

1 Mayor Barber noted that Sgt. Long began his career with the Emerald Isle Police Department on
2 February 3, 1988 and that today, February 12, 2019 would be his last day worked. Police Chief
3 Tony Reese stated that Tim had been an asset to the department and community for over three
4 decades. Chief Reese was happy to see him achieve this remarkable and deserved milestone in
5 his career and adding that Tim would be greatly missed by the department. Chief Reese
6 recognized Tim's wife Debbie, and sons Austin, and Zach for their service as the sacrifices
7 extended to the families when they loved and supported someone who chose to serve in our
8 profession. Mayor Barber presented Tim with a retirement plaque. Police Chief Reese in
9 accordance with the Resolution passed by the Board of Commissioners awarded Sgt. Long with
10 his duty weapon and badge as a token of appreciation and respect for his long and honorable
11 service.

12
13 Mayor Barber and Finance Director Laura Rotchford recognized retiring Tax Collector Gayle
14 Parker. Finance Director Laura Rotchford noted that Gayle had celebrated her 20 years of
15 service to the Town the past July. Finance Director Rotchford stated that Gayle started working
16 for the Town in July 1998 and had worked hard as the Town's Tax Collector for all these years.
17 Finance Director Rotchford stated that Gayle's last day of work before her retirement would be
18 February 26. Finance Director Rotchford said it would seem strange to those of us in the
19 Administration office without Gayle being there and announced the breakfast reception for
20 Gayle, and she wished Gayle the very best in her retirement. Mayor Barber presented Gayle
21 with a retirement plaque. Mayor Barber said he would miss Gayle as she was walking
22 knowledge about anything to do with Emerald Isle, and that she would be greatly missed, and
23 he appreciated everything she had done for Emerald Isle.

24
25 The Board and public applauded the service of retiring Police Sergeant Tim Long, and Tax
26 Collector Gayle Parker.

27

28 **7. Police Career Promotion / Advancement Recognition**

29

30 **a. Tyler Biskup, Police Sergeant / Advanced Law Enforcement Certificate**

31 **b. Mark Odom, Senior Police Sergeant**

32

33 Police Chief Tony Reese recognized Sgt. Mark Odom for his completion of all the requirements
34 of the POCAP program for promotion to the rank of Senior Sergeant. Chief Reese noted the
35 extensive training necessary for this achievement, and was proud of Sgt. Odom for his hard
36 work, dedication and commitment.

37

38 Police Chief Tony Reese also recognized SPO/Detective Tyler Biskup for his achievement in
39 completing the necessary requirement to receive his Advanced Law Enforcement Certification.
40 Chief Reese noted this was the highest certification that could be achieved by a law
41 enforcement officer in the State of North Carolina. Chief Reese noted the extensive training,
42 and hours, and years of dedicated service required in order to obtain this certification. Chief

1 Reese was also pleased to announce the promotion of Senior Police Officer Biskup to the rank
2 of Sergeant to fill the vacancy created by the retirement of Sgt. Tim Long. Chief Reese noted
3 that during Tyler’s time with the department he had served as a Patrol Officer, Field Training
4 Officer, General Instructor, Firearms Instructor, and most recently as the department’s
5 Investigator. Chief Reese stated that Tyler had demonstrated a commitment to integrity,
6 service and professional development. Chief Reese had confidence that Sgt. Biskup would be
7 an excellent leader, mentor and supervisor for the department. Chief Reese noted that Tyler’s
8 father had been a Sergeant for the Key West Police Department, serving there for 20 years and
9 he had recently died from cancer. Chief Reese said he knew how much this was a goal for Tyler
10 and how much it meant for him to achieve this milestone in honor of his dad, and as a father
11 himself he couldn’t think of a better man to carry on the legacy of Sgt. Biskup. Chief Reese said
12 to Tyler that he had an overwhelming feeling on his heart to tell him “son, job well done”.
13

14 The Board and public applauded the achievements of both Senior Sergeant Mark Odom, and
15 Sergeant Tyler Biskup.
16

17 Chief Reese also noted for the Board that several of the awards tonight were a direct result of
18 the Police Officer Career Advancement Program (POCAP) that the Board approved 5 years ago.
19 Chief Reese said the goal of the program then was to implement a path of professional
20 development that would guide and benefit the officers and provide a return of the benefit for
21 the community by creating a more highly trained, diverse, and professional Police organization.
22 Chief Reese said he was extremely pleased with the results of the program, and the
23 accomplishments that the Board’s leadership through this program had achieved. Chief Reese
24 noted that at its inception the department had 3 officers that held Advanced Law Enforcement
25 Certifications, and 5 officer with Intermediate Law Enforcement Certifications, as of tonight he
26 could proudly report they now had 11 officers holding Advanced Law Enforcement
27 Certifications, and 14 officers holding Intermediate Certifications. Chief Reese said this was a
28 result of the Board’s commitment to the community and desire to ensure the services offered
29 by the Town were the best they could possibly provide for their citizens and he thanked the
30 Board for their support.
31

32 Mayor Barber thanked Chief Reese and noted they were blessed to have his leadership and the
33 officers of the department did an outstanding job, and thanked them for their service and
34 dedication to Emerald Isle.
35

36 **8. Proclamations / Public Announcements**

37
38 Mayor Barber noted the following announcements for the public:
39

- 40 • **American Red Cross Blood Drive – Friday, February 15 – 2-7pm – Community Center**
- 41 • **Golf Cart Advisory Committee – Tuesday, February 19 – 5:30 pm – Town Board**
- 42 • **Meeting Room**

- 1 • **Police Educating the Public (PEP) – Tuesday, February 19 – 10 am – Town Board**
- 2 **Meeting Room**
- 3 • **Dog Park Development Committee – Wednesday, February 20 – 3 pm – Community**
- 4 **Center**
- 5 • **Bicycle and Pedestrian Advisory Committee – Wednesday, February 20 – 9 am –**
- 6 **Community Center**
- 7 • **Planning Board Regular Meeting – Monday, February 25 – 6 pm – Town Board Meeting**
- 8 **Room**
- 9 • **Emerald Isle Garden Club Annual Fundraiser – February 27 – 1 – 4 pm – Community**
- 10 **Center**
- 11 • **Coffee With a Cop – Thursday, February 28 – 9 am – Village Market**
- 12 • **Golf Cart Safety Class – Saturday, March 2 – 10 am – Town Board Meeting Room**
- 13 • **Neighborhood Watch Committee Meeting – Tuesday, March 5 – 6 pm – Police**
- 14 **Conference Room**
- 15 • **Emerald Isle Job Fair – Wednesday, March 6 – 3-6 pm – Community Center**
- 16 • **Friday Free Flick – Friday, March 8 – 7 pm – Community Center**
- 17 • **Emerald Isle Sea Turtle Patrol Beach Clean UP – Saturday, March 9 – 10 am – WORA**
- 18 • **Fishing Tournament Executive Committee – Monday, March 11 – 3 pm – Town**
- 19 **Administration Building**
- 20 • **Board of Commissioners Regular Meeting – Tuesday, March 12 – 6 pm – Town Board**
- 21 **Meeting Room**
- 22 • **28th Annual Emerald Isle St. Patrick’s Festival – Saturday, March 16 – 9am – 6pm – EI**
- 23 **Plantation Shopping Center**
- 24 • **6th Annual Emerald Isle Marathon, Half-Marathon, & 5K – Saturday, March 30 – 7 am -**
- 25 **WORA**

26

27 **9. Public Comment**

28

29 **Brief Summary:**

30

31 The public will have the opportunity to address the Board about any items of concern not on the agenda. The

32 Mayor and Board welcome and appreciate all comments from the public, and will take these comments into

33 consideration as they make decisions on Town issues and provide direction to Town staff. Public comment is a time

34 for the Board to listen to the public's concerns and ideas, and is not intended for a lengthy dialogue or question

35 and answer session.

36

37 The Mayor, Board, and Town staff are happy to meet with any citizen during normal business hours or at any other

38 mutually agreeable time to discuss Town issues and answer any questions.

39

40 There were no comments from the public.

41

42

1 **10. Consent Agenda**

- 2
- 3 a. Tax Releases
- 4 b. Minutes – January 8, 2019 Regular Meeting
- 5 c. Amended Safety Policies
- 6

7 ***Motion was made by Commissioner Normile to approve the Items on the Consent Agenda.***

8 ***The Board voted unanimously 5-0 in favor. Motion carried.***

9

10 Clerks Note: A copy of all Consent Agenda items are incorporated herein by reference and hereby made a part of these

11 minutes.

12

13 **11. Ordinance Amending Chapter 6 – Development Standards – Of the Code of Ordinances**

14 **Regarding Parking Requirements in Village East, Village West, and Marina Village Zoning**

15 **Districts – (19-02-12/O1)**

16

- 17 a. Public Hearing
- 18 b. Consideration of Ordinance Amendment
- 19

20 Town Planner Josh Edmondson addressed the Board concerning this Agenda item. The

21 following excerpt from his memo to Interim Manager Martin is provided for additional

22 background:

23

24 Currently the UDO allows remote parking as a means to meet the required off-street parking standards for uses

25 that cannot be reasonably met on the site where the development occurs. The current UDO language is as follows:

26

27 If the off-street parking space required by this section cannot be reasonably provided on the same lot on

28 which the principal use is located, such space may be provided on any land within four hundred (400) feet of the

29 main entrance to such principal use, upon review by the Planning Board and approval by the Board of

30 Commissioners.

31

32 In the current CAMA Land Use Plan for Emerald Isle, there are many policies, goals and implementing actions that

33 support changes to the Town's parking and remote parking requirements in order to accomplish development

34 and redevelopment in the Village Districts. Below are several policies, goals, and implementing actions from the

35 LUP that staff feel supports this amendment:

36

37 The Town strongly encourages overall land use and development patterns that support retention of the

38 Emerald Isle's small-town character, its existing quality of development, and its family atmosphere

39 The Town strongly encourages development practices that preserve important environmental features,

40 provide a high quality living environment, address transportation needs, and emphasize compatibility with

41 neighboring residential areas

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1 The Town supports development of a more traditional “town center” that builds on development and
2 redevelopment of the existing business areas. These development and redevelopment efforts should focus
3 on providing a range of goods and services, serving both the year-round and transient population base,
4 while establishing a sustainable built environment that has the potential to support a range of uses. These
5 efforts align with the goal of preserving and enhancing Emerald Isle’s small town atmosphere. When
6 considering future developments within these portions of Town, the following should be considered during
7 design and approval phases of the project:

- 8 • The town center will encourage mixed uses such as retail services, restaurants, entertainment, and
9 residences.
- 10 • It will take advantage of the ocean beach and strive to provide easy pedestrian and bike
11 connections to surrounding neighborhoods and the sound.
- 12 • It will encourage interconnections between businesses and shopping centers that minimize the
13 need for trips on NC 58

14 The Town supports transportation improvements that enhance area access and travel within the region
15 without harming Emerald Isle’s “small town atmosphere.” These efforts shall include providing safe and
16 convenient access between ocean- and sound-side portions of the Town, as well as expansion of pedestrian
17 and bicycle transportation facilities

18 The Town will ensure that land use and development decisions and management of transportation facilities
19 complement and enhance each other

20 The Town will continue a comprehensive stormwater management program that controls the amount and
21 quality of stormwater in an effort to maintain and enhance water quality in the ocean, Bogue Sound, and
22 Archer’s Creek

23 Apply stormwater ordinances to new private development and significant redevelopment of existing
24 properties

25 The Town will ensure that its land use and development policies support the goal of maintaining and
26 enhancing water quality

27 Encourage innovative development techniques and review current development regulations to
28 identify opportunities to reduce impervious surfaces

29
30 All above policies, goals and implementing actions are found in Section 5 of the Land Use Plan. Furthermore, if
31 you review Section 4 Future Demands there are issues brought through the public survey and public input
32 meetings as being important. The issues relevant to our topic are as follows:

- 34 • Maintain the Town’s family-friendly atmosphere
- 35 • Limit development to single-family/duplex residential and mixed-use development patterns (as zoning
36 currently permits)
- 37 • Continue to promote and invest in the Town’s commercial core
- 38 • Support redevelopment of the three areas of Town zoned for mixed-use development
- 39 • Continue environmental protection efforts (through land development regulations)

40

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1 As the Town wishes to encourage mixed use development current parking regulations can be a prohibiting factor
2 for these developments in the Village Districts. A more traditional approach similar to parking in downtowns
3 would extremely benefit these developments. Considering all this, staff is proposing the following amendment
4 to the remote parking standard as found in the UDO (new language in red):
5

6 If the off-street parking space required by this section cannot be reasonably provided on the same lot
7 on which the principal use is located, such space may be provided on any land within four hundred (400) feet of
8 the main entrance to such principal use, upon review by the Planning Board and approval by the Board of
9 Commissioners. *In the Village East, Village West and Marina Village Zoning Districts, if the off street parking space
10 required by this section cannot be reasonably provided on the same lot on which the principal use is located, such
11 spaces may be provided by on-street parking spaces and/or facilities located within 200 feet of the principal use
12 upon review of the Planning Board and approval by the Board of Commissioners, based upon a determination by
13 the Board of Commissioners upon review of the application showing the location, design, cost, method of
14 construction and payment, and other details, that such placement is in the public interest and/or will assist in
15 economic development or provide access to nearby public facilities or attractions.*

16 The key to this amendment is that it will be left to the discretion of the Planning Board and Board of Commissioners
17 as to whether a development proposal needs to utilize on street parking as part of their project. The determining
18 factors of such placement will be is it in the public interest and/or will assist in economic development or provide
19 access to nearby public facilities or attractions. Staff feels there is a great need for this amendment to see the Village
20 Districts come together as envisioned. Without some change to the parking standards, the development outlined
21 in the Land Use Plan for these Districts may not happen.

22 The Planning Board forwards this to the Commissioners with a favorable recommendation stemming from their
23 January 2019 meeting. Attached to this memo is an ordinance amending Chapter 6 Development Standards more
24 specifically remote parking. I look forward to discussing this amendment with the Commissioners at their February
25 12, 2019 meeting.

26 Town Planner Josh Edmondson summarized for the Board and public the proposed ordinance
27 amendment as outlined in his memo above in detail. Town Planner Edmondson explained that
28 the amendment would allow on-street parking spaces and/or facilities located within 200 feet
29 of the principal use in the Village East, Village, West, and Marina Village Zoning Districts, if the
30 off-street parking required by this section could not be reasonably provided on the same lot on
31 which the principal use was located. Town Planner Edmondson felt this was highly supported
32 in the Land Use Plan as the Town encouraged mixed-use development patterns in these areas
33 specifically, that would address pedestrian access increasing walkability, creating a more
34 traditional town center in the village zoning areas, providing retail shops, restaurants. Town
35 Planner Edmondson felt this amendment accomplished what they wanted as it gave the Town
36 control and the opportunity as part of the approval process to determine whether on-street
37 parking as part of a project was acceptable or unacceptable.
38

39 ***Motion was made by Commissioner Messer to open the public hearing. The Board voted***
40 ***unanimously 5-0 in favor. Motion carried.***

1
2 Barry Hallock, 203 Fredeen Street, asked the Board to think about the situation in Swansboro
3 with its on-street public parking and the traffic congestion that caused. Mr. Hallock was also
4 concerned about the safety of the residents and tourists with parallel parking on streets the
5 visibility to traffic and felt with people going into the traffic pattern as they parked on the street
6 could create additional safety concerns. Mr. Hallock felt this would drastically affect Emerald
7 Isle and questioned whether the developer was taking advantage of using town streets for
8 parking versus some of the area being developed, did it allow for much larger development
9 because they didn't now have to plan for parking.

10
11 Bob Linder, 6803 Emerald Drive, asked where the boundaries were for Village East, West, and
12 Marina. Town Planner Josh Edmondson provided the boundary locations of the village zoning
13 areas for Mr. Linder. Mr. Linder agreed with Mr. Hallock's comments that the Board be careful
14 about creating a mess with this. Mr. Linder felt things could get overcrowded depending on
15 how this parking goes and reiterated that the Board be careful with this issue.

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

19
20 Town Planner Josh Edmondson addressed the valid concerns expressed noting the beauty of
21 the amendment was they could dictate where and how the parking would be allowed. Town
22 Planner Edmondson said if it was felt to be unsafe, the Board could just not approve it. Town
23 Planner Edmondson said this request would fall under the development review so if it was a
24 good opportunity with no safety issues the Board could approve moving forward with it and if
25 not the Board could state it was not a safe option, public or economic benefit and not allow.
26 Town Planner Edmondson said any approval of this remote parking option would be at the
27 discretion of the Board of Commissioners for each development.

28
29 Commissioner Messer confirmed this was not a blanket approval but would be determined on a
30 case-by-case basis.

31
32 Interim Town Manager Randy Martin added that this amendment did not lower the standard
33 for the developers parking requirements, but gave the Town flexibility to leverage investment
34 for the improvements rather than the Town having the responsibility of the infrastructure.
35 Interim Manager Martin said this allowed the flexibility on undeveloped right-of-way to be used
36 for public parking, and in this case for the development required parking but it left it to the
37 discretion of the Board, and more importantly required the developer to invest in the
38 infrastructure rather than the taxpayers.

39

1 Commissioner Messer said he didn't think this Board or any Board would approve anything that
2 would impede two-way traffic flow, agreeing with the example of Swansboro which was a
3 problem. Commissioner Messer said he didn't have a problem with anything that didn't
4 impede normal two-way traffic flow.

5
6 Commissioner Taylor asked if the parking would be free or paid, and if paid parking would it
7 benefit the owner of the adjacent land or would that money come back to the Town.

8
9 Interim Manager Martin said it would be part of the developers required parking so it would be
10 associated with the business and they wouldn't charge their own tenants for parking most
11 likely. Mr. Martin deferred to the Town Attorney to elaborate, but stated that the mechanism
12 by which this was being done kept the associated property right-of-way within the Town's
13 control, and didn't sell or give it away. Mr. Martin said if for whatever reason that
14 development went away and they weren't utilizing that property it was still in the hands of the
15 community, and would just become additional public parking. Town Attorney Richard Stanley
16 said the right-of-way remained public; the developer would have to state what uses they would
17 make of it and how they would use it subject to the Board's approval going in.

18
19 Town Planner Edmondson confirmed Commissioner Finch's question that any requests would
20 also go through the Planning Board. Commissioner Normile said he had always looked at the
21 UDO as the go-to rulebook and he liked that this would possibly put something in print.
22 Commissioner Normile noted that as Attorney Stanley had stated it had to go through the
23 Planning Board, and Board of Commissioners, with the Town maintaining control of that dirt so
24 to speak, fair rules for all that applied to all.

25
26 ***Motion was made by Commissioner Messer to approve the Ordinance Amending Chapter 6 –***
27 ***Development Standards – of the Unified Development Ordinance to Allow Remote Parking***
28 ***On-Street in the Village Districts. The Board voted unanimously 5-0 in favor. Motion carried.***

29
30 **Clerks Note: A copy of Ordinance Amendment 19-02-12/O1 is incorporated herein by reference and hereby made a part of**
31 **these minutes.**

32
33
34
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38
39

1 **12. Commercial Review – Transportation Impact Phase II**

2
3 Town Planner Josh Edmondson addressed the Board concerning this Agenda item. The
4 following excerpt from his memo to Interim Manager Martin is provided for additional
5 background:

6
7 We have received the Commercial Building to review for the Transportation Impact Phase II project. For this
8 review we look at the following features lighting, exterior color, decorative construction, outside wall facings and
9 building elevations/height.

10
11 First, let us discuss the proposed lighting. The building will have the same sconce type fixtures mounted on the
12 exterior wall as the existing building has. These are shown on the elevation pages and pictures of the lights have
13 been attached on the existing building for your review. There will also be can lights under the eaves and at the
14 trim/soffits over the doors, similar to the existing building (pictures also attached). Staff and the Planning Board
15 found the lighting to satisfy the requirements of the UDO

16
17 Second, let us look at the proposed exterior colors. As you can tell from the color elevation sheets, the new
18 addition will match the original building color scheme. The colors should meet the requirements to be of low
19 reflectance, subtle, neutral or earth tone colors. After review, staff and the Planning Board believes the proposed
20 exterior colors that match the existing structure comply with this requirement of the UDO.

21
22 Third, let us review the decorative construction and outside wall facings of the structure. As you review the
23 elevation sheets note this is a very sleek and classy building with no decorative features as outlined in the UDO.
24 Next, you will note the 20' visual break is accomplished using architectural design features such as windows,
25 building recesses, variation in building materials and colors. Please note that on the north building elevation there
26 is an area about midway through the new addition with a blank space on the 2nd and 3rd story outer walls. This
27 space between the small windows and the building offset is 19'10". On the first floor, the distance between the
28 window and building offset is greater than the required 20'. The Planning Board directed staff to work with the
29 architect to find a solution to this area but approved the overall design based on resolving this one issue. Staff has
30 contacted the architect who will be adding a window to match those on the above levels.

31
32 Overall, the Planning Board forwards the commercial review to the Commissioners with a favorable
33 recommendation. There are several items included with this memo to review as follows:

34
35 Color Elevation Sheets
36 Elevation Sheets 1/8" scale
37 Interior Building Layout by Floor
38 Pictures of the Existing Lighting

39
40 I look forward to discussing this with the Commissioners at their February 12, 2019 meeting.

41
42 Town Planner Josh Edmondson provided visuals and discussed with the Board the proposed
43 building lighting, elevations, and exterior colors proposed for the Transportation Impact Phase
44 II building for Board review. Town Planner Edmondson noted that the Board had reviewed and
45 approved the commercial site plan for this project at their January 8 meeting.

46
47 Mayor Barber asked for public comments. There were no comments from the public.

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Motion was made by Commissioner Finch to approve the building elevations, and exterior colors for the Transportation Impact Phase II building. The Board voted unanimously 5-0 in favor. Motion carried.

13. FY 2019-20 Budget

a. Public Hearing – Early Budget Input

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

Interim Town Manager Randy Martin noted this was the early opportunity for citizens to comment on any priorities for the Board and staff to consider in preparation for the upcoming budget cycle.

There were no comments from the public.

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

14. Presentation – Annual Financial Reports

a. June 30, 2018 Comprehensive Annual Financial Report

Finance Director Laura Rotchford addressed the Board concerning this Agenda item. The following excerpt from her memo to Interim Manager Martin is provided for additional background:

I am pleased to present the Comprehensive Annual Financial Report (CAFR) for the Fiscal Year Ended June 30, 2018. A copy of the CAFR is attached for your review. In addition to the presentation of the financial results to the Board of Commissioners we have also submitted a copy of the CAFR to the NC Local Government Commission for their review process. The CAFR is now available on the Town’s website, and we will submit a copy of the report to the Government Finance Officers Association for application to the Certificate of Achievement for Excellence in Financial Reporting award program.

This is the Town’s second year working with the staff at S. Preston Douglas and Associates, LLP of Lumberton, NC. Lee Grissom, CPA and his team continue to be very professional and timely in their work with the Town. They began their audit process in August, 2018, and continued to work with Town staff through email and phone communications to complete the project. S. Preston Douglas and Associates assist in the preparation of the financial statements in addition to the audit. Finalization of the audited report was delayed due to Town staff changing focus to recovery efforts resulting from the hurricane. However, a time-extension in filing our report was

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1 granted by the NC State Treasurer's office, as well as the Government Finance Officers Association's award
2 program. Lee and his team at S. Preston Douglas continue to be a pleasure to work with, and we look forward to
3 working with them again in future years.
4

5 The Audit was conducted in accordance with generally accepted auditing standards, which are standards contained
6 in *Government Auditing Standards*, issued by the Comptroller General of the United States. As in prior years we
7 have again, received an unmodified opinion (or a "clean opinion") from the auditors. As stated in the Auditor's
8 Report, the Town's financial statements for the fiscal year ended, June 30, 2018, "present fairly, in all material
9 respects..." Additionally, our auditors provided an opinion on each major grant received during the fiscal year.
10 Our auditor's reported the Town is in compliance with major State grant programs.
11

12 There are several financial highlights which can be found in the detail of the CAFR, and are briefly mentioned
13 below:
14

15 The Town had \$5,421,009 of both unrestricted and restricted cash and cash equivalents on hand as of June 30,
16 2018. The Town also had total net receivables of \$53,076 as of June 30, 2018. Additionally, a total of \$783,244
17 was due from other governments, which is primarily comprised of sales and utility taxes earned during the 4th
18 quarter.
19

20 The Town had total capital assets, net of depreciation of \$24,509,075 as of June 30, 2018. The bulk of these assets
21 are land, buildings, and other improvements in the community. During FY 2018 the Town acquired a 29.37 acre
22 tract of land for recreational purposes along with the inclusion of assets from Emerald Isle EMS, Inc. for the Town's
23 new EMS department, which added to the Town's overall capital assets on hand.
24

25 The Town's total liabilities as of June 30, 2018 were \$4,130,658. The recognition of pension liabilities account for
26 \$1,307,413 of this amount, whereas, accounts payable and accrued liabilities represent \$353,748. A total of
27 \$2,236,859 of this amount is the Town's outstanding loans as of June 30, 2018.
28

29 The Town reported net position of \$27,080,556 as of June 30, 2018. Total net position increased by \$3,916,457.
30 The overall increase is attributed to the annual increase to the Beach Nourishment Fund, through the collection of
31 special district property taxes held for the purpose of future beach renourishment, along with significant grant
32 funds and contribution for the acquisition of the 29.37 acre tract of land valued at \$3 million.
33

34 The Town had total revenues of \$11,147,763 across all funds during FY 2018. The Town had total expenditures of
35 \$10,731,765 across all funds during FY 2018, resulting in an overall increase in fund balance of \$1,015,998.
36 Additions to the Future Beach Nourishment's fund balance of \$765,766 are associated with reserve funds for
37 future beach nourishment activities, while a transfer from that fund to a new capital project for the Eastern
38 Emerald Isle Beach Renourishment project was established in the amount of \$1.15 million.
39

40 As of the close of the current fiscal year, the Town's governmental funds reported combined ending fund balances
41 of \$5,809,727, an increase in comparison to the prior year. Increases to fund balance were related the annual
42 increase in the Future Beach Nourishment Fund from the collection of special district property taxes held for the
43 purpose of future beach renourishment, along with a slight surplus in the General Fund.
44

45 The General Fund, the Town's primary annual operating fund, had total revenues of \$9,661,514 and total
46 expenditures of \$8,975,635 during FY 2018. After transfers to the Bicycle and Pedestrian Capital Project Fund
47 (\$7,400) and to the Future Beach Nourishment Fund of (\$450,000) the Town's General Fund balance increased by
48 \$229,686. The overall increase in the General Fund was primarily attributed to lower than anticipated
49 expenditures related to the creation of a new Town department for Emergency Medical Services, as opposed to a

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1 contracted service. Additionally, other savings in various departments as well as minor increases in development
2 permit fees and other revenues attributed to the increase.

3
4 As of June 30, 2018, the Town's General Fund had a total fund balance of \$2,409,074, of which \$1,494,682 is
5 classified as unassigned fund balance.

6
7 The total General Fund balance of \$2,409,074 is equal to 25.54% of total General Fund expenditures during FY
8 2018 (\$9,433,035, including transfers out). This percentage is up from the previous year (22.8%), due to two key
9 factors; 1) additional surplus in FY 2018 due to cost savings in the transition to a new EMS department along with
10 other departmental savings, and 2) a decrease in transfers out to capital projects during FY 2018 compared to the
11 prior fiscal year. Total General Fund balance represents 24.05% percent of the FY 18-19 adopted budget of
12 \$10,018,100 (including transfers out).

13
14 The total unassigned General Fund balance amount of \$1,494,682 is equal to 15.85% of total General Fund
15 expenditures during FY 2018 (\$9,433,035, including transfers out). Unassigned General Fund balance represents
16 14.92% of the FY 18-19 adopted budget of \$10,018,100 (including transfers out).

17
18 The Town's Future Beach Nourishment Fund had a year-end fund balance of \$2,120,793, as the Town collected
19 another year of special district property taxes that are reserved for future beach nourishment activities.
20 Additionally, the Town makes annual transfers from the General Fund to the Future Beach Nourishment Fund to
21 supplement tax receipts from the ocean front-inlet front special district.

22
23 The Town established a new Capital Project Fund from the reserves of the Future Beach Nourishment Fund,
24 transferring \$1,150,000 of the Future Beach Nourishment Fund Balance for a planned renourishment project
25 specific to approximately 3 miles of beach strand along the Eastern Emerald Isle Town limits. Work on the project
26 is planned to begin in FY 2019.

27
28 The Town's total loans outstanding at June 30, 2018 is \$2,236,859. This includes four (4) existing installment
29 purchase agreements. The Town's total outstanding debt is equal to approximately 0.08% of the Town's total
30 assessed valuation at June 30, 2018, which continues to remain a very low percentage.

31 I look forward to discussing the results of the financial statements with you further, and I am happy to answer any
32 questions you may have.

33 Mayor Barber stated that the Audit Committee comprised of Commissioner Messer, Taylor, and
34 himself met earlier in the day with Finance Director Laura Rotchford to conference call with the
35 audit firm. Mayor Barber said they received a great report from Laura and they had very
36 positive reaction from what they heard during the meeting.

37 Finance Director Rotchford noted the Town had received an unmodified "clean" opinion from
38 the audit firm of S. Preston Douglas & Associates CPAs with no findings or issues to report to
39 the committee. Finance Director Laura Rotchford provided a PowerPoint of the Comprehensive
40 Annual Financial Report highlighting the key financial points.

41 Commissioner Messer commented that during their Audit Committee meeting earlier in the day
42 the audit firm had nothing but praise for our financial situation and our staff, and they were
43 mighty proud of that.

1 ***Motion was made by Commissioner Messer to accept the June 30, 2018 Comprehensive***
2 ***Annual Financial Report. The Board voted unanimously 5-0 in favor. Motion carried.***

3 **15. Americans with Disability Act (ADA) Transition Plan Update and Policy Proposal**
4

5 Town Clerk Rhonda Ferebee addressed the Board concerning this Agenda item. The following
6 excerpt from her memo to Interim Manager Martin is provided for additional background:
7

8 The Town of Emerald Isle late last summer, along with 196 other municipalities, received correspondence from the
9 NC Department of Transportation's Office of Civil Rights regarding the requirement for the Town to implement an
10 ADA Transition Plan pursuant to the Code of Federal Regulation. Due to Hurricane Florence the State of North
11 Carolina delayed communication with municipalities over the implementation status allowing more time for this
12 process. Following Hurricane Florence additional reference materials and guidance for ADA best practices for
13 State and Local Governments was obtained in order to assist municipalities with compliance and based on the
14 direction provided the following three items are recommended immediately for the Board's consideration:

- 15 1. **Select and name an ADA Coordinator.** The ADA Coordinator is a key contact person who makes it easy for
16 the public to identify someone within the organization to help them with questions and concerns about
17 disability discrimination and that contact information must be readily available to the public. It was
18 recommended that I be named ADA Coordinator based on my position as Town Clerk as well as my role in
19 Human Resources. The development and implementation of the ADA Transition Plan will however
20 require the efforts and participation of all departments including a lead Transition Plan Coordinator to be
21 determined in the future.
22
- 23 2. **ADA Policy Statement.** A draft ADA Policy Statement modeled after the NCDOT's ADA policy statement is
24 provided for Board consideration. Recommendation is made for approval of this policy statement that
25 includes a general statement prohibiting the discrimination based on disability, defining disability and the
26 Town's commitment to providing reasonable accommodation, providing access to persons with
27 disabilities and ensuring communications with the disabled are as effective as communications with
28 others.
29
- 30 3. **Grievance Procedure.** Local governments with 50 or more employees are required to adopt and publish
31 procedures for resolving grievances arising under Title II of the ADA. These procedures provide a system
32 for resolving complaints of disability discrimination in a prompt and fair manner. The ADA does not
33 require the Town to take any action that would fundamentally alter the nature of its programs or services
34 or impose an undue financial or administrative burden.

35 Following the adoption of the policy statement, grievance procedures, and the naming of the ADA Coordinator, the
36 Town would need to begin the self-evaluation process in order to develop the Town's ADA Transition Plan.
37 Attached is a rough draft of the self-evaluation form as provided by the NCDOT Office of Civil Rights that begins a
38 very preliminary start to the process. The purpose and scope of the self-evaluation is to identify barriers in
39 programs and activities that would prevent persons with disabilities from access, and includes evaluation of
40 policies and practices. As the Town begins the self-evaluation and development of its ADA Transition Plan it should
41 be noted that it may be determined that in addition to town staff the need for private consultants / contractors

1 may be required when reviewing and identifying modifications that may be found to be necessary in order to make
2 facilities accessible to persons with disabilities.

3 Copies of ADA related correspondence and informational material is included in your packets for reference as well.

4 In order for the Town to take the first step in the ADA Transition Plan implementation and become fully compliant,
5 it is recommended that these first actions be approved.

6 We appreciate your consideration of this matter, and will be glad to answer any questions.

7 Town Clerk Rhonda Ferebee summarized for the Board the Americans with Disability Act (ADA)
8 Transition Plan Update and Policy Proposal. Town Clerk Ferebee stated that compliance was
9 required of all local governments with 50 or more employees that did business with the North
10 Carolina Department of Transportation and recommended the following first items for the
11 Board's consideration and approval in order to move the Town toward becoming fully
12 compliant with this requirement.

13 - Select and name an ADA Coordinator

14 - Adopt an ADA Policy Statement

15 - Adopt a Grievance Procedures

16

17 ***Motion was made by Commissioner Taylor to adopt the ADA Policy Statement Grievance***
18 ***Procedure, and name Town Clerk Rhonda Ferebee as ADA Coordinator. The Board voted***
19 ***unanimously 5-0 in favor. Motion carried.***

20

21 **16. Appointments**

22

23 **a. Planning Board – 4 Vacancies**

24

25 **Brief Summary:** The terms of members Ty Cannon, Susan Monette, Paul Schwartz, and Ken Sullivan all expire in
26 March 2019, and the Board should appoint 4 individuals to serve new 2-year terms that will expire in March 2021.
27 All 4 individuals have expressed interest in being reappointed to the Planning Board.

28 ***Motion was made by Commissioner Messer to reappoint Ty Cannon, Susan Monette, Paul***
29 ***Schwartz, and Ken Sullivan to serve new two year terms that will expire in March 2021. The***
30 ***Board voted unanimously 5-0 in favor. Motion carried.***

31 **17. Comments from Town Clerk, Town Attorney and Interim Town Manager**

32

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

34

35 Interim Town Manager Randy Martin stated that he had submitted his comments to the Board
36 in writing and wouldn't read them unless the Board had questions, and those comments were
37 also on the Town's website.

1
2 The following is an excerpt from the Interim Town Manager Comments memo to the Board
3 providing additional background information for all items of importance:

4 After three months on the job, I offer this report on activities and updates through the end of January, 2019.
5 Enclosed for your review are the monthly departmental reports and supporting statistical information.

6 As indicated in my most recent edition of the Town's newsletter which was released on 2/1/19 and which has now
7 been posted on the website, much progress has been made on municipal priorities since last report. I provided
8 updates on continuing storm recovery efforts, the upcoming beach nourishment project, the Town Manager
9 recruitment process and budget development efforts for FY 2019-2020.

10 I continue to receive very positive feedback from citizens, businesses and other interested parties in response to
11 these newsletter publications and other distributed communications. Of course a high priority for the administration
12 at this time is completing preparations for the upcoming Board budget/goal planning work session on February 18th.
13 I appreciate the feedback I have received from the staff and from members of the Board on items of interest. I
14 anticipate this being an informative and productive meeting and I applaud your willingness to commit your time to
15 this worthy endeavor.

16 Having reviewed previous Emerald Isle work session documents and having had a variety of experiences with other
17 elected boards in facilitating these type meetings, I am excited about the opportunity. That said, the approach
18 planned will vary to some extent from the format of prior years, but I believe it will be effective and achieve the
19 desired results to provide feedback and guidance to the administration in planning for the upcoming budget cycle
20 and in the years that follow.

21 In terms of other items of interest to report, I continued to attend meetings and events to represent Emerald Isle's
22 interest locally and regionally during the past month. The following are highlights: attended the Carteret County
23 Board of Commissioners meeting at which they approved the beach project funding recommendation allowing the
24 project to proceed; continued individual meetings with department heads to enhance my "EI" knowledge, tour
25 facilities and to discuss future budget needs and other departmental priorities; met with the Planning Board, Golf
26 Cart Advisory Committee, Bike & Pedestrian Advisory Committee, Dog Park Advisory Committee and Fishing
27 Tournament Committee; participated in the NCDOT Highway 24 Corridor Study Stakeholders Committee kickoff
28 meeting; attended with the Mayor the Swansboro Manager reception, the Emerald Isle Business Association
29 monthly meeting and the reopening event for Mac Daddy's of Cape Carteret; participated in the employee OSHA
30 safety training class; attended the Beach Nourishment Project pre-construction meeting with engineers,
31 contractors, municipal officials and environmental permitting agencies; attended the N.C. League of Municipalities
32 sponsored broadband meeting in Jacksonville; and, attended the N.C. City & County Managers Association winter
33 conference in Winston-Salem.

34 I may have other updates which I will share at the meeting. I continue to appreciate the opportunity to serve.
35

36 **18. Comments from Board of Commissioners and Mayor**

37
38 Commissioner Taylor thanked Laura again for her hard work. Commissioner Taylor stated that
39 at least five times during the Audit Committee meeting the gentleman who performed the
40 audit complimented Laura on her work, and he thought it was amazing the numbers she put
41 together for the Town, and wanted to say great job.
42

1 Commissioner Normile mentioned that often when he stopped in Town Hall after 6 or 7 at night
2 there was always one person in there beating on a calculator – not naming any names – but he
3 certainly appreciated that person.

4
5 Mayor Barber agreed that he often saw Laura working late at night and appreciated her hard
6 work.

7

8 **19. Adjourn**

9

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

12 ***The meeting was adjourned at 7:05 pm.***

13 Respectfully submitted:

14

15

16

17 Rhonda C. Ferebee, CMC, NCCMC

18 Town Clerk