Minutes of the Wednesday, June 22, 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 5:33 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

During the *Moment of Silence* this evening, the Mayor asked the audience to keep Pam Riddick of the Fire Department, and Cathy Miller, formerly of the Public Services Department, and their families in mind as their mother has passed away.

Agenda Approval

Commissioner Rheubottom made a motion for the Board of Commissioners to approve the agenda for this meeting as presented. Commissioner Hogan seconded that motion and approval was unanimous, 5-0.

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

John Towler, Dare County Crimeline Coordinator, KDH Police Lt. Detective: Lt. Towler explained about Crimeline's history in our area. He presented Mr. Hugo Areas with a Crimeline check for his assistance in located two guns stolen from a Kill Devil Hills residence.

Mr. Areas was congratulated by the Mayor and Board of Commissioners, too.

Response to Public Comment

Introductions and Presentations

Old Business

New Business

1. Recommended action to adopt an operating budget

A. FY 2016/2017 Budget Ordinance and consolidated fee schedule for the Town of Kill Devil Hills (Attached NB-1A)

The Town Manager's recommended budget for fiscal year 2016/2017 was presented on May 13, 2016 for the Board's consideration in accordance with the Local Government Budget and Fiscal Control Act. A budget worksession has been held, and the required public hearing was conducted on June 8th.

During the worksession, the Board of Commissioners directed the Town Manager on the following issues:

- *Merit for deserving employees.* By reducing the capital outlay expenditures in the Streets Division/Streets and Drainage and adding merit bonus expenditures in the general fund, without increasing the total budget, the Board of Commissioners authorized the Town Manager to implement a merit bonus plan for the 2016/2017 fiscal year in the range of approximately $80,000 overall in the General Fund. A similar ratio will be funded in the Water Fund. The Town Manager was asked to make plans to recommend and implement a new merit plan for deserving Town employees in the 2017/2018 fiscal year.
- *Funding for printing the Historic Landmarks Booklet and posters for HLC Open House*: Assistant Planning Director Meredith Guns explained these needs and added that this year's Open House had about 130 people go through the historic landmark homes. The Board's consensus is to honor this request and the estimated cost of $1,800 will be pulled from the existing, recommended budget lines. In the future, there can be an expense line in the Planning Department to meet the HLC's needs.
- *Replacement of 2005 Explorer in the Fire Department.* This vehicle was originally in the plan year budget and the estimated amount that was included in this Recommended Budget was incorrect. The Board gave the Town Manager authority to make the correction in the budget document.

The Town Manager reviewed two typographical errors that had been made in the memo, and budget ordinance, which have been changed in the permanent record of this meeting. As appropriate, changes to the Recommended Budget have been made. Staff recommended the Board of Commissioners adopt the Budget Ordinance and consolidated fee schedule, for the Fiscal Year 2016/2017, ordinance number 15-18, as presented.

Commissioner Hogan made a motion for the Board of Commissioners to adopt the 2016/2017 Fiscal Year Operating Budget, including the consolidated fee schedule, for the Town of Kill Devil Hills, ordinance number 15-18, as presented. Commissioner Rheubottom seconded that motion and approval was unanimous, 5-0.

B. Capital Reserve Ordinance for the Purpose of Establishing Wireless Communications Related Improvements (Attached NB-1B)

This ordinance is a renewal of the existing capital project reserve fund ordinance for wireless communications related improvements. Staff recommended the Board of Commissioners adopt the Capital Reserve Ordinance for the Purpose of Establishing Wireless Communications Related Improvements, ordinance number 15-19, as presented.

Commissioner Midgette made a motion for the Board of Commissioners to adopt this capital reserve ordinance as presented. Commissioner Hogan seconded that motion and approval was unanimous, 5-0.

The Town Manager thanked the Board for their guidance and direction and stated that Staff looked forward to implementing their budget for the upcoming year.

2. Board/committee vacancy

A. Personnel Board

Jackie Ricks-Sample's term on the Town's Personnel Board expires in August 2016, and she desires to be considered for reappointment. There are no other applications of persons interested in this position.

Name	Appointment History
Ricks-Sample, Jacqueline	**Oceanfront Development Review Committee** – June 2006-January 2008 **Dare County Land Transfer Tax Appeals Board** (Kill Devil Hills representative) – Appointed April 2010; re-appointed May 2013 for a term ending June 2017 **Personnel Board** – Appointed January 1991; re-appointed continually for terms through 2013; re-appointed July 2013for a term ending August 2016

Mayor Davies made a motion for the Board of Commissioners to appoint Jackie Ricks-Sample for another three-year term on the Personnel Board, to expire in August 2019. Commissioner Rheubottom seconded that motion and approval was unanimous, 5-0.

Commissioners Agenda

Commissioner Midgette

- *Dogs on the beach.* Commissioner Midgette stated that he is looking forward to the Board discussing this item at the July 11, 2016; he has heard from a number of people on this matter.

  Mayor Davies added that the Board is available to discuss this matter in advance of the meeting; and will gladly accept comments by e-mail.

Commissioner Hogan

- *Items to move forward on.* Tattoo parlors; curbside recycling. Curbside recycling is being worked on and may be scheduled for the September 2016 meeting. Tattoo parlors will be scheduled for the August 2016 meeting.
- *Disk golf course article. Milepost* magazine, a local publication, has a nice article in the current edition and he encouraged people to get hold of the magazine and read it. Work is progressing on this public/private partnership facility and it should be ready for play next year.

Mayor's Agenda

- *Coyotes.* There will be a representative of the North Carolina Wildlife Resources Commission at the September 2016 meeting to address the issue of coyotes, non-indigenous wildlife, that have taken up in our area.
- *Fracking.* The National Mayors' Conference requested a position statement from the Town in opposition to fracking and the Board's adoption of a 2013 resolution against this environment-damaging activity has been sent.

Town Manager's Agenda

Town Attorney's Agenda

Mayor Davies explained that while this is Mr. Michael's last meeting, the Town's agreement for Town Attorney services is with his firm, Sharp, Michael, Graham and Baker. Another attorney, with the firm, Casey Varnell, will be serving as the Town Attorney.

Consent Agenda

1. Minutes

A. June 13, 2016

2. Budget amendments

A. #18 – to record prepaid grant funds – Crimeline portion
B. #19 – to record PEG Channel Support Funds
C. #20 – to reflect an increase in contracted services fees as a result of increased sale of surplus equipment
D. #21 – to amend the Beach Nourishment Capital Project Ordinance to reflect revised cost estimates

3. Recordation of budget transfer (Attached CA-3A)

A. #19 – to transfer excess budgeted salaries in Police Department to fund Animal Control salary deficit for call back pay.

Staff recommended approval of the Consent Agenda.

Commissioner Appleman made a motion for the Board to approve the Consent Agenda as submitted and Commissioner Midgette seconded that motion. Approval was unanimous, 5-0.

Public Comment

Response to Public Comment

Mayor Davies recognized Pris Shea, one of the Town's committees/boards members, who will be leaving our area and thanked her for her service.

The Mayor also urged motorists, cyclists and pedestrians to be very careful on local roadways, to be patient, be respectful and responsible.

Town Manager Debbie Diaz spoke to Planning Director Greg Loy and thanked him for his service. She worked with Greg for 30 years and his dependability, capability and can-do attitude was appreciated and a pleasure. With Greg, she said, "If his plate was full, he simply went and got another plate."

Addressing Mr. Michael, Ms. Diaz explained how much she and Staff have enjoyed working with him, how much he is respected, and how much he will be missed.

Greg also spoke to the Board, Staff and audience and explained how much he has enjoyed working for the Town, with the Board, with his peers; how much of a learning experience the 30 years of his employment here has been. Mayor Davies replied that she has a great deal of respect for Greg, for the way he has conducted himself and the department, and for how helpful he has always been. He has always been willing to provide assistance, to sit down to explain things and it has been much appreciated.

Public Comment

Richard Baer, 1700 Bay Drive, Kill Devil Hills: Mr. Baer stated that Kill Devil Hills has a safer environment because of the commitment the Board of Commissioners has made installation of sidewalks. He thanked the Board for this commitment.

Also, Mr. Baer explained he has known Greg since he was born and he related a bit of Greg's history in Kill Devil Hills, beginning with Greg's dad running the Port O'Call Restaurant during much of Greg's school years. Mr. Baer recognized Greg for his service to the Town, and to the Board of Adjustment, of which Mr. Baer is the chair.

Adjourn

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

It was 6:08 p.m.

Submitted by:

Mary E. Quidley
Town Clerk

These minutes were approved at the July 11, 2016 meeting of the Kill Devil Hills Board of Commissioners meeting.

Sheila F. Davies
Mayor
Town of Kill Devil Hills