



BOARD OF COMMISSIONERS

FIRST REGULAR MONTHLY MEETING

November 8, 2017— 6:00 p.m.

Agenda

- I. Call to order and Pledge of Allegiance** **Mayor Jones**
- II. Approval of the Agenda**
(Motion to add or delete an item will be entertained prior to approval.)
- III. Disclosures and Conflicts of Interest**
- IV. Announcements** **Mayor Jones**
- a. Next Board Meeting: December 13
 - b. Election Day: November 7
 - c. Town Hall will be closed in observance of Veterans Day November 10
 - d. America Recycles Day: November 15
 - e. Turkey Trot: November 23
 - f. Volunteer Christmas Party: December 8
 - g. Flotilla: December 9
 - h. Christmas Parade: December 16
- V. 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.)
- VI. Presentations**
- a. Audit Report
 - b. Water System Mapping
- VII. Consent Agenda** **Mayor Jones** (3-7)
- a. Minutes from October 11, 2017 (4-6)
 - b. Tax Discoveries & Releases (7)
- VIII. Town Manager's Report** **Town Manager** (8-16)
- IX. Unfinished Business** **Mayor Jones** (17-18)
- a. 2017 Annual Agenda and Commissioner Reports **Mayor Jones** (18)

X. New Business

- a. Call for Public Hearing: Dock Ordinance
- b. Call for Public Hearing: Tree Ordinance
- c. Funds for ROW Trimming
- d. Agenda Items for Next Meeting

Mayor Jones (19)

Mayor Jones

Mayor Jones

Mayor Jones

Mayor Jones (19)

XI. Public Comment #2

*(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.)

XII. Adjournment

Mayor Jones

Memorandum – Agenda Item VII

To: Mayor
Commissioners
Town Manager

From: Sarah Williams

Date: November 8, 2017

RE: Consent Agenda.

Relationship to Strategic Plan:
Varies by Item...

Summary

For approval. This month's consent agenda consists of four items for approval:

- a. Minutes from October 11, 2017
- b. Tax Discoveries & Releases

Attachments:

- a. Minutes from October 11, 2017
- b. Tax Discoveries & Releases

Requested action:

Approve the consent agenda

Town of Pine Knoll Shores Board of Commissioners
Regular Monthly Meeting
October 11, 2017
6:00 PM

Call to Order and Pledge of Allegiance

Mayor Jones called the October 11, 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; Police Chief Ryan Thompson; Public Works Director Sonny Cunningham; Town Planner Kevin Reed; Town Clerk Sarah Williams; and Town Attorney Neil Whitford.

Approval of the Agenda

The agenda was approved unanimously, with changes, on a motion by Commissioner Brodman with a second by Commissioner Edwards. Under the consent agenda, John Halada's name was removed from Chairman of the Strategic Planning Board and Jean McDanal's reappointment was added to the Parks and Recreation Committee.

Disclosures/Conflicts of Interest

There were no disclosures or conflicts of interest.

Announcements

Mayor Jones announced that the election day would be on November 7, the next Board of Commissioners meeting would be on November 8, the Veterans Day Parade in Morehead City would be on November 11, The Turkey Trot would be on Thanksgiving Day at McNeill Park, The Garden Club would be rededicating their Blue Star Memorial on November 9, The Christmas Flotilla would be on December 9, and the Christmas Parade would be on December 16.

Public Comment

Suzanne Wheatcraft, 2 West Court, was concerned with transparency in government.

Bill Knecht, 238 Coral Dr, spoke in favor of a resolution to oppose offshore drilling and seismic testing.

Presentation(s)

NCLM Presentation

Retired Police Chief Tom Anderson from the North Carolina League of Municipalities presented Police Chief Thompson with the Risk Management Assessment Certification.

Law Enforcement Certificate

Police Chief Ryan Thompson presented Corporal Jordan Seitter with the intermediate Law Enforcement Certificate.

Kayak for the Warriors

Michelle Rademacher with Hope for the Warriors thanked Jean McDanal for coordinating Kayak for the Warriors and for all of the volunteers that had helped. She presented the Town with a book of pictures from both the 2017 foot race and the 2017 kayak race.

Consent Agenda

The consent agenda, consisting of the minutes from the meetings of August 24 and September 13, 2017, board reappointments, surplus property resolution, and tax discoveries and releases, was approved unanimously on a motion by Commissioner Brodman with a second by Commissioner Goetzinger.

Town Manager's Report

Manager Kramer reported that HB56 had passed, establishing a beach nourishment fund. There was the possibility of a beach nourishment project in FY 19; the Town's last beach nourishment had been about 5 years ago. The Town will start meeting with Moffat Nichol over the winter to start looking at design projects for the possible nourishment.

PKS Awarded 205j Grant: The Town was awarded the 205J grant to fund the Pine Knoll Shores Watershed Restoration Plan. Once the plan is approved, the Town will be eligible to receive 319 funding.

County Paramedic to Move Soon: The County Paramedic will be leaving Pine Knoll Shores between December 2016 and January 2017. The Town will cover both Pine Knoll Shores and Indian Beach for paramedic-level calls.

Town Hall Roof: The Town Hall roof is going to need the shingles replaced. It will likely be an FY19 Capital Improvement Project. Inspector Taylor is starting to gather quotes.

35 MPH on East End of Town: The Town has requested that the (seasonal) 35 MPH speed limit change on the east end of town remain permanent and synch with the Town of Atlantic Beach's speed limit schedule.

Updates:

The U. S. Supreme Court denied the Nies petition. Commissioner Corsello would like to have a discussion on freeboard and building standards and Manager Kramer is looking for a speaker to come and talk about the topic. Commissioner Corsello said he would also like to hear from the insurance industry on the subject. A Coyote/ Pine Knoll Shores Wildlife Action Committee has been formed, and the dock ordinance is still with the Planning Board. Town Manager Kramer said that he was looking into the possibility of having a candidates table at Town Hall for those running in the election where they could display their material.

Staff Reports

Chief Thompson informed the Board that the on December 2 at the Public Safety Building, there would be a veterinarian outreach from 10 a.m. -3 p.m. (the 2nd for the Town) and that on December 9, there would be a 2nd face behind the badge event at the Inn of Pine Knoll Shores from 9 a.m. -11 a.m..

Chief Baker informed the Board that the department's application to carry narcotics had been approved and once they were ordered, the department as a medic station would be fully functional.

Planner Reed informed the Board that the Town resiliency grant was a 3 part process and that Tower Com would be hosting lunch and an informational meeting on October 25 about the proposed monopole at the Country Club Crystal Coast. The purpose of the meeting would be to review site plans, design, etc.

Public Works Director Cunningham informed the Board that the NCDOT would be trimming the right-of-way and the Town will trim the interior streets. His department is continuing to spray for mosquitos, and the 2 elevated water tanks will be painted in 2018.

Town Clerk Williams informed the Board that Dr. Randall Etheridge from ECU and one his students were looking at the water quality of the canal. Once the reports are final, they will brief the Strategic Planning Committee. Based on the preliminary testing, the canal seems healthy.

Unfinished Business

Oil and Seismic Testing

Commissioner Fulcher expressed his concern about a resolution opposing oil and seismic testing and said he would not support a resolution. Commissioner Edwards made a motion to approve the resolution with a second by Commissioner Goetzinger, with discussion from Commissioner Corsello. Commissioner Corsello said he agreed with Commissioner Fulcher that it was not time to take action. He said that he was in not in favor of "...without any revenues or sharing..." being included in the resolution. Commissioner Brodman suggested striking that from the resolution and Commissioner Edwards amended his motion to strike that phrase. The resolution passed 4-1 with Commissioner Fulcher voting against.

2017 Annual Agenda and Commissioner Reports

Commissioner Brodman informed the Board that the CRC and the CRAC were supposed to meet in Wilmington, NC but had rescheduled for November 8&9 at the Doubletree in Atlantic Beach.

New Business

Budget Amendment #2

Budget Amendment #2 passed unanimously on a motion by Commissioner Edwards with a second by Commissioner Brodman.

Agenda Items for Next Meeting

Commissioner Edwards asked for a brief on recycling and trash, and getting the word out. Mayor Jones would like to use some of the storm clean up funds towards cleaning up the right-of-way.

Public Comment

Cindy Schersching, 148 Mimosa, thanked the Board for supporting the resolution opposing oil and seismic testing.

Christine Voss, 106 Locust Ct, presented information on oil and seismic testing and thanked the Board for passing the resolution.

Adjournment

The Board Adjourned on a motion by Commissioner Edwards with a second by Commissioner Brodman that passed unanimously at 7:10 p.m.

Ken Jones, Mayor

Sarah G. Williams, Town Clerk

(6)



The Town of Pine Knoll Shores

November 1, 2017

Tax Report

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

From: Connie G. Shelton, Tax Collector

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

| | |
|---------------------------------|-------------|
| Total Valuation as of September | 896,455,830 |
| Total Valuation as of October | 896,491,322 |

RELEASE - NON OCEAN PERSONAL PROPERTY

| | <u>BILL #</u> | <u>VALUATION</u> | <u>TAX DOLLARS</u> |
|---------------------|---------------|------------------|--------------------|
| OSBORNE JOE | 925 | 845 \$ | 1.80 |
| CASTELLOW ELIZABETH | 1178 | 6,489 \$ | 13.82 |
| TOMS CLINTON | 2545 | 2,000 \$ | 4.26 |
| BOGUE BANKS CC | 2721 | 126,001 \$ | 268.38 |
| ATKINS EDDIE LEE | 2512 | 4,680 \$ | 9.97 |
| SMITH GEORGE | 2561 | 7,740 \$ | 16.49 |
| | | <hr/> 147,755 \$ | <hr/> 314.72 |

DISCOVERY NON OCEAN PERSONAL PROPERTY

| | <u>BILL #</u> | <u>VALUATION</u> | <u>TAX DOLLARS</u> |
|----------------|---------------|------------------|--------------------|
| BOGUE BANKS CC | 2722 | 183,247 \$ | 390.32 |
| | | <hr/> 183,247 \$ | <hr/> 390.32 |



Pine Knoll Shores Police Department
2017 Monthly Report

| | January | February | March | April | May | June | July | August | September | October | November | December | Year To Date |
|-------------------------|---------|----------|-------|-------|-------|------|-------|--------|-----------|---------|----------|----------|--------------|
| Arrests | 5 | 9 | 7 | 9 | 12 | 5 | 6 | 6 | 3 | 4 | | | 66 |
| 911 Hang Up | 10 | 12 | 13 | 21 | 17 | 24 | 37 | 30 | 23 | 29 | | | 216 |
| Alarm Activation | 17 | 5 | 7 | 6 | 21 | 7 | 5 | 12 | 4 | 8 | | | 92 |
| Animal Calls | 7 | 12 | 2 | 7 | 10 | 10 | 6 | 8 | 7 | 9 | | | 78 |
| Larceny | 2 | 0 | 0 | 0 | 2 | 3 | 7 | 0 | 5 | 1 | | | 20 |
| Damage to Property | 1 | 0 | 0 | 0 | 2 | 3 | 0 | 0 | 0 | 0 | | | 6 |
| Breaking or Entering | 0 | 1 | 0 | 0 | 1 | 0 | 6 | 2 | 0 | 0 | | | 10 |
| Disturbance | 2 | 3 | 4 | 11 | 13 | 13 | 9 | 6 | 5 | 6 | | | 72 |
| Assist Fire/EMS | 26 | 12 | 20 | 27 | 17 | 30 | 28 | 16 | 13 | 17 | | | 206 |
| Motor Vehicle Collision | 1 | 0 | 0 | 5 | 1 | 6 | 1 | 10 | 4 | 2 | | | 30 |
| Mutual Aid Calls | 1 | 2 | 2 | 9 | 6 | 2 | 3 | 2 | 1 | 2 | | | 30 |
| Traffic Stops | 168 | 140 | 150 | 157 | 170 | 213 | 171 | 110 | 167 | 178 | | | 1624 |
| Citations Issued | 21 | 27 | 28 | 44 | 41 | 28 | 46 | 26 | 28 | 45 | | | 334 |
| Written Warning | 17 | 76 | 51 | 18 | 30 | 37 | 26 | 25 | 31 | 33 | | | 344 |
| Business Checks | 186 | 197 | 127 | 132 | 133 | 108 | 145 | 181 | 278 | 449 | | | 1936 |
| Foot Patrols | 478 | 302 | 384 | 384 | 389 | 390 | 344 | 365 | 462 | 574 | | | 4072 |
| Residence Checks | 188 | 227 | 326 | 212 | 157 | 168 | 129 | 154 | 174 | 203 | | | 1938 |
| Training Hours | 225 | 214 | 219 | 57 | 140.5 | 56 | 8 | 75 | 138 | 213 | | | 1345.5 |
| V.I.P.S. Hours Worked | 43 | 48 | 65 | 57.5 | 77 | 98 | 110.5 | 89.5 | 67.5 | 60 | | | 716 |

Citation Breakdown

| | January | February | March | April | May | June | July | August | September | October | November | December | Year to Date |
|-------------------------|---------|----------|-------|-------|-----|------|------|--------|-----------|---------|----------|----------|--------------|
| Speeding | 4 | 6 | 5 | 9 | 4 | 3 | 1 | 2 | 4 | 25 | | | 63 |
| Stop Sign/Stop Light | 1 | 2 | 7 | 1 | 1 | 0 | 2 | 0 | 1 | 0 | | | 15 |
| Registration/Inspection | 5 | 1 | 4 | 3 | 7 | 6 | 6 | 5 | 8 | 6 | | | 51 |
| License Revoked/Expire | 3 | 4 | 5 | 3 | 5 | 4 | 3 | 2 | 1 | 4 | | | 34 |
| Other Traffic Violation | 5 | 6 | 1 | 18 | 13 | 13 | 20 | 11 | 9 | 4 | | | 100 |
| Narcotics Violation | 1 | 6 | 4 | 6 | 9 | 2 | 12 | 5 | 2 | 1 | | | 48 |
| Alcohol Violation | 2 | 0 | 1 | 4 | 2 | 0 | 1 | 1 | 3 | 4 | | | 18 |
| Other Criminal Offense | 0 | 2 | 1 | 0 | 0 | 0 | 1 | 0 | 0 | 1 | | | 5 |

October 2017 Training Report
Pine Knoll Shores Police Department

| Type of Training | Hours | Institution | Officer Attending | Date |
|---|-------|--------------------------------------|-------------------|--------------------|
| Traffic Stop Rights, Laws, & Information | 0.5 | Pine Knoll Shores Police Department | Corporal Seitter | 10/2/2017 |
| Traffic Stop Rights, Laws, & Information | 0.5 | Pine Knoll Shores Police Department | Officer Weathers | 10/2/2017 |
| Protecting Victims of Domestic Violence | 4 | NC Justice Academy | Officer Weathers | 10/3/2017 |
| Domestic Violence: Crimes & Legal Issues | 8 | NC Justice Academy | Corporal Bishop | 10/5/2017 |
| Domestic Violence: Crimes & Legal Issues | 8 | NC Justice Academy | Officer Montanino | 10/5/2017 |
| Protecting Our Officers: Suicide Prevention | 2 | NC Justice Academy | Officer Weathers | 10/8/2017 |
| Positively Impacting Today's Youth | 2 | NC Justice Academy | Officer Weathers | 10/8/2017 |
| Protecting Victims of Domestic Violence | 4 | NC Justice Academy | Officer Neglic | 10/9/2017 |
| Crime Prevention Through Environmental Design | 32 | NC Justice Academy | Officer Montanino | 10/9 - 10/12/2017 |
| Child Death Investigation | 16 | NC Justice Academy | Corporal Bishop | 10/10 - 10/11/2017 |
| Clandestine Lab/Hazmat Recertification | 8 | NC SBI | Chief Thompson | 10/10/2017 |
| Narcotics Identification for Patrol Officers | 2 | NC Justice Academy | Officer Weathers | 10/12/2017 |
| Felony Traffic Stops | 0.5 | Pine Knoll Shores Police Department | Officer Neglic | 10/14/2017 |
| Intox EC/IR II | 40 | FTA Branch | Officer Montanino | 10/16 - 10/20/2017 |
| Advanced Field Training Officer | 24 | NC Justice Academy | Corporal Seitter | 10/17 - 10/19/2017 |
| Liability Issues in Emergency Management | 4 | North Carolina Sheriff's Association | Chief Thompson | 10/17/2017 |
| 2017 Legislative Update | 8 | North Carolina Sheriff's Association | Chief Thompson | 10/18/2017 |
| Fentanyl Precautions | 0.5 | Pine Knoll Shores Police Department | Corporal Bishop | 10/20/2017 |
| Fentanyl Precautions | 0.5 | Pine Knoll Shores Police Department | Corporal Seitter | 10/20/2017 |
| Fentanyl Precautions | 0.5 | Pine Knoll Shores Police Department | Officer Weathers | 10/20/2017 |
| Law Enforcement Intelligence Update | 2 | NC Justice Academy | Officer Weathers | 10/21/2017 |
| Fentanyl Precautions | 0.5 | Pine Knoll Shores Police Department | Officer Montanino | 10/22/2017 |
| Fentanyl Precautions | 0.5 | Pine Knoll Shores Police Department | Officer Patton | 10/23/2017 |
| Fentanyl Precautions | 0.5 | Pine Knoll Shores Police Department | Officer Neglic | 10/23/2017 |
| Felony Traffic Stops | 1 | Pine Knoll Shores Police Department | Officer Neglic | 10/24/2017 |
| Felony Traffic Stops | 1 | Pine Knoll Shores Police Department | Officer Weathers | 10/24/2017 |
| Juvenile Legal Issues | 8 | NC Justice Academy | Corporal Bishop | 10/25/2017 |
| Felony Traffic Stops | 1 | Pine Knoll Shores Police Department | Corporal Bishop | 10/25/2017 |
| Felony Traffic Stops | 1 | Pine Knoll Shores Police Department | Officer Montanino | 10/25/2017 |
| Incident Command/EOC Interface | 8 | North Carolina Emergency Management | Chief Thompson | 10/26/2017 |
| Trauma/Gunshot Wound Care | 0.5 | Pine Knoll Shores Police Department | Chief Thompson | 10/27/2017 |
| Trauma/Gunshot Wound Care | 0.5 | Pine Knoll Shores Police Department | Corporal Bishop | 10/27/2017 |
| Trauma/Gunshot Wound Care | 0.5 | Pine Knoll Shores Police Department | Officer Weathers | 10/27/2017 |

6

October 2017 Training Report
Pine Knoll Shores Police Department

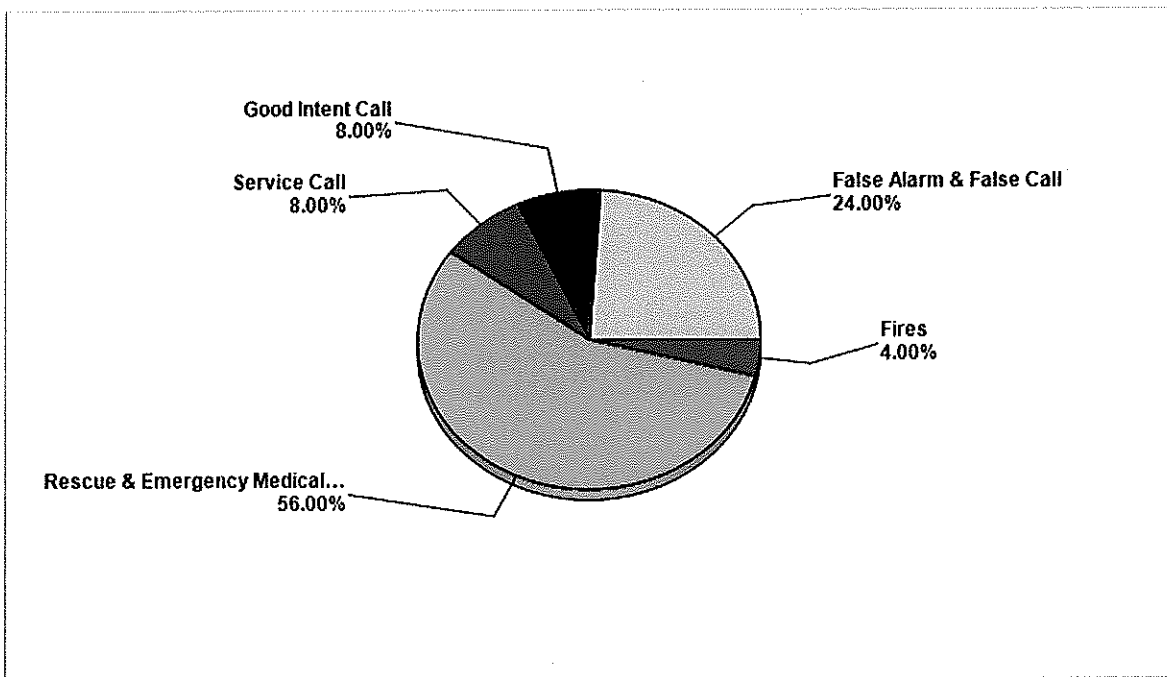
| | | | | |
|--------------------------------------|------------|---|------------------|------------|
| Trauma/Gunshot Wound Care | 0.5 | Pine Knoll Shores Police Department | Officer Patton | 10/27/2017 |
| Trauma/Gunshot Wound Care | 0.5 | Pine Knoll Shores Police Department | Officer Asby | 10/27/2017 |
| Trauma/Gunshot Wound Care | 0.5 | Pine Knoll Shores Police Department | Officer Neglic | 10/27/2017 |
| Felony Traffic Stops | 0.5 | Pine Knoll Shores Police Department | Officer Weathers | 10/27/2017 |
| Felony Traffic Stops | 0.5 | Pine Knoll Shores Police Department | Officer Patton | 10/27/2017 |
| Felony Traffic Stops | 0.5 | Pine Knoll Shores Police Department | Officer Asby | 10/27/2017 |
| Improving Decision-Making Skills | 4 | NC Justice Academy | Officer Weathers | 10/29/2017 |
| Use of Force Decision: De-escalation | 8 | North Carolina League of Municipalities | Corporal Bishop | 10/30/2017 |
| Use of Force Decision: De-escalation | 8 | North Carolina League of Municipalities | Corporal Seitter | 10/30/2017 |
| Total | 213 | | | |

PKSFD END OF MONTH REPORT OCTOBER 2017

Training hours -

There were 482 hours of training in the month of October 17 –

Calls for assistance!



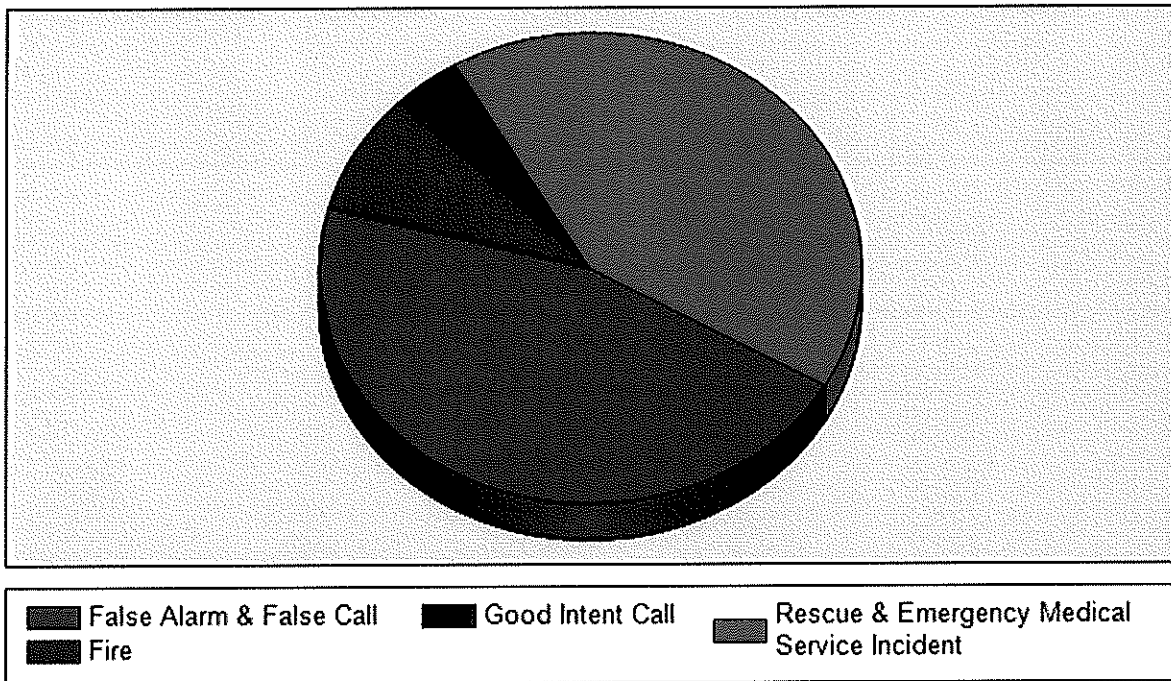
| MAJOR INCIDENT TYPE | # INCIDENTS | % of TOTAL |
|------------------------------------|-------------|------------|
| Fires | 1 | 4.00% |
| Rescue & Emergency Medical Service | 14 | 56.00% |
| Service Call | 2 | 8.00% |
| Good Intent Call | 2 | 8.00% |
| False Alarm & False Call | 6 | 24.00% |
| TOTAL | 25 | 100.00% |

PKSFD END OF MONTH REPORT OCTOBER 2016

Training hours -

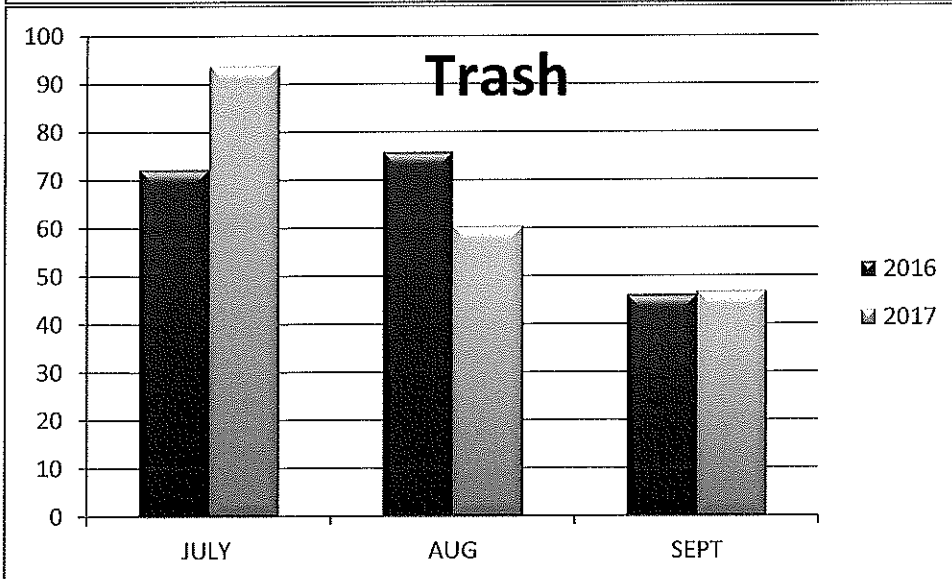
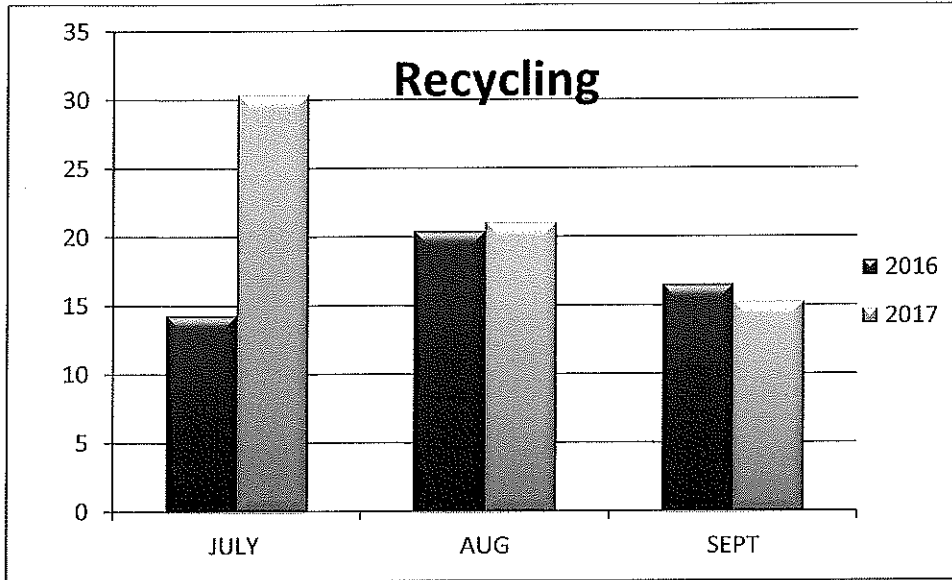
There were 340 hours of training in the month of October 16 –

Calls for assistance!



| INCIDENT TYPE | OCT | TOTAL |
|---|-----|-------|
| False Alarm & False Call | 11 | 11 |
| Fire | 2 | 2 |
| Good Intent Call | 1 | 1 |
| Rescue & Emergency Medical Service Incident | 10 | 10 |
| Total | 24 | 24 |

Recycling and Trash Quarterly Report





DEPARTMENT OF INSPECTIONS
TOWN OF PINE KNOLL SHORES, NC

REPORT of PERMITS ISSUED

Page # 1

From: Month 10 Day 01 Year 17
Thru: Month 10 Day 31 Year 17

| PERMITS ISSUED | USE DESCRIPTION | VALUE OF CONST. | FEES |
|-------------------------------------|--|-----------------|----------|
| 1 | RESIDENTIAL,NEW,SINGLE FAMILY | 960,000.00 | 722.28 |
| 2 | RESIDENTIAL, ADDITION | 8,222.00 | 200.00 |
| 9 | RESIDENTIAL, RENOVATION,REMODEL PER \$ 1,000 | 114,000.00 | 1,037.00 |
| 2 | STRUCTURES OTHER THAN BUILDINGS | 2,200.00 | 150.00 |
| 10 | CAC TREE PERMIT | .00 | .00 |
| ----- | | | |
| BUILDING PERMITS ISSUED | | 24 | |
| BUILDING ESTIMATED COST | | 1,084,422.00 | |
| BUILDING PERMIT FEES | | 2,109.28 | |
| NORTH CAROLINA HOME OWNERS RECOVERY | | 40.00 | |
| LANDSCAPE FEES | | .00 | |
| BUILDING RESIDENTIAL SQUARE FOOTAGE | | 5,545.00 | |
| BUILDING COMMERCIAL SQUARE FOOTAGE | | .00 | |
| BUILDING INDUSTRIAL SQUARE FOOTAGE | | .00 | |
| ----- | | | |
| ELECTRICAL PERMITS ISSUED | | 24 | |
| ELECTRICAL ESTIMATED COST | | 12,050.00 | |
| ELECTRICAL PERMIT FEES | | 1,797.28 | |
| ----- | | | |
| PLUMBING PERMITS ISSUED | | 3 | |
| PLUMBING ESTIMATED COST | | .00 | |
| PLUMBING PERMIT FEES | | 822.28 | |

14

| | |
|---------------------------|-----------|
| MECHANICAL PERMITS ISSUED | 11 |
| MECHANICAL ESTIMATED COST | 97,261.62 |
| MECHANICAL PERMIT FEES | 1,572.28 |

OTHER PERMITS & MISC RECEIPTS

PERMITS ISSUED USE DESCRIPTION

| | |
|---------------------|-----|
| MISC PERMITS ISSUED | 0 |
| MISC ESTIMATED COST | .00 |
| MISC PERMIT FEES | .00 |

GRAND TOTALS

From: Month 10 Day 01 Year 17

Thru: Month 10 Day 31 Year 17

| | |
|--------------------------------|--------------|
| PERMITS ISSUED | 62 |
| ESTIMATED CONSTRUCTION COST | 1,193,733.62 |
| PERMIT FEES | 6,301.12 |
| NC HOME OWNERS RECOVERY | 40.00 |
| LANDSCAPE FEES | .00 |
| HOME OCCUPATION PERMITS ISSUED | 0 |
| HOME OCCUPATION PERMIT FEES | .00 |
| RESIDENTIAL SQUARE FOOTAGE | 5,545.00 |
| COMMERCIAL SQUARE FOOTAGE | .00 |
| INDUSTRIAL SQUARE FOOTAGE | .00 |
| TOTAL INSPECTIONS | 133 |

| | Total | Residential | Commercial |
|------------------------|-------|-------------|------------|
| Building Inspections | 39 | 35 | 4 |
| Electrical Inspections | 39 | 37 | 2 |
| Mechanical Inspections | 41 | 37 | 4 |
| Plumbing Inspections | 14 | 14 | 0 |
| | 0 | 0 | 0 |

| <u>Open Permits</u> | <u>Year</u> | <u># Permits</u> |
|---------------------|-------------|------------------|
| Building | 2014 | 10 |
| Building | 2015 | 55 |
| Building | 2016 | 53 |
| Building | 2017 | 81 |
| Electrical | 2014 | 6 |
| Electrical | 2015 | 27 |
| Electrical | 2016 | 14 |
| Electrical | 2017 | 33 |



DEPARTMENT OF INSPECTIONS
TOWN OF PINE KNOLL SHORES, NC

REPORT of PERMITS ISSUED

Page # 2

From: Month 10 Day 01 Year 17
Thru: Month 10 Day 31 Year 17

| PERMITS ISSUED | USE DESCRIPTION | VALUE OF CONST. | FEES |
|----------------|-----------------|-----------------|------|
| Mechanical | 2014 | 2 | |
| Mechanical | 2015 | 9 | |
| Mechanical | 2016 | 6 | |
| Mechanical | 2017 | 17 | |
| Plumbing | 2014 | 3 | |
| Plumbing | 2015 | 16 | |
| Plumbing | 2016 | 11 | |
| Plumbing | 2017 | 21 | |

16

Memorandum – Agenda Items IX.a.

**To: Mayor
Commissioners
Town Manager**

From: Sarah Williams

Date: November 8, 2017

RE: Commissioner Assignments and 2017 Annual Agenda

Relationship to Strategic Plan

The 2017 Annual Agenda consists of 8 items selected by the Mayor and Commissioners for action this year and 4 annually recurring actions.

Summary

This is the monthly opportunity for the Mayor and Commissioners to report on their annual agenda items.

Attachment:

2017 Annual Agenda and Commissioner Assignments

Action Needed:

Review/report/update

2017 Annual Agenda

| Topic | Party Responsible | |
|--|--|---|
| 1. Consolidation of Services – | Mayor Jones; Brodman | |
| 2. Solid Waste/Recycling – | Public Works Committee (Fulcher, Edwards) | |
| 3. Aging in Place – | Planning Committee (Brodman, Goetzinger) | |
| 4. Community Involvement/Public Availability-- | Mayor Jones; Edwards | |
| 5. Development Line--- | Beach Commissioners (Corsello, Mayor Jones); Brodman | |
| 6. Maritime Forest Management | Planning Committee (Goetzinger, Brodman) | |
| 7. Saltwater Intrusion | Public Works Committee (Fulcher, Edwards) | |
| 8. Stormwater Infrastructure | Public Works Committee (Fulcher, Edwards) | |
| Mayor and Commissioners' | Committees | Advocacy |
| Jones | Ex officio all | |
| Brodman | Planning, Administration | PARC, Shoreline, CERT, Age-Friendly, St.PI. |
| Corsello | Budget/Finance, Administration | BOA |
| Edwards | Budget/Finance, Pub Works | History, Planning Board, Age-Friendly |
| Fulcher | Pub Works, Safety/EM | CAC, Police |
| Goetzinger | Planning, Safety/EM | EMS, Fire, St.PI. |
| External Assignments | | |
| Beach Commission | Jones/Corsello | |
| ECC | Edwards | |
| County Strategic Plan | Brodman | |
| CCMA | Jones | |
| CRAC | Brodman | |
| Energy Policy Council | Brodman | |
| Coastal Environmental Partnership | Fulcher | |
| Strategic Planning Committee | Brodman, Goetzinger/Jones | |
| 2017 Ad Hoc Committees | Members | Status |
| Development Line | Werle, Daniels, Browne, Brodman, Price, Thomas, Beasley, Warren | Draft Rec'd by PB |
| Impervious/Stormwater | Brodman, Edwards, Werle, Browne, Holman | Meeting |
| Tree Diameter | Edwards, Fulcher, O'Keefe, MacDonald, Pylko | Meeting |
| Income-producing Props. | Payne, Greene, Powers, Brodman, Goetzinger, Stadiem, Tucker, Taft, Dohner, Baccollo, | Meeting |
| UDO | Browne, Powers, Werle, Brodman | Meeting |
| Annual Projects | Party Responsible | Status |
| 5-year Financial Plan Update | Finance/Budget | |
| Review Financial Policy | Finance/Budget | Completed |
| Sand Fence/Vegetation Management | Corsello/Jones | Completed |
| Update Facilities/Evaluate | Public Works | |

Memorandum – Agenda Items X.d.

To: Mayor
Commissioners
Town Manager

From: Sarah Williams

Date: November 8, 2017

RE: Agenda Items for Next Meeting

Relationship to Strategic Plan:

Dependent upon agenda items

Background

This is a standing agenda item to discuss items for the next agenda.

Attachment

None

Action Requested:

Discuss agenda items for next meeting.