

**MINUTES**  
**KITTY HAWK TOWN COUNCIL**  
*Recessed Meeting*  
*Budget Workshop*  
**Thursday, March 16, 2023**  
**4400 Johnston Lane, Kitty Hawk, NC, 9 AM**

Agenda

1. Call to Order
2. Tilt Teams Profile
3. Lunch
4. Police Station Building Budget, Design & Funding
5. Employee Pay Increase
6. Department Head Presentations
7. Recess *(until Friday, March 17, 2023, 9am, 4400 Johnston Lane, Kitty Hawk, NC*

**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 Melody Clopton, Town Clerk Lynn Morris, Planning Director Rob Testerman, Finance Officer Liliana Noble, Police Lieutenant Jimmy Helms, Fire Chief Mike Talley and PWD Willie Midgett

**OTHERS PRESENT:**

Katherine Gilliland, PCC, Coaching & Consulting

**1. CALL TO ORDER**

Mayor Garriss called the recessed meeting from March 6, 2023 to order at 9:06 am.

**2. TILT 365 TEAMS PROFILE**

Those in attendance for this topic had taken the True Tilt Personality Profile assessment before the meeting. Ms. Gilliland led the council and staff through an exercise in learning about the different aspects of each other's profile to help them become more conscious leaders and contributors.

**3. LUNCH**

At 12:30 p.m. the council and staff broke for lunch. The meeting resumed at 1:30 pm. (Councilman Hines arrived for the meeting during this time.)

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**4. POLICE STATION BUILDING BUDGET, DESIGN & FUNDING (Attachment #1)**

Also, in attendance to help with questions concerning police facilities guidelines were Police Detective Sgt. Jeff Gard and Detective Jason Rigler.

Manager Clopton provided a timeline on this project so far. Discussion of the Dills Architects proposal and the cost of their services was discussed. Representatives from Dills will come to the April council meeting to answer questions for council. The estimated cost for the entire project, building and renovating, is between \$5.9 million to \$7.3 million.

Following the PowerPoint presentation everyone expressed their liking for the design of the building. No one wants to change it, but they still believe the fees for architectural and design services are too high. MPT Pruitt suggested it be done in phases with the renovations and the new entryway being built first. This could save on the fees as well as not costing so much right now. Adding onto the building could be phases II and III. He asked if estimates could be obtained for each of the phases and the manager replied she will try and get that information.

**5. EMPLOYEE PAY INCREASE (Attachment #2)**

Manager Clopton stated there was a council consensus last year to try and maintain employee pay ranges within 10% of the market. That goal was met last year but the other towns also increased their pay ranges, and the town is trailing again. Manager Clopton proposed a 6.5% pay plan adjustment and an additional one step increase for public safety. There was a council consensus to again try and stay within 10% of the market.

**6. DEPARTMENT HEAD PRESENTATIONS (Attachment #3)**

**Finance Department**

Finance Officer Noble gave an overview of the department's mission, vision and functions and stated there are no capital requests for the upcoming budget year. It is anticipated a new position in this department will be needed in the future. Mayor Garriss noted a new position will require more office space.

With regards to obtaining loans, FO Noble noted the Local Government Commission reviews and approves any issuance of debt. MPT Pruitt said he is glad to know there are safeguards in place that will protect residents if a council acts recklessly and spends too much or borrows too much money.

Handouts Provided to councilmembers:

New Construction Delivery Methods Authorized for North Carolina Local Government by Norma Houston, UNC School of Government, September 2013.

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Basic Legal Requirements for Construction Contracting with North Carolina Local Governments by Norma Houston, UNC School of Government, Updated September 2013.

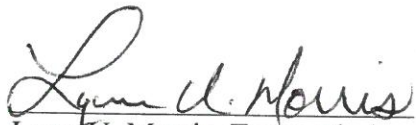
**Police Department** (Attachment #4)


Interim Police Chief Helms gave an overview of where the department is and the Premier Department it is striving to be. Following the PowerPoint Mayor Garriss asked for the vehicle replacement of 10 years, or 100,000 miles be examined. Perhaps it could be compared to an 8-year, 80,000 miles replacement schedule. Manager Clopton said she will get that information to the council.

**7. RECESS**

**MPT Pruitt made a motion, seconded by Mayor Garriss, to recess until Friday, March 17, 2023, 9am, 4400 Johnston Lane, Kitty Hawk, NC. The vote was unanimous, 5-0. Time was 3:45 pm.**

These minutes were approved at the April 3, 2023 council meeting.

  
Lynn U. Morris, Town Clerk

  
D. Craig Garriss, Mayor