the contract that would be accomplished. Town Manager Rush
12 pointed out that Publix had contributed \$10,000 toward the street resurfacing and that had
13 been allocated for the Reed / Islander intersection. Mr. Rush said that the roundabout was on
14 schedule to open no later than March 1 and the intention was to have Onslow Grading
15 complete the work very soon thereafter.

16 Mayor Barber asked for public comments.

17 Kevin Calhoun, from the audience, asked if you were required to make a detour off of a NC
18 highway should there be some type of compensation for damage done to local roads from the
19 State.

20 Town Manager Rush agreed in a perfect world that would be wonderful, noting the Town
21 received all of its street resurfacing money from the State through the Powell Bill, and received
22 other State funding for improvements on Highway 58. Town Manager Rush said most folks
23 knew that DOT had recommended roundabouts at four other locations in Emerald Isle with this
24 one being a pilot project. Mr. Rush said there was no set schedule for future roundabouts if
25 they ever occurred, and it was unknown whether there would be a detour with those but felt
26 this was a good thought to keep in mind going forward.

27 Joan Pate, 9100 Reed Drive, commented that living on Reed Drive she thought that people had
28 come to the point that they like Reed Drive so much that they may continue driving on Reed,
29 and it had taken a beating as they all knew. Ms. Pate said you could see where vehicles had
30 gone off the road, cracked the road, and she wondered when Reed Drive was resurfaced if
31 there was a plan to widen the road to cover those areas.

32 Public Works Director Artie Dunn responded that the resurfacing would be for the existing
33 width of the road. Town Manager Rush added that Reed Drive would certainly be resurfaced
34 with the shoulder areas also being restored by Public Works to its pre-traffic conditions.

1 Commissioner Finch commented that he felt when the traffic was back on the roundabout
2 people would be so happy to get back on Emerald Drive that Reed Drive would hopefully go
3 back to normal traffic.

4 Chad MacAvery, 7114 Archers Creek Drive, complimented Public Works Director Artie Dunn and
5 his team for their great work on the road.

6 Town Manager Rush also thanked Chad MacAvery and Yard Works for the completion of the
7 landscaping in the center of the roundabout. Mr. Rush said that the developer of Publix had
8 also donated a new heron statue that staff would be installing, Publix also paid for the sod in
9 that area, and Yard Works was kind enough to assist with the installation of the sod, and other
10 plants in that area along with Town staff.

11 ***Motion was made by Commissioner Normile to adopt the Resolution Authorizing Street***
12 ***Resurfacing Contract (Onslow Grading and Paving). The Board voted unanimously 4-0 in***
13 ***favor. Motion carried.***

14 ***Motion was made by Commissioner Taylor to approve the General Fund Budget Amendment.***
15 ***The Board voted unanimously 4-0 in favor. Motion carried.***

16 Clerks Note: A copy of Resolution 18-02-13/R7 and General Fund Budget Amendment as noted above are incorporated
17 herein by reference and hereby made a part of these minutes.
18

19 **17. Appointments**
20

21 **a. Planning Board – 3 Vacancies**

22 **b. Audit Committee – 1 Vacancy**
23

24 **Brief Summary:**
25

26 **Planning Board – 3 Vacancies**

27 The Board of Commissioners should appoint 3 individuals to 2-year terms on the Planning Board that will expire in
28 March 2020.
29

30 The terms of current members Malcolm Boartfield, Chad MacAvery, and Jim Osika all expire this month. As you
31 recall, Chad MacAvery was just recently appointed to an unexpired term in December 2017, and 3 have expressed
32 interest in serving a new 2-year term if the Board is so inclined.
33

34 **Audit Committee – 1 Vacancy**

35 The Board of Commissioners has utilized a smaller Audit Committee consisting of Mayor Barber, Mayor Pro-Tem
36 Messer, and former Commissioner Maripat Wright for the past several years to complete a more detailed review
37 of the Town's annual financial statements and financial audit. The committee usually only meets once per year,
38 and sometimes twice per year, and makes a recommendation to the full Board of Commissioners regarding the
39 Town's annual financial statements and financial audit.
40

41 With the recent departure of former Commissioner Wright, the Board should appoint another Commissioner to
42 serve on this committee.

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Motion was made by Commissioner Normile to appoint Malcolm Boartfield, Chad MacAvery, and Jim Osika to terms on the Planning Board that expire in March 2020. The Board voted unanimously 4-0 in favor. Motion carried.

Motion was made by Commissioner Finch to appoint Mark Taylor to serve on the Audit Committee. The Board voted unanimously 4-0 in favor. Motion carried.

Mayor Barber took a moment to mention the frame hung on the back wall which was the original design for Emerald Isle loaned to the Town by Paxon Holz. He felt it was a great way to see what the developers dreamed of when they started planning Emerald Isle, and it even had a roundabout. Commissioner Messer added that was 1929, it just took us 90 years to catch up with what they wanted to do.

18. Comments from Town Clerk, Town Attorney, and Town Manager

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

Town Manager Frank Rush reminded the Board of the budget workshop scheduled for Monday, February 19, and he looked forward to getting the Board’s input, and beginning the budget process. Mr. Rush said he had signed the proposal for the Eagle Scout’s to begin work on the trails at the new McLean-Spell Park, that they hoped to start work on February 24 with Parks Maintenance staff helping on that as well. Mr. Rush also noted they had added about 9 more Golf Cart safety classes which were being well received.

Jim Hackett, asked from the audience, whether the money for the 1.5 million had come from the marines to pay for the park property. Town Manager Rush responded that the funding was approved and the 1.5 million was coming from the federal government. Mr. Rush said they were going through the bureaucratic hurdles now to have the land restricted for certain purposes. The Town was allowed to use 10 acres of the total 30 acres for future active recreation facilities.

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

Annual Budget Planning Workshop – Monday, February 19

The Board’s annual budget planning workshop is scheduled for Monday, February 19, and will begin at 8:30 am in the Town Administration Building Conference Room. Town staff and I are working to finalize the agenda packet for this meeting, and I will distribute the packets to the Board no later than the end of day on February 16.

Emerald Isle Marathon, Half-Marathon, and 5K Races – March 10, 2018

We are less than 4 weeks away from the 5th annual event, to be held on Saturday, March 10. Approximately 400 runners have registered thus far, and we are hopeful that we’ll receive several hundred more registrations as the

1 date gets closer. This year's event is earlier than usual due to calendar conflicts with the St. Patrick's Festival,
2 other marathons in our area, and the Easter holiday, and we believe this has impacted the number of registrations.

3
4 **Emerald Isle St. Patrick's Festival – March 17, 2018**

5 The Town's signature festival will be held for the 27th time on the actual St. Patrick's Day holiday. Parks and
6 Recreation staff are hard at work planning for another great event in Emerald Isle. As in the past few years,
7 children's rides will also be open on Friday, March 16 from 5 pm – 10 pm.

8
9 **Temporary Loan of 1920s Original Master Plan for Emerald Isle**

10 The WB McLean Trust / Paxon Holz was kind enough to temporarily loan the original 1920s Master Plan for
11 Emerald Isle to the Town, and it will be on display in the Town Board Meeting Room for the next several weeks. It
12 is very interesting!

13
14 **NC 58 Roundabout Construction Nearing Completion**

15 The roundabout remains on schedule to open no later than March 1. Town staff and volunteers from Yardworks
16 Landscapes will be installing the heron statue and other landscaping features in the center of the roundabout this
17 week.

18
19 **"Ins and Outs of Roundabouts" Class / Other Public Information Efforts**

20 EIPD presented the first class on February 5, and two additional classes are scheduled for February 16 and
21 February 24. I also hope to distribute public information on proper movement through the roundabout later this
22 month to better educate the public.

23
24 Essentially, the most important things for drivers to remember are 1) always yield to the driver already in the
25 roundabout, 2) as you approach the roundabout, simply follow the pavement markings and signage for the correct
26 lane you want to be in (just like any other intersection), and 3) make a right turn out of the roundabout at the exit
27 point you desire.

28
29 **Publix Construction Nearing Completion**

30 Construction of the new store is nearing completion, and the associated street improvements are expected to be
31 complete by March 1. The new Publix grocery store is expected to open to the public in late March.

32
33 **New Public Water Access Grant Cycle**

34 The NC Division of Coastal Management recently issued a "call for grant applications" for the 2018 Public Water
35 Access grant program. Pre-applications are due by April 9, and approximately \$1 million will be awarded to
36 recipients in the 20 coastal counties. Please let me know if you have specific public access ideas that you'd like us
37 to consider developing for this year's grant program. The local match for this grant program is 15% for land
38 acquisition and 25% for improvements to existing sites. One idea I've been contemplating is a potential lot
39 purchase near The Point to expand parking opportunities in that area – essentially to create another facility similar
40 to the Station Street Park.

41
42 **Installment Financing Agreement – McLean-Spell Park Land Purchase**

43 We continue to anticipate the release of more than \$2.5 million of Federal and State grant funds later this spring,
44 and the Town will be required to remit its share of the land acquisition cost at that time. As reviewed by the Board
45 at the September 2017 meeting, the Town's total share of the cost will be approximately \$500,000 - \$530,000, and
46 will likely be financed over a 10-year period. The estimated annual debt service payment will likely be in the
47 \$60,000+/- range. A public hearing is required before entering into an installment financing agreement, and will
48 likely be scheduled for the Board's March 13 meeting.

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Federal and State Grant Funds for McLean-Spell Park Land Purchase

The Conservation Fund, Town Attorney Richard Stanley, and I have been working with officials at MCAS Cherry Point on the easement language associated with the Federal grant awarded for this land purchase. We have essentially finalized the easement language, which retains Town flexibility for active recreational facilities on 10 acres of the overall 30-acre tract. Once the Federal grant funds are released, State grant funds will be released and the conveyance from The Conservation Fund to the Town can occur. This conveyance must occur by June 30, and I am working to complete the conveyance earlier than that date.

Development of Nature Trails at McLean-Spell Park

We are awaiting approval from Eagle Scout leaders for this project, and once that approval is secured the Eagle Scout candidates will work with Parks Maintenance staff to complete the planned nature trails. I hope to have this work completed in the next couple of months, and formally open the new park to the public before May 1.

Islander Drive Land Proposals Due February 16

The request for proposals (RFP) was released in mid-December, and has been forwarded to several interested parties, posted on the Town’s website, and included in the Town’s email newsletter. Proposals are due to the Town by Friday, February 16. I am optimistic that the Town will receive several quality proposals for the Board to review.

Beach Access Walkway Construction Continues / Lee Avenue Steps?

The construction of the new beach access walkway at West Landing Drive is complete, and the Town’s contractor is currently working on the Fairfax Drive walkway. Work on the Whitewater Drive and Beachview Drive walkways begin upon completion of Fairfax Drive.

Additionally, I have secured a quote for the construction of new steps to provide easier access to Bogue Sound at the end of Lee Avenue. The total cost for new steps is \$8,000, and if the Board is comfortable with this quote I will award a contract soon.

Old Ferry Road Sidewalk Complete

The Town’s contractor has completed this new sidewalk segment, and we are pleased to add another pedestrian improvement in the Town.

New Golf Cart Path Along NC 58 Near Olde Cove Road To Be Constructed Soon

I met again recently with NCDOT staff to finalize the location of the new golf cart path. I hope to secure the formal permit in the next two weeks and begin construction soon thereafter. Actual construction should not take more than a week or two at the most, and my goal is to complete the path no later than the end of March.

NCDOT Evaluating NC 58 / Bogue Inlet Drive Intersection Improvements

I am currently working with NCDOT to schedule small group meetings with “downtown” business owners sometime in March to discuss potential improvements to NC 58 in this area. Following that input, NCDOT will likely further develop its plans and then solicit general public input on potential improvements in this area. The NC 58 / Bogue Inlet Drive intersection improvements are planned for 2025 in the State Transportation Improvement Program (STIP), however, NCDOT is working to “bump up” the construction schedule for many smaller projects like this one. I am optimistic that any improvements will be constructed much sooner than 2025, but I would not expect any construction earlier than 2019 or 2020, at the earliest.

More Golf Cart Safety Classes Added

In an effort to make the class as accessible as possible to our absentee property owners, the Police Department has scheduled several more golf cart safety classes this spring. Additional dates are as follows:

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- 1
- 2 • Saturday, March 3, 2018 @ 10:00am
- 3 • Friday, March 16, 2018 @ 6:00pm
- 4 • Saturday, March 24, 2018 @ 10:00am
- 5 • Saturday, April 7, 2018 @ 10:00am
- 6 • Monday, April 16, 2018 @ 6:00pm
- 7 • Saturday, April 21, 2018 @ 10:00am
- 8 • Saturday, May 5, 2018 @ 10:00am
- 9 • Saturday, May 19, 2018 @ 10:00am
- 10 • Friday, May 25, 2018 @ 6:00pm

11

12 Golf cart owners who attend the class are eligible for a \$25 discount on the annual golf cart registration fee
13 (reducing the fee from \$100 to \$75).

14

15 **New Golf Cart Advisory Committee to Meet in Late March**

16 Due to other workload demands, we have intentionally delayed the first meeting of the Golf Cart Advisory
17 Committee until sometime in late March (after the Marathon races and the St. Patrick's Festival). A specific
18 meeting date will be announced soon, and the 7 appointees will be notified well in advance.

19

20 **New Dog Park Development Committee to Meet in Late March / Dog Park Petition Received**

21 Due to other workload demands, we have intentionally delayed the first meeting of the Dog Park Development
22 Committee until sometime in late March (after the Marathon races and the St. Patrick's Festival). A specific
23 meeting date will be announced soon, and the 7 appointees will be notified well in advance.

24

25 Additionally, an Emerald Isle resident recently presented a petition requesting a new dog park in Emerald Isle, and
26 a copy of the petition is attached.

27

28 **Police Department Body Cameras Implemented**

29 The new body cameras are expected to be fully implemented and in use by EIPD officers this week.

30

31 **EIFD Recruiting for Fire Engineer Position**

32 Due to a recent resignation, the Fire Department is currently recruiting a Fire Engineer. Interested applicants
33 should contact Fire Chief Walker.

34

35 **Coyote Trapping Program Continues**

36 A total of 12 coyotes have been removed since December 1, and trapping efforts continue on Town-owned
37 properties and three private properties who requested trapping services. We will continue this effort through
38 February 28.

39

40 **New "Welcome to Emerald Isle" Sign Ordered**

41 We have ordered the new "Welcome to Emerald Isle" sign, and hope to have this new sign installed prior to St.
42 Patrick's Festival weekend, or soon thereafter. The new sign will be a wooden, sand-blasted sign that includes the
43 Emerald Isle logo and "Nice Matters" (sign copy attached). The sign is approximately 14 feet wide and 5 feet tall
44 (comparable to the existing sign). A new flagpole and uplighting will also be installed.

45

46 **Town Making Progress on "Gateway" Area Flowers, Uplighting**

47 Parks and Recreation staff are currently working on plans for the planting of new flowers and installation of "up-
48 lighting" on selected trees in the NC 58 "Gateway" area near the bridge. Commissioner Finch, with his background

1 as an electrical contractor, has graciously offered to donate his services for the electrical work, and we greatly
2 appreciate his assistance. I hope to have these improvements completed no later than April or early May.

3
4 **NC 58 Sidewalk Repairs**

5 We have retained a concrete contractor to replace several damaged sidewalk panels in the NC 58 sidewalk
6 between Emerald Plantation and Mangrove Drive, and this work is ongoing. We hope to gradually replace
7 damaged sidewalk panels in other sidewalk areas as funds permit in the future.

8
9 **Fire Department Working on Lifeguard Recruitment**

10 Fire Department staff are currently working to recruit 16 – 17 lifeguards for the summer 2018 season, and
11 interested applicants are advised to contact FD staff at Station 1 anytime. The Fire Department also continues to
12 develop a “Host Family” program whereby interested residents would “host” a summer lifeguard in their home –
13 free of charge. Thus far, we have identified one resident interested in participating in the program, and hope to
14 identify others in the coming weeks.

15
16 **Heverly Drive House Remnants Removed**

17 The remnants of this fire-destroyed house have been removed, and the lot has been restored to vacant status.

18
19 **Sunset Lane Storm Water Improvements**

20 This project is in a holding pattern due to permitting issues, and Town staff are working with the adjacent property
21 owner’s engineer and NC Division of Coastal Management staff to identify an acceptable design adjustment.

22
23 **Wyndward Court Storm Water Improvements**

24 Public Works hopes to begin work on this project later this month, and plans to install a small electrical pump to
25 relay storm water from the Wyndward Court cul-de-sac over to the Town’s large storm water pump on Island
26 Circle.

27
28 **July 4 Fireworks**

29 The Town’s long-time fireworks vendor recently informed the Town that the cost of the annual July 4 fireworks
30 display will increase by 10% this year, from \$17,500 to \$19,250. This is the first increase since 2011. Since 2011,
31 fireworks costs have been shared by the Town (\$11,250) and Bogue Inlet Pier (\$6,250), however, the pier owner
32 has requested that the Town consider paying a larger share of the total cost in the future. The Board should note
33 that State fireworks regulations require the pier to close around mid-day on July 4, thus eliminating a high revenue
34 day for the pier, and the Town has always appreciated Bogue Inlet Pier’s willingness to absorb this loss in order to
35 enable the set-up of the fireworks.

36
37 **19. Comments from Board of Commissioners and Mayor**

38
39 Commissioner Finch commented how proud he was of the Police Department and their
40 commitment to continuing education, he thanked them for their service.

41
42 Commissioner Messer dittoed Commissioner Finch’s comment, adding his thanks as well.

43
44 Commissioner Normile commented about the walkway at Lee Avenue as mentioned in the
45 Town Manager’s memo, and his feedback would be that they should install steps there if it
46 didn’t wreak havoc on the budget. Town Manager Rush said he thought they could
47 accommodate that and if that was the Board’s will they would make that happen this spring.

1

2 Mayor Barber thanked everyone for attending.

3

4 **20. Adjourn**

5

6 ***Motion was made by Commissioner Messer to adjourn the meeting. The Board voted***
7 ***unanimously 4-0 in favor. Motion carried.***

8

9 ***The meeting was adjourned at 7:00 pm.***

10

11 Respectfully submitted:

12

13

14

15 Rhonda C. Ferebee, CMC, NCCMC

16 Town Clerk