

# Board of Commissioners

Tuesday, July 9, 2024

Board of Commissioners Meeting

Tuesday, July 9, 2024 - 6:00 PM

2nd Tuesday of each month

7500 Emerald Drive

Emerald Isle, NC 28594

1. Call to Order

Jason Holland, Mayor

2. Roll Call

Jennifer Welborn, Town Clerk

3. Opening Prayer

4. Pledge of Allegiance

5. Adoption of Agenda **5-0 Approved**

Jason Holland, Mayor

6. Consider the Appointment of an Interim Town Attorney **5-0 Approved Tim Carraway**

Board of Commissioners

7. Employee Recognition(s)

a. Emerald Isle Awarded Certificate of Achievement for Excellence in Financial Reporting

Matt Zapp, Town Manager

b. David Ketchum - 20 Years of Service

Michael Panzarella, Chief of Police

8. Proclamations / Public Announcements

a. Public Announcements

b. FY 24-25 Budget Video

9. Public Comment - Limited to three minutes per person **5 Public Comments**

Jason Holland, Mayor

10. Department Update(s)

a. Parks & Recreation Department

Candace Dooley, Parks & Rec Director

1. Tennis Courts

2. Native Plants Project and Video

Ryan Gaster, Parks & Rec

3. Emerald Isle Woods Kayak Launch

- 4. Restroom Rehabilitation
- 5. Bike Path Repairs
- 6. Summer Camps
- 7. Emerald Fest 2024
- b. Public Works Department

Joe Smith, Public Works Director

- 1. New Knuckleboom Truck
- 2. Beach Updates: Memorial Weekend, June and 4th of July
- 3. Significant Accomplishments and Staffing Report
- 4. Emerald Isle Woods Bridge Projects
- 5. Doe Drive Three Phase Improvements
- 6. Upcoming Projects

11. Consent Agenda **3-2 Approved**

Jason Holland, Mayor

- a. Minutes - Special Meeting June 19, 2024
- b. Minutes - Board of Commissioners Meeting June 11, 2024
- c. 2024 Tax Levy & Collections
- d. Authorize Installment Purchase Financing – 2024 Mack/Knuckleboom Truck
- e. Authorize Prepositioned Agreements for Phase II – Disaster Debris Removal
- f. Authorize Prepositioned Agreement for Monitoring Services – Disaster Debris Removal

12. Public Hearing - Unified Development Ordinance: Sidewalk Dining **5-0 Approved**  
**No Public Comments**

Chris Seaberg, Planning Director

13. Beach Access Walkways Bids

- a. Beach Access Walkways Labor Contract **5-0 Approved**

Matt Zapp, Town Manager

- b. Beach Access Walkways Materials Award **5-0 Approved**

Matt Zapp, Town Manager

- 1. Bids due July 9, 2024 at 11:00 AM
- 2. Material bids will be made available at the Board of Commissioners meeting.

14. Engineering Contract for Services Related to the Lands End Dune Infiltration Project (FEMA 428) **5-0 Approved**

Matt Zapp, Town Manager

- a. Request for Authorization to contract with Summit Engineering

15. Employee Birthdays - 8 Hours of PTO for Full-time Employees **Tabled for a later date 5-0**

Mark Taylor, Commissioner

16. Closed Session Pursuant to NCGS §143-318.11

Board of Commissioners

- a. (a)(3) Consult with Attorney to Discuss Pending Litigation
- b. (a)(6) Discuss Personnel (Town Attorney)

17. Consider the Appointment of a New Town Attorney **Closed Session Interviews to take place 7/29** Board of Commissioners
18. Comments from Town Clerk, Interim Town Attorney and Town Manager
19. Comments from Board of Commissioners and Mayor
20. Adjournment

**NOTE: These are not official or draft minutes.  
Official minutes will be produced, reviewed, and approved  
at the next open public Board of Commissioners meeting.**