

**MINUTES**  
**KITTY HAWK TOWN COUNCIL**  
*Recessed Meeting*  
*Budget Workshop*  
**Friday, March 17, 2023**  
**4400 Johnston Lane, Kitty Hawk, NC, 9 AM**

Agenda

1. Call to Order
2. Property Exchange
3. Medical Office Lease
4. Retiree Benefits
5. Department Head Presentations
6. 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 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

**1. CALL TO ORDER**

Mayor Garriss called this meeting, recessed from March 16, 2023, to order at 9:03 am. He added that the first day had been a great day and is looking forward to this one.

**2. PROPERTY EXCHANGE (Attachment #1)**

Manager Clopton informed the council that the Dare County manager had reached out to her about the exchange of town property for building a county owned EMS station and a town owned fire bay. The county would prefer the town to give them the two lots instead of leasing them or any other arrangements. Attorney Varnell said the county would not be able to get financing if they do not own the two lots outright.

Each lot is appraised at \$230,000. The proposed fire bay is estimated to be 1026 square feet at a cost of \$635 per square foot for an estimated cost of construction of \$652,510.

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Councilman Hines said he would like the lease details to be worked out before any trade takes place.

**MPT Pruitt made a motion to pursue a long-term lease agreement with Dare County. Councilwoman McClean seconded and it passed unanimously, 5-0.**

### **3. MEDICAL OFFICE LEASE (Attachment #2)**

Manager Clopton explained there is 3,250 square feet of space to lease in the new police station building. Also, there is 3,900 square feet of common area and 1,360 square feet of potential rental space which the proposed tenant would like a first right of refusal. Bear Drugs currently leases 3,500 square feet.

The proposed tenant said there was a verbal promise from the previous town manager that the town would provide work to upfit the space. Some of the work requested is to cut doorways in the walls between the suites. The town has obtained an estimate of \$27,650 to paint and \$35,000 to renovate. A flooring estimate has not yet been obtained. An estimate of \$40,000 was used.

Attorney Varnell said it is common practice for a landlord to improve a building with paint and flooring and suggested the \$35,000 for renovations be divided over a three-year lease and paid by the tenant monthly in addition to the rental amount. It was also suggested the tenant be asked about performing the police physicals.

**Councilwoman McClean made a motion to give authority to the attorney and manager to begin negotiations with the proposed tenant. Mayor Garriss seconded the motion and it passed unanimously, 5-0.**

### **4. RETIREE BENEFITS (Attachment #3)**

After a review of the PowerPoint presentation by the manager, there was a council consensus to approve the proposal of the town paying \$25,000 for Medicare payments for the 15 already retired employees and the 8 employees currently employed that it would affect. Attorney Varnell said we should honor the policy in place at the hire date or the richest benefit during employment. Once this is approved, MPT Pruitt asked how it will affect the lawsuit against the town by a former employee and the attorney replied it settles it.

**10:15 am – 10:25 Break** (During the break Attorney Varnell left the meeting.)

### **5. DEPARTMENT HEAD PRESENTATIONS**

#### **Planning** (Attachment #4)

Planning Director Testerman gave an overview of planning, permitting and inspections. He then

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reviewed a proposal from Forerunner. It is software designed to help with Floodplain Management and the Community Rating System (CRS). It will create significant efficiencies for the department by aggregating disparate flood information into a single dashboard and automating many workflows and reports. It costs \$12, 000 a year.

#### **Fire Department** (Attachment #5)

Chief Talley said the mission of the Kitty Hawk Fire Department is to save lives, property and the environment. He is extremely proud that the department's ISO rating went from 4 to 2. The department is continuing to teach AED and CPR training for the public, employees and the town council. They are also looking into making the town buildings safer with better doors, keypads, cameras, etcetera.

Chief Talley said he believes no fire truck should be over 25 years old and would like to get the council's guidance on replacement so he can budget accordingly. Ocean rescue is in dire need of a jet ski and there was a council consensus to purchase it now and not wait until July 1<sup>st</sup>.

#### **Public Works** (Attachment # 6)

Public Works Director Midgett reviewed some of the past and current projects underway. As far as personnel goes he sees a need to promote a public works technician to crew leader. This new title will come with a few extra dollars as well.

An upcoming project is the renovation of the heavily used fire station kitchen. Councilman Hines informed that Pamlico Jack's Restaurant is auctioning off its appliances and other items on April 1<sup>st</sup> and the town might be interested in checking it out.

Another project the town is looking forward to is a sidewalk/multiuse path from Wal-Mart to JeJac Street. The town has put aside 20% of this project and hopefully grants can be sought to help with this.

#### **Administration** (Attachment #7)

Manager Clopton's review of the administration department includes investing in training and employee development, a performance appraisal process and creating an effective onboarding process for new employees and the town council.

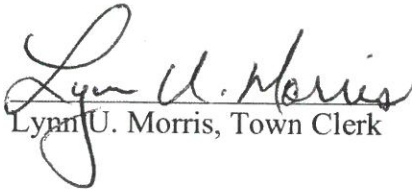
### **6. ADJOURN**

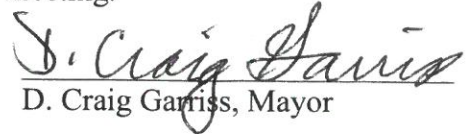
At 11:45 am, Mayor Garriss made a motion to adjourn. It was seconded by Councilwoman McClean and passed unanimously, 5-0.

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

  
Lynn U. Morris, Town Clerk

  
D. Craig Garriss, Mayor