



COUNTY OF DARE

PO Box 1000. MANTEO. NC 27954

DARE COUNTY BOARD OF COMMISSIONERS

Dare County Administration Building
954 Marshall C. Collins Dr., Manteo, NC

Monday, October 02, 2023

“HOW WILL THESE DECISIONS IMPACT OUR CHILDREN AND FAMILIES?”
Caring for Our Community – A Nurturing Place Where All Can Live and Grow.

AGENDA

9:00 AM CONVENE, PRAYER, PLEDGE OF ALLEGIANCE

- ITEM 1** Opening Remarks - Chairman's Update
- ITEM 2** Employee of the Month September & October
- ITEM 3** Public Comments
- ITEM 4** Public Hearing - FY 2025 NCDOT 5310, 5311, & Combined Program Grant Applications
- ITEM 5** Public Hearing - C-2 Zoning Text Amendment
- ITEM 6** Public Hearing - Avon Zoning Map Amendment
- ITEM 7** Workforce Housing Update
- ITEM 8** Garage Band Charities
- ITEM 9** Resolution in Support of Honoring Dare County's Veterans by Participating in Operation Green Light from November 6, 2023 through November 19, 2023.
- ITEM 10 Consent Agenda**
 - 1. Approval of Minutes
 - 2. Tax Collector's Report
 - 3. NC State Extension - Memorandum of Agreement
 - 4. Budget Amendment - NCRPA Grant - Nerf Gun Program Fessenden Center
 - 5. Reimbursement Resolution for the Series 2024A Limited Obligation Bonds
 - 6. General Fund Budget Amendment for Transfers to Other Funds
 - 7. Budget Amendment for Dredge Loan Forgiveness
 - 8. Authorization to Present Service Weapon to Retiring Deputy Sheriff
 - 9. DHHS-Social Services- Adult Protective Services Essential Services Fund
 - 10. DHHS-Public Health Division-COVID-19 Vaccination Program Funding
- ITEM 11 Board Appointments**
 - 1. Juvenile Crime Prevention Council
 - 2. Library Board – Dare
 - 3. Transportation Advisory Board
 - 4. Upcoming Board Appointments
- ITEM 12 Commissioners' Business & Manager's/Attorney's Business**

ADJOURN UNTIL 9:00 A.M. ON NOVEMBER 6TH.



Opening Remarks - Chairman's Update

Description

Dare County Chairman Robert Woodard will make opening remarks.

Board Action Requested

Informational Presentation

Item Presenter

Chairman Robert Woodard, Sr.



*Employee of the Month
September & October*

Description

The Employee of the Month Certification will be presented to an employee for September & October.

Board Action Requested

None

Item Presenter

To Be Determined



Public Comments

Description

The Board of Commissioners encourages citizen participation and provides time on the agenda at every regularly scheduled meeting for Public Comments. This is an opportunity for anyone to speak directly to the entire Board of Commissioners for up to five minutes on any topic or item of concern. Masks and social distancing required.

Comments can be made at the Commissioners Meeting Room in Manteo (Administration Bldg., 954 Marshall Collins Drive, Manteo) or through an interactive video link at the Fessenden Center Annex (47013 Buxton Back Road, Buxton).

Board Action Requested

Hear Public Comments

Item Presenter

Robert Outten, County Manager



Public Hearing FY 2025 NCDOT 5310, 5311, and Combined Program Grant Applications

Description

A Public Hearing is required for FY2025 NCDOT Grant Applications. This is our annual request for funding. The 5310 operational grant funds are used to provide transportation to seniors and individuals with disabilities. The 5311 community transportation grant reimburses administrative expenses. The combined capital grant will cover expenses for two replacement vans (per NCDOT replacement schedules) and for a total of ten revenue vans.

Board Action Requested

Conduct public hearing and adopt the FY2025 Program Resolution.

Item Presenter

Radcliff Hester, Transportation Program Supervisor

PUBLIC TRANSPORTATION PROGRAM RESOLUTION

FY 2025 RESOLUTION

Section 5311 (including ADTAP), 5310, 5339, 5307 and applicable State funding, or combination thereof.

Applicant seeking permission to apply for Public Transportation Program funding, enter into agreement with the North Carolina Department of Transportation, provide the necessary assurances and the required local match.

A motion was made by _____ and seconded by _____ for the adoption of the following resolution, and upon being put to a vote was duly adopted.

WHEREAS, Article 2B of Chapter 136 of the North Carolina General Statutes and the Governor of North Carolina have designated the North Carolina Department of Transportation (NCDOT) as the agency responsible for administering federal and state public transportation funds; and

WHEREAS, the North Carolina Department of Transportation will apply for a grant from the US Department of Transportation, Federal Transit Administration and receives funds from the North Carolina General Assembly to provide assistance for rural public transportation projects; and

WHEREAS, the purpose of these transportation funds is to provide grant monies to local agencies for the provision of rural, small urban, and urban public transportation services consistent with the policy requirements of each funding source for planning, community and agency involvement, service design, service alternatives, training and conference participation, reporting and other requirements (drug and alcohol testing policy and program, disadvantaged business enterprise program, and fully allocated costs analysis); and

WHEREAS, the funds applied for may be Administrative, Operating, Planning, or Capital funds and will have different percentages of federal, state, and local funds.

WHEREAS, non-Community Transportation applicants may apply for funding for "purchase-of-service" projects under the Capital Purchase of Service budget, Section 5310 program.

WHEREAS, Dare County hereby assures and certifies that it will provide the required local matching funds; that its staff has the technical capacity to implement and manage the project(s), prepare required reports, obtain required training, attend meetings and conferences; and agrees to comply with the federal and state statutes, regulations, executive orders, Section 5333 (b) Warranty, and all administrative

UNIFIED GRANT APPLICATION

requirements related to the applications made to and grants received from the Federal Transit Administration, as well as the provisions of Section 1001 of Title 18, U. S. C.

WHEREAS, the applicant has or will provide all annual certifications and assurances to the State of North Carolina required for the project;

NOW, THEREFORE, be it resolved that the Dare County Transportation Supervisor of Dare County is hereby authorized to submit grant application(s) for federal and state funding in response to NCDOT's calls for projects, make the necessary assurances and certifications and be empowered to enter into an agreement with the NCDOT to provide rural, small urban, and urban public transportation services.

I _____, Clerk to the Board of Commissioners, do hereby certify that the above is a true and correct copy of an excerpt from the minutes of a meeting of the Dare County Board of Commissioners duly held on the 2nd day of October, 2023.

Dare County Board of Commissioners

***Note that the authorized official, certifying official, and notary public should be three separate individuals.**

Seal Subscribed and sworn to me
(date) _____

*Notary Public **

Printed Name and Address

My commission expires
(date) _____

Affix Notary Seal Here

UNIFIED GRANT APPLICATION

FY 2025 LOCAL SHARE CERTIFICATION FOR FUNDING

Dare County Community Transportation

Requested Funding Amounts

<u>Project</u>	<u>Total Amount</u>	<u>Local Share**</u>
5311 Administrative	\$ 162,261	\$ 24,339 (15%)
5311 Operating (No State Match)	\$ _____	\$ _____ (50%)
5310 Operating (No State Match)	\$ 100,000	\$ 50,000 (50%)
Combined Capital	\$ <u>195,000</u>	\$ 19,500 (10%)
Mobility Management	\$ _____	\$ _____ (50%)
5310 Capital Purchase of Service	\$ _____	\$ _____ (10%)
ConCPT	\$ _____	\$ _____ (50%)
Capital Cost of Contracting	\$ _____	\$ _____ (%)
Traveler's Aid	\$ _____	\$ _____ (50%)
_____	\$ _____	\$ _____ (%)
_____	\$ _____	\$ _____ (%)
_____	\$ _____	\$ _____ (%)

Funding programs covered are 5311, 5310, 5339 Bus and Bus Facilities, 5307 (Small fixed route, regional, and consolidated urban-rural systems)

TOTAL	\$ 457,261	\$ 93,840
	Total Funding Requests	Total Local Share

****NOTE: Applicants should be prepared for the entire Local Share amount in the event State funding is not available.**

The Local Share is available from the following sources:

<u>Source of Funds</u>	<u>Apply to Grant</u>	<u>Amount</u>
General Funds	5311 Administrative	\$24,339
General Funds, ROAP	5310 Operating	\$50,000
General Funds	Combined Capital	\$19,500
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____

UNIFIED GRANT APPLICATION

_____	_____	\$ _____
_____	_____	\$ _____
TOTAL		\$ 93,840

**** Fare box revenue is not an applicable source for local share funding**

I, the undersigned representing Dare County do hereby certify to the North Carolina Department of Transportation, that the required local funds for the FY2025 Community Transportation Program and 5307 Governors Apportionment will be available as of **July 1, 2024**, which has a period of performance of July 1, 2024 – June 30, 2025.

Signature of Authorized Official

Robert Outten, County Manager

Type Name and Title of Authorized Official

Date

This instrument has been preaudited in the manner required by the Local Government Budget and Fiscal Control Act.

Sally DeFosse 9/18/23

PUBLIC HEARING OUTREACH

APPLICANT: Dare County

Provide a detailed description of public hearing outreach efforts by the applicant to inform the public **ESPECIALLY MINORITY, WOMEN, ELDERLY, DISABLED, LIMITED ENGLISH PROFICIENCY- (LEP) AND LOW INCOME INDIVIDUALS** about the scheduled public hearing and the opportunity to comment on the proposed Community Transportation grant application. Outreach may include efforts such as distribution of information on vehicles, at human service agencies, at local community events, at public events, local organization, etc.

Click on gray box and begin typing the *detailed* description.

In advance of our public hearing Dare County Transportation posted announcements in local libraries, Nutrition center, libraries, and local newspaper.

PUBLIC HEARING RECORD

Important – A public hearing MUST be conducted whether or not requested by the Public.

Section 5311 (including ADTAP), 5310, 5339, 5307 and applicable State funding, or combination thereof.

APPLICANT: Dare County

DATE: October 2, 2023

PLACE: 954 Marshall C. Collins Drive, Manteo, NC 27954

TIME: 9:00 am

How many BOARD MEMBERS attended the public hearing? _____

How many members of the PUBLIC attended the public hearing? _____

Public Attendance Surveys

(Attached)

(Offered at Public Hearing but none completed)

I, the undersigned, representing (*Legal Name of Applicant*) _____ do hereby certify to the North Carolina Department of Transportation, that a Public Hearing was held as indicated above and

During the Public Hearing

(NO public comments)

(Public Comments were made and meeting minutes will be submitted after board approval)

The estimated date for board approval of meeting minutes is: _____

Signature or Clerk to the Board

Skyler Foley, Clerk to the Board

Printed Name and Title

10/2/23

Date

Affix Seal Here

VOLUNTARY TITLE VI PUBLIC INVOLVEMENT

Title VI of the Civil Rights Act of 1964 requires the North Carolina Department of Transportation (NC DOT) to gather statistical data regarding participants and beneficiaries of the agency's federal-aid programs and activities. NC DOT collects information on race, color, national origin and gender of the attendees to this public meeting to ensure the inclusion of all segments of the population impacted by a proposed project.

NCDOT wishes to clarify that this information gathering process **is completely voluntary** and that you are not required to disclose the statistical data requested to participate in this meeting. This form is a public document used to collect data, only.

The completed forms will be held on file at the North Carolina Department of Transportation. For Further information regarding this process please contact the NCDOT Title VI Program at telephone number 919.508.1808 or email at titlevi@ncdot.gov.

Project Name:		Date:
Meeting Location:		
Name (please print)		Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female
General ethnic identification categories (check one)		
<input type="checkbox"/> Caucasian	<input type="checkbox"/> Hispanic American	<input type="checkbox"/> American Indian/Alaskan Native
<input type="checkbox"/> African American	<input type="checkbox"/> Asian/Pacific Islander	Other: _____
Color:		National Origin:

After completing this form, please fold and place it inside the designated box on the registration table.

Thank you for your cooperation.

CONFLICT OF INTEREST POLICY

Dare County Transportation System
Board adopted policy on 7/21/2008

In accordance with Board policy and related legislation, no employee, officer, agent, immediate family member, or Board member of the agency shall participate in the selection, award, or administration of a contract supported by Federal and/or State funds if a conflict of interest, real or apparent, would be involved. Such a conflict would arise when any of the following has a financial or other interest in the firm selected for award:

- The employee, officer, agent, or Board member,
- Any member of his/her immediate family,
- His or her partner, or
- An organization that employs, or is about to employ, any of the above.

The agency's officers, employees, agents, or Board members will neither solicit nor accept gifts, gratuities, favors, or anything of monetary value from contractors, potential contractors, or parties to subagreements.

Grantees may set minimum rules when the financial interest is not substantial or the gift is an unsolicited item of nominal intrinsic value. To the extent permitted by state or local law or regulations, such standards of conduct will provide for penalties, sanctions, or other disciplinary action for violation of such standards by the grantee's officers, employees, or agents, or by contractors or their agents.

The undersigned hereby acknowledges, understands, and agrees to abide by this policy.

Radcliff Hester _____ (Printed Name)

_____ (Signature)

10/2/23 _____ (Date)



C-2 Zoning Text Amendment

Description

A zoning text amendment application has been submitted by Joseph Faulk and Jeffrey and Nareina Keznor to add "Brewery" as defined in Section 22-2 to the list of permitted uses in the C-2 General Commercial Zoning District.

Board Action Requested

Conduct public hearing and review for action on proposed text amendment to the C-2 Zoning District.

Item Presenter

Noah Gillam, Planning Director

MEMORANDUM

TO: DARE COUNTY BOARD OF COMMISSIONERS

FROM: Savannah Newbern, Planner

RE: C-2 Text Amendment to add Breweries

DATE: September 6th, 2023

Joseph Falk and Jeffrey and Nereina Keznor have submitted a zoning amendment request to amend the C-2 General Commercial zoning district. Mr. Falk and Mr. and Mrs. Keznor seek the addition of Breweries to the list of uses allowed in areas zoned C-2. The C-2 district applies to portions of Avon and Buxton, and is intended to provide for the development of commercial facilities to serve permanent residents and the general public. Any text amendment to the C-2 district would also apply to all lands zoned C-3 in Avon, Buxton, and on Roanoke Island.

The C-2 district offers a range of commercial uses; I have included a copy of the C-2 regulations for the Board's review. The Dare County Zoning Ordinance already defines Brewery as follows: A facility licensed by the State of North Carolina to produce, manufacture and distribute malt beverages. The total amount of malt beverages produced at a brewery shall not exceed 10,000 barrels annually. The current permitted uses in C-2 allow for such uses as retail stores, service establishments, and indoor recreation uses.

The 2009 Dare County Land Use Plan includes two policies under Commercial Development heading that are pertinent to this proposed text amendment. A copy of this information is attached with the staff memorandum. LUC #5 encourages the continued existence of locally- owned businesses in unincorporated Dare County. LUC#6 addresses the scope of commercial development and the use of gross floor area limitations to manage the size of commercial development. This proposed text amendment does not seem incompatible with policies listed.

The Dare County Planning Board reviewed the text amendment at their August 1, 2023 meeting. The Planning Board found that the proposed text amendment is consistent with the 2009 Dare County Land Use Plan. The recommend proposed text amendment is attached to this memo for the Boards review. Before the Board can act on the proposed text amendment, a public hearing must be held.

Draft Motion- *"I move that a public hearing on the proposed text amendment to add breweries as a permitted use in the C-2 zoning district be held at 9:00am on October 2, 2023."*

The following language is recommended:

Permitted Uses:

Breweries as defined in Section 22-2 provided the following conditions are met:

- a.** No portion of the building or processing area shall be located closer than 75 feet to an existing residential structure. There shall be no outdoor storage of raw materials used in the manufacture of malt beverages.*
- b.** Minimum parking requirement. On-site parking for delivery trucks and employees shall be provided at a ratio of one 10 feet by 20 feet parking space per 1,000 square feet of heated gross floor area dedicated to production and one 10 feet by 20 feet parking space per 200 square feet of heated gross floor area dedicated to production.*

**COUNTY OF DARE
ZONING AMENDMENT APPLICATION
OR AMENDMENT TO DEVELOPMENT REGULATION**

Any zoning map, zoning text amendment, or amendment to other development regulation is subject to legislative review and approval by the Dare County Board of Commissioners according to the procedures of Section 22-81 of the Dare County Zoning Ordinance. Applications for amendments shall be made in writing to the Dare County Planning Director and shall be signed by all property owners or their duly authorized agents.

Property Owner (s) Falk Joseph Faulk(owner of bldg)/Jeffrey Keznor(New Biz Owner)
Address: 40530 NC 12
Telephone: 252-361-0740 **Email:** hattiebuilt@yahoo.com

Property Description:

			<u>Avon</u>
Lot	Phase/Section	Block	Subdivision
Parcel: _____		PIN: _____	

Text Amendment **Map Amendment**

Present Zoning Classification: Section 22-25 C2

Requested Zoning Classification : Section 22-25 C-2

Explanation of Request: Request for Brewery added to the existing list of uses.

Amendment applications shall not be processed by the Planning Director until such time that all review fees have been paid and all necessary documents have been submitted. Once the application is determined to be complete, the Planning Director shall schedule review of the application as established in the Zoning Ordinance Sections 22-82 to 22-86. Amendments are legislative decisions and involve review by the Planning Board and Board of Commissioners. The notice procedures of Section 22-72 of the Zoning Ordinance shall be implemented by the Planning Director. Citizen comments shall be processed according to Section 22-82 and Section 22-85 of the Zoning Ordinance.

Applicant: Jeffrey C. Keznor **Date:** 6/12/2023

SECTION 22-25 - C-2 GENERAL COMMERCIAL DISTRICT

The following regulations shall apply to the C-2 general commercial district:

(a) Intent. The C-2 district is established to provide for the proper grouping and development of commercial facilities to serve permanent residents and the general public.

(b) Permitted uses. The following uses shall be permitted by right:

(1) Offices, including such uses as:

- a. Business.
- b. Financial.
- c. Governmental.
- d. Medical and professional.

(2) Primary retail stores, including such uses as:

- a. Books.
- b. Cameras.
- c. Candy.
- d. Clothing.
- e. Craft goods.
- f. Dry goods.
- g. Drugs.
- h. Flowers.
- i. Gifts.
- j. Hardware.
- k. Hobby goods.
- l. Jewelry.
- m. Leather goods.
- n. Magazines.
- o. Musical instruments.
- p. Notions.
- q. Sporting goods.
- r. Toys.
- s. Food stores.

(3) Secondary retail stores, including such uses as:

- a. Antiques.

b. Household appliances.

c. Boat display and sales.

(4) Service establishments, including such uses as:

a. Barber and beauty shops.

b. Marinas.

c. Cafeterias.

d. Churches.

e. Dry cleaning and laundry pick-up stations, including laundromats.

f. Funeral homes.

g. Motels and hotels.

h. Parking lots.

i. Radio and television broadcasting studios.

j. Restaurants.

k. Shoe repair.

l. Theaters.

m. Family child-care homes as defined in section 22-2. (Adopted 11-5-90)

n. Residential child care centers as defined in section 22-2. (Adopted 11-5-90)

o. Commercial child-care centers as defined in section 22-2. (Adopted 11-5-90)

p. Food stands and mobile food units. (Adopted 3-19-2018)

(5) Single-family dwellings, multi-family dwellings and duplexes, according to the dimensional requirements of the R-3 residential district. (Amended 10-15-2018)

(6) Public and private schools.

(7) County owned or leased facilities.

(8) Fire stations and other public buildings.

(Adopted 5-16-11)

(9) Indoor recreation uses. (Adopted 12-20-16)

(10) Accessory dwelling units. (Adopted 10-15-2018)

(11) Workforce housing - administrative review for one WHU subject to provisions of Section 22-58.7.

(c) Special Uses. The following uses are permitted subject to the requirements of this district and additional regulations and requirements imposed by the Board of Commissioners as provided in Article IX of this chapter:

(1) Automobile service stations; provided, that no principal or accessory building shall be located within fifty feet of a residential use or district, that there shall be no storage of wrecked or abandoned

cars and that no portion of a service station building, equipment or gas pumps shall be nearer than twenty-five feet to any right-of-way.

(2) Public and private utility facilities.

(3) Seafood market.

(4) Workforce housing units - special use review if two or more WHU units subject to provisions of Section 22-58.7.

(5) Educational housing projects subject to the provisions of Section 22-58.8.

(6) Special use subdivisions subject to the provisions of Section 22-58.9.

(7) Storage warehouses.

(d) Dimensional requirements.

1. Minimum lot size: Commercial lots shall be of sufficient size to meet the requirements of the County Health Department, to provide adequate siting for structures and to provide parking, loading and maneuvering space for vehicles as required by Article VII of this chapter. In addition, a visual buffer is required where a commercial use or zone abuts a residential use or zone.

2. Minimum front yard: 15 feet.

3. Minimum side yard: 10 feet. No side yard required if commercial building constructed with a common wall. An additional 5-foot yard adjacent to the street is required for a corner lot.

4. Minimum rear yard: 20 feet.

5. Maximum allowable lot coverage by principal use and all accessory structures: 60%.

6. Height limitation: 35 feet.

7. No building or other facility, such as parking areas, incinerators, trash collection areas, etc., shall be located nearer than 50 feet to boundaries of RS-1 districts. The width of a road and its right-of-way along such boundary may be included as part of all of the 50 foot separation zone. (11-20-75 art. 7, 7.10, 2-6-78, 3.)

8. Maximum gross building size: 20,000 square feet excluding decks, porches, and similar non-heated space. Non-heated space including decks and porches shall not be used as retail space, for the display of goods, or other commercial activities.

Group developments with a maximum area of 20,000 square feet per individual building, excluding decks and porches. This gross building size limitation shall not apply to hotels and/or motels. (Adopted by the DCBC on May 6, 2002)

9. In the event a natural disaster or accidental occurrence leads to extensive damage (in excess of 50% value) of a structure or group development project in existence prior to May 6, 2002, such structure or group development may be repaired, replaced or reconstructed to 100% of its status prior to damage or destruction but no greater unless otherwise authorized by the Dare County Board of Commissioners. (Adopted 2-19-07)

10. Commercial group developments constructed prior to October 20, 1992 which are served by a centralized wastewater treatment system that could not be built under the terms of this chapter by restrictions on lot coverage, height, yards, location, and off-street parking shall be allowed to continue in operation and may be redeveloped subject to the following provisions:

a. No structure which is part of the commercial group development shall be enlarged, replaced, or externally altered in a manner that increases any non-conforming aspect of the structure and/or the

overall commercial group development site. However, any such structure may be externally altered or replaced if such redevelopment activity results in a decrease of its nonconforming status. Structures that are replaced and redeveloped may be used for any permitted or special use authorized in sections 22-23 or 22-25 of this appendix. For the purposes of this section, externally altered shall not be interpreted to prevent painting of the exterior, replacement of exterior materials, or other cosmetic changes or maintenance of the structure or portions thereof. This shall not apply to interior alterations, remodeling, or other improvements made to internal portions of any structure located on the commercial group development site.

b. A decrease of 7% of the existing lot coverage shall be required for that portion of the commercial group development site or parcel on which the structure to be altered or replaced is located. If the commercial group development is located on more than one parcel, then the lot coverage decrease shall apply to that parcel only and not the overall group development site.

c. The off-street parking requirements of section 22-56 shall only be applied to that portion of the commercial group development site or parcel where the structure proposed for alternation or replacement is located. No other changes in the parking ratio for the remaining structures or portions of the commercial group development shall be required as a part of the redevelopment activities. Existing parking areas in the commercial group development may be connected to the parking areas or access easements in the redeveloped portions of the site.

d. Building heights for any redevelopment activities in any existing commercial group development shall be according to section 22-27.4 Height Overlay district for properties located on Hatteras Island.

e. Dwelling densities for multifamily structures located in the commercial group development shall be twenty (20) units per acre applied to the overall area of the parcel to be developed.

f. A subdivision of the land occupied by the commercial group development may be authorized by Dare County if such subdivision of land meets the required minimum lot size in effect at the time of the proposed subdivision of the commercial group development site. Redevelopment activities on any lot created by such subdivision of land shall be subject to the provisions of subsections a. - e. above. (Adopted 1-6-14; Amended 11-15-2021)

(Am. Ord. passed 2-19-2019; Am. Ord. passed 9-16-2019; Am. Ord. passed 6-21-2021; Am. Ord. passed 11-15-2021)

SECTION 22-26 - C-3 COMMERCIAL DISTRICT

The following regulations shall apply to the C-3 commercial district:

(a) Intent. The C-3 district is established to provide for the development of commercial facilities to furnish a broad range of services and commodities to serve the entire community.

(b) Permitted uses. The following uses shall be permitted by right:

(1) All permitted uses allowed within the C-2 general commercial district. Single- family dwellings, multi-family dwellings and duplexes according to the dimensional requirements of the R-3 residential district. The maximum dwelling density for multi-family structures shall not exceed ten units per acre. (Amended 10-15-2018)

(2) Automobile sales and service.

(3) Indoor recreation activities.

(4) Building supply and equipment sales.

(5) Plumbing supply and equipment sales.

(6) Cabinet and woodworking shops.

(7) Bus terminals.

(8) Building contractors offices and storage areas.

(9) Farm machinery supplies, sales and repairs.

(10) Mobile home or recreational vehicle display and sales.

(11) Boat display and sales.

(12) County owned or leased facilities.

(13) Boat engine repair and boat maintenance. (Adopted 5-2-2011)

(14) Workforce housing - administrative review for one WHU subject to provisions of Section 22-58.7.

(15) Commercial storage yards as defined in Section 22-2 provided the following conditions are met:

a. Storage areas shall be enclosed with fencing for security purposes. Such fencing shall be at least 6 feet in height but shall not exceed 10 feet in height. The security fencing shall be maintained as needed by the property owner.

b. A vegetative buffer in addition to the security fencing shall be installed and perpetually maintained where the storage yard abuts a residential zone or a residential use to the side or the rear of the site. The vegetative buffer shall be of a sufficient size and height to effectively buffer the site from the abutting residential zone or residential use. A plan detailing the type, size, and species of vegetation proposed for use as a buffer shall be provided to the Zoning Administrator for review and approval. Existing on-site vegetation may be used if deemed to be sufficient by the Zoning Administrator.

c. There shall be no storage of inoperable or junked vehicles and equipment; unoccupied mobile (manufactured) homes; unattached flatbed trailers or container-type trailers designed for connection to tractor-trailer trucks; or large pieces of equipment used in dredging operations, road

construction, and other industrial uses. Any vehicle or trailer stored on the site shall have a valid license plate and/or valid owner registration.

d. No recreational vehicles, travel trailers, or campers stored on the site shall be occupied or used for habitation while stored at the site.

e. All vehicles and equipment stored on the site shall be locked, enclosed or otherwise fashioned to such an extent that it is impossible for a child to obtain access or be entrapped in such vehicle or equipment.

f. There shall be no bulk storage of fuel, paint, or other combustible or hazardous materials at the site. (Adopted 10-21- 2019)

(16) Travel trailer parks and campgrounds. (Adopted 10-19-2020)

(17) Package distribution and delivery services. (Adopted 9-20-2021)

(c) Special Uses. The following special uses shall be permitted, subject to the requirements of this district and additional regulations and requirements imposed by the Board of Commissioners as provided in Article IX of this chapter or Chapter 152 of this code:

(1) Automobile service stations; provided that no principal or accessory building shall be located within fifty feet of a residential use or district, that there shall be not storage of wrecked or abandoned cars and that no portion of a service station building, equipment or gas pumps shall be nearer than twenty-five feet to any right-of-way.

(2) Public and private utility facilities.

(3) Seafood market.

(4) Outdoor recreation activities. Outdoor recreation activities, including amusement parks, rides and other similar activities, may be permitted subject to other requirements of this chapter and provided the following conditions are met:

a. The site shall not be located closer than 500 feet to any land suitable for development and zoned residential.

b. Paved parking shall be provided at the rate of one parking space per 200 square feet of principal use ground area plus one for each two employees.

c. Holding lanes shall be provided on the site for automobiles entering and leaving the site to minimize traffic congestion on public roads.

d. Lighting shall be arranged and shielded so that light and glare is directed away from surrounding property.

e. Loudspeakers or sound amplification devices which are audible over 100 hundred feet from the site shall not be permitted.

The entire site shall be buffered by dense vegetative planting or natural vegetation not less than eight feet in height and ten feet in width. Suitable plant types for a site not containing natural vegetation shall be those recommended for the coastal area by the U.S. Department of Agriculture, such as Japanese Pine, Bayberry, Wax Myrtle or other types, which will reach a matured growth of eight to ten feet within three years.

(5) Biodiesel fuel production, subject to the following conditions and additional regulations and requirements imposed by the Dare County Board of Commissioners as provided in Article IX of this chapter or Chapter 152 of this code:

- a.** A structure, of suitable size to house all production equipment shall be approved by the Dare County Health Department, Building Inspector and Fire Marshal;
 - b.** All production facilities including structures, storage tanks, equipment and other appurtenances shall conform with setbacks established for primary use structures;
 - c.** Verification from the U.S. Environmental Protection Agency, and all other applicable agencies, shall be submitted to indicate that all environmental requirements have been met;
 - d.** The facility shall be registered with the North Carolina Department of Revenue;
 - e.** The developer shall verify that production waste will be disposed of with a suitable disposal service or facility;
 - f.** Reactor size shall not exceed a 700 gallon capacity. Assurance of reactor size shall be provided by the manufacturer and/or registered engineer;
 - g.** Fuel production shall not exceed 500 gallons per week;
 - h.** A 5 foot wide vegetative buffer is required along those property boundaries adjacent to a residential use or district; and
 - i.** A 15 foot wide, improved access shall be provided to the site. (Adopted 12-1-2008)
- (6)** Vehicle storage impoundment facility provided the following conditions are met:
- a.** Vehicles shall only be stored on a short-term basis which is defined as 60 consecutive days for the purpose of this regulation.
 - b.** A vehicle storage impoundment facility shall be located on a site no greater than 40,000 square feet in area.
 - c.** Storage areas shall be enclosed with fencing for security purposes. Such fencing shall be 8 feet in height. If chain link fencing is approved for use by Dare County, then such fencing shall include slatting within the fence openings in the same color as the fence material. The security fencing shall be maintained as needed by the property owner. Solid fencing may be required by Dare County as determined during conditional use review of the site based on the existing land uses adjacent to the proposed vehicle storage impoundment facility.
 - d.** A vegetative buffer in addition to the security fencing shall be installed and perpetually maintained where the storage yard abuts a residential zone or a residential use to the side or rear of the site. The vegetative buffer shall be of a sufficient size and height to effectively buffer the site from the abutting residential zone or residential use. Existing vegetation may be used if of sufficient size to effectively buffer the site. If existing vegetation cannot be used, then a plan detailing the type, size and species of vegetation proposed for use as a buffer shall be provided to the Zoning Administrator for review and approval. The vegetative buffer shall be maintained as needed by the property owner. Solid fencing of wood or other solid materials may be required by Dare County.
 - e.** All vehicle storage areas and buffers shall be located a minimum distance of 100 feet from the front property line of any property that abuts US Highway 64 on Roanoke Island or abuts NC 12 Highway on Hatteras Island shall be established. All other sites that do not abut these highways shall be subject to the front yard setback of 15 feet as established for the C-3 district.
 - f.** All vehicles stored on the site shall be locked, enclosed or otherwise secured to such an extent that it is impossible for a child to obtain access or be entrapped in a vehicle.
 - g.** The location of all proposed light fixtures shall be depicted on a site plan. Lighting fixtures shall be located on the site and designed, shielded, or oriented in such a manner as to minimize light spill across property lines. No light fixture shall exceed 18 feet in height and the maximum allowable

footcandle from any light fixture shall not exceed a maximum of 8 footcandles. Documentation certifying the footcandle rating of any proposed light fixtures shall be submitted with the site plan. It shall be the responsibility of the property owner to ensure that all light fixtures are maintained to ensure compliance with the footcandle rating. (Adopted 1- 22-2013)

(7) Workforce housing units - special use review if two or more WHU units subject to provisions of Section 22-58.7.

(8) Educational housing projects subject to the provisions of Section 22-58.8.

(9) Special use subdivisions subject to the provisions of Section 22-58.9.

(d) Dimensional requirements:

(1) Minimum lot size: Commercial lots shall be of sufficient size to meet requirements of the County Health Department, to provide adequate siting for structures and to provide parking, loading and maneuvering space for vehicles as required by Article VII of this chapter. In addition, a visual buffer is required where a commercial use or zone abuts a residential use or zone.

(2) Minimum front yard: 15-feet.

(3) Minimum side yard: 10-feet; no side yards required if commercial building constructed with a common wall. An additional 5-foot yard adjacent to the street is required for a corner lot.

(4) Minimum rear yard: 20-feet.

(5) Maximum allowable lot coverage by principal use and all accessory structures: 60%.

(6) Height limitation: 35 feet. (11-20-75, art. 7, 7.11, 2-6-78, 2, 3, 6.)

(7) Maximum gross building size: 20,000 square feet excluding decks, porches and similar non-heated space. Non-heated space including decks and porches shall not be used as retail space for the display of goods, or other commercial activities.

Group developments with a maximum area of 20,000 square feet per individual building, excluding decks and porches.

This gross building size limitation shall not apply to hotels and/or motels. (Adopted by the Dare County Board of Commissioners on May 6, 2002)

(8) In the event a natural disaster or accidental occurrence leads to extensive damage (in excess of 50% value) of a structure or group development project in existence prior to May 6, 2002, such structure or group development may be repaired, replaced or reconstructed to 100% of its status prior to damage or destruction but no greater unless otherwise authorized by the Dare County Board of Commissioners. (Adopted 2-19-07)

(Am. Ord. passed 9-16-2019; Am. Ord. passed 6-21-2021; Am. Ord. passed 9-20-2021)



STATEMENT OF CONSISTENCY AND REASONABLENESS

On October 2, 2023 the Dare County Board of Commissioners considered a zoning text amendment to Section 22-25 C-2 of the Dare County Zoning Ordinance to allow breweries as a permitted use. This amendment seeks to offer a service to residents and visitors that are currently not offered on Hatteras Island.

The Dare County Planning Board reviewed the proposed amendments on August 1st, 2023 and voted to recommend favorable action on the amendment.

Section 22-86 of the Dare County Zoning Ordinance requires the Board of Commissioners to approve a statement of consistency and reasonableness for any proposed zoning amendment.

The 2009 Dare County Land Use Plan is the comprehensive plan for unincorporated Dare County adopted by the Dare County Board of Commissioners on December 6, 2010.

A review of the Dare County Land Use Plan found the following policies to be applicable to the zoning text amendment:

Land Use Compatibility Management Topic

Policy LUC #5

Dare County encourages the continued existence and development of locally-owned businesses in unincorporated Dare County.

Policy LUC #6

Commercial development should be designed to meet the needs of Dare County's unincorporated villages and not to serve as regional commercial centers. The gross floor area limitations of the Dare County Zoning Ordinance and other applicable land use codes shall be used as a tool to manage the footprint of commercial structures. The goal is manage the size of commercial structures, which serves as a disincentive for regional commercial centers for location in villages.

Based upon a review of the policy, the Dare County Board of Commissioners finds the proposed C-2 zoning amendment to be consistent with the 2009 Dare County Land Use Plan. The Planning Board and Board of Commissioners acknowledge the intent of the C-2 Zoning is district is to provide for the proper grouping and development of commercial facilities to serve permanent residents and the general public.



Avon Zoning Map Amendment

Description

A zoning map amendment application has been filed by Joe Thompson of Land's End Development for their property located at 41027 NC 12 HWY in Avon, NC. The property is currently zone C-2 Commercial. The applicant is requesting to have their property rezoned C-3 Commercial.

Board Action Requested

Conduct Public hearing, and favorable action to reclassify the property C-3 as recommended by the Planning Board.

Item Presenter

Noah H Gillam, Planning Director

September 7, 2023

MEMORANDUM

TO: Dare County Board of Commissioners

FROM: Noah Gillam, Planning Director

RE: Land's End Development Map Amendment C-2 to C-3 in Avon

A zoning map amendment application has been submitted by Joe Thompson of Land's End Development for his property located at 41027 NC 12 Hwy in Avon, NC. The property is currently zoned C-2 Commercial and functions as a theater and a pool facility for the applicants adjoining property. The applicant is seeking to have the property rezoned C-3 commercial. It is the applicant's goal if the map amendment is approved to recombine his adjoining property to the north that is zoned C-3 with this parcel so they can function in unity. If the map amendment is approved the applicant will have to submit a recombination plat, and have the special use permits for both properties amended so they operate in conjunction.

The surrounding properties around the subject parcel are zoned C-2 commercial and C-3 Commercial. The property to the north is owned by the applicant and is zoned C-3, and currently a travel trailer park, restaurant, mobile food truck court, and fishing pier operate on the parcel. The property to the south is zoned C-2 commercial and has a multi-family condominium complex on it. The properties to the west across NC Hwy 12 are zoned C-2 and have a mix of retail, offices, and restaurants located on them. The property to the east is boarder by the Cape Hatteras National Seashore and the Atlantic Ocean.

The C-3 zoning district is established to provide for the development of commercial facilities to furnish a broad range of services and commodities to serve the entire community. The C-3 permits such uses as, building supply and equipment sales, travel trailer parks/campgrounds, indoor recreation activities, and all uses permitted in the C-2 zoning district. Copies of both zoning districts ordinances are attached to this memo.

After review of the surrounding properties uses and zoning, a reclassification to C-3 commercial for the applicants parcel would not disrupt the flow of surrounding areas uses and zoning

districts. The property would be contiguous with properties currently zoned commercial. It is staff's recommendation that the reclassification to C-3 is appropriate.

The Dare County Planning Board reviewed the proposed map amendment at their August 1, 2023 meeting, and recommended approval. The Planning Board found the proposed map amendment is consistent with the policies of the 2009 Dare County Land Use Plan, specifically LUC #5 and LUC #6. Land Use Plan policies LUC #5 and LUC #6 are attached to this memo for the Boards review.

Any favorable action by the Board of Commissioners must also include a finding of consistency and reasonableness. A statement of this finding is included with this memo.

Draft Motion: "I move that the map amendment for Land's End Development property located 41027 NC 12 Hwy in Avon be reclassified from C-2 commercial to C-3 commercial. A finding of consistency and reasonableness is adopted as part of this motion."

STATEMENT OF CONSISTENCY AND REASONABLENESS

On October 2 2023, the Dare County Board of Commissioners considered a zoning map amendment application submitted by Joe Thompson of Land's End Development. This zoning map amendment seeks to rezone their property at 41027 NC 12 Hwy in Avon, NC from C-2 Commercial to C-3 Commercial.

The Dare County Planning Board reviewed the proposed zoning map amendment on August 1, 2023 and voted to recommend favorable action on the amendment

Section 22-86 of the Dare County Zoning Ordinance requires the Board of Commissioners to approve a statement of consistency and reasonableness with the Dare County Land Use Plan for any proposed zoning amendment.

The 2009 Dare County Land Use Plan is the comprehensive plan for unincorporated Dare County adopted by the Dare County Board of Commissioners on December 6, 2010.

A review of the Dare County Land Use Plan found the following policies to be applicable to the zoning map amendment:

Land Use Compatibility Management Topic

Policy LUC #5

Dare County encourages the continued existence and development of locally-owned businesses in unincorporated Dare County.

Policy LUC #6

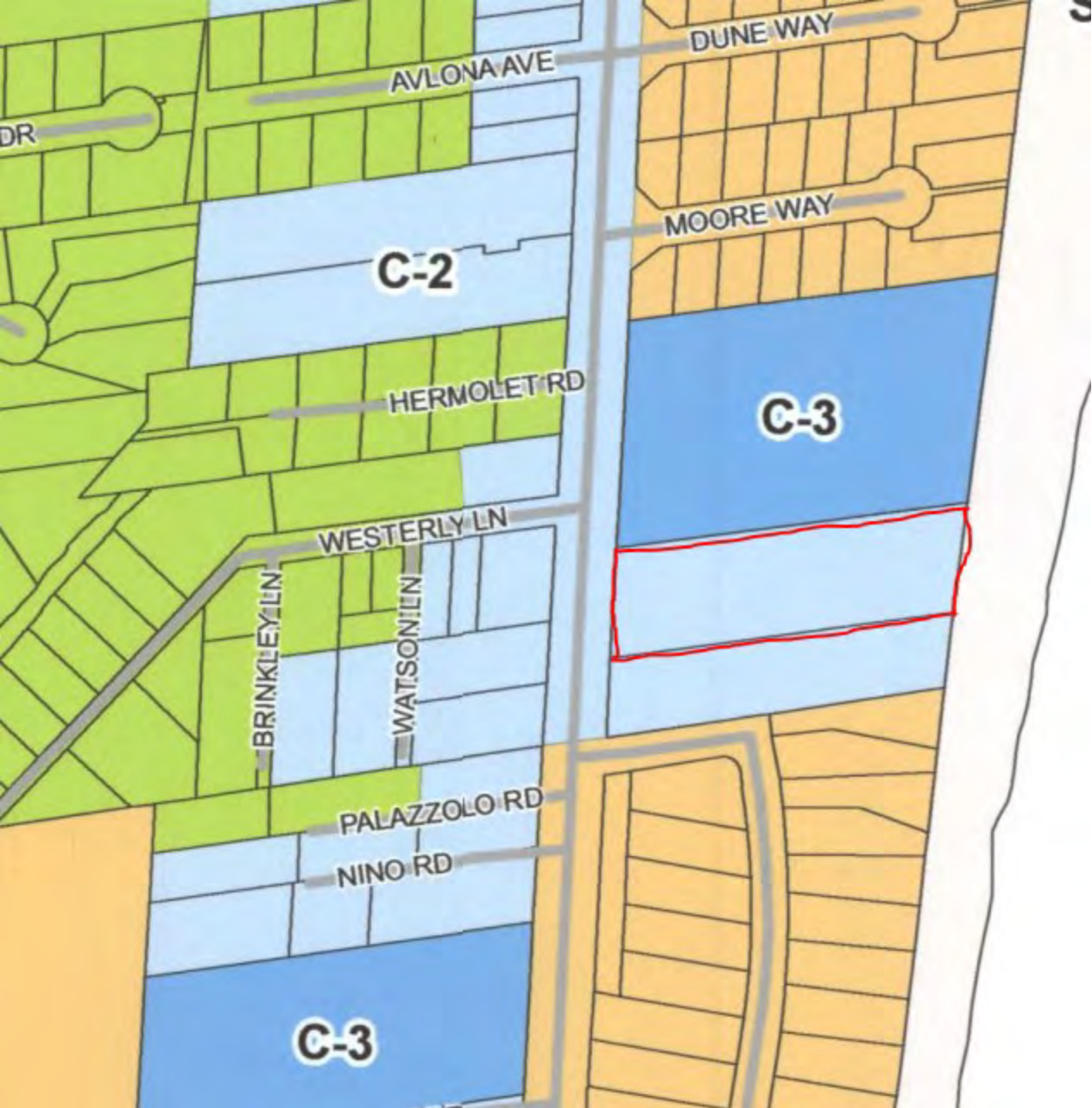
Commercial development should be designed to meet the needs of Dare County's unincorporated villages and not to serve as regional commercial centers. The gross floor area limitations of the Dare County Zoning Ordinance and other applicable land use codes shall be used as a tool to manage the footprint of commercial structures. The goal is manage the size of commercial structures, which serves as a disincentive for regional commercial centers for location in villages.

Based upon the recommendation of the Planning Board and review of the policy, the Dare County Board of Commissioners finds the proposed zoning map amendment to be consistent with the 2009 Dare County Land Use Plan since the amendment will allow for uses that are already similar to the surrounding uses.

The Board of Commissioners further acknowledges the intent of the C-3 commercial district is to provide for the development of commercial facilities to furnish a broad range of services and commodities to serve the entire community. The range of uses

permitted in the district includes retail, building supply and equipment sales, travel trailer parks/campgrounds, indoor recreation activities, and all uses permitted in the C-2 zoning district.

The Dare County Board of Commissioners hereby adopts the Land's End Development zoning map amendment. The action reclassifies 41027 NC 12 Hwy, Avon, Parcel #014804000 from a C-2 Commercial to C-3 Commercial.



SECTION 22-25 - C-2 GENERAL COMMERCIAL DISTRICT

The following regulations shall apply to the C-2 general commercial district:

(a) Intent. The C-2 district is established to provide for the proper grouping and development of commercial facilities to serve permanent residents and the general public.

(b) Permitted uses. The following uses shall be permitted by right:

(1) Offices, including such uses as:

- a. Business.
- b. Financial.
- c. Governmental.
- d. Medical and professional.

(2) Primary retail stores, including such uses as:

- a. Books.
- b. Cameras.
- c. Candy.
- d. Clothing.
- e. Craft goods.
- f. Dry goods.
- g. Drugs.
- h. Flowers.
- i. Gifts.
- j. Hardware.
- k. Hobby goods.
- l. Jewelry.
- m. Leather goods.
- n. Magazines.
- o. Musical instruments.
- p. Notions.
- q. Sporting goods.
- r. Toys.
- s. Food stores.

(3) Secondary retail stores, including such uses as:

- a. Antiques.
- b. Household appliances.
- c. Boat display and sales.

- (4) Service establishments, including such uses as:
 - a. Barber and beauty shops.
 - b. Marinas.
 - c. Cafeterias.
 - d. Churches.
 - e. Dry cleaning and laundry pick-up stations, including laundromats.
 - f. Funeral homes.
 - g. Motels and hotels.
 - h. Parking lots.
 - i. Radio and television broadcasting studios.
 - j. Restaurants.
 - k. Shoe repair.
 - l. Theaters.
 - m. Family child-care homes as defined in section 22-2. (Adopted 11-5-90)
 - n. Residential child care centers as defined in section 22-2. (Adopted 11-5-90)
 - o. Commercial child-care centers as defined in section 22-2. (Adopted 11-5-90)
 - p. Food stands and mobile food units. (Adopted 3-19-2018)

(5) Single-family dwellings, multi-family dwellings and duplexes, according to the dimensional requirements of the R-3 residential district. (Amended 10-15-2018)

- (6) Public and private schools.
- (7) County owned or leased facilities.
- (8) Fire stations and other public buildings.

(Adopted 5-16-11)

- (9) Indoor recreation uses. (Adopted 12-20-16)
- (10) Accessory dwelling units. (Adopted 10-15-2018)
- (11) Workforce housing - administrative review for one WHU subject to provisions of Section 22-58.7.

(c) Special Uses. The following uses are permitted subject to the requirements of this district and additional regulations and requirements imposed by the Board of Commissioners as provided in Article IX of this chapter:

(1) Automobile service stations; provided, that no principal or accessory building shall be located within fifty feet of a residential use or district, that there shall be no storage of wrecked or abandoned cars and that no portion of a service station building, equipment or gas pumps shall be nearer than twenty-five feet to any right-of-way.

- (2) Public and private utility facilities.
- (3) Seafood market.

(4) Workforce housing units - special use review if two or more WHU units subject to provisions of Section 22-58.7.

(5) Educational housing projects subject to the provisions of Section 22-58.8.

(6) Special use subdivisions subject to the provisions of Section 22-58.9.

(7) Storage warehouses.

(d) Dimensional requirements.

1. Minimum lot size: Commercial lots shall be of sufficient size to meet the requirements of the County Health Department, to provide adequate siting for structures and to provide parking, loading and maneuvering space for vehicles as required by Article VII of this chapter. In addition, a visual buffer is required where a commercial use or zone abuts a residential use or zone.

2. Minimum front yard: 15 feet.

3. Minimum side yard: 10 feet. No side yard required if commercial building constructed with a common wall. An additional 5-foot yard adjacent to the street is required for a corner lot.

4. Minimum rear yard: 20 feet.

5. Maximum allowable lot coverage by principal use and all accessory structures: 60%.

6. Height limitation: 35 feet.

7. No building or other facility, such as parking areas, incinerators, trash collection areas, etc., shall be located nearer than 50 feet to boundaries of RS-1 districts. The width of a road and its right-of-way along such boundary may be included as part of all of the 50 foot separation zone. (11-20-75) art. 7, 7.10, 2-6-78, 3.)

8. Maximum gross building size: 20,000 square feet excluding decks, porches, and similar non-heated space. Non-heated space including decks and porches shall not be used as retail space, for the display of goods, or other commercial activities.

Group developments with a maximum area of 20,000 square feet per individual building, excluding decks and porches. This gross building size limitation shall not apply to hotels and/or motels. (Adopted by the DCBC on May 6, 2002)

9. In the event a natural disaster or accidental occurrence leads to extensive damage (in excess of 50% value) of a structure or group development project in existence prior to May 6, 2002, such structure or group development may be repaired, replaced or reconstructed to 100% of its status prior to damage or destruction but no greater unless otherwise authorized by the Dare County Board of Commissioners. (Adopted 2-19-07)

10. Commercial group developments constructed prior to October 20, 1992 which are served by a centralized wastewater treatment system that could not be built under the terms of this chapter by restrictions on lot coverage, height, yards, location, and off-street parking shall be allowed to continue in operation and may be redeveloped subject to the following provisions:

a. No structure which is part of the commercial group development shall be enlarged, replaced, or externally altered in a manner that increases any non-conforming aspect of the structure and/or the overall commercial group development site. However, any such structure may be externally altered or replaced if such redevelopment activity results in a decrease of its nonconforming status. Structures that are replaced and redeveloped may be used for any permitted or special use authorized in sections 22-23 or 22-25 of this appendix. For the purposes of this section, externally altered shall not be interpreted to prevent painting of the exterior, replacement of exterior materials, or other cosmetic changes or maintenance of the structure or portions thereof. This shall not apply to interior alterations, remodeling, or other improvements made to internal portions of any structure located on the commercial group development site.

b. A decrease of 7% of the existing lot coverage shall be required for that portion of the commercial group development site or parcel on which the structure to be altered or replaced is located. If the commercial group development is located on more than one parcel, then the lot coverage decrease shall apply to that parcel only and not the overall group development site.

c. The off-street parking requirements of section 22-56 shall only be applied to that portion of the commercial group development site or parcel where the structure proposed for alternation or replacement is located. No other changes in the parking ratio for the remaining structures or portions of the commercial group development shall be required as a part of the redevelopment activities. Existing parking areas in the commercial group development may be connected to the parking areas or access easements in the redeveloped portions of the site.

d. Building heights for any redevelopment activities in any existing commercial group development shall be according to section 22-27.4 Height Overlay district for properties located on Hatteras Island.

e. Dwelling densities for multifamily structures located in the commercial group development shall be twenty (20) units per acre applied to the overall area of the parcel to be developed.

f. A subdivision of the land occupied by the commercial group development may be authorized by Dare County if such subdivision of land meets the required minimum lot size in effect at the time of the proposed subdivision of the commercial group development site. Redevelopment activities on any lot created by such subdivision of land shall be subject to the provisions of subsections a. - e. above. (Adopted 1-6-14; Amended 11-15-2021)

(Am. Ord. passed 2-19-2019; Am. Ord. passed 9-16-2019; Am. Ord. passed 6-21-2021; Am. Ord. passed 11-15-2021)

SECTION 22-26 - C-3 COMMERCIAL DISTRICT

The following regulations shall apply to the C-3 commercial district:

(a) Intent. The C-3 district is established to provide for the development of commercial facilities to furnish a broad range of services and commodities to serve the entire community.

(b) Permitted uses. The following uses shall be permitted by right:

(1) All permitted uses allowed within the C-2 general commercial district. Single- family dwellings, multi-family dwellings and duplexes according to the dimensional requirements of the R-3 residential district. The maximum dwelling density for multi-family structures shall not exceed ten units per acre. (Amended 10-15-2018)

(2) Automobile sales and service.

(3) Indoor recreation activities.

(4) Building supply and equipment sales.

(5) Plumbing supply and equipment sales.

(6) Cabinet and woodworking shops.

(7) Bus terminals.

(8) Building contractors offices and storage areas.

(9) Farm machinery supplies, sales and repairs.

(10) Mobile home or recreational vehicle display and sales.

(11) Boat display and sales.

(12) County owned or leased facilities.

(13) Boat engine repair and boat maintenance. (Adopted 5-2-2011)

(14) Workforce housing - administrative review for one WHU subject to provisions of Section 22-58.7.

(15) Commercial storage yards as defined in Section 22-2 provided the following conditions are met:

a. Storage areas shall be enclosed with fencing for security purposes. Such fencing shall be at least 6 feet in height but shall not exceed 10 feet in height. The security fencing shall be maintained as needed by the property owner.

b. A vegetative buffer in addition to the security fencing shall be installed and perpetually maintained where the storage yard abuts a residential zone or a residential use to the side or the rear of the site. The vegetative buffer shall be of a sufficient size and height to effectively buffer the site from the abutting residential zone or residential use. A plan detailing the type, size, and species of vegetation proposed for use as a buffer shall be provided to the Zoning Administrator for review and approval. Existing on-site vegetation may be used if deemed to be sufficient by the Zoning Administrator.

c. There shall be no storage of inoperable or junked vehicles and equipment; unoccupied mobile (manufactured) homes; unattached flatbed trailers or container-type trailers designed for connection to tractor-trailer trucks; or large pieces of equipment used in dredging operations, road construction, and other industrial uses. Any vehicle or trailer stored on the site shall have a valid license plate and/or valid owner registration.

d. No recreational vehicles, travel trailers, or campers stored on the site shall be occupied or used for habitation while stored at the site.

e. All vehicles and equipment stored on the site shall be locked, enclosed or otherwise fashioned to such an extent that it is impossible for a child to obtain access or be entrapped in such vehicle or equipment.

f. There shall be no bulk storage of fuel, paint, or other combustible or hazardous materials at the site.
(Adopted 10-21- 2019)

(16) Travel trailer parks and campgrounds. (Adopted 10-19-2020)

(17) Package distribution and delivery services. (Adopted 9-20-2021)

(c) **Special Uses.** The following special uses shall be permitted, subject to the requirements of this district and additional regulations and requirements imposed by the Board of Commissioners as provided in Article IX of this chapter or Chapter 152 of this code:

(1) Automobile service stations; provided that no principal or accessory building shall be located within fifty feet of a residential use or district, that there shall be not storage of wrecked or abandoned cars and that no portion of a service station building, equipment or gas pumps shall be nearer than twenty-five feet to any right-of-way.

(2) Public and private utility facilities.

(3) Seafood market.

(4) Outdoor recreation activities. Outdoor recreation activities, including amusement parks, rides and other similar activities, may be permitted subject to other requirements of this chapter and provided the following conditions are met:

a. The site shall not be located closer than 500 feet to any land suitable for development and zoned residential.

b. Paved parking shall be provided at the rate of one parking space per 200 square feet of principal use ground area plus one for each two employees.

c. Holding lanes shall be provided on the site for automobiles entering and leaving the site to minimize traffic congestion on public roads.

d. Lighting shall be arranged and shielded so that light and glare is directed away from surrounding property.

e. Loudspeakers or sound amplification devices which are audible over 100 hundred feet from the site shall not be permitted.

The entire site shall be buffered by dense vegetative planting or natural vegetation not less than eight feet in height and ten feet in width. Suitable plant types for a site not containing natural vegetation shall be those recommended for the coastal area by the U.S. Department of Agriculture, such as Japanese Pine, Bayberry, Wax Myrtle or other types, which will reach a matured growth of eight to ten feet within three years.

(5) Biodiesel fuel production, subject to the following conditions and additional regulations and requirements imposed by the Dare County Board of Commissioners as provided in Article IX of this chapter or Chapter 152 of this code:

a. A structure, of suitable size to house all production equipment shall be approved by the Dare County Health Department, Building Inspector and Fire Marshal;

b. All production facilities including structures, storage tanks, equipment and other appurtenances shall conform with setbacks established for primary use structures;

c. Verification from the U.S. Environmental Protection Agency, and all other applicable agencies, shall be submitted to indicate that all environmental requirements have been met;

d. The facility shall be registered with the North Carolina Department of Revenue;

e. The developer shall verify that production waste will be disposed of with a suitable disposal service or facility;

f. Reactor size shall not exceed a 700 gallon capacity. Assurance of reactor size shall be provided by the manufacturer and/or registered engineer;

g. Fuel production shall not exceed 500 gallons per week;

h. A 5 foot wide vegetative buffer is required along those property boundaries adjacent to a residential use or district; and

i. A 15 foot wide, improved access shall be provided to the site. (Adopted 12-1-2008)

(6) Vehicle storage impoundment facility provided the following conditions are met:

a. Vehicles shall only be stored on a short-term basis which is defined as 60 consecutive days for the purpose of this regulation.

b. A vehicle storage impoundment facility shall be located on a site no greater than 40,000 square feet in area.

c. Storage areas shall be enclosed with fencing for security purposes. Such fencing shall be 8 feet in height. If chain link fencing is approved for use by Dare County, then such fencing shall include slatting within the fence openings in the same color as the fence material. The security fencing shall be maintained as needed by the property owner. Solid fencing may be required by Dare County as determined during conditional use review of the site based on the existing land uses adjacent to the proposed vehicle storage impoundment facility.

d. A vegetative buffer in addition to the security fencing shall be installed and perpetually maintained where the storage yard abuts a residential zone or a residential use to the side or rear of the site. The vegetative buffer shall be of a sufficient size and height to effectively buffer the site from the abutting residential zone or residential use. Existing vegetation may be used if of sufficient size to effectively buffer the site. If existing vegetation cannot be used, then a plan detailing the type, size and species of vegetation proposed for use as a buffer shall be provided to the Zoning Administrator for review and approval. The vegetative buffer shall be maintained as needed by the property owner. Solid fencing of wood or other solid materials may be required by Dare County.

e. All vehicle storage areas and buffers shall be located a minimum distance of 100 feet from the front property line of any property that abuts US Highway 64 on Roanoke Island or abuts NC 12 Highway on Hatteras Island shall be established. All other sites that do not abut these highways shall be subject to the front yard setback of 15 feet as established for the C-3 district.

f. All vehicles stored on the site shall be locked, enclosed or otherwise secured to such an extent that it is impossible for a child to obtain access or be entrapped in a vehicle.

g. The location of all proposed light fixtures shall be depicted on a site plan. Lighting fixtures shall be located on the site and designed, shielded, or oriented in such a manner as to minimize light spill across property lines. No light fixture shall exceed 18 feet in height and the maximum allowable footcandle from any light fixture shall not exceed a maximum of 8 footcandles. Documentation certifying the footcandle rating of any proposed light fixtures shall be submitted with the site plan. It shall be the responsibility of the property owner to ensure that all light fixtures are maintained to ensure compliance with the footcandle rating. (Adopted 1- 22-2013)

(7) Workforce housing units - special use review if two or more WHU units subject to provisions of Section 22-58.7.

(8) Educational housing projects subject to the provisions of Section 22-58.8.

(9) Special use subdivisions subject to the provisions of Section 22-58.9.

(d) Dimensional requirements:

(1) Minimum lot size: Commercial lots shall be of sufficient size to meet requirements of the County Health Department, to provide adequate siting for structures and to provide parking, loading and maneuvering space for vehicles as required by Article VII of this chapter. In addition, a visual buffer is required where a commercial use or zone abuts a residential use or zone.

(2) Minimum front yard: 15-feet.

(3) Minimum side yard: 10-feet; no side yards required if commercial building constructed with a common wall. An additional 5-foot yard adjacent to the street is required for a corner lot.

(4) Minimum rear yard: 20-feet.

(5) Maximum allowable lot coverage by principal use and all accessory structures: 60%.

(6) Height limitation: 35 feet. (11-20-75, art. 7, 7.11, 2-6-78, 2, 3, 6.)

(7) Maximum gross building size: 20,000 square feet excluding decks, porches and similar non-heated space. Non-heated space including decks and porches shall not be used as retail space for the display of goods, or other commercial activities.

Group developments with a maximum area of 20,000 square feet per individual building, excluding decks and porches.

This gross building size limitation shall not apply to hotels and/or motels. (Adopted by the Dare County Board of Commissioners on May 6, 2002)

(8) In the event a natural disaster or accidental occurrence leads to extensive damage (in excess of 50% value) of a structure or group development project in existence prior to May 6, 2002, such structure or group development may be repaired, replaced or reconstructed to 100% of its status prior to damage or destruction but no greater unless otherwise authorized by the Dare County Board of Commissioners. (Adopted 2-19-07)

(Am. Ord. passed 9-16-2019; Am. Ord. passed 6-21-2021; Am. Ord. passed 9-20-2021)

would provide an additional layer of protection for the unincorporated areas from franchise businesses that often employ unoriginal, generic, or replicated corporate building designs that are inconsistent with the traditional architecture of the Outer Banks. In addition to the incompatibility of these franchise restaurants with existing coastal village atmosphere, there are secondary impacts such as trash, lines of waiting vehicles, and a decrease in the appeal of the neighborhood that accompany these commercial developments.

The first section of the LUP noted that the needs of the permanent population and the seasonal population vary in terms of what commercial services and goods are desired. Many of the commercial businesses in Dare County are solely focused on the provision of souvenirs and tourist-related goods to the visiting population. The proliferation of these tourist-oriented businesses was identified by a vast majority of the respondents to the Citizen Involvement Poll as an important issue of concern. This concern was also voiced at all of the public input workshops held at the beginning of the update process in 2007. Other jurisdictions have adopted building design standards to address concerns about the aesthetics of these tourist-oriented retail operations. Building design standards do not address the profusion of such retail establishments. The legality of targeting one segment of the retail market and how to do so was identified as an implementation strategy by the Planning Board. Although it may prove extremely difficult to craft an ordinance aimed at tourist-related businesses, there was a strong consensus among the Planning Board that such efforts were worthy of study and research.

Policy LUC #5

Dare County encourages the continued existence and development of locally-owned businesses in unincorporated Dare County.

Implementation Strategy:

1. Inventory of older existing commercial businesses and consideration of zoning amendments to ensure their replacement or repair in the event of damage from a natural disaster. (2011)

Policy LUC #6

Commercial development should be designed to meet the needs of Dare County's unincorporated villages and not to serve as regional commercial centers. The gross floor area limitations of the Dare County Zoning Ordinance and other applicable land use codes shall be used as a tool to manage the footprint of commercial structures. The goal is to manage the size of the commercial structures, which serves as a disincentive for regional commercial centers for location in villages.



Workforce Housing Update

Description

The County Manager will provide an update on the Workforce Housing Projects.

Board Action Requested

Discussion and take appropriate action

Item Presenter

Robert Outten, County Manager



Garage Band Charities

Description

Garage Band Charities, a non-profit organization, will present donations to various groups.

Board Action Requested

None

Item Presenter

Michael Tillett, Richard Quidley, Sara Hole



Resolution in Support of Honoring Dare County's Veterans by Participating in Operation Green Light from November 6, 2023 through November 19, 2023

Description

A resolution in support of honoring Dare County's veterans by participating in Operation Green Light, a National Association of Counties initiative that encourages residents and businesses to show their support to local veterans by shining green lights throughout their communities to let local veterans know they are seen, appreciated and supported. The Dare County Board of Commissioners encourages its citizens to recognize the importance of honoring all those who made immeasurable sacrifices to preserve our freedom by displaying green lights in a window of their place of business or residence from November 6, 2023 through November 19, 2023.

Board Action Requested

Adopt Resolution

Item Presenter

Dorothy Hester, Public Information Officer & Robert Outten, County Manager



RESOLUTION IN SUPPORT OF HONORING DARE COUNTY'S VETERANS BY PARTICIPATING IN OPERATION GREEN LIGHT FROM NOVEMBER 6, 2023 THROUGH NOVEMBER 19, 2023

WHEREAS, Dare County recognizes the necessity and value of employing a dedicated Veterans Services Officer whose role includes aiding and advocating for local veterans by helping them to navigate the complexities of veteran-specific benefits, resources and programs and ensuring they receive the benefits and assistance they deserve, and;

WHEREAS, the Dare County Board of Commissioners established the Dare County Veterans Advisory Council in respectful recognition of the service and sacrifice of all Dare County veterans as represented in all five branches of the United States military, and;

WHEREAS, members of the Dare County Veterans Advisory Council assist Dare County veterans by serving as a liaison with the community in coordinating services and activities that benefit local veterans and their families and also solicit information and provide updates about activities honoring veterans in our community, and;

WHEREAS, the residents of Dare County have utmost respect, appreciation and gratitude for all of the men and women who have selflessly served our country and our community in the U.S. Armed Forces and believe these service members should be granted specific recognition, and;

WHEREAS, the contributions and sacrifices made by those who have served in the U.S. Armed Forces have been vital in maintaining the freedoms and way of life enjoyed by our citizens, and Dare County seeks to honor these individuals who have made countless sacrifices for freedom by placing themselves in harm's way for the good of all, and;

WHEREAS, veterans continue to serve our community in various organizations such as the American Legion, Veterans of Foreign Wars, religious groups and community organizations, as well as through civil service and by volunteering at various community-based events, and;

WHEREAS, approximately 200,000 service members transition to civilian communities annually, and an estimated 20 percent increase of service members will transition to civilian life in the near future, and;

WHEREAS, studies indicate that 44-72 percent of service members experience high levels of stress during transition from military to civilian life and that active military service members transitioning from military service are at a high risk for suicide during their first year after military service, and;

WHEREAS, as of 2022, 40 percent of transitioning service members stationed in bases throughout North Carolina decided to stay in North Carolina upon their transition to civilian life,

and 55 percent of service members retiring from the military with 20-plus years of service also made the decision to stay in North Carolina, and;

WHEREAS, more than 3,200 veterans who are currently residing within Dare County are receiving services provided by the U.S. Department of Veterans Affairs (VA) that range from healthcare to assistance with filing claims, and;

WHEREAS, the National Association of Counties encourages all counties, parishes and boroughs to participate in Operation Green Light for Veterans 2023 by shining green lights throughout their communities to let local veterans know they are seen, appreciated and supported, and;

WHEREAS, the Dare County Veterans Advisory Council worked with the Vietnam Veterans Memorial Fund to bring The Wall That Heals—a traveling, three-quarter scale replica of the Vietnam Veterans Memorial in Washington, D.C., that tours the country—to Dare County, where it will be on display at the Soundside Event Site in Nags Head from November 16, 2023 through November 19, 2023, and;

THEREFORE, BE IT RESOLVED, that having officially been designated a “Green Light for Veterans County,” Dare County hereby declares now through November 19, 2023 a time to salute and honor the service and sacrifices of our men and women in uniform, and;

THEREFORE, BE IT FURTHER RESOLVED, that in observance of Operation Green Light 2023, the Dare County Board of Commissioners encourages its citizens to recognize the importance of honoring all those who made immeasurable sacrifices to preserve our freedom by displaying green lights in a window of their place of business or residence from November 6, 2023 through November 19, 2023.

This the 2nd day of October 2023.

Robert Woodard, Sr., Chairman

Attest: _____
Skyler Foley, Clerk to the Board



Consent Agenda

Description

See attached summary

Board Action Requested

Approval

Item Presenter

Robert Outten, County Manager

Consent Agenda Summary

1. Approval of Minutes (Sept. 19th Special Meeting & Sept. 6th)
2. Tax Collector Report
3. NC State Extension – Memorandum of Agreement
4. Budget Amendment – NCRPA Grant – Nerf Gun Program
5. Reimbursement Resolution for the Series 2024A Limited Obligation Bonds
6. General Fund Budget Amendment for Transfers to Other Funds
7. Budget Amendment for Dredge Loan Forgiveness
8. Authorization to Present Service Weapon to Retiring Deputy Sheriff
9. DHHS – Social Services Adult Protective Services Essential Services Funding
10. DHHS – Public Health Division – COVID-19 Vaccination Program Funding



Approval of Minutes

Description

The Board of Commissioners will review and approve their previous minutes which follow this page.

Board Action Requested

Approve Previous Minutes

Item Presenter

Robert Outten, County Manager



County of Dare

P.O. Box 1000 | Manteo, NC 27954

MINUTES

DARE COUNTY BOARD OF COMMISSIONERS SPECIAL MEETING

Dare County Administration Building, Manteo, NC

9:00 a.m., September 19, 2023

Commissioners present: Vice Chairman Wally Overman, Rob Ross, Steve House (via remote connection), Danny Couch, Ervin Bateman.

Commissioners absent: Chairman Robert Woodard, Sr., Jim Tobin

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

At 9:04 a.m. the Special Meeting convened in Room 168 of the Dare County Administrative Building, Vice-Chairman Overman announced that this meeting had been moved to the Board of Commissioners Meeting Room.

At 9:10 a.m. the special meeting reconvened in the Board of Commissioners Meeting Room and Vice-Chairman Overman called the meeting to order. He invited Commissioner Couch to share a prayer and then he led the Pledge of Allegiance to the flag.

ITEM 1 – WODA COOPER ESSENTIAL HOUSING PROJECT

Mr. Outten explained that they have been working on the Essential Housing Project for many years, but due to the amount of time that has elapsed, costs have increased anywhere from thirty to forty percent. He also announced that due to the Town of Manteo denying the proposed development at Bowsertown, land costs will now have to be calculated into the equation moving forward.

Mr. Outten stated that Woda Cooper believes that they can move forward and construct an approximate 57-unit housing project, although Dare County would have to supply an additional \$1.5 million on top of the original \$10.5 million. He noted that Mr. Clawson had run the numbers and the funds are available in the fund balance, and even with the removal of the \$1.5 million the fund balance will remain at or above the 25% target.

MOTION

Commissioner Couch made a motion to approve the addition of \$1.5 million dollars from the fund balance to the original \$10.5 million and for the project not to exceed \$12 million. Commissioner Bateman seconded.

Vice-Chairman Overman opened the floor up for discussion.

Commissioner Ross ensured with the County Manager that the increase in the funding balance will keep the principal contracts and negotiated agreements with Woda Cooper intact. Mr. Outten responded yes, that it is correct.

Commissioner Couch asked if the project were not to get approved, where would the money go? Mr. Outten stated that the money would go wherever the Board directed it to go, but it would automatically return to the fund balance.

Commissioner Bateman wanted to ensure that the housing will be available for essential employees like teachers, nurses, law enforcement officers, etc. Mr. Outten responded that it is the same project/contract that was being worked on in Bowsertown. Commissioner Ross explained that the range of rentals will be \$600-\$1,300 a month depending where the applicant would fall on the AMI and the number of bedrooms. The average rental cost for the 57 units would be just over \$900 a month.

Commissioner House asked when would actual construction begin? Mr. Outten explained that he does not have a specific answer, but Woda Cooper has to apply to NC Housing and get approved first. Once and if they get approved they will be able to provide a more accurate timeline. Mr. Outten explained that based on the timeline they gave us previously, we are about six to nine months until we will see the beginning stages of construction. Mr. Outten also noted that Woda Cooper does not own a piece of property at this time.

Vice-Chairman Overman confirmed that even after the removal of the \$1.5 million, the fund balance would remain at an appropriate level? Mr. Outten responded he believes it would be at or above 25%.

Mr. Outten stated that he will follow up with Woda Cooper to get better clarification on a timeline.

VOTE: AYES unanimous

At the conclusion of the meeting, Vice-Chairman Overman asked for a motion to adjourn.

MOTION

Commissioner Bateman motioned to adjourn the meeting.

Commissioner Ross seconded the motion.

VOTE: AYES unanimous

At 9:21 a.m., the Board of Commissioners adjourned until 9:00 a.m., October 2, 2023.

Respectfully submitted,

[SEAL]

By: _____
Skyler Foley, Clerk to the Board

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

Note: Copies of attachments (Att.), and supporting material considered by the Board at this meeting are on file in the office of the Clerk.



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., September 6, 2023

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

Commissioners absent: Jim Tobin

Others present: County Manager/Attorney, Robert Outten
Deputy County Manager/Finance Director, David Clawson
Master Public Information Officer, Dorothy Hester
Clerk, Skyler Foley

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

At 9:02 a.m. Chairman Woodard called to order the regularly scheduled meeting with appropriate prior public notice having been given. He invited Rev. Cherri Wheeler to share a prayer, and then he led the Pledge of Allegiance to the flag.

Chairman Woodard asked that the agenda Item 25 be moved and heard as Item 4B.

MOTION

Commissioner Couch motioned to approve the adjustment to the agenda.

Vice-Chairman Overman seconded the motion.

VOTE: AYES unanimous

ITEM 1 – OPENING REMARKS – CHAIRMAN’S UPDATE

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

- Read a thank you letter aloud that he received from Jackie Shea, former Commissioner Jack Shea’s wife.
- Recognized the two lives that were lost off of the Dare County coastline due to the high rip currents and emphasized that everyone needs to always prioritize their safety while they are in the ocean.
- Explained that the Board remains thoroughly committed to finding a solution for essential housing. He recently met with the Chain of Leadership to discuss ways to help solve this issue in Dare County. Explained that himself, Vice-Chairman Overman, and the County Manager traveled to Raleigh to meet with Coastal Affordable Housing to work on and finalize the Development Agreement.

ITEM 2 – PRESENTATION OF COUNTY SERVICE PINS

- 1) Leigh Brinkley, Social Work Supervisor, received a 15-year pin.
- 2) Jodi Wyant, Public Health Nurse Supervisor, received a 20-year pin.

ITEM 3 – EMPLOYEE OF THE MONTH – July and September, 2023

Brandon Reed, with Public Works, received the July Employee of the Month award from Shanna Fullmer who described the many ways that he is an asset to the Fleet Maintenance Department.

The September Employee of the Month was not present at this meeting.

ITEM 4 – PUBLIC COMMENTS

At 9:24 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 of all citizen remarks:

The following comments were made in Manteo

1. Dewey Hemilright, resident of Kitty Hawk and is a Commercial Fishing Vessel Owner/Operator. Discussed the NOAA Meeting that was held on August the 22nd involving Amendment 15. Explained that Amendment 15 involves electronic monitoring and the placement of cameras on commercial fishing vessels. Although, they want to forward the costs of the cameras onto the vessel owners which would take 19% of the after-trip profits. He stated that commercial fisherman are food producers of this nation and there are not many of them left.

The following comments were made in Buxton – There were no comments made in Buxton

The County Manager closed Public Comments at 9:31 a.m.

ITEM 4B – CLOSED SESSION

The Manager asked for a Closed Session pursuant to NCGS 143-318.11(a)(3) to consult with an attorney employed or retained by the County in order to preserve the attorney-client privilege; and to approve the minutes of the last Closed Session.

MOTION

Commissioner Ross motioned to go into Closed Session pursuant to the provisions of the North Carolina General Statutes cited by the County Manager.

Commissioner House seconded the motion.

VOTE: AYES unanimous

At 9:32 a.m., the Commissioners exited the room to meet in Closed Session. They reconvened at 10:26 a.m. Mr. Outten reported that during the Closed Session the Board approved previous Closed Session Minutes, had discussion with the County Attorney in regards to the matter of O’Hara, and took no other action.

ITEM 5 – PROCLAMATION - DIAPER NEED AWARENESS WEEK 2023

Children & Youth Partnership for Dare County presented a proclamation supporting “Diaper Need Awareness Week” for September 18-24, 2023.

MOTION

Vice-Chairman Overman motioned to adopt the proclamation.
Commissioner Bateman seconded the motion.
VOTE: AYES unanimous

MOTION

Vice-Chairman Overman motioned for the Dare County Board of Commissioners to make a \$10,000 donation towards the Children & Youth Partnership's Diaper Bank.
Seconded by Commissioner Couch.
VOTE: AYES – unanimous

Dave Clawson, Finance Director left the room at 10:34 a.m., he returned at 10:39 a.m.

ITEM 6 – PROCLAMATION - CONSTITUTION WEEK 2023

The Local Daughters of the American Revolution Chapter presented a proclamation supporting "Constitution Week" for September 17-23, 2023.

MOTION

Commissioner House motioned to adopt the proclamation.
Commissioner Bateman seconded the motion.
VOTE: AYES unanimous

ITEM 7 – DHHS HEALTH AND THE BREAKING THROUGH TASK FORCE – A PROCLAMATION PROCLAIMING SEPTEMBER AS SUICIDE AWARENESS AND PREVENTION MONTH VIDEO PRESENTATION

The Breaking Through Task Force requested the Board of Commissioners to adopt a proclamation recognizing September 2023 as "Suicide Awareness & Prevention Month" in Dare County.

MOTION

Commissioner House motioned to recognize September 2023, as "Suicide Awareness & Prevention Month in Dare County."
Commissioner Bateman & Vice-Chairman Overman seconded the motion.
VOTE: AYES unanimous

ITEM 8 – DHHS – HEALTH AND SAVINGS LIVES TASK FORCE – RECOVERY AND OVERDOSE SUPPORT SERVICES (ROSS)

Katy Haslar and Jesse Ruby led a presented on the Recovery & Overdose Support Services in Dare County.

ITEM 9 – RESOLUTIONS REGARDING NOAA AMENDMENT 15

Commissioner Steve House presented a Resolution Opposing Consolidated Atlantic Highly Migratory Species Fishery Management Plan – Amendment 15 Section F Sub Section F2.

MOTION

Commissioner House motioned to adopt the Resolution Opposing Consolidated Atlantic Highly Migratory Species Fishery Management Plan Amendment 15 Section F Sub Section F2.
Vice-Chairman Overman seconded the motion.
VOTE: AYES unanimous

ITEM 10 – ROANOKE ISLAND COMMUNITY CENTER

The bylaws for the Roanoke Island Community Center were found to have several Scrivener’s errors. Amended bylaws were presented by Mr. Outten for approval.

MOTION

Vice-Chairman Overman motioned to approve the amended bylaws.
Commissioner Ross & Bateman seconded the motion.

VOTE: AYES unanimous

ITEM 11 – AVON ZONING MAP AMENDMENT

Mr. Gillam presented the Board and stated that zoning map amendment application was filed by Joe Thompson of Land's End Development for their property located at 41027 NC 12 HWY in Avon, NC. The property is currently zoned C-2 Commercial. The applicant requested to have their property rezoned to C-3 Commercial. He then requested the Board to approve the scheduling of a public hearing.

MOTION

Commissioner Ross motioned to schedule a public hearing for October 2, 2023 at 9:00 a.m.
Commissioner Couch seconded the motion.

VOTE: AYES unanimous

ITEM 12 – C-3 ZONING AMENDMENT

Mr. Gillam presented the Board and stated a zoning text amendment application was submitted by Joseph Faulk and Jeffrey and Nareina Keznor to add "Brewery" as defined in Section 22-2 to the list of permitted uses in the C-2 General Commercial Zoning District. He then requested the Board to approve the scheduling of a public hearing.

MOTION

Commissioner Bateman motioned to schedule a public hearing for October 2,2023 at 9:00 a.m.

Commissioner House seconded the motion.

VOTE: AYES unanimous

The County Manager asked the Board if Public Hearings could be scheduled without being presented to the Board for approval.

MOTION

Commissioner Couch motioned to give the authority for Public Hearings to be scheduled without the Board’s Approval.

Commissioner Bateman Seconded.

VOTE: AYES unanimous

ITEM 13 – ANNUAL TAX SETTLEMENT AND CHARGES TO THE TAX COLLECTOR

The Tax Collector reported the Settlement for the 2022 taxes, both paid and unpaid, and the collection processing for the 2022 tax year.

She then requested the Board to Charge the Tax Collector to collect the 2023 taxes.

MOTION

Commissioner Ross motioned to charge the Tax Collector to collect the 2023 taxes.

Commissioner House seconded the motion.

VOTE: AYES unanimous

The Board recessed at 11:55 a.m., and returned at 12:08 p.m.

ITEM 14 – LASII GRANT APPLICATION

The North Carolina Division of Water Infrastructure is currently accepting applications for the Local Assistance for Stormwater Infrastructure Improvements (LASII) grant. Deadline for application is October 2nd. No Dare County cost share match is required. Three stormwater projects have been prioritized during previous assessments and have been recommended by WithersRavenel for application. These projects are adjacent to Old Lighthouse Road in Buxton, Ocean View Drive in Avon, and Airport Road in Manteo. Current estimated grant request is \$4.5 million

MOTION

Commissioner Couch motioned to adopt the Resolution to apply for the LASII Grant. Commissioner House & Bateman seconded the motion.

VOTE: AYES unanimous

The County Manager asked for the Board to authorize any department to apply for grants without the Board’s approval. Mr. Clawson explained that grant requests only have to have the Board’s approval if there is a local match required.

ITEM 15 – AMENDMENT TO THE DREDGE WORK PLAN AND FORGIVABLE WORK AGREEMENT

EJE Dredging Service, LLC have requested amendments to their agreement. The Oregon Inlet Task Force recommended approval of the amendments at their August meeting.

Mr. Outten explained that due to the Corp no longer changing their rate in October, amendments have been made to the agreement to allow for EJE to change their rates when the Corp changes their rate, which is what was intended when the contract was created. He also stated that EJE has not been able to work out an agreement with the Ferry Division Shipyard so the agreement is being amended to a Port in North Carolina.

MOTION

Commissioner House motioned to approve the amended Dredge Work Plan and Forgivable Loan Agreement.

Vice-Chairman Overman seconded the motion.

VOTE: AYES unanimous

ITEM 16 – CLEARGOV SOFTWARE CONTRACT APPROVAL

Mr. Clawson explained that they are trying to process budgets and the Capital Improvement Plan the same way it was done 20 years ago. At this time, the county has more funds, more full-time employees, and more line items to monitor than in the past. He also explained that multiple software programs are used which involves multiple steps to complete the required tasks. The ClearGov Software would streamline this process and make the process much more efficient.

MOTION

Commissioner Ross motioned to approve the ClearGov contract.

Commissioner Vice-Chairman seconded the motion.

VOTE: AYES unanimous

ITEM 17 – MINI-BROOKS EXEMPTION RESOLUTION AND QUIBLE CONTRACT

Mr. Outten explained that North Carolina General Statute 143-64.32 allows local governments to exempt themselves from the mini-brooks act. In doing so, the local

government can forgo the qualification-based selection process and select the professional service provider it wishes as long as the fee is less than \$50,000. He stated that the Dare County Water department would like to contract with Quible and Associates for engineering services related to the Skyco nano-filtration expansion project and Quible's fee is \$28,800.

MOTION

Commissioner House motioned to approve the Mini-Brooks Exemption Resolution, and approve the Quible Contract.

Vice-Chairman Overman & Commissioner Bateman seconded the motion.

VOTE: AYES unanimous

ITEM 18 – AMENDMENT TO CAPITAL PROJECT ORDINANCE FOR PHASE 1, 2, AND 3 FOR EMS PROJECTS

Mr. Clawson stated the following adjustments that need to be made:

- Correct an error in the allocation of the Barnhill preconstruction fee between Phase 1 and Phase 2.
- Reduces the Barnhill guaranteed (GMP) for the Southern Shores project. The KDH demolition cost was included in the Southern Shores guaranteed maximum price.
- Moves the budget for the station alerting system installation to a separate budget line item for Southern Shores and Dare Medflight.
- Increases the Barnhill GMP for all three projects to add network wiring to the Barnhill scope of work. Network wiring line items are reduced.
- Adjusts a prior budget adjustment to the final actual for Dare Medflight, a decrease of \$222. The prior budget adjustment was for \$40,544 for unsuitable soils at the site.
- Eliminates architectural fees and reduces debt proceeds (revenue) for the Manteo & Frisco stations in Phase 2, and for the Rodanthe station in Phase 2.
- Budgets the architectural fee for the Phase 2 Kitty Hawk station, approved by the Board in a prior agenda item.

MOTION

Commissioner House motioned to adopt the amendment to the Capital Project Ordinance for Phase 1, 2, and 3 for EMS Projects.

Commissioner Ross seconded the motion.

VOTE: AYES unanimous

ITEM 19 – PROFESSIONAL SERVICES AGREEMENT FOR THE KITTY HAWK EMS STATIONS

Mr. Clawson explained that Oakley Collier Architects have provided a Professional Service Contract in the amount of \$500,000 for the new construction of the Kitty Hawk EMS station. These professional services will include all architectural and engineering services, site surveying, reporting, and construction administration.

MOTION

Commissioner Bateman & House motioned to approve the Professional Service Contract and authorize the County Manager to sign.

Vice-Chairman Overman seconded the motion.

VOTE: AYES unanimous

ITEM 20 – BUDGET AMENDMENT AND CAPITAL PROJECT ORDINANCE FOR DARE COUNTY SCHOOLS FOR FIRST FLIGHT ELEMENTARY AND MIDDLE SCHOOLS

Mr. Clawson explained the budget amendment and Capital Project Ordinance is to fund Dare County Schools for the cost of a remediation and HVAC contract for First Flight Elementary School and First Flight Middle School at \$932,754. He stated that the source is appropriated fund balance of the General Fund.

MOTION

Commissioner Ross motioned to adopt the budget amendment for the General Fund and adopt the capital project ordinance for the School Capital Projects Fund.

Commissioner House seconded the motion.

VOTE: AYES unanimous

ITEM 21 – BUDGET AMENDMENT FOR THE SCHOOL CAPITAL INVESTMENT FUND AND OAKLEY COLLIER CONTRACT

Mr. Clawson explained that Oakley Collier was asked to look into the old College of the Albemarle (Russel Twiford campus site) to be used for an early college program.

He stated that the budget amendment addresses two items:

- To withdraw \$50,000 of State Lottery funds for existing school debt service.
- To budget \$42,800 for Oakley Collier to perform a needs assessment & cost estimate.

MOTION

Commissioner House motioned to approve the Budget Amendment for the School Capital Investment Fund and the Oakley Collier Contract.

Commissioner Couch & Bateman seconded the motion.

VOTE: AYES unanimous

ITEM 22 – CONSENT AGENDA

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

MOTION

Commissioner Couch motioned to approve the Consent Agenda:

- 1) Approval of Minutes (08/07/23) **(Att. #4)**
- 2) Tax Collector's Report
- 3) Dare County DHHS – Health Resolution to Direct Expenditure of Opioid Settlement Fund **(Att. #5)**
- 4) Dare County DHHS – Social Services Medicaid Expansion Budget Amendment
- 5) Health & Human Services – Public Health Division State Funding for Public Health Infrastructure – Local Workforce Development
- 6) Budget Amendment and Sole Source Purchase Approval for Emergency Management **(Att. #6)**
- 7) Budget Amendment to Capital Project Ordinance for FY 2024 Capital Improvements Plan (error correction)
- 8) Board of Commissioners In-County Travel Stipend
- 9) ESRI Small Government Enterprise Licenses

Commissioner House seconded the motion.

VOTE: AYES unanimous

ITEM 23 – BOARD APPOINTMENTS

- 1) Transportation Advisory Board
Vice-Chairman Overman motioned to appoint Thomas Maher and Eleen Bryant.
Commissioner Couch seconded the motion.
VOTE: AYES unanimous
- 2) Land Transfer Tax Appeals Board
Vice-Chairman Overman motioned to reappoint Mike Siers and Jack Overman and to appoint Maggie Carrol.
Commissioner House seconded the motion.
VOTE: AYES unanimous
- 3) Health and Human Services Board
Commissioner Couch motioned to appoint Dr. Makani Peele and Duwayne Gibbs and to reappoint Daniel Jones.
Commissioner Bateman seconded the motion.
VOTE: AYES unanimous
- 4) Upcoming Board Appointments
The upcoming Board appointments for October, and November, and December 2023 were announced.

ITEM 24 – COMMISSIONERS’ BUSINESS & MANAGER’S/ATTORNEY’S BUSINESS

Following is a brief summary outline of the items mentioned by Commissioners and the County Manager during this segment:

Commissioner Couch

- Acknowledged the two lives that were lost on the Outer Banks Coast due to drowning.
- Stated that Pea Island is one of his favorite places in the fall and winter, and how there has been a flock of 11 flamingos which has brought in many photographers and visitors.

Commissioner Ross

- Reiterated that there will be a large and significant fundraiser called “Love to Remember” at the Duck Woods Country Club October 19th-22nd.
- Stated that the Mountain-to-Sea Trail Ribbon Cutting will be September 29th at 9:30 a.m. and to support Jockey’s Ridge by ordering their custom license plate.
- Noted that 9/11 is coming, please always remember to never forget.

Commissioner House

- Gave updates on the Division of Marine Fisheries and that they are doing a scoping period on the oysters and hard clam and the first meeting will be held on September 11th.
- Stated that the North Carolina Wildlife Resource Commission has decided this year to have a separate recreational flounder season (Sept. 1st-14th) outside of the recreational flounder season set forth by the North Carolina Division of Marine Fisheries (Sept. 15th-29th.) He also explained that the Wildlife Resource Commission has a set of four flounder bag limit, while the Division of Marine Fisheries has a flounder limit of one. The commercial dates for flounder season have not been announced.
- Striped Bass: Moratorium in the Albemarle Sound came out as a Proclamation.

- Our Day in History: Recognized 9/11 and remembered all of the life's that were lost in this tragic event.
- SPCA Pet of the Week - Bailey, a puppy, was shown and is available for adoption.

Vice Chairman Overman

- Congratulated the service pins receptions and the Employee of the Month.
- Attended the School Convocation at First Flight High School, stated there was a lot of excitement.
- The prescription drop-off that was scheduled for Aug 31st at the Food-a-Rama parking lot was cancelled due to Hurricane Idalia but it will be rescheduled.

Commissioner Bateman

- None

MANAGER'S/ATTORNEY'S BUSINESS

County Manager/Attorney

- Stated the U.S. Coast Guard has requested the Board to consent to and sign a Certificate of Exchange for Documentation on the Miss Katie vessel due to the shareholders changing. He explained that signing it does not change anything with the contracts and agreements.

MOTION

Commissioner House motioned to approve signing the Certificate of Exchange for Documentation on the Miss Katie.

Seconded by Vice-Chairman Overman.

VOTE: AYES unanimous

- Stated that at the last meeting, they resolved conflicts in regards to the dredge project on Island H and received settlement agreements. Roberson Contracting, LLC reached out and requested an additional \$3,800.

MOTION

Commissioner Bateman made a motion to pay Robertson Contracting, LLC the additional \$3,800.

Seconded by Vice-Chairman Overman.

VOTE: AYES unanimous

- Stated that he has received multiple phone calls from individuals inquiring about the property in Rodanthe located behind the waterpark. He asked the Board if they were prepared to sell any of the lots.

MOTION

Commissioner House made a motion that Dare County is not to sell the lots located behind the waterpark in Rodanthe.

Commissioner Bateman seconded.

VOTE: AYES unanimous

Dorothy Hester

- Announced that the Airports 80th Anniversary Celebration is Saturday, September 23rd from 10 a.m. - 3 p.m.

- Believes Meaghan Beasley is going to be a great Librarian and will provide a lot of neat programs.
- Stated that Chad Fournier has started as the new Channels Manager for GovEd TV.
- The Town of Nags Head used some of their funding to produce a video about Ash Wednesday. Current TV is co-hosting the premiere on September 14th at 2:30 at Jennette's Pier.

Dave Clawson

None

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

MOTION

Commissioner House motioned to adjourn the meeting.

Commissioner Bateman seconded the motion.

VOTE: AYES unanimous

At 12:56 p.m., the Board of Commissioners adjourned until 9:00 a.m., September 6, 2023.

Respectfully submitted,

[SEAL]

By: _____
Skyler Foley, Clerk

APPROVED: By: _____
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 at this meeting are on file in the office of the Clerk.



Tax Collector's Report

Description

Aug 2023 Releases over \$100
Aug 2023 Refunds over \$100
Aug 2023 NCVTS Refunds over \$100

Board Action Requested

Approve

Item Presenter

Becky Huff, Tax Collector

Release Report for REAL ESTATE and PERSONAL PROPERTY
(Releases over \$100)

MONTH: AUGUST

DATE RANGE: 8/1/2023 - 8/31/2023

Submitted By: Becky Huff

Taxpayer Name	Parcel #	Bill Year	Reason	Released Value	Released Tax
MASON, DAWN	939493000	2023	VALUE ADJUSTMENT	\$ (19,450.00)	\$ (122.38)
NEVILLE, JOHN S.	939400000	2023	BOAT SITUS FL	\$ (23,576.00)	\$ (195.92)
MCKEE INVESTMENTS, LLC	030835062	2023	PREV OWNER'S PERSONAL PROPERTY	\$ (22,910.00)	\$ (170.90)
GARBER, CHRISTOPHER S	012793000	2023	BOAT SOLD	\$ (33,100.00)	\$ (202.85)
OTTO, GERRAD PATRICK STERLING	939415000	2023	DUPLICATE BILLING	\$ (595,000.00)	\$ (4,495.22)
DARE COUNTY AIRPORT	025250000	2023	EXEMPT	\$ (74,900.00)	\$ (409.77)
MOORE, STARKY	936503000	2023	BROTHER'S BOAT	\$ (73,450.00)	\$ (495.11)
CURLES, CARRIE ANNE	023085009	2023	PREV OWNER'S PERSONAL PROPERTY	\$ (17,422.00)	\$ (104.85)
WISEMAN, MARK HOWARD	939525000	2023	TAGGED YEARLY BY DMV	\$ (38,800.00)	\$ (234.43)
MASON, PATRICIA	939505000	2023	VALUE ADJUSTMENT	\$ (39,371.00)	\$ (247.69)
HEUER, JOHN D	962431000	2023	BOAT TAXED IN WAKE CO	\$ (124,083.00)	\$ (706.27)
FIN & FEATHER CHARTERS INC	961632000	2023	BOAT SOLD 22	\$ (200,225.00)	\$ (1,253.66)
BRYANT, TINA M	006474000	2023	BOAT & TRL SOLD 22	\$ (28,106.00)	\$ (123.82)
BURCHETT, TROY L	935050000	2023	BOAT SOLD	\$ (15,831.00)	\$ (100.73)
OWENS, ROBERT	939486000	2023	VALUE ADJUSTMENT	\$ (39,053.00)	\$ (245.69)
BRYAN, GARY G.	962684000	2023	BOAT & TRL MOVED TO SC	\$ (88,891.00)	\$ (486.32)
STRODE, DAVID	939522000	2023	TAGGED YEARLY BY DMV	\$ (43,650.00)	\$ (263.74)
HOWD, STEVEN C	025848009	2023	PREV OWNER'S PERSONAL PROPERTY	\$ (61,527.00)	\$ (370.28)
NAGS HEAD WATERFRONT PIZZA	978197000	2023	BUSINESS CLOSED	\$ (69,119.00)	\$ (276.82)
SLASH CREEK OUTFITTERS LLC	978126000	2023	REVISED LISTING	\$ (92,731.00)	\$ (596.74)
Totals:				\$ (1,701,195.00)	\$ (11,103.19)

Refund Report for Real Estate and Personal Property

(Refunds over \$100)

MONTH: AUGUST

DATE RANGE: 8/1/2023 - 8/31/2023

Submitted By: Becky Huff

Taxpayer Name	Parcel	Bill#	Bill Yr	Refund Amt	Reason	Date
WAKELEY, CAROLYN L EXECUTOR	000879000	1446	2022	\$ (941.78)	OVERPAYMENT	8/9/2023
TARASI, MICHELE A	011421000	14723	2022	\$ (188.24)	OVERPAYMENT	8/9/2023
SHRADER, ANNE L	019732000	26692	2022	\$ (1,514.58)	OVERPAYMENT	8/9/2023
PETERS, M POWELL CO-TRUSTEES	006759000	8475	2023	\$ (119.41)	OVERPAYMENT	8/9/2023
Total Refunds:				\$ (2,764.01)		



North Carolina Vehicle Tax System

NCVTS Pending Refund report

August 2023

Payee Name	Address 1	Address 3	Bill #	Tax Jurisdiction	Levy Type	Change	Interest Change	Total Change
BIEDERMANN, ROB ALLEN	19205 SKINNER SQ	LEESBURG, VA 20176	0071477990	C99	Tax	(\$79.86)	\$0.00	(\$79.86)
				T21	Tax	(\$43.87)	\$0.00	(\$43.87)
				Refund				\$123.73
DICKSON, CRAIG SECOR	120 CHRISTOPHER DR	DUCK, NC 27949	0073488258	C99	Tax	(\$195.06)	\$0.00	(\$195.06)
				T21	Tax	(\$107.15)	\$0.00	(\$107.15)
				Refund				\$302.21
GOULD, BENJAMIN JASON	7105 HIGHLAND ST	INDIANLAND, SC 29707	0071230788	C99	Tax	(\$161.50)	\$0.00	(\$161.50)
				T21	Tax	(\$88.71)	\$0.00	(\$88.71)
				Refund				\$250.21
GOULD, BENJAMIN JASON	7105 HIGHLAND ST	INDIANLAND, SC 29707	0071230787	C99	Tax	(\$163.55)	\$0.00	(\$163.55)
				T21	Tax	(\$89.84)	\$0.00	(\$89.84)
				Refund				\$253.39
WILSON, ANDREW RAYMOND	124 COLINGTON CT	KILL DEVIL HILLS, NC 27948	0067902412	C99	Tax	(\$84.91)	\$0.00	(\$84.91)
				F50	Tax	(\$24.27)	\$0.00	(\$24.27)
				S99	Tax	(\$21.20)	\$0.00	(\$21.20)
				Refund				\$130.38
WILSON, ANDREW RAYMOND	124 COLINGTON CT	KILL DEVIL HILLS, NC 27948	0067902493	C99	Tax	(\$131.52)	\$0.00	(\$131.52)
				F50	Tax	(\$37.60)	\$0.00	(\$37.60)
				S99	Tax	(\$32.84)	\$0.00	(\$32.84)
				Refund				\$201.96
WINSTEAD, MCCAELA LEIGH MCCONNELL	336 W EDEN ST	KILL DEVIL HILLS, NC 27948	0073763067	C99	Tax	(\$236.34)	\$0.00	(\$236.34)
				T07	Tax	(\$209.49)	\$0.00	(\$209.49)
				Refund				\$445.83
Refund Total								\$1707.71



NC State Extension - Memorandum of Agreement

Description

See attached summary.

Board Action Requested

Approve

Item Presenter

Robert Outten, County Manager

Summary of Changes
2006 Memorandum of Understanding
2023 Memorandum of Agreement
NC State Extension and Board of County Commissioners

Changes are reflected in the 2023 MOA as follows:

Updated terms throughout the document:

- North Carolina Cooperative Extension Service (NCCES) - NC State Extension
- Memorandum of Understanding - Memorandum of Agreement
- Secretaries - COSS
- Extension – Cooperative Extension
- Send-In – Non Lock-In
- NCSU/NC A & T – NCSU
- SPA – SHRA
- State Retirement System - TSERS

Part I, Page 3

Item 5 – added the words “*salary splits*”

Deleted: Determine jointly with the County Board of Commissioners, or the County Manager as designee, the share of salaries to be paid by each and provide the University share of these salaries.

Item 7 – added “postage”

Deleted: Provide Extension employees with funds for postage, bulletins, leaflets and other publications for delivering Extension programming and conducting regular business.

Item 8 – Added: *NC State will investigate all cases of discrimination, harassment, or retaliation following applicable NC State policies.*

Item 9 – Added: *Investigate and manage all employee relations issues related to NC State employees housed in local offices. We will work collaboratively with local county government and NC A&T University when an issue impacts their employees.*

Part II, Page 4

No changes.

Part III, Page 4

Item 3 – Change “*applying*” to “*implementing*”

Item 4 – Added new item: *The parties will work together to maintain an environment of high-quality cooperation and services. At the request of any party, a meeting or conference will promptly be held between the Parties' representatives to resolve any problems or develop any improvements.*

Item 5 – Deleted: *Educational leaves of absence for EPA employees provided under University policy will be reviewed in consultation with the County.*

Item Deleted: That Extension employees will not be classified under a county classification system.

Part III, Page 5

Item 7 – Remove Section 7.1 (refers to "Send-In")
Section 7.2 remove references to "send-in", otherwise no changes to personnel procedures

Part III, Page 6

Section 7(e) Deleted: *under Office of State Personnel guidelines for County-based employees subject to the State Personnel Act (SPA) and unemployment compensation as mandated by the State.*

Section 7(e) Added: *COSS Employee Handbook for County Operations Support Staff (COSS).*

Section 7(f) Added: *Increases must be entered in the current fiscal year.*

Part III, Page 7

Added: *This section describes the preferred arrangement to support the salary agreement between the County and NCSU for Extension personnel. All counties will participate in the Lock-In provision unless designated on an Opt-Out Addendum the arrangement as Non Lock-In.*

Deleted: *Optional Lock-in Provision*

This section, if enacted by separate signature of the County, effects an optional "lock-in" agreement between the County and NCSU/NCA&T for Extension personnel. The "lock-in" provision establishes constants to be maintained over the course of the agreement for cost-share percentages.

Sections 8.1 and 8.2 of MOU combined into 7(g) of MOA reflecting all Extension Employees rather than splitting SPA and EPA (terms no longer used)

Deleted: Section 8.3 and 8.3 Option A and Option B of MOU

Part III, Page 8

Added: Salary and Benefits. Salaries and benefits, as delineated above in 7(a-e), will be split according to the hiring agreement and will be detailed on an attached addendum. As both parties may provide increases, these percentages will change slightly from the original hire percentage.

County Increases in the Lock-In Provision

The County may elect to include NCSU employees in County increases, bonuses, etc. at any time. See 7(f) for more information on submitting county increases. Lock-In Provision indicates that all State adjustments will be honored and automatically drafted, but the County is not limited to just the State increases in this agreement.

Part IV, Page 8

Deleted: A semi-annual meeting will be convened to maintain communication of ideas, developments, concerns and changes within the scope of the Counties and Cooperative Extension relationship. Members of the committee will include representatives of the North Carolina Association of County Commissioners (NCAAC), representatives from County Governments as recommended by the NCAAC, and administrators and designees of Cooperative Extension.

Added: The parties will conduct a periodic review of this collaboration and responsibilities to determine and evaluate whether the parties are achieving the goals and accomplishing the responsibilities activities herein. No amendment of the terms of this Agreement will be effective unless made in writing and signed by each Party's authorized signatory.

Deleted:

Signature:

Administrator

North Carolina Cooperative Extension Program North Carolina A&T State University

Added:

Addendum Attached Executed _____

Addendum was added to the agreement to provide a mechanism for counties to "opt out" of Lock-In payroll arrangement in the initial signing of the MOA or at any time with a 120 day notice.

NC STATE

EXTENSION

Memorandum of Agreement

Between
The Board of County Commissioners
Dare County
And
North Carolina State University

Preamble

North Carolina State Extension (NC State Extension) was established as a part of the College of Agriculture and Life Sciences of North Carolina State University (NCSU) by federal and state legislation for the specific purpose of "extending" the educational services of the University to the people of the state, on subjects related to agriculture and natural resources, family and consumer sciences, 4-H youth development, and community and rural development. The laws creating the Cooperative Extension Service were specifically designed to assure that the findings of research in these areas are communicated to the people of the State.

Under the Federal Appropriations Act of 1972, funds were provided to the 1862 land-grant universities (including NCSU) to enhance the extension outreach of the 1890 universities, which included North Carolina A & T State University (NCA&T). The Food and Agriculture Act of 1977 further stipulated that these funds be appropriated directly to the 1890 institutions, and formalized the North Carolina Cooperative Extension Program as an official part of the School of Agriculture and Environmental Sciences at NCA&T.

North Carolina Cooperative Extension (Cooperative Extension) provides the opportunity for North Carolina State Extension and North Carolina A & T Extension to work together to better serve the people of the State through the delivery of locally relevant programs, education and expertise.

The legislation further provided for a cooperative relationship among three levels of government – federal, state, and county – to ensure that the needs of all three levels are addressed. The primary purpose of Cooperative Extension is to provide the people of North Carolina with the most current and relevant unbiased research-based information – particularly that which is related to strengthening the economy through profitable, sustainable and safe food, forest and green industry systems; protecting the environment and natural resources; and empowering youth and families to lead healthier lives and become community leaders. These purposes are furthered by Cooperative Extension employees who are charged with carrying out the extension education programs of the universities and the U.S. Department of Agriculture.

Cooperative Extension has sufficient flexibility to permit attention to the special problems, needs, and interests of the citizens and leadership in each county. Therefore, the programmatic, personnel, and funding complement reflects the unique needs of each county. County Advisory Councils are consulted on a regular basis to assist in prioritizing the county educational program content. Program clientele or recipients of services include individuals, families, communities, municipalities, agricultural and seafood processing and marketing firms, other businesses and certain organizations. These services are delivered to adults and youth in both urban and rural settings.

To assure that educational programs offered by Cooperative Extension meet the needs of the local clientele, it is important that both elected and appointed decision makers at each level of government understand their respective responsibilities and relationships in conducting and funding this work. To this end, this Memorandum of Agreement will detail the individual relationships and mutually agreed-upon responsibilities of NCSU and each county or tribal community that signs this Memorandum of Agreement.

Part I.
NC State Extension will:

1. Establish minimum requirements and qualifications for employment in Cooperative Extension work.
2. Receive and examine applications for employment.
3. Interview and screen applicants to determine their qualifications and availability.
4. Consult with the Board of County Commissioners, or the County Manager as designee, regarding qualified applicants for appointment to vacant or new Cooperative Extension positions.
5. Consult with the Board of County Commissioners, or the County Manager as designee, regarding the salaries and salary splits of all Cooperative Extension employees, including but not limited to County Extension Directors, Extension Agents, and County Operations Support Staff (COSS).
6. Prepare and submit an annual budget to the Board of County Commissioners, or the County Manager as designee, for securing the county's share of funds for salaries and operating expenses each based on the state fiscal year.
7. Provide funds for official travel necessary to conduct Cooperative Extension work and postage funds, to the extent that funds are available, and for purposes authorized by state and federal policies.
8. Accept responsibility and provide the leadership for administration and supervision of Cooperative Extension programs and personnel, including compliance with affirmative action and equal employment opportunity requirements. NC State will investigate all cases of discrimination, harassment, or retaliation following applicable NC State policies.
9. Investigate and manage all employee relations issues related to NC State employees housed in local offices. We will work collaboratively with local county government and NC A&T University when an issue impacts their employees.
10. Develop and administer a personnel management plan that will provide the annual review of each employee's performance, counseling for job improvement where needed, and periodic county program reviews.
11. Provide a staff of specialists to train agents in current technology and other changes affecting agriculture and natural resources, family and consumer sciences, 4-H and youth, and community and rural development, and to otherwise assist them in conducting work in these areas.

12. Provide Cooperative Extension professionals with training programs as needed to maintain effective program delivery.
13. Seek regular input from the County and maintain a County Advisory Leadership System to ensure that county Cooperative Extension programs are based on the particular needs of people in their respective county.
14. Prepare and submit a "Report to the People" to the Board of Commissioners, or the County Manager as designee, at least annually, informing the Board or Manager of Cooperative Extension programs and work accomplished.

Part II.

The Board of County Commissioners will:

1. Provide the County's share of salaries and benefits for Cooperative Extension personnel.
2. Comply with North Carolina's Workers Compensation Act, N.C. General Statute § 97-2(2).
3. Provide offices, equipment, utilities, telephones, office supplies, instructional materials and other items needed for efficient operation of the County Extension Center and its programs; and comply with the accessibility provisions of the Americans with Disabilities Act.
4. Review and consider the annual budget request from NCSU, and take appropriate action by July 1 of each fiscal year.
5. Provide regular input to the District and County Extension Directors on the particular needs of people in their respective county to help ensure that county Cooperative Extension programs are based on specific needs and meet county programming plans.

Part III.

NC State Extension and the Board of County Commissioners mutually agree:

1. That all county Cooperative Extension employment appointments and separations will be made in consultation between NCSU and the Board of County Commissioners, or the County Manager as designee, and that no official action related to such appointments or separations will be taken by either party regarding appointment or separation prior to discussion of the matter with the other party.
2. That the Board of County Commissioners and NCSU shall each be responsible for compliance with applicable laws and regulations relating to their respective operations.
3. To cooperate in implementing affirmative action and equal employment opportunity plans of NCSU.

4. The parties will work together to maintain an environment of high-quality cooperation and services. At the request of any party, a meeting or conference will promptly be held between the Parties' representatives to resolve any problems or develop any improvements.
5. That the policies established by the State of North Carolina under N.C. General Statute §126 and followed by the UNC System for SHRA employees be used in the granting and administration of leave related to the earning rates, transfer policies, payout computation and timing, and administration of vacation, sick, civil, community involvement, military, Family and Medical Leave, Family Illness Leave, leaves of absence, and other approved leave programs for Cooperative Extension personnel.
6. That Cooperative Extension employees will follow county policies relative to office hours, office closings for inclement weather, and holidays, and for the management and use of county property.
7. That personnel procedures are as follows:

(a) Establishing Accounts to Operationalize the Payroll Process.

- i. To operationalize the payroll arrangement, NCSU will establish a Trust Fund Account for the County at NCSU that will serve as the vehicle for the transfer of funds from the County to NCSU for use in paying the county's agreed-upon share of salary and benefits for Cooperative Extension personnel.
- ii. Procedure for Providing Funds to the Account. A State Treasurer's Electronic Payment System (STEPS) form will be completed and the original submitted to the Assistant Extension Director of HR and Operational Strategy via the appropriate District Extension Director. The County Finance Officer, or the designated County representative, will receive notification from the NCSU College of Agriculture and Life Sciences HR Office prior to the University's payroll date, generally the last working day of each month, advising the amount due for the current payroll. Within 5 business days following the payday, the respective University will draft against the County's established trust account in the amount communicated.
- iii. Administration of the Account. The trust account will be maintained in accordance with the respective NCSU accounting policies and procedures. The trust account will be audited and reconciled by the NCSU College of Agriculture and Life Sciences Business Office to ensure the month-end account balance remains zero.

(b) Employee Benefits.

- i. Retirement Benefits. All Extension Personnel will participate solely in either the North Carolina Teachers and State Employees Retirement System (TSERS) and accompanying North Carolina Disability Income Plan, or the Optional Retirement Plan, based on eligibility criteria established by the State. They will be eligible solely for respective NCSU employee benefits for which they qualify based on their appointment and FTE, and former federal appointees will maintain federal benefits, the employer-paid parts of which will be paid for solely by NCSU.

(c) Taxes and Fringe Benefits.

- i. The County will be responsible for providing their proportional share of fringe benefits for all Cooperative Extension personnel, including but not limited to the following:
 1. Employer contributions to all applicable Federal and State taxes.
 2. Employer contribution to TSERs per N.C. General Statute §135, or to ORP per N.C. General Statute §135-5.1.
 3. Employer contribution to the Health Insurance matching charges per N.C. General Statute §135.

(d) Workers' Compensation will be administered pursuant to N.C. General Statute §97-2(2). The County will provide full and direct coverage for those employees subject to the County workers' compensation insurance within the county insurance program. Employees for whom the County will maintain workers' compensation coverage are the following:

1. All administrative and any other positions designated as County Operations Support Staff (COSS); and
 - a. All Program Assistants/Associates who are not funded by directly allocated federal funds such as EFNEP, or Program Assistants/Associates who are paid in part by EFNEP funds but which account for less than 50% funding.
 - b. NCSU will provide full and direct coverage for their respective Cooperative Extension employees subject to NCSU's workers' compensation insurance. Cooperative Extension employees for whom NCSU will maintain workers' compensation coverage are the following:
 - i. All County Extension Directors and Extension Agents; and
 - ii. All Program Assistants or Associates who are funded by directly allocated federal funds such as EFNEP, or Programs Assistants or Associates who are paid in part by EFNEP funds at equal to or more than 50% funding.

(e) Employee Separation

1. NCSU will process severance pay for reductions-in-force (RIFs) as delineated in the COSS Employee Handbook for County Operations Support Staff (COSS).
2. Upon an employee's separation, the County will pay out its proportional share of annual/vacation leave, up to a maximum of 240 hours per the OSHR and/or UNC System guidelines, and any applicable bonus leave balance.

3. The County will pay its proportional share of state longevity for COSS employees upon an employee's service anniversary date.
4. The County will pay out its proportional share of any accrued "extra" time (hour-for-hour) or overtime (1.5 hour-for-hour) to Cooperative Extension employees that are subject to Fair Labor Standards Act or the North Carolina Wage and Hour Act upon an employee's earning anniversary date or as due to the employee at the time of separation.

(f) Optional County-paid Salary Increases or Bonuses to Cooperative Extension Personnel.

At their discretion, Counties may award additional permanent salary increases or one-time pay awards ("bonuses") to Cooperative Extension personnel. If such salary increases or bonuses are proposed by the County under the "non-lock-in" payroll arrangement, they must be communicated to the appropriate District Extension Director's office no later than the first day of any month in which the proposed increase or bonus is to be applied. Increases must be entered in the current fiscal year.

(g) Lock-In Provision

This section describes the preferred arrangement to support the salary agreement between the County and NCSU for Extension personnel. All counties will participate in the Lock-In provision unless designated on an Opt-Out Addendum the arrangement as Non Lock-In.

1. Salary Adjustments for Extension Employees under the Lock-In Provision. The full compensation plan for university employees as approved by the General Assembly and implemented by the Office of the President, University of North Carolina System, will serve as the basis for all compensation adjustments and both the County and NCSU will adhere to the plan's effective dates and implementation instructions. Cooperative Extension personnel receiving salary from grant funds will be governed by the terms and conditions of the applicable grant within the scope and applicability of NCSU personnel policies governing grants. These compensation components include, but are not limited to:

Across-the-board adjustments,
 Cost-of-living adjustments (COLA),
 Merit adjustments,
 Bonuses (in any form conveyed), and
 Promotion, classification, market, or equity adjustments.

Salary and Benefits. Salaries and benefits, as delineated above in 7(a-e), will be split according to the hiring agreement and will be detailed on an attached addendum. As both parties may provide increases, these percentages will change slightly from the original hire percentage.

2. County Increases in the Lock-In Provision

The County may elect to include NCSU employees in County increases, bonuses, etc. at any time. See 7(f) for more information on submitting county increases. Lock-In Provision indicates that all State adjustments will be honored and automatically drafted, but the County is not limited to just the State increases in this agreement.

Part IV.

DURATION, AMENDMENT, AND TERMINATION

The parties will conduct a periodic review of this collaboration and responsibilities to determine and evaluate whether the parties are achieving the goals and accomplishing the responsibilities activities herein. No amendment of the terms of this Agreement will be effective unless made in writing and signed by each Party's authorized signatory.

Signatures of the persons below authorize execution of this document, effective as of January 1, 2023, and continuing year-to-year, unless otherwise terminated in writing by either party under written notification to the other party no less than one-hundred twenty (120) days prior to the proposed termination date. Termination of this Memorandum of Agreement shall have the effect of terminating the Cooperative Extension activities and programs in the County.

Signature: _____ Date: _____

Chairperson or Designee Board of County Commissioners

Dare County

Signature: _____ Date: _____

Director
North Carolina Cooperative Extension
North Carolina State University

Signature: _____ Date: _____

Dean
College of Agriculture and Life Sciences
North Carolina State University

This instrument has been preaudited in the manner required by the Local Government Budget and Fiscal Control Act.

Sally DeToss 8/30/23

Addendum Attached Executed _____

EXTENSION

**Addendum to Memorandum of Agreement
Dare County**

This addendum documents the current salary percentages provided by the County and by NCSU.

Salary Percentages for Dare County as of June 21, 2023

Position Title	Salary Percentage County	Salary Percentage NCSU
County Extension Director/Consumer Horticulture	50	50
Agent – 4-H Youth Development	50	50
Area Agent – Family and Consumer Sciences (shared with Tyrrell)	30	38
Administrative Assistant	50	50
Ag Technician	100	0

County Ag Add-On = 0.0

Any position added to this county's staff of Extension Personnel through mutual agreement between the County and NCSU subsequent to the effective date of this modification will have its funding splits documented in correspondence between this County and NCSU and will become part of this Agreement.



*Budget Amendment - NCRPA Grant - Nerf Gun Program
Fessenden Center*

Description

The North Carolina Recreation and Park Association (NCRPA) has awarded the County a \$1,000 grant to fund a Nerf Gun family program at the Fessenden Center. The grant funds will be used to purchase nerf guns and darts, lighting, and other supplies necessary to host the program.

Board Action Requested

Accept the grant funds awarded.

Item Presenter

Robert Outten, County Manager

DARE COUNTY

BUDGET AMENDMENT

F/Y 2023- 2024

ACCOUNT	CODE			INCREASE	DECREASE
	Org	Object	Project		
<u>Department: Parks and Recreation</u>					
<u>Revenues:</u>					
NCRPA Grant	103640	422075		1,000	
<u>Expenditures:</u>					
Supplies	104640	513300		1,000	

Explanation:

The North Carolina Recreation and Park Association (NCRPA) has awarded the County a \$1,000 grant to fund a Nerf Gun family program at the Fessenden Center. The grant funds will be used to purchase nerf guns and darts, lighting, and other supplies necessary to host the program.

Approved by:

Board of Commissioners: _____

Date: _____

County Manager: _____

Date: _____

Finance only:

Date entered: _____ Entered by: _____ Reference number: _____



Reimbursement Resolution for the Series 2024A Limited Obligation Bonds

Description

This resolution updates the reimbursement resolution adopted in October 2022 for the change in Phase 2 projects - from Manteo & Frisco EMS to Kitty Hawk EMS.

Board Action Requested

Adopt Resolution.

Item Presenter

David Clawson, Finance Director

**RESOLUTION OF THE COUNTY OF DARE, NORTH CAROLINA
DECLARING THE INTENT OF THE COUNTY OF DARE, NORTH
CAROLINA TO REIMBURSE ITSELF FOR CAPITAL
EXPENDITURES FROM THE PROCEEDS OF CERTAIN TAX-
EXEMPT OBLIGATIONS**

WHEREAS, the Board of Commissioners of the County of Dare, North Carolina (“*County*”) has determined that it is in the best interests of County to finance (1) the construction of a new youth center in the Town of Manteo and (2) the construction, renovation, and improvements to various County EMS stations (collectively, the “*Projects*”);

WHEREAS, the County presently intends, at one time or from time to time, to finance all or a portion of the costs of the Projects with proceeds of tax-exempt obligations and reasonably expects to cause to be executed and delivered tax-exempt obligations (the “*Obligations*”) to finance, or to reimburse itself for, all or a portion of the costs of the Projects; and

WHEREAS, the County desires to proceed with some or all of the Projects and will incur and pay certain expenditures in connection with the Projects prior to the date of execution and delivery of the Obligations (the “*Original Expenditures*”), such Original Expenditures to be paid for originally from a source other than the proceeds of the Obligations, and the County intends, and reasonably expects, to be reimbursed for such Original Expenditures from a portion of the proceeds of the Obligations to be executed and delivered at a date occurring after the dates of such Original Expenditures;

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the County of Dare, North Carolina as follows:

Section 1. ***Official Declaration of Intent.*** The County presently intends, and reasonably expects, to reimburse itself for the Original Expenditures incurred and paid by the County on or after the date occurring 60 days prior to the date of adoption of this Resolution from a portion of the proceeds of the Obligations. The County reasonably expects to execute and deliver the Obligations to finance all or a portion of the costs of the Projects and the maximum principal amount of Obligations expected to be executed and delivered by County to pay for all or a portion of the costs of the Projects is approximately \$22,000,000.

Section 2. ***Compliance with Regulations.*** The County adopts this Resolution as a declaration of official intent under Section 1.150-2 of the Treasury Regulations promulgated under Section 103 of the Internal Revenue Code of 1986, as amended, to evidence the County’s intent to reimburse itself for the Original Expenditures from proceeds of the Obligations.

Section 3. ***Itemization of Capital Expenditures.*** The Finance Director of the County, with advice from bond counsel, is hereby authorized, directed and designated to act on behalf of the County in determining and itemizing all of the Original Expenditures incurred and paid by the County in connection with the Projects during the period commencing on the date occurring 60 days prior to the date of adoption of this Resolution and ending on the date of execution and delivery of the Obligations.

Section 4. ***Effective Date.*** This Resolution shall become effective immediately upon the date of its adoption.

Adopted this the 2nd day of October, 2023.

Robert Woodard, Chairman

Attest:

Skyler Foley, Clerk to the Board

STATE OF NORTH CAROLINA)
)
COUNTY OF DARE) SS:

I, *Skyler Foley*, Clerk to the Board of Commissioners of the County of Dare, North Carolina, ***DO HEREBY CERTIFY*** that the foregoing is a true and exact copy of a resolution entitled “**RESOLUTION OF THE COUNTY OF DARE, NORTH CAROLINA DECLARING THE INTENT OF THE COUNTY OF DARE, NORTH CAROLINA TO REIMBURSE ITSELF FOR CAPITAL EXPENDITURES FROM THE PROCEEDS OF CERTAIN TAX-EXEMPT OBLIGATIONS**” duly adopted by the Board of Commissioners of the County of Dare, North Carolina at a meeting held on the 2nd day of October, 2023.

WITNESS my hand and the corporate seal of the County of Dare, North Carolina, this the ____ day of October, 2023.

(SEAL)

Skyler Foley
Clerk to the Board of Commissioners
County of Dare, North Carolina



General Fund Budget Amendment for Transfers to Other Funds

Description

The attached budget amendment is to establish a budget for a \$6,000,000 use of fund balance for the FY 2024 CIP approved by the Board on 8/7/2023 and for \$1,500,000 for the Woda Cooper project approved by the Board on 9/19/2023.

As presented on 9/19, the General Fund projected fund balance for 6/30/2023 will remain above the 25% target.

Board Action Requested

Adopt the budget amendment.

Item Presenter

David Clawson, Finance Director

DARE COUNTY

BUDGET AMENDMENT

F/Y 2023-2024

ACCOUNT	CODE			INCREASE	DECREASE
	Org	Object	Project		
Department:					
Transfers to Other Funds					
<u>Revenues:</u>					
Appropriated fund balance	103090	499900		\$7,500,000	
<u>Expenditures:</u>					
Transfer to Capital Investment Fund	104925	591100		\$6,000,000	
Transfer to Community Housing Fund	104925	591800		\$1,500,000	

Explanation:

To budget transfer of \$6,000,000 for the FY 2024 CIP/CIF per the adopted plan, approved by the Board on 8/7/2023.
To budget transfer of \$1,500,000 for the Woda Cooper project, approved by the Board on 9/19/2023.

Approved by:

Board of Commissioners: _____

Date: _____

County Manager: _____

Date: _____

Finance only:

Date entered: _____ Entered by: _____ Reference number: _____



Budget Amendment for Dredge Loan Forgiveness

Description

The first calculation of dredge loan forgiveness per the contract with EJE Dredging resulted in loan forgiveness of \$1,797,462.38.

Board Action Requested

Adopt budget amendment.

Item Presenter

David Clawson, Finance Director

DARE COUNTY

BUDGET AMENDMENT

F/Y 2023-2024

ACCOUNT	CODE			INCREASE	DECREASE
	Org	Object	Project		
Department:					
Dredging Fund					
<u>Revenues:</u>					
Appropriated fund balance	253571	499900		\$1,797,463	
<u>Expenditures:</u>					
Dredge Loan Forgiveness	254572	559916	00775	\$1,797,463	

Explanation:

To establish budget for the first dredge loan forgiveness calculation.

Approved by:

Board of Commissioners: _____

Date: _____

County Manager: _____

Date: _____

Finance only:

Date entered: _____ Entered by: _____ Reference number: _____



Authorization to Present Service Weapon to Retiring Deputy Sheriff

Description

Deputy Sheriff Thomas Nieman is retiring on October 01, 2023 and Sheriff Doughtie requests permission to present his service weapon to him in recognition of his distinguished service as provided in North Carolina General Statute.

Board Action Requested

Authorize the transfer of the service weapon in the amount of \$1.00 pursuant to the provisions of the General Statutes.

Item Presenter

Sheriff J. D. "Doug" Doughtie



DHHS - Social Services Adult Protective Services Essential Services Funding

Description

This is to appropriate Adult Protective Services Essential Services Funds. These funds are used to help county departments provide vital services to disabled adults for whom the need for protective services had been substantiated. These funds can be spent July 2023 to May 2024. Funds 100% federal. There is no effect on county dollars.

Board Action Requested

Approve amendment.

Item Presenter

n/a

DARE COUNTY

BUDGET AMENDMENT

F/Y 2023- 2024

ACCOUNT	CODE			INCREASE	DECREASE
	Org	Object	Project		
Department: DHHS - Social Services Division					
<u>Revenues:</u>					
State & Fed Aid - Admin	103026	423001		2,655	

Expenditures:

APS Essential Services	104614	582100		2,655	
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Explanation:

This is to appropriate Adult Protective Services Essential Services Funds. These funds are used to help county departments provide vital services to disabled adults for whom the need for protective services had been substantiated. These funds can be spent July 2023 to May 2024. Funds 100% federal. There is no effect on county dollars.

Approved by:

Board of Commissioners: _____

Date: _____

County Manager: _____

Date: _____

Finance only:

Date entered: _____ Entered by: _____ Reference number: _____



NC DEPARTMENT OF
HEALTH AND HUMAN SERVICES

DIVISION OF SOCIAL SERVICES

APS Essential Services

FUNDING SOURCE: (APC6) American Rescue Plan (ARP) f
under SSA Title XX Section 2042(b)

EFFECTIVE DATE: 07/01/2023

AUTHORIZATION NUMBER: 1

ALLOCATION PERIOD

FROM JUNE 2023 THRU MAY 2024 SERVICE MONTHS

FROM JULY 2023 THRU JUNE 2024 PAYMENT MONTHS

Co. No.	COUNTY	Unique Entity Identifier	Initial (or Previous) Allocation Funding Authorization		Additional Allocation		Grand Total
			Federal	Total	Federal	Total	Federal
01	ALAMANCE	F5VHYUU13NC5	41,643.80	41,643.80	0.00	0.00	41,643.80
02	ALEXANDER	XVEEJSNY7UX9	4,639.43	4,639.43	0.00	0.00	4,639.43
03	ALLEGHANY	GTC2BCN7SKK3	6,324.58	6,324.58	0.00	0.00	6,324.58
04	ANSON	PK8UYTSNJCC3	3,288.29	3,288.29	0.00	0.00	3,288.29
05	ASHE	PBZ9TLZMHUS9	3,795.98	3,795.98	0.00	0.00	3,795.98
06	AVERY	UZ19JT8JXL3	675.34	675.34	0.00	0.00	675.34
07	BEAUFORT	Q14JUM5NZQ43	12,574.92	12,574.92	0.00	0.00	12,574.92
08	BERTIE	FSW9MGNZAK39	8,620.81	8,620.81	0.00	0.00	8,620.81
09	BLADEN	TLCTJWDJH1H9	2,868.66	2,868.66	0.00	0.00	2,868.66
10	BRUNSWICK	MJBMXLN9NJT5	7,197.75	7,197.75	0.00	0.00	7,197.75
11	BUNCOMBE	W5TCDKMLHE69	43,369.77	43,369.77	0.00	0.00	43,369.77
12	BURKE	KVJHUFURQDM5	9,622.53	9,622.53	0.00	0.00	9,622.53
13	CABARRUS	PF3KTEELMHV6	7,559.74	7,559.74	0.00	0.00	7,559.74
14	CALDWELL	HL4FGNJNGE97	14,421.04	14,421.04	0.00	0.00	14,421.04
15	CAMDEN	FVT7YDQ5CAA5	1,679.37	1,679.37	0.00	0.00	1,679.37
16	CARTERET	UC6WJ2MQMJS8	7,453.46	7,453.46	0.00	0.00	7,453.46
17	CASWELL	CL7NKCTNQG75	3,123.70	3,123.70	0.00	0.00	3,123.70
18	CATAWBA	GYUNA9W1NFM1	13,109.26	13,109.26	0.00	0.00	13,109.26
19	CHATHAM	KE57QE2GV5F1	4,229.21	4,229.21	0.00	0.00	4,229.21
20	CHEROKEE	DCEGK6HA11M5	4,046.90	4,046.90	0.00	0.00	4,046.90
21	CHOWAN	YJ7KT3E58F5	1,321.17	1,321.17	0.00	0.00	1,321.17
22	CLAY	HYKLQVNWLXK7	2,742.08	2,742.08	0.00	0.00	2,742.08
23	CLEVELAND	MXEZRW9DKR86	12,549.70	12,549.70	0.00	0.00	12,549.70
24	COLUMBUS	V1UAJ4L87WQ7	1,860.81	1,860.81	0.00	0.00	1,860.81
25	CRAVEN	LTZ2U8LZQ214	17,989.52	17,989.52	0.00	0.00	17,989.52
26	CUMBERLAND	TH2WJPJRMGV3	29,508.06	29,508.06	0.00	0.00	29,508.06
27	CURRITUCK	VDL5DNFQX374	1,597.80	1,597.80	0.00	0.00	1,597.80
28	DARE	ELV6JGB11QK6	2,655.30	2,655.30	0.00	0.00	2,655.30
29	DAVIDSON	C9P5MDJC7KY7	16,505.53	16,505.53	0.00	0.00	16,505.53
30	DAVIE	GSJ6K8J2PD57	5,154.60	5,154.60	0.00	0.00	5,154.60
31	DUPLIN	KZN4GK5262K3	7,554.93	7,554.93	0.00	0.00	7,554.93
32	DURHAM	LJ5BA6U2HLM7	43,446.38	43,446.38	0.00	0.00	43,446.38
33	EDGECOMBE	DYB5XFVEN8H3	8,885.84	8,885.84	0.00	0.00	8,885.84
34	FORSYTH	ZTVELM361423	17,813.86	17,813.86	0.00	0.00	17,813.86
35	FRANKLIN	FFKTRQCNN143	6,758.60	6,758.60	0.00	0.00	6,758.60
36	GASTON	QKY9R8A8D5J6	63,063.54	63,063.54	0.00	0.00	63,063.54
37	GATES	F4L4FXEB3BK3	1,843.45	1,843.45	0.00	0.00	1,843.45
38	GRAHAM	W3JTJG1KP5D7	743.81	743.81	0.00	0.00	743.81
39	GRANVILLE	DAZ3PRU8U4J5	5,340.83	5,340.83	0.00	0.00	5,340.83
40	GREENE	VCU5LD71N9U3	2,373.92	2,373.92	0.00	0.00	2,373.92
41	GUILFORD	YBEQWGFJPMJ3	25,001.83	25,001.83	0.00	0.00	25,001.83
42	HALIFAX	MRL8MYNJ3Y5	6,936.30	6,936.30	0.00	0.00	6,936.30
43	HARNETT	JBDCD9V41BX7	10,156.25	10,156.25	0.00	0.00	10,156.25
44	HAYWOOD	DQHZEVAV95G5	6,464.34	6,464.34	0.00	0.00	6,464.34



*Health & Human Services - Public Health Division
COVID-19 Vaccination Program Funding*

Description

The Public Health Division has received funding from the NC Division of Public Health, Immunization Branch for the COVID-19 Vaccination Program. The purpose of this funding is for the Local Health Department to continue activities that focus on removing the barriers to accessing vaccine, increasing vaccine confidence, coordinating COVID-19 vaccine services, and expanding its COVID-19 vaccination program. Funding will be used for the costs of RN's administering the vaccinations and to purchase supplies and PPE for the vaccine clinics.

Board Action Requested

Approve Budget Amendment

Item Presenter

N/A

Division of Public Health

Agreement Addendum

FY 23-24

Page 1 of 6

Dare County Department of Health &
Human Services — Public Health Division
Local Health Department Legal Name

716 CDC COVID-19 Vaccination Program
Activity Number and Description

06/01/2023 – 05/31/2024
Service Period

07/01/2023 – 06/30/2024
Payment Period

Original Agreement Addendum
 Agreement Addendum Revision # _____

Epidemiology / Immunization Branch
DPH Section / Branch Name

Deji Ayankoya, 919-418-8591
ayodeji.ayankoya@dhhs.nc.gov
DPH Program Contact
(name, phone number, and email)

DPH Program Signature **Date**
(only required for a negotiable Agreement Addendum)

I. **Background:**

As part of the Coronavirus Response and Relief Supplemental Appropriations Act of 2021 (P.L. 116-260) and the American Rescue Plan Act of 2021 (P.L. 117-2), North Carolina received supplemental funding to assist the local health departments with coronavirus vaccine activities to support broad-based distribution, access, and vaccine coverage. Specifically, this supplement funding will be used to ensure greater equity and access to the COVID-19 vaccine by those disproportionately affected by COVID-19.

Local health departments are to focus on the work of removing barriers and expanding their COVID-19 vaccination programs. The maintenance of on-site, satellite, temporary or off-site COVID-19 vaccination clinics must adhere to cold-chain procedures in accordance with the vaccine manufacturer's instructions and CDC's guidance on COVID-19 vaccine storage and handling. Priority must be given to activities focused on the hard-to-reach, high-risk, underserved populations and increasing vaccine confidence to increase community vaccine coverage. Vaccine hesitancy is a complex matter that involves various factors, such as confidence, complacency, and convenience.

II. **Purpose:**

The Local Health Department is to continue activities that focus on removing the barriers to accessing vaccine, increasing vaccine confidence, coordinating COVID-19 vaccine services, and expanding its COVID-19 vaccination program, with an emphasis on reaching high-risk and underserved populations, including racial and ethnic minorities, and all others disproportionately affected by COVID-19.



Health Director Signature (use blue ink or verifiable digital signature)

9/6/23

Date

LHD to complete: [For DPH to contact in case follow-up information is needed.]	LHD program contact name: <u>Debbie Dutton</u>
	Phone and email address: <u>252-475-9366 debbie.dutton@darenc.gov</u>

To reduce the spread of the SARS-CoV-2 virus and its variants, we need to sustain our vaccination efforts as new products become available and vaccinate as many people as possible. Planning and response require close collaboration among public and private sector partners, public health emergency response and emergency management, healthcare organizations, and healthcare industry groups within the community. A key component is community sustainability so that the LHD is prepared for updated COVID-19 vaccines and is prepared to implement influenza vaccination both seasonally and as part of pandemic preparedness.

III. **Scope of Work and Deliverables:**

The Local Health Department (LHD) shall:

1. Vaccinate eligible populations in accordance with all requirements and the most current official CDC/HHS recommendations for COVID-19 vaccines as published as in the Morbidity and Mortality Weekly Report (MMWR) and comply with all applicable requirements as set forth by the U.S. Food and Drug Administration, including but not limited to requirements in any EUA that covers COVID-19 vaccine.
2. Ensure designated healthcare professionals receive the training needed to ensure COVID-19 vaccines are stored, handled, prepared, and administered correctly. Training must be ongoing as new COVID-19 vaccines become available and as recommendations evolve when we learn more about the vaccines and how to improve the vaccination process. Those requirements include:
 - a. COVID-19 vaccine management
 - b. Storage and handling procedures
 - c. Vaccine preparation and administration
 - d. Documentation and record keeping
 - e. Proper procedures for facilitating vaccine transfers between providers, and
 - f. Reporting requirements as required by NCDHHS/DPH and the CDC.
3. Identify community vaccination partners (e.g., pediatricians, pharmacies, occupational health settings, schools, other physician offices, and community-based organizations) to combine efforts and implement strategies to vaccinate all eligible populations with COVID-19 vaccine.
4. Ensure safe implementation of on-site, satellite, temporary, off-site, or other alternative vaccination clinics. Follow CDC guidance for planning vaccination clinics that includes clinical considerations such as social distancing, responding to medical emergencies, vaccine storage, handling, administration, and documentation.¹ Large-scale clinics, such as those held in arenas or stadiums require added logistical and technical considerations. Partners may need to be engaged to accomplish aspects of the local plan, such as National Guard, local law enforcement, local emergency management, local hospitals, and pharmacies.
5. Conduct vaccination clinics that are open to the public. These clinics may be provisionally located at walk-through sites (churches, community centers, outdoor tents) or other settings such as mobile, curbside, or drive-through sites.
6. Adjust clinic plans to accommodate a variety of scenarios due to vaccine hesitancy and no-show rates. Vaccine hesitancy includes many factors such as a lack of vaccine confidence, complacency about the virus, and the inconvenience of obtaining a vaccine. Focus activities to establish and build trust among hard-to-reach, high-risk, and underserved populations.

¹ <https://www.cdc.gov/vaccines/hcp/admin/mass-clinic-activities/index.html>

7. Educate the public on the benefits of receiving the COVID-19 vaccine. Foster trust in conversations with the public to address specific topics on vaccine hesitancy.
8. Leverage established relationships and establish new partnerships with COVID-19 vaccine program partners (e.g., HIV, nutrition services, WIC, rural health) to disseminate standardized health promotion materials to clients receiving other services. Other partnerships may include a variety of community organizations and places where people gather such as churches, community centers, homeless shelters, jails/prisons, and businesses such as barber shops and processing plants.
9. Estimate the resources needed to support COVID-19 vaccine administration and outreach activities and hire or reassign staff additional personnel to support these functions.
10. Procure supplies for vaccination clinics, as needed. For those clinics, follow these guidelines:
 - a. CDC “Interim Infection Prevention and Control Recommendations for Healthcare Personnel During the Coronavirus Disease 2019 (COVID-19) Pandemic” guidelines where healthcare is delivered in U.S. settings.²
 - b. World Health Organization “Cleaning and disinfection of environmental surfaces” guidelines.³
 - c. Examples of supplies to obtain include those items necessary to protect both staff and patients from COVID-19, such as:
 1. Hand sanitizer with at least 60% alcohol for hand hygiene
 2. Clinic sanitizing wipes and cleaning supplies to allow for frequent cleaning of the clinic area
 3. Mask/face coverings for patients who do not have a mask
 4. Signage, tape, ropes, and cones for clinic workflow to encourage physical distancing and efficient one-way flow through the vaccination process
 5. Thermometers for checking each patient’s temperature before entering the clinic.
11. Store vaccine in proper vaccine storage equipment (e.g., refrigerators, freezers, portable storage units), and use CDC-approved digital data loggers for temperature monitoring of vaccine storage and handling units used for COVID-19 vaccine.
12. Follow relevant CDC vaccine transport requirements to prepare COVID-19 vaccines for transport from the LHD to off-site clinics. COVID-19 vaccine products are temperature-sensitive and must be stored and handled correctly to ensure efficacy and maximize shelf life. Proper storage and handling practices are critical to minimize vaccine loss and limit the risk of administering COVID-19 vaccine with reduced effectiveness.
13. Follow CDC COVID-19 Vaccination Provider Requirements for COVID-19 vaccine storage and handling.⁴

IV. Performance Measures / Reporting Requirements:

1. Performance Measures

- a. Report vaccine administration data on all vaccine recipients via NCIR and as directed by the CDC COVID-19 Vaccination Program Agreement (through September/October 2023) and by the CDC Vaccine for Children Provider Agreement thereafter.

² <https://www.cdc.gov/coronavirus/2019-ncov/hcp/infection-control-recommendations.html>

³ <https://www.who.int/publications/i/item/cleaning-and-disinfection-of-environmental-surfaces-in-the-context-of-covid-19>

⁴ <https://www.cdc.gov/vaccines/hcp/admin/storage/toolkit/index.html>

- b. Track and report COVID-19 vaccine transfers and vaccine wastage/spoilage occurrences according to the NC DHHS/DPH guidelines.
- c. Ensure designated staff receive training on COVID-19 vaccine administration, management, inventory, and reporting requirements as required by CDC and NC DHHS/DPH.

2. Reporting Requirements

Complete the following reports via the Smartsheet dashboard, which can be accessed at <https://app.smartsheet.com/b/publish?EQBCT=20c1496dfdb34999a4b885c4ee4f35ad>. All of the due dates for these reports are posted on the Smartsheet dashboard.

- a. **Monthly Financial Reports:** These monthly financial reports will report on the prior month. The first financial report is to report on June 2023 through September 2023 and is due by October 22, 2023.
- b. **Semiannual Program Reports:** These semiannual program reports will report on the prior period. The first program report is to report for April 2023 through June 2023 and is due by October 22, 2023. The semiannual periods for these program reports are defined as:
 - April – June 2023 *
 - July – December 2023
 - January – May 2024

**April and May 2023 data is from services provided under the Agreement Addendum for state fiscal year 2023.*

V. Performance Monitoring and Quality Assurance:

1. The Immunization Branch will monitor this Activity through review of the required monthly and semiannual reports as described above, vaccine immunization data, and reporting data in NCIR.
2. Technical consultation to support LHDs in meeting these objectives will be provided by the Immunization Branch, as needed, to ensure that the LHD meets the objectives.

VI. Funding Guidelines or Restrictions:

1. Requirements for pass-through entities: Requirements for pass-through entities: In compliance with 2 CFR §200.331 – *Requirements for pass-through entities*, the Division of Public Health provides Federal Award Reporting Supplements to the Local Health Department receiving federally funded Agreement Addenda.
 - a. Definition: A Supplement discloses the required elements of a single federal award. Supplements address elements of federal funding sources only; state funding elements will not be included in the Supplement. Agreement Addenda (AAs) funded by more than one federal award will receive a disclosure Supplement for each federal award.
 - b. Frequency: Supplements will be generated as the Division of Public Health receives information for federal grants. Supplements will be issued to the Local Health Department throughout the state fiscal year. For federally funded AAs, Supplements will accompany the original AA. If AAs are revised and if the revision affects federal funds, the AA Revisions will include Supplements. Supplements can also be sent to the Local Health Department even if no change is needed to the AA. In those instances, the Supplements will be sent to provide newly received federal grant information for funds already allocated in the existing AA.

2. Attachment A provides a list of examples of allowable and non-allowable costs and activities using federal Immunization Program funds. In addition to that list:
 - a. It is typically CDC's policy that the use of appropriated funds, including gift funds to purchase promotional items, is prohibited unless it is an absolute necessity to support the Local Health Department's COVID mission. Such prohibited promotional items include but are not limited to plaques, clothing, and commemorative items such as pens, mugs, cups, folders, folios, lanyards, and conference bags. In general, such items or tokens to be given to individuals are considered personal gifts for which appropriated funds may not be expended even when these items contain educational or promotional information. Requests for exceptions to this policy must be submitted in writing to the Immunization Branch which will confer with the CDC to see if it is an acceptable use of funds.
 - b. These funds may be used for the printing of immunization educational materials. However, these materials may not be printed on a gift item, as described in Paragraph 2.a above without prior CDC authorization. Requests for exceptions to this requirement must be submitted in writing to the Immunization Branch which will confer with the CDC to see if it is an acceptable use of funds.
 - c. Costs associated with food and meals are NOT permitted.

Attachment A — Examples of Allowable and Non-Allowable Expenditures

Examples of allowable costs include:

Equipment

- Vaccine storage equipment (i.e., purpose-built or pharmaceutical grade vaccine refrigerator, freezer) specifically designed to store vaccine
- Digital Data Logger (DDL) Temperature Monitoring Devices
- Portal refrigerator or freezers (please refer to the CDC transport guidelines at <https://www.cdc.gov/vaccines/hcp/admin/storage/toolkit/storage-handling-toolkit.pdf>)
- Computers (e.g., desktop, laptop, tablets)
- Generators
- Audio-visual equipment (e.g., any product containing visual imagery, sound, or both)

Personnel (term, temporary, students, overtime, contract staff, etc.)

- Costs can include infrastructure needs (e.g., staff, contractors, storage, space) that support vaccination operations
- Employee salary and fringe

Supplies

- Signage
- Mail, postage, long distance calls, and computer transmittal cost for patient reminders
- Hand sanitizer with at least 60% alcohol
- Cleaning tools/supplies for frequent cleaning of clinic area
- Supplies (e.g., PPE for use during vaccination clinic)

Vehicle (may be allowable as they support COVID- 19 vaccine administration & reporting)

- Vehicle Lease
- Trailers and portable vehicle
(A “trailer” is defined as a portable vehicle built on a chassis that is designed to be hauled from one site to another by a separate means of propulsion and that

Non-allowed costs:

- Research
- Lobbying
- Vaccine purchase
- Purchase of alcoholic beverages
- Entertainment costs (e.g., amusements, social activities, and related costs)
- Major construction (e.g., new building, modification of more than 50% of structure, etc.)
- Fundraising costs
- Incentives
- Purchase of land or building
- Purchase of vehicle
- Honoraria
- Invention, Patent, or Licensing Costs
- Meals
- Trailers and portable vehicle units classified as real property may not be purchased

serves, wherever parked, as a dwelling or place of business.)

- A “modular unit” is a prefabricated portable unit designed to be moved to a site and assembled on a foundation to serve as a dwelling or a place of business.
- The determination of whether costs to acquire trailers or modular units are allowable charges to HHS grant-supported projects depends on whether such units are classified as real property or equipment.
- A trailer or modular unit is considered real property when the unit and its installation are designed or planned to be installed permanently at a given location so as to seem fixed to the land as a permanent structure or appurtenance there to.
- Lease of Equipment

Construction and Renovation

- Renovations and minor construction (e.g., alteration of less than 50% total square footage of existing structure, renovation quotes), the building is suitable for human use, that is architecturally and structurally suitable for conversion
- Building Lease & Rental

Education and Outreach

- Health communication materials and health education (e.g., advertisement, media) to inform and protect the community
- Registration fees for attendance at conferences, symposiums, or seminars if necessary to accomplish project or program objectives

Vaccination Support

- Resources to complement, but not duplicate, other CDC vaccine delivery efforts (e.g., those activities covered under Activity 715)

FY24 - FAS	Activity Nbr + Name:	716	CDC COVID-19 Vaccination Program
federal award supplement	FAS Number + Reason:	1	This FAS is accompanying an AA+BE or an AA Revision+BE Revision.
	Assistance Listing Nbr + Name:	93.268	Immunization Cooperative Agreements
Is award R&D?: no	FAIN:	NH23IP922624	IDC rate: n/a Fed awd total amt: \$ 13,524,748
Fed award project description:	CDC-RFA-IP19-1901 Immunization and Vaccines for ChildrenGrant Amendment Supplement Action		
Fed awd date + awarding agency:	03-31-21 HHS, Centers for Disease Control and Prevention		

Subrecipient	Subrecipient's UEI	Federal funds from grant listed above	Total federal funds for entire Activity	Subrecipient	Subrecipient's UEI	Federal funds from grant listed above	Total federal funds for entire Activity
Alamance	F5VHYUU13NC5	\$ 10,000	\$ 10,000	Jackson	X7YWWY6ZP574	\$ 208,773	\$ 208,773
Albemarle	WAAVS51PNMK3	\$ 30,000	\$ 30,000	Johnston	SYGAGEFDHYR7	\$ 30,000	\$ 30,000
Alexander	XVEEJSNY7UX9	\$ 30,000	\$ 30,000	Jones	HE3NNNUE27M7	\$ 54,800	\$ 54,800
Anson	PK8UYTSNJCC3	\$ 70,225	\$ 70,225	Lee	F6A8UC99JWJ5	\$ 187,244	\$ 187,244
Appalachian	CD7BFHB8W539	\$ -	\$ -	Lenoir	QKUF37VPGH6	\$ 195,610	\$ 195,610
Beaufort	RN1SXF4LXN6	\$ 206,239	\$ 206,239	Lincoln	UGGQGSXKBGJ5	\$ 30,000	\$ 30,000
Bladen	TLCTJWDJH1H9	\$ 194,657	\$ 194,657	Macon	LLPJBC6N2LL3	\$ 127,857	\$ 127,857
Brunswick	MJBMXLN9NJT5	\$ 51,804	\$ 51,804	Madison	YQ96F8BJYTJ9	\$ 30,000	\$ 30,000
Buncombe	W5TCDKMLHE69	\$ 377,221	\$ 377,221	MTW	ZKK5GNRNBBY6	\$ 187,575	\$ 187,575
Burke	G855APCNL591	\$ 183,859	\$ 183,859	Mecklenburg	EZ15XL6BMM68	\$ 971,162	\$ 971,162
Cabarrus	RDXNEJKJFU7	\$ 135,159	\$ 135,159	Montgomery	E78ZAJM3BFL3	\$ 224,175	\$ 224,175
Caldwell	HL4FGNJNGE97	\$ 357,507	\$ 357,507	Moore	HFNSK95FS7Z8	\$ -	\$ -
Carteret	UC6WJ2MQMJS8	\$ 122,811	\$ 122,811	Nash	NF58K566HQM7	\$ 224,723	\$ 224,723
Caswell	JDJ7Y7CGYC86	\$ 205,342	\$ 205,342	New Hanover	F7TLT2GMEJE1	\$ -	\$ -
Catawba	GYUNA9W1NFM1	\$ 63,769	\$ 63,769	Northampton	CRA2KCAL8BA4	\$ 52,106	\$ 52,106
Chatham	KE57QE2GV5F1	\$ 62,409	\$ 62,409	Onslow	EGE7NBXW5JS6	\$ 322,314	\$ 322,314
Cherokee	DCEGK6HA11M5	\$ 41,169	\$ 41,169	Orange	GFFMCW9XDA53	\$ -	\$ -
Clay	HYKLQVNWLXK7	\$ -	\$ -	Pamlico	FT59QFEAU344	\$ 36,985	\$ 36,985
Cleveland	UWMUYMPVL483	\$ 121,113	\$ 121,113	Pender	T11BE678U9P5	\$ 105,719	\$ 105,719
Columbus	V1UAJ4L87WQ7	\$ 116,500	\$ 116,500	Person	FQ8LFJGMABJ4	\$ 82,117	\$ 82,117
Craven	LTZ2U8LZQ214	\$ 30,000	\$ 30,000	Pitt	VZNPMLFT5R6	\$ 352,244	\$ 352,244
Cumberland	HALND8WJ3GW4	\$ 207,691	\$ 207,691	Polk	QZ6BZPGLX4Y9	\$ 92,696	\$ 92,696
Dare	ELV6JGB11QK6	\$ 30,240	\$ 30,240	Randolph	T3BUM1CVS9N5	\$ 248,645	\$ 248,645
Davidson	C9P5MDJJC7KY7	\$ 188,323	\$ 188,323	Richmond	Q63FZNTJ3M4	\$ 210,605	\$ 210,605
Davie	L8WBGLHZV239	\$ 133,353	\$ 133,353	Robeson	LKBEJQFLAAK5	\$ -	\$ -
Duplin	KZN4GK5262K3	\$ 260,033	\$ 260,033	Rockingham	KGCCCHJZZ43	\$ 202,781	\$ 202,781
Durham	LJ5BA6U2HLM7	\$ 265,113	\$ 265,113	Rowan	GCB7UCV96NW6	\$ 602,569	\$ 602,569
Edgecombe	MAN4LX44AD17	\$ 105,000	\$ 105,000	Sampson	WRT9CSK1KJY5	\$ 88,557	\$ 88,557
Foothills	NGTEF2MQ8LL4	\$ 30,000	\$ 30,000	Scotland	FNVTCUQGCHM5	\$ 213,952	\$ 213,952
Forsyth	V6BGVQ67YPY5	\$ 1,337,137	\$ 1,337,137	Stanly	U86MZUYPL7C5	\$ -	\$ -
Franklin	FFKTRQCNN143	\$ 173,034	\$ 173,034	Stokes	W41TRA3NUNS1	\$ 129,661	\$ 129,661
Gaston	QKY9R8A8D5J6	\$ 137,490	\$ 137,490	Surry	FMWCTM24C9J8	\$ 30,000	\$ 30,000
Graham	L8MAVKQJTYN7	\$ 20,000	\$ 20,000	Swain	TAE3M92L4QR4	\$ 30,000	\$ 30,000
Granv-Vance	MGQJKK22EJB3	\$ 234,495	\$ 234,495	Toe River	JUA6GAUQ9UM1	\$ 241,973	\$ 241,973
Greene	VCU5LD71N9U3	\$ -	\$ -	Transylvania	W51VGHGM8945	\$ 63,146	\$ 63,146
Guilford	YBEQWGFJPMJ3	\$ 826,475	\$ 826,475	Union	LHMKBD4AGRJ5	\$ 360,000	\$ 360,000
Halifax	MRL8MYNJ3Y5	\$ 30,000	\$ 30,000	Wake	FTJ2WJPLWMJ3	\$ -	\$ -
Harnett	JBDC9V41BX7	\$ 321,990	\$ 321,990	Warren	TLNAU5CNHSU5	\$ 126,633	\$ 126,633
Haywood	DQHZEVAV95G5	\$ 39,200	\$ 39,200	Wayne	DACFHCLQKMS1	\$ 227,808	\$ 227,808
Henderson	TG5AR81JLFQ5	\$ -	\$ -	Wilkes	M14KKHY2NNR3	\$ 30,000	\$ 30,000
Hoke	C1GWSADARX51	\$ 179,537	\$ 179,537	Wilson	ME2DJHMYWG55	\$ 53,915	\$ 53,915
Hyde	T2RSYN36NN64	\$ 143,813	\$ 143,813	Yadkin	PLCDT7JFA8B1	\$ 12,599	\$ 12,599
Iredell	XTNRLKJLA4S9	\$ 20,000	\$ 20,000	Yancey	L98MCUHKC2J8	\$ 43,097	\$ 43,097

Activity 716	AA	1331 6315 LD	Total Allocated	1331 639B P7	Total Allocated	Proposed Total	New Total
Service Period		07/01-05/31		07/01-05/31			
Payment Period		08/01-06/30		08/01-06/30			
01 Alamance	* 0	10,000	\$0.00	0	\$0.00	10,000	10,000
D1 Albemarle	* 0	30,000	\$0.00	0	\$0.00	30,000	30,000
02 Alexander	* 0	30,000	\$0.00	0	\$0.00	30,000	30,000
04 Anson	* 0	70,225	\$0.00	0	\$0.00	70,225	70,225
D2 Appalachian		0	\$0.00	0	\$0.00	0	0
07 Beaufort	* 0	206,239	\$0.00	0	\$0.00	206,239	206,239
09 Bladen	* 0	194,657	\$0.00	0	\$0.00	194,657	194,657
10 Brunswick	* 0	51,804	\$0.00	0	\$0.00	51,804	51,804
11 Buncombe	* 0	377,221	\$0.00	0	\$0.00	377,221	377,221
12 Burke	* 0	183,859	\$0.00	0	\$0.00	183,859	183,859
13 Cabarrus	* 0	135,159	\$0.00	0	\$0.00	135,159	135,159
14 Caldwell	* 0	357,507	\$0.00	0	\$0.00	357,507	357,507
16 Carteret	* 0	122,811	\$0.00	0	\$0.00	122,811	122,811
17 Caswell	* 0	205,342	\$0.00	0	\$0.00	205,342	205,342
18 Catawba	* 0	63,769	\$0.00	0	\$0.00	63,769	63,769
19 Chatham	* 0	62,409	\$0.00	0	\$0.00	62,409	62,409
20 Cherokee	* 0	41,169	\$0.00	0	\$0.00	41,169	41,169
22 Clay		0	\$0.00	0	\$0.00	0	0
23 Cleveland	* 0	121,113	\$0.00	0	\$0.00	121,113	121,113
24 Columbus	* 0	116,500	\$0.00	0	\$0.00	116,500	116,500
25 Craven	* 0	30,000	\$0.00	0	\$0.00	30,000	30,000
26 Cumberland	* 0	207,691	\$0.00	0	\$0.00	207,691	207,691
28 Dare	* 0	30,240	\$0.00	0	\$0.00	30,240	30,240
29 Davidson	* 0	188,323	\$0.00	0	\$0.00	188,323	188,323
30 Davie	* 0	133,353	\$0.00	0	\$0.00	133,353	133,353
31 Duplin	* 0	260,033	\$0.00	0	\$0.00	260,033	260,033
32 Durham	* 0	265,113	\$0.00	0	\$0.00	265,113	265,113
33 Edgecombe	* 0	105,000	\$0.00	0	\$0.00	105,000	105,000
D7 Foothills	* 0	30,000	\$0.00	0	\$0.00	30,000	30,000
34 Forsyth	* 0	1,337,137	\$0.00	0	\$0.00	1,337,137	1,337,137
35 Franklin	* 0	173,034	\$0.00	0	\$0.00	173,034	173,034
36 Gaston	* 0	137,490	\$0.00	0	\$0.00	137,490	137,490
38 Graham	* 0	20,000	\$0.00	0	\$0.00	20,000	20,000
D3 Gran-Vance	* 0	234,495	\$0.00	0	\$0.00	234,495	234,495
40 Greene		0	\$0.00	0	\$0.00	0	0
41 Guilford	* 0	826,475	\$0.00	0	\$0.00	826,475	826,475
42 Halifax	* 0	30,000	\$0.00	0	\$0.00	30,000	30,000
43 Harnett	* 0	321,990	\$0.00	0	\$0.00	321,990	321,990
44 Haywood	* 0	39,200	\$0.00	0	\$0.00	39,200	39,200
45 Henderson		0	\$0.00	0	\$0.00	0	0
47 Hoke	* 0	179,537	\$0.00	0	\$0.00	179,537	179,537
48 Hyde	* 0	143,813	\$0.00	0	\$0.00	143,813	143,813
49 Iredell	* 0	20,000	\$0.00	0	\$0.00	20,000	20,000
50 Jackson	* 0	208,773	\$0.00	0	\$0.00	208,773	208,773

51 Johnston	*	0	30,000	\$0.00	0	\$0.00	30,000	30,000
52 Jones	*	0	54,800	\$0.00	0	\$0.00	54,800	54,800
53 Lee	*	0	187,244	\$0.00	0	\$0.00	187,244	187,244
54 Lenoir	*	0	195,610	\$0.00	0	\$0.00	195,610	195,610
55 Lincoln	*	0	30,000	\$0.00	0	\$0.00	30,000	30,000
56 Macon	*	0	127,857	\$0.00	0	\$0.00	127,857	127,857
57 Madison	*	0	30,000	\$0.00	0	\$0.00	30,000	30,000
D4 M-T-W	*	0	187,575	\$0.00	0	\$0.00	187,575	187,575
60 Mecklenburg	*	0	971,162	\$0.00	0	\$0.00	971,162	971,162
62 Montgomery	*	0	224,175	\$0.00	0	\$0.00	224,175	224,175
63 Moore			0	\$0.00	0	\$0.00	0	0
64 Nash	*	0	224,723	\$0.00	0	\$0.00	224,723	224,723
65 New Hanover			0	\$0.00	0	\$0.00	0	0
66 Northampton	*	0	52,106	\$0.00	0	\$0.00	52,106	52,106
67 Onslow	*	0	322,314	\$0.00	0	\$0.00	322,314	322,314
68 Orange			0	\$0.00	0	\$0.00	0	0
69 Pamlico	*	0	36,985	\$0.00	0	\$0.00	36,985	36,985
71 Pender	*	0	105,719	\$0.00	0	\$0.00	105,719	105,719
73 Person	*	0	82,117	\$0.00	0	\$0.00	82,117	82,117
74 Pitt	*	0	352,244	\$0.00	0	\$0.00	352,244	352,244
75 Polk	*	0	92,696	\$0.00	0	\$0.00	92,696	92,696
76 Randolph	*	0	248,645	\$0.00	0	\$0.00	248,645	248,645
77 Richmond	*	0	210,605	\$0.00	0	\$0.00	210,605	210,605
78 Robeson			0	\$0.00	0	\$0.00	0	0
79 Rockingham	*	0	202,781	\$0.00	0	\$0.00	202,781	202,781
80 Rowan	*	0	602,569	\$0.00	0	\$0.00	602,569	602,569
82 Sampson	*	0	88,557	\$0.00	0	\$0.00	88,557	88,557
83 Scotland	*	0	213,952	\$0.00	0	\$0.00	213,952	213,952
84 Stanly			0	\$0.00	0	\$0.00	0	0
85 Stokes	*	0	129,661	\$0.00	0	\$0.00	129,661	129,661
86 Surry	*	0	30,000	\$0.00	0	\$0.00	30,000	30,000
87 Swain	*	0	30,000	\$0.00	0	\$0.00	30,000	30,000
D6 Toe River	*	0	241,973	\$0.00	0	\$0.00	241,973	241,973
88 Transylvania	*	0	63,146	\$0.00	0	\$0.00	63,146	63,146
90 Union	*	0	360,000	\$0.00	0	\$0.00	360,000	360,000
92 Wake			0	\$0.00	0	\$0.00	0	0
93 Warren	*	0	126,633	\$0.00	0	\$0.00	126,633	126,633
96 Wayne	*	0	227,808	\$0.00	0	\$0.00	227,808	227,808
97 Wilkes	*	0	30,000	\$0.00	0	\$0.00	30,000	30,000
98 Wilson	*	0	53,915	\$0.00	0	\$0.00	53,915	53,915
99 Yadkin	*	0	12,599	\$0.00	0	\$0.00	12,599	12,599
00 Yancey	*	0	43,097	\$0.00	0	\$0.00	43,097	43,097
Totals			13,524,749	0	0	0	13,524,749	13,524,749

Sign and Date - DPH Program Administrator <i>Deji Ayankoya</i> 9/5/2023	Sign and Date - DPH Section Chief <i>Mac Kemer</i> 9/5/2023
Sign and Date - DPH Budget Office – ATC Coordinator <i>Sarah Huffman</i> 9/5/2023	Sign and Date - DPH Budget Officer <i>S. Randle</i> 9/5/2023

DARE COUNTY

BUDGET AMENDMENT**F/Y 2023-2024**

	G/L Account Number				INCREASE	DECREASE
	Org	Object	Project			
Department: Human Services - Public Health						
<u>Revenues:</u>						
State/Federal	103027	424260	45100	\$	30,240	
<u>Expenses:</u>						
Salaries	104600	500200	45100	\$	19,140	
FICA	104600	500300	45100	\$	1,500	
Retirement	104600	500400	45100	\$	2,500	
Health Insurance	104600	500500	45100	\$	4,500	
401k	104600	500601	45100	\$	600	
Operating	104600	513400	45100	\$	2,000	

Explanation:

Received State COVID-19 vaccine funding. Funding will be used for salary/benefits of vaccinators and to purchase supplies for vaccine clinics.

Approved by:

Board of Commissioners: _____

Date: _____

County Manager: _____

Date: _____

Finance only:

Date entered: _____ Entered by: _____ Reference number: _____



Board Appointments

Description

The following Boards have appointments or actions this month:

1. Juvenile Crime Prevention Council
2. Library Board - Dare
3. Dare County Transportation Advisory Board

Board Action Requested

Take Appropriate Action

Item Presenter

Robert Outten, County Manager



Juvenile Crime Prevention Council

Description

See Attached Summary

Board Action Requested

Take Appropriate Action

Item Presenter

Robert Outten, County Manager

October, 2023

JUVENILE CRIME PREVENTION COUNCIL
(Two Year Term)

As outlined and funded by the Juvenile Justice Reform Act of 1998, the Juvenile Crime Prevention Council assumes responsibility for assessing needs, funding community-based alternatives for troubled youth who enter the courts, and supporting prevention programs.

The following council members have terms expiring in October and they have agreed to be reappointed for another term:

Paul Pollock, Lora Gilreath, and Shannon Glaser.

Stephanie Baker is resigning from her position as “Non-Profit Representative” and the Council is recommending **Jamie Koch to replace her.**

Amber Nibe is resigning from her position as “School Superintendent or Designee”. The Council recommends **Robin Vermillion for appointment.**

The Council recommends **Eva Anderson fill the vacancy as “Chief Court Counsel or Designee”.**

The At-Large seat that Jamie Koch held will remain vacant until filled.

(Applications follow from Eva Anderson, George Carver, Martin Dalton, Amber Nibe, Jennifer Reardon, and Robin Vermillion)

Other Members: See attached list

JUVENILE CRIME PREVENTION COUNCIL
(Two Year Term)

**As outlined and funded by the Juvenile Justice Reform Act of 1998,
the Juvenile Crime Prevention Council assumes responsibility for assessing
needs, funding community-based alternatives for troubled youth who enter
the courts, and supporting prevention programs.**

<u>MEMBER</u>	<u>TERM EXPIRATION</u>	<u>ACTION</u>
Robert Trivette P.O. Box 888 Kitty Hawk, NC 27949 261-9727 (H), 305-3739 (W) (District Court Judge/Co. Comm. Appt.)	6/25	Apptd. 1/12 Reapptd. 6/13,15,17,19, 21, 23
Amber Nibe 405 Truxton Street Kill Devil Hills, NC 27948 910-591-6484 nibeam@daretolearn.org (School Supt. or designee)	6/25	Apptd. 4/23
Vance Haskett P.O. Box 246 Manteo, NC 27954 252-473-2069 (Police Chief or designee)	6/25	Apptd. 1/08 Reapptd. 7/09,11,13,15, 17, 19, 21, 23
Gail Hutchison 6115 Hwy 64 Manns Harbor, NC 27953 252-216-8337 (Local Sheriff or designee)	6/25	Apptd. 6/13 Reapptd. 6/15,17,19,21 23
Amber Younce 205 E. Archdale Street Kill Devil Hills, NC 27849 252-475-5267 (Asst. Dist. Atty. or designee)	5/25	Apptd. 3/22 Reapptd. 4/23
Vacant (Chief Court Counselor or designee)		
Stephanie Webb 3808 Palmer Drive, Unit A Greenville, NC 27858 336-935-6613 (Director AMH/DD/SA or designee)	6/25	Apptd. 3/22 Reapptd. 4/23
Shannon T. Glaser, Treas. 706 Canal Drive Kill Devil Hills, NC 27948 252-475-5753 (W) (County Manager or designee)	10/23	Apptd. 10/19 Reapptd. 9/21

Melinda Mogowski P.O. Box 3707 Kill Devil Hills, NC 27948 252-441-3536 (Substance Abuse Professional)	6/24	Apptd. 1/99 Reapptd. 1/01,03, 10/04,06,08, 6/10 12, 14, 16, 18, 20, 22
Stephen Wescott P.O. Box 2148 Manteo, NC 27954 252-216-6358 (Member of Faith Community)	6/24	Apptd. 11/11 Reapptd. 6/12,14,16 6/18, 20, 22
Steve House 288 N. Dogwood Trail, PO Box 1093 Southern Shores, NC 27949 216-8985 (C); 305-9258 (H) steve.house@darenc.gov (County Commissioner)	6/25	Apptd. 6/17 Reapptd. 6/19, 21, 23
Vacant (Juvenile Defense Attorney)		
Jamie Koch 1712 Virginia Ave Kill Devil Hills, NC 27948 252-339-3516 (At Large)	10/23	Apptd. 04/21 Reapptd. 9/21
Jennifer Alexander 116 Tall Pines Court Kill Devil Hills, NC 27948 252-202-2777 jnicolealexander@yahoo.com (Member of Business Community)	6/24	Apptd. 1/19 Reapptd. 6/20, 6/22
Maddox Cromwell 47220 Crossway Drive Buxton, NC 27920 24cromwell09@daretolearn.org (Student Representative)	1/25	Appt. 12/22
Stephanie Baker P.O. Box 1056 Nags Head, NC 27959 252-473-5121 stephanie@ob hotline.org (Non-profit)	4/24	Apptd. 12/22
Sara Sampson 534 Ananias Dare St Manteo, NC 27954 252-256-2073 (At Large)	6/25	Apptd. 6/21 Reapptd., 4/23

Shelia Davies P.O. Box 669 Manteo, NC 27954 252-475-5500 sheila.davies@darenc.gov (Director-Health & Human Services)	6/25	Apptd. 1/03 Reapptd. 04,05,07,09 09,11,13,15,17,19, 21
Katherine Irby P.O. Box 1000 Manteo, NC 27954 252-473-4290 (4-H/SOS-At Large)	6/25	Apptd. 1/03 Reapptd. 10/04,05,07 09,11,13,15, 17,19, 21 23
Marcus Hester-Smith 935 Hwy 64/264 Manteo, NC 27954 252-489-0838(H) 252-473-4800(B) Hestersmithobx@gmail.com (At Large)	6/25	Apptd. 6/19 Reapptd. 6/21, 23
Tim White P.O. Box 1000 Manteo, NC 27954 252-475-5916 timw@darenc.gov (Director, Parks & Rec.)	6/24	Apptd. 6/08 Reapptd.6/10,12,14,16 6/18, 20, 22
Paul William Pollock 129 Swanview Drive Kill Devil Hills, NC 27954 252-475-4772 (At Large)	10/23	Apptd., 10/21
Lora M. Gilreath 102 Town Hall Dr., P.O. Box 1605 Kill Devil Hills, NC 27948 (At Large)	10/23	Apptd., 10/21
Marsha Riibner-Cady 103 Weir Point Drive Manteo, NC 27954 252-473-3094 (At Large)	6/24	Apptd. 6/10 Reapptd. 6/12,14,16 6/18, 20, 22
Jennifer Wooten 505 Dora Drive Manteo, NC 27954 252-475-5754 j.m.wooten@charter.net (Person under 21, or a member of the public representing the interests of families of at-risk juveniles)	4/25	Apptd. 5/23

NOTES:

MEETING INFO. - 2nd Tues. each month at 12:30 p.m., Rm. 238, Admin. Bldg.

CONTACT INFO: Shannon Glaser, Friends of Youth

MEMBERS COMPENSATED: No

Doug Oberbeck replaced Dave Cheesman 7/07.
 Tom Waite replaced Tim Hill, Jane Midgett replaced Betty Selby 7/07.
 Renee Welch replaced Amy Wells and Richard Martin replaced DuWayne Gibbs 7/07.
 Katie Lee and Kasey Rollinson filled vacant youth rep. positions 11/07.
 Vance Haskett appointed to fill unexpired term of Francis D'Ambra 1/08.
 Winfield Bevins replaced Jim Southern and Tim White replaced Cliff Ogburn 6/08.
 Sarah Massey filled unexpired term of Tom Waite 10/08.
 Tom Williamson filled term of Jane Midgett and Melinda Maher filled term of Renee Welch 12/08.
 Sara Gist filled vacant at large student rep 12/08.
 Richard Martin replaced Nancy Griffin and Jennifer Karpowicz replaced Kimberly Pellini 7/09.
 Kevin Brunk filled unexpired term of Winfield Bevins 7/09.
 Lora Vann filled unexpired Sarah Massey 11/09.
 Lora Gilreath filled term of Cole Beasley and Marsha Ribner-Cady filled vacant at large seat 6/10.
 Ron Bennett appointed to fill unexpired term of Eddie Lynch 1/11.
 Tripp Hobbs replaced Richard Martin and Jeff Deringer replaced Doug Oberbeck 6/11.
 Richard Martin replaced Edgar Barnes and Lynette Ford replaced Thomas Williamson 6/11.
 Tony Gray replaced Melinda Maher 6/11.
 Sheila Davies filled term of Tony Gray and Stephen Wescott filled term of Kevin Brunk 11/11.
 Kara Rap filled unexpired term of Elise Quidley & Wes Rawles filled term of David Spruill 11/11.
 Matthew Schofield filled unexpired term of Lynette Ford 6/12.
 Natalie Evans filled term of Matthew Schofield & Malinda Lathan filled term of Shelia Davies 2/13.
 Teresa Twyne filled unexpired term of Tripp Hobbs 10/13.
 Bobbie Lowe filled unexpired term of Sarah Massey 4/14.
 Adam Leggett filled Bobbie Lowe term & Margarette Umphlett filled term of Virginia Tillett 12/14.
 Appointment for Health Depart. combined with appointment for Social Services, 2014.
 Laura Twichell replaced Natalie Evans and Nancy Griffin replaced Lora Gilreath 6/15.
 Alejandra Monica-Sanchez appointed to fill unexpired term of Austin Banks 11/15.
 Joshua Tolson appointed to fill unexpired term of Abby Haywood 11/15.
 John Gardner filled term of Ron Bennett and Keith Letchworth filled term of Adam Leggett 1/16.
 Ryan Henderson filled vacant at large seat 1/16.
 Michael Lewis filled unexpired term of Lynn Bryant 2/16.
 LaQreshia Bates-Harley filled unexpired term of Sherri Ellington 6/16.
 Lionel Robinson replaced Malinda Lathan and Steve House replaced Margarette Umphlett 6/17
 Mollee Sinks appointed to fill unexpired term of Alejandra Monica-Sanchez 9/17
 Josh Houston appointed to fill unexpired term of Joshua Tolson 11/17
 Molly McGinnis appointed to fill unexpired term of Teresa Twyne 3/18
 John Gardner did not want to be reappointed, his replacement was deferred to later 6/18
 Edward Hall, Jr. filled unexpired term of LaQreshia Bates-Harley 6/18
 Jennifer Alexander was appointed to fill the vacancy for member of the Business Community 1/19
 Melanie Gonzalez appointed to fill the vacant student representative seat 1/19
 Marcus Hester-Smith filled the At-Large seat held by Lionel Ray Robinson 6/19
 Craig Albert appointed to fill the At-Large seat held by Ryan Henderson 6/19
 Chelsea Artzt appointed to replace Melanie Gonzalez as student representative 6/19
 Lara Cate Wright appointed as student representative and Bonnie Bennett retired 8/19
 Richard J. Martin retired 9/19
 Shannon Glaser replaced Bonnie Bennett and Todd Heineche replaced Richard J. Martin 10/19
 Jamie Koch appointed to fill unexpired term of Todd Heineche 4/21
 Nancy Griffin resigned & Sara Sampson apptd. to serve 6/21
 Matt McGough apptd. to fill term of Molly McGinnis; Paul Pollock apptd. to serve At-Large position; Jennifer Bland resigned & Laura Twichell apptd. to serve; Lora Gilreath apptd. to serve At-Large position 10/21
 Laura Twichell resigned & Amber Younce apptd., Keith Letchworth resigned and Stephanie Webb apptd. Heather Chavez appointed to fill "other non-profit" vacancy.
 Marsha Riibner-Cady, Jennifer Alexander, Stephen Wescott, Time White, & Melinda Mogowski were all reappointed. 5/2022

Maddox Cromwell apptd. as student rep. and Stephanie Baker apptd. to fill term of Heather Chavez 12/22

Robert Trivette, Vance Haskett, Gail Hutchison, Amber Younce, Stephanie Webb, Steve House, Sara Sampson, Sheila Davies, Katherine Irby and Marcus Hester-Smith reappointed. Michael McGouch resigned and Amber Nibe appointed. Jennifer Wooten apptd. as a member of public to represent interests of families of at-risk juveniles. Ed Hall resigned. 5/1/23

REVISED 05/23



APPLICATION FOR APPOINTMENT

TO DARE COUNTY ADVISORY BOARDS AND COMMITTEES

1st Choice Juvenile Crime Prevention Council (JCPC)

2nd Choice

3rd Choice

Name Eva Anderson
Address 209 Run Swamp Rd
City/State/Zip Camden, NC, 27921
Email eva.anderson@ncdps.gov
Personal Phone (252)331-9211
Business Phone (252)562-9421
Business Address 1305 McPherson St
Occupation Chief Court Counselor
Dare County Resident YES NO

The text boxes for Education, experience and other should only be 6 lines in order to format nicely on final application form. Text box is limited to 450 characters, but you may have to delete the line breaks.

Educational Background Bachelor's Degree Social Administration

Business and civic experience and skills 20 years with Juvenile Justice

Other boards, Committees, Commissions on which you presently serve 7 county JCPC, Gates, Chowan, Perquimans, Pasquotank, Camden, Currituck.

REFERENCE #1

Name Paul Pollock
Business Address 926 Marshall C. Collins Dr. Manteo, NC 27954
Address 926 Marshall C. Collins Dr. Manteo NC 27954
Phone (252)475-9165

REFERENCE #2

Name Peter Aitken
Business 2801 Carotoke Hwy Currituck, NC 27929
Address 2801 Carotoke Hwy Currituck, NC 27929
Phone (252)232-2626

REFERENCE #3

Name Loretta Bryant
Business 1305 McPherson St. Elizabeth City, NC 27909
Address 1305 McPherson St. Elizabeth City, NC 27909
Phone (252)331-4759

Signature I understand this application will be kept on the active file for three years and I hereby authorize Dare County to verify all information included in this application.

Eva Anderson

Date 9/15/2023



APPLICATION FOR APPOINTMENT

TO DARE COUNTY ADVISORY BOARDS AND COMMITTEES

1st Choice Juvenile Crime Prevention Council (JCPC)

2nd Choice ABC Board

3rd Choice Library Board - East Albemarle Region

Name George Carver

Address PO Box 2545

City/State/Zip Manteo, NC 27954

Email domehomes3951@gmail.com

Personal Phone (252)564-5140

Business Phone

Business Address

Occupation Executive Director/Business Owner

Dare County Resident YES

NO

The text boxes for Education, experience and other should only be 6 lines in order to format nicely on final application form. Text box is limited to 450 characters, but you may have to delete the line breaks.

Educational Background I completed my secondary education at Manteo High in 1998. I pursued higher education in computer science at North Carolina Central University from 1998 to 2000, and later continued my studies at Piedmont Community College. Additionally, I broadened my academic horizons by studying marine science at the College of the Albemarle. Apart from formal education, I engage in personal research on various subjects in science, economy, and

Business and civic experience and skills I possess diverse experiences in business, civic service and social justice activism. As a member of Manteo Rotary and "LOBX" Leadership OBX alumni, I demonstrate a commitment to community service, leadership and personal growth. I am also a founding member and Exe. Dir of "DMC" Dare Minority Coalition. Directed the largest non-violent demonstration against police brutality to George Floyd. My passion for activism, advocacy and event coordination

Other boards, Committees, Commissions on which you presently serve I am presently serving on multiple boards in diverse fields. As a member of Dare County Board of Transportation, I have worked towards improving transportation infrastructure and accessibility in the region. Additionally, as the Executive Dir. of "DMC" Dare Minority Coalition Inc. I lead an org. that strives to empower and uplift marginalized communities. CEO/Founder of Georges Dome Homes Inc. specializes in innovative and sustainable housing.

REFERENCE #1

Name Lavarn Brookes

Business Retired " Former Utility Billing Specialist for Dare County Water Dept.
Address Manteo, NC
Phone (252)305-4598

REFERENCE #2

Name David Shufflebarger
Business Senior partner "Alexander Hass" Member of Outer Banks Community Foundation
Address Kill Devil Hill, NC
Phone (404)451-0256

REFERENCE #3

Name Al Friedman
Business Real Estate broker "Sun Realty Real Estate"
Address Nags Head, NC
Phone (410)353-3927

Signature I understand this application will be kept on the active file for three years and I hereby authorize Dare County to verify all information included in this application.



Date 2/15/2023



APPLICATION FOR APPOINTMENT

TO DARE COUNTY ADVISORY BOARDS AND COMMITTEES

1st Choice Juvenile Crime Prevention Council (JCPC)

2nd Choice

3rd Choice

Name Martin Dalton

Address 197 Watersedge

City/State/Zip Kill Devil Hills

Email s.martindalton@gmail.com

Personal Phone (704)813-1567

Business Phone

Business Address

Occupation Business Development, Technology Industry

Dare County YES

Resident NO

The text boxes for Education, experience and other should only be 6 lines in order to format nicely on final application form. Text box is limited to 450 characters, but you may have to delete the line breaks.

Educational Background I went to NC State University for my undergraduate degrees — BS in Economics & BA in International Studies. I also attended Duke University's Fuqua School of Business for a Masters in Management Studies (MMS).

Business and civic experience and skills My career began in finance at Cisco Systems, where I was lucky enough to travel the world auditing their various business units. After a stint in finance, I rotated into a leadership program where I spent 5 years progressively growing a book of business for Cisco — eventually managing over \$35M in a given fiscal year. Throughout my time in the corporate world, I have always given 40 hours+ to various civic duties.

Other boards, Committees, Commissions on which you presently serve I currently serve on 2 committees within Kill Devil Hills: 1) Community Appearance Commission and 2) Street Improvement and Special Projects Committee. However, I have just this week had to submit my resignation because we are moving to our home which is outside of the Town of Kill Devil Hills. I have also just completed a year serving as Director of Development for a San Francisco based startup, "BridgingTech".

REFERENCE #1

Name John Windley

Business Walgreens and KDH Board of Commissioner

Address 102 Town Hall Dr, Kill Devil Hills, NC 27948

Phone (252)902-4345

REFERENCE #2

Name Greg Aiken

Business VMware

Address 2 Ave de Lafayette, Boston, MA 02111

Phone (617)850-2625

REFERENCE #3

Name Stephen Billings

Business BrightHouse Financial

Address 11225 N Community House Rd, Charlotte, NC 28277

Phone (704)813-9429

Signature I understand this application will be kept on the active file for three years and I hereby authorize Dare County to verify all information included in this application.

Martin Dalton

Date 4/13/2023



APPLICATION FOR APPOINTMENT TO
DARE COUNTY ADVISORY BOARDS AND COMMITTEES

Advisory Board or Committee interested in:

1st choice: Juvenile Crime Prevention Council (JCPC)

2nd choice:

3rd choice:

Name: AMBER NIBE

Address: 405 TRUXTON ST

City/State/Zip: KILL DEVIL HILLS NC 27948

Email Address: nibeam@daretolearn.org

Telephone: Home: (910)591-6484 Business: (252)489-7707

Resident of Dare County: YES

Occupation: FAMILY LIAISON

Business Address: 405 TRUXTON ST

Educational background:

BA in psychology from Campbell University and an MED in school counseling from Campbell university.

Business and civic experience and skills:

I have worked in education since 1999 as a school counselor and a school social worker.

Other Boards/Committees/Commissions on which you presently serve:

Currently I work as a family liaison with DCS and in that position I serve on Dare Community Collaborative, Saving Lives Task Force, and the DCS Attendance Council

REFERENCES

List three persons who are not related to you and who have definite knowledge of your qualifications for the position for which you are applying.

Name	ASHLEY JACKSON
Business/Occupation	DARE COUNTY SCHOOLS
Address	3020 S WRIGHTSVILLE AVE NAGS HEAD
Telephone	(252)489-6644

Name	REIDA ROBERTS
Business/Occupation	DARE COUNTY SCHOOLS
Address	3020 S WRIGHTSVILLE AVE NAGS HEAD
Telephone	(252)489-8006



APPLICATION FOR APPOINTMENT TO
DARE COUNTY ADVISORY BOARDS AND COMMITTEES

Name	L'TONYA MURRAY
Business/Occupation	DARE COUNTY SCHOOLS
Address	3020 S WRIGHTSVILLE AVE NAGS HEAD
Telephone	(252)423-1104

I understand this application will be kept on the active file for three years and I hereby authorize Dare County to verify all information included in this application.

Signature of applicant:

Amber Nite

Date: 3/15/2023



APPLICATION FOR APPOINTMENT TO
DARE COUNTY ADVISORY BOARDS AND COMMITTEES

Advisory Board or Committee interested in:

- 1st choice: Juvenile Crime Prevention Council (JCPC)
2nd choice: Jury Commission
3rd choice: Veterans Advisory Council

Name: JENNIFER REARDON

Address: 180 S DOGWOOD TRL

City/State/Zip: KITTY HAWK NC 27949

Email Address: jlynnereardon@gmail.com

Telephone: Home: (252)469-0692 Business:

Resident of Dare County: YES

Occupation: PRIOR US ARMY PARALEGAL

Business Address:

Educational background:

My bachelors education is in criminal justice from NC Wesleyan Univeristy in Rocky Mount, NC with heavy emphasis on leadership training and teaching

Business and civic experience and skills:

My business experience is in active duty and National Guard military justice as a criminal justice paralegal preparing documents for commanders, trial judges and courts-martials. I also served as a claims analyst in Iraq and an English language instructor with a heavy emphasis on cultural immersion with Romanian Air Force.

Other Boards/Committees/Commissions on which you presently serve:

I am not currently or actively serving on a board/Committee/Commission.

REFERENCES

List three persons who are not related to you and who have definite knowledge of your qualifications for the position for which you are applying.

Name	KELLI REARDON
Business/Occupation	CVS
Address	180 S DOGWOOD TRL KITTY HAWK NC 27949
Telephone	(252)883-8722



APPLICATION FOR APPOINTMENT TO
DARE COUNTY ADVISORY BOARDS AND COMMITTEES

Name LISA JOHNSON
Business/Occupation
Address
Telephone (334)524-7090

Name JACQUE WADE
Business/Occupation
Address
Telephone (910)619-9809

I understand this application will be kept on the active file for three years and I hereby authorize Dare County to verify all information included in this application.

Signature of applicant:

Date: 5/2/2023



APPLICATION FOR APPOINTMENT

TO DARE COUNTY ADVISORY BOARDS AND COMMITTEES

1st Choice Juvenile Crime Prevention Council (JCPC) ▼

2nd Choice ▼

3rd Choice ▼

Name Robin Vermillion

Address 120 Dot Sears Dr

City/State/Zip Grandy NC 27939

Email vermilionro@daretolearn.org

Personal Phone (252)489-9323

Business Phone (252)489-9323

Business Address 3020 Wrightsville Ave Nags Head NC 27959

Occupation Dare County School Social Worker

Dare County YES

Resident NO

The text boxes for Education, experience and other should only be 6 lines in order to format nicely on final application form. Text box is limited to 450 characters, but you may have to delete the line breaks.

Educational Background Bachelors in Social Work

Business and civic experience and skills Currently employed as a School Social Worker in Dare County.

Other boards, Committees, Commissions on which you presently serve n/a

REFERENCE #1

Name L'Tanya Murray
Business Dare County School
Address 3020 Wrightsville Ave Nags Head NC 27959
Phone (252)449-7000

REFERENCE #2

Name Ashley Jackson
Business Dare County School
Address 3020 Wrightsville Ave Nags Head NC 27959
Phone (252)489-6644

REFERENCE #3

Name Jennifer Smith
Business Jen Smith Counseling

Address 110 W Woodhill Dr Nags Head NC 27959

Phone (252)216-4462

Signature I understand this application will be kept on the active file for three years and I hereby authorize Dare County to verify all information included in this application.

Robin Vermillion

Date 8/29/2023

Comments

2000 characters left

Reviewed



Library Board - Dare

Description

See Attached Summary

Board Action Requested

Take Appropriate Action

Item Presenter

Robert Outten, County Manager

October, 2023

Library Board - Dare

(Three Year Term)

The Library Board-Dare establishes local policies within those set by the Regional Library Board and oversees the Library Trust Fund budget, and also serves on the Board of the Dare County Library Foundation, a 501-C3 tax-exempt organization.

The Library Board recommends Lisa Matthews to fill the vacancy.

Applications on file: Stacey Cheshire, Lisa Matthews, Gaye Morris, Erin Walton,
Kevin Wright, John Watkins

Other Members:

See attached

LIBRARY BOARD – DARE
(Three Year Term)

This Board establishes local policies within those set by the Regional Library Board and oversees the Library Trust Fund Budget; and also serves on the Board of the Dare County Library Foundation, a 503-C3 tax-exempt organization.

<u>MEMBER</u>	<u>TERM EXPIRATION</u>	<u>ACTION</u>
Marylou Hoffert 179 Clam Shell Trail Southern Shores, NC 27949 757-214-5689 (C) mlh6126@gmail.com	10/24	Apptd. 10/21
Ruth Perkins 4807 Palmer Drive Kitty Hawk, NC 27949 980-241-4628 (H), 252-473-4290 (W) ruthabigailperkins@gmail.com	10/24	Apptd. 10/21
Joann Wilson-Harfst 1723 Virginia Avenue Kill Devil Hills, NC 27948 804-384-1584 joannharfst@gmail.com	10/24	Apptd. 10/21
VACANT		
Bea Basnight 177 Scuppernong Road Manteo, NC 27954 252-473-3856 beabasnight@aol.com	06/25	Apptd. 6/22
Ervin Bateman (Comm. Apptee) 4148 Poor Ridge Road P.O. Box 1127 Kitty Hawk, NC 27949 ervin.bateman@darenc.gov 252-216-1526 (C)	06/27	Apptd. 1/19 Reapptd. 5/23 Four year terms
Janice Willis P.O. Box 413 Hatteras, NC 27943 986-2109 (H), 986-2365 (O)	06/26	Apptd. 6/14 Reapptd. 6/17, 10/21 5/23
Susan Pfaff 237 W. Lookout Road Nags Head, NC 27959 216-780-4478 sspfaff5@gmail.com	06/25	Apptd. 6/22

NOTES:

MEETING INFO: 2nd Thursday, 10:00 a.m. in Jan, April, July & Oct. in any library

CONTACT INFO: Meaghan Beasley, 252-441-4331 Director E. Albemarle Regional Library System
MEMBERS COMPENSATED: No
On June 6, 2016, the DCBOC voted to delete the rule that limited serving only two consecutive, two-year terms.

Jack Hohmann was first appointed to the Board April 1977.
Robert Morrill replaced Harrison Baggerly & Stella Green replaced Margot Tillett 6/90.
Helen Kleyla replaced Bea Mulford 6/92; Nora Fucci replaced Cashar Evans 6/93.
Wayne Gray appointed to fill term of Jack Hohmann 11/93.
Martha Hohmann replaced Hilda Bayliss 6/94; Pat Eure replaced Helen Kleyla 7/95.
Jan DeBlieu replaced Nora Fucci & Elizabeth Newman replaced Robert Morrill 6/96.
James Melvin replaced Stella Green 6/96.
Beth Storie replaced Martha Hohmann, Cheryl Byrd replaced Polly Bernd and Jan Willis replaced Ray Gray 6/97. Cheryl Byrd replaced Wayne Gray who resigned 8/98.
John "Possum" Silver appointed to fill position vacated by Cheryl Byrd 8/98.
Roger Allen replaced James Melvin 6/99; Debbie Sauls replaced John Silver 6/00.
John Robert Hooper replaced Cheryl Byrd 3/01.
Dorothy Fink replaced Pat Eure and Paul Charron filled term of Beth Storie 8/01.
Laura Perkins replaced Jan DeBlieu and Mel Covey replaced Elizabeth Newman 8/02.
Lynne Hutchins replaced Roger Allen 11/02; Betty Swanson replaced Jan Willis 6/03.
Amy Huggins filled unexpired term of Paul Charron 10/04.
Janis Cochrane apptd. to fill Mel Covey term & Mike Johnson apptd. to fill John R. Hooper 1/05.
Lynne Foster filled term of Dorothy Fink and Michael Hogan filled term of Debbie Sauls 10/05.
Commissioner Virginia Tillett replaced Commissioner Mike Johnson 2/08.
Fletcher Willey replaced Laura Catoe & Karen Bachman replaced Janis Cochrane and Joyce Bornfriend replaced Lynne Hutchins 7/08.
Donna Trivette replaced Betty Swanson, William Pfeifer replaced Amy Huggins and Elizabeth Gaimel replaced Michael Hogan 12/09; Jerry Hart replaced Lynne Foster 6/10.
Ellen Bryson filled term of Fletcher Willey & Lisa Phillips filled term of Jerry Hart 8/11.
Margaret Umphlett replaced Virginia Tillett 12/14.
Sandra Carter replaced Donna Trivette & Willard Haithcock replaced Elizabeth Gaimel 6/15.
Beverly Boswell filled unexpired term of William Pfeifer 6/16.
Beverly Boswell resigned 4/17; Rob Ross replaced Margaret Umphlett 6/17
Sandra Carter has moved out of Dare County 6/18; Ervin Bateman replaced Rob Ross 1/19
Mike Hogan & Janice Willis reappointed 10/21, MaryLou Hoffert & Ruth Perkins appointed 10/21
Lisa Phillips moved out of the area and removed from membership 05/22
Bea Basnight and Susan Pfaff appointed 06/22
Advised that Michael Hogan moved out of the area 03/23
Ervin Bateman and Janice Willis reappointed 5/23.

REVISED 05/23



APPLICATION FOR APPOINTMENT

TO DARE COUNTY ADVISORY BOARDS AND COMMITTEES

1st Choice Roanoke Island Community Center Board

2nd Choice Library Board - Dare

3rd Choice

Name Stacey Cheshire

Address 322 Fernando St

City/State/Zip Manteo, NC 27954

Email staceyjharris333@gmail.com

Personal Phone (919)930-5516

Business Phone

Business Address

Occupation Shop Owner

Dare County YES

Resident NO

The text boxes for Education, experience and other should only be 6 lines in order to format nicely on final application form. Text box is limited to 450 characters, but you may have to delete the line breaks.

Educational Background Attended University of Miami and majored in Sociology. Received Bachelor's degree from Thomas Edison State College in Liberal Arts. Began working towards a Master's in Library Science at NCCU. Will resume classes in the Fall.

Business and civic experience and skills I was a preschool teacher for twenty years. In 2019, I had the opportunity to purchase a dog walking/pet sitting company. I employed 26 contractors and had a client base of 900. I successfully navigated the company through covid keeping all contractors employed due to strong client relationships, advertising, and creative scheduling and new services. Volunteering consists of Meals on Wheels, Island Farm, Inter-Faith Food Shuttle, Dare County events

Other boards, Committees, Commissions on which you presently serve I am currently not on any boards.

REFERENCE #1

Name Melissa Lage

Business Bull City Pet Sitting

Address 1821 Hillandale Rd. Suite 1B Durham, NC 27705

Phone (919)599-5165

REFERENCE #2

Name Dr. Linda Bissonet

Business

Address

Phone (413)544-1097

REFERENCE #3

Name Aubrey Stevens

Business

Address

Phone (919)637-7220

Signature I understand this application will be kept on the active file for three years and I hereby authorize Dare County to verify all information included in this application.

Stacey Cheshire

Date 2/20/2023



APPLICATION FOR APPOINTMENT

TO DARE COUNTY ADVISORY BOARDS AND COMMITTEES

1st Choice Library Board - Dare

2nd Choice

3rd Choice

Name Lisa Mathews

Address 1633 Village Lane

City/State/Zip Kill Devil Hills, NC 27948

Email mathewsl@daretolearn.org

Personal Phone (252)449-8585

Business Phone (252)473-5841

Business Address 829 Wingina Avenue

Occupation Manteo High School Librarian

Dare County YES

Resident NO

The text boxes for Education, experience and other should only be 6 lines in order to format nicely on final application form. Text box is limited to 450 characters, but you may have to delete the line breaks.

Educational Background I am a graduate of Virginia Beach Public Schools, Old Dominion University, Elizabeth City State University, and East Carolina University. I currently hold a Masters in Library Science and am certified to teach history 6-12, and serve the library Pre K-12.

Business and civic experience and skills My background prior to working at Dare County Schools is in Museum Education. I was the Education and Outreach Coordinator for 4 museums in Portsmouth, Virginia: The Arts Center, The Children's Museum of Virginia, the Lightship Portsmouth, and the Naval Shipyard Museum.

Other boards, Committees, Commissions on which you presently serve I am not currently serving on a county board.

REFERENCE #1

Name John Luciano

Business Manteo High School

Address 829 Wingina Avenue

Phone (252)473-5841

REFERENCE #2

Name Susan Sawin
Business Island Books
Address 1130 Corolla Village Rd, Corolla, NC 27927
Phone (252)453-2292

REFERENCE #3

Name Stephanie Motz
Business Dare Learning Academy
Address 3500 Bay Drive, Kitty Hawk, NC
Phone (252)489-9370

Signature I understand this application will be kept on the active file for three years and I hereby authorize Dare County to verify all information included in this application.

Lisa Carol Mathews

Date 5/3/2023



APPLICATION FOR APPOINTMENT

TO DARE COUNTY ADVISORY BOARDS AND COMMITTEES

1st Choice Library Board - Dare

2nd Choice

3rd Choice

Name Gaye Morris

Address 126 The Dogwoods

City/State/Zip Manteo NC 27954

Email morrisgw54@gmail.com

Personal Phone (706)231-5560

Business Phone

Business Address 126 The Dogwoods

Occupation Educator

Dare County Resident YES NO

The text boxes for Education, experience and other should only be 6 lines in order to format nicely on final application form. Text box is limited to 450 characters, but you may have to delete the line breaks.

Educational Background I received my Ph.D. from the University of Leeds, England in 2004. My other postgraduate degree is from Edinburgh University, Scotland. My undergraduate degree is from University of Leeds in Theology and Media. I have also completed courses at Meadville Lombard Theological School and Starr-King Seminary in pursuit of my ministerial qualifications; I was ordained in 2013.

Business and civic experience and skills I served as a full-time minister in Augusta GA for six years before moving to the Outer Banks in 2019. I currently teach online classes in Communication for Augusta University. I am Co-chair of the North Dare Ministerial Association. I am a volunteer chaplain for Outer Banks Health. I am Secretary/Treasurer of the Unitarian Universalist Justive Ministry of North Carolina.

Other boards, Committees, Commissions on which you presently serve Board member, Unitarian Universalist Justice Ministry of North Carolina

REFERENCE #1

Name Laura Allendorf

Business Retired

Address 307 Sir Walter Raleigh St, Manteo NC 27954

Phone (703)628-1186

REFERENCE #2

Name Nancy Byrne

Business

Address PO Box 98, Point Harbor NC 27964

Phone (252)202-9392

REFERENCE #3

Name Spottswood Graves

Business

Address 811 First St., Kill Devil Hills NC 27948

Phone (252)480-9276

Signature I understand this application will be kept on the active file for three years and I hereby authorize Dare County to verify all information included in this application.

Gaye Williams Morris

Date 5/3/2023

APPLICATION FOR APPOINTMENT TO
DARE COUNTY ADVISORY BOARDS AND COMMITTEES

The Dare County Board of Commissioners believes all citizens should have the opportunity to participate in governmental decisions. One way of participating is by serving as a citizen member on one of the county's advisory boards or committees. If you would like to be considered for appointment to an advisory board or committee, please complete the form below and mail to Cheryl Anby, P.O. Box 1000, Manteo, N.C. 27954 or fax it to her at 473-1817, or send it by email to cheryl.anby@darenc.com

Advisory Board or Committee interested in:

1st choice Library Advisory Board

2nd choice _____

3rd choice _____

Name Erin Walton

Address 52632 Piney Ridge Road

City/State/Zip Frisco, NC 27936

Email Address erin.p.walton@gmail.com

Telephone Home: 252-230-1780

Business: N/A

Resident of Dare County: yes no Permanent Resident of Hatteras Island
DL reflects previous Garner, NC address

Occupation: Former Director of Library Services for the Kenly Public Library (The Town of Kenly)

Business Address: N/A

Educational background:

MS in Management, Wake Forest University School of Business

BA in English Literature & Anthropology, Wake Forest University

Business and civic experience and skills:

MS in Management ; Five years professional experience:

Aon Hewitt, Verizon Enterprise Solutions, Town of Kenly

↓
Business Delivery Specialist

↓
Project Manager

↓
Library Director

Other Boards/Committees/Commissions on which you presently serve:

N/A

REFERENCES

List three persons who are not related to you and who have definite knowledge of your qualifications for the position for which you are applying.

Name	Business/Occupation	Address	Telephone
<u>Peggy Jo Batten</u>	<u>Chairman, Kenly Library Board</u> <u>Professor of Mathematics</u>	<u>Kenly, NC</u>	<u>919-965-1172</u>
<u>Libby Mazingo</u>	<u>Library Assistant, Kenly Library</u>	<u>Kenly, NC</u>	<u>919-868-4351</u>
<u>Benita Barksdale</u>	<u>Director, Laurens County</u> <u>Public Library System</u>	<u>Laurens, SC</u>	<u>864-681-7323</u>

I understand this application will be kept on the active file for three years and I hereby authorize Dare County to verify all information included in this application.

Date: 4/30/2021 Signature of applicant: Erin Pope Watter

FOR OFFICE USE ONLY:

Date received: 4/30/21

APPLICATION FOR APPOINTMENT TO
DARE COUNTY ADVISORY BOARDS AND COMMITTEES

The Dare County Board of Commissioners believes all citizens should have the opportunity to participate in governmental decisions. One way of participating is by serving as a citizen member on one of the county's advisory boards or committees. If you would like to be considered for appointment to an advisory board or committee, please complete the form below and mail to Cheryl Anby, P.O. Box 1000, Manteo, N.C. 27954 or fax it to her at 473-1817, or send it by email to cheryl.anby@darenc.com

Advisory Board or Committee interested in:

1st choice: Library Board -- Dare

2nd choice: N/A

3rd choice: N/A

Name: Kevin V. Wright

Address: 112 Quail Way

City/State/Zip: Duck, NC 27949-4604

Email Address: kvwkmw@gmail.com

Telephone: Home: (252) 715-4286 Mobile: (301) 980-5629

Business: N/A

Resident of Dare County: Yes

Occupation: Retired

Business Address: N/A

Educational background:

BA (Modern Languages), Virginia Military Institute, Lexington VA, 1975

Fulbright-Hays Fellowship, Ludwig-Maximilians-Universität München (Munich, Germany) 1975-6

MA (German), Vanderbilt University, Nashville TN, 1979

Graduate Exchange Fellowship, Freie-Universität Berlin (Berlin, Germany), 1979-1980

United States Army Senior Service College Fellowship, 1999-2000

Business and civic experience and skills:

25 years (1980-2005) of increasingly complex leadership and management experience in command and staff positions as a commissioned military intelligence officer in the United States Army. Retired in the grade of Colonel (O-6).

3 years (2005-2008) as defense contractor with CACI, Inc. and Lockheed-Martin, providing intelligence planning, systems architecture, and strategy support to Department of Defense geographic combatant commands located in Germany. Served on multiple military-related boards.

8 years (2009-2017) as Department of Defense civil servant (in the grade of GG-14) with the Defense Intelligence Agency, conducting operational and strategic intelligence planning and strategy formulation. Served on multiple defense intelligence-related boards and committees. Retired in 2017.

2 years' experience (2020-2021) as voting member of Southern Shores Library Committee. Appointed by Town of Duck as one of two representatives to the committee, which was established by the Town of Southern Shores.

1 year experience (2021) as voting director and elected treasurer of the Duck Community and Business Alliance, a civic organization.

Other Boards/Committees/Commissions on which you presently serve:

Southern Shores Library Committee (Town of Duck Representative)


Duck Community and Business Alliance (Treasurer)

REFERENCES

List three persons who are not related to you and who have definite knowledge of your qualifications for the position for which you are applying.

Name	Business/Occupation	Address	Telephone
Lilias Morrison	NC Licensed Builder/Broker	43 Fairway Drive Southern Shores NC 27949	(252) 202-7743
Avery Harrison	Bookseller (Downtown Books)	128 Sea Hawk Drive W Duck NC 27949	(252) 202-1778
Terri Cullen	Docent, Whalehead Club	122 Martin Lane Duck NC 27949	(252) 261-8759

I understand this application will be kept on the active file for three years and I hereby authorize Dare County to verify all information included in this application.

Date: 16 June 2021 Signature of applicant: 

FOR OFFICE USE ONLY:

Date received: 6/16/21



APPLICATION FOR APPOINTMENT TO
DARE COUNTY ADVISORY BOARDS AND COMMITTEES

Advisory Board or Committee interested in:

- 1st choice: Library Board - Dare
2nd choice: Veterans Advisory Council
3rd choice: College of the Albemarle Board of Trustees

Name: JOHN F. WATKINS, JR.

Address: 404 SEXTANT CT

City/State/Zip: MANTEO, NC 27954

Email Address: jwatkins1319@gmail.com

Telephone: Home: (252)213-3645 Business:

Resident of Dare County: YES

Occupation: RETIRED

Business Address:

Educational background:

I am a graduate of the University of Southern Mississippi with a B.S. in Business Administration, and also a graduate of the UNC Chapel Hill Executive Program. My professional education/studies include certification as a CPM (Certified Purchasing Manager) and licensing as a USCG Captain.

Business and civic experience and skills:

I am a veteran, U.S. Army officer, Airborne-Ranger. My business experience is in the corporate world, first in the casualty insurance business and later in the textile industry. I have been a small business owner (engineered wood products), have worked for a non-profit, managed a Sea Tow franchise, and am a past president of a local home builders association in Vance County

Other Boards/Committees/Commissions on which you presently serve:

I was serving on the Board of Trustees for the Perry Memorial Library in Henderson, NC prior to relocating to Manteo in February, 2023. My strong points are with budgeting and finances (approximately a \$1,000,000 operating budget), as well as overall business operations of the library.

REFERENCES

List three persons who are not related to you and who have definite knowledge of your qualifications for the position for which you are applying.

Name	PATTI MCANALLY
Business/Occupation	LIBRARY DIRECTOR, PERRY MEMORIAL LIBRARY
Address	205 BRECKENRIDGE STREET, HENDERSON, NC 27536
Telephone	(252)438-3316



APPLICATION FOR APPOINTMENT TO
DARE COUNTY ADVISORY BOARDS AND COMMITTEES

Name STEVE CHOBOT
Business/Occupation
Address VANCE COUNTY, NC
Telephone (919)89-0334

Name CYNTHIA WALKER
Business/Occupation
Address HENDERSON, NC
Telephone (252)492-2269

I understand this application will be kept on the active file for three years and I hereby authorize Dare County to verify all information included in this application.

Signature of applicant:

John P. Watkins, Jr.

Date: 3/28/2023



Dare County Transportation Advisory Board

Description

See Attached Summary

Board Action Requested

Take Appropriate Action

Item Presenter

Robert Outten, County Manager

October, 2023

DARE COUNTY TRANSPORTATION ADVISORY BOARD

(Four Year Term)

Mayte Hernandez-Beacham's term expired and she does not wish to be reappointed.

Amanda Hooper has resigned from her position.

These two seats will remain vacant at this time.

Applications on file:
Jo A. Wilson-Harfst

Other Members: See attached list

DARE COUNTY TRANSPORTATION ADVISORY BOARD

(Staggered Terms/Four Year Term)

The Dare County Transportation System is required by the State's Community Transportation Program to have a local Transportation Advisory Board. This Board is expected to maintain a minimum level of coordinated transportation service and to maintain ongoing communications as a means of seeking public involvement and ongoing administrative oversight.

<u>MEMBER</u>	<u>TERM EXPIRATION</u>	<u>ACTION</u>
Jenna Wienert 605 West Third Street Kill Devil Hills, NC 27948 252-475-5636 jenna.wienert@darenc.gov Older Adult Services (Government Sector)	6-27	Apptd. 6/23
Chuck Lycett P.O. Box 1000 Manteo, NC 27954 475-5526 Health & Human Services (Government Sector)	6-26	Apptd. 6/98 Reapptd. 7/02,06,10,14, 18, 5/22
George Carver, Jr. 110 Scarborough Street Manteo, NC 27954 305-86-71 home Dareminoritycoalition1@gmail.com (Public Business Sector)	12-23	Apptd. 12/19
Thomas Maher 170 Dogwood Trl. Manteo, NC 27954 C: 252-305-5844 W:252-473-2300 Tmaher1962@gmail.com (Government Sector)	09/27	Apptd. 09/23
Mayte Hernandez-Beacham 233 Broadbay Drive Kill Devil Hills, NC 27948 252-441-1694 Ethnic Minority Rep (Human Services Sector)	10-23	Apptd. 10/19
Nessie Siler 146 Airport Rd. Manteo, NC 27954 473-3376 User with a Disability (Public/Business Sector)	6-26	Apptd. 6/14 Reapptd. 6/18, 5/22
John B. Rafferty	9/26	Apptd. 9/22

205 W. Kitty Hawk Road
Kitty Hawk, NC 27949
678-908-6241
(Public/Business Sector)

Steve House
147 S. Dogwood Trail
Southern Shores, NC 27949
Steve.House@darenc.gov
216-8985
Dare County Commissioner
(Government Sector)

6/27

Apptd. 6/23

Alex Chandler
1229 Burnside Road
Manteo, NC 27954
216-6058 (H)
473-3717 (W)
chandleral@daretolearn.org
Education Institution
(Government Sector)

6/26

Apptd. 6/18, 5/22

Tiffanie Herring
201 W 1st Street
Greenville, NC 27834
tiffanie.herring@trilliumnc.org
Hospital Rep
(Human Services Sector)

3/26

Apptd. 11/22

Amanda Hooper
1202 9th Ave.
Kill Devil Hills, NC 27948
manda.hooper@icloud.com
(Public/Business Sector)

2/25

Apptd. 2/21

Eleen Bryant
P.O. Box 2085
Manteo, NC 27954
eeleenbryant@gmail.com
H: 252-423-1305
W: 252-423-1305

9/27

Appt. 9/23

NOTES:

CONTACT INFO: Radcliff Hester, Transportation Director - 475-5641

MEETING DATE: Quarterly, Dare Co. Admin. Center, 8:30 a.m.

Stuart Bell appointed to fill unexpired term of Dick Wood 2/99.
Warren Judge replaced Stuart Bell 7/99. Doug Tutwiler replaced John Xenakis 7/99.
Randy Hemmis filled unexpired term of Al Valentino and Bryan Shaw filled unexpired term of Ward Barnett 1/00; Richard Wescoat appointed to fill unexpired term of Al Forman 2/00.
Donnie Just apptd. to fill unexpired term of Doug Tutwiler & Ray Seiwel filled unexpired term of Randy Hemmis 2/00; Trish Blacmon appointed to fill unexpired term of Wilson Shearin 6/00.
Christan Zdanski replaced Uli Bennewitz 6/00.
Oral Ali replaced Lani Goodwin 6/00; Dawn Enochs replaced Warren Judge 6/00.
David Hoare appointed to fill unexpired term of Richard Wescoat 10/00.

Curtis Creech appointed to fill unexpired term of Chris Zdanski 12/00.
 Comm. Geneva H. Perry filled unexpired term of outgoing Comm. Cheryl Byrd 1/01.
 Kim Bailey replaced Ann Laughlin 7/01; David Quidley replaced Bryan Shaw 7/01.
 Jeff Tack filed unexpired term of Dawn Enoch 7/01; Eric Spears filled unexpired term of Donnie Just 7/01.
 Kermit Skinner filled unexpired term of the late Curtis Creech 6/02.
 DCBC eliminated seat for Cancer Support Group 7/1/02.
 Jody Crosswhite filled unexpired term of Trish Blackmon 12/02.
 Comm. Cheryl Byrd appointed to fill unexpired term of outgoing Comm. Geneva Perry 2/03.
 Margie Midgett appointed to fill unexpired term of Dell Collins 3/03.
 Doug Seay replaced Jeff Tack and Sandy Morrison apptd. to fill term of David Hoare 6/03.
 Pete Groom replaced Alex Risser 6/04; Pat Morrissey replaced Kermit Skinner, 6/04.
 Kenny Kee replaced Jimmy Perry 6/04; Megan Gregory replaced David Quidley 1/05.
 Robert Woodard apptd. to fill unexpired term of Doug Seay 2/05.
 Amy Etheridge apptd. to fill unexpired term of Kim Bailey 2/05.
 Ben Sproul apptd. to fill vacant OB Rest. Assoc. seat 4/05.
 Andy Szakos filled term of Sandy Morrison & Michelle Pharr filled term of Bob Woodard 3/06
 Tim Shearin filled unexpired term of Pat Morrissey 4/06.
 David Kleinschuster apptd. to fill unexpired term of Amy Etheridge 6/06.
 Comm. Jack Shea apptd. to fill unexpired term of Cheryl Byrd 1/07.
 Amy Montgomery filled unexpired term of Gina Scarborough 9/11.
 Kristen Parrino filled vacant Hatteras Island seat 4/15.
 Apptd. Ginny Zdanski to fill vacant Public Human Service Agency seat 11/16.
 Apptd. Mandy Earnest to fill Human Services Sector seat 10/17.
 Alex Chandler appointed to replace John Winston, Jr. 6/18
 Chuck Lycett replaced Jay Burrus who retired 9/18; Jim Tobin replaced Jack Shea 1/19
 Mandy Earnst removed from list, never attended meetings per Don Cabana 1/19
 Mayte Hernandez-Beacham apptd. 10/19; Maria Heifferon resigned 10/19
 George Carver, Jr. apptd. 12/19
 Lorenzo Foster and Amanda Hooper apptd. 2/21
 Stephanie Webb apptd. to serve in Human Services Sector seat. 3/22
 Brandi Bohanan, Chuck Lycett, Nessie Siler, and Alex Chandler were reappointed. Kenny Kee
 did not want to be reappointed. 5/22
 John B. Rafferty appointed for Public/Business Section 9/22
 Tiffanie Herring appointed to complete term of Stephanie Webb 11/22
 Brandi Bohanan retired 03/2023; Lorenzo Foster removed from Board for attendance 5/4/23
 Jenna Wienert appointed to replace Brandi Bohanan and Commissioner Steve House appointed
 to temporarily replace Commissioner Jim Tobin. Lorenzo Foster removed for attendance 6/23
 Thomas Maher was appointed to fill the Vacant Government Sector seat, Eleen Bryant was
 appoint to fill the vacant At-Large seat. 9/23

REVISED 09/23

APPLICATION FOR APPOINTMENT TO
DARE COUNTY ADVISORY BOARDS AND COMMITTEES

The Dare County Board of Commissioners believes all citizens should have the opportunity to participate in governmental decisions. One way of participating is by serving as a citizen member on one of the county's advisory boards or committees. If you would like to be considered for appointment to an advisory board or committee, please complete the form below and mail to Cheryl Anby, P.O. Box 1000, Manteo, N.C. 27954 or fax it to her at 473-1817, or send it by email to cheryl.anby@darenc.com

Advisory Board or Committee interested in:

1st choice Library Board

2nd choice Transportation Advisory Board

3rd choice Zoning Board of Adjustment

Name Jo A. Wilson-Harfst

Address 1723 Virginia Ave.

City/State/Zip Kill Devil Hills, NC 27948

Email Address joannharfst@gmail.com

Telephone Home: 804-384-1584

Business: NA

Resident of Dare County: yes no

Occupation: retired

Business Address: _____

Educational background:

MPA - Pub. Admin. , BA - Sociology

SPHR - Human Res. certification

Business and civic experience and skills:

Served as local director of Social Services in Mathews Co. VA 17 years. Was Eastern Reg. Dir. of Social Services in VA 4 years. Was program Dir. for VA Chapter March of Dimes 4 years. Have served on numerous family services boards over the years and on board of a local charitable foundation for 6-8 yrs.

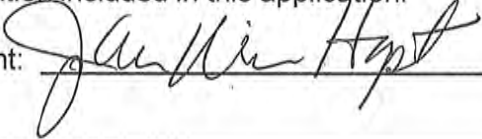
Other Boards/Committees/Commissions on which you presently serve:

REFERENCES

List three persons who are not related to you and who have definite knowledge of your qualifications for the position for which you are applying.

Name	Business/Occupation	Address	Telephone
Kimberly Irvine	Administrator	906 Marlbank Dr. Yorktown VA	757-272-6028
Janine Sewell	retired Admin.	P.O. Box 41 Avon, NC 27915	540-376-2358
Gail Davidson	Child Protective Ser. Consultant	417 Fishermans Rd. Norfolk, VA	757-288-8384

I understand this application will be kept on the active file for three years and I hereby authorize Dare County to verify all information included in this application.

Date: 10/10/2020 Signature of applicant: 

FOR OFFICE USE ONLY:

Date received: 10/13/2020



Upcoming Board Appointments

Description

The Dare County Board of Commissioners welcomes citizen participation on its many Boards and Committees.

Following is a list of the Boards and Committees that have terms expiring during the next 3 months. The list indicates when the item will be presented to the County Commissioners and any requirements that may pertain to the appointment.

Instructions on how to obtain and submit an application are attached along with additional information about each of the Boards and Committees with upcoming term appointments.

Board Action Requested

None

Item Presenter

Robert Outten, County Manager

Upcoming Board & Committee Appointments

The Dare County Board of Commissioners welcomes citizen participation on advisory boards and committees. This type of grassroots public involvement is the foundation of democracy and a vital part of maintaining Dare County as a quality place to live.

Following is a list of Boards and Committees with terms expiring during the next three months.

Information on how to obtain and submit applications follows the list.

There are also several boards with vacancies. Please check the website.

November, 2023 None

December, 2023 Equalization and Review Board – 5 terms expiring
Parks and Recreation Advisory Council – 1 term expiring
Special Motor Vehicle Valuation Review Committee – 3 terms expiring
Tourism Board – 7 terms expiring
Transportation Advisory Board – 1 term expiring

January, 2023 None

~~~~~Instructions for Obtaining and Submitting Applications~~~~~

An application must be submitted to the Clerk in order for your name to be considered for a board or committee appointment. Applications are kept on file for three years.

The application form is available on the Dare County website

(Please see Board of Commissioners under Advisory Boards and Committees for link)

Skyler Foley, Clerk to the Board at 252-475-5700



Commissioners' Business & Manager's/Attorney's Business

Description

Remarks and items to be presented by Commissioners and the County Manager.

Board Action Requested

Consider items presented

Item Presenter

Robert Outten, County Manager