



County of Dare

P.O. Box 1000 | Manteo, NC 27954

MINUTES

DARE COUNTY BOARD OF COMMISSIONERS MEETING

Dare County Administration Building, Manteo, NC

9:00 a.m., May 2, 2022

Commissioners present: Chairman Robert Woodard, Sr., Vice Chairman Wally Overman
Rob Ross, Steve House, Jim Tobin, Ervin Bateman

Commissioners absent: Danny Couch

Others present: County Manager/Attorney, Robert Outten
Deputy County Manager/Finance Director, David Clawson
Master Public Information Officer, Dorothy Hester
Clerk to the Board, Cheryl C. Anby

A full and complete account of the entire Board of Commissioners meeting is archived on a video available for viewing on the Dare County website www.darenc.com.

At 9:04 a.m. Chairman Woodard called to order the regularly scheduled meeting. He invited Rev. Cindy Simpson to share a prayer and then led the Pledge of Allegiance to the flag.

ITEM 1 – OPENING REMARKS – CHAIRMAN’S UPDATE

Following is a brief outline of the items mentioned by Chairman Woodard:

- Eddie Greene had passed away in November, 2021 and his family was welcoming the public to a celebration of life on May 14, 2022 from 11:00 -2:00 in Manteo.
- The Jug Handle Bridge recently had a ribbon cutting; however, the bridge would not be open to the public until mid-May due to expansion joint damage at the northern end.

ITEM 2 – PRESENTATION OF COUNTY SERVICE PINS

- 1) Carolyn Holadia, Leisure Activity Specialist, Parks & Rec., received a 20-year pin.
- 2) Shaun Barrera, Deputy Sheriff Lieutenant, received a 20-year pin.
- 3) Andrew Creech, Deputy Sheriff Lieutenant, received a 25-year pin.
- 4) Robert Crawford, Sr., Senior Environmental Health Specialist, received a 30-year pin.

ITEM 3 – EMPLOYEE OF THE MONTH – May 2022

Avery Whitfield received the Employee of the Month award from Jennie Collins who detailed the many ways she is an asset to the EMS Department.

ITEM 4 – PUBLIC COMMENTS

At 9:27 a.m. the Manager outlined the procedure for making public comments in Manteo and via the video link to the Fessenden Center Annex in Buxton. Following is a summary:

The following comments were made in Manteo:

1. Jamie Varnell and Molly Garavito presented their "Dare County Green Space Initiative". It was an opportunity to invest in youth, further promote mental health with exercise, curb substance abuse and provide other countless benefits to the community. The Satterfield Complex had been closed and they proposed the four fields could be expanded to 6-8 fields. The proposed artificial turf project could provide access to safe, high quality fields and allow for home games. The non-toxic turf was composed of sand, crushed shells and cork with no pesticides. They suggested the more "eco-friendly" product would cost an estimated of \$1,062.972 for 201,216 sq. ft.

There was a brief technical delay in Buxton for comment:

2. Jeff Wescoat asked about the parking problems in Buxton. Specifically, Orange Blossom Bakery & Café had been permitted to park in the County's annex parking lot. He wanted it extended to all area businesses. Mr. Outten explained permission had been given to use the lot in the early morning hours. When there were other county events, they did not use the lot. If multiple businesses used the lot, it would be difficult to communicate when they could not park there. After a brief discussion the Board agreed the lot would no longer be used by area businesses.

The County Manager closed Public Comments at 9:46 a.m.

ITEM 5 – JOE THOMPSON (AVON PIER LLC) TRAVEL TRAILER SITES ON EXISTING COMMERCIAL PROPERTY SUP APPLICATION (AVON BY THE SEA RV PARK)

After all parties to this proceeding were duly sworn, Noah Gillam, explained the site plan and SUP application had been resubmitted by Avon Pier LLC for the development of travel trailer sites in conjunction with an existing commercial property. The pandemic, material shortages and labor shortages had caused unforeseen delays and issues. The Planning Board had reviewed the SUP application and found the conditions reasonable and appropriate for the twelve month extension. Anlauf Engineering appeared on behalf of the applicant and said all the improvements were complete. The County Manager asked if Mr. Anlauf, on behalf of the applicant, agreed to the findings of fact listed in the SUP, the supporting documents on file, and the facts presented by the Planning Director. Joseph Anlauf indicated his agreement.

MOTION

Commissioner Tobin motioned for approval of the SUP #3-2022 and associated site plan for the Avon by the Sea Travel Trailer Park.

Commissioner Bateman seconded the motion.

VOTE: AYES unanimous

ITEM 6 – SUP PERMIT #2-2022 FOR BEACHLAND FARMS TRAVEL TRAILER PARK

All parties to this proceeding were duly sworn. Noah Gillam explained this SUP had also been met with the same delays and issues as Item 5. Malcolm Fearing for Beachland Farms was requesting a twelve month extension. The County Manager asked the applicant if he agreed to the findings of fact listed in the SUP, the supporting documents on file, and the facts presented by the Planning Director and Mr. Fearing indicated his agreement.

MOTION

Commissioner House motioned for approval of the SUP #2-2022 and associated site plan for the Beachland Farms Travel Trailer Park.

Commissioner Tobin seconded the motion.

VOTE: AYES unanimous

ITEM 7 – CHILDREN & YOUTH PARTNERSHIP FOR DARE COUNTY

Sara Sampson, Executive Director of Children & Youth Partnership, presented the Board with an update of community impact of the CYP. She recognized the workers and highlighted a few of their programs which included the distribution of over 134,000 diapers in thirty-five distribution events. With an early literacy program they had mailed 27,772 books through the Dolly Parton imagination library program during the pandemic. The Baby Links program was a home visit program. Ms. Sampson thanked the Board for the grant funds which helped many childhood education and daycare facilities during the pandemic. (See archived presentation on website for more information.)

ITEM 8 – PROCLAMATION FOR EMS WEEK: May 15-21, 2022

Mr. Outten read the proposed proclamation designating May 15-21, 2022 as Emergency Medical Services Week. This year's theme was "EMS: Rising to the Challenge".

MOTION

Vice-Chairman Overman motioned to approve the Proclamation for EMS Week.

Commissioner House seconded the motion.

VOTE: AYES unanimous

ITEM 9 – FERRY DIVISION GRANT APPLICATION

Catherine Peele, Planning and Development Manager for NCDOT, explained to the Board the Ferry Division was applying for a USDOT Maritime Administration America's Marine Highway Program grant to further develop the South Dock to Pony Pen analysis and to include a feasibility analysis of improving the Cherry Branch Havelock maintenance facility. She requested a letter of support for the project. The change of docks would increase travel time from an hour and ten minutes to approximately an hour and forty-five minutes.

MOTION

Commissioner Bateman motioned to agree to provide a letter of support to U.S. Dept. of Transportation for the Ferry Division grant application.

Vice-Chairman Overman seconded the motion.

VOTE: AYES unanimous

Meeting recessed at 10:22 a.m. and reconvened at 10:30 a.m.

ITEM 10 – PRESENTATION OF MANAGER'S 2023 RECOMMENDED BUDGET'

Mr. Outten read into the record his recommended FY2023 budget in the amount of \$213,456,649, with the General Fund at \$123,964,551 of that amount. The Board's strategic focus areas noted were: Long Term Financial Planning for Capital, Economic Development to include beach nourishment and affordable housing. There were no property tax increases. Some changes from the 2022 budget included (1) personnel with 7.54% of county positions currently vacant (2) health plan with a 5% project increase for 2023 (3) several new positions added (4) employee compensation with projected cost of living increases, 401k contribution, step plan and merit plan. Capital Investment Fund was a separate budgeted part of the General Fund. The model development was complete and was the basis for the 2023 Capital Improvements Plan. He briefly reviewed the EMS facilities project which was approved in 2022.

At 10:59 a.m. Chairman Woodard left the boardroom and returned at 11:07 a.m.

Mr. Outten reviewed the Water Fund with a 2023 annual 2% rate increase over the next five years. Internal service funds included the Insurance Fund and the Fleet Maintenance Fund. He thanked the Board for direction and the department heads for their requested budgets. He requested the appropriate Public Hearing to be scheduled. (See archived website video.)

MOTION

Commissioner Bateman motioned for a Public Hearing on the Manager's Recommended Budget be set for May 16, 2022.

Vice-Chairman Overman and Commissioner Tobin seconded the motion.

VOTE: AYES unanimous

ITEM 11 – AFFORDABLE HOUSING (ATT. #1)

Mr. Outten explained they had met several times with Coast Affordable Housing concerning the \$35 million project. Interest rates and materials were rising. A Predevelopment Agreement was being crafted to set aside \$5,000,000.00 for that phase of the project. The Development Plan Agreement would have the other details such as rent, number of rooms in units, etc. Mr. Outten requested Board authorization to move forward with the finalization of a predevelopment contract and a schedule of expenses not to exceed \$5,000,000, which would not include the purchase of land. Commissioner Bateman asked about the time frame of completion. Mr. Outten stated they hoped to have a predevelopment agreement this week so Coastal could begin their preliminary work. In four months a development agreement would be presented for approval and the project may be completed the summer of 2023 with 350+ units.

MOTION

Vice-Chairman Overman motioned to authorize the County Manager to finalize a Predevelopment Agreement with Coastal Affordable Housing to include a schedule of associated costs, not to exceed \$5,000,000, to grant a project ordinance to obtain funds from the state and to authorize the County Manager to spend out of the fund per the Predevelopment Agreement.

Commissioner House seconded the motion.

VOTE: AYES unanimous

ITEM 12 – CONSENT AGENDA

The Manager announced the items as they were visually displayed in the meeting room.

MOTION

Commissioner House motioned to approve the Consent Agenda:

- 1) Approval of Minutes (04.20.22) **(Att. #2)**
- 2) DHHS –Public Health – Dental Van Maintenance & Ultrasound Equipment Purchase
- 3) Tax Collector's Report
- 4) Budget Amend. for Transfer from the LEOSSA Fund to the LEOSSA Irrevocable Trust
- 5) Budget Amend. to close NC Office of Recovery & Resiliency Grant Fund
- 6) Sanitation Fuel and Maintenance and Repair of Vehicles
- 7) Sanitation Dumpster Purchase/Sales
- 8) Sanitation Truck Rental
- 9) Dare County Tourism Board Request Consent Expenditure from Long Term Unappropriated Grant Fund Line Item 4585 **(Att.#3)**

Commissioner Bateman seconded the motion.

VOTE: AYES unanimous

ITEM 13 – BOARD APPOINTMENTS

1) Dare County Board of Adjustment

Commissioner Bateman motioned to reappoint Shelly R. Jones and appoint Patricia S. Weston.

Vice-Chairman Overman seconded the motion.

VOTE: AYES unanimous

2) Veterans Advisory Board

Commissioner Tobin motioned to reappoint Ellen Aidock and appoint James Scroggin. Commissioner House seconded the motion.

VOTE: AYES unanimous

ITEM 14 – COMMISSIONERS' BUSINESS & MANAGER'S/ATTORNEY'S BUSINESS

Following is an outline of the items mentioned by Commissioners and County Manager:

Vice-Chairman Overman

- Thanked the service pin recipients and the employee of the month.
- Greenspace Initiative was presented well. He urged future discussions with towns.
- He began a Board discussion regarding the need for an emergency declaration to have the Oregon Inlet dredged. Commissioner Tobin agreed and stated the work done recently at Oregon Inlet had not been sufficient to keep it open more than a week. When vessels operated outside of marked channels, they did so without insurance. The Coast Guard had issued a warning to mariners. The consensus was to send a letter to government officials.

Commissioner Bateman

- Advised Congressman Murphy was in town today. The Board began a discussion regarding dredging issues and how quickly the inlet filled in afterward.
- He asked if there were ordinances against raising reptiles in the county.

Commissioner Tobin

- The day tanks for the fuel on Miss Katie had recently failed a pressure test. They will remove the tanks and re-weld new ones. It was not expected to affect delivery.

Commissioner Ross

- He had checked in with the Elections office and reported only 81 voters had voted at the administration office at this time. He suggested a cost benefit analysis may be beneficial.
- Reminded everyone the Kentucky Derby would be held on Saturday, May 7, 2022.

Commissioner House

- He reviewed the Green Space Initiative about turf on playing fields. With experience in the area, he provided the replacement in ten years for one field would be \$46,000. He also provided statistics concerning injuries on the surface. He estimated the cost and maintenance for one field which differed from the estimate of \$20.00 per square foot for installation based on his information versus the \$4 per square foot introduced by the Green Space Initiative group.
- Day in history: April 2, 1945 the Battle of Berlin ended in a decisive Soviet victory.

11:59 a.m. Vice Chairman Overman & Commissioner Ross left the meeting and returned at 12:01 p.m.

MANAGER’S/ATTORNEY’S BUSINESS

Mr. Outten advised a developer had proposed construction of a flight history museum and conservatory in Kitty Hawk. The town supports the project and had asked other towns to do the same. The County Manager and Chairman had discussed it further with the developer and the Park Service for details. Chairman Woodard supported the resolution but wanted some language added to specify the NPS would be consulted.

MOTION ATT. #4

Commissioner Bateman motioned to adopt the Wright Brothers Museum and Conservatory Resolution with the amended language

Commissioner House seconded the motion.

VOTE: AYES unanimous

Baker McKenzie, a law firm in New York, represented an unidentified person with rental units here and they had escrowed occupancy taxes. They had asked for a tax settlement. Mr. Outten had discussed it with Becky Huff in tax collection and no more was known. He would respond to the firm asking for more information. No action was required at this time.

Dorothy Hester reminded the Board of two upcoming events. On May 12, the dedication of the Virginia S. Tillett Community Center would be celebrated at 4:00 p.m. The ceremony for the renovation of the Health and Human Services offices would be May 24, also at 4:00 p.m.

At the conclusion of the meeting, Chairman Woodard asked for a motion to adjourn.

MOTION

Commissioner House motioned to adjourn the meeting.

Commissioner Ross seconded the motion.

VOTE: AYES unanimous

At 12:08 p.m., the Board of Commissioners adjourned until 5:00 p.m., May 16, 2022.



APPROVED:

Respectfully submitted,

By: *Cheryl C. Anby*
Cheryl C. Anby, Clerk to the Board

By: *Robert H. Woodard, Sr.*
Robert Woodard, Sr., Chairman
Dare County Board of Commissioners

Note: Copies of attachments (Att.), ordinances, resolutions, contracts, presentations, and supporting material considered by the Board are on file in the Clerk’s office.