

**Minutes of the Monday, March 10, 2025, regular meeting of the Kill Devil Hills Board of Commissioners held at 6:00 p.m. in the Town Hall Meeting Room, 102 Town Hall Drive, Kill Devil Hills.**

**Members Participating:** Mayor John Windley; Commissioners Ivy Ingram, T. Dillon Heikens, and Bernard “B.J.” McAvoy

**Members Not Participating:** Commissioner Terry Gray

**Others Participating:** Debora P. Díaz, Town Manager; Cameron Ray, Assistant Planning Director; Casey Varnell, Town Attorney; and James Michael O’Dell, Town Clerk

**Call to Order**

At 6:02 p.m., Mayor Windley opened this meeting of the Kill Devil Hills Board of Commissioners (BOC) and welcomed all present. It was noted that Commissioner Gray was not present due to illness.

**Pledge of Allegiance and Moment of Silence**

**Agenda Approval**

Commissioner Ingram moved to approve the agenda, as presented. Commissioner Heikens seconded the motion, which passed by a unanimous, 4-0, vote.

**Public Comment**

**Response to Public Comment**

**Introductions and Presentations**

**1. College of The Albemarle**

Mayor Windley noted that the College of The Albemarle (COA) representatives were not available due to illness, and the COA presentation would be rescheduled to a future meeting.

**Ongoing Business**

**New Business**

**Committee Reports**

## Commissioners' Agenda

### Mayor's Agenda

1. **Resolutions and Proclamations (Attached MA-1A, MA-1B, and MA-1C)**
  - A. **Resolution in Opposition to the Proposed Automobile Insurance Rate Increase from North Carolina Rate Bureau**
  - B. **Proclamation Declaring April 2025 as Child Abuse Prevention Month**
  - C. **Proclamation Declaring April 2025 as Autism Awareness Month**

The above resolution and proclamations express the Board's opposition to the proposed 22.6% automobile insurance rate increase, and its designation of Child Abuse Prevention and Autism Awareness Months.

Mayor Windley moved to approve the resolution and proclamations as presented. Commissioner McAvoy seconded the motion, which was approved by a unanimous, 4-0, vote.

2025 Citizen's Guide Mayor Windley shared that the Town had received the 2025 Citizen's Guide prepared by the League of Women Voters of Dare County. The Board expressed its appreciation for the group's work on this valuable resource.

2025 Trash Attack! Mayor Windley reminded everyone that the annual Trash Attack! community clean up event would be held on Saturday, April 5, from 9:00 a.m. to 12 noon. The event begins at Aviation Park. For more info and to register, visit the Town's website at [kdhnc.com](http://kdhnc.com).

### Town Manager's Agenda

### Town Attorney's Agenda

### Consent Agenda

1. **Minutes (Attached CA-1A)**
  - A. February 10, 2025
2. **Monthly Report (Attached CA-2A)**
  - A. January 2025

**3. Budget Amendments and Transfers (Attached CA-3A and CA-3B)**

- A. Budget Amendment #7 – To appropriate FY 2024 / 2025 Local Programming Development Initiative Grant funds from the Government Education Access Channels Committee.
- B. Budget Amendment #8 – To appropriate funds for the replacement of the existing generator at the Public Works Complex.

**4. Government Education Access Channels Committee – Fiscal Year 2025 / 2026 Proposed Budget (Attached CA-4)**

The Government Education Access Channels Committee (GEACC) oversees operations of the local government and education access channels, known as Current TV. Created through an interlocal agreement, the group is a collaboration of the Towns of Duck, Southern Shores, Kitty Hawk, Kill Devil Hills, Nags Head, and Manteo, along with Dare County, and educational entities Dare County Schools, Coastal Studies Institute, and College of The Albemarle. The Committee is composed of a representative from each participating entity; government representatives to the committee must be members of their respective governing board. Commissioner Gray is the Kill Devil Hills Representative.

The GEACC annually submits its annual operating budget, which must be approved by all member entities. Approval of the Consent Agenda will record this Board's approval of the Fiscal Year 2025 / 2026 GEACC Budget.

**5. North Carolina Land & Water Fund Grant**

The Town's partners at the Nature Conservancy shared with Staff information on a grant program through the North Carolina Land & Water Fund that promotes the perpetual conservation of lands that "... represents the ecological diversity of North Carolina...". Staff identified Town-owned acreages in the Nags Head Woods / Fresh Pond area that are currently under conservation management through a Memorandum of Understanding between the Town and the Nature Conservancy. If the application is successful, the Town could receive grant moneys in exchange for a perpetual conservation easement of those designated properties. This would result in the permanent conservation of the Nags Head Woods / Fresh Pond properties for passive recreation, while allowing the Nature Conservancy to continue management of the property on the Town's behalf.

Approval of the Consent Agenda records the Board's prior authorization for Staff to submit an application to the North Carolina Land & Water Fund.

## 6. Recommendation for FY 2024 / 2025 Lease Purchase Agreement (Attached CA-6)

The Finance Department's attached memorandum highlights the process in selection of an institution for financing the following vehicles and equipment:

Planning F-150 Pickup Truck		44,241*
Buildings and Grounds Bobcat Loader	\$	53,298
Buildings and Grounds F-350 Pickup Truck		54,888
6 Police Vehicles		374,098
Streets Motor Grader		269,650
Solid Waste F-250 Pickup Truck		<u>48,255</u>
	\$	844,430

*\*Please note: The Planning F-150 Pickup Truck is included on an accelerated replacement schedule to replace a Planning pickup truck that was totaled in 2024 as a result of another driver crashing into the vehicle.*

Staff has recommended First National Bank, which provided a competitive, fixed interest rate of 4.64% for four years. The Finance Department has also included the following budget amendments:

- Budget Amendment #9 – to record the Fiscal Year 2024 / 2025 lease proceeds of \$844,430.00.
- Budget Amendment #10 – to appropriate funds (\$5,985.00) to cover the financing of the accelerated replacement of the Planning pickup truck.

Approval of the Consent Agenda will record the Board's approval of Staff's recommendation for the lease financing for the purchase of the listed vehicles and equipment, approve Budget Amendments #9 and #10, and authorize Staff to enter into any contracts to finalize the financing and purchase of the items.

Ms. Díaz presented the Consent Agenda, and recommended approval.

Commissioner Ingram moved to approve the Consent Agenda, as presented. Commissioner McAvoy seconded the motion, which was approved by a unanimous, 4-0, vote.

Mayor Windley shared that he was pleased with the potential for the N.C. Land & Water Fund Grant and its possibility of a permanent conservation easement to protect those areas around Nags Head Woods and the Fresh Pond.

### Public Comment

### Response to Public Comment

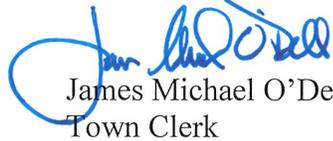
**Adjournment**

There being no further business appearing before the BOC at this time, Commissioner Heikens moved to adjourn the meeting. Commissioner Ingram seconded the motion, which was approved by a unanimous, 4-0, vote.

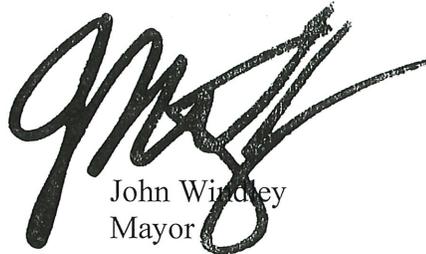
The time was 6:10 p.m.



Submitted by:

  
James Michael O'Dell  
Town Clerk

These minutes were approved by the Board of Commissioners on April 14, 2025.

  
John Windley  
Mayor