

Kitty Hawk Recreation Committee Meeting Minutes

Date: June 4, 2025

Time: 5:30 PM – approx. 7:15 PM

Location: Kitty Hawk Town Hall

1. Call to Order & Attendance

Meeting called to order at 5:37 PM.

Members Present: Paul Henriques, Pete Mantz, Dave Klebitz, Ryan Thibodeau

Members Absent: Kip Tabb (officially stepped down from the committee)

2. Approval of Agenda

Motion made and seconded to approve the agenda.

Vote: All in favor. Motion carried.

3. Approval of Minutes from January 28, 2025

The committee reviewed the minutes from the previous meeting.

Motion made and seconded to approve the minutes.

Vote: All in favor. Motion carried.

4. Public Comment

No public comment was received during this meeting.

5. Old Business

Trail Progress and Signage

- Phase one of the trail is essentially complete and open for public use.
- 12 tall trail signs were installed; arrows may be added for clarity.
- Minor trimming (e.g. weed eating) remains.
- Picnic tables and chairs are ready for placement at several resting areas.
- A potential “soft opening” of the trail was discussed for June 7 (National Trails Day), with a larger event in the future.
- Committee discussed the idea of offering guided walks or “Adopt-a-Trail” programs with groups like the Boy Scouts.
- Suggestion made to use QR codes for public feedback and trail issue reporting.

- Trail needs to be added to the Dare GIS system.
 - A large dead tree (“widow maker”) overhanging the new bridge poses a safety concern. The committee recommended professional removal using remaining funds if needed.
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6. New Business

Trail Maintenance Plan

- Town staff has committed to maintenance help twice a year with a spring and fall cleanup.
- Volunteers will continue light maintenance (e.g. blowing, trimming).
- Town staff may assist with more technical or hazardous tasks (e.g. chain sawing fallen trees).
- Committee discussed acquiring and storing hand tools (e.g. rakes, pickaxes, shovels).
- Decision made to hold off on buying gas-powered equipment for now.
- Trash cans will not be installed on trails; instead, user responsibility and occasional volunteer cleanups will be promoted.

FY 2024–25 Budget Update

- Current balance: approx. \$6,263.12
 - Original funds for the gravel trail and bridgeways were mostly unused due to volunteer efforts and donated materials.
 - Possibilities for remaining funds:
 - Hiring tree removal services
 - Ordering trail maintenance tools
 - Paying deposit for the U.S. Life Saving Service Memorial design
 - Committee will submit a critical tool list for ordering.
 - Town staff confirmed invoices due by June 30 can be used to obligate current funds.
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7. Items from Council Liaison

- Committee discussed recruiting someone to fill the vacant seat.
 - Members noted trail ownership and upkeep will gradually transition to town responsibility.
 - Emphasis placed on aligning future efforts with Town Council and exploring more grant opportunities.
 - We should know more about the Sandy Run / Birch Lane Trail connector grant soon.
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8. Items Brought Up by Committee Members

- **Recognition Suggestions:**
 - Kempsville Building Materials (trail materials donation)
 - Boy Scout volunteers
 - **Promotion & Visibility:**
 - Suggestion to list trails on apps like AllTrails or Trailforks for public access and GPS navigation.
 - Social media promotion planned for trail opening and volunteer recognition.
 - **Recreation Master Plan Updates:**
 - Reclassified “Town Hall Trail Phase 2” from mid-term to short-term goal.
 - Removed outdated references to the “Outer Banks Transportation Task Force.”
 - Considered strategies for improving the grant application and planning process.
 - Final plan revisions to be reviewed and voted on at the next meeting.
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9. Next Meeting Date

The next regular meeting is scheduled for **Tuesday, July 29, 2025**, at Kitty Hawk Town Hall.

10. Adjournment

Motion to adjourn made and seconded.

Vote: All in favor.

Meeting adjourned at approximately 7:07 PM.