



Nice Matters!

Town of Emerald Isle
7500 Emerald Drive
Emerald Isle, NC 28594

252-354-3424 voice
252-354-5068 fax

www.emeraldisle-nc.org

Mayor
Jason Holland

Mayor Pro-Tem
Floyd Messer, Jr.

Board of Commissioners
Steve Finch
Jim Normile
Mark Taylor
Jamie Vogel

Town Manager
Matt Zapp
mzapp@emeraldisle-nc.org



Emerald Isle Board of Commissioners
Special Meeting
January 4 – 5, 2023
Islander Hotel & Resort

The Emerald Isle Board of Commissioners will hold a special meeting for the annual budget/ goals retreat on Wednesday, January 4, and Thursday, January 5, 2023, at the Islander Hotel & Resort at 102 Islander Drive. The meeting will begin at 8:30 a.m. and is expected to conclude at/before noon on both days. The purpose of the meeting is to discuss items of interest in 2023.

Anna Smith
Town Clerk/Public Information Officer



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SPECIAL MEETING OF THE EMERALD ISLE BOARD OF COMMISSIONERS

Wednesday, January 4, 2023 – 8:30 am – 12:00 pm
ISLANDER HOTEL BANQUET ROOM

DAY 1

FY 23-24 Budget Planning Workshop

- 8:00 am ARRIVAL OF PARTICIPANTS**
Light breakfast, coffee, tea & water available
- 8:30 am MEETING KICK-OFF**
1. Call to Order Jason Holland, Mayor
 2. Roll Call Anna Smith, Town Clerk
 3. Adoption of Agenda Board of Commissioners
- 8:35 am WELCOME & INTRODUCTION** Matt Zapp, Town Manager
- ✓ Phones down
 - ✓ Professional courtesy
 - ✓ Red Card if we wander
 - ✓ The Parking Lot
- 8:40 am MOTIVATIONAL MINUTE** Matt Zapp, Town Manager
- Earl Nightingale on the 5% rule
- 8:45 am 2022: WHAT A YEAR!** Matt Zapp, Town Manager
4. Emerald Isle Service Statistics Report
 5. 2022 Progressive Goals Accomplishments
- 9:15 am FINANCIAL / BUDGET INFORMATION**
6. Overall Financial Status, Service Statistics Laura Rotchford, Finance Director
 - A. Budget Highlights of the current fiscal year
 - a. July 2022 – June 2023
 - B. Status of Fund Balances
 - C. Current Debt
 - D. Draft Capital Improvement Plan (CIP)
- 10:00 am Break**
- 10:15 am POWELL BILL FUNDING** Matt Zapp, Town Manager
Joe Smith, Public Works Director
7. Optional uses for Powell Bill Funds in 2023
 - A. Coast Guard Road Paving
 - B. Sidewalk installation on Lee Ave.
 - C. Sidewalk installation near The Point
- 11:00 am PARKS AND RECREATION** Candace Dooley, Parks & Rec. Director
8. Parks & Recreation Plan for 2023
 - A. Special Events & Calendar Reveal
 - B. Facility Improvements
 - C. FEMA Walkway Repair Plan: 10 identified locations
- 12:00 pm Conclude/ Adjourn** Jason Holland, Mayor



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SPECIAL MEETING OF THE EMERALD ISLE BOARD OF COMMISSIONERS

Thursday, January 5, 2023 – 8:30 am – 12:00 pm
ISLANDER HOTEL BANQUET ROOM

DAY 2

FY 23-24 Budget Planning Workshop

- 8:00 am ARRIVAL OF PARTICIPANTS**
Light breakfast, coffee, tea & water available
- 8:30 am MEETING KICK-OFF**
 - 1. Call to Order Jason Holland, Mayor
 - 2. Roll Call Anna Smith, Town Clerk
 - 3. Adoption of Agenda Board of Commissioners
- 8:35 am REVIEW OF DAY 1** Matt Zapp, Town Manager
What worked well?
What adjustments do we need?
- 8:45 am PLANNING DEPARTMENT DISCUSSION**
 - 4. Unified Development Ordinance Michelle Eitner, Planning Director
 - A. Phase I Timeline: UDO update
 - B. Phase II Timeline: UDO update
- 9:45 am 15 Minute Break**
- 10:00 am STATUS OF FEMA RELATED REPAIRS & PURCHASES**
 - 5. Project funding via 428 FEMA Grants Matt Zapp, Town Manager
Laura Rotchford, Finance Director
 - A. Reed, Cedar, and Lee Ave. Culvert (Q1 2023)
 - B. EIFD Firetruck replacements (Ordered)
 - C. EIFD Ambulance replacements (Being Bid)
 - D. Multi-Band Mobile & Portable Radios (Being Bid)
 - E. Cedar, Old Ferry, & Bogue Inlet Culverts (Design Phase)
 - F. Generators, Debris Site on NC 58, and Fire Station 2 (FEMA Review)
- 10:20 am Beach HEROES** Matt Zapp, Town Manager
- 10:30 am BOARD INITIATIVES** Board of Commissioners
 - A. NCDOT Turning Lane / STIP
 - B. Shoreline Adaption & Resiliency Program
 - C. Carry-In / Carry-Out
 - D. Hall of Fame
 - E. EI Artificial Estuarine Reef Initiative
 - F. Emerald Isle Woodland Initiative
- 11:45 am BOARD SUMMARY** Board of Commissioners
DISCUSSION OF PRIORITIES / GOALS
- 11:55 am Q & A Wrap-Up** Matt Zapp, Town Manager
- 12:00 pm Conclude/ Adjourn** Jason Holland, Mayor