

Minutes of the Tuesday, January 24, 2017 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. Díaz, Town Manager; Beverly Kissinger, Finance Director; Bryan Brightbill, Assistant Planning Director; Michael O'Dell, Administrative Specialist

Call to Order

At 5:33 p.m., Mayor Sheila 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

Prior to the Moment of Silence, Mayor Davies announced that IT Director Nora Yacobi's father-in-law had passed away. She asked everyone to keep Nora and her husband, Sean, in their thoughts. In addition, she asked the group to keep Zoning Board of Adjustment member Mike Lowack and his wife, Valerie, in their thoughts as Mike's mother had passed away.

Agenda Approval

Commissioner Travis Appleman moved to approve the agenda as presented. Commissioner Brandi Rheubottom seconded the motion, which passed by a unanimous, 5-0 vote.

Public Comment

Response to Public Comment

Old Business

New Business

Commissioners' Agenda

Commissioner Mike Hogan shared that as the Town's representative on the Tourism Board, he had attended a recent Tourism Board meeting where he was impressed by the Tourism Bureau's social media and publication statistics, which demonstrated the broad interest by the public and outreach of the Bureau.

Mayor's Agenda

Mayor Davies asked the Board its thoughts on continuing the examination of a beach access that would provide direct beach and ocean access to those with disabilities. She said that portable semi-permanent mat structures have been developed that can be interlocked and laid over the sand, so wheelchairs with larger wheels can navigate to the shoreline. Mayor Davies stated she and Ocean Rescue Director David Elder had each spoken with representatives of several different organizations interested in this concept. She indicated that such an access could be developed by multiple stakeholders following the completion of the beach nourishment project. By consensus, the Board expressed its continued support for the project research. Mayor Davies will report on this matter as it develops.

Town Manager's Agenda

Town Attorney's Agenda

Consent Agenda

1. **Minutes**
 - A. **January 9, 2017**

Staff recommended approval of the Consent Agenda as presented.

Commissioner Appleman moved that the Board of Commissioners approve the Consent Agenda as presented and Commissioner Michael Midgett seconded the motion. Approval was by a unanimous, 5-0 vote.

Budget Guidance worksession

Town Manager Debbie Díaz explained that there were three particular items the Board had requested information on for this worksession: merit bonus plan for Town employees, a mandatory curbside recycling program, and the Bay Drive Multi-Use Path. She stated that Finance Director Beverly Kissinger would present information on these items, as well as other information on revenues and expenses, and that Staff would ask for any additional guidance from the Board on the upcoming fiscal year 2017/18 budget.

Ms. Kissinger then presented the Budget Guidance slide presentation for 2017/18, a copy of which is attached to these minutes.

In her presentation, the Finance Director provided estimated cost increases for implementation of a merit plan, based on the same percentages that were used the last time a merit plan was approved by the board, which was a number of years ago. The BOC supported this plan.

The Town Manager and Ms. Kissinger explained that the Board of Commissioners might consider expending fund balance monies for a one-time capital project to reduce the fund to the 35% level previously agreed by the Board. The fund is now at approximately 52%. However, the Town Manager advised waiting until the Beach Nourishment project was complete prior to considering options.

The Board agreed to have the Town Manager research the possibility of the Town subsidizing curbside recycling in the 2018/19 fiscal year as an incentive to increase residential participation in the program.

The Board agreed to have funding included in the Capital Reserve Fund for Shoreline Access and Recreation in amounts to be recommended by the Town Manager. Included with this item will be some language changes in the ordinances for these reserve funds.

The Board agreed with Staff's recommendation to complete Phases III & IV of the Bay Drive Multi-Use Path, with an estimated \$1,617,000 project cost, and understood that this would preserve almost \$600,000 in grant funding for the project.

Mayor Davies inquired whether the merit plan recommendations from the recent salary and classification study had been completely implemented. The Town Manager will review the study recommendations to determine if further action is needed and will make a recommendation for the upcoming budget.

Public Services Director Steve Albright reported on the upcoming replacement of the elevated water tank at 1634 North Croatan Highway. Phase I of this project will begin in the new fiscal year, with site plan development and preliminary planning. He also explained that consideration is being given to construction of a monopole tower to accommodate communication antennae currently on the water tank which will eliminate their placement on the new tank. The water tank is scheduled for replacement in 2018/19 fiscal year.

Public Comment

Response to Public Comment


Adjournment

There being no further business appearing before the Board of Commissioners at this time, Commissioner Rheubottom moved to adjourn this meeting. Commissioner Appleman seconded the motion and approval was by a unanimous, 5-0 vote.

It was 6:32 p.m.



Submitted by:


James Michael O'Dell
Administrative Specialist

These minutes were approved at the February 13, 2017 meeting of the Board of Commissioners.



Sheila F. Davies, PhD
Mayor