

**MINUTES**  
**KITTY HAWK TOWN COUNCIL**  
**Monday, June 5, 2017**  
**Kitty Hawk Town Hall, 6 PM**

Agenda

1. Call to Order
2. Moment of Silence/Pledge of Allegiance
3. Approval of Agenda
4. Public Comment
5. Consent Agenda
  - a.) Approval of April 24, 2017 and May 1, 2017 Council Minutes
  - b.) Agreement for Professional Services with Albemarle & Associates/Floodwater Pumping Discharge Plan
  - c.) Information Technology Agreement with Shoshin Technologies
  - d.) FY 16-17 Budget Amendment #9
  - e.) FY 16-17 Budget Amendment #10
  - f.) FY 16-17 Budget Amendment #11
  - h.) Resolution Opposing Sales Tax Redistribution
  - i.) Reschedule the July 3, 2017 Council Meeting
6. Items Removed from Consent Agenda
7. Public Hearing
  - a.) Fiscal Year 2017-18 Budget
8. New Business
  - a.) Appointments to the Planning Board
9. Reports/General Comments from Town Manager
10. Reports/General Comments from Town Attorney
11. Reports/General Comments from Town Council
12. Public Comment
13. Adjourn

**COUNCILMEMBERS PRESENT:**

Mayor Gary Perry, Mayor Pro Tem Craig Garriss, Councilman Ervin Bateman, Councilwoman Lynne McClean and Councilman Jeff Pruitt

**STAFF MEMBERS PRESENT:**

Town Manager Andy Stewart, Town Clerk Lynn Morris, Town Attorney Casey Varnell, Finance Officer Liliana Noble, Management Assistant Melody Clopton, Town Planner Rob Testerman, Fire Chief Lowell Spivey and Public Works Director Willie Midge

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#### **1. CALL TO ORDER**

Mayor Perry called this meeting to order at 6 p.m. and noted Shoshin representatives in the audience. The contract between the town and Shoshin is on the consent agenda and asked if someone wanted to introduce themselves.

John Kwasniewski introduced himself and said he and his wife, Kathleen, are the owners of Shoshin Technologies. They have been in business on the Outer Banks for 17 years and look forward to working for the town if the contract is approved. They also work for other towns on the beach and asked if anyone had any specific questions.

Hearing none Mayor Perry said they are leaving it up to the manager to do what's best for the town but wanted everybody to know who is doing the town's IT now. He said the plan as outlined looks good to him and as long as they come when needed and does not charge too much, everyone will be happy.

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

Following a moment of silence the Pledge of Allegiance was recited.

#### **3. APPROVAL OF AGENDA**

**Councilman Bateman made a motion, seconded by MPT Garriss, to approve the agenda. The vote was unanimous, 5-0.**

#### **4. PUBLIC COMMENT**

There were no public comments.

#### **5. CONSENT AGENDA**

**a.) Approval of April 24, 2017 and May 1, 2017 Council Minutes.** *(An approval of the consent agenda will approve these minutes.)*

**b.) Agreement for Professional Services with Albemarle & Associates.** This agreement (in the amount of \$4,900) is for a Floodwater Pumping Discharge Plan prepared in accordance with the October 14, 2016 Floodwater Pumping Discharge Guidance prepared by NC DWR. *(An approval of the consent agenda will approve this agreement.)*

**c.) Information Technology Agreement with Shoshin Technologies.** This four year IT agreement with Shoshin technologies is expected to cost approximately \$4,832 a month. *(An approval of the consent agenda will approve this agreement.)*

**d.) FY 16-17 Budget Amendment #9.** This amendment appropriates funding in the amount of \$294,400 for the Stormwater Improvements at Byrd, Fonck, Bennett, Starfish and Perry/Hallett Streets. *(An approval of the consent agenda will approve this budget amendment.)*

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e.) **FY 16-17 Budget Amendment #10.** This amendment adjusts revenues and expenditures in the amount of \$3,430 for sand fencing. *(An approval of the consent agenda will approve this budget amendment.)*

f.) **FY 16-17 Budget Amendment #11.** This amendment recognizes and appropriates a donation to the police department in the amount of \$100 to be used for an automated external defibrillator. *(An approval of the consent agenda will approve this budget amendment.)*

g.) **FY 16-17 Budget Amendment #12.** This amendment recognizes and appropriates expenditures incurred from Hurricane Matthew and reimbursements from FEMA in the amount of \$501,320. *(An approval of the consent agenda will approve this budget amendment.)*

h.) **Resolution Opposing Sales Tax Redistribution.** This resolution urges the North Carolina General Assembly to utilize an alternative State-funded strategy to provide additional revenue to rural counties instead of enacting S126/H522. *(An approval of the consent agenda will approve this resolution.)*

i.) **Reschedule the July 3, 2017 Council Meeting.** Staff is recommending the July 3, 2017 council meeting be rescheduled to the following Monday, July 10, 2017. *(An approval of the consent agenda will approve this change.)*

**MPT Garriss made a motion to approve the consent agenda as listed. It was seconded by Councilwoman McClean and passed unanimously, 5-0.**

## **6. ITEMS REMOVED FROM CONSENT AGENDA**

No items were removed from the consent agenda.

## **7. PUBLIC HEARING**

### **a.) Fiscal Year 2017-18 Budget**

Manager Stewart explained the proposed budget includes allocations for expenditures and estimates of revenue in the town's General Fund, Capital Reserve Fund and the five year Capital Improvements Plan. The budget places emphasis on sound fiscal management and operational decision making in accordance with the goals and objectives established by the citizen's, town council and staff. The tax rate is the same as last year at 34 cents per \$100 valuation and an additional 12 cents in the Municipal Service District.

Highlights of the 2017-18 budget includes no tax rate increase, a two percent step increase for all full time employees, funds the first debt service payment for beach nourishment, identifies \$234,050 in revenue from non-matching grant funding, funds critical capital needs and reserves in the amount of \$854,200 and focuses on balancing the budget with annual revenue projections.



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**MPT Garriss made a motion to go into public hearing. Councilman Bateman seconded and the vote was unanimous, 5-0.**

No one came forward to comment. Hearing no questions or comments from council, **Councilwoman McClean made a motion to return to regular session. Councilman Pruitt seconded the motion and it passes unanimously, 5-0.**

**Councilman Pruitt made a motion to approve the adoption of Fiscal Year 2017-18 budget Ordinance and related documents. Councilman Bateman seconded the motion and it passed unanimously, 5-0. (Ordinance No. 17-04)**

## **8. NEW BUSINESS**

### **a.) Appointments to the Planning Board**

**MPT Garriss made a motion to reappoint John Richeson, Jim Geraghty and Chuck Heath as regular members on the planning board with a term of office to expire June 30, 2019. Councilman Bateman seconded the motion and it passed unanimously, 5-0.**

**Councilman Pruitt made a motion, seconded by Councilwoman McClean, to reappoint Jan Collins as an alternate on the planning board. The vote was unanimous, 5-0.**

**Councilwoman McClean made a motion to reappoint John Richeson as chairman and Bryan Parker as vice-chairman on the planning board for a one year term. The motion was seconded by MPT Garriss and passed unanimously, 5-0.**

Mayor Perry said the town needs volunteers for boards and committees and asked anyone wishing to volunteer to sign up with the town clerk.

## **9. TOWN MANAGER**

**Floodwater Management System for Fonck, Bennett, Starfish & Hallett/Perry Streets:** There has been a slight delay for this project because the contractor is waiting on pipes.

**Stream Debris Removal Project:** The bids are due tomorrow at 2:00 p.m. There were ten companies represented at the pre-bid informational meeting held on May 25<sup>th</sup>.

**Beach Nourishment:** Duck has started their beach nourishment. Work will now start at Southern Shores and move into Kitty Hawk.

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Answering Councilman Bateman's question about debris in the canals, Manager Stewart said the contractor will remove it, not chip it and leave it on the banks. Also, DOT said once the project begins they will start looking at some of the culverts under Kitty Hawk Road to see if those can be cleaned out.

**10. TOWN ATTORNEY**

**Beach Nourishment Easements:** As of last Tuesday the town officially secured the last easement by default judgment.

**11. TOWN COUNCIL**

Councilman Pruitt thanked everyone who worked on the budget. He is glad the tax rate stayed the same and staff is still able to provide everybody with good services.

Councilwoman McClean also thanked everyone for the budget and for answering her questions and explaining things to her. She also welcomed Shoshin aboard and since she has knowledge of them feels confident they will do the job that is needed.

Councilman Bateman complimented staff on the budget. It is easy to read and understand. He is also glad taxes were not raised because they are being raised in other places.

MPT Garriss said the scheduling and assignment of the traffic direction by law enforcement has started. He asked Officer Hines, in attendance for Police Chief Johnson, to relay thanks to all the departments involved for their assistance. He thanked the public works department for getting the grass cut along US 158 in time for the holiday and said Kitty Hawk has the best town staff there is.

Mayor Perry cautioned council and citizens to pay attention to how much the Dare County Commissioners are spending from the beach nourishment fund for dredging Oregon Inlet. It is supposed to help the towns in later years with beach re-nourishment and maintenance costs.

**12. PUBLIC COMMENT**

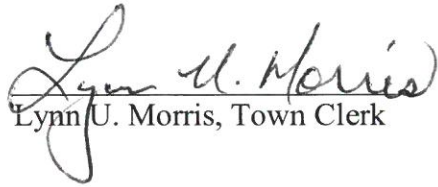
No one came forward to speak.

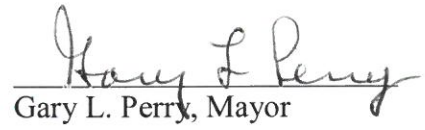
**13. ADJOURN**

**MPT Garriss made a motion to adjourn. Councilwoman McClean seconded and the vote was unanimous, 5-0. Time was 6:22 p.m.**

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These minutes were approved at the July 10, 2017 council meeting.

  
Lynn U. Morris, Town Clerk

  
Gary L. Perry, Mayor