



County of Dare

P.O. Box 1000 | Manteo, NC 27954

MINUTES

DARE COUNTY BOARD OF COMMISSIONERS

SPECIAL MEETING – BUDGET WORKSHOP

Dare County Administration Building, Manteo, NC

9:00 a.m., April 25, 2023

Commissioners present: Chairman Robert Woodard, Sr., Vice-Chairman Wally Overman, Commissioners Rob Ross, Steve House, Danny Couch and Ervin Bateman

Commissioners absent: Commissioner Jim Tobin (excused)

Others present: County Manager/Attorney, Robert L. Outten
Deputy County Manager/Finance Director, David Clawson
Asst. Finance Director, Sally DeFosse
Clerk, Cheryl C. Anby, Deputy Clerk, Skyler Foley,
Mary, Helen Goodloe-Murphy, Ernie DaBiero, Selin Dede,
Janet Midgette and Dustin Peele

At 9:00 a.m. Chairman Woodard called to order the Special Meeting with appropriate prior public notice having been given.

ITEM 1 – FY2024 AND FY2025 BUDGET DISCUSSION:

Mr. Outten referred to the handout General Fund Change Request Summary (made a part of here by reference) He explained he would summarize through the list quickly and provide the Board with any details as requested. As part of the budget preparation, all requests were received by department heads at the end of February and reviewed by the Finance Department and Manager. The budget had been short \$2,267,502 for requests per revenue projections. The handout provided information for a two-year budget; however, only FY2024 would be adopted. The revenue projections used were normal for this year. In FY2025, it would be a little aggressive since revenues appeared to be holding at a higher level, but not necessarily a trend. Finance staff had assisted in taking requests and cutting them for FY24 by \$2,267,502 in order to balance. Mr. Outten explained some requests were reduced and they were paid with "on offs" (cash payments). There was a discussion to have some Dare Challenge students aid with the labor force in grounds maintenance. Since the County was short on personnel, some maintenance had been outsourced. In the Health Department, much of their budget requests were adjusted by grants. Social Services was similarly adjusted. The Veterans Affairs Administrator's part-time salary was increased. The Board discussed whether the position could be made full-time. There were basic cost increases in Parks and Recreation. Due to the availability of our facilities, there was a greater demand for

services than we were able to provide. There was a long-term plan for Parks and Rec improvements. Maintenance on playing fields was discussed. Mr. Outten stated much had improved; however, it was not finished. It would take multiple growing seasons for field improvement. The group discussed the possibility of weekend openings for the centers. The Board reviewed the COA budget line items and then jumped to the item on the agenda to review the way signs proposed. (See Item 4)

Items 198-221 were miscellaneous changes. The COLA increase for FY24 would be 3% and the same percentage for FY25. The total Manager's Request budget was \$128,672,350

Meeting recessed at 10:34 a.m. and reconvened at 10:46 a.m.

One Time Requested Budget Items: County Manager reviewed the items (made a part hereof with reference) C& D Fund, E911 Fund, Sanitation Fund, Water Fund (will continue with a 2% yearly increase) and Insurance Funds were reviewed.

ITEM 2 – FRISCO VFD TWO REQUESTS FOR 2 CENTS TAX INCREASE

He reviewed the March 14, 2022 Frisco Volunteer Fire Department letter (see attached). They had saved \$600k over the years towards a new building on the same property. The building needed to be raised due to historical flooding issues. Commissioner Couch said it was needed by the community. It was the consensus of the Board to add the increase as requested to the budget.

ITEM 3 – CHANGES TO IMPACT AND TAP FEES BASED ON STUDY

Mr. Clawson reviewed the changes which would double the costs for new installations. The Manager stated if fees were doubled, the impact to the water bill would be small. He recommended since there would be no impact to the everyday user, the increase was not reasonable. After a brief discussion, it was group consensus to keep the tap fees the same.

ITEM 4 – COA - \$40K FOR WAY SIGNS

Mr. Outten referred to the proposal by COA to place directional signage on campus for \$40,000. He had spoken with Tim Sweeney and discussed. The signage package was reviewed by the group. It was ten signs. After a brief discussion the ten signs at \$4,000 each was agreed to be handled as a one-off item.

ITEM 5 – FUNDING FOR OREGON INLET FEASIBILITY STUDY

The Manager and Chairman had spoken with Congressman Murphy about the feasibility study and the 50% cost share for the study. There was reason to believe the state would not contribute and the county would have to bare the cost alone. They had asked for a meeting with Representative Murphy for further discussion. The Army Corps of Engineers wanted a letter of commitment from the county. After a brief discussion, the group decided not to move forward.

ITEM 6 – VFD/NON-PROFITS/COMMUNITY CENTERS – “AGREED UPON PROCEDURES” IN LIEU OF AUDIT

Mr. Clawson modified this item stating community centers would have to continue with the audit process. County Manager said audits for non-profits were difficult to obtain.

Similar monitoring could result with “agreed upon procedures in lieu of an audit”. A bank reconciliation could be done among other safeguards. It was agreed to move forward with “agreed upon procedures” in lieu of audits where appropriate.

ITEM 7 – OLD SWIMMING HOLE FUTURE PLAN

Mr. Outten stated most of the beach in that area had eroded and there are some drop-offs. They wanted to put up ropes around the area, but that required a CAMA major permit. In over a year it had not been obtained. The County currently paid a lifeguard \$35,000 a year for an area with very few people still swimming in it. Mr. Outten said it was not safe and it was difficult to make it safe. The group discussed closure of the swimming hole and noted closure would not affect the yearly triathlon. The Board consensus was to close the swimming hole, but the picnic area and gazebo would remain operational.

ITEM 8 – LETTER OF SUPPORT FOR GOLDEN LEAF GRANT – DARE CHALLENGE

Commissioner Bateman said the Dare Challenge Program was submitting a Golden Leaf Grant in the amount of \$150,000 and requested a letter of support from the Board.

MOTION

Vice-Chairman Overman motioned to provide a letter of support for Dare Challenge. Commissioner Couch seconded the motion.

VOTE: AYES unanimous

ITEM 9 – LETTER OF SUPPORT FOR EVENT CENTER FOR TOURISM BOARD

At a previous presentation by the Tourism Board, the event center would require a significant subsidy from the County to construct. They had been asked to review and update their figures and get back with the Board. Several issues had come up and they now asked the Board to provide a letter of support while they saved for a future build.

MOTION

Vice-Chairman Overman motioned to provide a letter of support for the Event Center as discussed.

Commissioner Bateman seconded the motion.

VOTE: AYES unanimous

ITEM 10 – “IN GOD WE TRUST” LOCATION

The Board had approved placing the quote on a county building at their March meeting, but had not identified a location for placement. The U.S. Motto Action Committee had one font and its placement on current buildings would be difficult. Chairman Woodard stated he thought it could just be placed on the back wall of the Commissioners’ Boardroom. Mr. Outten would get with Dorothy Hester to help decide on an appropriate font for the signage and get back with Rick Lanier.

ITEM 11 – PERSONNEL MANUAL UPDATE FOR MAY 17 BOC MEETING

Mr. Outten explained when the FY24 budget was presented at the Special Board meeting set for May 17, 2023, the new updated personnel manual could also be presented to the Board for approval. It had been vetted by department heads, HR, and the manager. It was ready to present to the Board.

ITEM 12 – SET CIPC MEETING PRIOR TO MAY 17TH SPECIAL BOARD MEETING

After a brief discussion the Board agreed to set the CIPC meeting on May 15, 2023.

OTHER BUSINESS

Dustin Peele announced the First Flight Elementary ballfield lights would begin installation on May 4, 2023.

Vice Chairman asked if robotic technology had been looked at to help with the lack of employees in the ground maintenance areas.

Chairman Woodard requested a discussion regarding pickleball and the need for availability for youth and senior adults. He suggested four outdoor courts within the county where people could play. He emphasized he was not discussing indoor pickleball facilities at this time. The Board agreed the maximum allotted funds for pickleball facilities would be \$500,000.

Dorothy Hester asked the Board if they would be interested in having the microphones in the boardroom to be live and recording only when they were speaking. Currently there were active during the whole meeting, which often created a lot of background noise. The Board agreed and Mr. Outten and Dorothy would look into a different system with Matt Hester, IT Director.

MOTION:

Commissioner House motioned to adjourn the meeting.

Commissioner Ross seconded the motion.

VOTE: AYES unanimous

At 11:54 a.m., the Dare County Board of Commissioners adjourned the Special Meeting Budget Workshop.



APPROVED:

Respectfully submitted,

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

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