Minutes of the Monday, January 11, 2016 regular meeting of the Kill Devil Hills Board of Commissioners held at 5:30 o'clock p.m. in the Meeting Room at the Administration Building, 102 Town Hall Drive, off Colington Road.

Members Present:	Mayor Sheila F. Davies; Commissioners Travis Appleman, Mike Hogan, Michael Midgette, and Brandi Rheubottom
Members Absent:	None
Others Present:	Debora P. Diaz, Town Manager; Steven D. Michael, Town Attorney; Greg Loy, Planning Director; Mary E. Quidley, Town Clerk

Call to Order

At 5:30 p.m. Mayor Davies called this meeting of the Kill Devil Hills Board of Commissioners to order and welcomed all present.

Pledge of Allegiance and Moment of Silence

Agenda Approval

On motion by Commissioner Rheubottom, seconded by Commissioner Appleman, the agenda for this meeting was approved by unanimous vote, 5-0.

Public Comment (Time limit of 3 minutes per person; 5 minutes per group)

Response to Public Comment

Introductions and Presentations

Old Business

New Business

1. Presentation of Comprehensive Annual Financial Report for FY 2014/2015 and Award for Excellence in Financial Reporting FY 2014

Teresa Osborne of the CPA firm Dowdy and Osborne present Kill Devil Hills' audit for the 2014/2015 fiscal year. Ms. Osborne's comments included her firm's unqualified opinion, the best that can be issued, of the Town's financial condition. Ms. Osborne provided some details on the audit:

- The assets of the Town exceeded its liabilities and deferred inflows of resources at the close of the fiscal year by $41,564,784 (net position). Of this amount, $11,385,300 may be used to meet the government's ongoing obligations to citizens and creditors.
- The Town's total net position increased by $2,820,282 primarily due to government activities net position.
- The Town's beginning total net position reflects a reduction of $793,683 due to the implementation of GASB (Government Accounting Standards Board) Statement 68, Accounting and Financial Reporting for Pensions. Ms. Osborne explained that there the GASB Statement 68 is a new reporting change. The Town is allocated its proportionate share of the Local Government Employees' Retirement System's net pension asset, deferred outflows of resources, deferred inflows of resources, and pension expense. Decisions regarding the allocations are made by the administrators of the pension plan, not by the Town of Kill Devil Hills management.
- At the end of the 2015 fiscal year, the Town's governmental funds reported combined ending fund balances of $11, 769,761 an increase of $1,471,582 in comparison with the prior year. Approximately 66.04% of this amount or $7,772,394 is available for spending at the government's discretion. Also included in the combined ending fund balance is $604,381 in a Special Revenue Fund.
- At the end of the 2015 fiscal year, unassigned fund balance for the General Fund was $7,772,394 or 57.88% of the total general fund expenditures for the fiscal year.
- The Town of Kill Devil Hills' debt for capitalized leases and installment notes decreased by $43,908. Principal payments on all debt exceeded new debt issued.

Finance Director Beverly Kissinger presented the Certificate of Achievement for Excellence in Financial Reporting for Fiscal Year Ended June 30, 2014. Amy Miller and Sharon Allsbrook, as well as the entire Finance Department lead by Ms. Kissinger were applauded for their diligent efforts to maintain such a high standard of financial, budgetary and accounting practices. This is the 22nd year Kill Devil Hills has received this recognition.

Commissioners Agenda

Commissioner Midgette

- Explained that he had read a posting on the Outer Banks Locals Facebook page about a member of the Kill Devil Hills Police Department who picked up a man walking on the highway during the recent snowstorm and was able to help him out. He commended the officer and department for their service.

Commissioner Appleman

- Would like to see more funds allocated for placement of port-a-johns at beach accesses during the upcoming visitation season.

Commissioner Hogan

- Announced that this year's Trash Attack! event will be held on Saturday, March 12th, with the rain postponement date on March 19th. Things look strong for the upcoming special event and more information will be provided as it becomes available. There will likely be more notification along the roadway near the Fire Station, including additional traffic control messages for this year's Trash Attack!.

- He also recognized Assistant Finance Director Amy Miller who has been hired as the Finance Director for the Town of Nags Head. Mayor Davies and the Board were very complimentary of her service to Kill Devil Hills and told her how much she will be missed here.

Mayor's Agenda

1. Crosswalk plan discussions

At the September 21, 2015 meeting the Board of Commissioners agreed to consider this matter prior to budget discussions. It will be placed on the February 8, 2016 meeting agenda at which time the Board can determine if it wants to select a crosswalk plan and, at that time, provide Staff guidance on implementation of the plan.

Mayor Davies also commented on the following:

- Meeting Room upgrades: grant funding contributed to the overall expense. The improvements will help with Staff time, improves safety in the room, provides additional viewing capability, etc.
- Hotel/motel worksession: Friday, January 15, 2016 @ 8:30 a.m. No decisions to be made, but the worksession will be a good platform to hear from all concerned.
- Washington University contacted numerous mayors about the possibility of their respective municipalities participating in a Survey Monkey on communication and citizen engagement between governing boards and their communities. Mayor Davies reviewed what she knew of the procedure and requirements, at this time, including that participants would be given an opportunity to submit specific questions for inclusion in the survey distributed to their municipalities. The Board of Commissioners agreed it wanted to participate and everyone was encouraged to provide the Board with questions they would like to have asked on the survey. The Town will get specific responses on the unique questions it includes in the survey.
- Dale Bliss – Public Services Department, Utilities Division – has recently retired and he was congratulated by the Board.

Town Manager's Agenda

Town Attorney's Agenda

Consent Agenda

1. Minutes (Attached CA-1A)

A. December 14, 2015

2. Fireworks – July 4, 2016

A contract for the 2016 4th of July Fireworks Celebration has been executed with Zambelli Internationale. Staff is proceeding with application to the Dare County Tourism Board for grant funding, including a postponement provision, to assist with expenses.

3. Budget amendment (Attached CA-3A)

A. #7 – to close Law Enforcement Officer Fund into General Fund per LGC reporting requirements

4. Credit card acceptance policy – recommendation to increase amount to $5,000 (Attached CA-4)

Finance Director Beverly Kissinger recommended the Town amend the current credit card policy by increasing the amount accepted from $500 to $5,000. The program has been a success and increasing the amount will provide our customers with more options at the Cashier's window.

5. Annual Certification of Firefighters (Attached CA-5)

In 1980 the Board of Trustees for the North Carolina Firemen's Pension Fund established a requirement for State fire departments to annually submit a roster of active firefighters. The list must be certified by each local governing board in order to maintain eligibility for pensions and the line of duty death benefit provided by the State for firefighters.

Staff recommended approval of the Consent Agenda.

Commissioner Hogan made a motion for the Board of Commissioners to approve the Consent Agenda as submitted. Commissioner Rheubottom seconded that motion and approval was unanimous, 5-0.

Public Comment

Mayor Davies called attention to an e-mail message from Carol Moore, which, along with a response, had been forwarded to the Board of Commissioners. Ms. Moore had experienced a large water bill, recently, due to a leak between the water meter and her home.

She asked for monthly reading of water meters, which would have helped catch the leak at her home.

Mayor Davies explained that she had previously been questioned by another resident about the possibility of reading water meters monthly and she has asked the Town Manager to review the issue and a report will be made to the Board of Commissioners at an upcoming meeting.

Response to Public Comment

Adjourn

There being no further business before the Board of Commissioners at this time, Commissioner Appleman made a motion to adjourn this meeting and Commissioner Rheubottom seconded that motion. Approval was unanimous, 5-0.

It was 6:01 p.m.

Submitted by:

Mary E. Quidley
Town Clerk

These minutes were approved at the February 8, 2016 meeting of the Kill Devil Hills Board of Commissioners.

Sheila F. Davies
Mayor