

Town of Pine Knoll Shores Board of Commissioners
Regular Monthly Meeting
August 9, 2017
6:00 PM

Call to Order and Pledge of Allegiance

Mayor Jones called the August 9, 2017 First Regular Monthly Meeting of the Pine Knoll Shores Board of Commissioners to order at 6 PM and led the Pledge of Allegiance. Also present for the meeting were Commissioners Clark Edwards, John Brodman, Larry Corsello, Fred Fulcher and Ted Goetzinger; Town Manager Brian Kramer; Assistant Town Manager/ Finance Officer Julie Anderson; Fire Chief Jason Baker; Public Works Director Sonny Cunningham; Town Planner Kevin Reed; Intern Elizabeth Valsing; Town Clerk Sarah Williams; and Town Attorney Neil Whitford. There were 13 members of the public present.

Approval of the Agenda

Mayor Jones made changes to the agenda. The agenda was amended to add "V. Presentations: PARC Survey Winner" The agenda was approved unanimously, as amended, on a motion by Commissioner Goetzinger with a second by Commissioner Fulcher.

Disclosures/Conflicts of Interest

There were no disclosures or conflicts of interest.

Announcements

Mayor Jones announced that the next Board meeting would be September 13, 2017, that the big kayak check presentation would be at the September 13 Board Meeting, there would be a Town-wide Pickleball Tournament September 30, and the PKS Fishing Tournament would be October 14, 2017.

Presentation(s)

PARC Survey Winner

Mayor Jones presented Pine Knoll Shores homeowner Andy Wheatcraft with \$50 for being the PARC Survey Winner and thanked him for taking the survey. Mr. Wheatcraft was chosen at random of those who took the survey.

Public Comment

Craig Letchner, 146 Mimosa, thanked the Pine Knoll Shores residents for their support and donations for getting a spotlight for the American flag hanging from the Mimosa Bridge.

Consent Agenda

The minutes from the July 12, 2017 meeting were not approved. Commissioner Edwards requested that his motion to zone the undeveloped parcel on the corner of Pine Knoll Blvd and Hwy 58 be added in full.

The Board (Re) Appointments were approved unanimously on a motion by Commissioner Brodman with a second by Commissioner Goetzinger.

The Charge to Tax Collector was approved unanimously on a motion by Commissioner Edwards with a second by Commissioner Fulcher.

Town Manager's Report

Manager Kramer reported that Pine Knoll Shores had lost 11 foot of visible recreational beach but that the Town was still above the Bogue Banks Master Plan triggers. The loss in beach was due to heavy

winter northeaster activity and wave action from late spring into early summer. Emerald Isle is considering a renourishment project in the winter of 2018-19 and the Programmatic Environmental Impact Statement is scheduled to be finished by the winter of 2017.

Water Enterprise Fund Development Fee: In the long session the General Assembly approved the "Public Water and Sewer System Development Fee Act". The Act allows for municipal governments to collect a new fee that is specifically targeted and controlled for capital projects. A licensed PE or financial planner must calculate the fee and the funds are put into a capital reserve. Manager Kramer said that he had attended a webinar on the subject by the N.C. League of Municipalities and planned to attend a second one by the School of Government.

Meeting with Stormwater PE: Manager Kramer, Commissioners Fulcher and Edwards, PWD Cunningham, and Clerk Williams met with Mr. Larry Sneed. Last year, the Commissioners approved an agreement to work with his firm on future projects. There were two possible projects that were discussed: improving the movement of water from Willow Ct to the vault at Myrtle and a second line to the golf course. The funding of the design work can come from the recently awarded resiliency grant.

Vulnerability Assessment: Manager Kramer reviewed the map with the Board and said that it was near completion.

Repair to well at Brock Basin: The submersible pump at Brock Basin broke and there was an unplanned cost of \$7100. It was covered under the emergency maintenance line in the Water Enterprise Fund.

Review of PKS PD policies by NCLM: When the Town decided not to move forward with CALEA, other options were explored for an independent review. The NCLM risk management section hired a retired police chief to do a risk management review. Manager Kramer commended Chief Thompson for arranging the review. Morehead City is going through the program as well.

Coyotes: Chief Thompson and Manager Kramer will be attending a seminar with the N.C. Wildlife Resources Commission and will start planning a Town meeting to discuss the topic. Manager Kramer said that trapping was allowed in-season in Town.

Quick Updates: Turbidity curtains were given to the Town, both Pine Knoll Association and Beacon's Reach have expressed interest in taking them for their marinas, the curb repair project will start this fall, the dock ordinance will be presented to the Planning Board at their August 22 meeting, and the water tanks are scheduled to be painted this year.

Staff Reports

ATM/FO Anderson let the Board know that Connie Shelton, Pine Knolls Tax Collector, was preparing tax bills for both Pine Knoll Shores and Indian Beach. The auditor had come and finished their work and had nothing of concern to report. There will be two changes in the audit report: Indian Beach will show as an agency fund (with funds going in and back out) since Pine Knoll Shores is operating as an agency collecting their taxes and the police separation fund will show a prior period adjustment due to new reporting standards. She will also be analyzing water revenues and reporting back to the Board at a future meeting. She informed the Board that the auditor would most likely give her presentation in November.

Public Works Director Cunningham explained that they had to fix the break at Brock Basin quickly because they did not want to overload the other two wells and have saltwater intrusion. The Town is continuing to spray for mosquitos.

Planner Reed informed the Board that he would serve as a liaison for the local update of census data, giving the Town an opportunity to update addresses prior to the 2020 census. The 90 day preliminary flood appeals process should open on August 16. The Town will be able to submit appeals on behalf of a property owner but the appeal must be supported by scientific data. The Town is planning to assemble an appeal and get scientific and technical information. The CAC will be considering Tree Diameter changes at their August meeting. Once changes are approved, the ordinance will be recommended to the Planning Board, and then to the Board of Commissioners. There will need to be a public hearing and the Board will have the opportunity to make any changes to the ordinance that they see fit.

Chief Baker informed the Board that the new heart monitor is in operation and is simple and easy to use. With the wi-fi on the truck, they are able to send vitals to the hospital in real time. There are four narcotics needed for the truck (for paramedic level service) and the department has received approval and they are now submitting approval to the FDA. The process can take up to 6 months. Once they are approved, the department will be fully operational.

Unfinished Business

2017 Annual Agenda and Commissioner Reports

Mayor Jones reported that the annual HOA summit would be on August 18. The summit provides an opportunity for HOAs to meet and to hear about what's going on in Town. He said that the Board was starting to discuss consolidation of services.

Commissioner Edwards announced that there would be a public works meeting on August 11 at 10 a.m. One of the topics discussed at the meeting would be mowing (and not mowing) in the right-of-way.

Commissioner Corsello said that on the Annual Agenda, the 5 year financial plan update was not complete, but that the financial policy had been completed.

New Business

Changes to Strategic Plan

Strategic Planning Chairman John Halada explained that the Strategic Plan had been adopted in 2014 and had been reviewed and updated over the years. However, the document itself had not received those updates. Mr. Halada reviewed the modified changes with the Board. He explained that each year an appendix would be added with those years' changes. He reviewed the asset mapping studying and resiliency study that was being conducted. Commissioner Corsello made the motion, with Commissioner Fulcher making the second, to approve changes to the Strategic Plan. The motion passed unanimously.

Presentation Policies

Commissioner Brodman said that he and Commissioner Corsello were asked to review the public comment policy as part of the Administration Committee. Town Manager Kramer, Assistant Town Manager Anderson, Clerk Williams, and three members of the public also attended the meeting. The recommendations that came out of the committee were to:

- Keep the public comment and public hearings as they are
- Minutes (both in public comment and public hearing) are non-transferrable
- Those wanting their statements to go into the record, should present a written statement to the clerk
- If someone wishes to have more than the allotted 3 minutes, a written request should be sent to the Town Manager and Town Clerk at least 2 weeks in advance of the meeting explaining why they need longer. The Town Manager will then consult with the Board and they will make a determination. The Board may determine that the presentation go to committee or to an Advisory Board.

- Materials must be given to the Clerk at least one week in advance of the meeting.

Commissioner Brodman said that a brochure would be made to highlight the information. The Committee is looking at ways to archive audio of the meetings.

Commissioner Edwards made a motion to approve the policy update, with a second by Commissioner Fulcher that passed unanimously.

Commissioner Corsello added that if a group wished to have a Town Hall- type meeting, that request could be made to the Board as well.

Watershed Plan Funding

Clerk Williams asked the Board to allow Manager Kramer to write a letter of support on behalf of the Town for a 205J grant. She explained that a 205J grant would help fund a watershed restoration plan, that, when completed, would allow the Town to apply for federal funding for stormwater projects. The Board gave permission for Manager Kramer to write the letter unanimously on a motion by Commissioner Edwards and a second by Commissioner Goetzinger.

PARC Survey Results

Intern Valsing presented the PARC survey results to the Board. She reported that there was about a 28% total response rate based on the number of emails on the town-wide email list. She said that the people taking the survey were already engaged citizens and that there may be some bias and recommended that the Board study the results.

Commissioner Brodman said that the Strategic Planning Committee had added a couple of questions to the survey and that the PARC would be going over the survey in detail at their next meeting. He added that this survey bore some resemblance to the survey that was given five years ago.

Commissioner Edwards thanked Intern Valsing for all of her work over the summer; including the grants and the survey. Manager Kramer added that the resiliency grant that she had written awarded the Town \$17,000.00

Flag Pole Donation

The resolution to donate the flag pole to PIKSCO was passed unanimously on a motion by Commissioner Fulcher with a second by Commissioner Edwards that passed unanimously.

Term Limits

Commissioner Brodman said that the Mayor currently has a two-year term and the commissioners have 4 years. He asked if there was a legal authority for changing things, such as: terms, districts, and the number of commissioners. Mayor Jones said that he had proposed districting and having 4 instead of 5 commissioners in the past but it had not been popular.

Town Attorney Whitford answered that there could be up to 12 commissioners, there could be districts, the term for council members could be from 2-4 years, but there were to be no limits on the number of terms served, and that the Mayor could serve no less than 2 years and no longer than 4 years. He said that an amendment to the charter would be needed, but that there was a process to change things if that is what the Board wished.

Commissioner Edwards suggested a study committee and Mayor Jones agreed, nominating Commissioner Edwards and Goetzinger since they were not up for re-election.

Agenda Items for Next Meeting

Mayor Jones said that if we did not have an active hurricane season he would like to discuss using storm money for trimming around Town. Commissioner Edwards asked that the results from the Public Works Committee meeting be added to the Agenda and the minutes from the July meeting.

Public Comment

Bill, Knecht, 538 Coral Dr, stated that he was in favor of term limits and suggested that the study meetings start after the elections. He also favored the Mayor having a 4-year term. He thanked the Town for spraying for mosquitos and asked that when the PKS police drive by the marina at night that they use their spotlight.

Manager Kramer clarified that term limits referred to the length of the term, not the number of actual terms served.

Arlene Terrell, 110 Live Oak Ct, asked that commissioners acknowledge public comments with an explanation or a thank you.

Commissioner Brodman answered that they may not be able to respond to each comment individually, but that they would acknowledge them as necessary.

Adjournment

The Board Adjourned on a motion by Commissioner Brodman with a second by Commissioner Goetzinger that passed unanimously at 7:55 p.m.

Sarah G. Williams

Sarah G. Williams, Town Clerk



Ken Jones

Ken Jones, Mayor