

**MINUTES**  
**KITTY HAWK TOWN COUNCIL**  
**Monday, December 5, 2022**  
**Kitty Hawk Town Hall, 6 PM**

Agenda

1. Call to Order
2. Moment of Silence/Pledge of Allegiance
3. Approval of Agenda
4. Dare County EMS Building in Kitty Hawk and Fire Bay
5. Public Comment
6. Consent Agenda
  - a.) Approval of the November 7, 2022 Council Minutes
  - b.) FY 22-23 Budget Amendment #6
  - c.) FY 22-23 Budget Amendment #7
  - d.) FY 22-23 Budget Amendment #8
  - e.) FY 22-23 Budget Amendment #9
  - f.) Employee Holiday Bonus
  - g.) Resolution Approving Conveyance of Property to a Nonprofit Organization Pursuant to G.S. 160A-279
7. Items Removed from the Consent Agenda
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. Closed Session: G.S. 143-318.11(a) (6) to consider the qualifications, competence, performance, character, fitness, conditions of appointment, or conditions of initial employment of an individual public officer or employee or prospective public officer or employee. (Town Manager Interviews)
13. Return to Regular Session
14. Adjourn

**COUNCILMEMBERS PRESENT:**

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

**STAFF MEMBERS PRESENT:**

Interim Town Manager Melody Clopton, Town Clerk Lynn Morris, Town Attorney Casey Varnell, Planning Director Rob Testerman, Finance Officer Liliana Noble, Police Lieutenant Jimmie Helms, Fire Chief Mike Talley and PWD Willie Midgett

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**1. CALL TO ORDER**

Mayor Garriss called this meeting to order at 6:01 p.m.

**2. MOMENT OF SILENCE/PLEDGE OF ALLEGIANCE**

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

**3. APPROVAL OF AGENDA**

**Councilwoman McClean made a motion, seconded by MPT Pruitt, to approve the agenda. The vote was unanimous, 5-0.**

**4. DARE COUNTY EMS BUILDING IN KITTY HAWK AND FIRE BAY**

Mayor Garriss introduced Dare County Manager Bobby Outten and said he will be addressing the county building an EMS station with a fire department bay in exchange for two of the four lots the town owns.

**Dare County Manager Bobby Outten:** *Nice to see everybody. Thank you for having me. We started out with building a police and EMS station and fire department bay on town property and then you had an opportunity to buy the Sentara property for a police station. Somewhere in our conversations with the town you said you are still interested in having an EMS station in town to benefit the citizens and that land may be available for us to do that. We had a preliminary plan drawn to see what we could fit on there and how it would work for us.*

*As we were gearing towards the end of our exploratory, we had some more discussions, and the thought is maybe the town would add a fire bay. There was some discussion about reversing the plan and moving the fire bay to the north end of the project so it would be where the other two lots are should you all want to expand in the future. That is easy and we are doing that. Then more recently there was some discussions about if we put the bay there can you add living quarters. The idea to do that is not a problem particularly. The logistics of how to do that is a little more problematic. The chief in all fire departments want to have a drive-in/drive-out. They do not want to be backing fire apparatus into a fire house.*

*The only issue I see would be how big does a bunk room have to be? If you use the EMS station bunk area as a template, four of those will not fit in the bay area once you put your apparatus in which means you must expand that footprint. If you expand it into the back, then you have messed yourselves up because you cannot do the drive through. If you expand it to the north, then you have messed yourselves up for your future expansion. You may or may not want your resident area to be in that location.*



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*The idea of trying to figure out a way to do this is fine and we will work with you. I do not know what the solution is, maybe the architects do. I think we need to have some discussion with the fire chief and make sure whatever we do meets your needs.*

*I told my board this morning essentially what I just told you all. I was looking for them to say they are prepared to go forward with a project with Kitty Hawk where we have added this bay. We did not have in our budget the living area and they said they would be prepared to move forward with that, within reason. They voted for me to move forward with you all. I also told them that you cannot decide tonight because of some notice requirements but what we need to keep the project moving is some idea that yes, the town council is in favor of this type of project. I will be glad to answer any questions that you have.*

**Garriss:** *Bobby mentioned a notice requirement. The notice must be posted for 10 days to let the public know what we are thinking and planning on doing with those two lots. David let's start with you. What are your feelings?*

**Hines:** *I am going to listen a little if you don't mind.*

**Garriss:** *Lynne?*

**McClellan:** *It is a worthwhile goal to look at it a little closer. That is a lot of information to digest. But it would be nice to have.*

**Garriss:** *One thing Melody is starting to work on is having the property appraised. What is the land worth? That is what we and the taxpayers need to know. We want the EMS station and the fire bay if we can make it work. I am in favor of it. Please thank the county commissioners for their vote this morning Bobby. Jeff?*

**Pruitt:** *I also would like to thank the county commissioners for their consideration. I personally think this is a win/win for everybody. I really do. The value of an EMS station and providing a service for our residents sometimes is more than the value of a dollar bill. I think securing a location in that area for our fire department as well as for an EMS station is something we should try to look into and work together with the county.*

**Walker:** *I think it is an excellent idea. Is there an attic area above the bay? I am looking for space for the ...*

**Outten:** *If this is something we agree on we would get the architects involved and say here is what we need. And we can get Chief Talley involved and here is what he needs. Can you make that work and if you cannot what can you make work. If we take what can work is that satisfactory to the town? If it is, then we have a basis to go on. If that includes an attic space or apparatus storage and all that then it does.*

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*Again, what was explained to us, and that may change for the town, was this was a temporary bay that was going to be used when there is a storm so you could move a truck out of the fire station on Kitty Hawk Road where it floods. It will allow you an ability to respond in the town until the floodwaters recede and then theoretically move it back down there. It was not something that was going to be in use every day. If you take the frequency of storms and the frequency of when the road floods, then that will tell you how often you would use it. If you are using it that infrequently then in the initial phase you probably would not go in and add all the amenities to a bay.*

**Walker:** *I was just trying to figure out if there was a way to add a bunk area.*

**Outten:** *I have not explored it that far because if this was not something the town was willing to move forward on, I did not want to spend a lot of time on it.*

**Walker:** *It would be within the footprint. You already have most of it and just go up.*

**Outten:** *We have about a \$5.7 million estimate for this building with that bay attached. We have about \$6.5 million in our capital improvements budget for this project, so we have some room in there to do some things, but we do not have any room past that. We must keep it within that \$800,000 range to make it work because we do not have anywhere else to fund it from.*

**Garriss:** *When we first started talking, bunk rooms were not in the conversation. But if we move a truck for a storm, it could be for 3 days or 3 months. Where are the firefighters going to sleep and shower? So, to me, the bunk rooms are not a question. We must have them and bathroom facilities. I guess the question now is where to put those bunk rooms? That is something we can discuss.*

**Outten:** *There may be some things we can do if we know what makes it work for the chief. We must have that conversation and we are amenable to have that conversation and within reason try to do the things that accommodate the town.*

**Garriss:** *Very good. David we are back to you.*

**Hines:** *Just kind of trying to catch up on all this. First, I think it is a great idea. And I would also like to thank the county commissioners for their support on it. Who would own this bay? Dare County or Kitty Hawk?*

**Outten:** *There is short term and long term. In the short run we would own the whole project and we would allow you to use the bay and it would not cost you anything. No charge associated with it at all. What I am calling the short run might turn into a long run because I do not know what the town's plans are. We would own it and have a lease or an agreement or whatever Casey said we needed to have to make sure you are protected, and we did not throw you out after you gave us the land.*



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*When the time came for you all to expand, you add some more bays, or you add the rest of your fire station, then we must do a more detailed contract about who owns what and where the lines are drawn. There are several different models we can do. In Kill Devil Hills where we are doing a joint station, we own the whole thing and lease them back their half. They are paying their part of the construction costs through the lease payment over time. They only pay the operation costs for their side. So that is the arrangement we have there. But it is all on our land. When you expand, you are going to have a bay on what would be our land and some more facilities on what is your land.*

*There are three ways to do that. One is we give you all of ours and we lease it back from you. Two, you give us all of yours and lease it back from us, or three, we draw a line at the new bay and condo it out. Just draw a line in the dirt. You own your part, and we own our part and then we have an arrangement for the common areas which would be the driveways and the lights and that sort of thing. There are a lot of ways to do it and we can make it work however it needs to be.*

**Hines:** *Thank you.*

**Garriss:** *Bobby, do you have what you need to proceed at this point?*

**Outten:** *I am taking this as a positive response, and I am taking this as something that I should be comfortable spending some money on. Chief we will get up with you and talk about your program needs for what you want to do there. Then we will run it by the architects. If we can accommodate whatever he tells us, then we will be back to you with a plan at some point if it comes within our numbers. If we cannot accommodate it, if it is too expensive, or it will not fit on the site or whatever it is, then I will come back to Melody and let her know. You can tell me what I need to do.*

**Hines:** *Going on the assumption we are all moving forward on this, when can we expect a bay to be there?*

County Manager Outten went over the various capital improvements projects the county has scheduled and said it is probably somewhere between 18 months to 2 years out assuming everything goes right.

## **5. PUBLIC COMMENT**

There were no public comments.

## **6. CONSENT AGENDA**

**a.) Approval of the November 7, 2022 Council Minutes.** *(An approval of the consent agenda will approve these minutes.)*

**b.) FY 22-23 Budget Amendment #6.** This amendment, in the amount of \$3,600 for the fire department and \$950 for the police department, will recognize the donations made to these two departments. *(An approval of the consent agenda will approve this amendment.)*

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c.) **FY 22-23 Budget Amendment #7.** This amendment, in the amount of \$154,000, will recognize and appropriate the grant from the NC Department of Agriculture and Consumer Services for the ditches and canals clearing. *(An approval of the consent agenda will approve this amendment.)*

d.) **FY 22-23 Budget Amendment #8.** This amendment, in the amount of \$146,000, increases the interest earnings revenue which will be used to purchase computers town wide. *(An approval of the consent agenda will approve this amendment.)*

e.) **FY 22-23 Budget Amendment #9.** This amendment, in the amount of \$77,600, will appropriate additional funds to the planning department for the Land Use Plan update. *(An approval of the consent agenda will approve this amendment.)*

f.) **Employee Holiday Bonus.** Staff is proposing a \$300 bonus for the town's 58 employees and volunteers. The cost is \$24,282.60. *(An approval of the consent agenda will approve this proposal.)*

g.) **Resolution Approving Conveyance of Property to a Nonprofit Organization Pursuant to G.S. 160A-279.** This resolution allows the town to donate a 2016 Dodge Charger patrol vehicle to the College of the Albemarle Foundation, Inc. The vehicle has reached its expiration and is no longer in service with the town. *(An approval of the consent agenda will approve this resolution.)*

**Councilman Hines “so moved” to approve the consent agenda. It was seconded by Councilwoman McClean and it passed unanimously, 5-0.**

### 7. ITEMS REMOVED FROM THE CONSENT AGENDA

No items were removed from the consent agenda.

### 8. POSSIBLE NEW BUSINESS

There was no new business to discuss.

### 9. TOWN MANAGER

#### **Police Department Building Update:**

**Clopton:** *I want to give a couple of updates tonight. First, on the police department building we are making progress on the areas of electrical and HVAC. We expect Dominion Power to disconnect our service to the demolition area tomorrow. Once that is complete, we can move forward. We hope to have it done prior to the Christmas Holiday or soon thereafter. That is Willie's goal, and he has provided a detailed list to you of what has been going on. If you have any questions about anything, please ask him or me.*

*In your packet is a preliminary schematic design of the police department building. It shows everything they may need now and in the future. The police have worked hard on it. They have taken this process seriously and I appreciate their efforts. We have a meeting with the design team on Wednesday. There are a couple of changes that we have suggested. We will wait until we get the schematic design and the pricing. There is nothing to decide this evening.*



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*Once we have our meeting with the design team this week, we expect to have the completed design plan, the schematic and pricing estimates by the 21<sup>st</sup> of December. Once that is complete, we will know more about the priorities we need to make, and we can get busy on bidding this out.*

**Chamber of Commerce:**

*I went with the mayor to the Chamber of Commerce Leadership OBX. It is something they have to try to build leadership opportunities in the community. We have two employees who are participating in this session. It was a roundtable with the mayors, and they talked about projects in their town. They also answered a lot of questions and as you can imagine housing and all kinds of questions came up from the group. It was an interesting day.*

**Supervisory Training:**

*Last Thursday and Friday, Dale Smith, an adjunct faculty member at the UNC School of Government, provided supervisory training for all the supervisors in the town. It is the first time we have had everybody in one room, and I have heard nothing but positive comments about it. We got to know each other and ourselves a little better. We had a lot of laughs; we took tests about what our preferences are, and I think for the most part they were spot on. We will learn how to work and communicate better. I hope it is just the beginning of something we can build on to make us a more efficient team.*

**Public Works Thank You and Public Works Tech:**

*I also want to thank the public works staff. They have been working so hard. They have their regular jobs and now they have the new building and they have been decorating the town. It looks so nice. We also have Christmas decorations at the new building. And in the middle of all that they have come to the rescue of us at the town hall when our toilets were overflowing. I know you feel like you are doing your job, but we appreciate it very much.*

*Also in public works, I want to inform you that Jason Coletti, the home he was living in, burned down over the Thanksgiving break. Luckily, he and his dog were not home. There is a GoFundMe page for him. People have been very generous. It is on the police and fire departments Facebook sites if anybody would like to help.*

**Old Fashioned Fire Truck Push-In:**

*As far as upcoming events we have an old-fashioned push-in ceremony. As you probably saw outside is our newest big, bright red, fire truck. I am told we ordered it in July of 2021, so we have been patiently waiting. Chief Talley says that a push-in is based on when people used horse and buggies to fight fires. The horses could not back the buggies into the fire station, so they had to unhook the horses and then push the buggy into the fire station. I have been told we probably will*

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*not be totally pushing this up a hill into our fire station. It is this Wednesday at 2 o'clock p.m. We are inviting everybody to join us.*

**Mondays with the Mayor:**

*Next Monday, the 12<sup>th</sup> at 9 a.m., here at the town hall, we have a Monday with the Mayor and Councilwoman Charlotte Walker. They will be talking about current events in the town and light refreshments will be served. We hope that people will attend. We received positive feedback the last time we did this.*

**Upcoming Holiday Office Closings and Trash Collection Changes:**

*A couple of holiday related things. The town offices will be closed on December 23rd and Monday December 26th in observance of Christmas. We will also be closed on Monday, January 2nd for New Year's. I am sure there will be trash schedule changes. That is one of our number one questions at the town hall. So, everybody please be on the lookout. I will send out an email and we will post it on our website as soon as the schedule becomes available. The last thing, January's town council meeting is going to be on January 9<sup>th</sup> because that first Monday is a town holiday.*

**10. TOWN ATTORNEY**

There were no comments from the attorney.

**11. TOWN COUNCIL**

**Garriss:** *Willie, how many years have I been talking about Christmas lights? Kitty Hawk has never had them that the public could see. You have done great my friend. I passed by there Saturday night, and they look wonderful. If you have not seen them ride by and look. The town hall looks great as usual. You have done an outstanding job. Is there anything besides money that Jason needs?*

**Midgett:** *Not yet sir. He has found a place to stay which that is always the hardest part. He has had a friend open a house for him, so he is now a "Wancheser" for a little while. The people he lives with are going to rebuild and they have already asked him to come back once it is done. At that time, he may have to get furniture because all of it was destroyed.*

**Garriss:** *Please keep him mind. Chief Talley I know you are excited about the new fire truck. I will be at the push-in on Wednesday afternoon. Chief Johnson, I know you are excited about the police station and how that is proceeding. Y'all have done a great job on this, and I appreciate it very much.*

*Council this is our last meeting before Christmas. I want to wish everybody a Merry Christmas and Happy New Year.*



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**Hines:** *I want to thank the town staff for a good year, and I am looking forward to an even better new year.*

**McClean:** *Echo the same thing. The town hall and the town look great. We have had a good year. I am excited to see what is going to happen next year. Merry Christmas everybody. Happy New Year.*

**Pruitt:** *I also want to thank the staff. It is a pleasure to be a part of the town. We have such great people that work so hard for the citizens. I wish everybody a Merry Christmas.*

**Walker:** *I am celebrating my first anniversary on the town council tonight. It has been quite a year and it has gone very quickly. It is my honor to be a part of it. Thank you.*

**12. CLOSED SESSION:** G.S. 143-318.11(a) (6) to consider the qualifications, competence, performance, character, fitness, conditions of appointment, or conditions of initial employment of an individual public officer or employee or prospective public officer or employee. (Town Manager Interviews)

**Mayor Garriss made a motion to go into closed session pursuant to G.S. 143-318.11(a) (6) to consider the qualifications, competence, performance, character, fitness, conditions of appointment, or conditions of initial employment of an individual public officer or employee or prospective public officer or employee town manager interviews. Councilman Hines seconded and the vote was unanimous, 5-0. Time was 6:35p.m.**

**13. RETURN TO REGULAR SESSION**

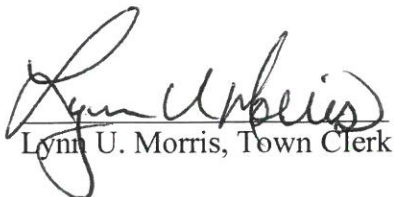
**MPT Pruitt made a motion to return to regular session and a second was provided by Councilman Hines. The vote was unanimous, 5-0. Time was 7:51 p.m.**

Mayor Garriss announced council is pleased to announce that after interviewing each internal applicant, council has made the decision to hire Melody Clopton as the new town manager.

**14. ADJOURN**

**Councilman Hines made a motion, seconded by Councilwoman McClean, to adjourn. The vote was unanimous, 5-0. Time was 8:02 p.m.**

These minutes were approved at the January 9, 2023 council meeting.

  
Lynn U. Morris, Town Clerk

  
D. Craig Garriss, Mayor