

Minutes of the Monday, February 9, 2026, 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, Bernard “B.J.” McAvoy, and T. Dillon Heikens

Members Not Participating:

Others Participating: Debora P. Díaz, Town Manager; Meredith Guns, Planning Director; Starkey Sharp, 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.

Pledge of Allegiance and Moment of Silence

Agenda Approval

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

Public Comment

Sandie Markland, 2013 Hampton Street, Kill Devil Hills, NC – Ms. Markland stated that she served as the Chairman of the Dare County Board of Elections, and then shared the upcoming dates and times for the Early Voting and primary season.

Response to Public Comment

Introductions and Presentations

1. Trash Attack! 2026 Community Clean-Up Event update

Trash Attack! Chairman Sandie Markland noted that at the 2025 event 135 volunteers collected 21 cubic yards of trash. She then shared information about the upcoming community clean-up event, and its poster contest:

Trash Attack! 2026 will be held on Saturday, April 25, 2026, from 9:00 a.m. to 12:00 p.m., at Aviation Park, with a rain date of Sunday, April 26, 2026, from 1:00 p.m. to 3:00 p.m.

Interested individuals and groups can complete and submit the registration form to be a part of this event! Online registration is available on the Town's website at www.kdhnc.com.

The Trash Attack! poster contest has returned, and is open to all K-12 First Flight schools students or K-12 KDH residents:

- To support the community's A250 celebrations, this year's poster contest will incorporate the overall theme of "Honoring our Past, Protecting our Future."
- Posters may be dropped off to the Administration Department on Monday through Friday, from 9:00 a.m. – 4:00 p.m. The deadline for poster submission is March 20, 2026, by 4:00 p.m.

Ms. Markland stated that individual and groups throughout the community were invited to participate in this annual event that began on April 22, 1995, with Kill Devil Hills coming together to "attack the trash"!

The Board thanked Ms. Markland for her hard work and dedication to the event.

Ongoing Business

New Business

1. Bay Disposal – Voluntary Subscription-Type Residential Curbside Recycling: Annual Rate Increase Request (Attached NB-1)

Town Manager Debora Díaz reported that Bay Disposal & Recycling, which provides voluntary subscription residential curbside recycling for the Town's citizens, has requested a rate increase. Public Services' meeting memorandum highlighted the request by Bay Disposal for a subscription increase to \$16.17 per cart, per month (\$48.50 per quarter). This is a 9% rate increase from its previous rate of \$14.83 per cart (\$44.50 per quarter), which was implemented in April 2024. The requested rate increase is to address Bay Disposal's rising operational costs.

The Town has enjoyed an 18-year relationship with Bay Disposal & Recycling, providing citizens a convenient service to those who want it, without imposing it on those who prefer to utilize the Town's Recycle Center. If this rate increase is approved, it would be the seventh increase since the company entered into a franchise agreement with the Town in 2008, and would become effective April 1, 2026.

Commissioner Ingram moved that the Board of Commissioners approve the rate increase to \$16.17 per cart, per month, for the voluntary subscription-type residential curbside recycling program, effective April 2026. Commissioner Heikens seconded the motion, which was approved by a unanimous, 4-0, vote.

2. Appointments and Nominations

All applications on file from persons interested in serving in any capacity have been previously copied to the Board of Commissioners and no new applications for those purposes have been received. Town Staff has continued its outreach through print and electronic media, social media, and the KDH website to encourage interested members of the public to submit applications for consideration.

A. Planning Board

At its January 12, 2026, meeting, the Board of Commissioners appointed Shannon McArthur to fill longtime Planning Board Chairman Howard Buchanan's open seat, as he had moved outside of the Town's corporate limits. Regrettably, Ms. McArthur informed Staff that she has accepted employment that will require out-of-state relocation.

Commissioner McAvoy moved to appoint Jason Self to the vacant Planning Board position for a term that expires April 2028. Commissioner Heikens seconded the motion, which was approved by a unanimous, 4-0, vote.

Committee Reports

Street Improvement and Special Projects Committee (SISPC) Commissioner McAvoy shared that the SISPC had met recently, and had listened to input from citizens regarding neighborhood roadways.

Community Appearance Commission (CAC) Commissioner Ingram shared Adopt-a-Live Oak program was ongoing for citizens.

Commissioners' Agenda

Mayor's Agenda

1. Resolutions and Proclamations

A. Proclamation Honoring Kill Devil Hills Fire Department's 70th Anniversary (Attached MA-1A)

Mayor Windley stated that the first responders of Kill Devil Hills are among the most highly trained, caring, and dedicated professionals in the United States. He requested the Board's adoption of this *Proclamation Honoring Kill Devil Hills Fire Department's 70th Anniversary*. The Board expressed its appreciation to Fire Chief Frank M. Roepcke, III, newly appointed Deputy Fire Chief Hank Boyce, and their committed team that keeps our community safe.

Mayor Windley moved to approve the *Proclamation Honoring Kill Devil Hills Fire Department's 70th Anniversary*. Commissioner McAvoy seconded the motion, which was approved by a unanimous, 4-0, vote.

Town Manager's Agenda

Town Attorney's Agenda

Consent Agenda

1. Minutes

A. January 12, 2026

2. Monthly Reports

A. December 2025

3. Budget amendments and transfers

A. Budget Amendment #6 – to appropriate 2025 / 2026 Local Programming Development Initiative (LPDI) Grant funds from the Government Education Access Channels Committee (GEACC)

Approval of the Consent Agenda will record the Board's acceptance of this grant from the GEACC's Local Programming Development Initiative.

4. Recommendation for 2025 / 2026 Lease Purchase Agreement

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

Buildings and Grounds Bobcat Utility Vehicle	\$	25,740
5 Police Tahoes (with upfitting)		314,874
Animal Control pickup truck (with upfitting)		57,181
Fire pickup truck (with upfitting)		64,141
3 Streets pick up trucks		141,392
Solid Waste pick up truck		46,898
2 commercial garbage trucks		<u>704,000</u>
	\$	1,354,226

At its January 12, 2026, meeting, the Board approved the *Reimbursement Resolution for Fiscal Year 2025 / 2026 Declaring the Intention to Reimburse the Cost of Certain Expenditures* and allow the Town to reimburse itself for costs incurred for the purchase of the above items with loan proceeds.

Staff recommended TowneBank, which provided a competitive, fixed interest rate of 3.76% for four years. The Finance Department also included the following budget amendment:

- Budget Amendment #7 – to appropriate the Fiscal Year 2025 / 2026 lease financing proceeds of \$1,354,226.00.

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 Amendment #7, and authorize Staff to enter into any contracts to finalize the financing and purchase of the items.

5. Revised per diem rates for travel

The Finance Department’s accompanying memorandum highlighted its recommendation to amend the established Per Diem Rate for Meals in the Town’s Travel Policy, which would reflect current rates in the GSA’s Federal Register.

Meal	Current Allowance*	Recommended Allowance
Breakfast	\$14.00	\$18.00
Lunch	\$16.00	\$20.00
Dinner	\$29.00	\$31.00
<i>Total per day</i>	\$59.00	\$69.00

*current allowance last updated 1/26/2022.

Approval of the Consent Agenda will approve this recommended amendment to the Town’s Travel Policy, Per Diem Rate for Meals, effective March 1, 2026.

6. Government Education Access Channels Committee – Fiscal Year 2026 / 2027 Proposed Budget

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.

Each spring, the GEACC 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 2026 / 2027 GEACC Budget.

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

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

Public Comment

Response to Public Comment

Adjournment

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

The time was 6:17 p.m.

Submitted by:

James Michael O'Dell
Town Clerk