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3 **MINUTES OF THE APRIL 12, 2022 MEETING**
4 **OF THE EMERALD ISLE BOARD OF COMMISSIONERS**
5 **TUESDAY, APRIL 12, 2022 – 6:00 P.M.**
6 **TOWN BOARD MEETING ROOM**
7
8

9 **1. Call to Order**

10
11 The regular monthly meeting of the Emerald Isle Board of Commissioners was called to order by
12 Mayor Jason Holland at 6:00 p.m. in the Town Board Meeting Room.
13

14 **2. Roll Call**

15
16 Present for the meeting: Mayor Jason Holland, Mayor Pro-Tem Floyd Messer, Commissioners
17 Mark Taylor, Steve Finch, Candace Dooley and Jamie Vogel.
18

19 Also, present during the regular meeting: Town Manager Matt Zapp, Town Attorney Richard
20 Stanley, Town Clerk/PIO Anna Smith, Finance Director Laura Rotchford, Chief of Police
21 Michael Panzarella, Town Planner Josh Edmondson and HR Director Sarah Diehl.
22

23 **3. Opening Prayer**

24
25 Joe Strouse, pastor of Encounter 61 in Emerald Isle, offered the opening prayer.
26

27 **4. Pledge of Allegiance**

28
29 Mayor Holland led the Pledge of Allegiance.
30

31 **5. Adoption of Agenda**

32
33 *Motion was made by Mayor Pro-Tem Messer to adopt the agenda. The Board voted*
34 *unanimously 5-0 in favor. Motion carried.*
35

36 **6. Public Announcements**

37
38 Mayor Holland read a list of upcoming Town events, including the American Red Cross blood
39 drive, Story Time/Pre-K Play, Golf Cart Advisory Committee Meeting, Planning Board Meeting,
40 Coffee with a Cop, Neighborhood Watch Board Meeting, Bike the Banks and the next Board of
41 Commissioners meeting.
42

43 **7. Public Comment**

44
45 The public will have the opportunity to address the Board about any items of concern not on the agenda. The Mayor
46 and Board welcome and appreciate all comments from the public, and will take these comments into consideration
47 as they make decisions on Town issues and provide direction to Town staff. Public comment is a time for the Board

1 to listen to the public's concerns and ideas, and is not intended for a lengthy dialogue or question and answer
2 session.
3

4 The Mayor, Board, and Town staff are happy to meet with any citizen during normal business hours or at any other
5 mutually agreeable time to discuss Town issues and answer any questions.
6

7
8 Irv Monclova of 115 Arthur Drive spoke of retiring Parks and Recreation Director Alesia
9 Sanderson and wished her well in her future, while noting of the impact she has had on Emerald
10 Isle. He said the Town needs a Hall of Fame for people like her that have started and slowly
11 made Emerald Isle the best town a person can dream to live in. He noted he first made this
12 request seven years prior, when Police Chief Jeff Waters retired.
13

14 **8. Consent Agenda**

- 15 1. March 8 Regular Meeting Minutes
- 16 2. March 30 Budget Workshop Minutes
- 17 3. Write-off EMS Uncollectable Billing
- 18 4. Records Retention Guide
- 19 5. General Fund Budget Amendment
- 20 6. Capital Project Ordinance Amendment
- 21 7. Amendment to Pay Plan – Position Classification
- 22 8. Adjustment to retiree health benefits for those with greater than 35 years of service
23

24 ***Motion was made by Commissioner Finch to approve the items on the Consent Agenda. The***
25 ***Board voted unanimously 5-0 in favor. Motion carried.***

26 **Clerks Note: Consent agenda items as noted above are incorporated herein by reference and hereby made a part of these**
27 **minutes.**

28
29 **9. Staff Recommendation for McLean-Spell Park Master Plan Bid**
30

31 Parks and Recreation Director Alesia Sanderson said in early March, the Town put out bids for a
32 Master Plan for McLean-Spell Park. Five firms showed interest and two submitted bids. Summit
33 Design and Engineering of Hillsborough, NC, and WLA Studio of Athens, Ga. She said both are
34 excellent firms with a lot of experience and knowledge, but due to Summit's familiarity with the
35 Town and their current projects, they are the staff recommendation. The project will be
36 inventory, needs assessment and community engagement. Both plans are available at Town Hall
37 and the Community Center if anyone would like to see them.
38

39 Commissioner Vogel thanked Alesia and her staff for working on this. She added as they look at
40 developing the last lots in Town, she thinks it's important to develop them with a land use plan
41 to carry on with a legacy for the Town.
42

1 *Motion was made by Commissioner Vogel to award a contract to Summit Design and*
2 *Engineering Services for the McLean-Spell Park Master Plan. The Board voted unanimously*
3 *5-0 in favor. Motion carried.*

4 **10. Employment Retirement Recognition: Alesia Sanderson**

5 Town Manager Matt Zapp, Mayor Jason Holland, Mayor Pro-Tem Floyd Messer and Bicycle
6 and Pedestrian Committee Chairperson Erin Starcke recognized Alesia Sanderson with a number
7 of items for her retirement on April 15, 2022. She has served the Town as Parks and Recreation
8 Director since August 1989. Her brother, Bill Sanderson, was able to attend via Zoom.

9 Mayor Holland read a proclamation proclaiming April 15, 2022, as Alesia Sanderson Day in the
10 Town of Emerald Isle, in recognition of her lasting contributions.

11 Mayor Pro-Tem presented her with the Order of the Long Leaf Pine, signed by Gov. Roy
12 Cooper. This is the highest civilian honor in the state for public service. He also spoke about his
13 longstanding professional and personal relationship with her as a friend.

14 Mrs. Starcke presented her with a sign and noted the Emerald Isle Bike and Pedestrian Path
15 would now be dedicated to Alesia, and three signs will be placed along the pathway. The signs
16 were donated by Cedar Point Signs.

17 Zapp also presented Sanderson with a retirement plaque and gift card from the Town, and said
18 staff wanted her to know she is appreciated.

19 Alesia spoke and said it has been an honor, and she's made some great friends who are like
20 family to her. She has worked with the best staffs in the world and she's very grateful.

21
22 **11. Public Hearing: Off Street Parking and Loading Requirements**

23
24 *Motion was made by Mayor Pro-Tem Messer to open the Public Hearing on 6.7 Off-Street*
25 *Parking and Loading Requirements and 6.7.1 Detailed Specifications (7) Material for*
26 *Commercial Parking Lots. The Board voted unanimously 5-0 in favor. Motion carried.*

27
28 Town Planner Josh Edmondson said the Town has been working through updating its UDO and
29 the committee. They are focusing on stormwater in this, which is probably the No. 1 area of
30 emphasis on the new update, he says. He added with some recent requests from property owners,
31 tonight he'd like to address a dated regulation in the ordinance.

32
33 All commercial parking areas have been required to be paved asphalt or hardscape. But several
34 areas around Town that are used for boat storage or seasonal parking that are sensitive to
35 stormwater, so they want to encourage natural landscaping in those areas. The amendment is for
36 seasonal parking facilities of six months or less, with the dates left up to the property owner.

1 This is still required for a site review, site plan and stormwater plans for any property owners
2 who wish to take advantage of this, he said.

3
4 The amendment says that seasonal parking and boat or trailer parking shall be exempt from the
5 above requirements in the ordinance.

6
7 Edmondson said the Planning Board did review this and added a maintenance plan included in
8 the review, and send it along to the Board of Commissioners for approval.

9
10 There was no public comment.

11
12 Commissioner Taylor asked if it would be required to have the entrance/exit to the private
13 property paved, so a rut would not form. Edmondson said they would look at it, but it would be
14 some sort of rock base that won't be tracked in and out on the road. Staff, the Planning Board
15 and Board of Commissioners can review this as part of the site process.

16
17 Commissioner Vogel said the sites will still have to ensure they are ADA complaint, especially
18 in reference to a current property off Islander Drive. Edmondson said yes, they are talking with
19 them about it and it will be ADA complaint.

20
21 ***Motion was made by Mayor Pro-Tem Messer close the public hearing at 6:28 p.m.. The Board***
22 ***voted unanimously 5-0 in favor. Motion carried.***

23
24 ***Motion was made by Commissioner Finch to approve the amendment to 6.7 Off-Street***
25 ***Parking and Loading Requirements and 6.7.1 Detailed Specifications (7) Material for***
26 ***Commercial Parking Lots. The Board voted unanimously 5-0 in favor. Motion carried.***

27
28 **12. Comments from Town Clerk, Town Attorney and Manager**

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30 Town Clerk Smith said the new website is live and has received good feedback from the
31 community.

32
33 No comments from Town Attorney Richard Stanley.

34
35 Zapp said he wanted to thank the Mayor and the Board for their recognition of Alesia Sanderson
36 this evening. HE added it would be an impossible task to replace her as a person, but they are
37 continuing on with the recruitment process and are moving forward and hope to make an
38 announcement in the next week or two.

39
40

1 **13. Comments from the Board of Commissioners and Mayor**

2
3 Commissioner Vogel noted Public Works disposed of 13 diseased raccoons last month and
4 reminded the public that distemper is a real problem and they need to take steps to protect their
5 pets. She also thanked Zapp and the staff for the retirement health benefits updated approved
6 under the Consent Agenda. She added inflation is real, but believes this hard work will help with
7 employee retainment and recognition.

8
9 Commissioner Dooley said it was a special evening to recognize Alesia Sanderson and
10 appreciate all she has done. She said she looks forward to the future of the Parks and Recreation
11 Department.

12
13 Mayor Pro-Tem Messer said he wanted to reiterate everything said about Alesia, and said she is
14 a fantastic individual and they wanted to appreciate all of her years of service to the Town.

15
16 Commissioner Finch said if everyone from Emerald Isle could have joined the meeting in
17 person, they would've told Alesia "thank you for your service, job well done and we'll miss
18 you."

19
20 Commissioner Taylor extended his congratulations to Alesia for her years of hard work. He also
21 thanked those in the audience for attending.

22
23 Mayor Holland said farewell to Alesia and thanked her again for her decades of service. He also
24 thanked the Board members for their selfless willingness to serve the Town, as well as the staff
25 members for their labor of love.

26
27 **14. Adjourn**

28
29 *Motion was made by Mayor Pro-Tem Messer to adjourn the meeting. The Board voted*
30 *unanimously 5-0 in favor. Motion carried.*

31
32 The meeting adjourned at 6:34 p.m.

33
34 Respectfully Submitted:

35
36 Anna Smith
37 Town Clerk

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39