

**TOWN OF PINE KNOLL SHORES**  
**BOARD OF COMMISSIONERS**  
REGULAR MONTHLY MEETING (RETREAT)  
February 13th and 14th, 2025  
9:00am

**Call to Order and Pledge of Allegiance**

Mayor John Brodman called the February 13, 2025, Offsite Meeting of the Pine Knoll Shores Board of Commissioners to order at 9 AM at the Trinity Center Beach House and led the Pledge of Allegiance. Also present for the meeting were Commissioners, Bill Knecht, Robert Cox, Alicia Durham, John Ferguson, and Devan Barbour; Town Manager Julie Anderson; Assistant Town Manager and Police Chief Ryan Thompson, Public Services Director Sonny Cunningham; Planning Administrator Charles Rocci, Deputy Finance Director Arrington Brafford, Fire/EMS Captain Chad Mann, Fire/EMS Captain Brooks Graham, Fire/EMS Paramedic Jerry Bowden, Fire/EMS Paramedic Jeremy Misenhelder and Town Clerk Missy Shine were also present.

**Public Comment:**

*Arthur Stadiem 124 Beechwood Drive* - I appreciate the Chief of Police recommending the change to the ordinance concerning the parking of vehicles within the right of way in public streets in Pine Knoll Shores. While I like many of the changes that are requested, there is one change that I think should be made to help relieve the number of requests that would flood the Chief's office during holiday weeks. My family comes usually for 7 days during Memorial Day, Fourth of July and Labor Day with a week here and there during the summer. Please consider extending the time period to one week rather than the 5-day limit suggested in the recommended action. Our town is a small community, common sense should help determine the allowances rather than cut and dry rules that are a hardship to citizens.

*Greg LoStracco 134 Hawthorne Drive* – I would like to express my opposition to sections (d) and (e) of the proposed revision of Ordinance 50-5 Right-of-Way parking. Specifically, I am opposed to trailers and recreational vehicles not being able to be parked on the right-of-way during daylight hours. If a friend or relative traveling in an EV wants to park off the street in front of my house for the day, I think this should be allowed. Our driveway was designed to minimize tree and dune disturbance and is not easy to navigate with an RV or trailer, so allowing non-overnight parking in the right-of-way is helpful and I'm opposed to the elimination of this allowance in the proposed ordinance revision. I'm not opposed to the proposed removal of the restriction on overnight motor vehicle parking. Thank you for considering my perspective on this issue.

**Review of Last Year's Accomplishments**

Mayor Brodman mentioned several of last year's accomplishments including the Garden Club's 50<sup>th</sup> Anniversary Bash, the renaming of Town Hall to the A.C. Hall Municipal Building, the approval of the Unified Development Ordinance, and a new website. A full list of accomplishments is attached within these minutes.

**Commissioner Assignments**

See the commissioner assignment chart attached within these minutes.

## **Manager and Commissioner Topics**

Town Manager Julie Anderson presented a set of discussion topics the board will need to address this year. Those items included Senate Bill 382- Rezoning, Board/Committee Term Limits, Code of Ethics Update, Investment of Idle Funds, Town Manager Goals, and Key Actions for Staff in 2025.

### **Senate Bill 382 - Down-Zoning**

Planning Administrator, Charlie Rocci updated the Board on a way to move forward with the passing of this legislation. He suggested a resolution in support of HB24 which will be supportive of local municipal governments making their own zoning decisions based on the will of the voters that elected them. Commissioner Durham made a motion to approve the resolution as amended with a second by Commissioner Knecht and passed unanimously.

### **Fire Department – Manning Levels**

Town Manager Julie Anderson gave an overview of Fire Department manning requirements. The Town has been working diligently to recruit fire volunteers, but it has become difficult because it requires a lot of time, training and effort. For many years the understanding was that the 15-person roster could not include part-time employees. Volunteers and part-time employees can be counted toward the roster if they have 12 hours of training in our department. Currently, we have 28 people on our roster which includes full-time, part-time and volunteers. While volunteers are becoming scarce in the fire world, we always welcome and encourage them to share their valuable experience with us.

### **OSHA Draft Regulation Changes**

This draft standard would impact small departments drastically. Two sets of turnout gear would be required, separate lockers, and a special off-site area to wash trucks. Town Manager, Julie Anderson reached out to OSHA and this item has been put on hold. The response from the public comment period was vast as small departments would be financially crippled. Mayor Broman agreed to send a letter to Representative Greg Murphy expressing opposition to this standard.

### **Board/Committee Term Limits**

There have been several vacancies on numerous boards this past year. This topic was discussed during a Planning Board meeting as well and it was decided to keep things the way they are. Discussion was had regarding possibly limiting the number of boards one person can be on at one time. Planning Administrator, Charlie Rocci suggested that this issue be taken up on a case-by-case basis. Commissioner Durham suggested the mayor go to a four-year term. Mayor Brodman personally feels many people would not want to commit to more than two years.

### **Code of Ethics Update**

Commissioner Ferguson presented a re-write of the Code of Ethics. It has been reviewed by Town Attorney Neil Whitford and will be added to the re-write of the Employee Handbook. The admin committee will continue the work from 2024 to make sure the employee handbook revision is completed in 2025.

### **Right of Way Parking Ordinance**

Police Chief Ryan Thompson is recommending the removal of hours restrictions and allowing motor vehicles to be parked on the right-of-way overnight. As our Town continues to grow, parking needs continue to increase with limited to no other parking options available. Chief Thompson also recommended prohibiting utility trailers, boat trailers and recreational vehicles (RV'S) at all times in the right-of-way. The revised ordinance presented has been reviewed and approved by the Town Attorney. Chief Thompson is going to make a few recommended changes, and this will be discussed again at the March Board of Commissioners meeting.

### **Volunteer Recognition Event**

Town Manager, Julie Anderson, discussed National Volunteer week in April and suggested moving the volunteer recognition event held in December to April. Many other activities go on in December and it would give more options on what kind of party could be held for volunteers. It was also discussed to move the Ken Jones Public Service Award Recognition to the same event. It was agreed upon to move both the volunteer recognition event and the Ken Jones Public Service Award to April.

### **Town Manager Goals**

The Board discussed the Town Manager goals for the upcoming year. A finalized copy of the Town Manager Goals for 2025 is attached within these minutes.

### **Key Actions for Staff in 2025**

Town Manager Julie Anderson discussed key actions for staff in 2025. A finalized copy of Key Actions for Staff in 2025 is attached within these minutes.

### **Committee Reports**

Committee	Committee Spokesperson	Topics Reported
Shoreline	Editor Price	Janie Price, Editor for the Shoreline noted that the publication process is working well and that contributors are meeting deadlines. Unfortunately, the Carteret County News-Times now prints The Shoreline in Greenville, causing a loss of control over when its actually sent out.

Council on Successful Aging	Chair Schersching	<p>Cindy Schersching, the Chair of the Council on Successful Aging, discussed the council's vision and purpose, along with key accomplishments for 2024. These include opportunities for socialization, referral lists for key needs, forums, and education. The Council on Successful Aging meets the second Tuesday of the month at 10:30 in the Betty Carr Boardroom at the A.C. Hall Municipal Building. More information regarding the Council on Successful aging can be found at <a href="https://pkscouncilonaging.com/">https://pkscouncilonaging.com/</a>.</p>
Planning Board	Chair Payne	<p>Paul Payne, the Chair of the Planning Board, discussed the passing of the Unified Development Ordinance and the Roosevelt Reserve Subdivision. The Board will collaborate with Planning Administrator, Charles Rocci, on revising the Cama Land Use Plan. After more than 15 years of service, Paul Payne is retiring as Planning Board Chair. Mayor Brodman thanked him for his dedication, and the board unanimously appointed David Triplett as the new Chair. The Planning Board meets on the 4<sup>th</sup> Tuesday of the month at 5 pm in the Betty Carr Boardroom at the A.C. Hall Municipal Building. Commissioner Durham made a motion to appoint David Triplett as the Chair of the Planning Board with a second from Commissioner Cox and passed unanimously.</p>

Strategic Planning Committee	Chair Biddle	<p>Jeanne Biddle, Chair of the Strategic Planning Committee, introduced the committee's latest community outreach project. Members are working with stakeholder groups to present a new version of the Strategic Plan, actively seeking feedback to identify any gaps. The committee is ensuring that no stone is left unturned when addressing the strategic concerns. In 2025, speakers from around the county will provide input on the Strategic Plan. The newest version of the Strategic Plan which was adopted by the Commissioners can be found at <a href="http://townofpks.com/strategicplan">townofpks.com/strategicplan</a>. The Strategic Planning Committee meets on the 2<sup>nd</sup> Wednesday of the month at 3 pm in the Betty Carr Boardroom at the A.C. Hall Municipal Building.</p> <p>Commissioner Knecht made a motion to keep Jeanne Biddle as the Chair of the Strategic Planning Committee with a second from Commissioner Durham and passed unanimously.</p>
Board of Adjustment	Chair Wheatcraft	<p>Andy Wheatcraft, Chair of the Board of Adjustment, discussed the School of Government training and the crucial process of interviewing potential members to ensure they understand the quasi-judicial process. Co-Chair, Kathy Driver and Planning Administrator, Charlie Rocci will collaborate to update the variance request process. The Board of Adjustment meets as needed.</p> <p>Commissioner Cox made a motion to keep Andy Wheatcraft as the Chair of the Board of Adjustment with a second from Commissioner Barbour and passed unanimously.</p>

Parks and Recreation	Chair Smith	<p>Cheryl Smith, Chair of the Parks and Recreation Committee, highlighted town events held in 2024. The Easter Egg Hunt, Kayak for the Warriors, the 4<sup>th</sup> of July Parade, Angel Tree, Turkey Trot, Golf Cart Christmas Parade, and Music in the Park. This year they will be excluding the flotilla as it has been difficult finding participants. They will move the golf cart parade to the Saturday after the Turkey Trot in hopes more people will participate. The Parks and Recreation Committee meets the 1<sup>st</sup> Tuesday of February, April, June, August and October at 6pm in the Betty Carr Boardroom at the A.C. Hall Municipal Building. Commissioner Durham made a motion to keep Cheryl Smith as the Chair of PARC with a second from Commissioner Knecht and passed unanimously.</p>
History Committee	Chair Phillips	<p>Jean Maheca, Vice Chair of the History Committee, discussed the many things they accomplished in 2024 ranging from the dedication of the A.C. Hall Municipal Building to finding their very own space in the Small Conference Room hoping to keep their invaluable items together. They are excited to continue their work in 2025. More information regarding the history of Pine Knoll Shores can be found at. <a href="https://www.townofpks.com/history">https://www.townofpks.com/history</a>. The History Committee meets on the 1<sup>st</sup> Monday of every month at 10 am in the Betty Carr Boardroom at the A.C. Hall Municipal Building. Commissioner Cox made a motion to keep Susan Phillips as the Chair of the History Committee with a second from Commissioner Durham and passed unanimously.</p>

Appearance Commission	Chair Felch	Steve Felch, the Chair of the Appearance Commission discussed their part in the Unified Development Ordinance revisions in hopes that the changes are positive and will help with a more streamlines process. The Appearance Commission meets on the 3 <sup>rd</sup> Thursday of every month at 2 pm in the Betty Carr Boardroom at the A.C. Hall Municipal Building. Commissioner Knecht made a motion to keep Steve Felch as the Chair of the Appearance Commissioner with a second from Commissioner Durham and passed unanimously.
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### **Action Items**

#### **Consent Agenda**

The consent agenda included December 11, 2024, and January 18, 2025, Board of Commissioners Regular Meeting Minutes, tax discoveries and releases, and the Appointment of Kathy Driver to be the liaison for the East Carolina Council. A motion to approve the consent agenda as amended was made by Commissioner Knecht with a second from Commissioner Cox. The motion passed unanimously.

#### **Audit Contract**

Julie Anderson presented the audit contract with Martin, Starnes and Associates. The contract increased by 10%.

Commissioner Cox made a motion to approve the Audit Contract with a second from Commissioner Barbour and passed unanimously.

#### **Stormwater Phase III Contract**

The Town reissued the bid for the East End Stormwater Project Phase 3 after receiving no submissions in the initial round. On Friday, January 31<sup>st</sup>, two bids were received. The lowest responsive and responsible bidder was ELJ, Inc., with a bid of \$188,500.00. Engineers Bolton and Menk, Inc., and Town Attorney Neil Whitford reviewed the bid for completeness and confirmed it met all requirements. Town Attorney Whitford has approved the contract language. Construction should take place in March and April with a completion date by the fourth week of April.

Commissioner Durham made a motion to approve the Stormwater Phase III Contract with a second from Commissioner Ferguson and passed unanimously.

### **Budget Amendment**

Revenues included the Big Rock Grant, sale of the Fire/EMS boat, and additional Powell Bill money. Expenses included replacing the police department heater, seawall repair, and purchases made with the Big Rock grant.

Commissioner Knecht made a motion to approve the Budget Amendment with a second from Commissioner Ferguson and passed unanimously.

### **Recycling Grant**

All 325 recycling carts purchased with the grant have been delivered to PKS homeowners. There were a handful returned because of how large the carts were but those have been delivered to homeowners at the top of the wait list.

### **Morning with the Manager**

On Tuesday, January 28<sup>th</sup>, Town Manager Juile Anderson held a second citizen feedback forum in the board room. There were 17 members of the public present. They were provided with information on the roll out for the 2025 property revaluation, the upcoming CCEC tree cutting project, and beach renourishment. As was done previously the room was opened up for questions, comments and general feedback. The topics of seawall maintenance, stormwater on Beechwood and Acorn Court, redundant zip code with Atlantic Beach and the UDO came up. It was a productive meeting for all.

### **Recruitment**

The Fire/EMS Chief and Fire/EMS Captain job openings were posted last week. Missy will work to gather assessment questions and create an interview panel for both openings.

Dee Harkley will not be medically cleared to return to work so we will be posting this Maintenance Worker position as soon as possible.

Commissioner Ferguson made a motion to recess the meeting until 9:00am Friday, February 14th with a second from Commissioner Barbour. The motion passed unanimously.

### **Friday, February 14**

Mayor Brodman called the second day of the 2025 Board of Commissioners retreat to order at 9:00am on Friday, February 14 at the Trinity Center Beach House. All staff and elected from day one were present for day two.


### **Investment of Idle Funds**

Justin Wycoff with The North Carolina Cooperative Liquid Assets Securities System (North Carolina Class) provided a presentation to the Board of Commissioners on their investment services. NC Class is an investment pool created by an Interlocal Agreement and an Indenture of Trust, pursuant to N.C.G.S. Section 159-30(c)(10). Funds of the participants are invested in prime or high-grade, short-term fixed income instruments selected with the goal of providing program safety, liquidity, and competitive rates of return.



## CIP Review and Budget Timeline

Town Manager Julie Anderson presented the updated CIP schedule and budget timeline for the upcoming budget cycle. Some capital improvement items scheduled for FY25-26 included a pumper truck, network servers, finance software and new signage for the A.C. Hall Municipal Building. The budget timeline is included in the slide below.



### Budget Timeline

DATE	TOPIC
February 24 – March 7	Department Head/Town Manager Staff Level Budget Meetings
March 12 6 pm	First Monthly Regularly Scheduled Board of Commissioners Meeting
March 21	Budget Worksheets to Board
March 26 6 pm	Second Monthly Regularly Scheduled Board of Commissioners Meeting <b>Discussion of FY 2025-2026 Budget</b>
April 9 6 pm	First Monthly Regularly Scheduled Board of Commissioners Meeting
April 18	Budget Worksheets to Board
April 23 6 pm	Second Monthly Regularly Scheduled Board of Commissioners Meeting <b>Discussion of FY 2025-2026 Budget</b>
May 14 6 pm	First Monthly Regularly Scheduled Board of Commissioners Meeting <b>Discussion of FY 2025-2026 Budget (if needed)</b>
May 28 6 pm	Second Monthly Regularly Scheduled Board of Commissioners Meeting <b>Budget Message; Presentation of Proposed FY 2025-2026 Budget; Call for Public Hearing</b>
June 11 6 pm	First Monthly Regularly Scheduled Board of Commissioners Meeting and Budget Hearing (Vote no later than June 30, 2024)

All Board of Commissioners Meetings are open to the public.

## Public Comment:

*Martha Edwards 106 Carob Court* – Please see attached the public comment from Martha Edwards incorporated within these minutes.

*Clark Edwards 106 Carob Court* – Mr. Edwards spoke about the importance of the East Carolina Council and how he wishes the Town would utilize their services more because they are vital to the community.

## Closed Session

Commissioner Cox motioned to go into closed session with a second from Commissioner Knecht and passed unanimously.

Commissioner Durham motioned to come out of closed session with a second from Commissioner Cox and passed unanimously.

## Adjournment

The Board adjourned on a motion by Commissioner Knecht with a second by Commissioner Durham that passed unanimously.

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Missy B. Shine, Town Clerk