

**MINUTES**  
**KITTY HAWK TOWN COUNCIL**  
**Monday, January 9, 2023**  
**Kitty Hawk Town Hall, 6 PM**

Agenda

1. Call to Order
2. Moment of Silence/Pledge of Allegiance
3. Approval of Agenda
4. Presentation: Steve House, OBX Jeep Invasion *(added during the meeting)*
5. Public Comment
6. Consent Agenda
  - a.) Approval of December 5, 2022 Council Minutes
  - b.) Financial Statements as of December 31, 2022
  - c.) FY 22-23 Budget Amendment #10
  - d.) FY 22-23 Budget Amendment #11
  - e.) Police Service Weapon
7. Items Removed from the Consent Agenda
8. New Business:
  - a.) Resolution Authorizing Exchange of Property *(removed during the meeting)*
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

**COUNCILMEMBERS ABSENT:**

Councilwoman Lynne McClean

**STAFF MEMBERS PRESENT:**

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

**1. CALL TO ORDER**

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

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

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

**3. APPROVAL OF AGENDA**

Mayor Garriss announced Councilwoman McClean is excused from this meeting and there are a couple of changes to the agenda. Steve House wants to speak about the upcoming OBX Jeep Invasion and item 7a.) is removed. There are questions about the agenda item, and he asked council to let the manager know what they are so she can get answers.

**Councilman Hines made a motion to adopt the amended agenda and it was seconded by Councilwoman Walker. The vote was unanimous, 4-0.**

**4. PRESENTATION: OBX JEEP INVASION**

**Steve House:** *It is always a pleasure to come and speak to you. Before I get started with what I want to bring up I know you have two law enforcement officers retiring this year and I want to give my deep appreciation for their service. I have known both for many years and they have done a tremendous job.*

*Last year the OBX Jeep Invasion had an outstanding turnout. We had almost 800 jeeps show up and there was a jeep ride on the beach in Kitty Hawk which you allowed us to do. We limited it to 100 jeeps. We would like to do the same thing this year except we would like to make it two runs. One on the morning of May 12<sup>th</sup> and a second one on the morning of May 13<sup>th</sup>. We would be on the beach by 8 a.m. and off the beach by 9 a.m. And, as was done last year, hopefully be escorted by the Kitty Hawk Ocean Rescue and have the police department help us guide traffic on and off the beach. This year we want to donate \$3,500 to the Kitty Hawk Ocean Rescue like we did last year and donate \$3,500 to the police department for these two charity rides. I would appreciate your support.*

Mayor Garriss and council thanked Mr. House and said his request is supported. Mayor Garriss asked the manager to make sure the dates are okay with staff.

**4. PUBLIC COMMENT**

There were no public comments.

**5. CONSENT AGENDA**

**a.) Approval of December 5, 2022 Council Minutes.** *(An approval of the consent agenda will approve these minutes.)*

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

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c.) **FY 22-23 Budget Amendment #10.** This amendment, in the amount of \$6,265.00, will appropriate funds for the cost of the demolition and removal of another structure at 4240 Virginia Dare Trail. *(An approval of the consent agenda will approve this amendment.)*

d.) **FY 22-23 Budget Amendment #11.** This amendment, in the amount of \$63,000.00, is to increase the rent revenue to include the income from Bear Drugs until June 30, 2023. *(An approval of the consent agenda will approve this amendment.)*

e.) **Police Service Weapon.** G.S. 20-187.2 allows a governing body the authority to award a retiring member of law enforcement his service weapon. Chief Joel Johnson is retiring on February 1, 2023 and Sergeant Brent Vucinovic retired on January 1, 2023. Both would like to purchase their service weapon from the town for \$1. Presentations will occur at a later council meeting. *(An affirmative vote for the consent agenda will approve this request.)*

MPT Pruitt made a motion to approve the consent agenda and seconded by Councilwoman Walker. The vote was unanimous, 4-0.

## 6. ITEMS REMOVED FROM THE CONSENT AGENDA

No items were removed from the consent agenda.

## 7. NEW BUSINESS

a.) **Resolution Authorizing Exchange of Property** *(Removed)*

## 8. TOWN MANAGER

### **Fire Access Road:**

**Clopton:** *Good evening. We recently got the go ahead from the state to move forward with the fire access road. This has been going on for many, many years. Willie is going to be releasing the RFP this week and we should have a contract selected for your approval at the next meeting. Just as a reminder, the purpose of this road is to provide fire protection to the reserve and private properties that lie to the west of the covered bridge on Covered Bridge Road. The road would be off Otila Way and then connect to south Covered Bridge Road. It is my understanding that even the previous fire chief was working on this access road. The state has also allotted us \$50,000 to help pay for this.*

### **New Police Department Building**

**Clopton:** *The demolition continues and grinding of the debris should begin this week. We anticipate the work to be completed in the next 4 to 5 weeks. We are still finalizing our needs versus our wants. We are working with the design team and discussing budget controls, what we can afford versus what we need to do now and what we can do in the future. It appears, and we anticipated this, that there will probably be a Phase I and a Phase II of the project. We will be advertising a request for proposals for site work and the development of construction documents soon. Once we get that RFQ done and submittals back it will be presented to the town council.*

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**Land Use Plan Update:**

**Clopton:** *The Land Use Plan is still in the process of being updated and we are encouraging everyone to complete the community survey. There are about 200 submittals right now. Anybody who has an interest in the town can take the survey. You can go online to the town's website and submit it electronically. If you would like a paper copy, stop by the town hall or call us and we will be happy to mail one to you. We currently have a video that is on the government channel, and I would like to share it with you tonight.*

The Land Use Plan Update video was shown.

**Offices Closing and Trash Collection Schedule Changes:**

**Clopton:** *The last thing I have on my list is town offices will be closed on Monday the 16<sup>th</sup> in observance of the Martin Luther King Jr Holiday. Next week the town's residential trash collection will take place on Tuesday and Thursday so please note those change.*

**9. TOWN ATTORNEY**

There were no comments.

**10. TOWN COUNCIL**

**Pruitt:** *First, I would like to thank Park Superintendent David Hallac and the entire staff of the National Park Service for the fantastic celebration on December 17th at the Wright Brothers National Memorial. Also, thanks to the First Flight Society for inviting us to the induction of General Benjamin O. Davis Jr. It was a wonderful presentation by his great, great nephew I believe it was.*

*I also want to thank Police Sergeant Brent Vucinovic and Chief Joel Johnson. The chief is retiring, and Brent has retired as of January 1<sup>st</sup>. I want to thank them for their service. They have done a great job.*

**Garriss:** *The day at the celebration was cold but well worth it. Charlotte was going but was a little under the weather herself.*

*We have a lot going on and I look forward to 2023. You never know what is going to come in front of us, but I think staff has done a great job and will continue to do so.*

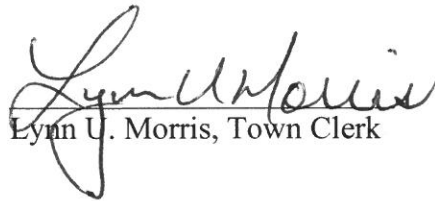
*Thank you to Chief Johnson and Sergeant Vucinovic. We will have more on them at another meeting.*

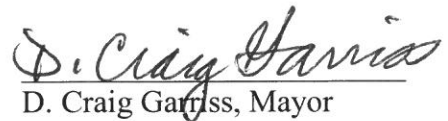
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**11. ADJOURN**

**Councilman Hines made a motion, seconded by Councilwoman Walker, to adjourn. The vote was unanimous, 4-0. Time was 6:13 p.m.**

These minutes were approved at the February 6, 2023 council meeting.

  
Lynn U. Morris, Town Clerk

  
D. Craig Garriss, Mayor