

1 Mayor Barber also took a moment to recognize Don Wells who was in attendance for all of his
2 hard work on the Christmas Parade.

3
4 **7. Special Recognition – Emerald Isle Neighborhood Watch Program**

5
6 Police Chief Tony Reese stated that any time you had a successful program there were always
7 people behind the scenes doing things that made it a success. Chief Reese said they wanted to
8 take time tonight to recognize these volunteers. Chief Reese introduced Tom Rule, Vice-Chair,
9 and the Neighborhood Watch Zone Commanders in attendance. Chief Reese said these
10 individuals helped prevent some of the criminal activity in the Town, and they had done a
11 fantastic job over the past several years in helping to reduce crime rates.

12
13 Mayor Barber presented a Certificate of Appreciation for the volunteers involved with the
14 Emerald Isle Neighborhood Watch Program.

15
16 Tom Rule, Vice-Chair stated that one of the key points impressed upon them was that this was
17 a neighborhood resident program. Mr. Rule said the Police Chief, Community Resource Officer,
18 and the rest of the Officers were there to support them so they needed all the help they could
19 get from those in the neighborhoods who would like to volunteer with their program.

20
21 **8. Proclamations / Public Announcements**

22
23 Mayor Barber noted the above Proclamations as well as announcements below for the public:

- 24
25
- 26 • **Joint EMS Committee – Wednesday, January 10 – 2:30 pm – Town Administration Building**
 - 27 • **Golf Cart Safety / Regulations Class – Saturday, January 13 – 10 am – Town Board Meeting Room**
 - 28 • **Martin Luther King, Jr. Holiday – Monday, January 15 – Town Offices Closed, Community Center Open**
 - 29 • **Police Educating the Public (PEP) – Tuesday, January 16 – 10 am – Town Board Meeting Room**
 - 30 • **Bicycle and Pedestrian Advisory Committee – Wednesday, January 17 – 9 am – Community Center**
 - 31 • **Golf Cart Safety / Regulations Class – Friday, January 19 – 6 pm – Town Board Meeting Room**
 - 32 • **Planning Board Regular Meeting – Monday, January 22 – 6 pm – Town Board Meeting Room**
 - 33 • **Coffee With A Cop – Thursday, January 25 – 9 am – Stir It Up**
 - 34 • **Golf Cart Safety / Regulations Class – Friday, February 2 – 6 - Town Board Meeting Room**
- 35
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- 1 • **Golf Cart Safety / Regulations Class – Saturday, February 3 – 10 am – Town Board**
- 2 **Meeting Room**
- 3 • **Roundabout Education Class – Monday, February 5 – 6 pm – Town Board Meeting**
- 4 **Room**
- 5 • **Board of Commissioners Regular Meeting – Tuesday, February 13 – 6 pm – Town**
- 6 **Board Meeting Room**
- 7 • **5th Annual EI Marathon, Half-Marathon, and 5K Races – Saturday, March 10 – Western**
- 8 **Ocean Regional Access**
- 9 • **27th Annual St. Patrick’s Festival – Saturday, March 17 – 9 am – 6 pm – Emerald**
- 10 **Plantation Shopping Center**

11
12 **9. Public Comment**

13
14 **Brief Summary:**

15
16 The public will have the opportunity to address the Board about any items of concern not on the agenda. The
17 Mayor and Board welcome and appreciate all comments from the public, and will take these comments into
18 consideration as they make decisions on Town issues and provide direction to Town staff. Public comment is a time
19 for the Board to listen to the public's concerns and ideas, and is not intended for a lengthy dialogue or question
20 and answer session.

21
22 The Mayor, Board, and Town staff are happy to meet with any citizen during normal business hours or at any other
23 mutually agreeable time to discuss Town issues and answer any questions.

24
25 There were no comments from the public.

26
27 **10. Consent Agenda**

28
29 **a. Tax Releases**

30
31 ***Motion was made by Commissioner Messer to approve the items on the Consent Agenda. The***
32 ***Board voted unanimously 5-0 in favor. Motion carried.***

33
34 **Clerks Note: A copy of all Consent Agenda Items as noted above are incorporated herein by reference and hereby made a**
35 **part of these minutes.**

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1 **11. Eastern Emerald Isle Beach Nourishment Project**

- 2
- 3 **a. Resolution Authorizing Design Services Contract with Moffatt & Nichol Engineers**
4 (18-01-09/R1)
- 5 **b. Capital Project Ordinance – Eastern EI Beach Nourishment Project**
- 6 **c. Budget Amendment – Future Beach Nourishment Fund**
- 7 **d. Resolution Requesting Funding From The NC Coastal Storm Damage Mitigation Fund**
8 (18-01-09/R2)
- 9 **e. Resolution Requesting Funding From The Carteret County Beach Commission**
10 (18-01-09/R3)
- 11

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

14

15 The Board of Commissioners is scheduled to consider 5 formal actions associated with a planned beach
16 nourishment project in eastern Emerald Isle in winter 2018-19. If approved, these 5 actions would facilitate the
17 placement of approximately 471,000 cubic yards of sand on approximately 3 miles of ocean beach, at a total
18 estimated cost of approximately \$9.2 million – funded by a combination of State, County, and Town funds.

19

20 **Project Details**

21 As discussed with the Board at the October 2017 meeting, Town staff have been working with Carteret County, the
22 Town of Pine Knoll Shores, the Town of Indian Beach, and Moffatt & Nichol (the County's and towns' consulting
23 engineer) on a planned beach nourishment project that would address the most immediate beach nourishment
24 needs in each community. The most recent beach profile surveys have been reviewed, and this data has been
25 considered along with "on the ground" observations and practical considerations to develop a beneficial and
26 fiscally-responsible project scope. This planning effort has resulted in a proposed multi-jurisdictional project that
27 includes the placement of more than 1.5 million cubic yards of sand in Emerald Isle, Indian Beach / Salter Path, and
28 Pine Knoll Shores, at a total combined cost of approximately \$28 million.

29

30 Approximately 471,000 cubic yards of sand, or approximately 31% of the combined volume, would be placed in
31 eastern Emerald Isle, generally in the area between the Indian Beach town line and the Eastern Ocean Regional
32 Access / "Dog-Leg" vehicle ramp. The project would involve the placement of approximately 30 cubic yards of
33 sand per linear foot along this ~ 3 mile segment of the beach, and would restore a healthy flat berm to this area
34 (likely adding 50 – 75 feet of additional flat beach width in these areas). The total estimated cost for the eastern
35 Emerald Isle project is approximately \$9.2 million, and would be funded 50% by the State (\$4.6 million) and 50% by
36 Carteret County and the Town (\$4.6 million). Carteret County is expected to provide approximately \$3.45 million
37 (derived from room occupancy tax revenues specifically reserved for beach nourishment), with the Town providing
38 the remaining \$1.15 million (derived from Town property taxes specifically levied and reserved for beach
39 nourishment).

40

41 If everything proceeds according to plan, and State and County funding is provided, construction would begin in
42 late 2018 and be complete by April 2019. The exact sequence of work in Pine Knoll Shores, Indian Beach / Salter
43 Path, and Emerald Isle would be determined by the County and the towns in consultation with the contractor. The
44 County and the towns would share the significant mobilization / demobilization expense (estimated at \$3 - \$4
45 million alone), and each would be responsible for the actual sand volume placed in its jurisdiction.

46

MINUTES OF THE REGULAR MEETING
OF THE EMERALD ISLE BOARD OF COMMISSIONERS
JANUARY 9, 2018
Page 5 of 20

1 As discussed in October 2017, the beach in most of Emerald Isle remains in reasonably good shape, however, the
2 flat beach berm is narrower than desired in some locations, particularly in eastern Emerald Isle. As you know, the
3 County conducts annual beach profile surveys on behalf of the Town, and the "Master Plan" has established new
4 nourishment "triggers" intended to provide reasonable protection for the 25-year storm event. Based on the most
5 recent (April 2017) survey event, nearly the entire length of beach in Emerald Isle exceeds the necessary volume of
6 sand in the profile that is necessary to withstand the 25-year storm event. However, due to the fact that it's now
7 been nearly 5 years since the last beach nourishment project, the concerns about the flat beach berm width in
8 eastern Emerald Isle, the desire to be as proactive as possible and avoid a future "crisis" condition, the desire to
9 provide as much storm protection as possible, and the potential for State funding, it is prudent to proceed with the
10 proposed eastern Emerald Isle beach nourishment project at this time.

11
12 Resolution Authorizing Design Services Contract with Moffatt & Nichol Engineers

13 The attached resolution formally authorizes a contract with Moffatt & Nichol Engineers for design services,
14 permitting services, bid coordination, and construction administration services in the amount of \$268,657. This
15 amount represents the Town's proportional cost (31%) of the overall, multi-jurisdiction contract amount of
16 \$866,637.

17
18 Moffatt & Nichol (M&N) has served as the towns' and the County's beach nourishment consulting engineers for
19 the past decade, and has developed a comprehensive understanding of our issues through its annual beach profile
20 monitoring work, previous nourishment projects, the development of the "Master Plan" for future nourishment
21 activities, and the preparation of environmental documentation for an anticipated 50-year permit authorization.
22 They have consistently performed at a high level for the Town (and the other towns and County), and are uniquely
23 qualified to perform the services outlined in the attached proposal in a cost-effective manner.

24
25 The Board should note that the M&N proposal includes 6 specific tasks, with tasks 1-4 primarily associated with
26 design and permitting, and tasks 5 and 6 associated with the formal bid process and construction administration.
27 The total cost of tasks 1-4 for Emerald Isle is \$112,015, and the total cost of tasks 5 and 6 is \$156,642. Although
28 the attached resolution authorizes the full contract amount of \$268,657 for tasks 1-6, the Town will only
29 administratively authorize \$112,015 for tasks 1-4 initially. As discussed earlier and at previous meetings, the
30 project schedule is dependent on State funding, and tasks 5 and 6 will only be authorized after State funding has
31 been secured.

32
33 The Board should also note that the bulk of the M&N contract is expected to be funded by the State and Carteret
34 County. Ultimately, the Town's total contribution toward the \$268,657 contract is expected to be \$47,584.
35 Carteret County would provide the bulk of the initial funding for tasks 1-4.

36
37 I recommend approval of the attached resolution.

38
39 Capital Project Ordinance – Eastern EI Beach Nourishment Project

40 As noted, the total estimated cost for the eastern Emerald Isle project is \$9.2 million. The attached capital project
41 ordinance formally appropriates State, County, and Town funds for the project.

42
43 The design services contract is \$268,657, and the attached capital project ordinance includes \$270,000 for these
44 services. The total estimated construction cost is \$8,724,337, and a total of \$8,725,000 is included in the attached
45 capital project ordinance. I have also included a \$205,000 contingency, which rounds the total project budget to
46 \$9.2 million.

MINUTES OF THE REGULAR MEETING
OF THE EMERALD ISLE BOARD OF COMMISSIONERS
JANUARY 9, 2018
Page 6 of 20

1
2 The attached capital project ordinance relies on \$4.6 million from the new NC Coastal Storm Damage Mitigation
3 Fund, \$3.45 million from Carteret County, and \$1.15 million from the Town's Future Beach Nourishment Fund. As
4 of June 30, 2018, the Future Beach Nourishment Fund is projected to have a total fund balance of approximately
5 \$3.25 million, and the use of \$1.15 million for this project will reduce that fund balance to approximately \$2.1
6 million for future projects.

7
8 I recommend approval of the attached capital project ordinance.

9
10 Budget Amendment – Future Beach Nourishment Fund

11 The attached budget amendment is procedural in nature, and simply transfers reserve funds in the Future Beach
12 Nourishment Fund (an annual fund) to the multi-year capital project ordinance. The attached budget amendment
13 simply appropriates \$1.15 million from fund balance to be transferred to the eastern Emerald Isle beach
14 nourishment project.

15
16 I recommend approval of the attached budget amendment.

17
18 Resolution Requesting Funding from the NC Coastal Storm Damage Mitigation Fund

19 After many years and much hard work by many coastal communities, the NC General Assembly established the
20 new NC Coastal Storm Damage Mitigation Fund in 2017 to provide State funding to assist local governments with
21 beneficial beach nourishment projects in the future. The new fund would provide up to 50% of the local cost of
22 beach nourishment projects in the future. The new fund was formally established, but no State funding has been
23 appropriated to the new fund yet. I am hopeful that the NC General Assembly will make appropriations to the NC
24 Coastal Storm Damage Reduction Fund in FY 18-19, and I am seeking to position Emerald Isle (and Pine Knoll
25 Shores and Indian Beach / Salter Path) to be among the first communities that benefit from the new fund.

26
27 The attached resolution authorizes a formal request to the State for \$4.6 million, or 50% of the total estimated
28 project cost, for the eastern Emerald Isle beach nourishment project. If approved by the Board, we will solicit the
29 assistance of NC Representative Pat McElraft and NC Senator Norman Sanderson to secure the requested funds as
30 part of the State's FY 18-19 budget that will be adopted this summer. If sufficient State funds are included in the
31 State budget, I envision that the Town will proceed with bid solicitation later this summer and that the Board will
32 consider awarding a construction contract this fall. If sufficient State funds are not included in the State's FY 18-19
33 budget, I recommend that the Town delay the eastern Emerald Isle beach nourishment project until winter 2019-
34 20, and seek State funding again in the State's FY 19-20 budget.

35
36 I remain hopeful that Emerald Isle will be among the first communities to benefit from the new NC Coastal Storm
37 Damage Mitigation Fund, and recommend approval of the attached resolution.

38
39 Resolution Requesting Funding from the Carteret County Beach Commission

40 Since 2001, Carteret County, on behalf of the towns of Emerald Isle, Indian Beach, Pine Knoll Shores, and Atlantic
41 Beach, has been specifically reserving 50% of all room occupancy tax collections in Carteret County for beach
42 nourishment activities. The beach nourishment portion of the room occupancy tax now generates approximately
43 \$3.5 million annually, and the current balance in the beach nourishment reserve fund overseen by the Beach
44 Commission is now approximately \$18 million. As noted numerous times in the past, more than 60% of the room
45 occupancy tax collections in Carteret County are derived from Emerald Isle accommodations.

46

MINUTES OF THE REGULAR MEETING
OF THE EMERALD ISLE BOARD OF COMMISSIONERS
JANUARY 9, 2018
Page 7 of 20

1 The "Master Plan" developed by the Beach Commission for future beach nourishment activities envisions these
2 reserve funds covering 67% - 75% of local beach nourishment costs, and the Beach Commission has provided
3 significant funding for the Town's previous beach nourishment projects. The attached resolution formally
4 authorizes a request for \$3.45 million from the Carteret County Beach Commission for the eastern Emerald Isle
5 beach nourishment project, and this amount represents 75% of the non-State cost of \$4.6 million.
6

7 Current Town Commissioner Jim Normile and former Town Commissioner John Wootten currently represent
8 Emerald Isle on the Carteret County Beach Commission. The Beach Commission has discussed the planned project
9 in recent months, and is supportive of this effort, so I anticipate that these funds will be approved for Emerald Isle
10 (along with similar requests from Pine Knoll Shores and Indian Beach).
11

12 I recommend approval of the attached resolution.
13

14 I look forward to discussing the proposed eastern Emerald Isle beach nourishment project with the Board at the
15 January 9 meeting.
16

17 Town Manager Rush presented the five formal actions for consideration by the Board for the
18 next beach nourishment project. Town Manager Rush provided a detailed description of the
19 five actions and the scope of the proposed beach nourishment project and funding.
20

21 ***Motion was made by Commissioner Messer to approve the Resolution Authorizing Design***
22 ***Services Contract with Moffatt & Nichol Engineers. The Board voted unanimously 5-0 in***
23 ***favor. Motion carried***
24

25 ***Motion was made by Commissioner Normile to approve the Capital Project Ordinance –***
26 ***Eastern Emerald Isle Beach Nourishment Project. The Board vote unanimously 5-0 in favor.***
27 ***Motion carried.***
28

29 ***Motion was made by Commissioner Dooley to approve the Budget Amendment – Future***
30 ***Beach Nourishment Fund. The Board voted unanimously 5-0 in favor. Motion carried.***
31

32 ***Motion was made by Commissioner Finch to approve the Resolution Requesting Funding from***
33 ***the NC Coastal Storm Damage Mitigation Fund. The Board voted unanimously 5-0 in favor.***
34 ***Motion carried.***
35

36 ***Motion was made by Commissioner Taylor to approve the Resolution Requesting Funding***
37 ***from the Carteret County Beach Commission. The Board voted unanimously 5-0 in favor.***
38 ***Motion carried.***
39

40 Clerks Note: A copy of Resolution 18-01-09/R1, 18-01-09/R2, 18-01-09/R3, Capital Project Ordinance and Budget
41 Amendment as approved above are incorporated herein by reference and hereby made a part of these minutes.
42
43
44

1 **12. Beach Access Walkways**

- 2
- 3 a. **Resolution Amending Public Beach Access Walkway Policy (18-01-09/R4)**
- 4 b. **Resolution Authorizing Construction Contract – New Beach Access Walkway (West**
- 5 **Landing) (18-01-09/R5)**
- 6 c. **Resolution Authorizing Construction Contracts – Beach Access Walkway Replacements**
- 7 **(Fairfax, Beachview, Whitewater) (18-01-09/R6)**
- 8 d. **Budget Amendment – General Fund**
- 9

10 Parks and Recreation Director Alesia Sanderson addressed the Board concerning this Agenda

11 item. The following excerpt from the Town Manager’s memo to the Board is provided for

12 additional background:

13

14 The Board of Commissioners is scheduled to consider 4 formal actions that would result in the construction of new

15 beach access walkways at West Landing Drive (new), Fairfax Road (replacement), Beachview Road (replacement),

16 and Whitewater Drive (replacement). The total cost for all 4 walkways is \$109,000, with \$12,500 provided by

17 residents and property owners in the vicinity of West Landing Drive, and \$96,500 provided by the Town.

18 **Resolution Amending Public Beach Access Walkway Policy**

19 The attached resolution amends the Town’s policy regarding the construction of new (improved) beach access

20 walkways, and is specifically intended to encourage the construction of new walkways on the remaining 12 public

21 sand (unimproved) pathways. The attached resolution includes a new policy whereby the Town will pay 50% of

22 the cost to construct new walkways, as opposed to the current policy whereby the residents and property owners

23 are responsible for 100% of the cost.

24 The Town system now includes more than 60 public beach access walkways maintained by the Town. The majority

25 of the existing walkways were constructed by the original developer of the subdivision or by the residents and

26 property owners within that subdivision after subdivision lots were sold to individual owners. In all cases, the

27 beach access walkway was constructed on a public easement and dedicated to the Town for maintenance (and,

28 ultimately, replacement). Thus, the initial cost of the public beach access walkway was ultimately financed by the

29 individual property owners within the subdivision.

30 As noted, there are now only 12 remaining (unimproved) sand pathways on public easements in the Town. These

31 public beach access easements are located at or near:

- 32
- 33
- 34
- 35
- 36
- 37
- 38
- 39
- 40
- 41
- 42
- 2nd Street
 - 6th Street
 - 17th Street
 - Clark Street
 - East Landing Drive
 - West Landing Drive
 - Riptide Drive
 - Pinta Drive
 - Indigo Drive
 - Purdie Street
 - Yaupon Street

MINUTES OF THE REGULAR MEETING
OF THE EMERALD ISLE BOARD OF COMMISSIONERS
JANUARY 9, 2018
Page 9 of 20

- 1 • Inlet Drive

2
3 On average, the construction cost of each beach access walkway is approximately \$25,000 - \$30,000, thus this
4 policy amendment would result in a Town cost of approximately \$12,500 - \$15,000 for each walkway constructed
5 in the future. The Board should note that this policy still requires significant initiative by the residents and
6 property owners, and thus we would expect the improvement of the remaining public sand pathways to occur
7 gradually over time.

8 The ultimate improvement of these remaining public sand pathways will result in more plentiful, easier access to
9 the beach for our residents, property owners, and visitors, and will result in a more attractive community overall.

10 Resolution Authorizing Construction Contract – New Beach Access Walkway (West Landing)

11 The proposed amendment to the Town’s Public Beach Access Walkway Policy was pursued, in part, as a result of a
12 request from residents and property owners in the vicinity of West Landing Drive. The residents and property
13 owners in this area have raised a total of \$12,500 toward the construction of a new walkway at this location, and
14 have requested that the Town provide the remaining \$12,500 required to construct the new walkway.

15 If the Board approves the proposed amendment to the Town’s policy, I recommend the approval of the attached
16 resolution authorizing a construction contract for a new walkway at West Landing Drive. The attached resolution
17 authorizes a contract with B&P Services, Cedar Point, NC, in the amount of \$25,000. B&P Services submitted the
18 lowest of three price quotes, ranging from \$25,000 - \$36,000, for this work.

19 The required \$12,500 contribution from the Town is included in the attached budget amendment, and would be
20 provided by cost savings from another project and additional, unanticipated revenues in the Parks and Recreation
21 Department.

22 Resolution Authorizing Construction Contracts – Beach Access Walkway Replacements (Fairfax, Beachview,
23 Whitewater)

24 The Board is also asked to approve the attached resolution authorizing a contract for the replacement of the
25 wooden public beach access walkways at Fairfax Road, Beachview Road, and Whitewater Drive at the January 9
26 meeting. The resolution authorizes a contract for \$28,000 for each walkway, or a total of \$84,000, and the
27 contracts would also be awarded to B&P Services, Cedar Point, NC.

28 Some of the walkways in the Town system are now more than 20 - 30 years old. The Town has been replacing 3
29 walkways per year for the past several years, and the attached resolution authorizes the replacement of 3
30 additional walkways this winter / spring. Town staff conduct annual ratings of all wooden beach access walkways,
31 and assign a rating of 1 – 10 (10 being the best condition) to each walkway. The beach access walkways at Fairfax,
32 Beachview, and Whitewater all received a “3” rating in the 2017 survey, and these walkways currently have the
33 lowest ratings in the Town’s system.

34 Town staff solicited price quotes in November and December, and received 2 quotes for each walkway. The
35 submitted price quotes for each walkway are attached for the Board’s review. As you will note, the quotes from
36 T.E. Davis Construction are significantly higher than B&P Service’s quotes, and are also significantly higher than the
37 Town’s historical cost for beach access walkway replacements. Alesia Sanderson, Parks and Recreation Director,
38 and I have discussed these walkways with B&P Services, and we believe they will complete the work in a
39 responsible manner for the Town.

MINUTES OF THE REGULAR MEETING
OF THE EMERALD ISLE BOARD OF COMMISSIONERS
JANUARY 9, 2018
Page 10 of 20

1 The FY 17-18 budget includes a total of \$84,000 for beach access walkway replacements, thus the amount
2 authorized in the attached resolution is equal to the amount budgeted. Work on the three walkways would begin
3 as soon as B&P Services can mobilize, hopefully later this month. Our goal is to complete all work by the end of
4 April.

5 I recommend approval of the attached resolution.

6 Budget Amendment – General Fund

7 The attached budget amendment includes a net additional appropriation of \$17,400 to the Parks and Recreation
8 Department budget for the construction of the West Landing public beach access walkway. This amount includes
9 \$12,500 from the residents and property owners in this area, and an additional \$4,900 of unanticipated revenues
10 in the Parks and Recreation Department. The attached budget amendment also reduces the Transfers to Capital
11 Projects account by \$7,600, which is attributed to the lower-than-anticipated cost of the Old Ferry Road sidewalk
12 construction contract.

13 I recommend approval of the attached budget amendment.

14

15 Parks and Recreation Director Alesia Sanderson presented four actions for the Board's
16 consideration. Ms. Sanderson outlined the details of the first item which would revise the
17 Town's existing formal beach access policy to be a beach and sound access policy. Ms.
18 Sanderson noted the revised policy would provide 50% Town funding toward the cost of new
19 public beach access walkways, as opposed to the current policy requiring 100% funding from
20 residents and property owners, with the West Landing Walkway being constructed under the
21 new policy. Ms. Sanderson discussed the proposed construction contracts for a new beach
22 access walkway at West Landing, the construction contracts for replacement of Fairfax,
23 Beachview, and Whitewater walkways, and a proposed budget amendment for the
24 construction of the West Landing public beach access walkway.

25

26 Mayor Barber asked for public comments.

27

28 Jan Ray, Archers Creek Court, asked about the access at Lee Street and Sound Drive that was
29 taken out and how you now had to climb a mountain. Ms. Ray said she would like the Board to
30 consider doing something at that access.

31

32 Parks and Recreation Director Sanderson said that the existing steps that were there had been
33 removed because it had never met building codes, town standards, and was a safety hazard.
34 Ms. Sanderson said if this policy revision was approved tonight then there would be the
35 opportunity for the neighborhood to raise the funding to address whatever could be built there
36 which would be 50% of the cost, and then they could approach the Town for a 50% match of
37 said costs.

38

39 Ms. Ray said that it seemed to be a little overboard as far as the amount of money for the
40 neighborhood when they had spent a lot of money for sand and everything for the front
41 beaches, and not for the sound side and the permanent residents.

1
2 Town Manager Frank Rush noted that in that particular case it had been just an unsafe situation
3 and they didn't want anyone to get hurt there. Mr. Rush said they did at Town expense install
4 steps down to the waters edge in that area. Mr. Rush said he had spoken with Ms. Ray in the
5 past and they were working on a plan to include some steps in the area near the street where it
6 was a steep incline. Mr. Rush said if they could come up with a cost effective plan with the
7 steps there he would like to try and do that at some point. Mr. Rush said he would not envision
8 that small component being subject to the 50% policy.

9
10 ***Motion was made by Commissioner Messer to approve the Resolution Amending Public Beach***
11 ***and Sound Access Walkway Policy. The Board voted unanimously 5-0 in favor. Motion***
12 ***carried.***

13
14 ***Motion was made by Commissioner Finch to approve the Resolution Authorizing Construction***
15 ***Contract – New Beach Access Walkway (West Landing). The Board voted unanimously 5-0 in***
16 ***favor. Motion carried.***

17
18 ***Motion was made by Commissioner Normile to approve the Resolution Authorizing***
19 ***Construction Contracts – Beach Access Walkway Replacements (Fairfax, Beachview,***
20 ***Whitewater). The Board voted unanimously 5-0 in favor. Motion carried.***

21
22 ***Motion was made by Commissioner Dooley to approve the General Fund Budget Amendment.***
23 ***The Board voted unanimously 5-0 in favor. Motion carried.***

24
25 Clerks Note: A copy of Resolution 18-01-09/R4, 18-01-09/R5, 18-01-09/R6, and Budget Amendment as approved above are
26 incorporated herein by reference and hereby made a part of these minutes.

27
28 **13. Appointments – Dog Park Development Committee**

29
30 Town Manager Frank Rush addressed the Board concerning this Agenda item. The following
31 excerpt from his memo to the Board is provided for additional background:

32
33 The Board of Commissioners is scheduled to appoint 7 individuals to the newly created Dog Park Development
34 Committee at the January 9 meeting.

35
36 The Board established this committee at its November 2017 meeting and directed Town staff to solicit applicants
37 to serve on the new committee. The Town solicited applications via the Town's website, in the Town's email
38 newsletter, and in the Island Review magazine in December, and received strong interest. Following initial, brief
39 emails indicating the individual's interest, a brief follow-up questionnaire was emailed to all individuals who
40 expressed interest in serving. A total of 16 individuals returned the email questionnaire, and these submissions
41 have been provided to the Board under separate cover.

42
43 Based on previous discussions, I envision that the new committee will be tasked with the following activities:
44

MINUTES OF THE REGULAR MEETING
OF THE EMERALD ISLE BOARD OF COMMISSIONERS
JANUARY 9, 2018
Page 12 of 20

- 1 • generate community support and advocate for the future construction of a dog park in Emerald Isle,
- 2
- 3 • coordinate fundraising activities aimed at generating 50% of the construction cost, with the Town
- 4 contributing the remaining 50% (similar to the model used for other Town projects in recent years),
- 5
- 6 • review potential dog park locations in Emerald Isle, and determine the most cost-effective location,
- 7
- 8 • assist in the design of the new dog park, including type of fencing, layout, features, etc., and
- 9
- 10 • any other associated activities.
- 11

12 Because the new committee is established with a very specific and finite goal – to develop a dog park in Emerald
13 Isle - I would envision the terms of the individuals appointed being open-ended. Essentially, the committee would
14 continue to function until such time that the goal is achieved, and would be disbanded at that time. Once
15 appointed, the committee members can determine the most appropriate meeting schedule, elect a chairperson,
16 and develop by-laws. I would anticipate that the initial meeting of the new committee would not occur until
17 February or March due to other commitments in January and February. I envision Alesia Sanderson, Parks and
18 Recreation Director, and myself providing staff support to the new Dog Park Development Committee, and we look
19 forward to working with the group.

20
21 The Board has wide latitude to determine the specific appointment method used for this committee. I believe
22 there are three options available to the Board to make appointments to the committee:

- 23
24 1) The Board could utilize the attached ballot, with 16 individuals listed, and each Commissioner would
25 “vote” for 7 individuals. The Mayor and Town Clerk would review the written ballots, and determine the
26 7 individuals who received the most “votes”. If there is a tie for the 7th appointment, a Commissioner
27 would simply make a motion to appoint _____ to the 7th appointment.

28
29 OR

- 30
31 2) Each elected official, including the Mayor, could simply appoint one individual to the new committee,
32 with either the Mayor or Mayor Pro-Tem having a second appointment to result in a total of 7 committee
33 members.

34
35 OR

- 36
37 3) The Board could simply make individual nominations at the January 9 meeting, and appoint the
38 committee members one at a time.

39
40 I look forward to the Board’s appointment of the committee, and look forward to the eventual creation of a dog
41 park in Emerald Isle.

42
43 ***Commissioner Messer nominated Wendy Megyese to the Dog Park Development Committee.***

44
45 ***Commissioner Normile nominated Denise Ziegler to the Dog Park Development Committee.***

46
47 ***Commissioner Dooley nominated Joe Russick to the Dog Park Development Committee.***

48

1 ***Commissioner Taylor nominated Judy Graham to the Dog Park Development Committee.***

2
3 ***Commissioner Finch nominated Ginger Garner, and Jennifer Temple to the Dog Park***
4 ***Development Committee.***

5
6 ***Mayor Barber nominated Gus Wilgus to the Dog Park Development Committee***

7
8 ***The Board voted unanimously 5-0 in favor of appointing the individuals as nominated to the***
9 ***Dog Park Development Committee.***

10
11 **14. Appointments – Golf Cart Advisory Committee**

12
13 Town Manager Frank Rush addressed the Board concerning this Agenda item. The following
14 excerpt from his memo to the Board is provided for additional background:

15
16 The Board of Commissioners is scheduled to appoint 7 individuals to the newly created Golf Cart Advisory
17 Committee at the January 9 meeting.

18
19 The Board established this committee at its November 2017 meeting and directed Town staff to solicit applicants
20 to serve on the new committee. The Town solicited applications via the Town's website, in the Town's email
21 newsletter, and in the Island Review magazine in December, and received strong interest. Following initial, brief
22 emails indicating the individual's interest, a brief follow-up questionnaire was emailed to all individuals who
23 expressed interest in serving. A total of 12 individuals returned the email questionnaire, and these submissions
24 have been provided to the Board under separate cover.

25
26 Based on previous discussions, I envision that the new committee will be tasked with the following activities:

- 27
28
- promote the safe use of golf carts by residents and visitors,
 - serve as an advocate for golf cart owners and the golf cart program, and advise the Board on beneficial golf cart policies,
 - identify strategies to expand golf cart access to geographically isolated areas of Emerald Isle,
 - coordinate fundraising activities aimed at generating 50% of the construction cost for future golf cart paths to expand golf cart access, and
 - any other associated activities.
- 31
32
33
34
35
36
37
38
39

40 Because the new committee is likely to have a continuing role with the Town in the future, in a similar manner as
41 the Bicycle and Pedestrian Advisory Committee, I would envision all appointees serving a 2-year term. In order to
42 provide staggered terms, 4 members should initially be appointed to a 2-year term and 3 members should initially
43 be appointed to a 1-year term, with all serving subsequent 2-year terms. Once appointed, the committee
44 members can determine the most appropriate meeting schedule, elect a chairperson, and develop by-laws. I
45 would anticipate that the initial meeting of the new committee would not occur until February or March due to
46 other commitments in January and February. I envision Police Chief Tony Reese and myself providing staff support
47 to the new Golf Cart Advisory Committee, and we look forward to working with the group.

1
2 The Board has wide latitude to determine the specific appointment method used for this committee. I believe
3 there are three options available to the Board to make appointments to the committee:
4

- 5 4) The Board could utilize the attached ballot, with 12 individuals listed, and each Commissioner would
6 "vote" for 7 individuals. The Mayor and Town Clerk would review the written ballots, and determine the
7 7 individuals who received the most "votes". If there is a tie for the 7th appointment, a Commissioner
8 would simply make a motion to appoint _____ to the 7th appointment. The 4 individuals
9 with the most "votes" would serve initial 2-year terms, while the other 3 would initially serve a 1-year
10 term.

11
12 OR

- 13
14 5) Each elected official, including the Mayor, could simply appoint one individual to the new committee,
15 with either the Mayor or Mayor Pro-Tem having a second appointment to result in a total of 7 committee
16 members. The Board would then need to decide which 4 individuals serve a 2-year term, and which 3
17 individuals will initially serve a 1-year term.

18
19 OR

- 20
21 6) The Board could simply make individual nominations at the January 9 meeting, and appoint the
22 committee members one at a time. The Board would need to decide which 4 individuals serve a 2-year
23 term, and which 3 individuals will initially serve a 1-year term.
24

25 I look forward to the Board's appointment of the committee, and look forward to working with the group to
26 continue enhancements to the Town's golf cart program.
27

28 ***Commissioner Finch nominated Michael Taylor, and Chris Blythe for a one year term on the***
29 ***Golf Cart Advisory Committee.***

30
31 ***Commissioner Dooley nominated Martha Levey for a one year term on the Golf Cart Advisory***
32 ***Committee.***

33
34 ***Commissioner Taylor nominated Michael Ayers for a two year term on the Golf Cart Advisory***
35 ***Committee.***

36
37 ***Commissioner Normile nominated Paul Buchanan for a two year term on the Golf Cart***
38 ***Advisory Committee.***

39
40 ***Commissioner Messer nominated Ted Harrell for a two year term on the Golf Cart Advisory***
41 ***Committee.***

42
43 ***Mayor Barber nominated Taney Browder for a two year term on the Golf Cart Advisory***
44 ***Committee.***
45

1 ***The Board voted unanimously 5-0 in favor of appointing the individuals as nominated for the***
2 ***Golf Cart Advisory Committee.***

3
4 **15. Comments from Town Clerk, Town Attorney, and Town Manager**

5
6 There were no comments from the Town Clerk or Town Attorney.

7
8 Town Manager Frank Rush confirmed with the Board the date of February 19 for the Annual
9 Budget Planning Workshop meeting at 8:30 am in the Administration Building Conference
10 Room.

11
12 Town Manager Rush updated the Board on the homeowner's insurance rate increase and the
13 appreciation for the efforts by Emerald Isle residents and property owners for reaching out to
14 Commissioner Mike Causey and his staff at the Department of Insurance about that issue. Mr.
15 Rush said that Commissioner Causey did formally reject that rate increase which was a good
16 first step but they still a long way to go in that process.

17
18 Town Manager Rush noted the contractor started yesterday on the sidewalk segment along Old
19 Ferry Road and that road should be completed in the next week. Mr. Rush said they were still
20 working to complete the golf cart connector path at the Olde Cove neighborhood, a good pilot
21 project.

22
23 Town Manager Rush stated the budget public hearing would be on the February 13 meeting to
24 be followed by the Budget Planning Workshop on February 19.

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 **NC Insurance Commissioner Rejects Requested Homeowners Insurance Increase, Schedules Formal Hearing for**
30 **July 23**

31 NC Insurance Commissioner Mike Causey has formally rejected the 25% - 40% rate increase requested for Emerald
32 Isle and other barrier island communities, which is great news. If a compromise is not reached in the coming
33 months, a formal hearing will be held on July 23. We remain hopeful that the request will ultimately be completely
34 rejected.

35
36 The Town's official comments were submitted to the NC Department of Insurance on December 22, and a copy is
37 attached. We have also discussed the proposed insurance rate increase with NC Representative Pat McElraft, and
38 she indicated she would arrange a meeting with Commissioner Causey in the coming weeks.

39
40 **Public Hearing – Early Citizen Input – FY 18-19 Budget**

41 We will soon begin work on the FY 18-19 Town budget, and have scheduled a special public hearing for the Board's
42 February 13 meeting to provide an opportunity for the public to offer comments at the beginning of the budget
43 process.

44

1 **Installment Financing Agreement – McLean-Spell Park Land Purchase**

2 We continue to anticipate the release of more than \$2.5 million of Federal and State grant funds later this spring,
3 and the Town will be required to remit its share of the land acquisition cost at that time. As reviewed by the Board
4 at the September 2017 meeting, the Town's total share of the cost will be approximately \$500,000 - \$530,000, and
5 will likely be financed over a 10-year period. The estimated annual debt service payment will likely be in the
6 \$60,000+/- range. A public hearing is required before entering into an installment financing agreement, and will
7 likely be scheduled for the Board's February 13 or March 13 meeting.

8
9 **Board Actions - Town EMS Department**

10 I expect to include four procedural items associated with the creation of the new Town EMS Department on the
11 Board's February 13 meeting agenda. An amendment to the Town's official Pay Plan, an amendment to the
12 Town's Drug and Alcohol Policy, a budget amendment for the remaining 4 months of the fiscal year (after the
13 March 1 transition date), and an official Fee Schedule amendment (for EMS billing rates) will all be presented for
14 formal Board consideration.

15
16 **EMS Transition Update**

17 Town staff and EI EMS staff continue to work toward the March 1 transition date, and are making good progress.
18 The Joint EMS Committee will meet again on Wednesday, January 10 to discuss any outstanding issues, including
19 the desired structure for volunteer involvement in the future.

20
21 The Town received a total of 26 applications for the EMS Chief position, and I expect to narrow the applicant pool
22 to 5 – 7 finalists in the coming days. Finalist interviews and activities are scheduled for Friday, January 19, and I
23 hope to extend a job offer no later than January 30.

24
25 **Annual Budget Planning Workshop – Monday, February 26?**

26 I would like to schedule the Board's annual budget planning workshop meeting for Monday, February 26 if that
27 date is acceptable. The meeting would begin at 8:30 am, include numerous presentations by Town staff, and
28 enable the Board to provide helpful direction on the FY 18-19 budget. I would expect the meeting to end
29 sometime mid-afternoon.

30
31 If Monday, February 26 is not convenient, possible alternative dates are Friday, February 23 or Friday, March 2.
32 Please let me know which date works best for you.

33
34 **Annual Street Resurfacing Contract**

35 We expect to present the 2018 street resurfacing contract for Board approval at the March 13 meeting. Artie
36 Dunn, Public Works Director, and I will be reviewing potential street segments in the coming weeks. One idea I am
37 considering is the resurfacing of Crew Drive between Coast Guard Road and Mallard Drive, to complement the new
38 street improvements being constructed by Publix. We may also consider limited resurfacing of Reed Drive, and
39 also the Ocean Oaks neighborhood. A full recommendation will be presented to the Board at the March 13
40 meeting.

41
42 **Sale of Islander Drive Land**

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

47
48
49
50

1 **Old Ferry Road Sidewalk**

2 We have awarded a contract for the construction of a new 800 ft.+/- sidewalk segment along Old Ferry Road
3 between CVS and Canal Drive, and expect this work to be completed later in January. The total cost of this work is
4 \$14,800, and sufficient funds are included in the FY 17-18 budget for this project.
5

6 **New Golf Cart Path Along NC 58 Near Olde Cove Road**

7 I am still awaiting NCDOT's formal approval for this new path, and will schedule construction as soon as possible
8 after the necessary permit is issued. The new path will be a concrete path on the north side of NC 58 between
9 Olde Cove Road and Whitewater Drive, and will likely be 8 feet wide. The new path will be clearly marked as a golf
10 cart path, and will remain effectively segregated from the NC 58 travel lanes and the NC 58 bicycle path.
11

12 **NC 58 Roundabout Construction**

13 The contractor is nearing completion of significant sub-surface storm water management improvements, and the
14 roundabout should begin taking shape in the coming weeks. The contractor has also initiated work on the nearby
15 Mallard Drive street improvements.
16

17 Barring unforeseen problems or weather issues, we expect all work to be complete by March 1. Town staff will be
18 installing bronze waterbird statues donated by Publix in February, and other landscaping improvements will also
19 be completed.
20

21 The truck detour across the Publix property appears to be functioning well, with only limited truck traffic passing
22 through Emerald Isle.
23

24 **"Ins and Outs of Roundabouts" Class**

25 In anticipation of the completion of the new NC 58 roundabout, the EIPD will be presenting this special class in
26 February. Classes are scheduled for February 5, 16, and 24.
27

28 **NC 58 / Bogue Inlet Drive Intersection Improvements**

29 NCDOT and its consulting engineers continue to evaluate potential intersection improvements for NC 58 / Bogue
30 Inlet Drive. Potential options under consideration include a mini-roundabout, full-size roundabout, and traffic /
31 turning lane improvements. The project will also likely involve the complete reconstruction of the NC 58
32 streetscape between the Welcome Center and the US Post Office.
33

34 It appears unlikely that a mini-roundabout or full-size roundabout will be considered going forward, and NCDOT
35 efforts will likely focus on traffic / turning lane, streetscape, and driveway improvements to promote more
36 efficient traffic flow in this area. I am scheduled to meet with NCDOT and its consulting engineers later in January
37 to review their work to date. I expect to schedule meetings with nearby business owners later this spring, and
38 eventually schedule a formal NCDOT presentation to the Board and the community later this spring or summer.
39 Construction of the ultimately determined improvements would likely not occur until 2019 at the earliest, and
40 possibly further in the future.
41

42 **Golf Cart Safety Classes**

43 A total of 43 people attended special golf cart safety classes in December, and will be eligible for a \$25 discount on
44 the annual golf cart registration fee (reducing the fee from \$100 to \$75). Additional classes are scheduled on
45 January 13 and 19, and February 2 and 3.
46

47 **Potential Fee Schedule Amendment – Rental Golf Carts**

48 The Town is fortunate to enjoy a cooperative relationship with John's Golf Cars and Coastline Golf Carts, the two
49 main rental companies serving Emerald Isle. The companies recently met with Town staff to discuss potential
50 additional golf cart safety initiatives, and they requested consideration of an annual commercial / rental

1 registration fee of \$500 plus \$75 per cart registered (as opposed to \$100 per cart, as approved by the Board last
2 year). In recognition of the great cooperation with the golf cart companies, I may include a fee schedule
3 amendment on the Board's February 13 meeting agenda.
4

5 **Coyote Trapping Program Continues**

6 A total of 9 coyotes have been removed since December 1, and trapping efforts continue on Town-owned
7 properties and three private properties who requested trapping services. We will continue this effort through
8 February 28.
9

10 **New "Welcome to Emerald Isle" Sign**

11 I hope to have this new sign installed prior to St. Patrick's Festival weekend, or soon thereafter. The new sign will
12 be a wooden, sand-blasted sign that includes the Emerald Isle logo and "Nice Matters". The FY 17-18 budget
13 includes a total of \$15,000 for the new sign, lighting, and flagpole.
14

15 **"Gateway" Area Flowers, Uplighting**

16 I have tasked Parks and Recreation staff with planting new flowers and installation of "up-lighting" on selected
17 trees in the NC 58 "Gateway" area near the bridge. I hope to have these improvements completed no later than
18 April or early May. The FY 17-18 budget includes a total of \$10,000 for these improvements.
19

20 **Doe Drive Storm Water Improvements**

21 Public Works staff recently completed the installation of two new catch basins and conveyances to the Town's
22 large storm water pump located mid-block on Doe Drive. These improvements should resolve small-area flooding
23 concerns on Doe Drive. The storm water features are complete, with only street repair and minor clean-up work
24 remaining.
25

26 **Sunset Lane Storm Water Improvements**

27 Public Works staff will soon install two catch basins in the cul-de-sac on Sunset Lane, and utilize a small electrical
28 pump to relay storm water to a Town easement in this area. Pumped storm water would then be infiltrated into a
29 grassy swale and, if necessary, overflow through a vegetated buffer and eventually into Bogue Sound. We hope to
30 complete this work by early February.
31

32 **Wyndward Court Storm Water Improvements**

33 After completion of the Sunset Lane improvements, Public Works staff will install a small electrical pump to relay
34 storm water from the Wyndward Court cul-de-sac over to the Town's large storm water pump on Island Circle. We
35 hope to complete this work by March.
36

37 **Police Department Equipped with NARCAN**

38 Upon completion of officer training later in January, each Police patrol vehicle will be equipped with NARCAN
39 (noxalone) kits. NARCAN can be administered to an individual who has overdosed on opiates, is relatively
40 inexpensive and easy to administer, and has routinely been used by law enforcement and emergency service
41 providers to save lives in other communities. I am pleased that EIPD will now have this capability in the future.
42

43 **Electric-Assist Bicycles**

44 Town staff recently met with a company that markets electric-assist bicycles that is interested in establishing a
45 business in Emerald Isle. The bicycles are nearly identical to traditional bicycles, but have a small, quiet electric-
46 assist motor that can be activated by the user. Depending on the settings, the electric-assist bicycle could operate
47 up to 20 mph or more. The company would like to be able to market the bicycles for use on the Town's extensive
48 bicycle path network, however, Town rules prohibit motorized vehicles of any kind on the bicycle path. Town staff
49

1 directed company officials to present their ideas to the Bicycle and Pedestrian Advisory Committee later this
2 month, and will await the Committee's input.

3
4 **Host Family Program – Summer Lifeguards**

5 Town staff are already hard at work gearing up for the 2018 summer season, and will soon be recruiting seasonal
6 lifeguards to serve at fixed lifeguard stands at the Town's regional beach access facilities and provide roving
7 services on all-terrain vehicles along the Town's 12 miles of ocean beaches. Ocean lifeguards are in high demand
8 and short supply, and in an effort to enhance the Town's recruitment efforts, EIFD will soon be soliciting "host
9 families" interested in providing free housing for the Town's lifeguards this summer. This program is modeled
10 after a similar program used by the Morehead City Marlins baseball team, and will be structured in such a way that
11 the Town is merely the "connector" of the host family and the lifeguard.

12
13 **Request for Vending Opportunity at the Emerald Isle Public Boating Access Area**

14 I have been approached by a local business owner about the possibility of leasing space at the Emerald Isle Public
15 Boating Access Area for the installation of an ice vending machine. The land is owned by the Town and leased to
16 the NC Wildlife Resources Commission, so any agreement would need to be approved by both parties. Please let
17 me know your thoughts on allowing vending opportunities at the boat launch facility.

18
19 **Demolition of House Damaged by Fire on Heverly Court**

20 The owner of this house recently executed a contract with SunLand Builders for the demolition of what remains of
21 this house that was heavily damaged by a fire approximately one year ago. I am hopeful that this work will be
22 completed later this month.

23
24 **New Position to Assist Town Administration and Town Planner**

25 I continue to work to identify sufficient funds in the FY 17-18 budget to add a new position to assist Town
26 administrative staff and the Town Planner, and hope to present a recommendation to the Board at the February
27 meeting.

28
29 **Emerald Isle Marathon, Half-Marathon, and 5K Races – March 10, 2018**

30 Planning is underway for the 5th annual event, to be held on Saturday, March 10, which is earlier than usual this
31 year due to calendar conflicts with the St. Patrick's Festival, other marathons in our area, and the Easter holiday.
32 We hope to attract another big crowd in Emerald Isle this year!

33
34 **Emerald Isle St. Patrick's Festival – March 17, 2018**

35 The Town's signature festival will be held for the 27th time on the actual St. Patrick's Day holiday. Parks and
36 Recreation staff continue planning for another big crowd and great kickoff to the tourism season!

37
38 **16. Comments from Board of Commissioners and Mayor**

39
40 Commissioner Normile commented that following the commitment made to ourselves and the
41 community to spend time and resources on storm water mitigation he wanted to brag on Public
42 Works Director Artie Dunn and his crew for their work on Doe Drive, Sunset Lane, Wyndward
43 Court and other projects they had tackled this year. Commissioner Normile said Public Works
44 had done a heck of a job for all of us this past year in storm water mitigation. Commissioner
45 Normile also asked Town Manager Rush if they could learn more about the situation with the
46 Lee Street steps.

47

1 Town Manager Rush encouraged the Board to take a look at the area in question, which was
2 right where Lee Street dead ends on Sound Drive. Mr. Rush said it was a steep hill and tough to
3 navigate. Mr. Rush said that all three walkways at Lee Street, Piney Street, and Ridge Road
4 were just in very bad condition, and they weren't full walkways. Mr. Rush said they were pieces
5 and trails here and there, but felt they did need to address the steps at Lee Street and he would
6 be happy to take Commissioner Normile down there to view or he could stop by on his own,
7 but he would keep working on it.

8
9 Commissioner Messer noted if they saw a different airplane in the sky over Emerald Isle the
10 next week that would be the new F-35.

11
12 Commissioner Finch said he looked forward to a new year working with everyone and hoped
13 they could all work together for the good of Emerald Isle.

14
15 Commissioner Taylor commented that he looked forward to seeing what ideas the new Dog
16 Park and Golf Cart Committees came up with this year, and thanked them all for serving.

17
18 Mayor Barber thanked Town staff for their hard work during the recent snowstorm, and he
19 appreciated staff working overtime to help people navigate the roads.

20

21 **17. 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 6:45 pm.***

27

28 Respectfully submitted:

29

30

31

32 Rhonda C. Ferebee, CMC, NCCMC
33 Town Clerk

34

35

36

37