

**MINUTES
KITTY HAWK TOWN COUNCIL
Monday, May 2, 2022
Kitty Hawk Town Hall, 6 PM**

Agenda

1. Call to Order
2. Moment of Silence/Pledge of Allegiance
3. Approval of Agenda
4. Public Comment
5. Consent Agenda
 - a.) Approval of April 4, 2022 Council Minutes
 - b.) Financial Statements as of March 31, 2022
 - c.) FY 21-22 Budget Amendment #13
 - d.) Amendment to the Capital Project Ordinance Fund 40
 - e.) Records Retention Policy for the American Rescue Plan Act
 - f.) Internal Controls Policy Revision
 - g.) Amendment to the Town Code Section 20-51 – No Parking Zones (*removed to #6*)
 - h.) Amendment to the Town Code Section 20-51 (e) – No Parking Zones Time Restricted Parking
 - i.) Amendment to the Town Code Section 20-23 – Speed Limits (Luke, Bleriot, East Lillian Streets)
 - j.) Amendment to the Town Code Section 20-23 – Speed Limits (Lindbergh Avenue)
6. Items Removed from the Consent Agenda
7. Planning:
 - a.) Schedule Public Hearing for the Land Use Plan. Staff proposes that Council approve the existing Land Use Plan as the valid comprehensive plan while the CAMA Core Land Use Plan undergoes a full review and update. June 6, 2022 is recommended for the public hearing.
8. Possible New Business
9. Reports/General Comments from Town Manager
10. Reports/General Comments from Town Attorney
11. Reports/General Comments from Town Council
12. Adjourn

COUNCILMEMBERS PRESENT:

Mayor Craig Garriss, Mayor Pro Tem Jeff Pruitt, Councilman David Hines, Councilwoman Lynne McClean and Councilwoman Charlotte Walker

STAFF MEMBERS PRESENT:

Town Manager Andy Stewart, Town Clerk Lynn Morris, Town Attorney Casey Varnell, Finance Officer Liliana Noble, Fire Chief Mike Talley and Public Works Director Willie Midgett

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1. CALL TO ORDER

Mayor Garriss called this meeting to order at 6 p.m. and welcomed everyone.

2. MOMENT OF SILENCE/PLEDGE OF ALLEGIANCE

Following a moment of silence, the Pledge of Allegiance was recited.

3. APPROVAL OF AGENDA

Mayor Garriss stated he is removing item 5(g) from the consent agenda. It is referring to a parking area along the Lindbergh Street right-of-way. He said it will be studied this year during the summer season and addressed next year if need be.

MPT Pruitt made a motion, seconded by Councilwoman Walker, to approve the agenda as amended by the mayor. The vote was unanimous, 5-0.

4. PUBLIC COMMENT

1. Brian Zongolowicz, 323 Oak Run, Kitty Hawk, NC: *I did not know the parking was going to be removed. The main reason I came is because of parking restrictions. I am a surfer, have been here for 30 years and I find it difficult to park a lot of the time. There is not a lot of public parking and when there is it is not always where we want to go. It is nice to have the freedom to park and go to any beach access we would like to. I am in favor of not restricting parking.*

Garriss: *Are you aware that we now have two new parking areas in Kitty Hawk? Bleriot and Luke Streets. Thirty-seven additional spaces in one spot and twenty-two in the other. We are adding spaces not removing.*

Zongolowicz: *That is good. I work seven days a week. I do not get to the beach too often but when I do go it is yes, I want to park here. I would hate to see restrictions on parking. That is my main reason for being here.*

Garriss: *I understand.*

Hines: *You asked me a question earlier about the midnight to 3 a.m. parking. Was that a concern of yours?*

Zongolowicz: *I was wondering about it and then I thought that is not really a problem.*

Hines: *Okay. I just wanted to make sure your questions were addressed.*

Stewart: *That is just to prevent overnight parking.*

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5. CONSENT AGENDA

a.) Approval of April 4, 2022 Council Minutes. *(An approval of the consent agenda will approve these minutes.)*

b.) Financial Statements as of March 31, 2022. *(An approval of the consent agenda will acknowledge these statements.)*

c.) FY 21-22 Budget Amendment #13. This amendment, in the amount of \$1,000,000, will transfer funds from the Capital Reserve Fund to the New Police Station Capital Project Fund (40) and will recognize the preconstruction cost of \$166,000. *(An approval of the consent agenda will adopt this amendment.)*

d.) Amendment to the Capital Project Ordinance Fund 40. This amendment, in the amount of \$166,000, will allocate the additional funds for the cost of the preconstruction services contract with Whiting-Turner Construction Company for a construction manager. *(An approval of the consent agenda will adopt this amendment.)*

e.) Records Retention Policy for the American Rescue Plan Act. This policy needs to be adopted and added to the town's Records Retention and Disposition Schedule to comply with requirements for the grant award from the American Rescue Plan/Coronavirus Local Fiscal Recovery Funds. *(An approval of the consent agenda will adopt this policy.)*

f.) Internal Controls Policy Revision. This update includes the segregation of duties and internal control categories that apply to the town's current procedures. *(An approval of the consent agenda will adopt this policy.)*

(Moved to item 6) **g.) Amendment to the Town Code Section 20-51 – No Parking Zones.** This amendment will designate the right of way on both sides of Lindbergh Avenue from Bennett Street to Wilkins Street as a "No Parking" area. *(An approval of the consent agenda will adopt this amendment.)*

h.) Amendment to the Town Code Section 20-51 (e) – No Parking Zones Time Restricted Parking. This amendment will add the Luke and Bleriot Streets Parking areas to the time restricted areas of "Parking Prohibited Between Midnight and 3 a.m." *(An approval of the consent agenda will adopt this amendment.)*

i.) Amendment to the Town Code Section 20-23 – Speed Limits. It is recommended that the speed limits on Luke, Bleriot and East Lillian Streets be changed from 25 MPH to 10 MPH because of the parking improvements. *(An approval of the consent agenda will adopt this amendment.)*

j.) Amendment to the Town Code Section 20-23 – Speed Limits. It is recommended that Lindbergh Avenue be changed from 25 MPH to 20 MPH because of the heavy pedestrian and bicycle traffic on it. *(An approval of the consent agenda will adopt this amendment.)*

Councilman Hines made a motion to approve the consent agenda. It was seconded by Councilwoman McClean and the vote was unanimous, 5-0.

6. ITEMS REMOVED FROM THE CONSENT AGENDA

5. (g) Amendment to the Town Code Section 20-51 – No Parking Zones. This amendment will designate the right of way on both sides of Lindbergh Avenue from Bennett Street to Wilkins Street as a "No Parking" area. *(An approval of the consent agenda will adopt this amendment.)*

This item was removed under item #3. It will be studied this summer and addressed next year if needed.

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7. PLANNING

a.) Schedule Public Hearing for the Land Use Plan. Staff proposes that Council approve the existing Land Use Plan as the valid comprehensive plan while the CAMA Core Land Use Plan undergoes a full review and update. June 6, 2022 is recommended for the public hearing.

Councilwoman McClean made a motion to schedule a public hearing for the Land Use Plan. Staff proposes that council approve the existing Land Use Plan as the valid comprehensive plan while the CAMA Core Land Use Plan undergoes a full review and update. Hearing to be scheduled for June 6, 2022. Councilman seconded and the vote was unanimous, 5-0.

8. POSSIBLE NEW BUSINESS

There was no new business.

9. TOWN MANAGER

Manager Stewart announced that the Bath House opened last week for the season.

10. TOWN ATTORNEY

Varnell: *Glad to be here.*

Garriss: *Mr. Sharp has been doing a great job filling in for you.*

11. TOWN COUNCIL

Councilman Hines reminded everyone that early voting is going on and hopes everybody goes out and votes. It is an important election this year.

Councilwoman Walker said she is continuing to collect the Wright Brothers Museum resolutions to present to the state and is still attending meetings.

Mayor Garriss acknowledged the hard work Councilwoman Walker and Manager Stewart are doing and thanked them.

Mayor Garriss complimented Public Works Director Midgett once again on the new parking areas. They look great. They will be painting the crosswalks on NC 12 once the weather cooperates. There is beautiful fencing around the port-o-potties.

Mayor Garriss then read aloud the following proclamation in recognition of the 53rd annual Professional Municipal Clerk's Week.

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Proclamation
53rd ANNUAL PROFESSIONAL MUNICIPAL CLERKS WEEK
May 1 - May 7, 2022

Whereas, the Office of the Professional Municipal Clerk, a time honored and vital part of local government exists throughout the world, and

Whereas, the Office of the Professional Municipal Clerk is the oldest among public servants, and

Whereas, the Office of the Professional Municipal Clerk provides the professional link between the citizens, the local governing bodies, and agencies of government at other levels, and

Whereas, Professional Municipal Clerks have pledged to be ever mindful of their neutrality and impartiality, rendering equal service to all.

Whereas, the Professional Municipal Clerk serves as the information center on functions of local government and community.

Whereas, Professional Municipal Clerks continually strive to improve the administration of the affairs of the Office of the Professional Municipal Clerk through participation in education programs, seminars, workshops and the annual meetings of their state, provincial, county and international professional organizations.

Whereas, it is most appropriate that we recognize the accomplishments of the Office of the Professional Municipal Clerk.

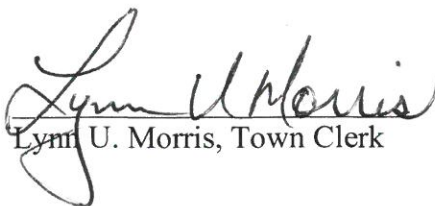
Now, Therefore, I, Craig Garriss, Mayor of the Town Kitty Hawk, do recognize the week of May 1 through May 7, 2022, as Professional Municipal Clerks Week, and further extend appreciation to our Professional Municipal Clerk, **Lynn U. Morris** (1987-2022) and to all Professional Municipal Clerks for the vital services they perform and their exemplary dedication to the communities they represent.

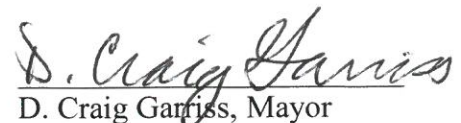
Mayor Garriss presented Clerk Morris with the proclamation and a lovely bouquet of flowers.

12. ADJOURN

MPT Pruitt made a motion to adjourn. It was seconded by Councilwoman McClean and the vote was unanimous, 5-0. Time was 6:10 p.m.

These minutes were approved at the June 6, 2022 council meeting.


Lynn U. Morris, Town Clerk


D. Craig Garriss, Mayor