



**BOARD OF COMMISSIONERS**  
**FIRST REGULAR MONTHLY MEETING**  
**June 9, 2021 — 6:00 p.m.**  
**Agenda**

- I. Call to order and Pledge of Allegiance** **Mayor**
- II. Approval of the Agenda** **Mayor** (1-2)  
(Motion to add or delete an item will be entertained prior to approval.)
- III. Disclosures and Conflicts of Interest**
- IV. Announcements** **Mayor**  
a. July 14 – Next Meeting  
b. July 3 – Fourth of July Parade
- V. Consent Agenda** **Mayor** (3-15)  
a. April 14, 2021 Meeting Minutes  
b. April 14, 2021 Closed Session Minutes  
c. April 28, 2021 Meeting Minutes  
d. May 12, 2021 Meeting Minutes  
e. Tax Discoveries and Releases  
f. Heritage Tree Application
- VI. Public Comment**  
\*(Citizens are allowed to voice Town-related concerns and opinions during this time. Before speaking, each participant must send a letter to the town clerk or send a message to the town clerk before the meeting or during the meeting. Speakers will be heard on a first-come, first-served basis. Each speaker will be given up to three (3) minutes.)
- VII. Town Manager and Staff Reports** (16-18)
- VIII. Public Hearing**  
a. FY 2021-22 Budget Ordinance **Mayor**
- IX. New Business**  
a. FY 2021-22 Budget Ordinance **Mayor** (19-23)  
b. Budget Amendment **Asst. Town Manager** (24-26)  
c. Trinity Forest Preliminary Plat **Town Planner** (27-28)

**X. Public Comment**

\*(Citizens are allowed to voice Town-related concerns and opinions during this time. Before speaking, each participant must sign in on the speaker roster list, located at the Clerk's Desk. Speakers will be heard on a first-come, first-served basis. Each speaker will be given up to three (3) minutes.)

**XI. Mayor and Commissioner Reports**

**Mayor**

**XII. Adjournment**

**Mayor**

**TOWN OF PINE KNOLL SHORES**  
**BOARD OF COMMISSIONERS**  
REGULAR MONTHLY MEETING  
April 14, 2021— 6:00 p.m.

**Call to Order and Pledge of Allegiance**

Mayor John Brodman called the April 14, 2021 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, Bill Knecht, Larry Corsello (online), and Ted Goetzinger; Town Attorney Neil Whitford (online), Town Manager Brian Kramer; Assistant Town Manager/ Finance Officer Julie Anderson; Public Services Director Sonny Cunningham (online); Town Planner Kevin Reed (online); Fire Chief Jason Baker (online); Police Chief Ryan Thompson; and Town Clerk Charles Rocci. Absent was Commissioner Alicia Durham.

**\*\*All board members and staff present (online) met virtually via GoToWebinar.**

**\*\*Due to COVID-19 Pandemic, the board room was closed to the public but they were able to listen via webinar.**

**Approval of the Agenda**

Mayor Brodman requested the board to add a closed session pursuant of N.C.G.S. § 143-318.11 (3). *A motion to approve the agenda as amended was made by Commissioner Edwards, seconded by Commissioner Goetzinger. The motion passed unanimously.*

**Disclosures and Conflicts of Interest**

There were no disclosures and/or conflicts of interest.

**Announcements**

Mayor Brodman gave announcements.

**\*Public Comment**

Due to the meeting being held via teleconference, members of the public were asked to email in their comments ahead of the meeting to Town Clerk Rocci. Those that emailed the town clerk have their emails included herein by reference and attached to these minutes.

**Consent Agenda**

The consent agenda consisted of the March 10, 2021 Regular Meeting Minutes, March 10, 2021 Closed Session Minutes, Tax Discoveries and Releases, and appoint Robert Cox to the Strategic Planning Committee. Commissioner Knecht made a technical correction to the March 10, Regular Meeting Minutes. *Commissioner Edwards made a motion to approve the consent agenda items as amended with a second from Commissioner Corsello. The motion passed unanimously.*

## **Town Manager Report & Staff Reports**

### **\*Phase II Stormwater Project**

Town Manager Kramer presented updates to the Phase II Stormwater Project. Restoration of the neighborhood line is underway. Pumps have been installed at Myrtle Ct. The pump has been installed at CCCC.

### **\*Pedestrian Planning Group IV**

The group met on April 9. The group consists of representatives from PIKSCO, PKA, CAC, PARC, Aquarium, Planning Board, Town elected officials and staff. The group reviewed the current pedestrian plan, work to date, and past concerns. They will begin exploring the possibility of golf cart crossing near dogwood, and extending the sidewalk from Arborvitae to Mimosa.

### **\*Quick Updates**

- Myrtle/Laurel drainage project neighborhood meeting and consultant meeting (Phase III)
- Ken Jones Flag Dedication
- Solid Waste RFP
- CCEC Project complete
- 2021 Beach Safety

### *Finance and Admin Report. Assistant Town Manager Anderson briefed:*

Assistant Town Manager/Finance Director Julie Anderson updated the board on tax collections to date. Collections are about equal to last year at this point. Julie answered questions raised in the previous budget meetings.

### *Fire Department Report. Fire Chief Baker briefed:*

Chief Baker reminded residents that hurricane season is right around the corner, and residents need to begin prepping their houses. He also reminded residents to be careful with snakes while doing yardwork this spring.

### *Police Department Report. Police Chief Thompson briefed:*

Chief Thompson reported that the town has been accepted into the Watch For Me NC program for the fifth year in the row. The police department is investigating a \$5,500 email scam. Officer Dakota Weathers applied and has been accepted into Drug Recognition Expert (DRE) program. The Police Department also passed NCLM inspection.

### *Public Services Department and Water Report. PSD Director Sonny Cunningham briefed:*

The CIP budget for next year will include a replacement of the longest water main in town from Willow Rd. to the Atlantic Beach Border. The town is using its new dump trailer and yard waste pickup has become more efficient. Yard waste is better in the town's yard waste bags, than garbage bags. The new public services truck will be in next week.

### *Planning and Inspections. Town Planner Kevin Reed briefed:*

Town Planner Kevin Reed reported that he has signed a contract with Lee Dixon to design steps for town hall and Beach Access A. A bid for construction will be released once the designs are approved. The Planning Board approved the Trinity Forest Subdivision design sketch. The town has also been accepted in the North Carolina Resilient Coastal Communities Program. In May, Kevin will be meeting with consultants and staff from the Division of Coastal Management for the project.

Staff has issued Single Family Landscape Permits for 106 Laurel Ct and 120 Evergreen Ln, and is currently reviewing applications for 108 Evergreen Ln, 110 Evergreen Ln, and 136 Hawthorne Rd.

Kevin then presented updates for House Bill 401 and Senate Bill 349 and the potential implications for the town's ability to regulate zoning.

The town issued 18 building permits in March with a total value of \$589,807. That included 14 mechanical, 5 electrical, and 1 plumbing permit. Total fees generated were \$7,481. Total value of all permits was \$657,496. The town issued 72 tree removal permits and performed 165 inspections.

#### *Town Clerk Report*

Town Clerk, Charlie Rocci reported that the North Carolina Coastal Federation has completed plantings for the living shoreline behind town hall.

He also reported that Bulk Pickup will take place next Monday.

#### **New Business**

##### a. Changes to Chapter 74

Town Planner Kevin Reed introduced the ordinance change which makes town code compliant with North Carolina General Statutes. *Commissioner Edwards made a motion to hold a public hearing at the next meeting with a second from Commissioner Knecht. The motion passed unanimously.*

##### b. FY20-21 Budget Amendment

Assistant Town Manager Julie Anderson presented a budget amendment which would include the new Public Services Pickup Truck. *Commissioner Edwards made a motion to approve the budget amendment with a second from Commissioner Goetzinger. The motion passed unanimously.*

##### c. Contract Extension with GFL

Town Manager Brian Kramer presented a contract extension with GFL from July 1, 2021 to December 31, 2021. The reason is to prevent any confusion with the possibility of changing services during the busiest time of the year. *Commissioner Goetzinger made a motion to approve the contract extension with a second from Commissioner Corsello. The motion passed unanimously.*

#### **Mayor and Commissioner Reports**

There were no mayor or commissioner reports.

**Closed Session**

*Commissioner Knecht made a motion to move into a closed session with a second from Commissioner Corsello. The closed session is permissible under G.S. 143-318.11(a)(2) for the purposes of attorney-client privilege and the acquisition of real property. The board moved into closed session at 8:00pm.*

**Adjournment**

*The Board adjourned on a motion by Commissioner Knecht with a second by Commissioner Edwards which passed unanimously. The meeting adjourned at 9:30pm.*

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Charles W. Rocci, Town Clerk

**TOWN OF PINE KNOLL SHORES**  
**BOARD OF COMMISSIONERS**  
REGULAR MONTHLY MEETING  
April 28, 2021— 6:00 p.m.

**Call to Order and Pledge of Allegiance**

Mayor John Brodman called the April 28, 2021 second 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, Alicia Durham, Clark Edwards, Larry Corsello, Bill Knecht, and Ted Goetzinger; Town Manager Brian Kramer; Assistant Town Manager/ Finance Officer Julie Anderson; Public Services Director Sonny Cunningham (online); Town Planner Kevin Reed (online); and Town Clerk Charles Rocci.

**\*\*All board members and staff present (online) met virtually via GoToWebinar.**

**\*\*Due to COVID-19 Pandemic, the board room was closed to the public but they were able to listen via webinar.**

**Approval of the Agenda**

Commissioner Goetzinger made a motion to approve the agenda, with a second from Commissioner Edwards. The motion passed unanimously.

**Disclosures and Conflicts of Interest**

There were no disclosures and/or conflicts of interest.

**Announcements**

Mayor Brodman gave announcements.

**\*Public Comment**

Mike Di Lauro made a public comment requesting the town help Pine Knoll Association replace channel marker signs between Brock Basin and McNeil Park. The signs will be made by the Department of Corrections which was the lowest bidder. PKA would save \$200 if the town orders on their behalf. *Commissioner Goetzinger made a motion that the town will request the signs from the Department of Corrections on behalf of PKA to save costs. The motion was seconded by Commissioner Durham and passed unanimously.*

**New Business**

a. HB 409/SB 349 Resolution

Town Planner Kevin Reed presented a resolution in opposition to House Bill 409 and Senate Bill 349. The legislation would limit the town's ability to enforce zoning regulations with the ability to add "middle dwellings" to properties. Commissioner Knecht made one grammatical correction. *A motion to approve the amended resolution was made by Commissioner Edwards with a second from Commissioner Corsello. The motion passed unanimously.*

b. Arbor Day Resolution

Town Clerk Charles Rocci presented a proclamation in recognition of Arbor Day 2021. Commissioner Durham made a motion to approve the proclamation, with a second from Commissioner Edwards. The motion passed unanimously.

c. Budget Amendment

Assistant Town Manager and Finance Officer Julie Anderson presented a budget amendment that included recently received FEMA funds and doors for the new lock system. *Commissioner Knecht made a motion to approve the budget amendment with a second from Commissioner Edwards. The motion passed unanimously.*

d. ARP Options

Assistant Town Manager and Finance Officer Julie Anderson presented expenditure options for the American Rescue Plan in which the town will receive \$390,000 (\$195,000 nlt). We are still waiting on formal expenditure guidance from the Federal and State Government. The three options are special revenue funds (recommended), Budget for WEF, CIP, and budget for WEF, CIP, and essential workers. *No board action was taken.*

**FY 2021-22 Water Enterprise Fund and Beach Budget**

Town Manager Brian Kramer presented the proposed budgets FY2021-22 budgets for the Water Enterprise Fund and the Beach Budget. Kramer highlighted that he has not recommended an increase in water fees, a trend continuing since 2010. Kramer also has proposed updating the water main between Pine Knoll Blvd and the Atlantic Beach Town Line along Salter Path Rd. The proposed budgets are available to view on the town website and in town hall.

**Mayor and Commissioner Reports**

Commissioners Corsello and Edwards reported on their experience at the biannual NC Byways Conference in Emerald Isle. They reported that funds are opening up for beach protection through the Parks and Rec Fund. There is also a plan being set to remove derelict boats from North Carolina Waterways.

**Adjournment**

*The Board adjourned on a motion by Commissioner Knecht with a second by Commissioner Corsello that passed unanimously. The meeting adjourned at 7:48pm.*

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Charles W. Rocci, Town Clerk



**TOWN OF PINE KNOLL SHORES**  
**BOARD OF COMMISSIONERS**  
REGULAR MONTHLY MEETING  
May 12, 2021— 6:00 p.m.

**Call to Order and Pledge of Allegiance**

Mayor John Brodman called the May 12, 2021 regular monthly Meeting of the Pine Knoll Shores Board of Commissioners to order at 6 PM in the Town Hall Board Room, and led the Pledge of Allegiance. Also present for the meeting were Commissioners, Clark Edwards, Bill Knecht, Larry Corsello, and Ted Goetzinger; Town Attorney Neil Whitford (online), Town Manager Brian Kramer; Assistant Town Manager/ Finance Officer Julie Anderson; Public Services Director Sonny Cunningham; Town Planner Kevin Reed (online); Fire Chief Jason Baker (online); Police Chief Ryan Thompson; and Town Clerk Charles Rocci. Absent was Commissioner Alicia Durham.

**\*\*Due to COVID-19 Pandemic, the board room was closed to the public but they were able to listen via webinar. Members who were marked (online) were present virtually though GoToWebinar.**

**Approval of the Agenda**

Mayor Brodman requested the addition of Chapter 74 changes under new business, following the public hearing. He also requested the addition of Mayor and Commissioner Reports, following the second public comment period. A motion was made to approve the agenda as amended was made by Commissioner Goetzinger, seconded by Commissioner Corsello. The motion passed unanimously.

**Disclosures and Conflicts of Interest**

There were no disclosures or conflicts of interest.

**Announcements**

Mayor Brodman gave announcements.

**Consent Agenda**

Commissioner Knecht made a clerical correction to the April 14 Special Meeting Minutes. Commissioner Knecht made a motion to approve the consent agenda (consisting of: March 24, 2021 Regular Meeting Minutes, March 24, 2021 Closed Session Minutes, April 7, 2021 Special Meeting Minutes and Tax Discoveries and Releases) with amended changes. The motion was seconded by Commissioner Edwards. The motion passed unanimously.

**\*Public Comment**

Public comments were presented either in the form of a letter or spoken online through GoToWebinar. Those comments are attached in these minutes.

## **Town Manager Report & Staff Reports**

*Town Manager. Town Manager Brian Kramer briefed:*

### **\*Phase II Stormwater Project**

The electrical connection has been completed at the pump house. We are now waiting for an as built survey to be completed

### **\*Pedestrian Planning Group**

The PPG is working with NC Parks and Recreation to inquire about a nature trail connecting the Inn at Pine Knoll Shores to the Public Safety Building. The next steps are to survey the town on the need for a nature trail and collecting application materials for the Regional Trails Program Grant

### **\*NCDOT Drain Lines**

The town is installing drain lines along Arborvitae Dr and Cedar Rd. The bids for this project will be opened this week. The challenge is who would pay for this project. The concern with federal dollars is that the lines may have to be fully ADA qualified.

### **\*Bogue Pines Takeover**

Bogue Pines has requested a town takeover of their cul-de-sac in order to maintain the road. There are many challenges here including the street conditions in accordance to NCDOT standards, parcel configuration, septic systems, and precedent. Kramer recommends that town not take over this road.

### **\*TM Quick Updates:**

- FEMA Excess Funds Request
- Beach Vegetation
- Road Striping

*Finance and Admin Report. Assistant Town Manager Anderson briefed:*

Julie Anderson began with a follow up from the April 28 Budget Meeting. The town plans to refinance the water bond because of lower interest rates and the ability to continue to pay down the principal. Back in 2013 when we tried to refinance, the Local Government Commission would not allow the installment financing of such a long term bond, therefore payments were much higher on a refinance. She also followed up on a question from the previous meeting comparing our inspection fees with other towns in the area. She found that our cost is average in the county comparing a 2,000sq foot \$175,000 project and a \$200,000 renovation.

The American Rescue Plan (ARP) will distribute \$195,000 by June 30, 2021. The second distribution of \$195,000 will be 12 months following. Allowable uses for the funds include premium pay for public health and safety staff, investments in infrastructure, water and sewer and stormwater. We must obligate funds by December 31, 2024. The period of performance deadline is December 31, 2026. Annual reporting requirements are set throughout.

*Fire Department Report. Fire Chief Baker briefed:*

Water rescue season is getting underway. Always know what access you are located to convey this to 911 dispatchers. Never go to the beach without a floatation device. Never attempt

a rescue without a flotation device for yourself. If you get caught in a rip current, remember to relax, float, and do not panic. Hurricane season is approaching. Now is the time to prepare your house and belongings. Develop an evacuation plan and get your items in order.

*Police Department Report. Police Chief Thompson briefed:*

Beach patrol is increasing. The Police Department had 72 beach patrols in April 2021 (39 patrols in April 2020). That includes 442 miles of beach patrol and 5,055 miles on the beach vehicle since July 2019. The town will hold a weekend golf cart registration event on May 29 from 2pm to 4pm at Garner Park. This is a great opportunity for second homeowners to renew or get a new golf cart permit.

*Public Services Department and Water Report. PSD Director Sonny Cunningham briefed:*

The town is going to fertilize the town's 4.5 miles of beach grass this week. Tyler Felch is now a licensed mosquito control operator. Well #2 is now fully operational after the 30 hp motor was replaced. To prevent this in the future, Pearson Pump Company took one stage off of the 30 hp pump.

*Planning and Inspections. Town Planner Kevin Reed briefed:*

Staff issued SFLPs for new homes at 110 Evergreen Lane, 118 Evergreen Lane, and 136 Hawthorne Drive. The CAC will review SFLP applications for 115 Roosevelt Drive and 165 Arborvitae Drive at its May 19 meeting.

Staff has received a Preliminary Subdivision Plat for the Trinity Center Subdivision and will be reviewed by the Planning board at its May 25 meeting. We will need to revise the easement for pedestrian beach access in order to have the structure within a 15-foot easement.

The town issued 24 building permits with a total value of \$2,768,063. 20 mechanical, 9 electrical and 1 plumbing permits were issued. Total fees generated for all permits were \$27,641 and the total value of all permits issued was \$2,891,418. 86 tree removal permits were issued and 96 inspections were performed.

*Town Clerk Report*

400 feet of oyster shells have been laid, and 4,000 plantings have been installed. 50 feet of Biomason material remain to be installed on the western side. The project was presented to NC AmeriCorps representatives on Friday, May 7. We are expecting survey work to be finished with Acorn Court next week. We will be moving forward with design and bidding plans to begin construction in August.

**Public Hearing**

a. Amendments to Chapter 74

A motion to go into public hearing was made by Commissioner Edwards, seconded by Commissioner Corsello. The motion passed unanimously. No members of the public wished to comment on the proposed changes of chapter 74. Town Planner Kevin Reed reiterated the changes to the board on the amendments from the previous meeting. A motion to come out of

public hearing was made by Commissioner Edwards, seconded by Commissioner Goetzinger. The motion passed unanimously.

### **New Business**

#### **a. Amendments to Chapter 74**

A motion to accept the changes to chapter 74 was made by Commissioner Edwards, and seconded by Commissioner Knecht. The motion passed unanimously.

#### **b. Wellhead Protection Plan**

Brian Kramer briefed. Every five years the rural water association requires a wellhead protection plan. This plan protects our wells from nearby building such as cellphone towers. A motion to approve the wellhead protection plan was made by Commissioner Corsello, and seconded by Commissioner Goetzinger. The motion passed unanimously.

#### **c. Emergency Contract Bidding**

Fire Chief Jason Baker briefed. RFP's were sent out for Phase I clearing, Phase II clearing, and emergency pumping. We received three bid proposals from TFR, DRC, and Graham County Land Company for the Phase I and Phase II bids. Jason recommends we contract with DRC for Phase I and Phase II pumping based on their price and good work in the past. We will need to rebid for emergency pumping since we only received one bid. Commissioner Knecht made a motion to approve DRC for the Phase I and Phase II clearing contracts, with a second from Commissioner Goetzinger. The motion passed unanimously.

#### **d. ARP Budget Ordinance**

Julie Anderson briefed. This is required action to set up a special fund for ARP collections. It also established the ARP budget ordinance, which will be refined at a later date. A motion to accept the ARP Budget Ordinance was made by Commissioner Knecht, seconded by Commissioner Corsello. The motion passed unanimously.

#### **e. Witt O'Brien's Professional Public Services Agreement**

Julie Anderson briefed. This is an agreement for public grant assistance with FEMA related items. Standby contracts are important because all costs are organized and ready to be reported to FEMA. Commissioner Edwards made a motion to approve the Witt O' Brien's Professional Public Services agreement with a second from Commissioner Knecht. The motion passed unanimously.

#### **f. Conservation Agreement**

Planning Board Member Bud Daniels briefed. The Planning Board Conservation Subcommittee brought forward a plan to the Planning Board to place a 25 year conservation easement on a 5.5 acre and a 10.6 acre plot of land adjacent to Pine Knoll Boulevard and Pine Knoll Circle. That plan was approved by the Planning Board and brought to the board of commissioners. The conservation easement will protect the land from development for 25 years. Future commissioners would not be able to overturn the easement without a unanimous vote or a referendum. The deed to the land stipulates that the area can only be developed for town or recreational purposes. The Board requested that Brian Kramer discuss the possibility of a

conservation easement with Neil Whitford to get a better idea of what a conservation easement would entail. No action was taken.

g. Boater Safety Week Proclamation

Town Clerk Charles Rocci briefed. May 22-28 is boater safety week, and we want all residents to boat with care this summer season. The town recognizes boater safety week with a proclamation annually. Commissioner Edwards made a motion to accept the proclamation with a second from Commissioner Knecht. The motion passed unanimously.

**Unfinished Business**

a. Items on the Beach Ordinance

Town Clerk Charles Rocci briefed the board on changes made by Town Attorney Neil Whitford on the items on the beach ordinance. Additions include exceptions for hotel equipment, exceptions for temporary event items, and the process of labeling an abandoned item with stickers for 24 hours before impounding them. Commissioner Knecht questioned a passage which was intended to deter repeat offenders. The board agreed it was not necessary at this time and struck it out. A motion to approve the items on the beach ordinance as amended was made by Commissioner Knecht with a second from Commissioner Corsello. The motion passed unanimously.

**Adjournment**

The Board adjourned on a motion by Commissioner Edwards with a second by Commissioner Goetzinger that passed unanimously. The meeting adjourned at 8:25pm.

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Charles W. Rocci, Town Clerk



# The Town of Pine Knoll Shores

June 1, 2021

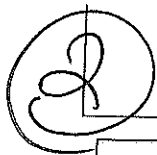
## Pine Knoll Shores Tax Report

To: Brian Kramer, Town Manager  
Julie A. Anderson, Director of Finance & Administration

From: Erica Reed, Tax Collector

ALL DISCOVERIES, RELEASES & ADJUSTMENTS OF REAL AND PERSONAL  
PROPERTY ARE AUTHORIZED BY THE CARTERET COUNTY TAX OFFICE.

Total valuation as of May 1st	986,629,850
Total valuation as of May 31st	986,629,850



# HERITAGE TREE PROGRAM NOMINATION FORM

Form #

HT #

Name Teresa & Thomas KingDate 22 Apr 21Address of person 143 Loblolly DrPhone 336 416 5184Email terking27@gmail.com  
terking@gmail.com // walduking@aol.com336 416 5183

## TREE INFORMATION

TYPE AND/OR DESCRIPTION OF TREE

Very large live oak

SITE LOCATION OF TREE

Front yard NE Corner

REASON FOR NOMINATION

Very old, outstanding live oak specimen - Irreplaceable

NAMING OF YOUR TREE- The city of Pine Knoll Shore may like to name your tree in the future as part of an Arbor Day event or a Historical event. Would you like to participate in this new program of naming of Heritage trees?

YES ☒ NO ☐

Comments

Applicant's signature:

I have read, understand and agree with the HERITAGE TREE PROGRAM and NOMINATION FORM.

APPLICANT'S SIGNATURE Teresa King

Community Appearance Commission (CAC) section-

CAC Board results approve 8 deny 0 Date of Board Meeting 5/19/21

If Denied (CAC comments) -

BUILDING INSPECTOR - reviewed and approved \_\_\_\_\_

Board of Commissioners section-

Board results approve \_\_\_\_\_ deny \_\_\_\_\_ Date of Board Meeting \_\_\_\_\_



# TOWN OF PINE KNOLL SHORES

Monthly Financial Dashboard

FISCAL YEAR ENDING June 30, 2021

Reporting Period: MAY 1-31, 2021

## OUR CASH FLOWS

### CASH & INVESTMENTS BY FUND

Balances as of month end, in whole dollars

GENERAL FUND		PRIOR YEAR	CURRENT YEAR
Operating	\$ 1,366,117	\$ 1,684,878	
Powell Bill	154,467	122,528	
Designated Reserves	875,580	786,952	
Zoning & Petty Cash	37,650	35,150	
<b>TOTAL GENERAL FUND</b>	<b>\$ 2,433,814</b>	<b>\$ 2,629,509</b>	
BEACH FUNDS		PRIOR YEAR	CURRENT YEAR
Beach Capital Reserve	\$ 3,135,185	\$ 3,523,810	
Beach Expense Reserve	172,238	199,555	
<b>TOTAL BEACH FUNDS</b>	<b>\$ 3,307,423</b>	<b>\$ 3,723,365</b>	
OTHER FUNDS		PRIOR YEAR	CURRENT YEAR
Water Enterprise	\$ 1,049,016	\$ 917,459	
Police Separation	1,134	1,134	
"Bark Park"	2,104	2,104	
Kayak for Warriors	13,982	36,087	
<b>TOTAL OTHER FUNDS</b>	<b>\$ 1,065,436</b>	<b>\$ 956,784</b>	
<b>GRAND TOTAL-ALL FUNDS</b>	<b>\$ 6,806,873</b>	<b>\$ 7,309,657</b>	

## OUR CASH FLOWS

### REVENUES & EXPENSES BY FUND

GENERAL FUND		Comparison of FYTD %	
		Prior FYTD %	Current FYTD %
Fiscal Year Budget		\$ 4,883,000	\$ 5,127,000
Revenues Fiscal Year to Date	\$ 4,362,126	70.30%	85.08%
Expenses Fiscal Year to Date	\$ 4,195,146	82.08%	81.82%
BEACH CAPITAL RESERVE FUND			
Fiscal Year Budget		\$ 345,000	\$ 435,000
Revenues Fiscal Year to Date	\$ 328,479	95.94%	75.51%
Expenses Fiscal Year to Date	\$ -	57.97%	0.00%
BEACH EXPENSE RESERVE FUND			
Fiscal Year Budget		\$ 160,000	\$ 156,000
Revenues Fiscal Year to Date	\$ 107,899	68.94%	69.17%
Expenses Fiscal Year to Date	\$ 68,151	51.37%	43.69%
WATER ENTERPRISE FUND			
Fiscal Year Budget		\$ 956,000	\$ 1,012,000
Revenues Fiscal Year to Date	\$ 663,043	77.13%	65.52%
Expenses Fiscal Year to Date	\$ 704,127	60.42%	69.58%

## SPECIFIC REVENUE COLLECTIONS AT A GLANCE

### OUR PROPERTY VALUES

PROPERTY	VALUATION	TAX RATE	TAX LEVY
Oceanfront Property	\$ 442,035,729	0.055	\$ 243,120
Non-Oceanfront Property	\$ 544,594,121	0.015	\$ 81,689
Total Town	\$ 986,629,850	0.207	\$ 2,042,324

## EXPENDITURES AT A GLANCE

GENERAL FUND		Comparison of Expenses			
		This Month's Expenses		FYTD Expenses	
		ESTIMATED	ACTUAL	ESTIMATED	ACTUAL
Fiscal Year Budget		\$ 9,483	\$ 7,454	\$ 121,738	\$ 112,512
2021 Budget		\$ 9,483	\$ 7,454	\$ 121,738	\$ 112,512
Government Body					
Administration	\$ 494,000	\$ 26,683	\$ 24,772	\$ 444,197	\$ 426,377
Police	886,000	67,932	61,202	785,613	740,885
Emergency Management	1,120,000	8,305	8,768	103,735	98,174
Fire & EMS	1,390,000	92,644	82,738	1,193,411	1,165,927
Inspections	218,000	16,163	14,091	196,079	169,800
Public Property/Buildings	489,000	19,766	22,487	387,336	390,035
Transportation	116,500	4,045	4,282	58,071	45,589
Environmental Protection	1,176,000	106,083	106,621	855,167	908,578
Debt Service	155,000	-	-	139,000	137,269
Fiscal Year	\$ 5,127,000	\$ 351,103	\$ 332,394	\$ 4,284,347	\$ 4,195,146
WATER ENTERPRISE FUND					
		This Month's Expenses		FYTD Expenses	
		ESTIMATED	ACTUAL	ESTIMATED	ACTUAL
Fiscal Year Budget		\$ 28,429	\$ 29,916	\$ 369,838	\$ 342,000
2021 Budget		\$ 28,429	\$ 29,916	\$ 369,838	\$ 342,000
Water Administration	\$ 432,350	\$ 9,517	\$ 28,068	\$ 70,683	\$ 95,289
Maintenance	83,650	-	-	77,000	77,000
Debt Service	260,000	-	-	-	-
Capital Outlay & Assets Under Threshold	219,000	50,000	46,134	121,000	189,838
Contingency & Emergency Maintenance	17,000	-	-	-	-
Fiscal Year	\$ 1,012,000	\$ 87,945	\$ 104,118	\$ 638,521	\$ 704,127

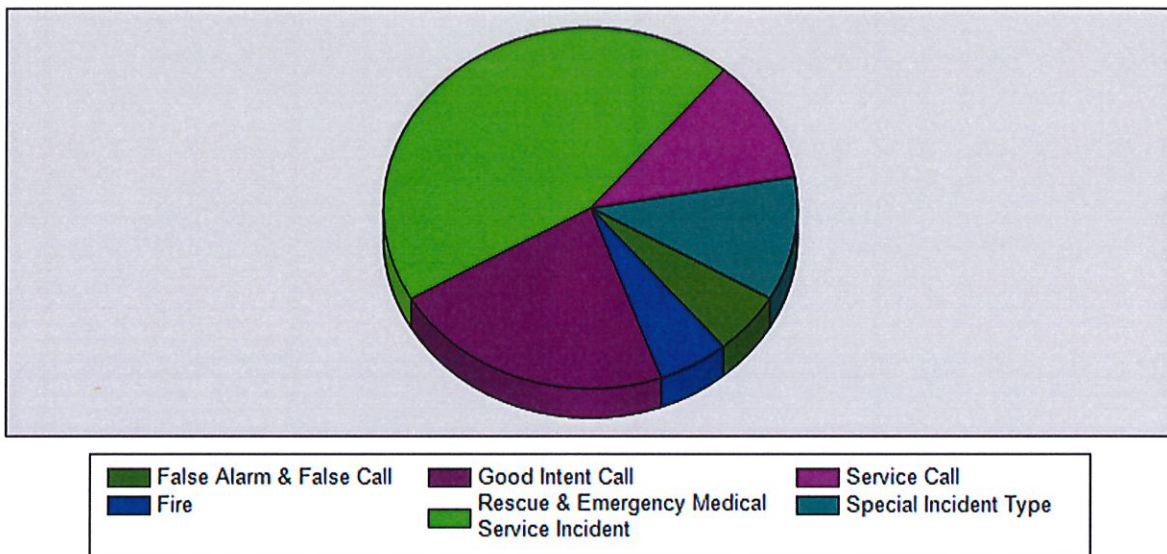


## PKS END OF MONTH REPORT MAY 2021

Training hours for the month of May 2021:

There were 310 hours for May 2021

Calls for service May 2021:



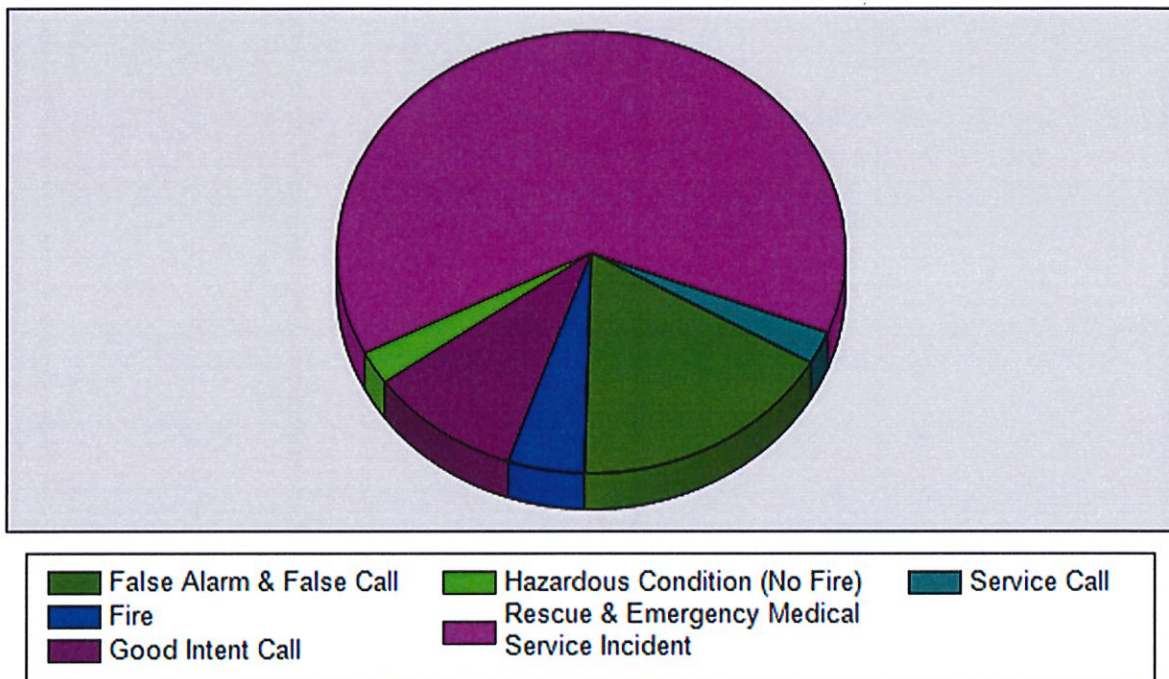
INCIDENT TYPE	MAY	TOTAL
False Alarm & False Call	1	1
Fire	1	1
Good Intent Call	4	4
Rescue & Emergency Medical Service Incident	8	8
Service Call	2	2
Special Incident Type	2	2
Total	18	18

## PKS END OF MONTH REPORT MAY 2020

Training hours for the month of May 2020:

There were 340hrs for May 2020

Calls for service May 2020:



INCIDENT TYPE	MAY	TOTAL
False Alarm & False Call	7	7
Fire	2	2
Good Intent Call	4	4
Hazardous Condition (No Fire)	1	1
Rescue & Emergency Medical Service Incident	26	26
Service Call	1	1
<b>Total</b>	<b>41</b>	<b>41</b>

## **MEMORANDUM – AGENDA ITEM.**

**To: Mayor  
Commissioners  
Town Manager**

**From: Julie Anderson, Assistant Town Manager/Finance Director**

**Date: June 3, 2021**

**Subject: FY21-22 Budget Ordinance**

**Background:**

At meetings over the past few months, the Board of Commissioners discussed at length projected revenues, operating expenses, and capital projects in all funds for the FY 2021-2022 budget which by North Carolina General Statutes must be adopted prior to July 1, 2021. In accordance with discussions and direction given by the Board, Manager Kramer and Asst. Town Manager/Finance Director Anderson prepared a balanced budget for FY 2021-2022 which was presented to the Board on May 26, 2021. At that time the Board called for a public hearing to be held on June 9, 2021 at 6:00 p.m. Following the public hearing, the FY 2021-2022 budget may be adopted.

**Attachment:**

- 1) FY 2021-2022 Budget Ordinance

**Action Requested:**

- 1) Adoption of FY 2021-2022 Budget Ordinance

**TOWN OF PINE KNOLL SHORES  
2021-2022  
BUDGET ORDINANCE**

Be it ordained by the Board of Commissioners of the Town of Pine Knoll Shores, North Carolina, that the following expenditures, revenue and fund balance appropriations are hereby established for the fiscal year beginning July 1, 2021 and ending June 30, 2022 and that;

**GENERAL FUND**

SECTION 1. The following revenues are estimated to be available in the General Fund for the Fiscal Year beginning July 1, 2021 and ending June 30, 2022:

**REVENUES**

Ad Valorem Property Taxes (including auto & interest)	\$2,100,000
Other Taxes & Licenses	805,000
Unrestricted Intergovernmental	221,000
Restricted Intergovernmental	67,000
Permits & Fees	756,000
Investment Earnings	10,000
Transfers/Appropriated Fund Balance	167,000
Other Revenues	174,000

**TOTAL GENERAL FUND REVENUES:**

\$4,300,000

SECTION 2. The following amounts are hereby appropriated in the General Fund for the operation of town departments, functions and agencies in accordance with the chart of accounts heretofore established for this municipality.

**EXPENDITURES**

**GENERAL GOVERNMENT**

Governing Body	\$125,000
Administration	457,000
Planning & Inspections	209,000

**PUBLIC SAFETY**

Police	957,000
Emergency Management	118,000
Fire/Emergency Medical Services	1,363,000

**PUBLIC WORKS**

Public Property & Buildings	283,000
Transportation	181,000
Environmental Protection	428,000

**DEBT SERVICE & TRANSFERS**

179,000

**TOTAL GENERAL FUND EXPENDITURES:**

\$4,300,000

**TOWN OF PINE KNOLL SHORES**  
**2021-2022**  
**BUDGET ORDINANCE**

SECTION 3. There is hereby levied an Ad Valorem tax at the rate of 20.7 cents per one hundred dollars (\$100) of assessed valuation of property listed for taxes as of January 1, 2021, for the purpose of raising the revenue listed as Ad Valorem Property Taxes in the General Fund in Section 1 of this Ordinance.

**WATER ENTERPRISE FUND**

SECTION 4. The following revenues are estimated to be available in the Water Enterprise Fund for the Fiscal Year beginning July 1, 2021 and ending June 30, 2022:

**REVENUES**

Water Fees	
(including interest, taps & connections, etc.)	\$776,000
Other Revenues	84,000
Retained Earnings Appropriated	365,000

<b>TOTAL WATER ENTERPRISE FUND REVENUES:</b>	<b><u>\$1,225,000</u></b>
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SECTION 5. The following amounts are hereby appropriated in the Water Enterprise Fund for the operation of the Town Water System and its activities for the Fiscal Year beginning July 1, 2021 and ending June 30, 2022:

**EXPENDITURES**

Operating Expenses	\$800,000
Contingency & Emergency Maintenance	15,000
Capital Outlay & Assets Under Threshold	410,000

<b>TOTAL WATER ENTERPRISE FUND EXPENDITURES:</b>	<b><u>\$1,225,000</u></b>
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**BEACH EXPENSE RESERVE FUND**

SECTION 6. The following revenues are estimated to be available in the Beach Expense Reserve Fund for the Fiscal Year beginning July 1, 2021 and ending June 30, 2022:

**REVENUES**

Sales & Use Tax	\$135,000
Parking Fees	27,900
Other Revenues	2,100

<b>TOTAL BEACH EXPENSE RESERVE FUND REVENUES:</b>	<b><u>\$165,000</u></b>
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**TOWN OF PINE KNOLL SHORES  
2021-2022  
BUDGET ORDINANCE**

SECTION 7. The following amounts are hereby appropriated in the Beach Expense Reserve Fund for the Fiscal Year beginning July 1, 2021 and ending June 30, 2022:

**EXPENDITURES**

Operating Expenses	\$65,000
Capital Outlay	100,000

<b>TOTAL BEACH EXPENSE RESERVE FUND EXPENDITURES:</b>	<b><u>\$165,000</u></b>
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**BEACH CAPITAL RESERVE FUND**

SECTION 8. The following revenues are estimated to be available in the Beach Capital Reserve Fund for the Fiscal Year beginning July 1, 2021 and ending June 30, 2022:

**REVENUES**

Ad Valorem Property Beach Taxes (incl. auto & interest)	\$330,000
Interest on Investments	1,000

<b>TOTAL BEACH CAPITAL RESERVE FUND REVENUES:</b>	<b><u>\$331,000</u></b>
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SECTION 9. The following amounts are hereby appropriated in the Beach Capital Reserve Fund for the Fiscal Year beginning July 1, 2021 and ending June 30, 2022:

**EXPENDITURES**

Beach Plan Reserve	\$331,000
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<b>TOTAL BEACH CAPITAL RESERVE FUND EXPENDITURES:</b>	<b><u>\$331,000</u></b>
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SECTION 10. There is hereby levied an Ad Valorem Beach Tax at the rate of 5.5 cents per one hundred dollars (\$100) of assessed valuation on the properties in Municipal Service District 1 (oceanfront) and 1.5 cents per one hundred dollars (\$100) of assessed valuation on the properties in Municipal Service District 2 (non-oceanfront) listed for taxes as of January 1, 2021, for the purpose of raising the revenue listed as Ad Valorem Property Beach Taxes in the Beach Capital Reserve Fund in Section 8 of this Ordinance.

**TOWN OF PINE KNOLL SHORES  
2021-2022  
BUDGET ORDINANCE**

**KAYAK FOR THE WARRIORS TRUST FUND**

SECTION 11. The following revenues are estimated to be available in the Kayak for the Warriors Trust Fund for the Fiscal Year beginning July 1, 2021 and ending June 30, 2022:

**REVENUES**

Kayak Race Event Revenues	\$60,000
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<b>TOTAL KAYAK FOR THE WARRIORS EVENT REVENUES:</b>	<u><u>\$60,000</u></u>
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SECTION 12. The following amounts are hereby appropriated in the Kayak for the Warriors Trust Fund for the Fiscal Year beginning July 1, 2021 and ending June 30, 2022:

**EXPENDITURES**

Kayak Race Event Expenditures	\$60,000
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<b>TOTAL KAYAK FOR THE WARRIORS EVENT EXPENDITURES:</b>	<u><u>\$60,000</u></u>
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SECTION 13. The Finance Officer is hereby authorized to transfer appropriations within a department. With the approval of the Town Manager, the Finance Officer shall be authorized to effect interdepartmental transfers in the same fund, not to exceed 10% of the appropriated monies for the department whose allocation is reduced. Notation of all such transfers shall be made to the Board of Commissioners on the next succeeding Financial Report. Expending of funds from the Contingency line require Board of Commissioners' approval.

SECTION 14. Copies of this Budget Ordinance shall be furnished by the Clerk of the Board of Commissioners to the Town Manager/Budget Officer, the Finance Officer, and the Tax Collector for direction in carrying out their duties.

Adopted this 9th day of June, 2021, by a vote of \_\_\_\_\_ ayes, \_\_\_\_\_ nays, \_\_\_\_\_ absent.

\_\_\_\_\_  
Brian J. Kramer, Budget Officer

\_\_\_\_\_  
John Brodman, Mayor

## **MEMORANDUM – AGENDA ITEM.**

**To: Mayor  
Commissioners  
Town Manager**

**From: Julie Anderson, Assistant Town Manager/Finance Director**

**Date: June 4, 2021**

**Subject: FY20-21 Budget Amendment**

### **Background:**

A budget amendment is customary at the end of each fiscal year to account for revenues which have exceeded the original budgeted estimate or will significantly fall short and expenses which have/or are estimated to exceed the original budgeted estimate.

This amendment represents my best estimates to get through to the end of the fiscal year however repairs to the fire apparatus may require additional amendments to the FY 20-21 budget at a future meeting.

### **Highlights include:**

- Amendments to General Fund Revenues: increases to Property Taxes including Motor Vehicle, Building Permit Fees, and Sales & Use Tax; decreases to EEG Revenue due to changes in project timeline, Franchise & Utility Taxes, Video Programming Taxes, and minor increases/decreases to other revenues.
- Amendments to General Fund Expenses: Increase maintenance and capital outlay in Public Property & Buildings (HVAC units in Police Department), increase to Contingency line in Administration Department as we await repair costs for our fire apparatus. Decrease capital outlay in Environmental Protection as it relates to the EEG project sliding forward in time.
- Beach Funds: Beach Capital Reserve Fund is amended to receive a transfer from the now completed Beach Renourishment Capital Project. The offsetting expense to this is an increase to the Beach Plan Reserve. Beach Expense Reserve Fund is amended among expense lines to account for added labor on the beach this Spring to repair some of our beach accesses.
- Water Enterprise Fund: Revenues are increased for some customer based revenues and the sale of scrap brass. The expense offsets to this are some increased maintenance expenses and higher than estimated expenses on the hydrant replacements capital project.

### **Attachments:**

- 1) Budget Amendment #6

### **Recommended Action:**

- 1) Vote to adopt Budget Amendment #6



**TOWN OF PINE KNOLL SHORES**  
**BUDGET AMENDMENT #6**  
**JUNE 9, 2021**

Be it ordained by the Board of Commissioners of the Town of Pine Knoll Shores, North Carolina, that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2021:

**GENERAL FUND**

SECTION 1. To amend the General Fund, the Revenues are to be changed as follows:

<b>REVENUES</b>	<b><u>INCREASE</u></b>	<b><u>DECREASE</u></b>
Ad Valorem Property Taxes (including auto & interest)	\$ 13,500	
Other Taxes & Licenses	15,100	
Unrestricted Intergovernmental		\$ 24,900
Restricted Intergovernmental		6,500
Permits & Fees	31,500	
Other Revenues		45,700
<b>TOTAL:</b>	<b><u>\$ 60,100</u></b>	<b><u>\$ 77,100</u></b>

This will result in a net decrease of \$17,000 in the Revenues of the General Fund. To provide the appropriation offsets for these amended revenues, the General Fund appropriation estimates are to be changed as follows:

<b>EXPENDITURES</b>	<b><u>INCREASE</u></b>	<b><u>DECREASE</u></b>
<b>GENERAL GOVERNMENT</b>		
Administration	\$ 66,000	
<b>PUBLIC WORKS</b>		
Public Property & Buildings	17,000	
Environmental Protection		\$ 100,000
<b>TOTAL:</b>	<b><u>\$ 83,000</u></b>	<b><u>\$ 100,000</u></b>

**BEACH CAPITAL RESERVE FUND**

SECTION 2. To amend the Beach Capital Reserve Fund, the Revenues are to be changed as follows:

<b>REVENUES</b>	<b><u>INCREASE</u></b>	<b><u>DECREASE</u></b>
Transfer from Capital Project Fund	\$ 236,000	
Transfer from Beach Expense Reserve Fund		\$ 10,000
<b>TOTAL:</b>	<b><u>\$ 236,000</u></b>	<b><u>\$ 10,000</u></b>

**TOWN OF PINE KNOLL SHORES**  
**BUDGET AMENDMENT #6**  
**JUNE 9, 2021**

This will result in a net increase of \$226,000 in the Revenues of the Beach Capital Reserve Fund. To provide the appropriation offsets for these amended revenues, the Beach Capital Reserve Fund appropriation estimates are to be changed as follows:

<b>EXPENDITURES</b>	<u><b>INCREASE</b></u>	<u><b>DECREASE</b></u>
Beach Plan Reserve	\$ 226,000	
<b>TOTAL:</b>	<u><u><b>\$ 226,000</b></u></u>	<u><u><b>\$ -</b></u></u>

**BEACH EXPENSE RESERVE FUND**

SECTION 3. To amend the Beach Expense Reserve Fund, the appropriation estimates are to be changed as follows:

<b>EXPENDITURES</b>	<u><b>INCREASE</b></u>	<u><b>DECREASE</b></u>
Operating Expenses	\$ 10,000	
Transfer to Beach Capital Reserve Fund		\$ 10,000
<b>TOTAL:</b>	<u><u><b>\$ 10,000</b></u></u>	<u><u><b>\$ 10,000</b></u></u>

**WATER ENTERPRISE FUND**

SECTION 4. To amend the Water Enterprise Fund, the Revenues are to be changed as follows:

<b>REVENUES</b>	<u><b>INCREASE</b></u>	<u><b>DECREASE</b></u>
Water Fees	\$ 15,000	
Other Revenues	11,000	
<b>TOTAL:</b>	<u><u><b>\$ 26,000</b></u></u>	<u><u><b>\$ -</b></u></u>

This will result in a net increase of \$26,000 in the Revenues of the Water Enterprise Fund. To provide the appropriation offsets for these amended revenues, the Water Enterprise Fund appropriation estimates are to be changed as follows:

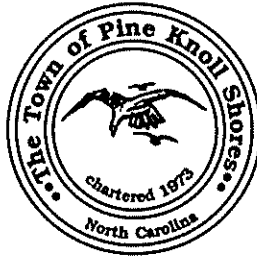
<b>EXPENDITURES</b>	<u><b>INCREASE</b></u>	<u><b>DECREASE</b></u>
Operating Expenses	\$ 15,000	
Capital Outlay	\$ 11,000	
<b>TOTAL:</b>	<u><u><b>\$ 26,000</b></u></u>	<u><u><b>\$ -</b></u></u>

SECTION 5. Copies of this Budget Amendment shall be furnished by the Town Clerk to the Town Manager/Budget Officer, the Finance Officer, and the Tax Collector for direction in carrying out their duties.

Adopted this 9th day of June, 2021 by a vote of \_\_\_\_\_ ayes, \_\_\_\_ nays, \_\_\_\_\_ absent.

\_\_\_\_\_  
John Brodman, Mayor

\_\_\_\_\_  
Brian J. Kramer, Budget Officer



## MEMORANDUM

**TO:** Mayor Brodman and Members of the Board of Commissioners

**FROM:** Kevin B. Reed, AICP, CZO, CFM, Town Planner

**DATE:** June 9, 2021

**SUBJECT:** Consider a Request from Kenny Bradberry, on behalf of the Diocese of East Carolina, for Approval of a Preliminary Subdivision Plat for the Proposed Trinity Forest Subdivision

The Town has received a request from Kenny Bradberry, on behalf the Diocese of East Carolina, for review of a preliminary subdivision plat for the proposed Trinity Forest Subdivision (copy attached to this memorandum). The Planning Board approved the preliminary plat for the subdivision at its April 17, 2201 meeting. The plat must now receive approval from the Board of Commissioners before proceeding to final plat approval.

The proposed subdivision is a 4.459 acre parcel located on the south side of NC Highway 58 (Salter Path Road) at the far western boundary of the Diocese's oceanfront parcel. The remaining portion of the property will contain 14.17 acres. There are no plans submitted at this time to further subdivide the Trinity Forest parcel into individual building lots. The request by the Diocese is to create the 4.459 parcel for marketing and sale.

The preliminary plat indicates a 35-foot buffer along NC Highway 58 (Salter Path Road) which meets the standard set forth in Section 66-4, Subsection (e) of the Town Code. The plat also indicates a 5-foot sidewalk along the southern portion of the right-of-way for NC Highway 58 (Salter Path Road) which meets the minimum width requirement set forth in Section 66-4, Subsection (a)(6)(b)(2) and is consistent with the Town's Pedestrian Master Plan. The plat also includes a proposed new 15-foot pedestrian access easement in order to replace an existing 10-foot easement. This is being proposed by the owners since the town's existing pedestrian boardwalk is not located entirely within the existing 10-foot easement. The new easement would alleviate that discrepancy.

Staff looks forward to discussing the preliminary plat with the Board of Commissioners at its June 9, 2021 meeting. Please let me know if you have any questions regarding the foregoing information.

KBR

Attachment

