

**TOWN OF OCEAN ISLE BEACH
THREE WEST THIRD STREET
OCEAN ISLE BEACH, NC 28469**

**BOARD OF COMMISSIONERS MEETING
March 9, 2016
MINUTES**

MEMBERS PRESENT:

Mayor Debbie Smith
Commissioner Betty Williamson
Commissioner D.B. Grantham
Mike Isenberg, Town Attorney

Mayor Pro Tem Dean Walters
Commissioner Wayne Rowell
Daisy Ivey, Town Administrator
Casey Reeves, Town Clerk

MEMBERS ABSENT:

Commissioner Bob Williams

OTHERS PRESENT:

Approximately 30 Property Owners and Guests
Clay Matthews and Dan Weeks – Paramounte Engineering, Inc.
Keith Duncan – RediRock Bulkhead Designs
Brian Slattery – Brunswick Beacon

MEETING CALLED TO ORDER

Mayor Smith called the meeting to order with everyone repeating the Lord's Prayer and pledging allegiance to the flag.

SPECIAL RECOGNITION BY MAYOR

Mayor Smith recognized Carol Kauffman for 12 years of service as a member of the Recreation Advisory Board, Robin Farmer/Accounting Services Supervisor for 15 years of dedicated employment with the Town, and Daisy Ivey/Town Administrator & Finance Officer for 25 years of dedicated employment with the Town.

CONSENT AGENDA

The consent agenda included approval of minutes of February 8, 2016 Open Forum Meeting and February 9, 2016 Board of Commissioners Meeting. The consent agenda was unanimously approved upon a motion of Commissioner Williamson with a second by Commissioner Rowell.

ADOPTION OF AGENDA

The agenda was approved upon a motion of Mayor Pro Tem Walters with a second by Commissioner Williamson with an amendment to remove New Business Item #5 at the request of the event facilitator and an amendment to revise Agenda Item J to read as *Recess to Reconvene on Thursday, March 10th, 2016 at 9:00am*. The vote to accept the amended agenda was unanimous.

DEPARTMENTAL REPORTS

1. Administration – Mrs. Ivey presented the financial dashboard indicating an increase in cash and investments over the same period last year with a notable revenue percentage of 5% in ABC revenue. Mrs. Ivey indicated that as of February 2016 we were at a tax collection rate of 92.78%. Currently there is approximately \$249,665 outstanding for 2015 taxes and \$1,368 for the years 2012-2014. Mrs. Ivey also noted that Accommodation tax showed an increase of 6.79% last month overall and General Fund expenditures were at 59%. Mrs. Ivey reported that the Town is in the process of obtaining the required additional easements needed in conjunction with the Terminal Groin project. Mrs. Ivey stated the Town has received a letter of concurrence from the National Marine Fisheries Service for the Terminal Groin Project. Mrs. Ivey explained the significance of this milestone and stated that the Town is now waiting for the release of final Environmental Impact Study from the Corps of Engineers. Mrs. Ivey continued that once the EIS is received the Town will submit the CAMA application and the 150 day review process will begin. Mrs. Ivey reported that the final Biological Opinion for the SDI-5 Project has been processed. Mayor Smith reiterated the significance of progress being made in the Terminal Groin and SDI-5 Projects.
2. Police Department – Chief Ken Bellamy stated the calls to the department were down 33% and arrests were down 50%. Chief Bellamy noted an increase of 46% in citations and 120% in warning citations. Chief Bellamy stated that the Police Department completed 172 hours of training during the past month.
3. Fire Department – Chief Yoho reported during the month of January the Department completed 632 hours of training and 26 inspections were performed. Chief Yoho stated the Department received a total of 52 calls which was a 10% decrease over the same time last year. Chief Yoho reported 2 new volunteers had joined the Fire Department, one of which is currently participating in EMT training.
4. Public Utilities – Mr. Bobby Hardy reported that the Department is continuing to address flooding issues resulting from above average rainfall amounts and plan to complete the installation of *duck bills* on storm drains as soon as possible. Additional storm water projects are scheduled to begin pending conducive weather conditions and required easements. Mr. Hardy commented that over 8 inches of rain has been recorded in 2016 thus far. Mr. Hardy reported the Sewer Department had recently completed cleaning 11,000 feet of main sewer line. Mr. Hardy continued that the department was in the process of completing their Local Water Supply Plan and currently conducting Stage 2 Water Testing. Mayor Smith noted how much work is involved with making sure our utilities function smoothly and efficiently on the island and extended her gratitude to the Mr. Hardy and the Public Utilities Department for their efforts.

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5. Planning and Zoning – Mr. Justin Whiteside announced the opening of a new commercial business (Weigh Loss Clinic) in the Oceanside Landing shopping center at 120 Causeway Drive. Mr. Whiteside noted that a photograph of a recently installed RediRock Bulkhead on Monroe Street was provided for review. Mayor Pro Tem Walters asked how the cost of the RediRock design compared to cost of installing vinyl or wood bulkheads. RediRock representative, Keith Duncan reported that the cost is similar, and in some cases less-expensive. Mr. Duncan commented that installation varies between two (2) – seven (7) days depending on the tides.
6. Building Inspections – Mr. Dycus reported permits had been issued for two (2) new single-family residential homes in the Town limits and three (3) new single family residential homes in the ETJ. Mr. Dycus reported a total of 90 permits with a construction valuation of \$2,478,168.00 were issued during the month of February 2016.

COMMENTS

Being no comment was heard, Mayor Smith declared the Public Comments Section closed.

OLD BUSINESS

1. Mayor Smith stated the first item of old business was the Discussion of Milliken Properties Limited Partnership Voluntary Request for Contiguous Annexation. Mrs. Ivey stated that the Town Clerk had submitted the required Certificate of Sufficiency and requested Board approval for the Resolution Fixing Date of Public Hearing on Question of Annexation. Mayor Pro Tem Walters made a motion to set the date of Public Hearing for April 12th at 8:45am. The motion received a second from Commissioner Williamson and the Board voted unanimously to approve the motion.
2. Mayor Smith stated the second item of old business was the Discussion and Revision of Preliminary Master Land Use Plan for Waterway Cove – Phase 3, Section 2. Mr. Whiteside stated that the plan has received approval from the Planning Board with the conditional that the 25 foot buffer zone/required set-back remain in the ownership of the HOA or Developer. Mr. Whiteside continued that in order to comply with the Planning Board's intent, the Developer has added notes to both the restrictive covenants and the preliminary plat for recordation as follows: (8) No building or structure shall be closer than 25 feet from any project or tract property line and (9) all lots shall be accessed from within the development. No driveway access shall be permitted off Waterway Drive. Mr. Whiteside stated that the recordation notes on the plat would further ensure the Town's ability to enforce pre-existing zoning ordinances regarding these set-backs. Mayor Pro Tem Walters made a motion to approve the Preliminary Master Use Plan. The motion received a second from Commissioner Rowell. The vote was unanimous.

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NEW BUSINESS

1. Mayor Smith stated the first item of new business was the Discussion and Approval of Final Master Land Use Plan for Waterway Cove – Phase 3, Section 1. Mr. Whiteside stated that staff recommends approval of the Final Plan contingent upon the same conditions required for the Preliminary plat approval for Waterway Cove – Phase 3, Section 2 (Old Business Item #2). Mr. Whiteside stated approval is contingent upon the signing of the Developer’s agreement including a cash deposit to cover the completion of improvements for Section One (1) within stated timeframe of one (1) year and the recordation of amended covenants and plat. Commissioner Rowell made a motion to approve the plan with contingencies as stated and the motion received a second from Commissioner Williamson. The vote was unanimous.
2. Mayor Smith stated the next item of new business was the Discussion and Approval of Construction Contract for Replacement of Leland Street Beach Access. Mrs. Ivey stated that upon review of received bids, the lowest bidder was Coleman Design Build, LLC in the amount of \$24,478. Mrs. Ivey continued that The Town has been awarded a grant for 75% of the total cost of this project. Discussion regarding whether the estimated 3-week construction period should begin prior to the Easter holiday or postponed until afterwards was held among the Board members and Mayor Smith. A motion was made by Mayor Pro Tem Walters to award the contract to Colman Design Build, LLC and to begin construction immediately. The motion received a second from Commissioner Grantham and the vote was unanimous.
3. Mayor Smith stated the next item of new business was the Discussion and Review of Request from BEMC to Install Electric Vehicle Charger. Mrs. Ivey explained Brunswick Electric Membership Corporation has submitted a request to install an Electric Vehicle Charging Station at the Monroe Street Beach Access which will occupy one parking space. Mrs. Ivey continued that the parking space will likely require a lease agreement allocating the parking space for BEMC use and the charger, with signage and installation will be provided at no cost to the Town. Mrs. Ivey noted that the electricity being provided free of charge for 1-2 years after which the cost will defer to the consumer. Mrs. Ivey informed the Board that BEMC will assume all responsibility for the maintenance of the charger and signage. Commissioner Rowell made a motion to approve the request and received a second from Commissioner Grantham. The vote was unanimous.
4. Mayor Smith stated the next item of new business was the Discussion and Approval of the Ocean Isle Inshore Challenge to be held at Ocean Isle Fishing Center on June 3rd-4th, 2016 between the hours of 2-8pm (June 3rd) and 1-6pm on (June 4th). Mayor Pro Tem Walters made a motion to approve the activity. The motion received a second from Commissioner Williamson. The vote was unanimous.

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5. Mayor Smith stated the next item of new business was the Discussion and Approval of the 2016 OIB Charity Poker Tournament to benefit Relay for Life. Mayor Smith noted the tournament will be held on Saturday, April 16th, 2016 at Victoria's Crab Shack (125 Causeway Drive) between the hours of 12-9pm. Mayor Smith continued that the host is requesting waiver of permit fee due to non-profit status. Commissioner Williamson made a motion to approve the activity and waive permit fee. The motion received a second from Commissioner Rowell. The vote was unanimous.
6. Mayor Smith stated the next item of new business was the Discussion Regarding Disaster Debris Management and Monitoring RFP's. Mrs. Ivey explained that due to regulatory changes with FEMA and NC Dept of Public Safety, Brunswick County has decided to implement multi-jurisdictional disaster debris management and monitoring contracts where each participating municipality would be signatory. Mrs. Ivey continued that this would allow each municipality to activate these contracts individually. Mrs. Ivey explained that the County is preparing Request for Proposals for both the management and monitoring contracts and requests that each municipality that wants to participate to respond by March 18th. Mrs. Ivey noted that prior to this change, the Town participated in an inter-local agreement with the County to "piggy back" on the County's disaster debris management and monitoring contracts. Mrs. Ivey stated staff recommends the Town participate rather than bidding the contracts out individually. Commissioner Grantham made a motion to approve the agreement. The motion received a second from Commissioner Rowell. The vote was unanimous.
7. Mayor Smith stated the next item of new business was the Discussion of Work Authorization for Professional Services Regarding Runway 24 Protection Zone Land Acquisition and Preliminary Engineering. Mrs. Ivey explained Talbert & Bright Engineering Firm has provided a work authorization in the amount of \$69,370.00 to perform preliminary engineering for this project pending the Board's approval. Mrs. Ivey informed the Board that this expenditure is grant reimbursable with the Town responsible for 10%. Mrs. Ivey noted that in addition to grants, the County provides financial support to the Town to assist in funding airport related projects. Commissioner Williamson made a motion to approve the agreement. The motion received a second from Commissioner Grantham. The vote was unanimous.
8. Mayor Smith introduced the final item of new business as the Discussion and Approval of Resolution to Submit Land-Use Plan Grant Application. Mr. Dycus explained that the previous CAMA Land Use Plan was adopted in 2009 and asked the Board to consider approval of Resolution to submit CAMA Land Use Plan Grant Application to NC Division of Coastal Management in the amount of \$15,000.00. Mr Dycus continued that if approved, the Town would agree to match the grant with a

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contribution of cash and in-kind services totaling \$20,000.00 for a total project cost of \$35,000.00. Mr. Dycus noted the goal of the Land-Use Plan Update is to balance the protection of natural resources and fragile areas with economic development. Commissioner Rowell made a motion to approve the resolution and submission of grant application and received a second from Commissioner Williamson. The vote was unanimous.

EXECUTIVE SESSION

The Board recessed to executive session upon approval of a motion by Mayor Pro Tem Walters, seconded by Commissioner Rowell. The vote was unanimous. Mayor Smith stated an Executive Session was necessary in order to approve minutes of the February 9, 2016 Executive Session as per G.S. 143-318.11 (1), to consult with the Town Attorney regarding pending legal issues (Jackson/Hill Aviation) as per GS 143-318.11 (3), and to discuss Condemnation Mediation per GS 143.318.11 (3) with Town Attorney.

The Board returned to regular session upon a motion of Commissioner Williamson with a second by Commissioner Rowell. The vote was unanimous. Mayor Smith stated during executive session the Board unanimously adopted the minutes of the February 9, 2016 Executive Session upon a motion of Mayor Pro Tem Walters with a second by Commissioner Rowell. Mayor Smith stated during Executive Session the Board discussed legal matters with Town's Attorney involving Jackson/Hill Aviation as well as the condemnation proceedings

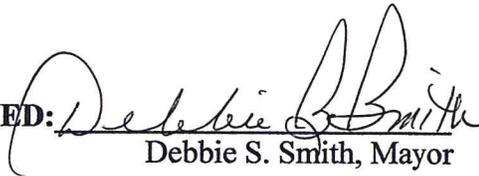
RECESS TO RECONVENE

Being no additional business was heard, Mayor Pro Tem Walters made a motion to recess to reconvene for a budget workshop on March 10, 2016 at 9:00am. Upon a second from Commissioner Williamson, the vote was unanimous in approval

DATED: _____

4/12/16

SIGNED: _____


Debbie S. Smith, Mayor

(SEAL)



ATTEST: _____


Casey E. Reeves, Town Clerk