



TOWN OF KILL DEVIL HILLS

Land Where Flight Began

MEMORANDUM

October 13, 2025

TO: Mayor and Board of Commissioners

FROM: Debora P. Díaz, Town Manager

REF: Consent Agenda

1. Minutes (Attached CA-1A)

A. September 8, 2025

2. Monthly Reports (Attached CA-2A)

A. August 2025

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

A. Budget Amendment #4 – To carryover contingency funds for the West Martin Street and Ocean Acres Drive Street, Drainage, and Right-of-Way Improvement Projects as approved at the June 9, 2025, Board of Commissioners Meeting.

4. Acceptance of Property Donations to the Town of Kill Devil Hills (Attached CA-4A and CA-4B)

A. 0 North Virginia Dare Trail

B. 0 West First Street

Town Staff were approached about the potential for donation of two separate parcels within the corporate limits that would be of value to the Town of Kill Devil Hills and its citizens. The Cobb Family and Bailey & Associates, Inc. have offered the above properties to the Town. Following Staff discussions and review, along with thorough review by the Town Attorney, it is the recommendation of Town Staff that the Board accept these properties on behalf of the Town.

Approval of the Consent Agenda will record the Board's approval of these generous donations of property and authorize Town Staff and Town Attorney to draft and execute any contracts and necessary fees associated with the transfer of these properties to the Town.

Staff recommends approval of the Consent Agenda and a motion would be in order.