



**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

**Tuesday, April 02, 2024**

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

- 9:00 AM**      **CONVENE, PRAYER, PLEDGE OF ALLEGIANCE**
- ITEM 1**      Opening Remarks - Chairman's Update
- ITEM 2**      Service Pins - April, 2024
- ITEM 3**      Employee of the Month – January, March, & April
- ITEM 4**      Public Comments
- ITEM 5**      Proclamation - Child Abuse Prevention Month
- ITEM 6**      National Alliance for Mental Illness Presentation
- ITEM 7**      Dare County Tourism Board Request Consent Expenditure from Short Term Restricted Fund Line Item 5160
- ITEM 8**      Quasi-Judicial Hearing for Special Use Permit Application #1-2024
- ITEM 9**      A Request to Permanently Close an Unimproved Portion of Roosevelt St. on Roanoke Island
- ITEM 10**     Early College Prep Design RFQ Recommendation
- ITEM 11**     Resolution of the Board of Commissioners of the County of Dare, NC, Approving an Amendment to an Installment Financing Contract & the Delivery Thereof & Providing for Certain Other Related Matters
- ITEM 12**     **Consent Agenda**
- 1. Approval of Minutes (3/4/24)
  - 2. Tax Collector's Report
  - 3. Advertise 2023 Tax Year Liens
  - 4. Operative IQ Licensing Agreement – EMS
  - 5. Easement Agreement
  - 6. Shallow Draft Cost Share Resolutions – FY25
  - 7. Cintas Corporation Facility Services Rental Service Agreement
  - 8. Dare County Parks & Recreation Advisory Board By-Laws Revision
  - 9. Budget Amendment – Emergency Management-Reimbursable Homeland Security Grant Awards
  - 10. Budget Amendment – Re-establish the Budget for State Affordable Housing Grant in FY 2024
  - 11. Budget Amendment – American Rescue Plan Fund & the Local Assistance & Tribal Consistency Grant
  - 12. DHHS – Division of Social Services – Energy Programs Budget Amendment
  - 13. DHHS – Public Health Division – Public Health Services Grant
- ITEM 13**     **Board Appointments**
- 1. A.B.C. Board
  - 2. Aging Advisory Council for the Albemarle Commission
  - 3. Airport Authority
  - 4. Juvenile Crime Prevention Council
  - 5. Manns Harbor Marina Commission
  - 6. Upcoming Board Appointments
- ITEM 14**     **Commissioners' Business & Manager's/Attorney's Business**
- ITEM 15**     **Closed Session**

**ADJOURN UNTIL 9:00 A.M. ON, MAY 7<sup>TH</sup> 2024.**



*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.



*Service Pins - April, 2024*

**Description**

Service pins for the month of April will be presented.

**Board Action Requested**

None

**Item Presenter**

Robert Outten, County Manager



*Employee of the Month*

**Description**

The Employee of the Month Certification for January, March, and April will be presented.

**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.

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



*April Proclamation - Child Abuse Prevention Month*

**Description**

The Children & Youth Partnership for Dare County in partnership with Dare County Health & Human Services asks that the Board of Commissioners adopt a proclamation recognizing April as "Child Abuse Prevention Month". The purpose of Child Abuse Prevention Month is to promote awareness about the dangers of child abuse and "Nurturing Positive Childhoods Together: Prevention in Partnership".

**Board Action Requested**

Adopt Proclamation

**Item Presenter**

Molly McGinnis, Children & Youth Partnership for Dare County  
Leigh Brinkley, Dare County Health & Human Services



## Child Abuse Prevention Month, April 2024 Proclamation

Whereas, children are vital to our state's future success, prosperity and quality of life as well as being our most vulnerable assets;

Whereas, all children deserve to have safe, stable, nurturing homes and communities they need to foster their healthy growth and development;

Whereas, child abuse and neglect is a community responsibility affecting both the current and future quality of life of a community;

Whereas, communities that provide parents with the social support, knowledge of parenting and child development and resources they need to cope with stress and nurture their children ensure all children grow to their full potential;

Whereas, effective child abuse prevention strategies succeed because of partnerships created among citizens, human service agencies, schools, faith communities, health care providers, civic organizations, law enforcement agencies, and the business community;

Therefore, we, the Dare County Board of Commissioners, do hereby proclaim April as **Child Abuse Prevention Month** in Dare County and call upon all citizens to increase their participation in our efforts to support families, thereby preventing child abuse and strengthening the communities in which we live.

This the 2<sup>nd</sup> day of April, 2024

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Robert Woodard, Chairman  
Dare County Board of Commissioners

Attest: \_\_\_\_\_  
Skyler Foley, Clerk to the Board



*National Alliance for Mental Illness Presentation*

**Description**

The National Alliance on Mental Illness also known as NAMI has approved an affiliate for the Outer Banks. This presentation will introduce the audience to the mission and goals of NAMI National as well as our local affiliate's goals and timeline.

**Board Action Requested**

Informational Presentation

**Item Presenter**

Phil Cooper (NAMI Outer Banks Co-Chair),  
Stephanie Baker (NAMI Outer Banks Secretary)



**National Alliance on Mental Illness**

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***Outer Banks***

# Why NAMI?

## Dare County Mental Health Statistics



- The resources that NAMI has available can address areas of concern as outlined in the 2022 OBX health assessment.
- Mental Health and Substance abuse were #1 and 3 in Priority
- 3.14% increase in death by suicide; 19.3% and the 8th leading cause of death
- 47.1 % of youth behavioral or mental health visits to the ER were for suicidal ideation
- There were 307.6 average yearly number of ER visits for behavioral health concerns between 2017 and 2021.
- Number of mental health providers in county is 1:610, the state ratio is 1:390.
- 21.6% of the community surveyed noted that mental health services were in need of improvement.
- Between 2019-2020 the number of mobile crisis calls increased
  - 47.7 % for youth and 216.67% for young adults age 19-25

**Hope • Inclusion • Empowerment • Compassion • Fairness**



# Mental Health in North Carolina



**1 in 5 U.S. adults** experience mental illness each year.



**1,469,000 adults** in North Carolina have a mental health condition.

That's more than **3X** the population of Raleigh.

It is more important than ever to build a stronger mental health system that provides the care, support and services needed to help people build better lives.



More than half of Americans report that **COVID-19** has had a negative impact on their mental health.

In February 2021, **44.7% of adults in North Carolina** reported symptoms of **anxiety or depression**.

**22.1%** were unable to get needed counseling or therapy.



**1 in 20 U.S. adults** experience serious mental illness each year.

In North Carolina, **356,000 adults** have a **serious mental illness**.



**1 in 6 U.S. youth** aged 6–17 experience a **mental health disorder** each year.

**128,000 North Carolinians** age 12–17 have depression.

## North Carolinians struggle to get the help they need.



More than half of people with a mental health condition in the U.S. **did not receive any treatment** in the last year.

Of the **452,000 adults in North Carolina** who **did not receive needed mental health care**, **44.8%** did not because of cost.

**11.4%** of people in the state are uninsured.



**North Carolinians** are over **7x more likely to be forced out-of-network** for mental health care than for primary health care — making it more difficult to find care and less affordable due to higher out-of-pocket costs.

**2,670,849 people** in North Carolina live in a community that **does not have enough mental health professionals**.

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An inadequate mental health system affects individuals, families and communities.



High school students with depression are more than **2x more likely to drop out** than their peers.

**53.2% of North Carolinians** age 12-17 who have depression **did not receive any care** in the last year.



9,280 people in North Carolina are homeless and **1 in 7 live with a serious mental illness.**



On average, 1 person in the U.S. **dies by suicide every 11 minutes.**  
In North Carolina, **1,494 lives were lost to suicide** and 358,000 adults had thoughts of suicide in the last year.

**1 in 4 people with a serious mental illness has been arrested**

by the police at some point in their lifetime –



leading to over **2 million jail bookings** of people with serious mental illness each year.

About **2 in 5 adults** in jail or prison have a history of mental illness.



**7 in 10 youth** in the juvenile justice system have a mental health condition.



NAMI North Carolina is part of NAMI, National Alliance on Mental Illness, the nation's largest grassroots mental health organization dedicated to building better lives for the millions of Americans affected by mental illness.

*This fact sheet was compiled based on data available in February 2021. For full citations, visit: [nami.org/mhpolicystats](http://nami.org/mhpolicystats).*





*Outer Banks*



1979: Moms around a kitchen table



2024: Largest national nonprofit dedicated to improving the quality of life for people with mental illness and their families

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## NAMI VISION

NAMI envisions a world where all people affected by mental illness live healthy, fulfilling lives supported by a community that cares.

## NAMI MISSION

NAMI provides advocacy, education, support, and public awareness so that all individuals and families affected by mental illness can build better lives.

## NAMI VALUES

- HOPE**  
We believe in the possibility of recovery, wellness and the potential in all of us.
- INCLUSION**  
We embrace diverse backgrounds, cultures and perspectives.
- EMPOWERMENT**  
We promote confidence, self-efficacy and service to our mission.
- COMPASSION**  
We practice respect, kindness and empathy.
- FAIRNESS**  
We fight for equity and justice.



ONE NATIONAL OFFICE



49 STATE ORGANIZATIONS



600+ COMMUNITY AFFILIATES

# **NAMI Outer Banks**

## **Our Starting Point**

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- **NAMI OBX began with an observation that there was not a NAMI affiliate on the Outer Banks or even in nearby counties.**
- **Having benefited from NAMI support groups, education and resources in our own lives we determined to start a NAMI affiliate**
- **We received our official NC State affiliate approval on February 28 2024 and will begin offering support groups and education classes in May 2024**

# NAMI Outer Banks

## Timeline for Development

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- April - May 2024 Community Town Hall presentations
- May 18, 2024 NAMI Walks - NAMI OBX kick off campaign
- May 2024 -
  - Begin Family Support Group meetings twice monthly
- June-August 2024
  - work with school districts to plan for NAMI presentations during the school year
- September 2024
  - Teach 8 week Family to Family education course via zoom
- September - December 2024
  - Make presentations to Dare/Currituck/Hyde(Ocracoke) schools

- In 2024 NAMI OBX plans to begin offering as many of the NAMI education Classes as feasibly possible including:



 **NAMI** Family-to-Family  
National Alliance on Mental Illness

 **NAMI** Peer-to-Peer  
National Alliance on Mental Illness

 **NAMI** Basics   
National Alliance on Mental Illness

# NAMI Outer Banks

## Class Descriptions

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•**NAMI Basics** is a 6-session education program for parents, caregivers and other family who provide care for youth (ages 22 and younger) who are experiencing mental health symptoms. This program is free to participants, 99% of whom say they would recommend the program to others. NAMI Basics is available both in person and online through [NAMI Basics OnDemand](#).

**NAMI Family-to-Family** is a free, 8-session educational program for family, significant others and friends of people with mental health conditions. It is a designated evidenced-based program. This means that research shows that the program significantly improves the coping and problem-solving abilities of the people closest to a person with a mental health condition.

# NAMI Outer Banks

## Class Descriptions

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•**NAMI Peer-to-Peer** is a free eight-session educational program for adults with mental health conditions who are looking to better understand themselves and their recovery. Taught by trained leaders with lived experience, this program includes activities, discussions and informative videos. However, as with all NAMI programs, it does not include recommendations for treatment approaches.

# SUPPORT GROUPS



 **nami** | Family  
Support Group  
National Alliance on Mental Illness

 **nami** **Connection**  
National Alliance on Mental Illness **RECOVERY SUPPORT GROUP**



# SUPPORT GROUPS

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NAMI's support groups are unique because they follow a structured model, ensuring everyone has an opportunity to be heard and to get what they need.

**NAMI Family Support Group** is a peer-led support group for any adult with a loved one who has experienced symptoms of a mental health condition. Gain insight from the challenges and successes of others facing similar experiences.

**NAMI Connection Recovery Group** is a peer led support group for adults who have mental health condition. By sharing your experiences in a safe and confidential setting, you can gain hope and feel a sense of connection. The group encourages empathy, productive discussion and a sense of community. You'll benefit from other's experiences, discover your inner strength and empower yourself by sharing your own experiences in a non-judgmental space.

## A 90-minute educational seminar.

Participants learn about mental health diagnoses, treatment, recovery, communication strategies, crisis preparation and NAMI resources.



# ENDING THE SILENCE

An in-school presentation designed to teach middle and high school students, staff, and families about reducing stigma and the signs and symptoms of mental illness.



National Alliance on Mental Illness

## **nami** Ending the Silence



**For Families,  
Parents & Caregivers  
of Youth and Teenagers**

Free presentation  
to learn about  
mental health  
challenges and ways  
to support your loved  
one and yourself

A presentation for African American communities designed to promote mental health awareness, explore signs and symptoms of mental health conditions and highlight how and where to find help.



*NAMI Compartiendo Esperanza* helps introduce discussions on mental health and wellness through a three-part community conversation series grounded in sacred storytelling and guided dialogue on mental wellness and support within the **Latinx community**.



## The Healing Power Of La Comunidad

If you are a part of the Hispanic/Latin American community and are looking to join or start conversations about mental well-being, we made *NAMI Compartiendo Esperanza* for you.



Youth & Wellness:  
**"Sanando Juntos"**  
*(Healing Together)*



Community Leaders &  
Mental Wellness:  
**"Las Raíces de Nuestra  
Sanación"**  
*(The Roots of Our Healing)*



Hispanic/Latin American  
Families & Mental Wellness:  
**"La Mesa"**  
*(The Table)*



## Crisis Intervention Training

We hope to support the Outer Banks Police Departments by offering the NAMI CIT program. CIT is an innovative, community-based approach to improve the outcomes of encounters between citizens and law enforcement officers. The training helps law enforcement deal with situations involving people with mental illness.

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## How can you help NAMI OBX?

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- Join NAMI OBX  
Our affiliate does not yet show on the NAMI Membership list. We should be LIVE by mid April. Please go to [NAMINC.org](http://NAMINC.org) and click “Join” to sign up!
- VOLUNTEER!!!
- Participate in NAMI – OBX events  
NAMI Walks – May 18, 2024
- Invite a presenter to your group or community meeting.
- Partner with NAMI



## Become a NAMI Partner

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### •Corporate & Foundation Supporters

•NAMI is proud to partner with a host of foundations and companies whose generous support helps us in our mission to improve lives.

### Influencer Ambassadors & Supporters

•NAMI Ambassadors are influencers in the entertainment industry, sports, literature, music and the arts. They are powerful partners who educate, advocate and fundraise, using their platforms and personality to help expand a national mental health movement that builds better lives.

### Community Partners

•NAMI partners with organization in building a mental health movement to raise awareness and funds in local communities across the country.

### Resource & Information Collaborators

•NAMI frequently collaborates with leading subject matter experts from other organizations. We do this to ensure you have access to the most accurate, current and useful tools and information.

### Become A Partner

•Get your brand involved by becoming a corporate, foundation or community partner.



# Connect with Us



NAMI OBX Steering Committee



Chairs - Kathy and Phil Cooper  
[namiobx@gmail.com](mailto:namiobx@gmail.com)



Vice Chair - Richard Martin



Secretary - Stephanie Baker



Treasurer - Angel Barrino



At Large members  
Brandi Roughton  
Sandy Martin



# Connect with Us

Join NAMI OBX at [www.namiobx.org](http://www.namiobx.org)  
info@namiobx.org

XXX.XXX.XXXX

PO Box \_\_\_\_\_  
Kill Devil Hills, NC 27948

[www.namiobx.org](http://www.namiobx.org)



@namiobxnc



@namiobxnc

PENDING AFFILIATE APPROVAL



# YOU ARE **NOT** ALONE

Now more than ever, we need to find ways to stay connected with our community. No one should feel alone or without the information, support and help they need.





*Dare County Tourism Board Request Consent  
Expenditure from Short Term Restricted Fund Line Item 5160*

**Description**

Expenditure of \$60,025.00 for July 4th Fireworks Grant Awards:

Avon Property Owners Assoc: \$14,875.00

Town of Kill Devil Hills: \$12,400.00

Town of Manteo: \$19,000.00

Town of Nags Head: \$13,750.00

**Board Action Requested**

Commissioners consent for expenditures totaling \$60,025.00 from line item 5160 for July 4th Fireworks Grant Awards.

**Item Presenter**

Lee Nettles, Executive Director  
Outer Banks Visitors Bureau



*Special Use Permit Application 1-2024-- Proposed Cluster Housing on Vacant Property Submitted  
By Derek Hench/House Engineering, P.C.*

**Description**

A site plan and special use permit application has been submitted by House Engineering on behalf of Derek Hench for the development of a proposed cluster housing development upon a vacant property. A detailed staff report, site plan, findings of fact, and draft special use permit are attached with this cover sheet.

**Board Action Requested**

Approval of the draft SUP and site plan. "I move that the proposed group housing development and site plan submitted by Derek Hench & House Engineering be approved as presented."

**Item Presenter**

Morgan J. Potts, Planner

March 22, 2024

MEMORANDUM

TO: DARE COUNTY BOARD OF COMMISSIONERS

FROM: Morgan Potts, Planner

RE: Special Use Permit Application #01-2024 Cluster Home Development for Derek Hench/House Engineering, P.C.

A Special Use Permit application and a site plan has been submitted by Derek Hench/House Engineering, P.C., for a proposed cluster home development. The property is located on Midgett Mobile Court in Rodanthe. The property is identified as parcel 012572001 on the Dare County Tax Records. The property is zoned S-1 and cluster home developments are allowed in this district subject to review as a special use, as referenced in 22-31.1 of the Dare County Zoning Ordinance.

A cluster home development is defined in Section 22-2 of the Dare County Zoning Ordinance as a residential group development project consisting of more than one residential dwelling on one parcel of land whereby the dwellings are occupied on a long-term basis. Long-term occupancy is defined in the County Zoning Ordinance as a residential dwelling that is occupied and used for residency and housekeeping purposes for a period of 31 days or more.

The parcel is 1.3 +/- acres (approximately 57,000 square feet) and exceeds the minimum lot size required for a cluster home development. The applicant is proposing to construct 8 three-bedroom wood framed individual dwelling units on the parcel. The proposed dwellings will be less than 1,200 sq. ft. and separated by 16 feet in width. When complete, all improvements upon the parcel will create a total of 28% of lot coverage. The proposed design meets the minimum requirements of the Ordinance. A copy of Section 22-31.1 is attached for the Board's review.



The area of disturbance for the proposed development will require the applicant to apply for an Erosion and Sediment Control permit and a Stormwater Management permit from the North Carolina Department of Environmental Quality. Dare County does not have a stormwater management ordinance and we rely on the State's stormwater permitting process. The applicant plans to manage stormwater runoff internal to the property through a series of basins and swales as depicted on the site plan's grading and drainage plan. The State permits will be applied for once the applicant receives local approval, and copies of approvals shall be provided to the planning department before ground disturbing activities can occur. In the event that the State's review requires a reduction to the proposed built upon area, those changes can be handled administratively. Section 22-65 of the Dare County Zoning Ordinance allows for minor modifications to approved Special Use Permits such as a reduction in lot coverage to be exempt from the full application and approval process and may be approved by the Planning Director in writing.

The parcel is currently vacant, however, there exists a former sand mine borrow pit, and the borrow pit fencing. The former borrow pit will be filled and the fencing removed. The applicant has an engineered plan to successfully backfill the pit with suitable materials in layers. Each layer will be laid, compacted, and then watered down before the next layer is laid. The area will then be graded to match the surrounding terrain. A total of 4 layers is indicated on the submitted plans. The Planning Department advises that the Board include as a Condition that an independent, third party Engineer licensed in the State of North Carolina, certify that the materials used to fill the former borrow pit will be capable of supporting vehicular traffic, emergency vehicles, the proposed dwellings and their building pads.

Each structure in the cluster home development will be accessed from the existing Midgett Mobile Court, which will lead to a separate road for the development. The Dare County Fire Marshal has reviewed the site plan and provided a Memo to Planning Staff noting his comments. The Memo is attached in its entirety for your review. The applicant has agreed to install a hydrant in the prescribed location by the Fire Marshal, and that the access gate will be wider than 20 feet, as noted in the memo.

Parking for cluster homes shall be provided at a rate of one parking space per bedroom of each cluster home, 50% of the required parking being of an

impervious surface of concrete or asphalt. The applicant is proposing to construct the dwellings on pilings with parking for two vehicles on concrete underneath the dwelling, and a third in between units. The required number of spaces for the development is 24 spaces, and the proposal meets that requirement.

The wastewater for the proposed cluster home development will be handled by an engineered wastewater system. The system will be monitored twice per year by Dare County Environmental Health to ensure proper effluent quality. An "Operations and Maintenance Plan" will be included within the homeowner's association documents. Any fees associated with the monitoring will be paid by the developer until a homeowner's association is created, after which it will become the responsibility of the HOA to administer. Before the issuance of building permits, the applicant will have to obtain septic permits for the engineered wastewater system through Environmental Health. Copies of these permits shall be provided to the Planning Department as part of the building permit process.

Dare County Public Works has reviewed the site plan, and had no comments. As depicted in the plans, there will be a centralized location for the dumpster with an adequate turn radius for waste management vehicles.

Landscaping for the development shall adhere to the planting details found on the submitted "Landscape Plan". The developer agrees to maintain the landscaping as noted in the plans, until a homeowners' organization is created.

A copy of the as-built site plan will need to be recorded in the Register of Deeds once the infrastructure improvements have been completed. If it is the intention of the developer to sell the individual footprints of the structures, then homeowner's restrictive covenants must be provided to the Planning Department. Only the footprint of the structure can be conveyed to the individual owners with the remainder of the site designated as common area. The homeowner's documents shall include language that defines the occupancy of the structures as long-term as defined in the Dare County Zoning Ordinance (longer than 31 days). This information shall be noted on the site plan as well.

The SUP application, site plan, and draft SUP was reviewed by the Dare County Planning Board on March 5, 2024. The Planning Board found the site plan and conditions of the SUP to be reasonable and appropriate.

The notice procedures for quasi-judicial uses established in Section 22-72 of the



Dare County Zoning Ordinance were implemented for this review.

A copy of the site plan and draft SUP are attached to this memo for the Board's review. Reasonable and appropriate conditions can be added as part of the board's discussion.

Draft Motion: "I move that SUP 01-2024 and associated site plan for the proposed cluster home group development be approved."

Attachments:

Draft Special Use Permit

Fire Marshall's Comments

Section 22-31.1 of the Dare County Zoning Ordinance

SPECIAL USE PERMIT APPLICATION

Date: FEBRUARY 13, 2024 Application No. \_\_\_\_\_  
Property Owner/Petitioner: DERECK HENCH / RICK HOUSE (HOUSE ENGINEERING, P.C.)  
Address: 784 NEWPORT ROAD, MANHEIM, PA 17545  
Telephone: (717) 629-2194 Email: dereck.hgc@gmail.com

Review Fee Paid: \_\_\_\_\_  
Project Description: CONSTRUCTION OF (8) 3 BEDROOM SINGLE FAMILY RESIDENCES (±1200sf heated), SAND PIT TO BE FILLED IN ACCORDANCE WITH SHEET C1 OF 4 WITH BENEFICIAL FILL FREE OF ORGANIC MATTER, DEBRIS, AND CONTAMINANTS IN 8" TO 12" LIFTS AND COMPACTED TO ACHIEVE A MINIMUM DENSITY OF 95% OF MAXIMUM DRY DENSITY BY STANDARD PROCTOR TEST. (SEE ATTACHED)

Property Description: 1 - PARCEL IN RODANTHE NONE (PROPERTY ADDRESS: 23244 MIDGETTS MOBILE COURT)

Lot Phase/Section Block Subdivision  
Parcel: 012572001 PIN: 065805092032

APPLICATION IS HEREBY made to the Dare County Planning Department for consideration of a Special Use Permit in accordance with the provisions of the Dare County Zoning Ordinance

Section: 22-31.1 Special Use: CLUSTER HOME DEVELOPMENTS

A site plan and other documents as required for review of the special use permit application shall be submitted to the Planning Department with the application. A special use permit application shall not be processed by the Planning Department 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 Department shall schedule review of the application as established in Section 22-65 and Section 22-70 of the Zoning Ordinance.

Special use permits are subject to quasi-judicial procedures and an evidentiary hearing before the Dare County Board of Commissioners. The notice procedures of Section 22-72 of the Zoning Ordinance shall be implemented by the Planning Department. Reasonable and appropriate conditions may be applied by the Board of Commissioners as part of the evidentiary hearing process.

Applicant: Rick House for DERECK HENCH Date: 2/13/24

# HOUSE ENGINEERING, P.C.

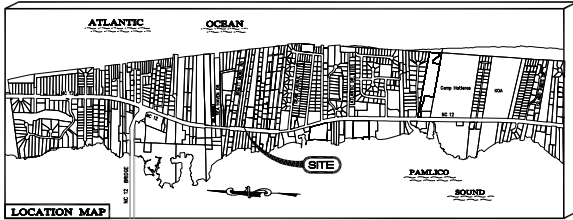


P.O. Box 466  
Kitty Hawk, NC 27949  
Phone: 252-261-8253  
e-mail: rick@houseengineering.net



## PROJECT DESCRIPTION (continued):

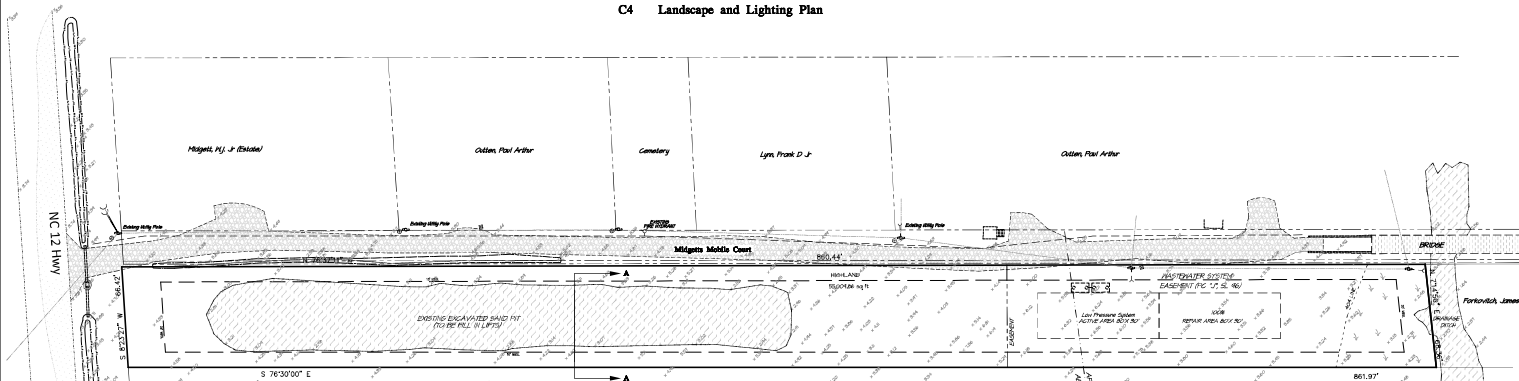
PROJECT SHALL BE CONSTRUCTED TO MEET ALL REQUIREMENTS AS SET FORTH IN DARE COUNTY ORDINANCE SECTION 22-31.1 - CLUSTER HOME DEVELOPMENTS (ADOPTED 10-15-2018). THE FOUNDATIONS OF THE HOMES WILL BE A COMBINATION OF PILING AND GRADE BEAM MADE OF CONCRETE AND REBAR TO ENSURE NO DIFFERENTIAL SETTLEMENT WILL OCCUR IN THE AREAS WHERE THE BORROW PIT HAVE BEEN FILLED. A 30' R.O.W. WITH A 20' FEET ROAD HAS BEEN INCORPORATED ON THE SUBJECT PROPERTY IN ACCORDANCE WITH SECTION 22-31.1(i) SUCH THAT FIRE PROTECTION VEHICLES AND WASTE MANAGEMENT VEHICLES CAN PROVIDE SERVICES AS NEEDED WITHOUT THE NEED FOR USING MIDGETTS MOBILE COURT. A SINGLE ENTRANCE OFF NC 12 IS SHOWN TO MINIMIZE DRIVEWAYS/TURNS OFF OF NC 12 BEING TOO CLOSE TO EACH OTHER. PARKING FOR THE CLUSTER HOMES HAVE BEEN SHOWN ON SITE PLAN AND ARE IN ACCORDANCE WITH SECTION 22-31.1(h) OF THE DARE COUNTY ORDINANCE. MAXIMUM SIZE OF DWELINGS ARE SHOWN WITH LESS THAN 1200 SQUARE FEET OF HEATED CONDITIONED SPACE.



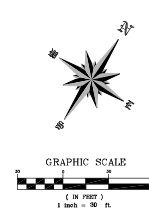
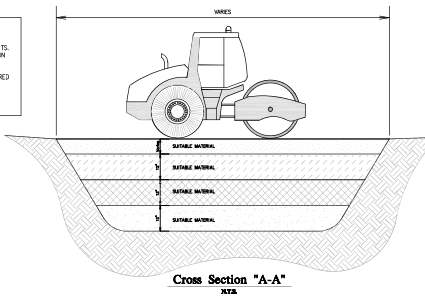
- General Notes**
- SUBJECT PROPERTY: Parcel in Rodanthe, Dare County, NC 28586
  - SHEET NUMBER: 237014 - Existing Conditions
  - PROJECT NUMBER: 237014 - Existing Conditions
  - CLIENT: PERKINS+WILL
  - DESIGNER: PERKINS+WILL
  - DATE: 02/12/24
  - TOTAL PARCEL AREA: 27.886 AC (1.03 AC)

**Sheet Index**

- C1 Existing Conditions / Index Sheet
- C2 Site and Utility Plan
- C3 Grading and Drainage Plan
- C4 Landscape and Lighting Plan



- BACKFILLING AN EXISTING BORROW PIT IN LOTS IS A METHOD OF RESTORING THE LAND AFTER EXCAVATION. THE PROCESS INVOLVES ROLLING THE PIT WITH GRADE MATERIAL IN LAYERS, COMPACTING EACH LAYER, AND GRADING THE SURFACE TO MATCH THE SURROUNDING TERRAIN. THE MATERIAL USED FOR BACKFILLING SHOULD BE FREE OF ORGANIC MATTER, ROCKS, AND CONTAMINANTS. THE THICKNESS OF EACH LAYER OR LIFT VARIES ON THE TYPE OF MATERIAL AND THE COMPACTOR EQUIPMENT USED, BUT TYPICALLY RANGES FROM 8 TO 12 INCHES. THE COMPACTOR OF EACH LIFT SHOULD ACHIEVE A MINIMUM DENSITY OF 95% OF THE MAXIMUM DRY DENSITY DETERMINED BY THE STANDARD PROCTOR TEST. THE SURFACE OF THE BACKFILLED PIT SHOULD BE VEGGATED OR COVERED WITH TOPSOIL TO PREVENT EROSION AND PROMOTE DRAINAGE.
- COMPACT EACH LAYER USING VIBRATORY COMPACTOR BEFORE ADDING THE NEXT LAYER. FINISH BY THOROUGHLY WATERING DOWN THE BACKFILL.



**INCIDENTAL DRAINAGE**

1. EXISTING SURFACE DRAINAGE CONDITIONS WILL BE PRESERVED BY THE OWNER'S CONTRACTOR TO THE EXTENT POSSIBLE. ANY CHANGES TO DRAINAGE CONDITIONS SHALL BE APPROVED BY PERKINS+WILL.
2. THE CONTRACTOR SHALL PROVIDE AN IN-LOT DRAINAGE SYSTEM TO COLLECT AND REMOVE SURFACE WATER FROM THE PROJECT SITE. THE DRAINAGE SYSTEM SHALL BE DESIGNED TO PREVENT WATER FROM ACCUMULATING ON THE PROJECT SITE.
3. ALL DRAINAGE SYSTEMS SHALL BE INSTALLED IN ACCORDANCE WITH THE PROPER STATE AND FEDERAL REGULATIONS AND SHALL BE APPROVED BY THE LOCAL GOVERNMENT.
4. ALL DRAINAGE SYSTEMS SHALL BE MAINTAINED AND REPAIRED AS NEEDED TO PREVENT WATER FROM ACCUMULATING ON THE PROJECT SITE.

ENGINEER SEAL

*[Signature]*

Perkins+Will

Professional Engineer

State of North Carolina

02/12/24

237014

**HOUSE ENGINEERING, P.C.**

23244 Midgetts Mobile Ct  
Rodanthe, NC 28586

Existing Conditions and Index Sheet

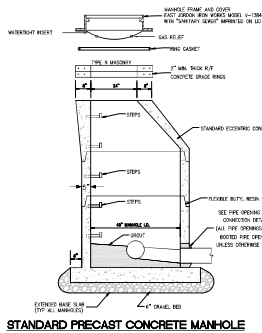
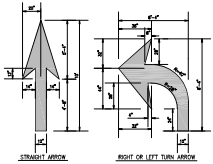
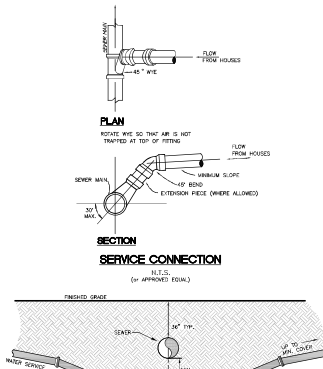
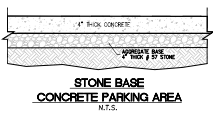
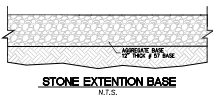
The Cottages at Rodanthe Village  
Location

23244 Midgetts Mobile Ct  
Parcel in Rodanthe

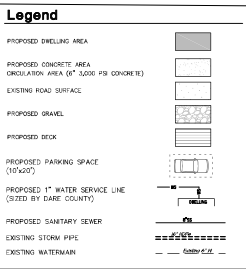
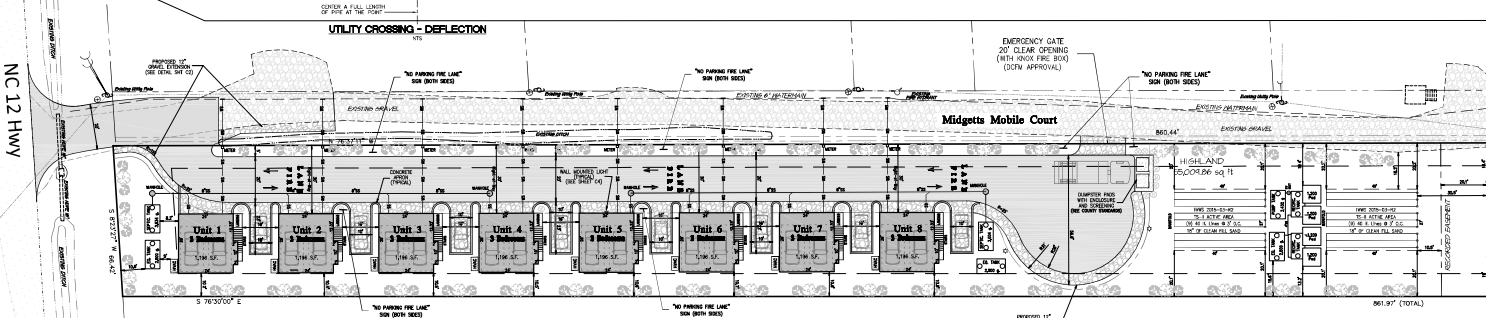
Rodanthe Dare County North Carolina

PROJECT NUMBER: 237014

SHEET NO: C1 OF 4



- General Notes**
- SUBJECT PROPERTY: Parcel #: Rodanthe, Rodanthe, NC 27968
  - STREET ADDRESS: 23244 Midgetts Mobile Ct Rodanthe, NC 27968
  - PARCEL ID NUMBER: 03572001
  - GLOBAL P/N: 065000000022
  - RECORDED REFERENCE: CONDEE, Donald Vernon, 704 Haggerty Road, Wainright, FL 13445 DB, 2009 PG. 0484, (04/09/2022)
  - ZONING: Special District (S-1), SECTION 22-21.1 - CLUSTER HOME DEVELOPMENTS (minimum area of zoning. Any zoning constructed as part of the cluster home development shall not exceed 1,000 square feet of finished/landscaped space.)
  - TOTAL PARCEL AREA: 57,699 Sq. Ft. (1.32 AC.)
  - PROPOSED DEVELOPMENT: 3 BEDROOM SINGLE FAMILY RESIDENTIAL UNITS 2 STORY WOOD FRAME STRUCTURE ON PILING WITH CONCRETE PARKING AREA UNDERNEATH
  - LOT COVERAGE: BUILDING AND DECK - 5,200 SQ. FT. VERTICAL SURFACE - 10,000 SQ. FT. CONCRETE CURBSTEP - 140 SQ. FT. CONCRETE LANDING - 64 SQ. FT.
  - PARKING DATA: TOTAL COVERAGE - 10,072 SQ. FT. 27 SPACES 12 UNITS @ 1 SPACE PER UNIT = 24 SPACES TOTAL SPACES PROVIDED = 24 SPACES
  - BOUNDARY AND TOPO INFORMATION TAKEN FROM SEPARATE SURVEYING
  - FLOOD ZONE: "X" SHADING AND AE (4) (BY F.P.E. 8.07 MINIMUM)
  - ALL WATER LINES FOR THE PRE-INSTALLATION AND BASIC ROAD IMPROVEMENTS MUST BE INSTALLED AND APPROVED PRIOR TO THE COMMENCEMENT OF ANY HOME CONSTRUCTION
  - ALL ROADS SHALL BE CONSTRUCTED OF A MATERIAL TO HAVE AN ALL-WEATHER SURFACE CAPABLE OF CARRYING THE WEIGHT OF FIRE APPARATUS OF AT LEAST FLOOD PONDS
  - NO PARKING WILL BE ALLOWED ON ANY STREET. "NO PARKING FIRE LANE" SIGNS AND SURFACE MARKING MUST BE POSTED ACCORDING TO GUIDELINES.
  - WATER FLOOD TEST DATA AND DOCUMENTATION SHOWING THAT THE DESIGN MANHOLE SHALL BE CAPABLE OF PROVIDING THE REQUIRED FLOOR REQUIREMENTS OF 1,000 GPM.



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North Carolina 811  
WWW.nc811.ORG

**NOTE:**  
THE DATA SHOWN ON THESE PLANS IS BELIEVED TO BE ACCURATE AND THE ACCURACY IS NOT GUARANTEED. CONSULT WITH THE ENGINEER FOR REVISIONS. ALL UTILITIES, LOCATIONS, TYPES AND DEPTHS OF THE EXISTING UTILITIES ARE TO BE DETERMINED BY A SURVEYOR. IF THE SURVEYOR CANNOT LOCATE AND THE OWNER REFUSES TO PROVIDE ANY COPIABLE VIEW ENGINEERS NOTICE TO PROCEED.

**ENGINEER SEAL**

*Donald Vernon Condee*  
Professional Engineer  
Civil Engineering License C-12955

THIS DOCUMENT IS THE PROPERTY OF HOUSE ENGINEERING P.C. IT IS TO BE USED ONLY FOR THE PROJECT AND SITE SPECIFICALLY IDENTIFIED HEREIN. WITHOUT THE WRITTEN PERMISSION OF THE ENGINEER, NO REUSE OR REVISIONS ARE TO BE MADE.

APPROVALS	DATE
Drawn: D. NELP	02/12/24
Checked: B. HYNDS	02/12/24
Engineer: B. HYNDS	02/12/24

REVISIONS

No.	Date	Description

**HOUSE ENGINEERING P.C.**  
1000 N. W. 10th St., Ft. Lauderdale, FL 33304  
P.O. Box 1000, Rodanthe, NC 27968

**Site and Utility Plan**  
For  
**The Cottages at Rodanthe Village**  
Location:  
**23244 Midgetts Mobile Ct**  
Parcel #: Rodanthe  
Rodanthe, New County, North Carolina

ID	PROJECT NUMBER	REV.	DATE
B	237014	-	C2

CAD FILE NAME: 237014 | SCALE: 1" = 20'-0" | SHEET NO: 4



**Stormwater Narrative**

**STORMWATER MANAGEMENT NARRATIVE**  
THE STORMWATER MANAGEMENT PLAN SHOWS HOW THE DESIGNER HAS DEVELOPED A PLAN TO ADDRESS STORMWATER MANAGEMENT OF THE SUBJECT PROPERTY.  
THE STORMWATER RUNOFF WILL BE MANAGED THROUGH PROPOSED ON-SITE GRAVEL INFILTRATION BASINS AND UNDER DWELLING SWALES.  
THE DESIGNER HAS PROVIDED THE FOLLOWING INFORMATION TO ASSIST THE LOCAL GOVERNMENT IN REVIEWING THE PLAN AND TO ASSIST THE LOCAL GOVERNMENT IN REVIEWING THE PLAN.  
PROJECT LOCUS SHALL BE THE UNIMPAVED DEVELOPMENT PRINCIPLES AND BEST MANAGEMENT PRACTICES TO THE PRIMARY SOURCE FOR THE TREATMENT OF STORMWATER.  
DESIGN STORM EVENT  
DESIGN RAINFALL: 2.00 INCHES AT 30 MINUTE DURATION  
TOTAL RUNOFF TO BE MANAGED FROM DESIGN STORM: 15,672 SQ. FT.  
IMPERVIOUS SURFACES  
TOTAL IMPERVIOUS SURF UPON PROJECT COVERAGE = 15,672 SQ. FT.  
RATIONAL RUNOFF COEFFICIENT = 0.3  
DESIGN STORM COEFFICIENT = 1.0  
UNIMPAVED AREA COEFFICIENT = 0.35  
USE C = 1.0 AS CONCRETE INFILTRATION FACTOR  
TOTAL RUNOFF: 15,672 SQ. FT. X 2.00 INCHES X 1.00 = 31,344 CU. FT.  
PROJECT SITE: 15,672 SQ. FT. X 0.35 X 1.00 = 5,483 CU. FT.  
EXISTING SOIL DATA  
UNSATURATED WATER HOLDING CAPACITY: 30% SLUMP  
SOIL TYPE: SANDY SILT  
SOIL TEXTURE: 20% FINE SAND, 50% SILT, 30% CLAY  
EXPOSURE: 2% TO 3% SLOPE  
DESIGNER'S NOTE: THE EXISTING SOIL TYPE IS SANDY SILT WITH 20% TO 30% CLAY.  
CALCULATE HOLDING CAPACITY FOR INFILTRATION BASINS  
DESIGNER'S NOTE: THE EXISTING SOIL TYPE IS SANDY SILT WITH 20% TO 30% CLAY.  
CALCULATION SUMMARY  
ADDITIONAL STORMWATER STORAGE IS AVAILABLE FROM INFILTRATION BASINS.  
A DESIGNER'S NOTE: THE EXISTING SOIL TYPE IS SANDY SILT WITH 20% TO 30% CLAY.  
DESIGNER'S NOTE: THE EXISTING SOIL TYPE IS SANDY SILT WITH 20% TO 30% CLAY.

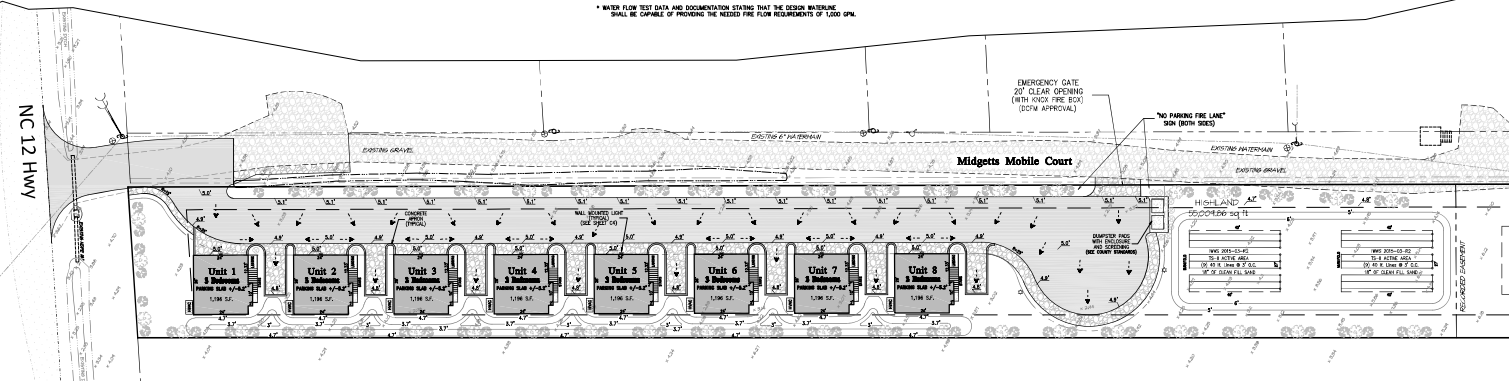
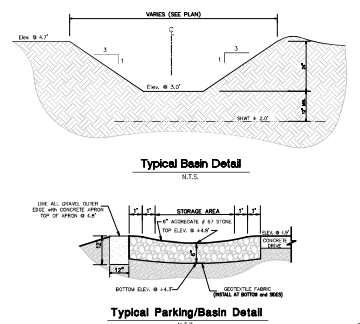
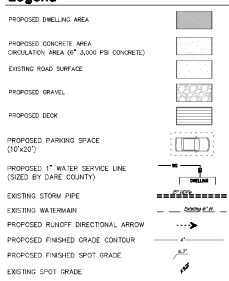
**Stormwater Storage Calculations**

**STORMWATER MANAGEMENT BASIN "A"**  
BASIN DATA  
TOP ELEVATION = 4.1'  
BOTTOM ELEVATION = 3.0'  
BOTTOM AREA = 148 SQ. FT.  
CALCULATE OPEN VOLUME IN BASIN  
V1 = OPEN VOLUME = 1,000 CU. FT. X 1.2 = 1,200 CU. FT.  
V2 = OPEN VOLUME = 1,000 CU. FT.  
**STORMWATER MANAGEMENT GRAVEL BASIN "B"**  
BASIN DATA  
TOP ELEVATION = 4.1'  
BOTTOM ELEVATION = 3.0'  
BOTTOM AREA = 1,051 SQ. FT.  
CALCULATE OPEN VOLUME IN BASIN  
V1 = OPEN VOLUME = 1,000 CU. FT. X 1.2 = 1,200 CU. FT.  
V2 = OPEN VOLUME = 1,000 CU. FT.  
**STORMWATER MANAGEMENT GRAVEL BASIN "C"**  
BASIN DATA  
TOP ELEVATION = 4.1'  
BOTTOM ELEVATION = 3.0'  
BOTTOM AREA = 740 SQ. FT.  
CALCULATE OPEN VOLUME IN BASIN  
V1 = OPEN VOLUME = 1,000 CU. FT. X 1.2 = 1,200 CU. FT.  
V2 = OPEN VOLUME = 1,000 CU. FT.  
TOTAL STORAGE IN BASIN AND UNDER DWELLING SWALES  
TOTAL STORAGE PROVIDED = 3,200 CU. FT. + 300 CU. FT. + 480 CU. FT. = 3,980 CU. FT.  
TOTAL STORAGE REQUIRED = 1,200 CU. FT.  
TOTAL STORAGE PROVIDED = 3,980 CU. FT. > 1,200 CU. FT.

**General Notes**

- SUBJECT PROPERTY: Parcel in Rodanthe, North Carolina, NC 27948
- STREET ADDRESS: 23244 Midgetts Mobile Ct, Rodanthe, NC 27948
- PARCEL ID NUMBER: 03273001
- GLOBAL P/N: 0605002032
- RECORDED REFERENCE: 0605002032
- ZONING: Special District (S-1), SECTION 22-211 - CLUSTER HOME DEVELOPMENTS
- TOTAL PARCEL AREA: 57,899 Sq. Ft. (1.32 AC.)
- PROPOSED DEVELOPMENT: (B) 3 BEDROOM SINGLE FAMILY RESIDENTIAL UNITS WITH CONCRETE PARKING AREA UNDERNEATH
- LOT COVERAGE: BUILDING AND DECKS = 6,760 SQ. FT. MINIMUM SURFACE = 15,000 SQ. FT. CONCRETE DRIVEWAY = 140 SQ. FT. CONCRETE LAWN = 64 SQ. FT.
- PARKING DATA: TOTAL SPACES REQUIRED = 24 SPACES TOTAL SPACES PROVIDED = 24 SPACES
- BOUNDARY AND TOPO INFORMATION TAKEN FROM SEABOARD SURVEYING
- FLOOD ZONE "X", "Y", "Z" SHOWN AND AS (4) (REPEL: 8'0" MINIMUM)
- ALL BASE LINES FOR THE FIRE HYDRANTS AND BASIC ROAD DIMENSIONS MUST BE ACCURATE AND APPROVED PRIOR TO THE COMMENCEMENT OF ANY FINE CONSTRUCTION.
- ALL ROADS SHALL BE CONSTRUCTED OF A MATERIAL TO HAVE AN UNWEAR SURFACE CAPABLE OF CARRYING THE DESIGN WEIGHT OF THE APPROXIMATE OF AT LEAST 10,000 POUNDS.
- NO PARKING WILL BE ALLOWED ON ANY STREET. "NO PARKING FIRE LANE" SIGN AND SURFACE MARKING MUST BE POSTED ACCORDING TO LOCAL ORDINANCES.
- DESIGNER'S NOTE: THE EXISTING SOIL TYPE IS SANDY SILT WITH 20% TO 30% CLAY.
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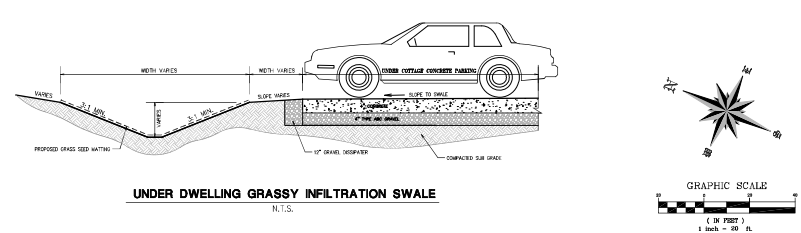
**Legend**



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**HOUSE ENGINEERING, P.C.**

Professional Engineer License No. 49761

**Grading and Drainage**

**The Cottages at Rodanthe Village**

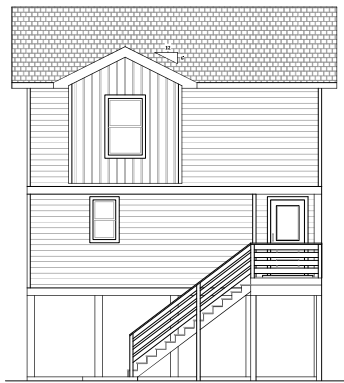
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Project Number: 237014

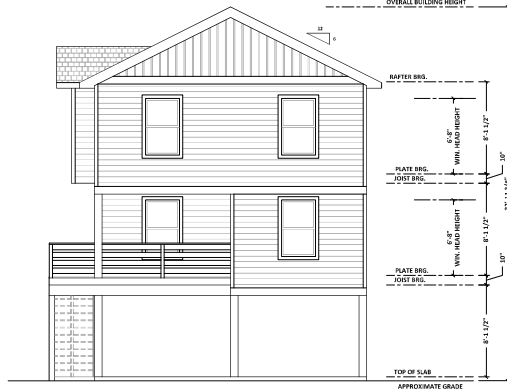
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Sheet No. C3 of 4

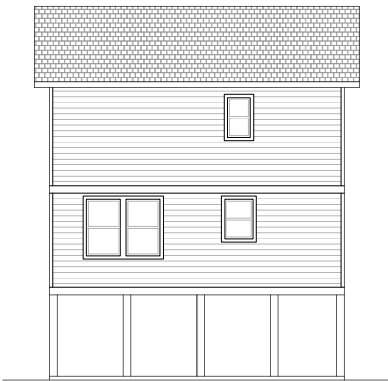




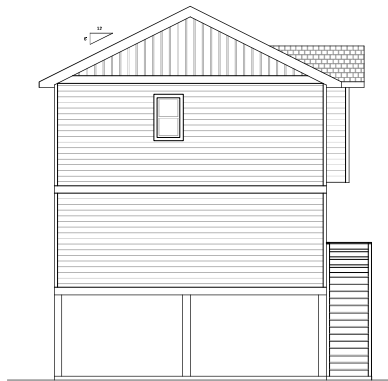
LEFT SIDE ELEVATION 1-A  
SCALE: 1/4"=1'-0"



FRONT ELEVATION 1-B  
SCALE: 1/4"=1'-0"



RIGHT SIDE ELEVATION 1-C  
SCALE: 1/4"=1'-0"



REARELEVATION 1-D  
SCALE: 1/4"=1'-0"

AREA SCHEDULE:	
TOTAL LIVING AREA:	1,196 S.F.
FIRST FLOOR:	552 S.F.
SECOND FLOOR:	644 S.F.
DECKS:	232 S.F.
BEDROOMS:	3
BATHROOMS:	2

# HOUSE ENGINEERING, P.C.

703 HORN AVE. KITTLY HAWK, NORTH CAROLINA 27849  
OFFICE: (252) 291-2525 FAX: (252) 291-2523  
e-mail: rich@houseengineering.net

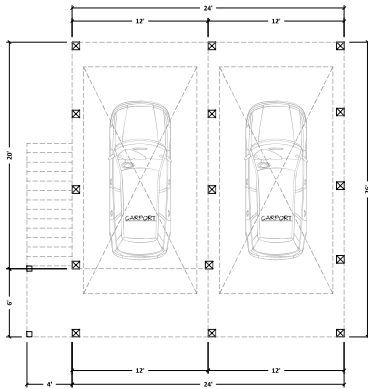
**ELEVATIONS**  
for:  
**Dereck Hench**

*Property Location:*  
**23244 Midgetts Mobile Ct,  
Rodanthe, Dare County, North Carolina**

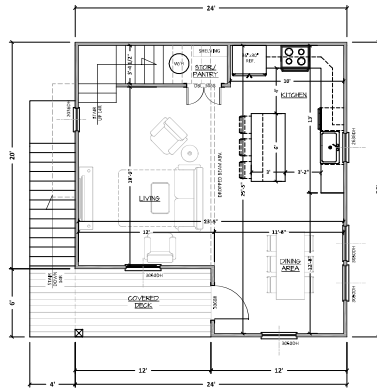
<p>ENGINEER SEAL</p> <p style="text-align: center;"><i>THIS DRAWING IS THE PROPERTY OF HOUSE ENGINEERING, P.C. AND IS NOT TO BE REPRODUCED OR TRANSMITTED IN ANY FORM OR BY ANY MEANS, ELECTRONIC OR MECHANICAL, WITHOUT THE WRITTEN PERMISSION OF THE FIRM.</i></p> <p>PROJECT CONTACTS</p>	<p>DATE</p> <p>APPROVALS</p> <table border="1"> <tr> <td>DRAWN</td> <td>R. HOUSE</td> <td>DATE</td> <td>2/9/2024</td> </tr> <tr> <td>CHECKED</td> <td>R. HOUSE</td> <td></td> <td></td> </tr> <tr> <td>ENGINEER</td> <td>R. HOUSE</td> <td></td> <td></td> </tr> <tr> <td>REVIEWED</td> <td>R. HOUSE</td> <td></td> <td></td> </tr> </table> <p>FIRM CERTIFICATION No. C-1925</p> <p>APPLICABLE DRAWING TOLERANCES</p>	DRAWN	R. HOUSE	DATE	2/9/2024	CHECKED	R. HOUSE			ENGINEER	R. HOUSE			REVIEWED	R. HOUSE		
DRAWN	R. HOUSE	DATE	2/9/2024														
CHECKED	R. HOUSE																
ENGINEER	R. HOUSE																
REVIEWED	R. HOUSE																

SIZE	PROJECT NUMBER	REV	SHEET NO.
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CAD FILE NAME: 23204	SCALE: 1/4" = 1'-0"		OF 2

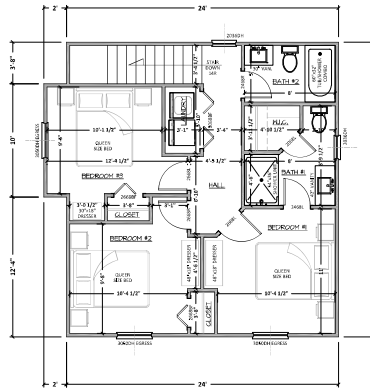




GROUND FLOOR PLAN 2-A  
SCALE: 1/4"=1'-0"



FIRST FLOOR PLAN 2-B  
SCALE: 1/4"=1'-0"



SECOND FLOOR PLAN 2-C  
SCALE: 1/4"=1'-0"

AREA SCHEDULE:	
TOTAL LIVING AREA:	1,196 S.F.
FIRST FLOOR:	552 S.F.
SECOND FLOOR:	644 S.F.
DECKS:	232 S.F.
BEDROOMS:	3
BATHROOMS:	2



PROPERTY LOCATION:  
23244 MIDGETTS MOBILE CT,  
RODANHE, DARE COUNTY, NORTH CAROLINA

FLOOR PLAN  
for:  
**Dereck Hench**

PROPERTY LOCATION:  
23244 MIDGETTS MOBILE CT,  
RODANHE, DARE COUNTY, NORTH CAROLINA

ENGINEER SEAL  
DATE: 2/9/2024

APPROVALS: DATE  
DRAWN: R. HOUSE  
CHECKED: R. HOUSE  
DESIGNED: R. HOUSE  
REVIEWED: R. HOUSE

SIZE	PROJECT NUMBER	REV	SHEET NO
D	237014	-	2
			OF
			2

CAD FILE NAME: 23204 SCALE: 1/4" = 1'-0"

## **SECTION 22-31.1 - CLUSTER HOME DEVELOPMENTS (Adopted 10-15-2018)**

Cluster home developments consist of more than one residential dwelling on one parcel of land whereby the dwellings are occupied on a long-term basis. These standards are designed to facilitate the development of cluster home projects in unincorporated Dare County subject to the following provisions. The following provisions shall apply:

**(a)** Cluster homes developments shall be subject to review and approval as special uses in the following zoning districts: R-2, R-2H, R-3, RS-6, RS-8, C-2, C-2-H, C-3, 1-1, S-1, and CS. Minimum lot size: 20,000 square feet in these zoning districts.

**(b)** Cluster homes developments shall be subject to review and approval as special uses in the following zoning districts: SNC. Minimum lot size: 30,000 square feet in these zoning districts.

**(c)** Setbacks: Dwellings constructed as part of a cluster home development shall be subject to the setbacks of the applicable zoning district.

**(d)** Separation of dwellings: 15 feet.

**(e)** Lot coverage: 30% of the total lot area.

**(f)** Building height: Same as the applicable zoning district.

**(g)** Maximum size of dwelling: Any dwelling constructed as part of the cluster home development shall not exceed 1,200 square feet of heated/conditioned space.

**(h)** Parking: Parking for cluster homes shall be provided at a rate of one parking space per bedroom of each cluster home. Such parking may be provided at individual dwelling sites or in a congregate area for the entire development. Fifty percent (50%) of the required parking shall be of an impervious surface of concrete or asphalt (not to include asphalt millings or other similar products).

**(i)** Roads – cluster home developments that cannot be properly served by emergency or service vehicles from an existing abutting road or street, shall be made accessible to such vehicles from a 30' right-of-way with 20 feet of paved improvements.

**(j)** Ownership of cluster homes – cluster home sites may be transferred to individual owners with the remainder of the lot dedicated as common area owned by a homeowners association or similar entity. Cluster homes shall be occupied or rented on a for long-term occupancy as defined in Section 22-2 of the Zoning Ordinance.

**(k)** A copy of the approved special use permit for a cluster home development shall be recorded with the approved site plan of the development.

**(l)** Other reasonable and appropriate conditions to reflect individual specific site conditions may be applied to cluster home development as part of the special use review and approval process.

(Ord. passed 10-15-2018; Am. Ord. passed - - ; Am. Ord. passed 6-21-2021; Am. Ord. passed 5-17-2023)



**COUNTY OF DARE**  
**Department of Emergency Management**  
**Office of the Fire Marshal**  
P.O. Box 1000, Manteo, North Carolina, 27954

**Steven R. Kovacs, NC-CFI**  
Deputy Emergency Manager/Fire Marshal

(252) 475-5750

**To:** Morgan Potts, Planner  
**From:** Steven R. Kovacs, Fire Marshal  
**Date:** February 20, 2024  
**Re:** The Cottages of Rodanthe Village

---

I have reviewed the submitted site plan and have the following comments:

- All roads shall be constructed of a material so to have an all-weather surface capable of carrying the imposed weight of fire apparatus of at least 75,000 pounds. This is noted on page 2 and 3 of the plans which is acceptable.
- All roads shall be maintained with the noted width of at least 20 feet and the clear height of 13-feet 6-inches, and an all-weather surface. This shall be noted on the final recorded plat.
- There shall be no parking allowed on the roads within the subdivision. Signs and surfacing markings shall be as specified by the Dare County Fire Marshal's Office. This is noted on pages 2 & 3 which is acceptable.
- The road length exceeds 150-feet and will require a turn around area for fire apparatus. This area meets the requirements noted above to include a separate gate which will be provided with a Knox Lock keyed to Chicamacomico Banks VFD. The gate needs to be wider than 20 feet to allow for apparatus to be able to turn in or out of this access point. See comment on the plans.
- There needs to be a fire hydrant within 400-feet of the structures along the travel path of the fire apparatus. Currently the shows a fire hydrant in the area of the Cemetery on Midgett's Mobile Court. The hydrant exceeds the travel distance by 100 feet. Need to add a fire hydrant to the entrance to the access drive between Midgett's Mobile Court and the access drive noted on the marked plan. The marked location has been discussed and approved by the Fire Chief. Locating the fire hydrant on the north side of Midgett's Mobile Court would hamper fire operations.
- The needed water fire flow for the proposed subdivision at this time is 1,000 gallons per minute which is noted on pages 2 and 3. This is based on the 16-foot separation and 3 stories using the commercial calculation as noted below. Any changes to these conditions would change the needed fire flow requirements.

*For 1- and 2-family dwellings not exceeding 2 stories in height, the following needed fire flows shall be used shall be based on distance between the two homes:*

**DISTANCE BETWEEN BUILDINGS NEEDED FIRE FLOW**

More than 30 feet	500 gpm
21 – 30 feet	750 gpm
<b>11 – 20 feet</b>	<b>1,000 gpm</b>
0 – 10 feet	1,500 gpm

For 1- and 2-family dwellings, **exceeding the two-story height** or with an effective area greater than 4,800 square feet the needed fire flow will be calculated the same as commercial projects.

- Need to obtain current with test data and provide documentation that the designed waterline shall be capable of providing the needed fire flow requirement as previously noted.
- Need to note street names and addressing which must be approved by this office and coordinated with Dare County 911.
- All water lines for the fire hydrants and basic road improvements must be installed and approved prior to the commencement of any home construction. Roads must remain clear during construction for emergency vehicle access. As noted on the plan.

*\* Please understand that approval of any documents in no way relieves the owner, the architect, the engineer, or the contractor from the responsibility of violations of governing codes and regulations not found by our office. When such violations are found they must be corrected.*



**Special Use Permit No. #01-2024**

Dare County Sections 22-27.1, 22-31.1, 22-65, 22-70, 22-72

**Application of:** Derek Hench/House Engineering, P.C

This matter coming on to be heard and being heard by the Dare County Board of Commissioners at the April 2, 2024 meeting of the Dare County Board of Commissioners upon the application of the Petitioners, Derek Hench & House Engineering, P.C., (hereinafter Petitioners) for a Special Use Permit under 22-27.1, 22-31.1, 22-65, 22-70, 22-72 of the Dare County Code of Ordinances, which application is on file with the Dare County Planning Department. Upon the evidence presented the Board of Commissioners finds as follows:

Findings of Fact:

1. That the written application of Petitioners with attachments has been duly submitted to the Dare County Planning Department as required by Section 22-65 of the Dare County Code (hereinafter referred to as "Code") on February 13, 2024.
2. The application was request for cluster home development pursuant to Dare County Ordinance Section 22-31.1.
3. The parcel to be developed and the subject of the Petitioner's application is 1.3 acre parcel located on Midgett Mobile Court in the Rodanthe Tax District, identified in the Dare County tax records as Parcel Number 012572001, PIN of 065805092032 and zoned S-1 under the Dare County Code of Ordinances.
4. The Current owner of the property is the Petitioner Derek Hench, who has applied for the special use permit requested in conjunction with Petitioner House Engineering, P.C.
5. Cluster Home Developments are Subject to review and special use permit pursuant to the terms set forth under Section 22-31.1.

6. Petitioner presented a proposed site plan for the 1.3 acre parcel.
7. The proposed site plan consists of 8 individual dwelling units with 3 bedrooms, and associated infrastructure. All are within the 1,200 square foot maximum requirement.
8. The proposed site plan shows that the proposed units will be separated by 16 feet, exceeding the minimum requirement.
9. The proposed site plan shows lot coverage shall not exceed thirty percent (30%) of the total lot area.
10. The proposed site plan shows that the dwellings constructed as part of this cluster home development meet the setback requirements set forth in the S-1 zoning district.
11. The total number of parking spaces required for the development is 24 spaces. The proposed site plan shows 24 spaces, with 50% of the required parking being of an impervious surface of concrete or asphalt.
12. The proposed site plans show that the dwelling units shall be constructed on piling foundations with paved parking underneath.
13. The applicant shall manage stormwater runoff internal to the property through a series of basins and swales as shown on the site plans.
14. Wastewater will be handled by an engineered on-site wastewater treatment system.
15. The wastewater system meets all the requirements set forth by North Carolina State Statutes and Administrative Regulations.
16. The Dare County Fire Marshal has reviewed the site plans and the applicant has accepted his recommendations and incorporated said recommendations as reflected in the site plans.

17. The site plan for the development shows it is accessible to both emergency and service vehicles from the proposed 30 foot right-of-way with 20 foot of paved improvements as shown on the site plans
18. The application requests a use permitted by special use permit under the Dare County Code of Ordinances, subject to the quasi-judicial procedures set forth in Section 22-70, which include Cluster Home Developments and Petitioners' plan of development complies with the requirements of the Dare County Code of Ordinances.
19. That the Dare County Board of Commissioners is empowered under sections of the Code set out above to approve special uses and apply reasonable and appropriate conditions
20. That the notice procedures of Section 22-72 of the Code have been complied with prior to the hearing of this matter.

Upon the evidence presented and the forgoing findings of fact, the Board concludes that Petitioner has met all conditions of the Dare County Code of Ordinances and is entitled to the requested Special Use Permit. Based upon the forgoing, the Board issues Petitioner a Special Use Permit upon the following terms and conditions:

**CONDITIONS:**

1. The cluster home development shall operate as prescribed in the definition set forth in Section 22- 31.1 of the Dare County Zoning Ordinance. The structures shall be constructed as depicted on the Site Plan.
2. All structural improvements shall be located in the dwelling footprints as recorded on the final plat.
3. The structures shall be located on the parcel in conformance with the setbacks of Section 22-27.1 and Section 22-31.1 of the Zoning Ordinance and the Dare County Flood Damage Prevention Ordinance.
4. All dwellings are restricted to being utilized for long term occupancy only. Long-term occupancy is defined in Section 22-2 of the Dare County Zoning Ordinance as a residential dwelling that is occupied and used for residency and housekeeping purposes for a period of 31 days or more.
5. All dwellings are restricted to a maximum size of 1,200 square feet of heated/conditioned space.



6. It is the responsibility of the Petitioner(s) to obtain all necessary Local, State & Federal Permits prior to ground disturbance, which includes Erosion and Sediment Control, Stormwater Management, CAMA, & On-Site Wastewater Disposal.

7. A final site plan of the cluster home development depicting the footprint areas shall be recorded in the Register of Deeds. The dwelling units may be transferred to individual owners with the remaining area of the site dedicated as common area owned by a homeowner's association or other similar entity. A copy of the signed special use permit shall be recorded with the final site plan.

8. The recorded homeowner's documents shall include fees for the maintenance of the wastewater systems, stormwater infrastructure, road improvements, and any other infrastructure. A copy of the recorded homeowner's documents shall be provided to the Dare County Planning Department.

9. Building permits for the structures shall be secured within 24 months from date of Board of Commissioners approval. An as-built survey for the property shall be submitted to the Planning Department upon the completion of all of the structures to confirm compliance with the terms of the Dare County Zoning Ordinance. If the developer chooses to construct the structures at different times, then individual as-built surveys for each structure shall be required before any structure is certified for occupancy.

10. All structures shall be constructed in compliance with the requirements of the Dare County Fire Marshal, North Carolina Building Code, and the North Carolina Fire Code.

11. There shall be no staging of equipment or materials in or along the right-of-way of NC Highway 12 and/or Midgett's Mobile Court.

12. An independent, third party Engineer licensed in the State of North Carolina shall certify that the materials used to fill the former borrow pit will be capable of supporting vehicular traffic, emergency vehicles, the proposed dwellings and their building pads.

13. The Petitioner(s) shall adhere to the vegetative buffer, planting details, and Landscaping notes found on the submitted "Landscape Plan". The developer must agree to maintain the landscaping as noted in the plans. until the homeowners' organization is created, and must agree to contribute to that organization its share of the maintenance for all lots retained by the developer or successor.

14. The Petitioner(s) shall adhere to the provisions of Section 22-60, "Outdoor Lighting" of the Code and the lighting details provided on the submitted "Landscape Plan".

15. Roads internal to the development shall be paved and constructed as depicted on the approved site plan. The road shall be constructed to support 75,000 pounds as indicated by the Dare County Fire Marshal. Upon completion, road improvements shall be certified by a NC licensed engineer to meet the weight specification stipulated by the Fire Marshal. Road maintenance shall be the responsibility of the Petitioner or any

homeowners association that is established for the cluster home development. The road improvements shall be perpetually maintained to comply with the approved construction specifications. All roads shall be maintained with a clear height of 13-feet 6-inches.

16. There shall be no parking allowed on the roads within the subdivision. Signs and surfacing markings shall be as specified by the Dare County Fire Marshal's Office.

17. A Knox Box Lock key for the access gate shall be provided to Chicamacomico Banks Volunteer Fire Department. The gate must be at minimum 20 feet wide to allow for fire apparatus to be able to turn in or out of this access point.

18. A fire hydrant shall be installed at the entrance to the access drive between Midgett's Mobile Court and the access drive. Fire hydrants shall be installed within 400-feet of the dwellings, and shall have a minimum water fire flow rate of 1,000 gallons per minute. Any deviation from the proposed structures' heights must be approved by the Fire Marshall & Planning Director. Successful water flow testing of 1,000 gallons per minute is required prior to the issuance of any Certificates of Occupancy.

19. All street names and addressing which must be approved by the Dare County Fire Marshall and coordinated with Dare County 911.

20. All water lines for the fire hydrants and basic road improvements must be installed and approved prior to the commencement of any home construction. Roads must remain clear during construction for emergency vehicle access.

21. The ownership, operation and maintenance of the engineered wastewater system shall be conveyed to a home owners' association or similar organization. The "Operations and Maintenance Plan" shall be included within the homeowner's associated documents. The developer must agree to maintain the engineered wastewater system until the homeowners' organization is fully functional, and must agree to contribute to that organization its share of the wastewater system maintenance retained by the developer or successor.

22. No changes or deviation from the terms and conditions of the special use approval shall be made until written approval of the proposed changes or deviations has been obtained from Dare County. The quasi-judicial procedures set forth in the Code shall be followed for the review and approval of major modifications. Minor modifications as established in Section 22-70 of the Code may be authorized administratively by the Planning Director.

23. A violation of this Permit shall be a violation of the Code and the special use may be revoked by the Board of Commissioners. Special use approval shall be revoked for any substantial departure from the approved application, plans, or specifications; for refusal or failure to comply with the requirements of any development regulation or any State law delegated to Dare County for enforcement purposes; or for false statements or

misrepresentations made in securing special use approval. The same process for approval of a special use permit, including notice and hearing, shall be followed in the revocation of a special use permit.

24. All other terms and provisions of the Dare County Zoning Ordinance shall remain in full force and effect except as herein specifically permitted otherwise.

This \_\_\_\_\_ day of April, 2024.

SEAL:

COUNTY OF DARE

By: \_\_\_\_\_  
Robert L Woodard Sr.  
Dare County Board of Commissioners

ATTEST:

By: \_\_\_\_\_  
Skyler Foley  
Clerk to the Board

**THIS PERMIT AND THE CONDITIONS HEREIN ARE ACCEPTED**

By: \_\_\_\_\_  
Derek Hench

By: \_\_\_\_\_  
Rick House, House Engineering, P.C.

APPROVED AS TO LEGAL FORM

By: \_\_\_\_\_  
Robert L Outten  
County Attorney



*A Request to Permanently Close an Unimproved Portion of Roosevelt Street on Roanoke Island*

**Description**

A request has been made for the Dare County Board of Commissioners to permanently close a portion of the unimproved extension of the road known as Roosevelt Street on Roanoke Island located between Broughton Street and N US 64/264 Highway.

Attached is a draft resolution declaring the intent to close a portion of the street along with a map showing the unimproved extension of Roosevelt Street.

**Board Action Requested**

Review the draft Resolution. If the Board finds favorable action, adopt resolution declaring intent to close the street & set a Public Hearing for 9:00 a.m. on May 7, 2024.

**Item Presenter**

Robert Outten, County Manager

**§ 153A-241. Closing public roads or easements.**

A county may permanently close any public road or any easement within the county and not within a city, except public roads or easements for public roads under the control and supervision of the Department of Transportation. The board of commissioners shall first adopt a resolution declaring its intent to close the public road or easement and calling a public hearing on the question. The board shall cause a notice of the public hearing reasonably calculated to give full and fair disclosure of the proposed closing to be published once a week for three successive weeks before the hearing, a copy of the resolution to be sent by registered or certified mail to each owner as shown on the county tax records of property adjoining the public road or easement who did not join in the request to have the road or easement closed, and a notice of the closing and public hearing to be prominently posted in at least two places along the road or easement. At the hearing the board shall hear all interested persons who appear with respect to whether the closing would be detrimental to the public interest or to any individual property rights. If, after the hearing, the board of commissioners is satisfied that closing the public road or easement is not contrary to the public interest and (in the case of a road) that no individual owning property in the vicinity of the road or in the subdivision in which it is located would thereby be deprived of reasonable means of ingress and egress to his property, the board may adopt an order closing the road or easement. A certified copy of the order (or judgment of the court) shall be filed in the office of the register of deeds of the county.

Any person aggrieved by the closing of a public road or an easement may appeal the board of commissioners' order to the appropriate division of the General Court of Justice within 30 days after the day the order is adopted. The court shall hear the matter de novo and has jurisdiction to try the issues arising and to order the road or easement closed upon proper findings of fact by the trier of fact.

No cause of action founded upon the invalidity of a proceeding taken in closing a public road or an easement may be asserted except in an action or proceeding begun within 30 days after the day the order is adopted.

Upon the closing of a public road or an easement pursuant to this section, all right, title, and interest in the right-of-way is vested in those persons owning lots or parcels of land adjacent to the road or easement, and the title of each adjoining landowner, for the width of his abutting land, extends to the center line of the public road or easement. However, the right, title or interest vested in an adjoining landowner by this paragraph remains subject to any public utility use or facility located on, over, or under the road or easement immediately before its closing, until the landowner or any successor thereto pays to the utility involved the reasonable cost of removing and relocating the facility. (1949, c. 1208, ss. 1-3; 1957, c. 65, s. 11; 1965, cc. 665, 801; 1971, c. 595; 1973, c. 507, s. 5; c. 822, s. 1; 1977, c. 464, s. 34; 1995, c. 374, s. 1.)



PCJ SL. 354

CERTIFICATE OF OWNERSHIP AND DEDICATION

I HEREBY CERTIFY THAT I AM THE OWNER OF THE PROPERTY DESCRIBED HEREON, WHICH PROPERTY IS LOCATED WITHIN THE SUBDIVISION JURISDICTION OF THE COUNTY OF DADE AND THAT I HEREBY ADOPT THIS PLAN OF SUBDIVISION WITH MY FREE CONSENT...

5-3-23 DATE [Signature] OWNER'S SIGNATURE

NOTARY CERTIFICATE

Christine Carr, a Notary Public of Currituck County, North Carolina, do hereby certify that [Signature] personally appeared before me this day and acknowledged the due execution of this certificate...



PUBLIC STREETS CERTIFICATION

I HEREBY CERTIFY THAT THESE STREETS AS INSTALLED OR AS DESIGNED AND GUARANTEED ARE IN ACCORDANCE WITH THE MINIMUM DESIGN CRITERIA PRESENTLY REQUIRED BY THE NC DEPARTMENT OF TRANSPORTATION...

5-3-23 DATE [Signature] DISTRICT ENGINEER, NC DEPT. OF TRANSPORTATION

CERTIFICATE OF APPROVAL

I HEREBY CERTIFY THAT THE SUBDIVISION PLAT SHOWN HEREON HAS BEEN FOUND TO COMPLY WITH THE SUBDIVISION ORDINANCE OF DADE COUNTY AND THAT THIS PLAT HAS BEEN APPROVED BY THE DADE COUNTY PLANNING BOARD FOR RECORDING...

[Signature] DATE 5/18/23 DADE COUNTY SUBDIVISION ADMINISTRATOR

REVIEW OFFICER CERTIFICATION

REVIEW OFFICER OF DADE COUNTY, CERTIFY THAT THE MAP OR PLAT TO WHICH THIS CERTIFICATION IS AFFIXED MEETS ALL STATUTORY REQUIREMENTS FOR RECORDING...

5/17/23 DATE [Signature] REVIEW OFFICER

ACCEPTANCE OF DEDICATIONS CERTIFICATE

I CERTIFY THE ACCEPTANCE OF THE DEDICATION OF ROADS, EASEMENTS, RIGHT-OF-WAY, PUBLIC PARKS AND OTHER SITES FOR PUBLIC PURPOSES, AS SHOWN HEREON, BUT ASSUME NO RESPONSIBILITY TO OPEN OR MAINTAIN SAME UNTIL, IN THE OPINION OF THE GOVERNING BODY OF DADE COUNTY IT IS IN THE PUBLIC INTEREST TO DO SO.

[Signature] DATE 5/16/23 DADE COUNTY MANAGER

CERTIFICATE OF SURVEY AND ACCURACY

I, MATTHEW L. FISHER, HEREBY CERTIFY THAT THIS MAP WAS DRAWN UNDER MY SUPERVISION FROM AN ACTUAL SURVEY MADE UNDER MY SUPERVISION (DEED DESCRIPTION RECORDED IN DEED BOOK 2802 AT PAGE 718 OF THE DADE COUNTY PUBLIC REGISTRY)...

THIS SURVEY CREATES A SUBDIVISION OF LAND WITHIN THE AREA OF A COUNTY OR MUNICIPALITY THAT HAS AN ORDINANCE THAT REGULATES PARCELS OF LAND.

IF THIS SURVEY CREATES A SUBDIVISION OF LAND IN AN AREA COVERED BY A SUBDIVISION ORDINANCE, WITH MY ORIGINAL SIGNATURE, REGISTRATION NUMBER, AND OFFICIAL SEAL, THIS NOTARY IS, ON APRIL 10, 2023...

[Signature] L-4631 REGISTRATION NUMBER [Signature] PROFESSIONAL LAND SURVEYOR



RESIDENTIAL SUBDIVISION FOR OLD NORTH END, LLC

PROJECT NOTES

- 1. CLIENT OWNER: OLD NORTH END, LLC P.O. BOX 3405 MANTO, NORTH CAROLINA
2. PIN: 9870788680 PID: 3423200
3. SUBJECT REFERENCES: 2.8.2028 P.L.C. 528 P.L.C. 1, S. 210
4. PROPERTY ZONING: LOW-DENSITY RESIDENTIAL R-1 (ADJOINING PROPERTIES ARE ZONED R1)
5. PARCEL AREA: 24.86 AC +/- (LOT AREA BY COORDINATE METHOD)
6. MINIMUM BUILDING LINES (MFL): FRONT YARD: 25 SIDE YARD: 10 REAR YARD: 25
7. PROPOSED # OF LOTS: 56 (15,000 SF MIN. LOT AREA)
8. LOT ACCESS: LOT ACCESS SHALBE VIA SHADY PINES/LANE VIA CUL-DE-SAC ROAD
9. FEMA DATA: FEMA MAP #3 2028 7004/ 372098 1204, 1079; FLOOD ZONE 'X'; EFFECTIVE DATE 6/19/76. SUBJECT TO CHANGE BY FEMA.
10. THIS SURVEY IS SUBJECT TO ANY FACTS, INCLUDING BUILDING SETBACK, EASEMENTS, COVENANTS, ETC., THAT MAY BE REVEALED BY A FULL AND ACCURATE TITLE SEARCH.
11. BOUNDARY INFORMATION IS BASED UPON A PLAT TITLED, PLAT OF SURVEY OF THE EINGS PROPERTY BEING A 24.86 AC +/- TRACT RECORDED IN DEED BOOK 21, PG. 15 LOCATED ON BISHOP'S HILL, MANOR RD/ROANKE ISLAND, NANS HEAD TOWNSHIP, DADE COUNTY, NORTH CAROLINA, SURVEYED JUNE 2-JUNE 24, 2021, AS PREPARED BY MDC GEOMATICS AND DESIGN, PLLC DATED JUNE 23, 2021.
12. ALL DISTANCES SHOWN ARE HORIZONTAL GROUND DISTANCES.
13. NO PUBLISHED BENCHMARKS FOUND OR LOCATED WITHIN 2000 FEET OF PROPERTY.
14. THE DEVELOPER RESERVES RIGHTS-OF-WAY AND EASEMENTS FOR WATER, GAS, SEWER, STEAMHEATS, ELECTRIC, TELEPHONE, AND CABLE TV SERVICES, TOGETHER WITH ALL APPURTENANCES PERTAINING THEREON, FOR THE BENEFIT OF NC COMMUNION POWER AND OTHER GAS OVERLAP ACROSS EACH LOT, 15 FEET IN WIDTH CONTIGUOUS WITH ALL STREET FRONTS/BACKS, 20 FEET IN WIDTH ACROSS ALL SIDE LINES AND 15 FEET IN WIDTH CONTIGUOUS AND OFFSET 10 FEET FROM ALL REAR LOT LINES, AND SUCH OTHER EASEMENTS AS MAY BE SHOWN HEREON.
15. APPROVAL OF THE SUBDIVISION DOES NOT GUARANTEE SEPTIC APPROVAL, UNLESS INDIVIDUAL LOTS.
16. TOTAL LOT AREA: 89,662 S.F. (2.047 AC) TOTAL OPEN SPACE AREA: 6,887 S.F. (0.157 AC) DE NEW AREA (CUL-DE-SAC): 8,000 S.F. (0.183 AC) PROPOSED RTW AREA: 191,295 S.F. (4.39 AC) LINEAR FEET OF STREETS CREATED: 3,987 LF.
17. A 10' WIDE VEGETATION RETENTION EASEMENT SHALL RUN CONTIGUOUS ADJACENT TO ALL REAR PROPERTY LINES.
18. THE STREETS IN THIS SUBDIVISION ARE DEDICATED AS PUBLIC STREETS. ROAD MAINTENANCE SHALL BE THE RESPONSIBILITY OF THE PROPERTY OWNERS OF THE SUBDIVISION UNLESS SUCH THAT THE TRUSTEE HAS ACCESS INTO THE NC DEPARTMENT OF TRANSPORTATION SECONDARY ROAD MAINTENANCE PROGRAM.
19. NO LOT SHALL HAVE DIRECT DRIVEWAY ACCESS FROM UNIMPROVED ROAD. ALL LOTS SHALL ACCESS FROM THE INTERSECTION OF SUBDIVISION STREET.
20. THE VEGETATION BUFFER ALONG THE REAR OF THE LOTS SHALL NOT BE CLEARCUT AND SHALL REMAIN INTACT. REMOVAL OF VEGETATION IS SATISFACTORY.
21. EACH OF THE LOTS IS LIMITED TO A MAXIMUM BUILD UPON AREA (BUA) OF 1,500 SQUARE FEET AS ESTABLISHED IN NORTH CAROLINA STORMWATER PERMIT SW221.226. THIS MAXIMUM BUA SHALL NOT BE INCREASED BY ANY INDIVIDUAL LOT OWNERS UNLESS WRITTEN APPROVAL IS OBTAINED FROM THE STATE OF NORTH CAROLINA.
22. AN ENGINEERED FOUNDATION PLAN SHALL BE REQUIRED FOR ANY DWELLINGS TO BE CONSTRUCTED ON LOTS 51-53 IF REGULATED BY THE DADE COUNTY BUILDING INSPECTOR.
23. OLD TOWN PROPERTIES LLC SHALL VERIFY THE TOPOGRAPHIC CONDITIONS OF LOTS 51-52 WITH FALL WINTERING TO A MINIMUM ELEVATION OF 25'-0" OR GREATER AS REQUIRED FOR AN INDIVIDUAL WHATEVER WITHIN. THE LOT FILLING MAY OCCUR ON AN INDIVIDUAL BASIS DURING DWELLING CONSTRUCTION ON EACH LOT. HOWEVER, THE OVERALL MODIFICATION OF LOTS 51-52 SHALL BE COMPLETED BY OLD TOWN PROPERTIES LLC BEFORE TRANSFER OF OWNERSHIP OF ANY OF THESE TWELVE LOTS. ADDITIONAL GRADING ON EACH OF THESE TWELVE LOTS MAY OCCUR AS PART OF THE CONSTRUCTION ACTIVITIES ON EACH LOT. AN ENGINEERING AND FOUNDATION PLAN FOR EACH LOT SHALL BE SUBMITTED TO DADE COUNTY AS PART OF THE RESIDENTIAL CONSTRUCTION PERMIT APPLICATION.
24. WARREN STREET IS A FIRE APPARATUS ROAD.

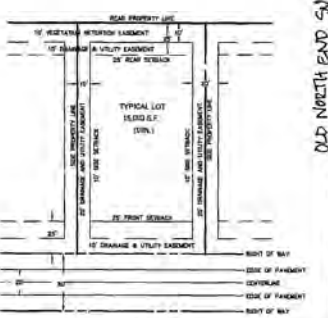
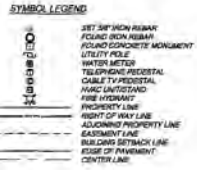
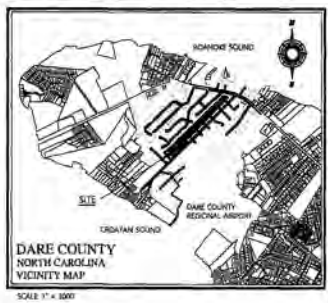
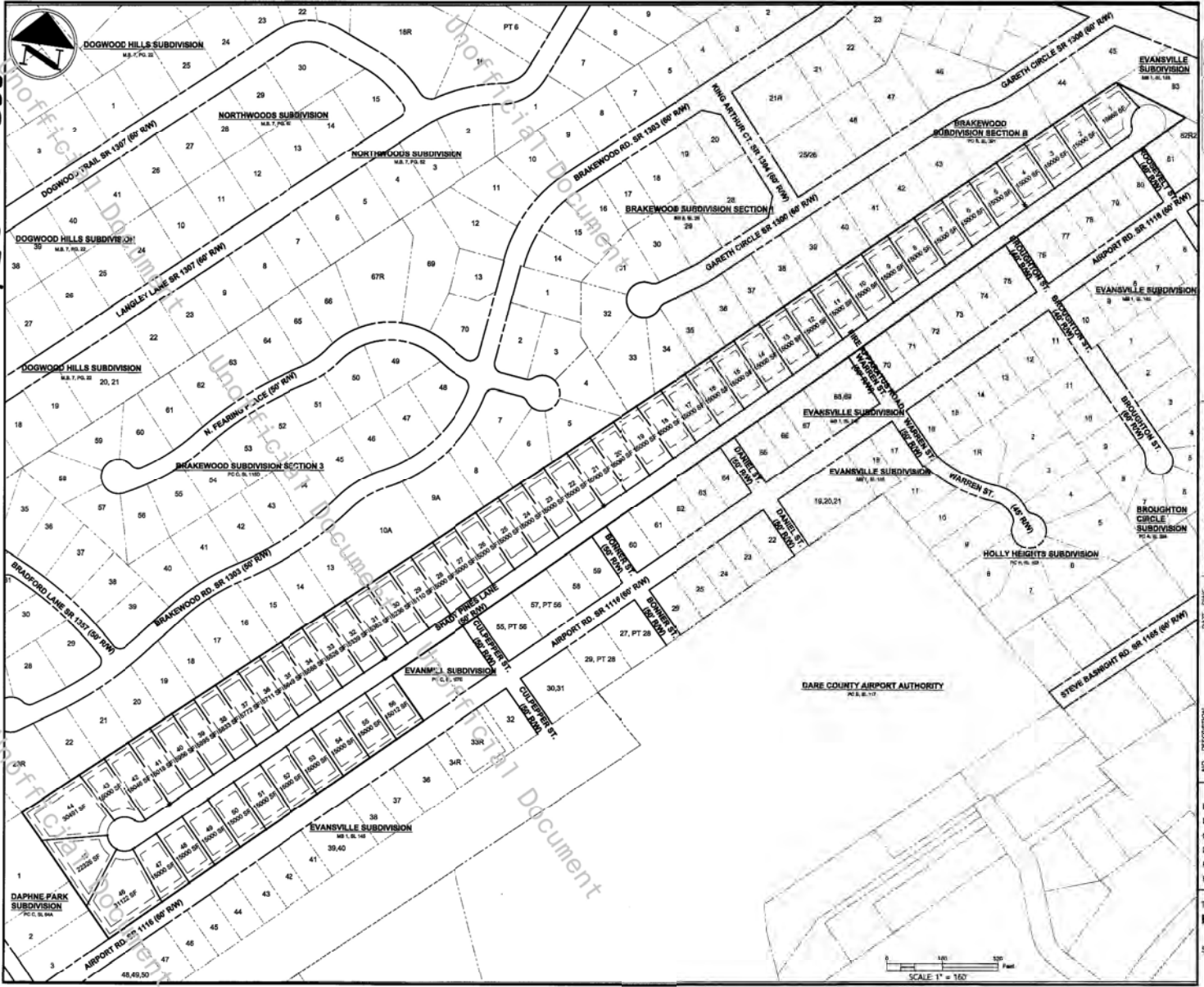


Table with 10 columns: Lot #, Area, etc. containing lot data for the subdivision.

Vertical sidebar containing project information, contact details for MDC Geomatics and Design, PLLC, and a 'DESIGNED BY' section.

Unofficial Document watermark and other vertical text on the left margin.

PCS SL. 355



**CREATING THE FUTURE**

MCC Geomatics and Design, PLLC  
 1000 WOODS HOLLOW, SUITE 200  
 WARRINGTON, VA 22190  
 TEL: 703.441.1111  
 FAX: 703.441.1112  
 WWW.MCCGEO.COM

**OLD NORTH END SUBDIVISION**  
 ROANOKE ISLAND, DADE COUNTY  
 AIRPORT ROAD  
 MANTREE, NC 27954

NO.	DESCRIPTION	DATE	BY
1	AS BUILT		
2	AS BUILT		

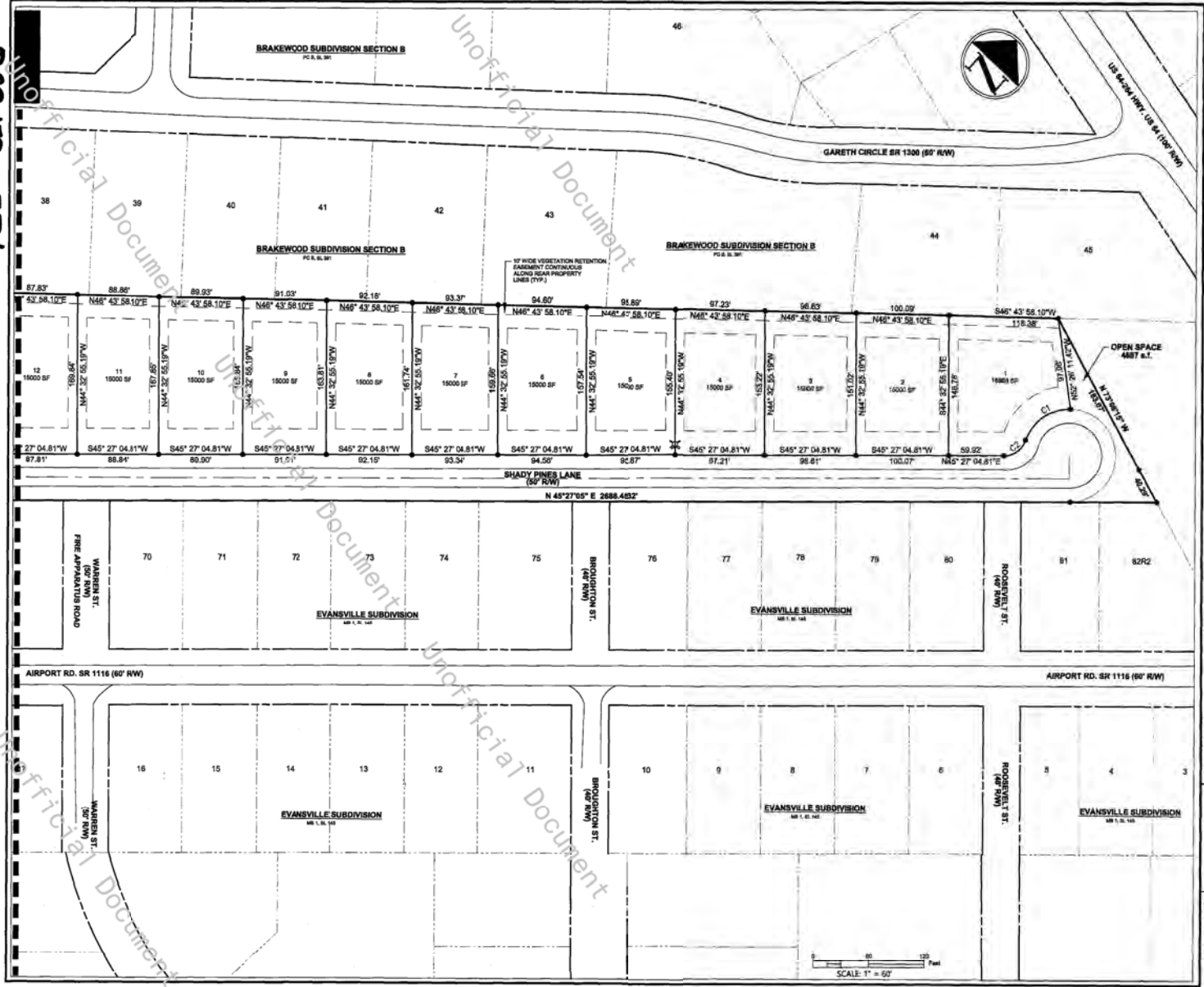
DESIGNED BY: CES  
 DRAWN BY: DMH  
 CHECKED BY: YLF  
 DATE: APRIL 10, 2023  
 PROJECT: AIRPORT RD.  
 FILE: AIRPORT RD.

TITLE: **FINAL PLAT**

SHEET: **2 OF 6**



PLJ SL. 356



Unofficial Document

Unofficial Document

Unofficial Document

Unofficial Document

Unofficial Document

**MSC Geomatics and Design, PLLC**  
 4805 THE PINNACLES ROAD, SUITE 100  
 WASHINGTON, NC 27686  
 (919) 851-1100  
 www.mscgeomatics.com

**OLD NORTH END SUBDIVISION**  
 ROANOKE ISLAND, DANE COUNTY  
 NAGS HEAD TOWNSHIP  
 AIRPORT ROAD  
 MANTEO, NC 27954

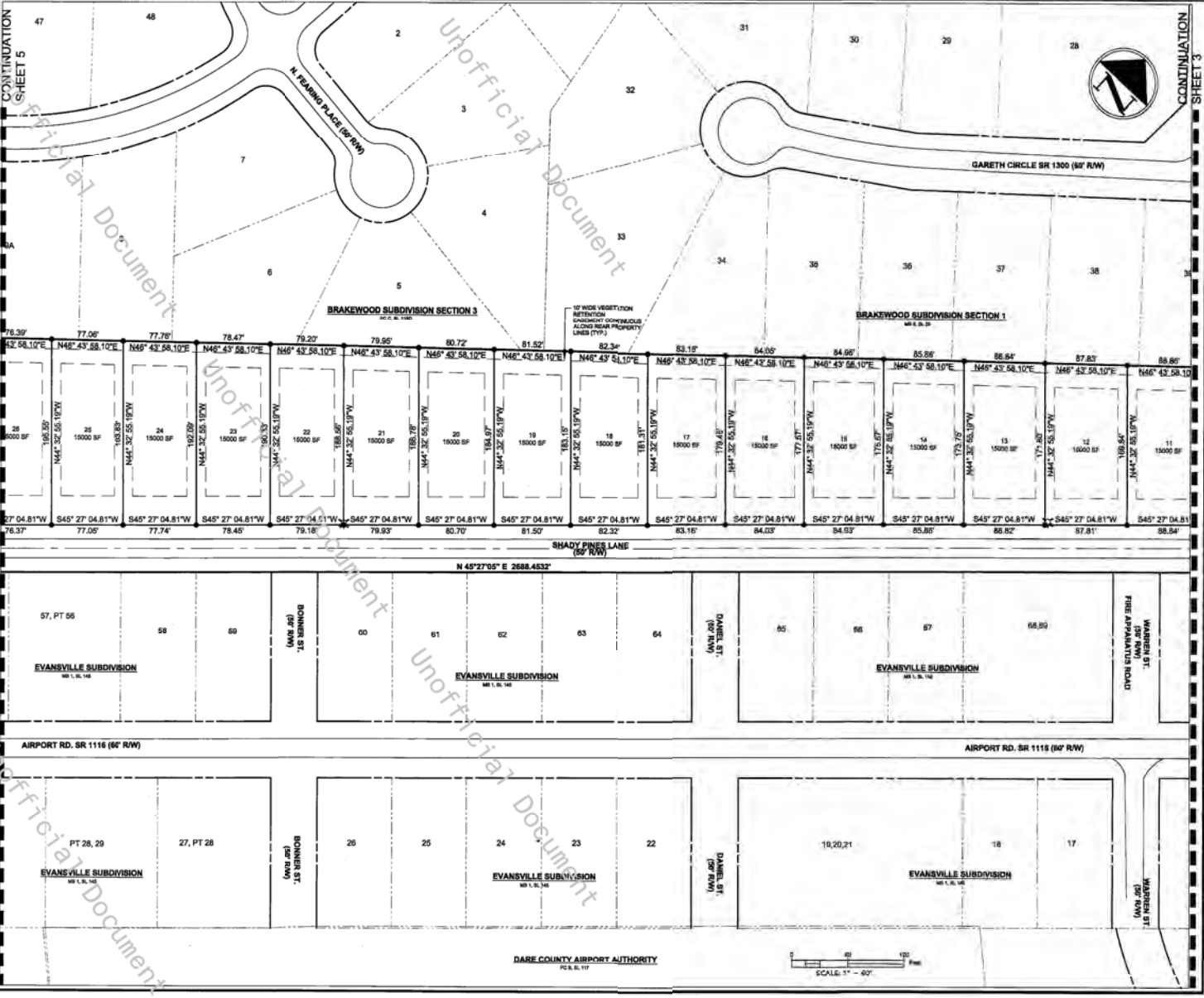
NO.	DESCRIPTION	DATE	DWG
1	ASD TYPED AND SIGNED PLAT, NOTES & EXHIBITS	APRIL 10, 2023	LA 6
2	ASD PRELIMINARY		LA 5
3			LA 4
4			LA 3
5			LA 2
6			LA 1

DESIGNED BY: CES  
 DRAWN BY: DMR  
 CHECKED BY: TUF  
 DATE: APRIL 10, 2023  
 PROJECT: AIRPORT RD.  
 FILE: AIRPORT RD.

TITLE  
**FINAL PLAT**

SHEET  
**3 OF 6**

PCJ SL 357



CONTINUATION SHEET 5

CONTINUATION SHEET 3

Unofficial Document

Unofficial Document

Unofficial Document

Unofficial Document



M2C Geomatics and Design, PLLC  
1000 THE WOODS ROAD, SUITE 100, FARMINGVILLE, NC 27834  
TEL: 919-487-1111  
WWW.M2CD.COM

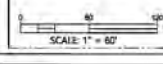
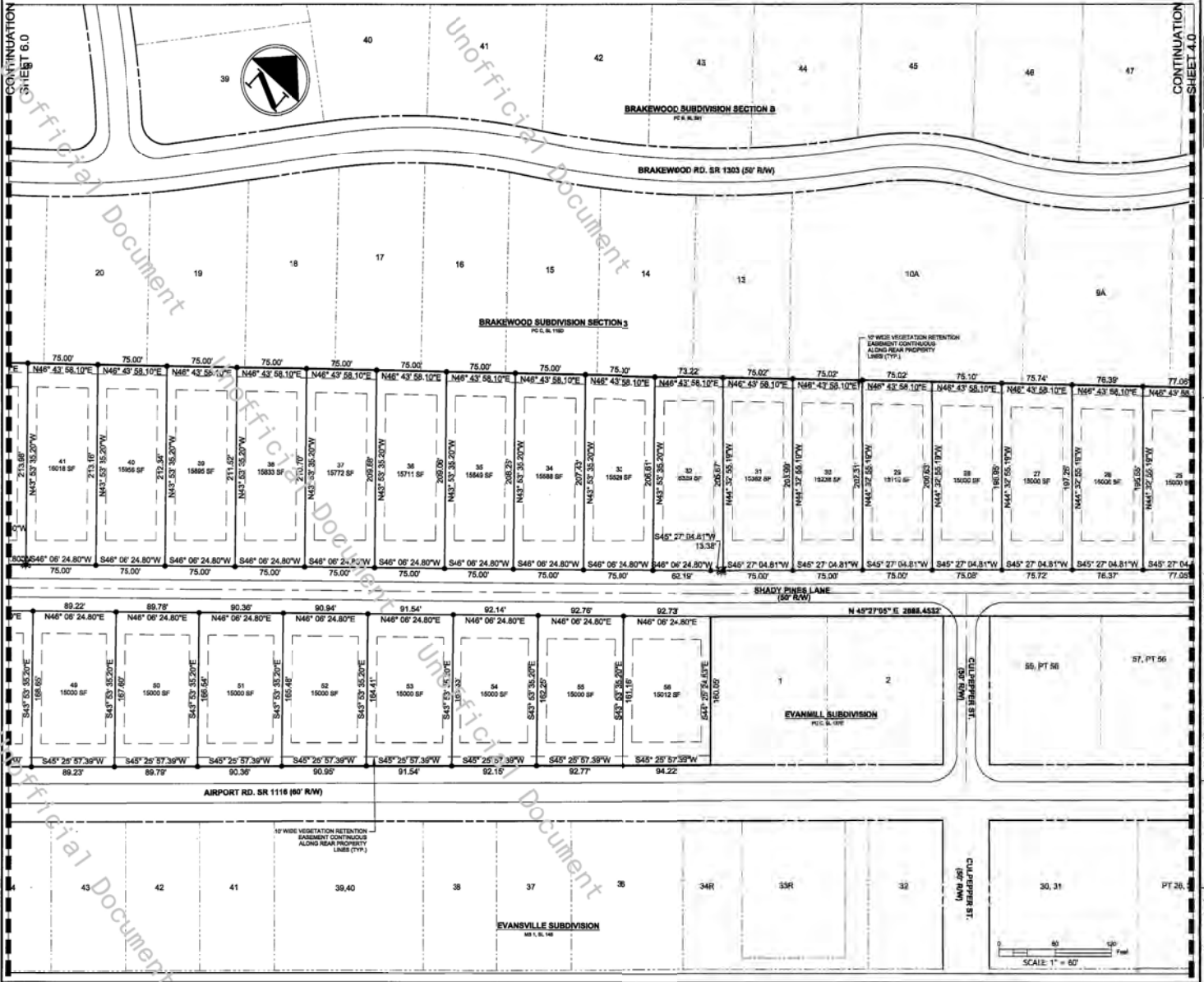
**OLD NORTH END SUBDIVISION**  
DARE COUNTY  
AIRPORT ROAD  
MANTLED, NC 27954

NO.	DESCRIPTION	DATE	DATE
1	AS NOTED		
2	AS NOTED		

DESIGNED BY: CES  
DRAWN BY: DAR  
CHECKED BY: TLF  
DATE: APRIL 10, 2023  
PROJECT: AIRPORT RD.  
FILE: AIRPORT RD.

TITLE: **FINAL PLAT**  
SHEET: **4 of 6**

PCJ SL-358



Continuation  
Sheet 6.0

Continuation  
Sheet 4.0

M2C Geomatics and Design, PLLC  
1001 E. HARRIS BLVD.  
SUITE 200  
RAVENNA, OH 44150  
419.326.1100  
www.m2cgeomatics.com

CREATED BY: M2C  
DATE: 04/10/2023

FROM THE ARCHITECTS TO THE COURT (M2C) 2023

**OLD NORTH END SUBDIVISION**  
ROANOKE ISLAND, DADE COUNTY  
NAGS HEAD TOWNSHIP  
AIRPORT ROAD  
MANTEO, NC 27854

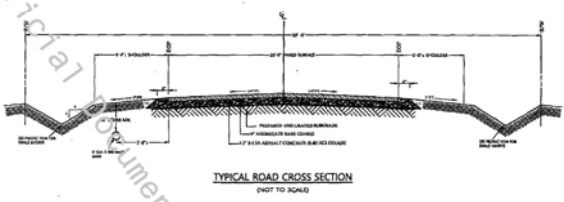
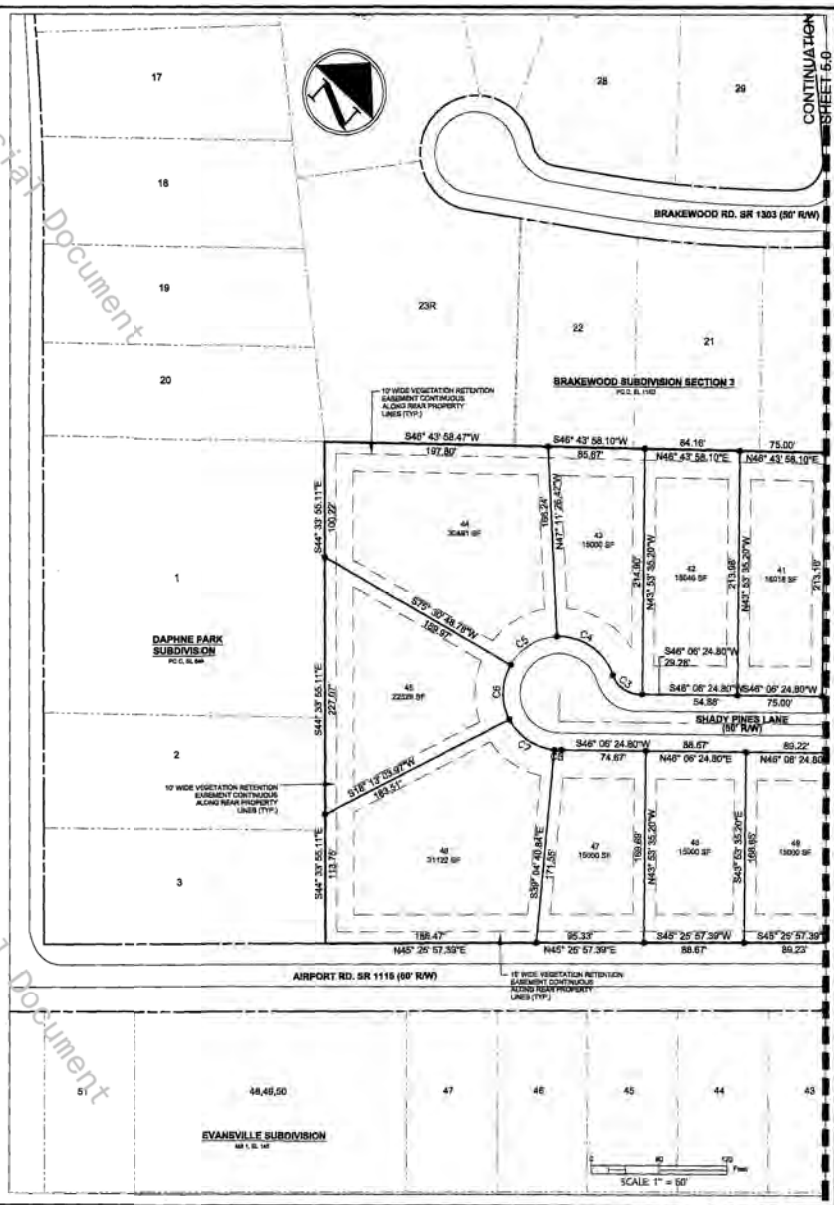
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1	ADD FOOT PRINTS, SET BACKS & CORNERS		
2	POSTING COMMENTS		

DESIGNED BY: CES  
DRAWN BY: DMR  
CHECKED BY: TLA  
DATE: APRIL 10, 2023  
PROJECT: AIRPORT RD.  
FILE: AIRPORT RD.

TITLE: **FINAL PLAT**  
SHEET: **5 OF 6**

PLJ SL. 359

Curve Table					
Curve #	Length	Radius	Delta	Chord Direction	Chord Length
C1	62.59	50.00	71.72	N10° 47' 12"E	58.58
C2	30.77	25.00	70.52	N10° 11' 21"E	28.87
C3	30.76	25.00	70.49	N81° 21' 15"E	28.86
C4	59.62	50.00	73.29	N29° 02' 19"E	60.04
C5	50.00	50.00	57.30	N14° 09' 41"E	47.94
C6	50.00	50.00	57.30	N43° 08' 04"W	47.94
C7	50.00	50.00	57.30	S79° 34' 12"W	47.94
C8	6.26	50.00	7.17	S47° 20' 06"W	6.26



M2C Geomatics and Design, PLLC  
 1000 W. PINE HILL, SUITE 100  
 MANTEO, NC 27954  
 PHONE: 252.331.1000  
 FAX: 252.331.1001  
 WWW.M2CGEOMATICS.COM

CREATIVE SOLUTIONS  
 CIVIL ENGINEERING & SURVEYING, P.L.L.C.  
 100 W. HARRIS STREET, SUITE 100  
 MANTEO, NC 27954  
 PHONE: 252.331.1000  
 FAX: 252.331.1001  
 WWW.CREATIVE-SOLUTIONS.COM

FROM THE ADVANTAGES TO THE COSTS SINCE 2012

**OLD NORTH END SUBDIVISION**  
 ROANOKE ISLAND, DARE COUNTY  
 NAAGS HEAD TOWNSHIP  
 AIRPORT ROAD  
 MANTEO, NC 27954

NO.	DESCRIPTION	DATE	DWG.
1	ADD THE ADJACENT LOTS, NOTES & SURT.	04/10/2023	2.1
2	ADD THE PLAT INFORMATION	04/10/2023	2.1

DESIGNED BY: CES  
 DRAWN BY: DMR  
 CHECKED BY: TLF  
 DATE: APRIL 10, 2023  
 PROJECT: AIRPORT RD.  
 FILE: AIRPORT RD.

**TITLE**  
 FINAL PLAT

**SHEET**  
 6 OF 6

RESOLUTION

A RESOLUTION BY THE DARE COUNTY BOARD OF COMMISSIONERS DECLARING IT'S INTENT TO PERMANENTLY CLOSE A PORTION OF THE UNIMPROVED EXTENSION OF THE DARE COUNTY PUBLIC ROAD KNOWN AS ROOSEVELT STREET.

WHEREAS, the unimproved extension of Roosevelt Street is located in unincorporated Dare County, and

WHEREAS, the unimproved extension of Roosevelt Street is a public road, and

WHEREAS, the unimproved extension of Washington Street is depicted on the plat of Old North End LLC Subdivision in Plat Cabinet J, Page 254 in the Dare County Public Registry and

WHEREAS, the Dare County Board of Commissioners declares its intent to permanently close a portion of the unimproved extension of the Dare County public road known as Roosevelt St, located between Broughton Street and N US 64/264 Highway on Roanoke Island as noted on the map of the area labelled Attachment A with this resolution, and

WHEREAS, NCGS 153A-241 establishes procedures by which local governments can consider the abandonment of public roads after a duly advertised hearing and other public notice procedures are enacted.

NOW, THEREFORE, BE IT RESOLVED the Dare County Board of Commissioners declares its intent to permanently close the unimproved extension of the publicly-dedicated road known as Roosevelt Street in Manteo, North Carolina and in accordance with North Carolina General Statute 153A-241 a public hearing on the question shall be held at 9:00 a.m. on May 7, 2024.

ADOPTED the 2nd day of April 2024 by the Dare County Board of Commissioners

SEAL:

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Robert L. Woodard, Chairman  
Dare County Board of Commissioners

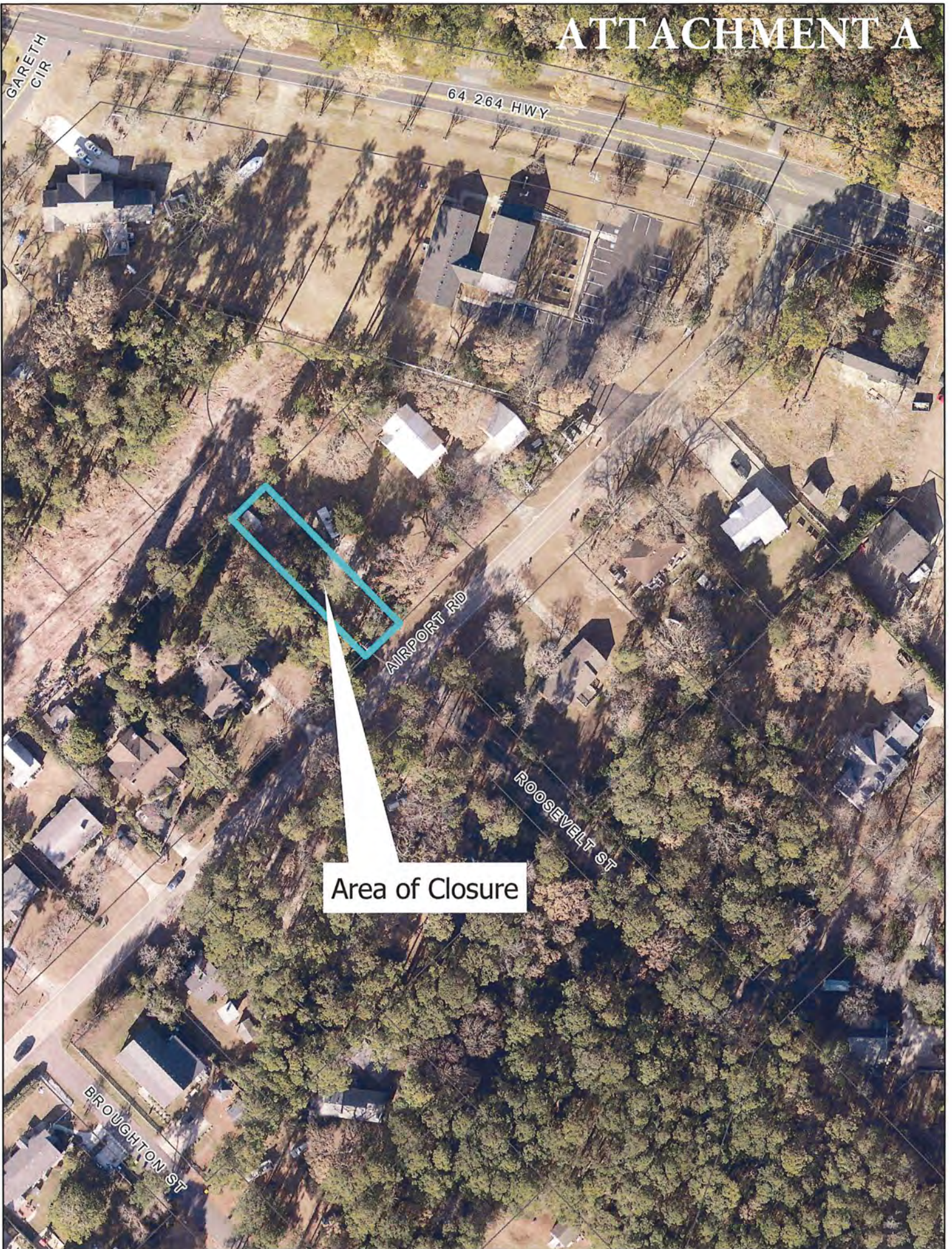
ATTEST:

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Skyler Foley, Clerk



# ATTACHMENT A



Area of Closure





*Early College Prep Design RFQ Recommendation*

**Description**

Dare County received a total of six responses to the Early College Design RFQ that was advertised in March. The design companies that submitted proposals were Oakley Collier, LS3P, Via, Clark Nexsen, Intrepid, and Boomerang Design. Attached, you will find an executive summary of each firm.

**Board Action Requested**

Approve design firm recommendation or schedule future interviews.

**Item Presenter**

Dustin Peele, Projects Manager

# Cover Letter



March 25, 2024

County of Dare, NC  
Dare County Finance Office  
Attention: Dustin Peele  
954 Marshall C. Collins Drive  
Manteo, NC 27954

## **RE: New Early College Preparatory Building on the Roanoke Island Campus of College of The Albemarle**

Dear Mr. Peele and Selection Committee Members,

From experience, Oakley Collier Architects (Oakley Collier) knows that designing and constructing a new Early College Preparatory building represents a significant investment in education facilities and community well-being. We understand the critical nature of similar projects, and are committed to addressing the unique needs of the Dare County community while leveraging our extensive experience in similar educational facilities across North Carolina.

**Since 2017, Oakley Collier Architects has been actively collaborating with Dare County, fostering a relationship that allows us, as a design team, to deeply grasp the needs and expectations of the County.** Our collaboration with Dare County extends to our work with the Dare County government and Dare County school system, where we've played a pivotal role in developing program requirements for your Early College Preparatory project through our feasibility study work. In addition, having a local resident on our team - Construction Administrator Franki Joyner - provides unparalleled attention and service throughout the design and construction of your project.

By closely partnering with both Dare County school system and Dare County government, we've meticulously crafted a program that meets the requirements for your Early College Preparatory building. Our work on your feasibility study, and prior approval of our program by the school system, uniquely positions us to start the design process immediately. We are prepared to swiftly transition into the design phase, ensuring seamless progress and alignment with the project's objectives.

**One of our key strengths lies in our thorough knowledge of cost-effective and durable building materials, ensuring your project will meet and maintain its strict budget constraints.** We pay close attention to budget as related to building design, staying conscientious about owner's budget while assuring that design meets the program requirements. Over the past five years, our construction cost estimates have consistently been within a 2% margin of accuracy, and our project bids have remained on budget, showcasing our commitment to fiscal responsibility.

Oakley Collier is **a registered small business enterprise (SBE) and we're dedicated to positively impacting our community.** We are eager to bring our expertise, dedication, and innovative solutions to Dare County. Our team is excited to continue our relationship with your staff, while achieving the outlined project goals to create a state-of-the-art facility. We appreciate the opportunity to present our qualifications for this project. Please do not hesitate to reach out if you require further information or wish to discuss our proposal in more detail. We look forward to the potential of continuing to contribute to Dare County's legacy of excellence in educational facilities.

Sincerely,

Timothy D. Oakley, AIA, LEED AP (Authorized Representative/Point of Contact)  
109 Candlewood Road, Rocky Mount, NC 27804  
P: 252.937.2500  
E: toakley@oakleycollier.com



**Firm Name as Registered with the NC Authorizing Agency:**  
Oakley Collier Architects, PA

**Website:**  
[www.oakleycollier.com](http://www.oakleycollier.com)

**Telephone:**  
252.937.2500

**Mailing Address:**  
109 Candlewood Road,  
Rocky Mount, NC 27804



March 25, 2024

Dare County Finance Office  
Attn: Dustin Peele  
954 Marshall C. Collins Drive  
Manteo, NC 27954

RE: RFQ for Architectural/Engineering Services  
College Of The Albemarle Early College Preparatory Building / # 726060

Dear Mr. Peele and Selection Committee:

At LS3P, we strive to be trusted advisors to our clients, forging enduring connections by bringing new levels of thought, insight, and inspiration to the process of design and architecture. At our core we are a design firm, dedicated to contributing our best to projects, clients, society and each other with integrity and passion.

We believe our team is well qualified to meet your needs and would like to highlight our team's strengths. Foremost, for the College of the Albemarle Early College Preparatory project, we will actively **listen** to Dare County and the College to develop detailed knowledge of your goals, aspirations and challenges for the project, and **work collaboratively** to address these in a creative and thoughtful way.

LS3P (originally Boney Architects) celebrated our 100th Anniversary this past year. We celebrate our longstanding history of K-12 design in counties throughout North Carolina as well as our involvement in the initial design of the COA campus. While we look back and give thanks for those relationships and projects over the past century that have brought us success, we also look forward to trends, innovations, and the creative ways to meet the needs of future generations. The LS3P team proposed for your project is the best of the best – local experts, as well as K-12 design experts from throughout our firm with a proven track record of **innovative, functional, and beautiful** school designs.

Our firm has several **Early College facilities** that have recently been completed in the Carolinas, several of which are built in conjunction with Universities and Technical Colleges, allowing us to share our expertise in the programming phase with Dare County. We have included as examples several **high school college preparatory schools** in the Carolinas ranging from \$12M to over \$50M in budget, some of which we implemented with the CM@Risk delivery process.

We are passionate about designing excellent environments for education and we believe that schools which are more sustainable are healthier, more efficient, and more conducive to learning. With our diverse portfolio of sustainable projects using Energy Star Certifications and other green rating systems, we have the expertise and firm-wide resources to implement strategies which best fit your project parameters. We will provide strategies for maximum efficiency in mechanical systems and daylighting, which can decrease operational costs as well as boost student achievement. CMTA will provide MEP services for your project and will bring their knowledge of sustainability and efficiency. Our stellar consultant team, with whom we have worked successfully on recent projects, includes Timmons for Civil and Landscape Architecture; Lynch Mykins (WBE) for Structural Engineering; FoodDesign (SBE) for food service consulting; and MBP for cost estimating.

We are pleased to provide our team's qualifications, knowing that we bring you the expertise and value to deliver this project safely, on time, and under budget. We believe our work across North Carolina's K-12 and community college system, and our extensive experience with CTE programs makes our team extremely qualified for this current scope of work. We look forward to hearing from you soon.

Sincerely,

Charles Boney, FAIA, LEED AP  
Principal-In-Charge/Vice President  
charlesboney@ls3p.com



## Dear Dare County,

VIA is honored to submit our qualifications for the Early College Preparatory building on the College of the Albemarle's Roanoke Island Campus. Our proven experience and unwavering commitment to excellence make us the perfect partner to bring Dare County's vision to life. We share your dedication to exceptional education and are confident our team, with its local expertise, can design a space that fosters academic achievement and prepares students for a bright future.

### DEDICATION TO EXCEPTIONAL EDUCATION

At VIA, our passion lies in crafting educational environments that empower students and educators to thrive. We believe that thoughtfully designed spaces can significantly enhance the learning experience. Our extensive portfolio features a wide range of successful educational projects, including new classrooms, renovated science labs, and innovative school buildings. Throughout these projects, we've honed a deep understanding of the unique needs of modern learning. We excel at translating educational goals into functional and inspiring designs that foster collaboration, spark creativity, and support 21st-century learning styles.

### WATERFRONT EXPERTISE

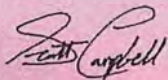
We bring unparalleled expertise to waterfront projects, particularly those on flood-prone sites with complex contextual considerations like your project site. Our commitment to resilient waterfront development is reflected in our extensive East Coast portfolio, encompassing educational institutions, research facilities, and master plans for similar waterfront locations. This experience translates into a deep understanding of critical regulations, flood zone development standards, and environmental factors. We expertly design and construct waterfront facilities that not only comply with regulations but also celebrate the unique character of the site.

### COLLABORATIVE DESIGN PROCESS

VIA prioritizes client communication throughout the entire process. Through workshops and open communication, we will work closely with you to translate your vision into a functional and inspiring design. We believe in the power of preliminary workshops to build consensus and excitement around a project. Our meticulous approach to the visioning and schematic design phases ensures that the final building reflects your aspirations.

We are passionate about creating spaces that inspire learning and empower communities. With our extensive experience in waterfront design, collaborative approach, and commitment to quality, we are confident we can deliver an exceptional Early College Preparatory building that serves Dare County for years to come.

Kind regards,



Scott Campbell, AIA, LEED AP® BD+C  
Principal, Project Manager





March 25, 2024

Dustin Peele  
Special Projects & Purchasing Manager  
Dare County Finance Office  
P.O. Box 1000  
Manteo, NC 27954-1000

RE: Early College Preparatory Building on the Roanoke Island Campus of College of The Albemarle

Dear Mr. Peele:

Dare County's commitment to student empowerment and the enhancement of educational opportunities is especially challenging in today's educational environment. The proposed new early college preparatory building on College of The Albemarle's Dare County campus presents an exciting opportunity to provide an educational space that not only prepares students for the college experience, but for career trades as well. This visionary project will shape the future of education in Dare County, creating an environment where students will thrive and excel.

The proposed construction of an approximate 30,000 square foot facility, encompassing 17 academic classrooms, a media center, food service center, administration offices, and various support rooms, reflects a bold step towards innovation and excellence in education in the coastal region. We are excited to contribute our expertise to this transformative initiative, as we have completed a similar project on Blue Ridge Community College's campus, Innovative High School. Our process of starting each project with visioning and community engagement will lead to a project that is reflective of values of the Dare County and sensitive to the existing campus. Our goal is to support Dare County's mission to support each student's unique learning style in order to engage them to become life-long learners.

Just as we are currently engaged in the development of the new Health Sciences building at the College of The Albemarle's Elizabeth City campus, we understand the significance of projects that shape the educational landscape and empower future generations. Our team is dedicated to delivering innovative solutions that not only meet the needs of today but also anticipate the demands of tomorrow. We are strategically positioned to provide comprehensive support for this project, with our Raleigh office located approximately three hours away and our Virginia Beach office under two hours away. The collaboration between our Raleigh and Virginia Beach offices has been instrumental in numerous successful projects, and we are confident that our combined efforts will greatly benefit the Dare County community.

In collaboration with our long-standing partners, including Salas O'Brien for MEP engineering, Timmons Group for civil engineering and landscape architecture, Lynch Mykins (woman-owned, and certified small business) for structural engineering, Raymond Engineering (minority-owned) for envelope consulting, Certified Professional Estimators (CPE) for cost estimating, and Foodservice Solutions Design Consultants (FSDC) for food services, we bring a wealth of expertise and a shared commitment to excellence for this project.

We recognize that each project is an opportunity to make a lasting impact on the community and the environment. Through our sustainable design principles and client-centered approach, we strive to exceed expectations while creating spaces that enrich lives and inspire progress.

We are honored by the opportunity to collaborate with Dare County in shaping the future of education. We look forward to contributing to the success of this project and to building a brighter future for the students of Dare County.

Sincerely,  
Clark Nexsen

Donna Francis, AIA, ALEP, LEED AP BD+C  
Principal | Primary Contact  
919.576.2141 | dfrancis@clarknexsen.com

Chris Duncan, AIA, GGP, LEED AP BD+C  
Senior Project Manager  
919.576.2109 | cduncan@clarknexsen.com





March 25<sup>th</sup>, 2024

Dare County Finance Office  
Attn: Dustin Peele  
954 Marshall C. Collins Drive  
Manteo, NC 27954  
252.475.5891  
dustin.peele@darenc.gov

RE: SOQ - Dare County New Early College Preparatory Building  
INTREPID Architecture Letter of Interest

Dear Mr. Dustin Peele Selection Committee,

Intrepid Architecture, PA, and our team of qualified design professionals are pleased to have the opportunity to express our interest in the Dare County New Early College Preparatory Building. The 25,000 – 32,000 sf building represents a major opportunity for Dare County students to get a jumpstart in the competitive world of higher education. In 2020, when I founded Intrepid Architecture after nearly 20 years of leading complex design jobs all over eastern North Carolina, it was with projects like yours in mind. I was raised in a house that was originally a three-room schoolhouse, which my father converted into our home. From that time on, my mind frame about design was shaped by a burning desire to create exceptional educational environments. Our entire team shares that vision and the proven experience needed to translate vision into a successful project. With us, your project will benefit from our team's:

- 1) Twenty-plus years of successful projects with NC SCO
- 2) Sustained commitment to educational environments (from our Wayne Christian High School to our work at ECU, Pitt Community College, NCSU, ECSU, and Vance Granville Community College.
- 3) Strong history of regional work (we currently have projects in Edenton, Washington, Plymouth, and Englehart (Davis Center)
- 4) Multiple licensed professionals (two licensed architects, multiple licensed engineers),
- 5) Robust experience with large-scale projects including multiple 50,000+ SF buildings, ECU's 79,000 SF Health Science Student Center, and multiple complex high-rise residence halls
- 6) Hands-on approach to interior design,
- 7) Strong track record on budgeting/cost estimating and keeping projects on budget/schedule,
- 8) And most importantly, a commitment to your project's success.

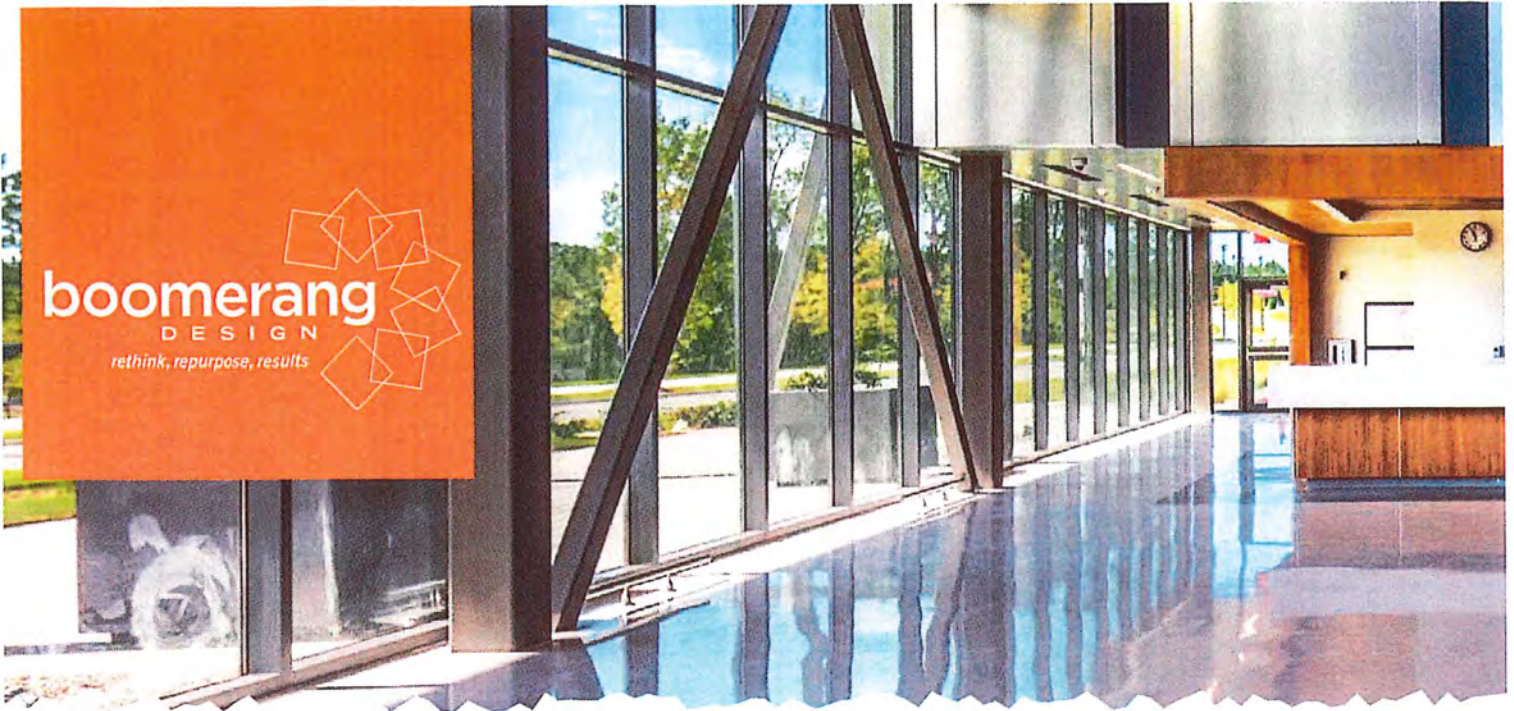
Our aim is to work tirelessly on your behalf while also making the process enjoyable for all of those involved. We sincerely hope to have the opportunity to discuss the project and our qualifications/approach with you and the selection committee in more detail.

Sincerely,  
INTREPID Architecture

A handwritten signature in blue ink, appearing to read "Albi McLawhorn", written over a light blue horizontal line.

Albrecht N. McLawhorn, AIA, NCARB  
President + Owner  
INTREPID Architecture, PA  
252.902.9046  
albim@intrepidarchitecture.com





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p2	02. Project Team
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p21	04. CMAR Experience
p22	05. Project Approach
p25	06. Project Schedule
p27	05. References

### Proposal POC:

Angela Crawford Easterday, AIA, NCARB  
President/Principal  
E acrawford@thinkboomerang.com  
C 919-280-5009

6131 Falls of Neuse Road  
Suite 204  
Raleigh, NC 27609  
thinkboomerang.com

March 25, 2024

Dare County Finance Office  
Attention Dustin Peele  
954 Marshall C. Collins Drive  
Manteo, NC 27954

Dear Selection Committee:

Early College Schools are innovative learning environments – making higher education accessible to all students by providing a direct and affordable path to college. We recognize that this investment in the Dare County Community is one that will have a far-reaching impact on student development, college enrollment, economic mobility, development and growth. Our team would be proud to be a part of this momentous project; and we are committed to providing Dare County with the expertise in the planning, programming and design of both higher education and high school learning environments that will be key to the successful completion of your County's very first Early College Preparatory Building.

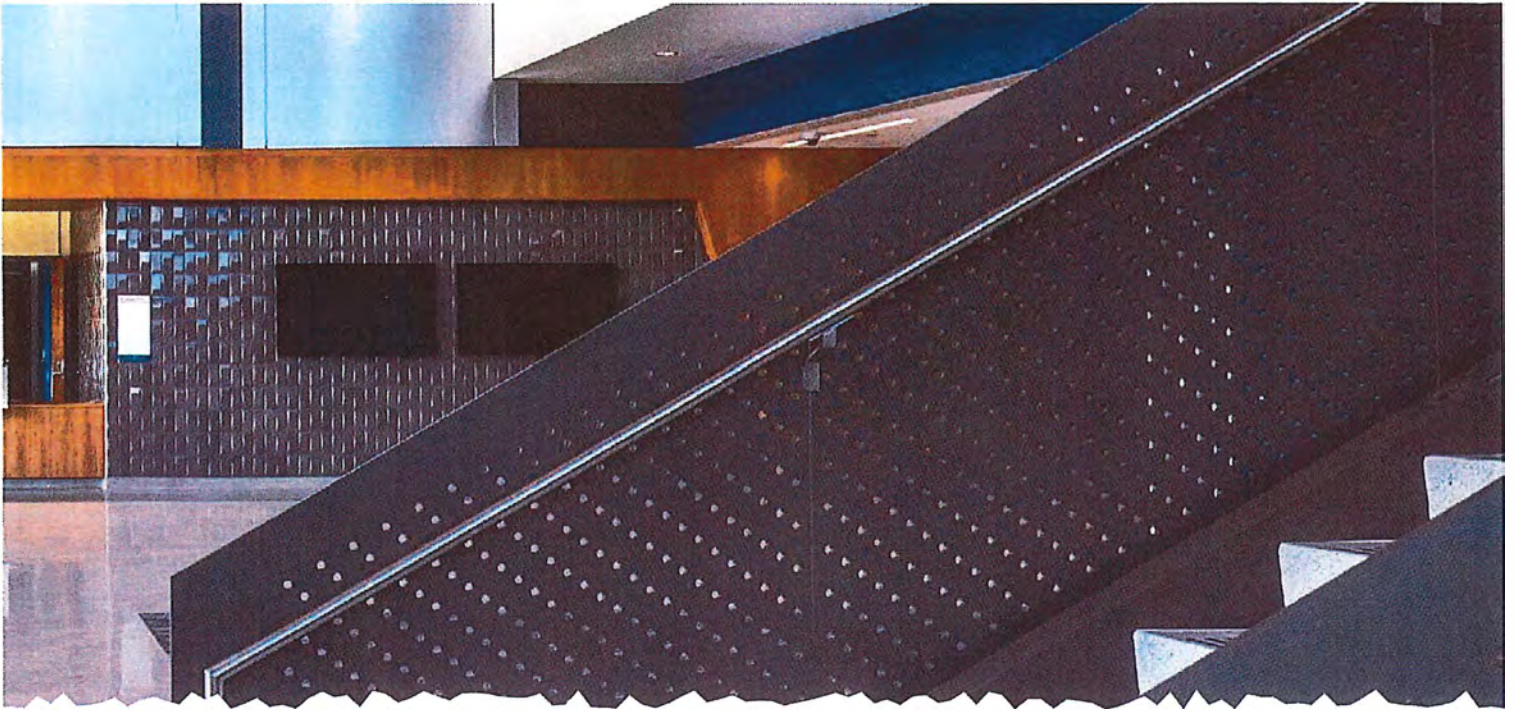
While many education facilities share similar attributes (classroom space, online instruction opportunities, spaces that

support collaborative and individual learning behaviors), all learning environments are not the same, and we will work with your project leadership to define, develop, and respond to the key drivers that will determine the success of this particular project (early college trends, active and inclusive learning, student life, and campus context).

Boomerang Design's collaborative design approach inherently embraces your project leadership, and the multiple agencies that will be invested in the success of this building and its students, meaning that the North Carolina Department of Instruction, Dare County Schools, and College of The Albemarle will all be an integral part of advancing the planning and design process. Your students and community will benefit from having the knowledge of higher education, K-12, and education administration professionals behind the programming of this new Early College Preparatory Building.

Your design team has been carefully assembled to provide Dare County with a state-of-the-art, early college building to complement the stated program requirements, scope, budget, and the project





schedule. Boomerang Design specializes in education buildings, and we believe that design excellence begins with the inhabitants. We are resolute in the belief that our designs empower positive human behavior and learning.

We brought this same mindset to the design of the newest academic building on the College of The Albemarle's Dare Campus. This is one of the reasons we are so passionate and excited about this new facility; it will extend a campus that we have been so proud to be a part of developing – from the design of the Professional Arts Building to its recent update, and of course the newest academic building which has set the trajectory for the growth of this campus.

Our firm leaders, with up to 35 individual years of experience in educational design, will be an integral part of your project, providing Dare County with the greatest value. President and Managing Principal, Angie Crawford Easterday has more than 25 years of K-12 and higher education design experience with a focus in education reform and the design of buildings that enhance learning experiences. She'll guide your programming efforts while working hand-in-hand with Principal and Project Manager, Duane Hutchins. Duane's focus will be on

uniting the project team to successfully deliver your new building within budget and on time. Finally, our Principal of Quality Assurance, Control, and Construction Administration, Steve Wilt, will provide an added layer of review to enhance the clarity and quality of the documents produced by our design team.


Our complement of consultants has been selected because of their commitment to collaboration; their expertise within the project type; and their experience working with Boomerang Design and Dare County. You'll recognize the same team that worked together to deliver your newest building at COA - Dare. Critical to the project's success will be local civil and site designer, Timmons Group, with their extensive knowledge of the campus, the site conditions, and their relationships with the relevant permitting agencies. We have also teamed with Bennett and Pless Structural Engineers to ensure that the design solutions we propose will be technically sound. Progressive Design Collaborative will lead the design of your MEP systems; exploring solutions that are maintainable, durable, and cost effective. Ricca Design Studios will provide food services consulting while Atlas Engineering will provide guidance on the building envelope. We also recommend

bringing an independent cost consultant onto the project team, Russell Roark with Cost Plus has a sound knowledge of Northeast North Carolina's construction market. Whether you choose to pursue the CMAR or Design-Bid-Build delivery method, employing a cost consultant on the design team will improve the accuracy of your cost projections.

In the pages that follow, you will not only find a team that you are familiar with and that has successfully worked together on similar educational environments, but one that is ready to outwork our competition and who is excited to hear directly from you about the wants and needs of the students, faculty, staff, and facilities personnel. We are ready to start tomorrow.

Respectfully submitted,

**Boomerang DESIGN**

  
Angela Crawford Easterday, AIA, NCARB  
President/Managing Principal



***RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE COUNTY OF DARE, NORTH CAROLINA, APPROVING AN AMENDMENT TO AN INSTALLMENT FINANCING CONTRACT AND THE DELIVERY THEREOF AND PROVIDING FOR CERTAIN OTHER RELATED MATTERS***

**Description**

Please see the following Item Summary.

**Board Action Requested**

Adopt Resolution.

**Item Presenter**

David Clawson, Finance Director

**Item Summary: RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE COUNTY OF DARE, NORTH CAROLINA, APPROVING AN AMENDMENT TO AN INSTALLMENT FINANCING CONTRACT AND THE DELIVERY THEREOF AND PROVIDING FOR CERTAIN OTHER RELATED MATTERS**

The attached Resolution is the final action to be taken by the Board to approve the issuance of the Series 2024A Limited Obligation Bonds for the financing of the Manteo Youth Center, the Manns Harbor EMS Station, and the Kitty Hawk EMS Station.

Electronic copies of the documents have been previously provided to the Board, Clerk and Manager, as well as to the Dare County Public Facilities Corporation Board and Officers.

**The Resolution makes findings and statements of fact, including:**

- The Board has previously determined to finance the projects and others in the County's capital improvements plan by granting a deed of trust on real property (the Kill Devil Hills EMS/Fire Station).
- It is in the best interests of the County to enter into an Amendment to last year's Installment Purchase Contract with the Dare County Public Facilities Corporation.
- The County will finance the Manteo Youth Center, Manns Harbor EMS Station, and Kitty Hawk EMS through execution of the First Amendment for an amount not to exceed \$28,500,000.
- The County will execute a Contract of Purchase and a Letter of Representations between Piper Sandler, underwriter, and PNC Capital Markets, co-underwriter, and the Dare County Public Facilities Corporation. The County will also execute a Letter of Representations to the underwriters.
- Copies of the documents have been made available to the Board and the Board approves:
  - the First Amendment;
  - Supplemental Indenture Number 1; and
  - the Purchase Contract and the Letter of Representations (Exhibit A to the Purchase Contract).
- A draft of the Preliminary Official Statement has been presented to the Board and that the POS is in an appropriate form.
- The Board held a public hearing on March 4, 2024.
- The County has filed an application with the Local Government Commission for approval.

**The Resolution resolves:**

1. That all actions of the Clerk, the Manager, the Deputy County Manager/Finance Director and their respective designees are approved, ratified and authorized.
2. That the form, terms and content of the POS and final Offering Statement are authorized, approved and confirmed; the Underwriter may use both documents; and the County's Authorized Officers are authorized to deliver both documents



with such changes which shall to them seem necessary.

3. That the First Amendment is approved and that the Manager, the Deputy County Manager/Finance Director, the Clerk and their designees are authorized and directed to execute and deliver the Contract with any changes which shall to them seem necessary. That the Authorized Officers are authorized to do all such acts and things necessary to comply with the provisions of the Contract.
4. That the form and content of the Purchase Contract and Letter of Representations is approved and that the Manager or Deputy County Manager/Finance Director and their respective designees are authorized to execute the Letter of Representations with any changes which shall to them seem necessary. That the County's Authorized Officers are authorized to do all such acts and things necessary to comply with the provisions of the Letter of Representations.
5. That each of the Authorized Officers are designated as the County's Representatives to act on behalf of the County with the transaction; that the same are authorized to obtain an opinion from the County Attorney and other attorneys for the documents; that the Authorized Officers are authorized to supply all information for the Preliminary Official Statement and the final Official Statement; that the Authorized Officers are authorized and empowered to do any and all acts and to execute other documents which they deem necessary and appropriate to complete the transaction.

The Dare County Public Facilities Corporation adopted its necessary Corporate Resolution by unanimous consent.

The application is on the 5/7/2024 Local Government Commission agenda. The LGC has assigned a bond sale date of 5/8/2024.

Following this Item Summary are:

- The Resolution;
- The latest debt service numbers run; and
- The Financing Calendar.

Board Action: The Board is requested to adopt the Approving Resolution.

**RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE COUNTY OF DARE, NORTH CAROLINA, APPROVING AN AMENDMENT TO AN INSTALLMENT FINANCING CONTRACT AND THE DELIVERY THEREOF AND PROVIDING FOR CERTAIN OTHER RELATED MATTERS**

*WHEREAS*, the County of Dare, North Carolina (the “*County*”) is a validly existing political subdivision of the State of North Carolina (the “*State*”), existing as such under and by virtue of the Constitution, statutes and laws of the State;

*WHEREAS*, the County has the power, pursuant to the General Statutes of North Carolina to (1) enter into installment contracts in order to purchase, or finance or refinance the purchase of, real or personal property and to finance or refinance the construction or repair of fixtures or improvements on real property and (2) create a security interest in some or all of the property financed or refinanced to secure repayment of the purchase price of such property;

*WHEREAS*, the Board of Commissioners of the County (the “*Board*”) has previously determined that it is in the best interest of the County to engage in a long-term plan to finance (a) the construction of a new youth center in the Town of Manteo (the “*Youth Center*”), (b) the construction of a replacement County EMS station in the Town of Kill Devil Hills and a fire station on behalf of the Town of Kill Devil Hills (the “*KDH Facility*”), (c) the construction, renovation, and improvements to various EMS stations throughout the County (collectively, the “*EMS Stations*”), (d) the construction of a new airport hangar for Dare MedFlight, including crew quarters (the “*Hangar*”), and (e) other projects that may be identified as part of the County’s future capital improvement plans (collectively, the “*Projects*”);

*WHEREAS*, as part of its plan to finance the Projects, the County has previously entered into an Installment Financing Contract, dated as of May 1, 2023 (the “*2023 Contract*”), with Dare County Public Facilities Corporation (the “*Corporation*”) to finance a portion of the Projects, including the KDH Facility, a County EMS Station in Southern Shores and the Hangar;

*WHEREAS*, to secure its obligations under the 2023 Contract, the County executed and delivered a Deed of Trust, Security Agreement and Fixture Filing dated as of May 1, 2023 (the “*Deed of Trust*”) granting a lien on the site of the KDH Facility and the improvements thereon and appurtenances thereto;

*WHEREAS*, to continue its plan to finance the Projects, the Board has previously determined that it is in the best interest of the County to enter into Amendment Number One to the Installment Financing Contract (the “*First Amendment*” and together with the 2023 Contract, the “*Contract*”) with the Corporation to finance (a) the construction and equipping of the Youth Center and County EMS Stations in Manns Harbor and Kitty Hawk (collectively, the “*2024 Projects*”), and (b) the costs related to the execution and delivery of the First Amendment;

*WHEREAS*, to assist the County with financing the 2024 Projects, the Corporation will execute and deliver its Limited Obligation Bonds (County of Dare, North Carolina), Series 2024 (the “*Bonds*”) in an aggregate principal amount not to exceed \$28,500,000, evidencing proportionate undivided interests in rights to receive certain Revenues (as defined in the Contract) pursuant to the Contract;

*WHEREAS*, in connection with the sale of the Bonds to Piper Sandler & Co. and PNC Capital Markets LLC (the “*Underwriters*”), the Corporation will enter into a Contract of Purchase (the “*Purchase Contract*”) between the Corporation and the Underwriters relating to the Bonds, and the County will execute a Letter of Representation to the Underwriters (the “*Letter of Representation*”);



WHEREAS, there have been described to the Board the forms of the following documents (collectively, the “*Instruments*”), copies of which have been made available to the Board, which the Board proposes to approve, enter into, and deliver, as applicable, to effectuate the proposed installment financing:

- (1) the First Amendment;
- (2) a Supplemental Indenture, Number 1 between the Corporation and The Bank of New York Mellon Trust Company, N.A., as trustee (the “*Trustee*”), which supplements an Indenture of Trust dated as of May 1, 2023, between the Corporation and the Trustee, including the form of the Bonds;
- (3) the Purchase Contract; and
- (4) the Letter of Representation.

WHEREAS, to make an offering and sale of the Bonds, there will be prepared a Preliminary Official Statement with respect to the Bonds (the “*Preliminary Official Statement*”), a draft thereof having been made available to the Board, and a final Official Statement relating to the Bonds (together with the Preliminary Official Statement, the “*Official Statement*”), which Official Statement will contain certain information regarding the County and the Bonds;

WHEREAS, it appears that each of the Instruments and the Preliminary Official Statement is in an appropriate form and is an appropriate instrument for the purposes intended;

WHEREAS, a public hearing on the First Amendment and the 2024 Projects to be financed thereby after publication of a notice with respect to such public hearing must be held and the Board conducted such public hearing at its March 4, 2024 meeting; and

WHEREAS, the County has filed an application to the Local Government Commission of North Carolina (the “*LGC*”) for approval of the First Amendment and will receive the approval of the LGC before executing and delivering the First Amendment;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE COUNTY OF DARE, NORTH CAROLINA, AS FOLLOWS:

Section 1. ***Ratification of Instruments.*** All actions of the County Manager, the Deputy County Manager/Finance Director, the Clerk to the Board of Commissioners, the County Attorney, including anyone serving as such in an interim capacity, and their respective designees (individually and collectively, the “*Authorized Officers*”), whether previously or hereinafter taken, in effectuating the proposed financing are hereby approved, ratified and authorized pursuant to and in accordance with the transactions contemplated by the Instruments.

Section 2. ***Authorization of the Official Statement.*** The form, terms and content of the Preliminary Official Statement are in all respects authorized, approved and confirmed, and the Underwriters’ use of the Preliminary Official Statement and the final Official Statement in connection with the offering and sale of the Bonds is hereby in all respects authorized, approved and confirmed. The Authorized Officers are hereby authorized and directed to deliver, on behalf of the County, the Official Statement in substantially such form, with such changes, insertions and omissions as they may approve.

Section 3. ***Authorization to Execute the First Amendment.*** The County hereby approves the financing of the 2024 Projects pursuant to the 2023 Contract and the First Amendment, which will be a valid, legal and binding obligation of the County in accordance with its terms. The form and content of

the First Amendment are hereby in all respects authorized, approved and confirmed, and the Authorized Officers are hereby authorized, empowered and directed to execute and deliver the First Amendment, including necessary counterparts, in substantially the form and content presented to the Board, but with such changes, modifications, additions or deletions therein as they deem necessary, desirable or appropriate, their execution thereof to constitute conclusive evidence of the County's approval of any and all changes, modifications, additions or deletions therein from the form and content of the First Amendment presented to the Board. From and after the execution and delivery of the First Amendment, the Authorized Officers are hereby authorized, empowered and directed to do all such acts and things and to execute all such documents as may be necessary to carry out and comply with the provisions of the First Amendment as executed.

Section 4. ***Approval of the Purchase Contract and Authorization to Execute the Letter of Representation.*** The form and content of the Purchase Contract, including the Letter of Representation, are hereby approved in all respects. The Authorized Officers are authorized to execute the Letter of Representation for the purposes stated therein, including necessary counterparts, in substantially the form and content of the Letter of Representation presented to the Board, but with such changes, modifications, additions or deletions therein as they may deem necessary, desirable or appropriate, their execution thereof to constitute conclusive evidence of the County's approval of any and all changes, modifications, additions or deletions therein from the form and content of the Letter of Representation presented to the Board. From and after the execution and delivery of the Letter of Representation, the Authorized Officers are hereby authorized, empowered and directed to do all such acts and things and to execute all such documents as may be necessary to carry out and comply with the provisions of the Letter of Representation as executed.

Section 5. ***County Representative.*** The Authorized Officers are each hereby designated as the County's representative to act on behalf of the County in connection with the transactions contemplated by the Instruments and the Official Statement, and the Authorized Officers are authorized to proceed with the financing in accordance with the Instruments and to seek opinions as a matter of law from the County Attorney, which the County Attorney is authorized to furnish on behalf of the County, and opinions of law from such other attorneys for all documents contemplated hereby as required by law. The County's representative and/or designee or designees are in all respects authorized on behalf of the County to supply all information pertaining to the County for use in the Official Statement and the transactions contemplated by the Instruments or the Official Statement. The County's representatives or their respective designees are hereby authorized, empowered and directed to do any and all other acts and to execute any and all other documents, which they, in their discretion, deem necessary and appropriate to consummate the transactions contemplated by the Instruments or the Official Statement or as they deem necessary or appropriate to implement and carry out the intent and purposes of this Resolution and the on-going administration of the Instruments. Any provision in this Resolution that authorizes more than one officer of the County to take certain actions shall be read to permit such officers to take the authorized actions either individually or collectively and any action authorized may be taken by anyone designated to act on their behalf.

Section 6. ***Severability.*** If any section, phrase or provision of this Resolution is for any reason declared to be invalid, such declaration will not affect the validity of the remainder of the sections, phrases or provisions of this Resolution.

Section 7. ***Repealer.*** All motions, orders, resolutions and parts thereof, in conflict herewith are hereby repealed.

Section 8. ***Effective Date.*** This Resolution is effective on the date of its adoption.

Adopted this 2nd day of April, 2024.

---

Robert Woodard, Chairman

Attest:

---

Robin Skyler Foley, Clerk to the Board

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

I, *Robin 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 BOARD OF COMMISSIONERS OF THE COUNTY OF DARE, NORTH CAROLINA, APPROVING AN AMENDMENT TO AN INSTALLMENT FINANCING CONTRACT AND THE DELIVERY THEREOF AND PROVIDING FOR CERTAIN OTHER RELATED MATTERS**” duly adopted by the Board of Commissioners of the County of Dare, North Carolina at a meeting held on the 2nd day of April, 2024.

***WITNESS*** my hand and the corporate seal of the County of Dare, North Carolina, this the \_\_\_ day of April, 2024.

(SEAL)

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

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Based on Market Rates as of 3/14/2024 (Assumes AA/Aa2 Rating)

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## SOURCES AND USES OF FUNDS

County of Dare, North Carolina  
Series 2024 LOBs PRELIMINARY  
Based on Market Rates as of 3/14/2024 (Assumes AA/Aa2 Rating)

Dated Date                    05/29/2024  
Delivery Date                05/29/2024

### *Sources:*

Bond Proceeds:	
Par Amount	23,830,000.00
Premium	3,158,813.60
	26,988,813.60
Other Sources of Funds:	
23A County Funds	955,000.00
Investment earnings	444,209.85
	1,399,209.85
	28,388,023.45

### *Uses:*

Project Fund Deposits:	
Project Fund	27,060,077.00
Project Fund - 23A County Funds	955,000.00
	28,015,077.00
Delivery Date Expenses:	
Cost of Issuance	250,000.00
Underwriter's Discount	119,150.00
	369,150.00
Other Uses of Funds:	
Additional Proceeds	3,796.45
	28,388,023.45

Notes:

\$27MM Net Funded, Assumes Equal Draws thru 6/1/2025  
\$250,000 Preliminary COI  
\$5/Bond Preliminary UWD

**BOND DEBT SERVICE**

County of Dare, North Carolina  
 Series 2024 LOBs PRELIMINARY

Based on Market Rates as of 3/14/2024 (Assumes AA/Aa2 Rating)

Dated Date 05/29/2024  
 Delivery Date 05/29/2024

<i>Period Ending</i>	<i>Principal</i>	<i>Coupon</i>	<i>Interest</i>	<i>Debt Service</i>
12/01/2024			602,369.44	602,369.44
06/01/2025	1,195,000	5.000%	595,750.00	1,790,750.00
12/01/2025			565,875.00	565,875.00
06/01/2026	1,195,000	5.000%	565,875.00	1,760,875.00
12/01/2026			536,000.00	536,000.00
06/01/2027	1,195,000	5.000%	536,000.00	1,731,000.00
12/01/2027			506,125.00	506,125.00
06/01/2028	1,195,000	5.000%	506,125.00	1,701,125.00
12/01/2028			476,250.00	476,250.00
06/01/2029	1,195,000	5.000%	476,250.00	1,671,250.00
12/01/2029			446,375.00	446,375.00
06/01/2030	1,195,000	5.000%	446,375.00	1,641,375.00
12/01/2030			416,500.00	416,500.00
06/01/2031	1,190,000	5.000%	416,500.00	1,606,500.00
12/01/2031			386,750.00	386,750.00
06/01/2032	1,190,000	5.000%	386,750.00	1,576,750.00
12/01/2032			357,000.00	357,000.00
06/01/2033	1,190,000	5.000%	357,000.00	1,547,000.00
12/01/2033			327,250.00	327,250.00
06/01/2034	1,190,000	5.000%	327,250.00	1,517,250.00
12/01/2034			297,500.00	297,500.00
06/01/2035	1,190,000	5.000%	297,500.00	1,487,500.00
12/01/2035			267,750.00	267,750.00
06/01/2036	1,190,000	5.000%	267,750.00	1,457,750.00
12/01/2036			238,000.00	238,000.00
06/01/2037	1,190,000	5.000%	238,000.00	1,428,000.00
12/01/2037			208,250.00	208,250.00
06/01/2038	1,190,000	5.000%	208,250.00	1,398,250.00
12/01/2038			178,500.00	178,500.00
06/01/2039	1,190,000	5.000%	178,500.00	1,368,500.00
12/01/2039			148,750.00	148,750.00
06/01/2040	1,190,000	5.000%	148,750.00	1,338,750.00
12/01/2040			119,000.00	119,000.00
06/01/2041	1,190,000	5.000%	119,000.00	1,309,000.00
12/01/2041			89,250.00	89,250.00
06/01/2042	1,190,000	5.000%	89,250.00	1,279,250.00
12/01/2042			59,500.00	59,500.00
06/01/2043	1,190,000	5.000%	59,500.00	1,249,500.00
12/01/2043			29,750.00	29,750.00
06/01/2044	1,190,000	5.000%	29,750.00	1,219,750.00
	23,830,000		12,506,869.44	36,336,869.44

**BOND DEBT SERVICE**

County of Dare, North Carolina  
 Series 2024 LOBs PRELIMINARY  
 Based on Market Rates as of 3/14/2024 (Assumes AA/Aa2 Rating)

Dated Date 05/29/2024  
 Delivery Date 05/29/2024

<i>Period Ending</i>	<i>Principal</i>	<i>Coupon</i>	<i>Interest</i>	<i>Debt Service</i>
06/30/2025	1,195,000	5.000%	1,198,119.44	2,393,119.44
06/30/2026	1,195,000	5.000%	1,131,750.00	2,326,750.00
06/30/2027	1,195,000	5.000%	1,072,000.00	2,267,000.00
06/30/2028	1,195,000	5.000%	1,012,250.00	2,207,250.00
06/30/2029	1,195,000	5.000%	952,500.00	2,147,500.00
06/30/2030	1,195,000	5.000%	892,750.00	2,087,750.00
06/30/2031	1,190,000	5.000%	833,000.00	2,023,000.00
06/30/2032	1,190,000	5.000%	773,500.00	1,963,500.00
06/30/2033	1,190,000	5.000%	714,000.00	1,904,000.00
06/30/2034	1,190,000	5.000%	654,500.00	1,844,500.00
06/30/2035	1,190,000	5.000%	595,000.00	1,785,000.00
06/30/2036	1,190,000	5.000%	535,500.00	1,725,500.00
06/30/2037	1,190,000	5.000%	476,000.00	1,666,000.00
06/30/2038	1,190,000	5.000%	416,500.00	1,606,500.00
06/30/2039	1,190,000	5.000%	357,000.00	1,547,000.00
06/30/2040	1,190,000	5.000%	297,500.00	1,487,500.00
06/30/2041	1,190,000	5.000%	238,000.00	1,428,000.00
06/30/2042	1,190,000	5.000%	178,500.00	1,368,500.00
06/30/2043	1,190,000	5.000%	119,000.00	1,309,000.00
06/30/2044	1,190,000	5.000%	59,500.00	1,249,500.00
	23,830,000		12,506,869.44	36,336,869.44

## BOND SUMMARY STATISTICS

County of Dare, North Carolina  
Series 2024 LOBs PRELIMINARY  
Based on Market Rates as of 3/14/2024 (Assumes AA/Aa2 Rating)

Dated Date	05/29/2024
Delivery Date	05/29/2024
Last Maturity	06/01/2044
Arbitrage Yield	3.035462%
True Interest Cost (TIC)	3.469997%
Net Interest Cost (NIC)	3.784802%
All-In TIC	3.585719%
Average Coupon	5.000000%
Average Life (years)	10.497
Weighted Average Maturity (years)	10.615
Duration of Issue (years)	8.237
Par Amount	23,830,000.00
Bond Proceeds	26,988,813.60
Total Interest	12,506,869.44
Net Interest	9,467,205.84
Total Debt Service	36,336,869.44
Maximum Annual Debt Service	2,393,119.44
Average Annual Debt Service	1,816,338.93

<i>Bond Component</i>	<i>Par Value</i>	<i>Price</i>	<i>Average Coupon</i>	<i>Average Life</i>	<i>Duration</i>	<i>PV of 1 bp change</i>
Bond Component	23,830,000.00	113.256	5.000%	10.497	8.254	17,432.05
	23,830,000.00			10.497		17,432.05

	TIC	All-In TIC	Arbitrage Yield
Par Value	23,830,000.00	23,830,000.00	23,830,000.00
+ Accrued Interest			
+ Premium (Discount)	3,158,813.60	3,158,813.60	3,158,813.60
- Underwriter's Discount	-119,150.00	-119,150.00	
- Cost of Issuance Expense		-250,000.00	
- Other Amounts			
Target Value	26,869,663.60	26,619,663.60	26,988,813.60
Target Date	05/29/2024	05/29/2024	05/29/2024
Yield	3.469997%	3.585719%	3.035462%

Notes:  
\$250,000 Preliminary COI  
\$5/Bond Preliminary UWD

### BOND PRICING

County of Dare, North Carolina  
 Series 2024 LOBs PRELIMINARY  
 Based on Market Rates as of 3/14/2024 (Assumes AA/Aa2 Rating)

Bond Component	Maturity Date	Amount	Rate	Yield	Price	Yield to Maturity	Call Date	Call Price	Premium (-Discount)	Principal Cost
Bond Component:										
	06/01/2025	1,195,000	5.000%	3.060%	101.906				22,776.70	1,217,776.70
	06/01/2026	1,195,000	5.000%	2.870%	104.122				49,257.90	1,244,257.90
	06/01/2027	1,195,000	5.000%	2.730%	106.507				77,758.65	1,272,758.65
	06/01/2028	1,195,000	5.000%	2.640%	108.914				106,522.30	1,301,522.30
	06/01/2029	1,195,000	5.000%	2.630%	111.047				132,011.65	1,327,011.65
	06/01/2030	1,195,000	5.000%	2.630%	113.086				156,377.70	1,351,377.70
	06/01/2031	1,190,000	5.000%	2.650%	114.935				177,726.50	1,367,726.50
	06/01/2032	1,190,000	5.000%	2.680%	116.615				197,718.50	1,387,718.50
	06/01/2033	1,190,000	5.000%	2.700%	118.277				217,496.30	1,407,496.30
	06/01/2034	1,190,000	5.000%	2.710%	119.951				237,416.90	1,427,416.90
	06/01/2035	1,190,000	5.000%	2.810%	118.985	C 2.966%	06/01/2034	100.000	225,921.50	1,415,921.50
	06/01/2036	1,190,000	5.000%	2.880%	118.315	C 3.155%	06/01/2034	100.000	217,948.50	1,407,948.50
	06/01/2037	1,190,000	5.000%	3.020%	116.988	C 3.375%	06/01/2034	100.000	202,157.20	1,392,157.20
	06/01/2038	1,190,000	5.000%	3.090%	116.331	C 3.514%	06/01/2034	100.000	194,338.90	1,384,338.90
	06/01/2039	1,190,000	5.000%	3.170%	115.585	C 3.643%	06/01/2034	100.000	185,461.50	1,375,461.50
	06/01/2040	1,190,000	5.000%	3.300%	114.386	C 3.793%	06/01/2034	100.000	171,193.40	1,361,193.40
	06/01/2041	1,190,000	5.000%	3.410%	113.383	C 3.915%	06/01/2034	100.000	159,257.70	1,349,257.70
	06/01/2042	1,190,000	5.000%	3.490%	112.660	C 4.006%	06/01/2034	100.000	150,654.00	1,340,654.00
	06/01/2043	1,190,000	5.000%	3.560%	112.032	C 4.084%	06/01/2034	100.000	143,180.80	1,333,180.80
	06/01/2044	1,190,000	5.000%	3.650%	111.230	C 4.167%	06/01/2034	100.000	133,637.00	1,323,637.00
		23,830,000							3,158,813.60	26,988,813.60

Dated Date	05/29/2024	
Delivery Date	05/29/2024	
First Coupon	12/01/2024	
Par Amount	23,830,000.00	
Premium	3,158,813.60	
Production	26,988,813.60	113.255617%
Underwriter's Discount	-119,150.00	-0.500000%
Purchase Price	26,869,663.60	112.755617%
Accrued Interest		
Net Proceeds	26,869,663.60	



**PROJECT FUND**

County of Dare, North Carolina  
 Series 2024 LOBs PRELIMINARY  
 Based on Market Rates as of 3/14/2024 (Assumes AA/Aa2 Rating)

Project Fund

<i>Date</i>	<i>Deposit</i>	<i>Interest @ 3.0354624%</i>	<i>Principal</i>	<i>Scheduled Draws</i>	<i>Balance</i>
05/29/2024	26,615,867.15				26,615,867.15
06/01/2024		4,488.41	-4,488.41		26,620,355.56
07/01/2024		67,337.57	2,187,668.84	2,255,006.41	24,432,686.72
08/01/2024		61,803.75	2,193,202.66	2,255,006.41	22,239,484.06
09/01/2024		56,255.93	2,198,750.48	2,255,006.41	20,040,733.58
10/01/2024		50,694.08	2,204,312.33	2,255,006.41	17,836,421.25
11/01/2024		45,118.15	2,209,888.27	2,255,006.42	15,626,532.98
12/01/2024		39,528.13	2,215,478.29	2,255,006.42	13,411,054.69
01/01/2025		33,923.96	2,221,082.46	2,255,006.42	11,189,972.23
02/01/2025		28,305.62	2,226,700.80	2,255,006.42	8,963,271.43
03/01/2025		22,673.06	2,232,333.36	2,255,006.42	6,730,938.07
04/01/2025		17,026.26	2,237,980.16	2,255,006.42	4,492,957.91
05/01/2025		11,365.17	2,243,641.25	2,255,006.42	2,249,316.66
06/01/2025		5,689.76	2,249,316.66	2,255,006.42	
	26,615,867.15	444,209.85	26,615,867.15	27,060,077.00	

Average Life (years): 0.5498  
 Yield To Receipt Date: 3.0547601%  
 Arbitrage Yield: 3.0354624%  
 Value of Positive Arbitrage: 2,756.01

Note: \$27MM Net Funded, Assumes Equal Draws thru 6/1/2025

**PROJECT FUND**

County of Dare, North Carolina  
 Series 2024 LOBs PRELIMINARY  
 Based on Market Rates as of 3/14/2024 (Assumes AA/Aa2 Rating)

Project Fund - 23A County Funds

<i>Date</i>	<i>Deposit</i>	<i>Interest</i>	<i>Principal</i>	<i>Scheduled Draws</i>	<i>Balance</i>
05/29/2024	955,000				955,000.00
07/01/2024			79,583.33	79,583.33	875,416.67
08/01/2024			79,583.33	79,583.33	795,833.34
09/01/2024			79,583.33	79,583.33	716,250.01
10/01/2024			79,583.33	79,583.33	636,666.68
11/01/2024			79,583.33	79,583.33	557,083.35
12/01/2024			79,583.33	79,583.33	477,500.02
01/01/2025			79,583.33	79,583.33	397,916.69
02/01/2025			79,583.33	79,583.33	318,333.36
03/01/2025			79,583.34	79,583.34	238,750.02
04/01/2025			79,583.34	79,583.34	159,166.68
05/01/2025			79,583.34	79,583.34	79,583.34
06/01/2025			79,583.34	79,583.34	
	955,000	0	955,000.00	955,000.00	

Average Life (years): 0.5472  
 Arbitrage Yield: 3.0354624%  
 Value of Negative Arbitrage: 15,579.72

Note: \$27MM Net Funded, Assumes Equal Draws thru 6/1/2025

## REQUIRED REGULATORY DISCLAIMER

Piper Sandler is providing the information contained herein for discussion purposes only in anticipation of being engaged to serve as underwriter or placement agent on a future transaction and not as a financial advisor or municipal advisor. In providing the information contained herein, Piper Sandler is not recommending an action to you and the information provided herein is not intended to be and should not be construed as a “recommendation” or “advice” within the meaning of Section 15B of the Securities Exchange Act of 1934. Piper Sandler is not acting as an advisor to you and does not owe a fiduciary duty pursuant to Section 15B of the Exchange Act or under any state law to you with respect to the information and material contained in this communication. As an underwriter or placement agent, Piper Sandler’s primary role is to purchase or arrange for the placement of securities with a view to distribution in an arm’s-length commercial transaction, is acting for its own interests and has financial and other interests that differ from your interests. You should discuss any information and material contained in this communication with any and all internal or external advisors and experts that you deem appropriate before acting on this information or material.

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The information contained herein may include hypothetical interest rates or interest rate savings for a potential refunding. Interest rates used herein take into consideration conditions in today’s market and other factual information such as credit rating, geographic location and market sector. Interest rates described herein should not be viewed as rates that Piper Sandler expects to achieve for you should we be selected to act as your underwriter or placement agent. Information about interest rates and terms for SLGs is based on current publically available information and treasury or agency rates for open-market escrows are based on current market interest rates for these types of credits and should not be seen as costs or rates that Piper Sandler could achieve for you should we be selected to act as your underwriter or placement agent. More particularized information and analysis may be provided after you have engaged Piper Sandler as an underwriter or placement agent or under certain other exceptions as describe in the Section 15B of the Exchange Act.

**DARE COUNTY PUBLIC FACILITIES CORPORATION  
DARE COUNTY, NORTH CAROLINA  
Limited Obligation Bonds, Series 2024**

JANUARY							FEBRUARY							MARCH							APRIL							
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	
	1	2	3	4	5	6					1		3							1	2		1	2	3	4	5	6
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<u>DATE</u>	<u>EVENT</u>	<u>RESPONSIBILITY</u>
<b><i>DEVELOP DOCUMENTS AND FORMALIZE FINANCE PLAN FOR LOBS ISSUE</i></b>		
Feb 1	County receives GMP	CTY
Feb 5	Public Hearing Called	CTY, BC
Feb 12	Kick-off Call with County and LGC	All Parties
Feb 18	Publish Notice of Public Hearing	CTY, BC
Feb 21	Receive First Draft of Bond Documents	BC
Feb 22	Receive First Draft of POS and Bond Purchase Agreement	UC
Mar 4	Board of Commissioners Approves GMP	CTY, BC
Mar 4	Board of Commissioners holds Public Hearing and Adopts Resolution Approving Financing	CTY, BC
Mar 8	Provide comments on Draft of All Documents	All Parties
Mar 15	Receive Second Draft of All Documents	All Parties
Mar 18	Review Second Draft of All Documents and Finance Plan (Conference Call – 3:00 pm)	All Parties
NLT Mar 22	Submit Joint Legislative Notice	CTY, BC
Mar 29	Receive Substantially Final (Third Draft) of All Documents	BC, UC

Apr. 1	Corporation Adopts Resolution Approving Financing Documents	NPC, CTY, BC
Apr 1	Send Pertinent Documents, POS and Finance Plan to Rating Agencies	CTY, FA
NLT Apr 1	LGC Application Due for Approval of Documents and Plan of Finance	CTY
Apr 12, 15	Rating Agency Presentations (Telephone meetings)	CTY, FA, U
NLT Apr 15	Receive Title Insurance Commitment	CTY
Apr 18 2:00PM	Due Diligence Call	CTY, BC, FA, U, UC
NLT Apr 30	Receive LOBs Underlying Ratings From Rating Agencies	CTY, FA
Apr 29	POS to Printer	U, UC
April 30	Mail POS	U
May 7	LGC Approves Financing Structure and Financing Documents	LGC

***SALE AND CLOSING OF LOBs ISSUE***

May 8	LOBs Sale Date	CTY, U
May 8	Execute Purchase Agreement	CTY, U
NLT May 15	Mail Final OS	U
May 28, 29	Pre-Closing and Closing	All Parties

**Key:**

CTY = Dare County, North Carolina  
 BC = Bond Counsel: Parker Poe  
 U = Underwriter/Placement Agent: Piper Sandler  
 UC = Underwriter's Counsel: Pope Flynn  
 FA = Financial Advisor: DEC Associates  
 LGC = Local Government Commission  
 NPC = Non-Profit Corporation Counsel: Parker Poe  
 TBD = To Be Determined  
 NLT = Not Later Than





*Consent Agenda*

**Description**

See attached summary.

**Board Action Requested**

Approval

**Item Presenter**

Robert Outten, County Manager

## Consent Agenda

1. Approval of Minutes (March 4th, 2024)
2. Tax Collector's Report
3. Advertise 2023 Tax Year Liens
4. Operative IQ Licensing Agreement – EMS
5. Easement Agreements
6. Shallow Draft Cost Share Resolutions – FY25 Dredging
7. Cintas Corporation Facility Services Rental Service Agreement - Library
8. Dare County Parks & Recreation Advisory Board By-Laws Revision
9. Budget Amendment - Emergency Management – Reimbursable Homeland Security Grant Awards
10. Budget Amendment – Re-establish the Budget for State Affordable Housing Grant in FY 2024
11. Budget Amendment – American Rescue Plan Fund & the Local Assistance & Tribal Consistency Grant
12. DHHS – Division of Social Services – Energy Programs Budget Amendment
13. DHHS – Public Health Division – Public Health Services Grant



*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

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## MINUTES

### DARE COUNTY BOARD OF COMMISSIONERS MEETING

Dare County Administration Building, Manteo, NC

**9:00 a.m., March 4th, 2024**

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

Commissioners absent: None

Others present: County Manager/Attorney, Robert Outten  
Deputy County Manager/Finance Director, David Clawson  
Assistant Public Information Officer, Katelin Kight  
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](http://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. David Morris to share a prayer, and then he led the Pledge of Allegiance to the flag.

#### **ITEM 1 – OPENING REMARKS – CHAIRMAN’S UPDATE**

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

- Announced that the Manteo Middle School Basketball Team won their conference tournament championship on February 7<sup>th</sup>, they had a 14-0 season. He also made it known that all of the students on the team were on the Dean’s List.
- Acknowledged the efforts of the Dare, Currituck, and Tyrell Fire, EMS, and Sheriffs for their hard work in extinguishing the warehouse fire in Manns Harbor on February 27<sup>th</sup>.
- Asked everyone to please keep Manteo Furniture and other affected parties in their thoughts and prayers.
- Noted that the Primary Election would be held on March 5<sup>th</sup>.

#### **ITEM 2 – PRESENTATION OF COUNTY SERVICE PINS**

- 1) Stephanie Bowers, received a 10-year pin.
- 2) Corinne Etheridge, received a 20-year pin.

#### **ITEM 3 – EMPLOYEE OF THE MONTH – MARCH 2024**

Due to scheduling conflicts, the March recipient of the Employee of the Month award would be presented at the April meeting.

#### **ITEM 4 – EMS PRESENTATION**

Dare County EMS paramedic James Wilmoth—who has served residents and visitors of Dare County since 2017 and is currently assigned to the Dare MedFlight helicopter as a flight paramedic—received the prestigious Veterans of Foreign Wars (VFW) North Carolina Emergency Medical Technician Public Servant Citation.

#### **ITEM 5 – PUBLIC COMMENTS**

At 9:21 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, which may be viewed in their entirety in a video on the County website:

*The following comments were made in Manteo –*

1. Adrienne Palmer: Asked the Board to consider providing a lifeguard at the old swimming hole or at another location on Roanoke Island. Further questioned what is required to make the swimming hole safe and expressed she was aware of the two drownings in July 2020. She gave an example of a four-year-old boy that died in Kitty Hawk in 2018 by being swept away by a wave and that area was not deemed unsafe.
2. Virginia Reconnu: Provided the Board images of a residence near her home that had caused her concern due to the unsafe living conditions. She explained that she brought this issue up to the Planning Board and was informed that there was not much that could be done because there is no minimum housing code. She stated the home is owned by John Booth, who builds homes and he is aware of the condition of the home and knows it is not suitable for people to reside in. She also spoke with Social Services and was informed that there are other homes that are in way worse conditions. She asked the Board if a minimum housing code could be enforced.
3. Maynard Miller: Expressed that he believes children on Roanoke Island should be able to get on a bike and go to a lifeguarded area and swim. He asked the Board to resolve this issue. He explained that this is a quality of life issue and we can do without it, but himself and others do not want to go without it.
4. Katie Morgan: Raised the question why are the elected Dare County Board of Commissioners persisting in their silence regarding pressing local matters. She referenced HB 259 and stated that the BOC has only offered a Resolution and expressed that it is striking to her that the Board neglected to publicly advocate for the interest in the towns and the absence of effort in uncovering the origins of the bill. She also expressed her concerns about the silence surrounding Jockey's Ridge and that it pains her to witness the potential loss of its area of environmental concern designation without any public acknowledgement from the Board.

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

The County Manager closed Public Comments at 9:32a.m.

#### **ITEM 6 – PUBLIC HEARING – REQUEST TO CLOSE THE UNIMPROVED EXTENSION OF WASHINGTON ST. ON ROANOKE ISLAND (Att. #1)**



Mr. Gillam addressed the Board and explained that a request has been submitted to close the unimproved extension of Washington St. which is approximately 230 ft. long with a 60 ft. right-of-way. As part of the original plating of Roanoke Park it extended this portion of the road and it was never improved.

At 9:34 a.m. the Board held a Public Hearing to receive input concerning this agenda item. The Manager outlined the procedure for making public comments in Manteo and via the video link to the Fessenden Center in Buxton. Following is a summary of all citizen remarks, which may be viewed in their entirety in a video on the County website:

*The following comments were made in Manteo:*

1. Michael Davenport (Applicant) expressed that he purchased this property in 2023 and closing Washington Street would allow proper access to the lots that he plans to build on and it would improve and enlarge the neighbor's yard.

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

The County Manager closed the Public Hearing at 9:35 a.m.

#### **MOTION**

Commissioner Ross motioned to approve the Order Declaring a Portion of Dare County Public Road Known as Washington Street Closed.

Commissioner Basnight and Commissioner Bateman seconded the motion.

VOTE: AYES unanimous

#### **ITEM 7 – AMENDMENTS TO SUP #6-2020 ISSUED TO DARE CHALLENGE FOR A GROUP DEVELOPMENT**

This agenda item was handled as a quasi-judicial proceeding. Planning Director Noah Gillam was duly sworn by the Clerk before offering any testimony.

Mr. Gillam addressed the Board and stated that an updated site plan has been submitted by Dare Challenge to allow for changes to the footprints and square footages of structures in their group development located at 2263 NC 345 in Wanchese. The original SUP was approved by the Board on January 4, 2021. He further explained that during the design process they realized that the proposed one-story building would not meet their needs and added a second story and an additional proposed dormitory. By doing this they reduced the multi-purpose building square footage and increased the staff housing square footage. The SUP language requires that if there is an increase in square footage to buildings or in increase in lot coverage that it must come back before the Board for approval.

Mr. Outten asked if there was anyone else with regard to this matter to present evidence. No one responded to this invitation. He then stated that the evidence that Mr. Gillam presented is the evidence for the Board to act on.

#### **MOTION**

Vice-Chairman Overman motioned to approve the amendments to SUP 6-2020 and associated site plan for the Dare Challenge Group Development.

Commissioner House seconded the motion.

VOTE: AYES unanimous

**ITEM 8 – EDGE CAMP ESTATES SUBDIVISION – PRELIMINARY PLAT REVIEW**

Mr. Gillam informed the Board that a preliminary plat review has been submitted for a nine-lot subdivision in Waves. The applicants are seeking permission to use shared driveways, which is allowed under the subdivision ordinance pending BOC approval to ensure that public safety and welfare are not compromised. He further explained that eight of the lots have frontage on Highway 12, and to minimize the number of individual driveways in that area, they are suggesting the use of three shared drives. Each drive will serve multiple lots – one for lots 1-3, another for lots 4 and 5, and the last one for lots 6-7. These shared drives will need to be constructed to support the weight of fire apparatus and other emergency vehicles, up to 75,000 pounds. The shared drives will be around 35-45 feet long, and they will connect to a single driveway leading to each individual lot.

Commissioner Couch clarified whether the shared drives are 20 feet wide. Mr. Gillam explained that 20 feet is the minimum width required by the Fire Marshall. The applicant is able to exceed this width if desired, however, there should not be any issues with vehicle traffic for individuals entering and exiting the area.

**MOTION**

Vice-Chairman Overman motioned that the proposed Edge Camp Estate Subdivision be granted based upon a concurrence with the Planning Board recommendation that the three common drives accessing lots 1-3, 4-5, and 6-7 does not endanger or diminish public safety and welfare.

Commissioner Bateman and Commissioner Ross seconded the motion.

VOTE: AYES unanimous

**ITEM 9 – DARE COUNTY 4-TOWNS BEACH NOURISHMENT PROJECT GRANT  
RESOLUTION (Att. #2)**

Mr. Outten explained that The North Carolina Department of Environmental Quality Division of Water Resources is now accepting applications for the Coastal Storm Damage Mitigation Fund. This fund can only be used for costs associated with beach nourishment or other projects designed to mitigate or remediate coastal storm damage to ocean beaches and dune systems of the state. This fund provides a 50% match and \$10 million was allocated for this fiscal year and another \$10 million will be available in FY25. The proposed grant application would request funding for the planned 2027 beach nourishment project in the Towns of Duck, Southern Shores, Kitty Hawk, and Kill Devil Hills. Total requested amount: \$2.5 million.

He further explained that instead of submitting multiple applications after consulting with the Town Managers, the county will submit just one application. We have initiated the process with Ken Wilson and his team to begin the process to do that application.

**MOTION**

Commissioner House motioned to adopt the Resolution to Sponsor the Dare County 4-Towns Beach Nourishment Project.

Commissioner Basnight seconded the motion.

VOTE: AYES unanimous

**ITEM 10 – LIBRARY DISCUSSION – CONTINUE EARL OR STAND ALONE (Att. #3)**

*A full and complete account of the Board's discussion on this agenda item is archived on a video that is available for viewing on the Dare County website [www.darenc.com](http://www.darenc.com).*

Meaghan Beasley, Dare County Librarian, and Kim Perry, EARL Director, gave a presentation to the Board in regards to the East Albemarle Regional Library and the option of Dare County possibly becoming its own stand-alone library. They highlighted the following topics: Current EARL Agreement, State Aid for Public Library Eligibility, Maintenance of Effort, State Aid for Public Libraries – Calculations, Demonstration Year, EARL State Award & Projected Aid to Counties, Integrated Library System, Negatives of Current Structure, County Responsibilities for Independent Library, Options for Moving Forward, 2024 EARL Recommendation.

*Commissioner Ross exited the room at 10:08 a.m., he returned at 10:10 a.m.  
Chairman Woodard exited the room at 10:11 a.m., he returned at 10:15 a.m.*

**MOTION**

Commissioner Ross motioned to withdraw from the East Albemarle Regional Library System and become a stand-alone library.

Vice-Chairman Overman seconded the motion.

VOTE: AYES unanimous

**ITEM 11 – RESOLUTIONS APPROVING FINANCING TERMS: \$2,737,200 FOR THREE YEARS AT 4.2638% FOR GENERAL EQUIPMENT \$2,014,911 FOR FIVE YEARS AT 4.0396% FOR PUBLIC WORKS & NETWORK EQUIPMENT (Att. #4)**

Mr. Clawson reported to the Board about the Resolutions. The first Resolutions, totaling \$2,737,200, involves the purchase of vehicles and equipment outlined in this year's budget across various departments, with a focus on EMS Ambulances and Sheriff Vehicles. The second Resolution, totaling \$2,014,911, pertains to the Capital Improvements Plan for Public Works equipment.

**MOTION**

Commissioner Ross motioned to adopt the resolutions to award the financings to BAPCC and authorize the County Manager, Clerk to the Board, and Finance staff to execute all necessary financing documents.

Commissioner Bateman seconded the motion.

VOTE: AYES unanimous

**ITEM 12 – APPROVAL OF 2024 (PHASE II) CAPITAL PROJECTS – MANTEO YOUTH CENTER, KH EMS, MH EMS**

Mr. Outten explained that the bids for Phase II have been received, and as expected the costs increased. He informed the Board that the Barnhill Guaranteed Maximum Price for all three projects is approximately \$28 million, exceeding the budgeted amount of \$4.6 million. However, there were savings of \$955,000 in Phase I and interest earnings of \$441,000. After deducting these amounts, there is an additional \$3,234,110 required to complete the projects.

He further explained that the county's policy on coverages is that we need a coverage ratio of 1.0 and using the original CIP we met that condition all they way until 2042. Over the last ten

years we have had 13% growth in our Land Transfer Tax Fund and over the last 20 years we have had 3.18% of growth in that fund.

**MOTION**

Commissioner House motioned to approve proceeding with the 2024 projects.  
Commissioner Ross seconded the motion.  
VOTE: AYES unanimous

**ITEM 13 – ADOPTION OF BUDGET FOR PHASE II PROJECTS – MANTEO YOUTH CENTER, KH EMS, MH EMS**

Mr. Clawson clarified that there are two separate Capital Project Ordinances – one designated for the 2023 projects and another specifically for the 2024 projects. He highlighted that within the Manns Harbor project, there is a deduction of \$955,000, because that is how much is coming from 2023 Capital Project Ordinance.

**MOTION**

Vice-Chairman Overman motioned to adopt the Capital Project Ordinance for the 2024 projects and adopt the Amendment to the 2023 Project Capital Projects Ordinance.  
Commissioner House seconded the motion.  
VOTE: AYES unanimous

**ITEM 14 – APPROVAL OF THE GUARANTEE MAX PRICE CONTRACT AMENDMENT FOR THE 2024 PHASE II CAPITAL BUDGETS**

Mr. Clawson explained that per the prior two agenda items, Barnhill Contracting Company, the construction manager at risk, has completed the bid process for the Manteo Youth Center, the Kitty Hawk EMS Station, and the Manns Harbor EMS Station. Barnhill's guaranteed maximum price (GMP) is based upon those bid results and is at a total of \$24,232,093, the budget for which was approved by the Board with the prior agenda item.

**MOTION**

Commissioner Bateman motioned to approve the Barnhill GMP and Authorize the County Manager to execute Barnhill Contracting Company contract amendment #3 in the amount of \$24,232,093.  
Commissioner House seconded the motion.  
VOTE: AYES unanimous

**ITEM 15 – PUBLIC HEARING – SERIES 2024 LIMITED OBLIGATION BONDS AND THE CAPITAL PROJECTS TO BE FINANCED THEREBY (Att. #5)**

Mr. Clawson explained that this public hearing is mandatory for the issuance of the bonds and is required to obtain approval from the Local Government Commission. The focus of this hearing is on the 2024 Limited Obligation Bonds and the associated projects, particularly concerning the execution and delivery of the 1<sup>st</sup> amendment. This means that we are making changes to the installment financing contract that was preciously established for the initial round of projects last year.

At 10:29 a.m. the Board held a Public Hearing to receive input concerning this agenda item. The Manager outlined the procedure for making public comments in Manteo and via the video link to the Fessenden Center in Buxton. Following is a summary of all citizen remarks, which may be viewed in their entirety in a video on the County website:



*No one responded to the invitation to address the Board of Commissioners on this issue.*

The County Manager closed the Public Hearing at 10:29 a.m.

**ITEM 16 – RESOLUTIONS OF THE BOC OF THE COUNTY OF DARE, NC, AUTHORIZING THE NEGOTIATIONS OF AN AMENDMENT TO AN INSTALLMENT FINANCING CONTRACT AND PROVIDING FOR CERTAIN OTHER RELATED MATTERS THERETO (Att. #6)**

Mr. Clawson addressed the Board and explained that is what we refer to as the initial Resolution for the bonds. He mentioned that it included a not-to-exceed amount of \$28,500,000 for two reasons: to allow some cushion in case of unforeseen circumstances, and for the structure of the bonds. Additionally, he pointed out that the Resolutions permits the pledging of properties if needed, specifically noting that the Kill Devil Hills project and land would be pledged if necessary.

**MOTION**

Commissioner Bateman motioned to approve the Resolution of the Board of Commissioners of The County of Dare, North Carolina, Authorizing the Negotiation of An Amendment to An Installment Financing.

Vice-Chairman Overman seconded the motion.

VOTE: AYES unanimous

**ITEM 17– CONSENT AGENDA**

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

**MOTION**

Commissioner Bateman motioned to approve the Consent Agenda:

- 1) Approval of Minutes (02.05.24) **(Att. #7)**
- 2) Tax Collector's Report
- 3) Dare County Farm Lease **(Att. #8)**
- 4) Audit Contract for the Fiscal Year to End on June 30, 2024
- 5) Government Education Access Channels 2024-2025 Proposed Budget
- 6) Lease Agreement for State Highway Patrol Office Space
- 7) Outer Banks Tennis Association – Parks and Recreation MOU
- 8) DHHS – Public Health Division-Medicaid Managed Care Budget Amendment

Commissioner House and Commissioner Basnight seconded the motion.

VOTE: AYES unanimous

**ITEM 18 – BOARD APPOINTMENTS**

- 1) Older Adult Services Advisory Council

Vice-Chairman Overman motioned to reappoint Don Berg.

Commissioner House seconded the motion.

VOTE: AYES unanimous

- 2) Upcoming Board Appointments

The upcoming Board appointments for April, May and June, 2024 were announced.

At this time, Chairman Woodard addressed some of the Public Comments. He stated his interest in investigating the Old Swimming Hole. Mr. Outten noted that the swimming area



had a history of drownings, with and without a lifeguard present. There is a deep drop-off that poses significant risk despite efforts to rope off the area. Inclement weather and changing currents have caused the attempts to be unsuccessful. Considering the safety concerns and lack of substantial usage, the decision was made not to encourage swimming. The Board agreed to reassess the situation at the Old Swimming Hole on Roanoke Island. Commissioner Bateman inquired about the Old Manns Harbor Bridge area. Mr. Outten responded that it is owned by the state, but it could be looked into.

After hearing Ms. Reconnu's worries about the substandard conditions of a home near here residence, Chairman Woodard inquired about the possibility of sending a letter or taking some sort of action. Mr. Outten stated that he will consult with the Planning Director. He also explained there are certain limitation to what the county can enforce due to the absence of a minimum housing code, but the county may be able to address any nuisances that are present.

Lastly, Chairman Woodard addressed Ms. Morgan's comments on the DCBOC being silent in regards to HB 259. He explained that the Board had unanimously passed a Resolution opposing the bill and had sent it the legislature. Over the past six months, the issue had been discussed extensively, both individually and as Board, with the clear decision the HB 259 would not be implemented. He also commented on her statement concerning Jockeys Ridge and mentioned that the DCBOC has always supported Jockey's Ridge and any projects they have undertaken. Commissioner Ross explained that he contacted members of the Senate and House on January 13<sup>th</sup> regarding a dispute between the Coastal Resources Commission and the Rules Review Commission. This dispute was part of a broader review of rules by state agencies, including those affecting Jockey's Ridge. He reassured that there was no intention to revoke the area's economic and environmental concerns designation. He recommended that Ms. Morgan contact the leaders of the Friends of Jockey's Ridge if she feels the Board has not provided support.

**ITEM 19 – COMMISSIONERS' BUSINESS & MANAGER'S/ATTORNEY'S BUSINESS (Att. 9 & 10)**

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

County Manager:

- Reported that Tracey Porter for the Tax Assessors office was in a restaurant where someone suffered a heart attack. Thanks to the required county training, she was able to stabilize the individual until further help arrived.
- Stated that there has be discussions about the challenges surrounding the new regulations regarding septic tanks. These changes have created obstacles for our environmental specialists. Previously, if you needed to repair your septic tank you could simply dig it out, clean it, and replace it for a cost of roughly \$7,000. However, now you must find a new repair area or use a package plant, which can increase the costs to \$60,000. These rules are particularly challenging in area with limited space for new repair areas. Mr. Outten commented that lobbying efforts have been made and he is optimistic that the rules will be updated.

**MOTION**

Vice-Chairman Overman motioned to adopt the Resolution to Support Modifications to NC 15A NCAC Subchapter 18E – Wastewater Treatment and Dispersal systems. Commissioner House seconded the motion.

- Explained that the Stumpy Point Volunteer Fire Department has the opportunity to receive a reimbursement grant for some turnout gear and radios. At this time, they do not have enough money to purchase the equipment, we will have to loan them the money and they will have to pay us back from the grant.

**MOTION**

Commissioner Couch motioned the approval to loan the Stumpy Point Fire Department an amount not to exceed \$25,000 for them to purchase radios and turnout gear subject to an MOU requiring their reimbursement. Seconded by Commissioner House.

Katelin Kight:

- Announced that the Special Olympics Polar Plunge will take place Saturday, March 9th at Jennette's Pier. The first plunge will begin at 11:30.
- Stated that the Southern Shores EMS Station 4 Ribbon Cutting (1:30 p.m.) and Open House (2:00 p.m.-6:00 p.m.) will take place Friday, March 15<sup>th</sup>.
- Mentioned that the large item pick-up for Unincorporated Dare County will begin on March 18<sup>th</sup>.
- Noted that the Outer Banks Senior Games registration ends on March 21<sup>st</sup>, the games will begin on April 15<sup>th</sup>.

David Clawson:

- Announced that Barnhill will have a construction trailer in Manns Harbor on March 12<sup>th</sup>.
- Stated that the Youth Center demolition will be sometime between the middle of March and end of March depending when we get the permit back from the state.
- Stated that there may need to be a Public Facilities Corporation Meeting on April 1<sup>st</sup>.
- Announced that the Dare County MedFlight Ribbon Cutting will be after the May Board Meeting.

*Chairman Woodard acknowledged that Ms. Bothwell and Ms. Ballance from the School Board were in attendance.*

Commissioner Bateman

- Acknowledged the life of Mr. Brian B. Wise from Kitty Hawk
- Stated that the first student enrolled into COA from Dare Challenge.
- Invited the Board Members to attend Recovery Court and discussed the new chip system that was put into place.
- On March 27<sup>th</sup>, all purchases made at Jersey Mikes will be donated to the Outer Banks Relief Foundation.
- Stated he will be participating in the Polar Plunge.

Commissioner Couch

- Expressed his concerns regarding the environmental and public health safety concerns related to the former United States Navy submarine tracking station in Buxton, which was operated from 1956-1982. When the Cape Hatteras National Seashore was created in 1953, the Navy had promised to restore the station to its original state.

However, it was turned over to the Coast Guard and during the transfer, the site was not properly cleaned up. He further explained that the problem has escalated following the occurrence of two hurricanes, causing a substantial amount of debris to become visible.

**MOTION**

Vice- Chairman Overman Motioned to adopt the Resolution Requesting Immediate Action to Rectify the Discharge of Oil into the Atlantic Ocean and Adjoining Shoreline, Remove Derelict Infrastructure and Restore the Buxton Beach Access Site to its Pre-Military Condition to Protect the Environment and Public Health and Safety.

Commissioner Bateman seconded the motion.

VOTE: AYES unanimous

Commissioner Basnight

- Stated that the Manteo Health Care Task Force announced that there will be a preceptor hub in Dare and Hyde County starting in September. Medical students from UNC Chapel Hill and Physician Assistant Students from ELON, Campbell, and Wake Forest will be coming to learn and train from the medical personnel here on the Outer Banks.
- Expressed how lucky we are to have the Fessenden, Virginia Tillett, and Baum Center and that there are endless activities for anyone that is interested.
- Felt that the Manns Harbor Community Meeting was positive.
- Acknowledged the passing of Ray White.
- Chairman Woodard and herself attended a full day Board Retreat for the Dare County Arts Council and they will be celebrating their 50<sup>th</sup> year anniversary in 2025.
- Announced that it was Read Across America Week for the schools. Stated she went to MES and read to a kindergarten class and will be going again.

Commissioner Ross

- March 12<sup>th</sup> – Outer Banks Community Foundation Annual Meeting at Jennette's Pier at 11:30 a.m.
- March 14<sup>th</sup> – The State of the Child Conference at the Ramada Inn at 9:00 a.m.
- March 18<sup>th</sup> – Public Insurance Forum with Commissioner Causey at the VA Tillett Center at 2:00 p.m.
- March 19<sup>th</sup> – The Chamber of Commerce has their annual Economic Summit at the Ramada.
- March 23<sup>rd</sup> – The OBX Health and the OBX Hospital will be holding a Gala at the Duck Woods Country Club starting at 6:00 p.m. This is a fundraiser to help our local hospital and local medical community.

Commissioner House

- Noted that the warehouse fire in Manns Harbor was either the first or second five-alarm fire to ever occur in Dare County. He also mentioned that within the same hour, there were two car accidents in Kitty Hawk, one involving three cars and one involving two cars. Additionally, there was a natural gas leak in Kill Devil Hills, all in addition to the warehouse fire in Manns Harbor. Stated that all of these instances were handled to the utmost professional manner and were all responded to quickly.

- Explained that he took both previously adopted resolutions to the Marine Fisheries Commission. The MFC decided not to table the stiped mullet, and immediately disposed of the Resolution requesting a meeting in Dare County.
- Stated that if you purchased striped mullet from a tackle shop and have it on your boat on a weekend, to make sure you have the receipt because you will be in violation and can be ticketed.
- March 20<sup>th</sup> – The Division of Marine Fisheries will be hosting a flounder symposium.
- April 4<sup>th</sup> - The South Atlantic Fishery Management Council will have their meeting in the Dare County Board of Commissioners Room.
- Reported that Miss Katie is working in Hatteras for another week or two and will then come back to Oregon Inlet.
- Our Day in History: The U.S. Congress met for the first time in the New York City's Federal Hall on March 4<sup>th</sup> in 1789.
- Pet of the Week: Nala, a 2-year-old dog with a spunky personality – is available for adoption at the SPCA.

Vice-Chairman Overman

- Congratulated the Service Pins recipients.
- Stated that he is looking forward to volunteering with Meals on Wheels.

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

**MOTION**

Commissioner House motioned to adjourn the meeting.

Commissioner Basnight seconded the motion.

VOTE: AYES unanimous

At 11:26 a.m., the Board of Commissioners adjourned until 9:00 a.m., April 2, 2024.

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.), ordinances, resolutions, contracts, presentations, and supporting material considered by the Board of Commissioners at this meeting are on file in the office of the Clerk. Attempts have been made to accurately spell each podium speaker.



*Tax Collector's Report*

**Description**

February 2024 Releases Over \$100  
February 2024 Refunds Over \$100  
February 2024 NCVTS Refunds Over \$100

**Board Action Requested**

Approved

**Item Presenter**

Becky Huff, Tax Collector



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

MONTH: FEBRUARY

Submitted By: Becky Huff

Taxpayer Name	Parcel #	Bill Year	Reason	Released Value	Released Tax
JANEZIC, DARRELL J	020991000	2023	JET SKI REMOVED	(14,507.00)	(100.96)
BISRAM, KAMLA GANESH	963213000	2023	DUP BILL	(79,055.00)	(648.73)
MOORE, JAMIE	939467000	2023	DUP BILL	(73,450.00)	(495.12)
MOERSCHEL, ERIC	939463000	2023	REDUCED VALUE	(55,128.00)	(355.95)
				<b>(\$222,140.00)</b>	<b>(\$1,600.76)</b>

## Refund Report for Real Estate and Personal Property

(Refunds over \$100)

MONTH: FEBRUARY

DATE RANGE: 2/1/2024 - 2/29/2024

Submitted By: Becky Huff

Taxpayer Name	Parcel	Bill Yr	Refund Amt	Reason	Date
STAPLETON, SCOTT	007195000	2021	\$ (272.06)	Overpayment	2/29/2024
WATER OAK RESIDENTIAL COMMUNITY ASSOC	004045900	2022	\$ (345.12)	Overpayment	2/1/2024
KEENER, CYNTHIA SNEAD	001342000	2023	\$ (1,575.67)	Overpayment	2/1/2024
DICKENS, KRISTEN ANN	001959000	2023	\$ (1,861.49)	Overpayment	2/1/2024
HOLLIDAY, CODY	002657000	2023	\$ (2,718.29)	Overpayment	2/1/2024
MENNICUCCI, DAVID E	003444000	2023	\$ (1,799.60)	Overpayment	2/1/2024
WATSON, ROBERT E JR	003735000	2023	\$ (1,294.52)	Overpayment	2/29/2024
JOHNSON, BRANDON MARQUICE	003771101	2023	\$ (1,386.77)	Overpayment	2/1/2024
BROWN, FRANK WAYNE	003880000	2023	\$ (2,564.17)	Overpayment	2/1/2024
CUMMINGS, TODD SAMUEL	004487000	2023	\$ (165.00)	Overpayment	2/1/2024
ROSE, JAMES M JR	004503000	2023	\$ (2,219.95)	Overpayment	2/1/2024
JARVIS, TROY	004597000	2023	\$ (1,302.25)	Overpayment	2/21/2024
SMITH, DEBORAH LYNN	005112000	2023	\$ (1,840.40)	Overpayment	2/1/2024
O'DELL, PAUL D JR	005655017	2023	\$ (1,207.91)	Overpayment	2/1/2024
INGE, JOSEPH	005981000	2023	\$ (1,087.76)	Overpayment	2/1/2024
HINDMARSH, HARRY R	006408000	2023	\$ (224.88)	Overpayment	2/1/2024
EMOCEAN LLC	007270000	2023	\$ (4,663.21)	Overpayment	2/1/2024
TLJ VENTURES LLC	008581000	2023	\$ (1,054.52)	Overpayment	2/1/2024
RILEY, SHAWN M	009818015	2023	\$ (3,292.37)	Overpayment	2/1/2024
HARRIS, JOHN M	012467000	2023	\$ (1,386.08)	Overpayment	2/1/2024
MIDGETT, BERTHA	012649000	2023	\$ (895.30)	Overpayment	2/1/2024
CLYNE, GERARD	012971000	2023	\$ (913.23)	Overpayment	2/1/2024
DE GIER, HERMA J	013743000	2023	\$ (169.84)	Overpayment	2/1/2024
CONKLIN, DAVID L	014744000	2023	\$ (4,258.05)	Overpayment	2/1/2024
VANBLON, RUSSELL S	014822017	2023	\$ (6,458.95)	Overpayment	2/1/2024
POLISKEY, NICKOLAS A	014822723	2023	\$ (551.13)	Overpayment	2/1/2024
GRANGER, SANDY NICOLE	016373000	2023	\$ (164.21)	Overpayment	2/29/2024
KELLAM, HALEA	017530000	2023	\$ (243.23)	Overpayment	2/1/2024
BUBBS'A WATERING HOLE LLC	018229006	2023	\$ (2,783.79)	Overpayment	2/1/2024
PITTMAN, CLIFFORD	019182000	2023	\$ (1,370.00)	Overpayment	2/1/2024
HIGHMILLER, LAURIE S	021576000	2023	\$ (2,983.24)	Overpayment	2/1/2024

## Refund Report for Real Estate and Personal Property

(Refunds over \$100)

MONTH: FEBRUARY

DATE RANGE: 2/1/2024 - 2/29/2024

Submitted By: Becky Huff

Taxpayer Name	Parcel	Bill Yr	Refund Amt	Reason	Date
134 OCEAN BLVD LLC	021851000	2023	\$ (16,852.46)	Overpayment	2/1/2024
MURRAY, MICHAEL T	022352013	2023	\$ (229.04)	Overpayment	2/1/2024
HOPSON, VINCE	022948007	2023	\$ (366.56)	Overpayment	2/1/2024
GRAVINO, SHAINA N	024169002	2023	\$ (1,702.04)	Overpayment	2/1/2024
FRANK, NICHOLAS LEWIS	024410023	2023	\$ (1,761.66)	Overpayment	2/1/2024
WHITE, MARK EDWARD	024608000	2023	\$ (173.98)	Overpayment	2/1/2024
MCCLEASE, LEROY	025517000	2023	\$ (700.00)	Overpayment	2/1/2024
GIFFORD, MICHAEL H	025694302	2023	\$ (229.10)	Refund due to abatement	2/1/2024
DZIELINSKI, BRUCE J	027072000	2023	\$ (3,466.40)	Overpayment	2/1/2024
WILD ROSE LLC	027385000	2023	\$ (3,802.34)	Overpayment	2/1/2024
LOCKER, JEFFREY S	027505701	2023	\$ (184.70)	Overpayment	2/1/2024
SEACRETBEACH LLC	027778021	2023	\$ (912.49)	Overpayment	2/1/2024
BROWN, DAVID J	027817046	2023	\$ (2,448.46)	Overpayment	2/1/2024
ROWLAND, SHANNON O	027839017	2023	\$ (2,535.17)	Overpayment	2/1/2024
TYZNAR, KEITH	028081043	2023	\$ (1,511.68)	Overpayment	2/1/2024
MASTRO, JAI MICHAEL	028683000	2023	\$ (1,149.84)	Overpayment	2/1/2024
GUPTA, PREM	028884000	2023	\$ (9,492.49)	Overpayment	2/1/2024
WHILDEN, ROBERT J TTEE	029672103	2023	\$ (2,895.39)	Overpayment	2/1/2024
HH OBX HOLDINGS LLC	029822011	2023	\$ (749.27)	Overpayment	2/1/2024
SPENCER, CLIFTON P JR	030045000	2023	\$ (3,345.03)	Overpayment	2/1/2024
MOREHEAD, MAX C JR	031064004	2023	\$ (2,354.08)	Overpayment	2/1/2024
<b>Total Refunds:</b>			<b>\$ (109,915.17)</b>		



## North Carolina Vehicle Tax System

### NCVTS Pending Refund report

FEBRUARY 2024

Payee Name	Address 1	Address 3	Bill #	Transaction #	Tax Jurisdiction	Change	Interest Change	Total Change
MARILUZ CANOVA, MIGUEL ANGEL	1404 HARRINGTON AVE	KILL DEVIL HILLS, NC 27948	0074344896	200550580	C99	(\$112.03)	\$0.00	(\$112.03)
					T07	(\$99.31)	\$0.00	(\$99.31)
					<b>Refund</b>		<b>\$211.34</b>	
MEARS, THOMAS WAYNE JR	803 LINDSEY LN	MANTEO, NC 27954	0072688095	201378950	C99	(\$64.08)	\$0.00	(\$64.08)
					T10	(\$55.28)	\$0.00	(\$55.28)
					<b>Refund</b>		<b>\$119.36</b>	
MIKELL, JAMES ALEXANDER	8015 CARLTON ST	NORFOLK, VA 23518	0075710450	200258310	C99	(\$212.93)	\$0.00	(\$212.93)
					T07	(\$188.74)	\$0.00	(\$188.74)
					<b>Refund</b>		<b>\$401.67</b>	
<b>Refund Total</b>								<b>\$732.37</b>



*Advertise 2023 Tax Year Liens*

**Description**

The total unpaid Ad Valorem taxes as of March 20, 2024 are \$920,872.06. The Tax Collector will advertise unpaid taxes on Real Estate in the April 7th, 2024 edition of the Coastland Times.

**Board Action Requested**

Order the Tax Collector to advertise the 2023 Real Estate tax liens.

**Item Presenter**

Becky Huff, Tax Collector





***Operative IQ Licensing Agreement - EMS***

**Description**

Attached is the Operative IQ Licensing Agreement between Dare County and Bound Tree Medical, LLC.

**Board Action Requested**

Approve the contract and authorize the County Manager to sign.

**Item Presenter**

Jennie Collins, EMS Director



## Operative IQ Licensing Agreement

### Customer

Name: Dare County  
Address: PO Box 1000  
Manteo, NC 27954

### Company

Bound Tree Medical, LLC  
5000 Tuttle Crossing Blvd.  
Dublin, OH 43016

This Licensing Agreement (the "Agreement") is hereby entered this \_\_\_\_\_ day of \_\_\_\_\_, 2024 (the "Effective Date") by and between Company and Customer (referred to herein as the "Parties" or "Party").

1. **Scope.** The terms and conditions below represent the terms and conditions under which Company will grant a license to Customer for the Operative IQ Mobile Inventory Management System for Emergency Medical Services (the "Software").
2. **Term.** The term of this Agreement shall become effective as of the Effective Date and shall remain in full force and effective for 3 year(s) after the Effective Date unless otherwise terminated in accordance with the provisions set forth herein.
3. **Grant of Non-Exclusive License.** Subject to the terms and conditions of this Agreement, Company hereby grants to Customer a non-exclusive irrevocable license to the Software during the Term (the "License").
4. **Licensing Fee.** The fee for each License shall be as specified on Exhibit A, per Contract Year, payable as of the respective Contract Year. For this purpose a "Contract Year" is the twelve (12) consecutive month period beginning on the Effective Date, and each succeeding Twelve (12) month consecutive 12 month period during the Term. If this Agreement ends prior to the end of a Contract Year, the annual License fee will be pro-rated to reflect the number of months in the final Contract Year. The number of Licenses issued under this Agreement is as specified in Exhibit A.
5. **Software Accessories.** Customer may purchase Software Accessories needed to operate the software at the prices specified on Exhibit A and shall be payable at the time of purchase.
6. **Set Up and Training.** Set up of the Software shall be performed by the software developer at the price specified on Exhibit A.
7. **Warranties.** The Software and Software Accessories carry only those warranties made for them by their manufacturers. The duration of the warranty shall extend for the length of time set by the manufacturer. THERE ARE NO OTHER EXPRESSED OR IMPLIED WARRANTIES, INCLUDING ANY WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE.
8. **Limitation of Liability.** COMPANY SHALL NOT BE LIABLE FOR PUNITIVE, SPECIAL, PROXIMATE, INCIDENTAL, CONSEQUENTIAL, OR EXEMPLARY DAMAGES. IN NO EVENT WILL COMPANY BE LIABLE FOR ANY DAMAGES OR NONCONFORMITY OF THE

### SOFTWARE AND SOFTWARE ACCESSORIES.

9. **Force Majeure.** In the event that either Party is prevented from performing or is unable to perform any of its obligations under this Agreement (other than payment of amounts due hereunder) due to any Act of God, fire, casualty, flood, war, strike, lockout, epidemic, destruction of facilities, riot, insurrection, or any other cause beyond the reasonable control of the Party invoking this Section, such party's performance shall be excused and the time for the performance shall be extended for the period of the delay or inability to perform due to such occurrences.
10. **Confidentiality.** Neither Party may disclose the terms and conditions of this Agreement to a third party without the prior written consent of the other, except as required by law or as necessary to perform its obligations under this Agreement. Notwithstanding the foregoing, Company may use certain Customer information as input data in a database where Customer's identity shall be kept anonymous. Neither party will make any press release nor other public announcement regarding this Agreement without the other party's prior written consent except as required under applicable law or by any governmental agency.
11. **Termination.** Each Party reserves the right to terminate the Agreement if: (a) the other Party ceases to function as a going concern in the normal course of business; (b) the other Party commits or suffers any act of bankruptcy or insolvency; (c) upon notice of termination after notice of a material breach has been given and such breach is not cured within thirty (30) days following the notice of breach. Company may terminate this agreement at any time upon written notice to the Customer.
12. **Relationship of Parties.** Each Party is an independent contractor of the other. Neither Party shall be the legal agent of the other for any purpose whatsoever and therefore has no right or authority to make or underwrite any promise, warranty, or representation, to execute any Agreement, or otherwise to assume any obligation or responsibility in the name of or on behalf of the other party, except to the extent specifically authorized in writing by the other Party.
13. **Assignment.** This Agreement and the rights and obligations hereunder shall be binding upon and inure to the benefit of the Parties hereto and their respective successors and assigns; provided that no Assignment, sale or other assignment of this Agreement can occur unless either (a) the transfer occurs by way of merger, reorganization, consolidation, amalgamation, or as part of a transfer of all or substantially all of the assigning



### Operative IQ Licensing Agreement

party's assets, or (b) then non-transferring Party consents to the transfer. In the event of such a transfer, the transferring Party agrees to secure consent from the transferee that it will assume and perform all obligations of the transferring Party under this Agreement. Supplier or Company shall give the other written notice of any anticipated assignment of the Agreement as soon as administratively practicable after such information may first be made public.

- 14. **Notices.** All notices or other communications that are required or permitted hereunder shall be in writing and delivered personally, sent by facsimile (and such facsimile must be promptly confirmed by personal delivery, registered or certified mail or overnight courier as provided herein), sent by nationally-recognized overnight courier or sent by registered or certified mail, postage prepaid, return receipt requested, to the addresses first specified hereinabove, or to such other address as the Party to whom notice is to be given may have furnished to the other Party in writing in accordance herewith, to the attention of the Chief Executive Officer. In addition, a copy of any notice to Company must be sent to General Counsel, Bound Tree Medical, LLC, 5000 Tuttle Crossing Blvd., Dublin, OH 43016 (such copy shall not constitute legal notice).
- 15. **Headings.** The headings of this Agreement are for convenience only and shall not affect the meaning of the terms of this Agreement.
- 16. **Governing Law/Venue.** This Agreement shall be governed by and construed in accordance with the laws of the State of North Carolina, excluding any conflicts or choice of law rule or principle that might otherwise refer construction or interpretation of this Agreement to the substantive law of another jurisdiction. Each party irrevocably agrees that any legal action, suit or proceeding brought by it in any way arising out of this Agreement must

be brought solely and exclusively in, and will be subject to the service of process and other applicable procedural rules of, the state or federal courts in North Carolina.

- 17. **Severability.** If any provision of this Agreement is held to be illegal, invalid or unenforceable under any present or future law, and if the rights or obligations of either Party under this Agreement will not be materially and adversely affected thereby such provision shall be fully severable and the remaining provisions of this Agreement shall remain in full force and effect to the fullest extent permitted by applicable law, each Party hereby waives any provision of law that would render any provision prohibited or unenforceable in any respect.
- 18. **Waiver of Jury Trial.** CUSTOMER AGREES TO WAIVE ANY RIGHT TO HAVE A JURY PARTICIPATE IN THE RESOLUTION OF THE DISPUTE OR CLAIM, WHETHER SOUNDING IN CONTRACT, TORT OR OTHERWISE, BETWEEN ANY OF THE PARTIES OR ANY OF THEIR RESPECTIVE AFFILIATES ARISING OUT OF, CONNECTED WITH, RELATED TO OR INCIDENTAL TO THIS AGREEMENT.
- 19. **Miscellaneous.** Both Parties shall comply with all laws, rules, and regulations applicable to this Agreement. All purchases under this Agreement are for Customer's "own use" as such term is defined in judicial or legislative interpretation. This Agreement is the entire agreement between the parties with regard to the subject matter of this Agreement. No amendment of the terms of this Agreement will be binding on either party unless reduced to writing and signed by an authorized employee of the party to be bound.
- 20. **Counterparts.** This Agreement may be executed in two or more counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument.

IN WITNESS WHEREOF, the parties hereto have executed this Company Agreement as of this \_\_\_\_ day of \_\_\_\_\_, 2024

**Customer**

**Bound Tree Medical, LLC**

By: \_\_\_\_\_

By: \_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

\*To the extent any item is provided at no charge, it is deemed to be provided at a discount on the full price of such item. These discounts are governed by the terms of a separate rebate agreement between the Parties. The parties acknowledge that the rebate provided under the terms of this Agreement constitutes a "discounts or other reductions in price" under section 1128 B(b)(3)(A) of the Social Security Act 42 U.S.C. 1320a-7b(b)(3)(A). Accordingly, Customer shall disclose the discount to any state or federal program that provides cost or charge-based reimbursement to the extent required by law.



Exhibit A\*

Customer Name: Dare County Ems  
BTM Customer Number: 108131  
BTM Account Manager: Jackie Likens  
Number of Inventory Management Licenses: 24  
Number of Fleet Management Licenses: 30  
Rebate Period: 3 Years

Bound Tree Pricing Summary	Year 1	Year 2	Year 3	TOTAL
Inventory & Asset Management Licenses	\$9,216	\$9,216	\$9,216	\$27,648
Fleet Management Licenses	\$3,600	\$3,600	\$3,600	\$10,800
Service Desk License (Enterprise 5)	\$1,500	\$1,500	\$1,500	\$4,500
Geotab Telematics Integration Licenses (Qty: 25)	\$975	\$975	\$975	\$2,925
Training - Remote Training Hours (Qty: 12)	\$3,000	\$0	\$0	\$3,000
Training - Assisted Data Entry Hours (Qty: 4)	\$1,000	\$0	\$0	\$1,000
<b>Total Fees Before Rebate</b>	<b>\$19,291</b>	<b>\$15,291</b>	<b>\$15,291</b>	<b>\$49,873</b>

\*To the extent any item is provided at no charge, it is deemed to be provided at a discount on the full price of such item. These discounts are governed by the terms of a separate rebate agreement between the Parties. The parties acknowledge that the rebate provided under the terms of this Agreement constitutes a "discounts or other reductions in price" under section 1128 B(b)(3)(A) of the Social Security Act 42 U.S.C. 1320a-7b(b)(3)(A). Accordingly, Customer shall disclose the discount to any state or federal program that provides cost or charge-based reimbursement to the extent required by law.





## Customer Rebate Agreement

### Customer

Name: Dare County  
Address: PO Box 1000  
Manteo, NC 27954

### Company

Bound Tree Medical, LLC  
5000 Tuttle Crossing Blvd.  
Dublin, OH 43016

This Rebate Agreement (the "Agreement") is hereby entered this \_\_\_\_\_ day of \_\_\_\_\_, 2024 (the "Effective Date") by and between Customer and Company (referred to herein as the "Parties" or "Party").

- Scope.** The terms and conditions below represent the terms and conditions under which Company will pay a rebate to Customer. The terms and conditions of any supply or similar contract executed, between the Parties shall apply to and govern this Agreement, to the extent the terms of that agreement do not conflict with the terms set forth herein. This Agreement shall include Exhibit A hereto, which is incorporated herein by reference.
- Eligibility for Rebate.** If the volume of products purchased by Customer from Company during the period of time set forth in Exhibit A (the "Rebate Period") satisfies or exceeds the minimum purchase targets specified in Exhibit A, Customer shall be eligible for a rebate in the amount specified in Exhibit A.
- Payment of Rebate.** The rebate is payable (as soon as practicable after the close of the Rebate Period) by credit memo upon calculation and approval of the rebate by Company.
- Compliance with Safe Harbor Requirements.** The Parties acknowledge that the rebate provided under the terms of this Agreement constitutes a "discounts or other reductions in price" under section 1128 B(b)(3)(A) of the Social Security Act 42 U.S.C. 1320a-7b(b)(3)(A). Accordingly, Customer shall disclose the discount to any state or federal program that provides cost or charge-based reimbursement to the extent required by law.
- Term.** This Agreement shall commence on the Effective Date and continue for a period of three years unless otherwise terminated in accordance with the provisions set forth herein.
- Confidentiality.** Neither Party may disclose the terms and conditions of this Agreement to a third Party without the prior written consent of the other, except as required by law or as necessary to perform its obligations under this Agreement. Notwithstanding the foregoing, Company may use certain Customer information as input data in a database where Customer's identity shall be kept anonymous.
- Warranties.** THERE ARE NO OTHER EXPRESSED OR IMPLIED WARRANTIES, INCLUDING ANY WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR

PURPOSE REGARDING PRODUCTS PURCHASED FROM COMPANY AND/OR THE REBATE.

- Limitation of Liability.** COMPANY SHALL NOT BE LIABLE FOR PUNITIVE, SPECIAL, PROXIMATE, INCIDENTAL, CONSEQUENTIAL, OR EXEMPLARY DAMAGES.
- Force Majeure.** In the event that either Party is prevented from performing or is unable to perform any of its obligations under this Agreement (other than payment of amounts due hereunder) due to any Act of God, fire, casualty, flood, war, strike, lockout, epidemic, destruction of facilities, riot, insurrection, or any other cause beyond the reasonable control of the Party invoking this Section, such party's performance shall be excused and the time for the performance shall be extended for the period of the delay or inability to perform due to such occurrences.
- Termination.** Each Party reserves the right to terminate the Agreement if: (a) the other Party ceases to function as a going concern in the normal course of business; (b) the other Party commits or suffers any act of bankruptcy or insolvency; (c) upon notice of termination after notice of a material breach has been given and such breach is not cured within thirty (30) days following the notice of breach. Company may terminate this agreement at any time upon written notice to the Customer.
- Assignment.** This Agreement and the rights and obligations hereunder shall be binding upon and inure to the benefit of the Parties hereto and their respective successors and assigns; provided that no Assignment, sale or other assignment of this Agreement can occur unless either (a) the transfer occurs by way of merger, reorganization, consolidation, amalgamation, or as part of a transfer of all or substantially all of the assigning party's assets, or (b) then non-transferring Party consents to the transfer. In the event of such a transfer, the transferring Party agrees to secure consent from the transferee that it will assume and perform all obligations of the transferring Party under this Agreement. Supplier or Company shall give the other written notice of any anticipated assignment of the Agreement as soon as administratively practicable after such information may first be made public.
- Governing Law.** This Agreement shall be governed by and construed in accordance with the laws of the State of North Carolina, excluding any conflicts or choice of law rule or principle that might otherwise refer construction or interpretation of this Agreement to the substantive law of another jurisdiction. Each party irrevocably agrees that any legal action, suit or proceeding brought by it in any way





**Customer Rebate Agreement**

arising out of this Agreement must be brought solely and exclusively in, and will be subject to the service of process and other applicable procedural rules of, the state or federal courts in North Carolina.

13. **Waiver of Jury Trial.** CUSTOMER AGREES TO WAIVE ANY RIGHT TO HAVE A JURY PARTICIPATE IN THE RESOLUTION OF THE DISPUTE OR CLAIM, WHETHER SOUNDING IN CONTRACT, TORT OR OTHERWISE, BETWEEN ANY OF THE PARTIES OR ANY OF THEIR RESPECTIVE AFFILIATES ARISING OUT OF, CONNECTED WITH, RELATED TO OR INCIDENTAL TO THIS AGREEMENT.

14. **Miscellaneous.** Both Parties shall comply with all laws, rules, and regulations applicable to this Agreement. All purchases under this Agreement are for Customer's "own use" as such term is defined in judicial or legislative interpretation. This Agreement is the entire agreement between the parties with regard to the subject matter of this Agreement. No amendment of the terms of this Agreement will be binding on either party unless reduced to writing and signed by an authorized employee of the party to be bound.

15. **Counterparts.** Agreement may be executed in two or more counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument.

IN WITNESS WHEREOF, the parties hereto have executed this Company Agreement as of this \_\_\_\_ day of \_\_\_\_\_, 2024

Customer

**Bound Tree Medical, LLC**

By: \_\_\_\_\_

By: \_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_



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 BTM Account Manager: Jackie Likens  
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Training - Remote Training Hours (Qty: 12)	\$3,000	\$0	\$0	\$3,000
Training - Assisted Data Entry Hours (Qty: 4)	\$1,000	\$0	\$0	\$1,000
<b>Total Fees Before Rebate</b>	<b>\$19,291</b>	<b>\$15,291</b>	<b>\$15,291</b>	<b>\$49,873</b>

Bound Tree Discount Pricing Summary	Year 1	Year 2	Year 3	TOTAL
<b>Rebate Percentage for Licenses</b>	<b>50%</b>	<b>50%</b>	<b>50%</b>	
Inventory & Asset Management Licenses	\$4,608	\$4,608	\$4,608	\$13,824
Fleet Management Licenses	\$1,800	\$1,800	\$1,800	\$5,400
Service Desk License (Enterprise 5)	\$750	\$750	\$750	\$2,250
Geotab Telematics Integration Licenses (Qty: 25)	\$975	\$975	\$975	\$2,925
Training - Remote Training Hours (Qty: 12)	\$3,000	\$0	\$0	\$3,000
Training - Assisted Data Entry Hours (Qty: 4)	\$1,000	\$0	\$0	\$1,000
<b>Total Fees After Rebate</b>	<b>\$12,133</b>	<b>\$8,133</b>	<b>\$8,133</b>	<b>\$28,399</b>

Rebate Calculation	Year 1	Year 2	Year 3	TOTAL
<b>Rebate Percentage</b>	<b>50%</b>	<b>50%</b>	<b>50%</b>	<b>SAVINGS</b>
<b>Minimum Purchase Commitment for Rebate</b>	<b>\$79,000</b>	<b>\$83,000</b>	<b>\$87,000</b>	
<b>Rebate Amount</b>	<b>\$7,158</b>	<b>\$7,158</b>	<b>\$7,158</b>	<b>\$21,474</b>

\*To the extent any item is provided at no charge, it is deemed to be provided at a discount on the full price of such item. These discounts are governed by the terms of a separate rebate agreement between the Parties. The parties acknowledge that the rebate provided under the terms of this Agreement constitutes a "discounts or other reductions in price" under section 1128 B(b)(3)(A) of the Social Security Act 42 U.S.C. 1320a-7b(b)(3)(A). Accordingly, Customer shall disclose the discount to any state or federal program that provides cost or charge-based reimbursement to the extent required by law.



*Easement Agreement*

**Description**

Easement Agreement between Dare County and Brightspeed of Eastern North Carolina LLC, f/k/a Carolina Telephone and Telegraph Company, LLC for access Parcel 017013000 and 017012001 to install communication services at 47013 Buxton Back Rd Buxton, NC 27920

**Board Action Requested**

Approve Easement

**Item Presenter**

Matthew Hester - IT Director

After recording, please return to:  
Brightspeed  
Right of Way Dept. 1120  
South Tryon Street  
Charlotte, NC 28203

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Prepared by:  
Omar Amaral  
SelectROW

**RECORDING INFORMATION ABOVE**

**Grantor:** County of Dare, a body Politic  
**Grantee:** Brightspeed of Eastern North Carolina LLC, f/k/a Carolina Telephone and Telegraph Company, LLC  
**Parcel:** 017013000

**EASEMENT AGREEMENT**

The undersigned (“Grantor”), for good and valuable consideration, the receipt and sufficiency of which are acknowledged, hereby grants and conveys to **BrightSpeed of Eastern North Carolina LLC f/k/a Carolina Telephone and Telegraph Company, LLC**, its successors, assigns, lessees, licensees, agents and affiliates (“Grantee”), having an address of 1120 South Tryon Street, Charlotte, North Carolina 28203, Attn: Right of Way Dept., a perpetual, non-exclusive easement (“Easement”) to construct, operate, maintain, repair, expand, replace and remove a communication system that Grantee from time to time may require, consisting of but not limited to, cables, wires, conduits, manholes, drains, splicing boxes, vaults, surface location markers, equipment cabinets and associated wooden or concrete pads, aerial lines, poles and cables, and other facilities and structures, including utility service if required to operate such system, facilities and structures (collectively, the “Facilities”) over, under and across the following property located in the County of Dare, State of North Carolina, which Grantor owns (“Easement Tract”):

SEE THE DESCRIPTION SET FORTH ON **EXHIBIT A** ATTACHED TO, AND BY THIS REFERENCE MADE A PART OF, THIS AGREEMENT


Grantor further grants and conveys to Grantee the following incidental rights:

- (1) The right of ingress and egress over and across Grantor’s lands to and from the Easement Tract; and
- (2) The right to clear all trees, roots, brush and other obstructions that interfere with Grantee’s use and enjoyment of the Easement Tract.

Grantor reserves the right to use and enjoy the Easement Tract so long as Grantor’s use does not materially interfere with the rights granted in this Easement Agreement. Grantor will not erect any



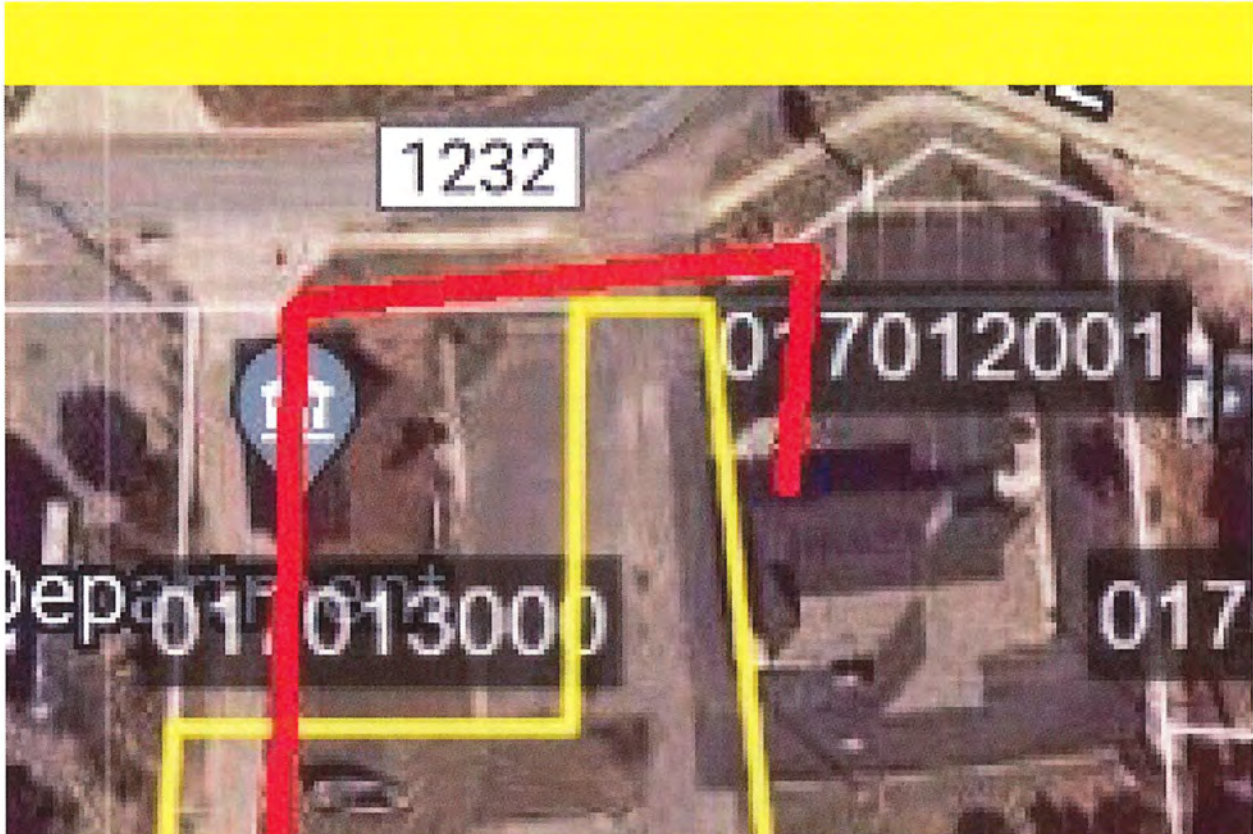




A ten (10') foot wide easement being five (5') foot wide on each side of the cable, anchor and guy as installed, situated in the Western portion of land situated in Section , Township , Range and is more particularly described in the NORTH CAROLINA GENERAL WARRANTY DEED recorded in the Register of Deeds Office, Dare County, State of North Carolina on October 15, 2009; Book 1815, Page 141/144; Instrument No.: 6266376.

EXHIBIT A CONTINUED

Sketch or Drawing of Easement Tract



**THIS MAP MAY NOT BE A CERTIFIED SURVEY AND HAS NOT BEEN REVIEWED BY A LOCAL GOVERNMENT AGENCY FOR COMPLIANCE WITH ANY APPLICABLE LAND DEVELOPMENT REGULATIONS AND HAS NOT BEEN REVIEWED FOR COMPLIANCE WITH RECORDING REQUIREMENTS FOR PLATS. THIS MUST BE ON THE MAP.**

After recording, please return to:  
Brightspeed  
Right of Way Dept.  
1120 South Tryon Street  
Charlotte, NC 28203

---

Prepared by:  
Omar Amaral  
SelectROW

RECORDING INFORMATION ABOVE

**Grantor:** County of Dare, a body politic  
**Grantee:** Brightspeed of Eastern North Carolina, LLC f/k/a Carolina Telephone and Telegraph Company, LLC  
**Parcel:** 017012001

EASEMENT AGREEMENT

The undersigned (“Grantor”), for good and valuable consideration, the receipt and sufficiency of which are acknowledged, hereby grants and conveys to ***Brightspeed Of Eastern North Carolina, LLC f/k/a Carolina Telephone and Telegraph Company, LLC***, its successors, assigns, lessees, licensees, agents and affiliates (“Grantee”), having an address of 1120 South Tryon Street, Charlotte, North Carolina 28203, Attn: Right of Way Dept., a perpetual, non-exclusive easement (“Easement”) to construct, operate, maintain, repair, expand, replace and remove a communication system that Grantee from time to time may require, consisting of but not limited to, cables, wires, conduits, manholes, drains, splicing boxes, vaults, surface location markers, equipment cabinets and associated wooden or concrete pads, aerial lines, poles and cables, and other facilities and structures, including utility service if required to operate such system, facilities and structures (collectively, the “Facilities”) over, under and across the following property located in the County of **Dare**, State of **North Carolina**, which Grantor owns (“Easement Tract”):

SEE THE DESCRIPTION SET FORTH ON **EXHIBIT A** ATTACHED TO, AND BY THIS REFERENCE MADE A PART OF, THIS AGREEMENT

Grantor further grants and conveys to Grantee the following incidental rights:

- (1) The right of ingress and egress over and across Grantor’s lands to and from the Easement Tract; and
- (2) The right to clear all trees, roots, brush and other obstructions that interfere with Grantee’s use and enjoyment of the Easement Tract.



**EXHIBIT A TO EASEMENT AGREEMENT**

**Legal Description of Easement Tract**

A ten (10') foot wide easement being five (5') foot wide on each side of the cable, anchor and guy as installed, situated in the Western portion of land situated on vacant land located on Buxton Back Road in the Village of Buxton, Hatteras Township and is more particularly described in the NORTH CAROLINA GENERAL WARRANTY DEED recorded in the Register of Deeds of Dare County, State of North Carolina on July 29, 2019; Book 2314, Page 206/209; Instrument No.: 700067147.



EXHIBIT A CONTINUED

Sketch or Drawing of Easement Tract



**THIS MAP MAY NOT BE A CERTIFIED SURVEY AND HAS NOT BEEN REVIEWED BY A LOCAL GOVERNMENT AGENCY FOR COMPLIANCE WITH ANY APPLICABLE LAND DEVELOPMENT REGULATIONS AND HAS NOT BEEN REVIEWED FOR COMPLIANCE WITH RECORDING REQUIREMENTS FOR PLATS. THIS MUST BE ON THE MAP.**



*Shallow Draft Cost Share Resolutions - FY25 Dredging*

**Description**

See attached Staff Summary

**Board Action Requested**

Adopt Resolutions

**Item Presenter**

Barton Grover, Grants & Waterways Administrator



**Resolution to Sponsor the  
Miss Katie – 24/25 Hatteras Inlet Dredging Project**

**WHEREAS**, Dare County desires to sponsor the Miss Katie – 24/25 Hatteras Inlet Dredging Project to provide funding for dredging activities by the Miss Katie.

**THEREFORE, BE IT RESOLVED THAT:**

- 1) Dare County requests the State of North Carolina provide financial assistance to Dare County for the Miss Katie- 24/25 Hatteras Inlet Dredging Project in the amount of \$727,500 or 75% of project cost, whichever is the lesser amount;
- 2) Dare County assumes full obligation for payment of the balance of project costs;
- 3) Dare County will obtain all necessary State and Federal permits;
- 4) Dare County will comply with all applicable laws governing the award of contracts and the expenditure of public funds by local governments;
- 5) Dare County will supervise construction of the project to assure compliance with permit conditions and to assure safe and proper construction according to approved plans and specifications;
- 6) Dare County will obtain appropriate easements, rights-of-way or suitable dredge material disposal areas that may be necessary for the construction and operation of the project without cost or obligation to the State;
- 7) Dare County will ensure that the project is open for use by the public on an equal basis with limited restrictions, if on public property;
- 8) Dare County will hold the State harmless from any damages that may result from the construction, operation and maintenance of the project;
- 9) Dare County accepts responsibility for the operation and maintenance of the completed project.

This the 2nd day of April, 2024.

\_\_\_\_\_  
Robert Woodard, Sr., Chairman

Attest:

\_\_\_\_\_  
Skyler Foley, Clerk to the Board



**Resolution to Sponsor the  
Miss Katie – 24/25 Rollinson Channel Dredging Project**

**WHEREAS**, Dare County desires to sponsor the Miss Katie – 24/25 Rollinson Channel Dredging Project to provide funding for dredging activities by the Miss Katie.

**THEREFORE, BE IT RESOLVED THAT:**

- 1) Dare County requests the State of North Carolina provide financial assistance to Dare County for the Miss Katie- 24/25 Rollinson Channel Dredging Project in the amount of \$82,500 or 75% of project cost, whichever is the lesser amount;
- 2) Dare County assumes full obligation for payment of the balance of project costs;
- 3) Dare County will obtain all necessary State and Federal permits;
- 4) Dare County will comply with all applicable laws governing the award of contracts and the expenditure of public funds by local governments;
- 5) Dare County will supervise construction of the project to assure compliance with permit conditions and to assure safe and proper construction according to approved plans and specifications;
- 6) Dare County will obtain appropriate easements, rights-of-way or suitable dredge material disposal areas that may be necessary for the construction and operation of the project without cost or obligation to the State;
- 7) Dare County will ensure that the project is open for use by the public on an equal basis with limited restrictions, if on public property;
- 8) Dare County will hold the State harmless from any damages that may result from the construction, operation and maintenance of the project;
- 9) Dare County accepts responsibility for the operation and maintenance of the completed project.

This the 2nd day of April, 2024.

---

Robert Woodard, Sr., Chairman

Attest:

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Skyler Foley, Clerk to the Board



**Resolution to Sponsor the  
Miss Katie – 24/25 Oregon Inlet Dredging Project**

**WHEREAS**, Dare County desires to sponsor the Miss Katie – 24/25 Oregon Inlet Dredging Project to provide funding for dredging activities by the Miss Katie.

**THEREFORE, BE IT RESOLVED THAT:**

- 1) Dare County requests the State of North Carolina provide financial assistance to Dare County for the Miss Katie- 24/25 Oregon Inlet Dredging Project in the amount of \$7,556,250 or 75% of project cost, whichever is the lesser amount;
- 2) Dare County assumes full obligation for payment of the balance of project costs;
- 3) Dare County will obtain all necessary State and Federal permits;
- 4) Dare County will comply with all applicable laws governing the award of contracts and the expenditure of public funds by local governments;
- 5) Dare County will supervise construction of the project to assure compliance with permit conditions and to assure safe and proper construction according to approved plans and specifications;
- 6) Dare County will obtain appropriate easements, rights-of-way or suitable dredge material disposal areas that may be necessary for the construction and operation of the project without cost or obligation to the State;
- 7) Dare County will ensure that the project is open for use by the public on an equal basis with limited restrictions, if on public property;
- 8) Dare County will hold the State harmless from any damages that may result from the construction, operation and maintenance of the project;
- 9) Dare County accepts responsibility for the operation and maintenance of the completed project.

This the 2nd day of April, 2024.

\_\_\_\_\_  
Robert Woodard, Sr., Chairman

Attest:

\_\_\_\_\_  
Skyler Foley, Clerk to the Board





**Resolution to Sponsor the  
Miss Katie – 24/25 17 Extension to Wanchese & Range 4 Dredging Project**

**WHEREAS**, Dare County desires to sponsor the Miss Katie – 24/25 17 Extension to Wanchese & Range 4 Dredging Project to provide funding for dredging activities by the Miss Katie.

**THEREFORE, BE IT RESOLVED THAT:**

- 1) Dare County requests the State of North Carolina provide financial assistance to Dare County for the Miss Katie- 24/25 17 Extension to Wanchese & Range 4 Dredging Project in the amount of \$471,000 or 75% of project cost, whichever is the lesser amount;
- 2) Dare County assumes full obligation for payment of the balance of project costs;
- 3) Dare County will obtain all necessary State and Federal permits;
- 4) Dare County will comply with all applicable laws governing the award of contracts and the expenditure of public funds by local governments;
- 5) Dare County will supervise construction of the project to assure compliance with permit conditions and to assure safe and proper construction according to approved plans and specifications;
- 6) Dare County will obtain appropriate easements, rights-of-way or suitable dredge material disposal areas that may be necessary for the construction and operation of the project without cost or obligation to the State;
- 7) Dare County will ensure that the project is open for use by the public on an equal basis with limited restrictions, if on public property;
- 8) Dare County will hold the State harmless from any damages that may result from the construction, operation and maintenance of the project;
- 9) Dare County accepts responsibility for the operation and maintenance of the completed project.

This the 2nd day of April, 2024.

\_\_\_\_\_  
Robert Woodard, Sr., Chairman

Attest:

\_\_\_\_\_  
Skyler Foley, Clerk to the Board



**Resolution to Sponsor the  
Miss Katie – 24/25 Walter Slough & Crack Dredging Project**

**WHEREAS**, Dare County desires to sponsor the Miss Katie – 24/25 Walter Slough & Crack Dredging Project to provide funding for dredging activities by the Miss Katie.

**THEREFORE, BE IT RESOLVED THAT:**

- 1) Dare County requests the State of North Carolina provide financial assistance to Dare County for the Miss Katie- 24/25 Walter Slough & Crack Dredging Project in the amount of \$775,500 or 75% of project cost, whichever is the lesser amount;
- 2) Dare County assumes full obligation for payment of the balance of project costs;
- 3) Dare County will obtain all necessary State and Federal permits;
- 4) Dare County will comply with all applicable laws governing the award of contracts and the expenditure of public funds by local governments;
- 5) Dare County will supervise construction of the project to assure compliance with permit conditions and to assure safe and proper construction according to approved plans and specifications;
- 6) Dare County will obtain appropriate easements, rights-of-way or suitable dredge material disposal areas that may be necessary for the construction and operation of the project without cost or obligation to the State;
- 7) Dare County will ensure that the project is open for use by the public on an equal basis with limited restrictions, if on public property;
- 8) Dare County will hold the State harmless from any damages that may result from the construction, operation and maintenance of the project;
- 9) Dare County accepts responsibility for the operation and maintenance of the completed project.

This the 2nd day of April, 2024.

\_\_\_\_\_  
Robert Woodard, Sr., Chairman

Attest:

\_\_\_\_\_  
Skyler Foley, Clerk to the Board



**Resolution to Sponsor the  
Miss Katie – 24/25 Old House 2 Dredging Project**

**WHEREAS**, Dare County desires to sponsor the Miss Katie – 24/25 Old House 2 Dredging Project to provide funding for dredging activities by the Miss Katie.

**THEREFORE, BE IT RESOLVED THAT:**

- 1) Dare County requests the State of North Carolina provide financial assistance to Dare County for the Miss Katie- 24/25 Old House 2 Dredging Project in the amount of \$323,250 or 75% of project cost, whichever is the lesser amount;
- 2) Dare County assumes full obligation for payment of the balance of project costs;
- 3) Dare County will obtain all necessary State and Federal permits;
- 4) Dare County will comply with all applicable laws governing the award of contracts and the expenditure of public funds by local governments;
- 5) Dare County will supervise construction of the project to assure compliance with permit conditions and to assure safe and proper construction according to approved plans and specifications;
- 6) Dare County will obtain appropriate easements, rights-of-way or suitable dredge material disposal areas that may be necessary for the construction and operation of the project without cost or obligation to the State;
- 7) Dare County will ensure that the project is open for use by the public on an equal basis with limited restrictions, if on public property;
- 8) Dare County will hold the State harmless from any damages that may result from the construction, operation and maintenance of the project;
- 9) Dare County accepts responsibility for the operation and maintenance of the completed project.

This the 2nd day of April, 2024.

\_\_\_\_\_  
Robert Woodard, Sr., Chairman

Attest:

\_\_\_\_\_  
Skyler Foley, Clerk to the Board

3/21/24

MEMORANDUM

TO: DARE COUNTY BOARD OF COMMISSIONERS

FROM: Barton Grover

RE: Shallow Draft Cost Share Resolutions - FY25 Dredging

The Shallow Draft Navigation Channel Dredging Fund provides a 75% State match for dredging activities. To apply for these grants, Resolutions from the Board of Commissioners must be provided. Per Division of Water Resources direction, the proposed cost share contracts have been set up on a fiscal year basis and split based on State CAMA permits. Dare County budgets \$3 million each fiscal year for dredging activities in and adjacent to Oregon Inlet and \$250,000 for dredging activities in Hatteras Inlet. With State match, this provides \$12 million and \$1 million respectively for dredging in each area beginning July 1, 2024. Proposed budget includes expected costs for construction administration costs, which are also cost shared by State funds.

At the March meeting of the Dare County Waterways Commission, the Commissioned motioned to allocate \$900,000 to dredging activities in the Hatteras Connector Channel and \$100,000 for dredging activities in Rollinson Channel. In addition, the Resolutions include costs associated with construction administration, engineering, and agency coordination.

At the March meeting of the Oregon Inlet Task Force, the Task Force motioned to allocate \$10 million to Oregon Inlet, \$1 million to Walter Slough & the Crack, \$600,000 to the channels from Wanchese to 17 extension, and \$400,000 to Old House 2. In addition, the Resolutions include costs associated with construction administration, engineering, and agency coordination.

These cost share contracts can be modified to shift funds within the budget depending on dredging needs.

**Hatteras Connector:**

Total Dredging Cost: \$900,000 (75% DEQ Match - \$675,000)

Total Administrative Cost \$70,000 (75% DEQ Match - \$52,500)

Total Cost \$970,000 (75% DEQ Match \$727,500)

**Rollinson Channel:**

Total Dredging Cost \$100,000 (75% DEQ Match - \$75,000)

Total Administrative Cost \$10,000 (75% DEQ Match - \$7,500)

Total Cost \$110,000 (75% DEQ Match - \$82,500)

**Oregon Inlet:**

Total Dredging Cost \$10,000,000 (75% DEQ Match - \$7,500,000)

Total Administrative Cost \$75,000 (75% DEQ Match - \$56,250)

Total Cost 10,075,000 (75% DEQ Match \$7,556,250)

**17 Extension to Wanchese & Range 4**

Total Dredging Cost \$600,000 (75% DEQ Match - \$450,000)

Total Administrative Cost \$28,000 (75% DEQ Match - \$21,000)

Total Cost \$628,000 (75% DEQ Match - \$471,000)

**Walter Slough & Crack**

Total Dredging Cost \$1,000,000 (75% DEQ Match - \$750,000)

Total Administrative Cost \$34,000 (75% DEQ Match - \$25,500)

Total Cost \$1,034,000 (75% DEQ Match - \$775,500)

**Old House 2**

Total Dredging Cost \$400,000 (75% DEQ Match - \$300,000)

Total Administrative Cost \$31,000 (75% DEQ Match - \$23,250)

Total Cost \$431,000 (75% DEQ Match - \$323,250)





*Cintas Corporation Facility Services Rental Service Agreement*

**Description**

This is a re-negotiated 60-month Facilities Services Rental Service Agreement with Cintas for three floor mats that are replaced monthly at the Kill Devil Hills Library.

**Board Action Requested**

Approval

**Item Presenter**

Meaghan Beasley, Dare County Librarian



FACILITY SERVICES RENTAL SERVICE AGREEMENT

Location No. 0391 Agreement No. 210669811 Customer No. 17235223 Date 03 JAN 24
Customer DARE COUNTY Phone 252-441-4331
Address 400 S MUSTIAN ST City KILL DEVIL HIL State NC Zip 27948-8455

FACILITY SERVICES PRODUCTS PRICING:

Table with 5 columns: Material#, Description, Rental Frequency, Inventory, Unit Price. Rows include items like 3X5 ACTIVE SCRAPER and 3X5 TRAFFIC MAT.

- o This agreement is effective as of the date of execution for a term of 60 months from date of installation.
o The additional charges listed below are subject to adjustment by Company effective upon notice to Customer...
o COD Terms \$ per week charge for delayed payment...
o Credit Terms - Charge Payments due 10 Days After End of Month
o Automatic Lost Replacement Charge: Material % of Inventory \$ EA
o Artwork Charge for Logo Mat \$
o Service Charge: \$12.00 per delivery.
o Other

Customer certifies that [ ] it is [ ] is not a federal, state, or local government branch or agency.

This agreement is subject to the terms and conditions on the back of this agreement. By signing below, Customer agrees to and accepts the terms and conditions on the back of this agreement.

Cintas Loc.No 0391
By A. MUGGARELLO
Title
Accepted-GM

Please Sign Name
Please Print Name
Please Print Title
E-Mail

This instrument has been preaudited in the manner required by the Local Government Budget and Fiscal Control Act. 2/29/2024
Sally Detasse



## FACILITY SERVICES RENTAL SERVICE AGREEMENT

1. The customer, its successors and assigns ("**Customer**") orders from orders from CINTAS CORPORATION or any of its subsidiaries, successors and assigns ("**Company**") all of the Customer's requirements of garment rental services and other items covered by this agreement during the term of this agreement all in accordance with the pricing, terms and conditions contained here in. Pricing is based on 52 weeks billing per rental item per year.

2. All items will be cleaned and maintained by Company and remain property of the Company. All items that require replacement due to normal wear will be replaced by Company at no charge to Customer.

3. Customer is ultimately responsible for choosing the type and placement of any floor mats provided by Company ensuring floor safety conditions at its locations. If a mat needs to be replaced for any reason prior to its next scheduled service, Customer should remove it and contact Company to request replacement.

4. The weekly rental charge for any item can be terminated, but only after all items issued to Customer, or the value of same, have been returned to Company. All items remain the property of Company. Any special products (logo mats) must be purchased by the customer if service is stopped. If items are lost or destroyed by any means Customer will pay the then current replacement values for said items.

5. Customer agrees to notify Company, in writing, of any hazardous materials that may be picked up by Company in the soiled textiles serviced under this agreement. In no case will the hazardous materials be present to the extent that they may be harmful to Company's employees.

6. This agreement is effective as of the date of execution. Company has the right to increase prices. The Customer has the right to reject the price increase within ten (10) days of the notice. If Customer rejects the price increase, Company may terminate this agreement. All invoices must be paid within ten days after the end of the month. Interest will accrue on any amounts which are not paid when due from the due date to the date of payment in full at an annual percentage rate equal to the lesser of (a) either percent 18% or (or) the maximum rate permitted by law.

7. To the extent permitted by law, and without waiving any defenses, Customer agrees to indemnify and hold harmless Company from claims for injury or property damage arising out of the performance of this contract but only in proportion to, and to the extent, that such injury or property damage was caused by the negligence of Customer.

**8. Company guarantees to deliver the highest quality textile rental service at all times. Any complaints about the quality of the service which have not been resolved in the normal course of business must be sent by registered letter to Company's General Manager. If Company then fails to resolve any material complaint in a reasonable period of time, Customer may terminate this agreement provided all rental items are paid for at the then current replacement values or returned to Company in good and usable condition.**

9. Additional products and services may be added to this agreement and shall automatically become a part of and subject to the terms and provisions of this agreement. If this agreement is terminated early, the parties agree that the damages sustained by Company will be substantial and difficult to ascertain. Therefore, if this agreement is terminated by Customer prior to the applicable expiration date for any reason other than for documented quality of service reasons which are not cured as set forth above, or terminated by Company for cause at any time, Customer will pay to Company, as liquidated damages and not as a penalty, the greater of 50% of the average weekly invoice total multiplied by the number of weeks remaining in the unexpired term, or buy back all Facility Services Products allocated to Customer at the then current replacement values. Customer shall also be responsible for any unpaid charges on Customer's account prior to termination.

10. While this agreement is in effect, Customer agrees to pay a weekly minimum charge equal to 75% of (a) the charges on the initial invoice and

11. Any dispute or matter arising in connection with or relating to this agreement shall be resolved by binding and final arbitration. The arbitration shall be conducted pursuant to applicable state or federal arbitration laws. Any such dispute shall be determined on an individual basis, shall be considered unique as to its facts, and shall not be consolidated in any arbitration or other proceeding with any claim or controversy of any other party. The exclusive jurisdiction and forum for resolution of any such dispute shall be in the state where the Customer is located.

12. Customer certifies that Company is in no way infringing upon any existing contract between Customer and any other service provider.

13. This agreement contains the entire agreement of the parties with respect to the subject matter of this agreement and supersedes all prior negotiations, agreements and understandings with respect thereto, and any terms and conditions set forth in subsequent purchase orders of other documents issued by the Customer, in which case, the terms of this agreement shall control.

14. This agreement may not be modified, amended or supplemented except in writing signed by an authorized representative of Company, provided, however, if a federal, state, or local government body or its representative is a party to this agreement, the proposed modification, amendment or supplement must be in writing signed by a President or Senior Vice President of the Company.

15. Prevailing Wage/Living Wage. Customer understands and acknowledges individuals who provide services under this Agreement could be entitled to receive prevailing wages, living wages, or other minimum wages and/or benefits established by law ("Wage Statutes"). Customer understands and agrees that Customer is in sole possession and knowledge of the facts and circumstances necessary to make a determination as to whether any or all services provided under this Agreement are subject to any Wage Statutes. Accordingly, Customer agrees that it has the sole responsibility to determine whether the Agreement is subject to any Wage Statutes and that it will inform Cintas of this fact in writing prior to the Parties' execution of the Agreement. In the event that Customer fails to notify Cintas in writing that the Agreement is subject to a Wage Statute and either Cintas or any federal, state, or local authority determines that the services provided under the Agreement are subject to a Wage Statute, Customer agrees that it will pay Cintas all additional sums necessary to raise all wages and benefits covered by the applicable Wage Statute(s) for those individuals providing such services to Customer under the Agreement to the minimum levels required by the applicable Wage Statute(s), and Customer agrees that it will defend and indemnify Cintas from any and all fines, penalties, interest, or other costs, expenses, or charges of any type imposed by any federal, state, or local authority for Cintas's failure to satisfy any such Wage Statute, as well as Cintas's costs and attorneys' fees incurred in responding to or defending



against any such claim.



*Dare County Parks and Recreation Advisory Board By-Laws Revision*

**Description**

The Dare County Parks and Recreation Advisory Board has made revisions to their By-laws.

**Board Action Requested**

Please sign and accept the proposed Dare County Parks and Recreation Advisory Board By-Laws.

**Item Presenter**

Robert Outten, County Manager



# Bylaws of Dare County Parks & Recreation Advisory Council

## Article I

### Name

**Section 1.** The name of this organization and center shall be the Dare County Parks and Recreation Advisory Council Advisory (the "Council")

## Article II

### Purpose

**Section 1.** The purpose of the Advisory Council is to review and advise the Department of Parks and Recreation in its efforts to promote, organize, plan and coordinate activities and programs for youth and adults in Dare County. The overall objective of the Advisory Council, through its broad representation of people and agency representatives, is to provide objective and representative input as to the needs within the county and to advise the Department of Parks and Recreation in the development and implementation of a plan that would establish a comprehensive and coordinated system of service for youth and adult residents of Dare County.

**Section 2.** The Parks and Recreation Department and its operations are intended to promote and improve the quality of life for the citizens of Dare County irrespective of age, race, gender or religious affiliation. In keeping with this objective, the Advisory Council will provide citizen input to the Director of Dare County Parks and Recreation and in that role will perform the following functions:

- Serve as a voice for the community;
- Assist in the provision of out-reach functions;
- Assist staff in fostering community awareness of Dare County Parks and Recreation among all the citizens of Dare County;
- Provide citizen input to the Director concerning the coordination and scheduling of services and programs among cooperating agencies;
- Provide input to the Director concerning the objectives and priorities among the needs of the community, including expansion of construction and/or renovation of current structures and parks.
- Report safety or security concerns to the Director from the community.

- Provide budgetary priority advice for community recreational programs for consideration and partner as needed with staff on new project development to help insure community needs are considered.

### **Article III**

#### **Structure**

**Section 1.** The Advisory Council shall be appointed by the Dare County Board of Commissioners and shall number fourteen (14), one of whom shall be a member of the Dare County Board of Commissioners.

**Section 2.** Each member of the Council shall be a resident of Dare County. The Council shall aim to have representation from all areas of the county with at least 3 members from each Parks and Recreation division and shall also aim for representation for each sport/interest.

**Section 3.** The term of Council membership (except for the Commissioner member) shall be three (3) years.

**Section 4.** To continue staggered seats, the current members (except the Commissioner member) shall serve the remainder of their current term. In the event a member is replaced before the expiration of the members term, the replacement shall serve the remainder of the members term and may be eligible for reappointment at the expiration of the term. The Commissioner's terms shall continue until replaced at the pleasure of the Board of Commissioners.

**Section 5.** Recommendations for Council Membership shall be made to the Dare County Board of Commissioners by the Nominating Committee of the Council with the consent of a majority of the full Council and presented to the Dare County Board of Commissioners thirty days prior to the expiration any expiring term or as soon as practicable after the resignation or death of a member. Appointment and removal of members shall be at the pleasure of the Board of Commissioners and the member appointed is not required to be one of those nominated.

**Section 6.** The Nominating Committee may receive applications for individuals to serve on the Council and may interview candidates for Council membership. Applications to serve on the Council may be made by any resident of Dare County. The Nominating Committee shall make application forms available to anyone who requests them. The nominating Committee shall not be required to recommend all of those from whom an application is received but shall make all applications available to the Board of Commissioners.

**Section 9.** Removal of a Council Member. A member of the Council may be removed at any time for any reason or no reason by action of the Dare County Board of Commissioners.

## Article IV

### Officers

**Section 1.** The Officers of the Council shall be the Chairperson, the Vice-Chairperson and Secretary.

**Section 2.** The Officers shall be elected in the last meeting of the fiscal year to be effective July 1 of each year from the Council membership for a term of one (1) year, The Council shall fill vacancies in either position. Officers may not serve more than two (2) consecutive one (1) year terms. The Chairperson and the Vice-Chairperson shall be elected from the Advisory Council *and* each shall be from a different section of the county.

**Section 3.** Duties of the Officers.

- Chairperson: The Chairperson shall preside at all meetings of the Council and in consultation with the Director, shall prepare an Agenda to be distributed 7 days before a scheduled meeting of the Council. The Chairperson shall be authorized to call special meetings as required consistent with the terms set forth in these by-laws. The Chairperson shall appoint appropriate committees, and shall assist these committees in carrying out the duties for which they were appointed. The Chairperson shall be an ex-officio member of all committees. The Chairperson shall conduct business in accordance with *“Robert’s Rules of Order Newly Revised (“RONR”)*.
- The Vice-Chairperson shall preside in the absence of the Chairperson and shall perform such duties as are assigned by the Chairperson. Should the office of Chairperson be vacated for any reason, the Vice-Chairperson shall fill the un- expired term of office and a new Vice-Chairperson shall be elected by the Advisory Council.
- Secretary: The secretary shall be responsible for taking the minutes of meetings of the Council and providing such minutes and any copies of any documents received at such meetings to the Parks and Recreation Director for compliance with all public records laws. The Secretary is not required to be a Council member. The Department of Parks and Recreation will assist in the processing and distribution of minutes, notices, and all other records of official transactions.
- If both the Chairperson and Vice-Chairperson are absent, the Director of the Department of Parks *and* Recreation shall conduct the meeting.

## Article V

### Council Committees

**Section 1.** The Council shall also have the following standing committees of the Council:

- The Nominating Committee
- Trails Committee
- Such other Committees may be appointed by the Chair and approved by the Director. Appointment to committees should strive for representation from the various geographical areas of the county (Northern Beaches, Hatteras Island, Roanoke Island, Mainland Dare)

**Section 2.** The Nominating Committee shall be responsible for making recommendations to the full Council for nominations to the Council to be submitted to the Dare County Board of Commissioners. Such nominations shall be submitted 30 days prior to the expiration of the current members' term or as soon as practicable after a seat is vacated for any reason.

**Section 3.** Each Committee shall conduct itself in accordance with these by-laws when meeting. Each subcommittee can meet as it deems appropriate.

## ARTICLE VI

### Meetings

**Section 1.** The Council shall hold no less than 5 regularly scheduled meetings each calendar year. The regularly scheduled meeting date shall be on the dates and time approved by the Council.

**Section 2.** It shall be the responsibility of each Council member to attend each meeting of the Council in person or via video. Council members not able to attend must notify either the Chairperson, or the Director as soon as possible prior to a regularly scheduled meeting.

**Section 3.** Attendance at meetings is important for the Advisory Council to perform its functions. If a member fails to attend three of the five meetings held in a calendar year, the Director shall inform the County Manager who will advise the Board of Commissioners. The Board of Commissioners may then take any action they deem appropriate, including the removal of the Council member.

**Section 4.** The Chairperson may schedule a meeting, other than a regularly scheduled meeting with the consent of the Director, or by the Director alone, provided notice is given as required by the North Carolina Open Meetings Laws stating the purpose of the meeting and attaching an agenda, is given to each member of the Council. If a quorum is not able to be present at

such meeting, the meeting shall be rescheduled by the Director, the required notice given and those present at such meeting shall be deemed not a quorum.

**Section 5.** Quorum. Except as provided above, a quorum will be one more than ½ of the voting members of the Council.

**Section 6.** Parliamentary Procedures. All parliamentary business shall be governed by "*Roberts Rules of Order Newly Revised (RONR)*."

## **Article VII**

### **Amendments**

**Section 1.** Any member of the Council may make proposals to alter these by-laws. A member seeking to change the by-laws must submit their proposed changes in writing to the Director 30 days prior to the meeting of the Council at which such changes are to be voted on.

**Section 2.** Proposed Bylaw amendments must be approved by a two-thirds (2/3's) vote of all Council members present at a regularly scheduled Council meeting before presentation to the Dare County Board of Commissioners. The Board of Commissioners shall have the authority to approve, reject, or modify such proposal and no changes shall be effective until approved by the Board of Commissioners.

**Section 3.** Approval of these Bylaws by the Dare County Board of Commissioners shall revoke all previous bylaws in effect at the time of such approval except as necessary to determine the term of current members.

## **Article VIII**

### **Public Comment**

**Section 1.** Speakers are allocated 5 minutes to speak.

**Section 2.** Speakers may not share or relinquish the remaining time they have to another speaker.

**Section 3.** Speakers are only allowed to speak one time during the Public Comment period.

**Section 4.** Speakers shall refrain from personal attacks and/or threats directed towards staff or members of the public.



**Section 5.** Speakers shall be civil and courteous in their language and presentation. Insults, profanity, use of vulgar language or gestures or other inappropriate behavior are not allowed.

**Section 6.** Comments, questions, or jeering from the audience are not allowed. Speakers shall likewise not address or respond to members of the audience.

**Section 7.** Speakers should not expect Council members to comment on or respond to their comments directly during the meeting.

**Section 8.** Lastly, the presiding officer has the authority to enforce the rules, and failure to obey the rules may result in forfeiture of the remaining speaking time , or they can be asked to leave the meeting.

These bylaws were adopted the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ by the Dare County Board of Commissioners.

\_\_\_\_\_

Bob Woodard, Chairman

Dare County Board of Commissioners



*Budget Ammendment for Emergency Management*

**Description**

Received two 100% reimbursable Homeland Security Grant awards from NCEM for a multi-day hurricane exercise and active assailant exercise. The hurricane grant needs to be used by June 30, 2024 under MOA 2141020. The active assailant grant needs to be used by February 28, 2026 under MOA 23410005.

**Board Action Requested**

Approval

**Item Presenter**

Drew Pearson

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# **DARE COUNTY**

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## **BUDGET AMENDMENT**

**F/Y 2023- 2024**

ACCOUNT	CODE			INCREASE	DECREASE
	Org	Object	Project		
<u>Department: 104542</u>					
<u>Revenues:</u>					
HSGP Hurricane Exercise	103452	422220	00420	30,400	
HSGP Active Assailant Exercise	103452	422220	00421	15,000	
<u>Expenditures:</u>					
HSGP Hurricane Exercise	104524	422220	00420	30,400	
HSGP Active Assailant Exercise	104542	422220	00421	15,000	

**Explanation:**

Received two 100% reimbursable Homeland Security Grant awards from NCEM for a multi-day hurricane exercise and active assailant exercise. The hurricane grant needs to be used by June 30, 2024 under MOA 2141020. The active assailant grant needs to be used by February 28, 2026 under MOA 23410005.

**Approved by:**

Board of Commissioners: \_\_\_\_\_

Date: \_\_\_\_\_

County Manager: \_\_\_\_\_

Date: \_\_\_\_\_

*Finance only:*

Date entered: \_\_\_\_\_ Entered by: \_\_\_\_\_ Reference number: \_\_\_\_\_



***Budget Amendment to Re-establish the Budget for State Affordable Housing Grant in Fiscal Year 2024***

**Description**

The budget adopted in FY23 for the \$35,000,000 State housing grant was an annual budget in the Housing Fund (fund #32). The following budget amendment is to re-establish the budget in FY24 at the amount of the grant less the amount spent during FY23 of \$990,920. The page following the budget amendment is the fund financial statement from the FY23 audit report/ACFR.

For future years, Finance will establish a purchase order so that the unexpended budget is carried forward into the next fiscal year.

**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		
<b>Department:</b>					
Housing Fund - State Grant					

Revenues:

State budget appropriation Section 24.1      323025      422235      60501      \$34,009,080

Expenditures:

State funded housing projects      324625      510756      60501      \$34,009,080

Explanation:

To establish a FY2024 budget for State grant funds from the State FY2023 budget, section 24.1. Established at the grant amount of \$35,000,000 less the amount spent during FY2023 of \$990,920. See the following page for the FY2023 fund financial statement from the audit report.

**Approved by:**

Board of Commissioners: \_\_\_\_\_

Date: \_\_\_\_\_

County Manager: \_\_\_\_\_

Date: \_\_\_\_\_

*Finance only:*

Date entered: \_\_\_\_\_ Entered by: \_\_\_\_\_ Reference number: \_\_\_\_\_

COPY



DARE COUNTY, NORTH CAROLINA  
Housing Fund  
Schedule of Revenues, Expenditures, and  
Changes in Fund Balances - Budget and Actual  
For the Year Ended June 30, 2023

With Comparative Actual Amounts for the Year Ended June 30, 2022

	2023		Variance Over (Under)	2022
	Final Budget	Actual		Actual
<b>REVENUES</b>				
Restricted intergovernmental:				
State and federal aid	\$ -	\$ 990,920	\$ -	\$ -
Investment income:				
Interest	-	79,390	-	-
Total revenues	<u>35,000,000</u>	<u>1,070,310</u>	<u>(33,929,690)</u>	<u>-</u>
<b>EXPENDITURES</b>				
Economic and physical development:				
Housing	-	990,920	-	-
Total expenditures	<u>35,000,000</u>	<u>990,920</u>	<u>(34,009,080)</u>	<u>-</u>
Revenues over expenditures	<u>\$ -</u>	<u>79,390</u>	<u>\$ 79,390</u>	<u>-</u>
Fund balance-beginning		-		-
Fund balance-ending		<u>\$ 79,390</u>		<u>\$ -</u>



***Budget Amendment for American Rescue Plan Fund and the Local Assistance and Tribal Consistency Grant***

**Description**

This updates the American Rescue Plan Fund budget for the Local Assistance and Tribal Consistency grant, which was budgeted in the original FY2024 budget. This budgets interest income on grant funds and adjusts for under budget items. In order to prevent returning to the Board numerous times, and to get the grant closed out in a timely manner, the amounts are moved into a Reserve line item, which will allow the County Manager to determine uses and adjust the line item budgets.

This amendment also authorizes the County Manager to execute future budget amendments for all interest income earned on grant funds (i.e... increase the fund's total budget) in order to use the amounts for eligible grant expenditures.

**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		
<b>Department:</b>					
American Rescue Plan Fund					
<u>Revenues:</u>					
Interest income	273025	450100		\$15,685	
<u>Expenditures:</u>					
Reserve - use TBD by County Manager	274490	550017		\$17,573	
Public Relations	274427	513300			\$1,089
Fleet Maintenance	274885	537450			\$346
Cooperative Extension	274575	511502			\$453

Explanation:

To update American Rescue Plan Fund budget for the Local Assistance and Tribal Consistency grant, which was budgeted in the original FY2024 budget. This budgets interest income on grant funds and adjusts for under budget items. In order to prevent returning to the Board numerous times, and to get the grant closed out in a timely manner, the amounts are moved into a Reserve line item, which will allow the County Manager to determine uses and adjust the line item budgets.

**NOTE: This amendment authorizes the County Manager to execute future budget amendments for all interest income earned on grant funds (i.e... increase the fund's total budget) in order to use the amounts for eligible grant expenditures.**

**Approved by:**

Board of Commissioners: \_\_\_\_\_

Date: \_\_\_\_\_

County Manager: \_\_\_\_\_

Date: \_\_\_\_\_

*Finance only:*

Date entered: \_\_\_\_\_ Entered by: \_\_\_\_\_ Reference number: \_\_\_\_\_



*DHHS - Social Services Energy Programs Budget Amendment*

**Description**

This is to reduce expenditures and corresponding revenue for the Crisis Intervention Program (CIP) and Low Income Energy Assistance Program (LIEAP). The state has moved to an automated system for these payments. There are a few vendors who have not registered in the automated system; those payments will continue to pass through the Social Services budget. These are 100% federal funds and there is no effect on county dollars.

**Board Action Requested**

Approve budget amendment

**Item Presenter**

n/a

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# DARE COUNTY

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## BUDGET AMENDMENT

F/Y 2023- 2024

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ACCOUNT	CODE			INCREASE	DECREASE
	Org	Object	Project		

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Department: DHHS - Social Service Div  
Revenues:

State & Fed Aid - Admin.	103026	423001		180,323
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Expenditures:

Low Income Energy Asst. Program	104611	580120		110,323
Crisis Intervention Program	104611	580200		70,000

**Explanation:**

This is to reduce expenditures and corresponding revenue for the Crisis Intervention Program (CIP) and Low Income Energy Assistance Program (LIEAP). The state has moved to an automated system for these payments. There are a few vendors who have not registered in the automated system; those payments will continue to pass through the Social Services budget. These are 100% federal funds and there is no effect on county dollars.

**Approved by:**

Board of Commissioners: \_\_\_\_\_

Date: \_\_\_\_\_

County Manager: \_\_\_\_\_

Date: \_\_\_\_\_

*Finance only:*

Date entered: \_\_\_\_\_ Entered by: \_\_\_\_\_ Reference number: \_\_\_\_\_





*DHHS Public Health Division - Public Health Services Grant*

**Description**

The Public Health division has received year I of a two year grant from the NC Division of Public Health. The purpose of this grant is to enhance the ability to deliver essential public health services to address specific health needs. The funds will be used to support the behavior health program by contracting with a psychiatrist to work one day a week to support the licensed mental health professionals. Funds will also be used to support our maternal health, adult health and child health programs. Unspent funds will carryover into fiscal year 2025

**Board Action Requested**

Approve Budget Amendment

**Item Presenter**

N/A

# DARE COUNTY

## BUDGET AMENDMENT

F/Y 2023-2024

ACCOUNT	CODE			INCREASE	DECREASE
	Org	Object	Project		
Department: Health & Human Services-Public Health					
<u>Revenues:</u>					
State/Federal-Public Health Services	103027	424209	41100	\$50,000	
<u>Expenses:</u>					
Professional Services	104600	510900	41100	\$50,000	

Explanation:

Public Health Services Grant Yr 1 of 2. Support for behavior health, adult health, maternal health and child health programs. Unspent funds to be carry over into fiscal year 2025 + additional funding to be received in fiscal year 2025.

**Approved by:**

Board of Commissioners: \_\_\_\_\_

Date: \_\_\_\_\_

County Manager: \_\_\_\_\_

Date: \_\_\_\_\_

(sign in red)

*Finance only:*

Date entered: \_\_\_\_\_ Entered by: \_\_\_\_\_ Reference number: \_\_\_\_\_

# Division of Public Health

## Agreement Addendum

### FY 23-24

Dare County Department of Health &  
Human Services — Public Health Division  
\_\_\_\_\_

**Local Health Department Legal Name**

Local and Community Support /  
Local Technical Assistance & Training  
\_\_\_\_\_

**DPH Section / Branch Name**

121 ARPA TSF Public Health Services  
\_\_\_\_\_

**Activity Number and Description**

Susan H. Little, 919-215-4471  
susan.little@dhhs.nc.gov  
\_\_\_\_\_

**DPH Program Contact**  
(name, phone number, and email)

07/01/2023 – 05/31/2024  
\_\_\_\_\_

**Service Period**

\_\_\_\_\_

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

04/01/2024 – 06/30/2024  
\_\_\_\_\_

**Payment Period**

- Original Agreement Addendum  
 Agreement Addendum Revision # \_\_\_\_\_

**I. Background:**

This funding, provided through budget receipts transferred from the ARPA Temporary Savings fund and made available through the NCGA 2023 Appropriations Act, HB 259, provides a \$50,000 grant in each year of the 2023-2025 fiscal biennium to each local health department to support activities authorized under the General Aid-to-Counties Agreement Addendum including the delivery of the 10 Essential Public Health Services per GS § 130A-1.1.<sup>1</sup>, the core functions of public health (Assessment, Policy Development, Assurance), and the specific health needs or health status indicators selected by each local health department.

Per HB 259, Section 4.7.(i), “The funds appropriated from the State Fiscal Recovery Fund in this act and in prior enactments of the General Assembly shall not revert at the end of each fiscal year of the 2023-2025 fiscal biennium but shall remain available to expend and appropriate until the date set by applicable federal law or guidance.”

**II. Purpose:**

This Agreement Addendum for Activity 121 further enhances the ability of local health departments to deliver the essential services and core functions of public health to address the specific health needs or health status indicators selected by the local health department.

<sup>1</sup> [https://www.ncleg.gov/EnactedLegislation/Statutes/PDF/ByArticle/Chapter\\_130A/Article\\_1.pdf](https://www.ncleg.gov/EnactedLegislation/Statutes/PDF/ByArticle/Chapter_130A/Article_1.pdf)

  
 \_\_\_\_\_  
 Health Director Signature (use blue ink or verifiable digital signature) 3/18/24 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>
--------------------------------------------------------------------------------------	------------------------------------------------	-----------------------------------------------------------------------

The North Carolina General Statute § 130A-1.1(b) states: a local health department shall ensure that the following **10 Essential Public Health Services** are available and accessible to the population in each county served by the local health department:

#### **Assessment**

1. Monitor health status to identify community health problems.
2. Diagnose and investigate health problems and health hazards in the community.

#### **Policy Development**

3. Inform, educate, and empower people about health issues.
4. Mobilize community partnerships to identify and solve health problems.
5. Develop policies and plans that support individual and community health efforts.

#### **Assurance**

6. Enforce laws and regulations that protect health and ensure safety.
7. Link people to needed personal health services and assure the provision of health care when otherwise unavailable.
8. Assure a competent public health and personal health care workforce.
9. Evaluate effectiveness, accessibility, and quality of personal and population-based health services.
10. Research for new insights and innovative solutions to health problems.

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

These funds may be used for any public health program or purpose, any locally identified need or current health status indicator, and to support the delivery of the core functions of public health and 10 Essential Public Health Services. The Local Health Department must report at the end of the fiscal year how the funds were spent related to the 10 Essential Public Health Services and core public health functions to address priority health needs or health status indicators selected by each local health department. Use of these funds may NOT supplant current state, federal or local funding.

To qualify for these funds, the Local Health Department must have a Permanent or Interim Health Director per NC GS § 130A-40. In addition, if that Health Director has never served in that role in North Carolina previously, that Health Director must participate in the *Orientation for New Local Health Directors* coordinated by the North Carolina Association of Local Health Directors. Additionally, the Local Health Department must be currently accredited by the North Carolina Local Health Department Accreditation Board.

### **IV. Performance Measures / Reporting Requirements:**

#### **1. Performance Measures**

- a. **Measure #1:** The LHD shall invest this funding in specific health needs or health indicators including but not limited to the 10 Essential Public Health Services or core public health functions.
- b. **Measure #2:** The LHD shall identify the specific health needs or health status indicators selected for prioritization under this funding.
- c. **Measure #3:** The LHD shall identify the impact funding will have/had on the identified health needs or health status indicators selected for prioritization.

#### **2. Reporting Requirements**

By July 24, 2024, the LHD shall complete the following reports via the Smartsheet dashboard.<sup>2</sup>

<sup>2</sup> <https://app.smartsheet.com/b/publish?EQBCT=82018408e7b44ef9b44e113b6e536ffb>

- a. **Expenditures by Type Report:** LHD will provide funding expenditures by type for the annual reporting period.
1. Personnel (Salaries, Fringe, Benefits, etc. Do not include contracted staff)
  2. Training and Education
  3. Travel and Mileage
  4. Medical Supplies
  5. Office/Administrative Supplies
  6. Contracted Services (included contracted staff)
  7. Other administrative costs (specify)
  8. Other (specify)
- b. **Prioritized Health Needs or Indicators and Statement of Impact Reports:** LHD will select one or more of the following health needs or indicators prioritized for the annual reporting period:
1. Environmental Health
  2. Communicable Disease
  3. Maternal Health
  4. Child Health
  5. Chronic Disease
  6. Injury Prevention
  7. Access to or Linkage to Care
  8. Mental Health
  9. Behavioral Health
  10. Other health needs or indicators

**Statement of Impact:** LHD will provide a statement that demonstrates what impact these funds had on prioritized health needs or indicators.

**V. Performance Monitoring and Quality Assurance:**

The LTAT Branch will monitor performance by reviewing the annual Expenditures by Type Report, the Prioritized Health Needs or Indicators and Statement of Impact Reports. These financial and performance reports are provided by the LHD via the Smartsheet dashboard.

If the LHD seeks assistance in clarifying any part of this Agreement Addendum's requirements, LTAT Branch staff shall provide technical assistance upon request. If additional information is required, a phone conference will be conducted.

**VI. Funding Guidelines or Restrictions:**

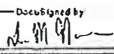
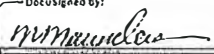

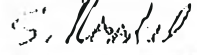
1. Requirements for pass-through entities: In compliance with 2 CFR §200.331 – *Requirements for pass-through entities*, the Division of Public Health provides Federal Award Reporting Supplements to the Local Health Department receiving federally funded Agreement Addenda.
  - a. Definition: A Supplement 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.

Activity 121	AA	131204 2BTS190 2000400000	Total Allocated	Proposed Total	New Total
Service Period		07/01-05/31			
Payment Period		08/01-06/30			
01 Alamance	* 0	50,000	\$0.00	50,000	50,000
D1 Albemarle	* 0	50,000	\$0.00	50,000	50,000
02 Alexander	* 0	50,000	\$0.00	50,000	50,000
04 Anson	* 0	50,000	\$0.00	50,000	50,000
D2 Appalachian	* 0	50,000	\$0.00	50,000	50,000
07 Beaufort	* 0	50,000	\$0.00	50,000	50,000
09 Bladen	* 0	50,000	\$0.00	50,000	50,000
10 Brunswick	* 0	50,000	\$0.00	50,000	50,000
11 Buncombe	* 0	50,000	\$0.00	50,000	50,000
12 Burke	* 0	50,000	\$0.00	50,000	50,000
13 Cabarrus	* 0	50,000	\$0.00	50,000	50,000
14 Caldwell	* 0	50,000	\$0.00	50,000	50,000
16 Carteret	* 0	50,000	\$0.00	50,000	50,000
17 Caswell	* 0	50,000	\$0.00	50,000	50,000
18 Catawba	* 0	50,000	\$0.00	50,000	50,000
19 Chatham	* 0	50,000	\$0.00	50,000	50,000
20 Cherokee	* 0	50,000	\$0.00	50,000	50,000
22 Clay	* 0	50,000	\$0.00	50,000	50,000
23 Cleveland	* 0	50,000	\$0.00	50,000	50,000
24 Columbus	* 0	50,000	\$0.00	50,000	50,000
25 Craven	* 0	50,000	\$0.00	50,000	50,000
26 Cumberland	* 0	50,000	\$0.00	50,000	50,000
28 Dare	* 0	50,000	\$0.00	50,000	50,000
29 Davidson	* 0	50,000	\$0.00	50,000	50,000
30 Davie	* 0	50,000	\$0.00	50,000	50,000
31 Duplin	* 0	50,000	\$0.00	50,000	50,000
32 Durham	* 0	50,000	\$0.00	50,000	50,000
33 Edgecombe	* 0	50,000	\$0.00	50,000	50,000
D7 Foothills	* 0	50,000	\$0.00	50,000	50,000
34 Forsyth	* 0	50,000	\$0.00	50,000	50,000
35 Franklin	* 0	50,000	\$0.00	50,000	50,000
36 Gaston	* 0	50,000	\$0.00	50,000	50,000
38 Graham	* 0	50,000	\$0.00	50,000	50,000
D3 Gran-Vance	* 0	50,000	\$0.00	50,000	50,000
40 Greene	* 0	50,000	\$0.00	50,000	50,000
41 Guilford	* 0	50,000	\$0.00	50,000	50,000
42 Halifax	* 0	50,000	\$0.00	50,000	50,000
43 Harnett	* 0	50,000	\$0.00	50,000	50,000
44 Haywood	* 0	50,000	\$0.00	50,000	50,000
45 Henderson	* 0	50,000	\$0.00	50,000	50,000
47 Hoke	* 0	50,000	\$0.00	50,000	50,000
48 Hyde	* 0	50,000	\$0.00	50,000	50,000
49 Iredell	* 0	50,000	\$0.00	50,000	50,000
50 Jackson	* 0	50,000	\$0.00	50,000	50,000

51 Johnston	* 0	50,000	\$0.00	50,000	50,000
52 Jones	* 0	50,000	\$0.00	50,000	50,000
53 Lee	* 0	50,000	\$0.00	50,000	50,000
54 Lenoir	* 0	50,000	\$0.00	50,000	50,000
55 Lincoln	* 0	50,000	\$0.00	50,000	50,000
56 Macon	* 0	50,000	\$0.00	50,000	50,000
57 Madison	* 0	50,000	\$0.00	50,000	50,000
D4 M-T-W	* 0	50,000	\$0.00	50,000	50,000
60 Mecklenburg	* 0	50,000	\$0.00	50,000	50,000
62 Montgomery	* 0	50,000	\$0.00	50,000	50,000
63 Moore	* 0	50,000	\$0.00	50,000	50,000
64 Nash	* 0	50,000	\$0.00	50,000	50,000
65 New Hanover	* 0	50,000	\$0.00	50,000	50,000
66 Northampton	* 0	50,000	\$0.00	50,000	50,000
67 Onslow	* 0	50,000	\$0.00	50,000	50,000
68 Orange	* 0	50,000	\$0.00	50,000	50,000
69 Pamlico	* 0	50,000	\$0.00	50,000	50,000
71 Pender	* 0	50,000	\$0.00	50,000	50,000
73 Person	* 0	50,000	\$0.00	50,000	50,000
74 Pitt	* 0	50,000	\$0.00	50,000	50,000
75 Polk	* 0	50,000	\$0.00	50,000	50,000
76 Randolph	* 0	50,000	\$0.00	50,000	50,000
77 Richmond	* 0	50,000	\$0.00	50,000	50,000
78 Robeson	* 0	50,000	\$0.00	50,000	50,000
79 Rockingham	* 0	50,000	\$0.00	50,000	50,000
80 Rowan	* 0	50,000	\$0.00	50,000	50,000
82 Sampson	* 0	50,000	\$0.00	50,000	50,000
83 Scotland	* 0	50,000	\$0.00	50,000	50,000
84 Stanly	* 0	50,000	\$0.00	50,000	50,000
85 Stokes	* 0	50,000	\$0.00	50,000	50,000
86 Surry	* 0	50,000	\$0.00	50,000	50,000
87 Swain	* 0	50,000	\$0.00	50,000	50,000
D6 Toe River	* 0	50,000	\$0.00	50,000	50,000
88 Transylvania	* 0	50,000	\$0.00	50,000	50,000
90 Union	* 0	50,000	\$0.00	50,000	50,000
92 Wake	* 0	50,000	\$0.00	50,000	50,000
93 Warren	* 0	50,000	\$0.00	50,000	50,000
96 Wayne	* 0	50,000	\$0.00	50,000	50,000
97 Wilkes	* 0	50,000	\$0.00	50,000	50,000
98 Wilson	* 0	50,000	\$0.00	50,000	50,000
99 Yadkin	* 0	50,000	\$0.00	50,000	50,000
00 Yancey	* 0	50,000	\$0.00	50,000	50,000
Totals		4,300,000	0	4,300,000	4,300,000

Sign and Date - DPH Program Administrator DocuSigned by: signed on behalf of Susan Little by Lindsay Novacek  03/06/2024	Sign and Date - DPH Section Chief DocuSigned by:  03/07/2024
Sign and Date - DPH Budget Office – ATC Coordinator  3/7/2024	Sign and Date - DPH Budget Officer  3/7/2024

SH 3/7/2024





*Board Appointments*

**Description**

The following Boards have appointments or actions this month:

1. A.B.C Board
2. Aging Advisory Council for the Albemarle Commission
3. Airport Authority
4. Juvenile Crime Prevention Council
5. Manns Harbor Marina Commission
6. Upcoming Board Appointments

**Board Action Requested**

Take Appropriate Action

**Item Presenter**

Robert Outten, County Manager



*A.B.C. Board*

**Description**

See Attached Summary

**Board Action Requested**

Take Appropriate Action

**Item Presenter**

Robert Outten, County Manager



April, 2024

**BOARD APPOINTMENT**

**A.B.C. BOARD**

(Three Year Term)

The A.B.C. Board retains authority to set policy and adopt rules in conformity with A.B.C. laws and Commission rules and can hire and fire local Board personnel.

**The A.B.C. Board recommends Earl Shearin be appointed to fill Bobby Owens unexpired term.**

Applications on file are attached

Other Members:

See attached list

**A.B.C. BOARD**  
(Three Year Term)

**This Board manages the sale of distilled spirits by promoting excellence in customer service, fiscal responsibility, operational effectiveness and compliance with laws that govern the sale and use of alcoholic beverages in Dare County. They retain authority to set policy and adopt rules in conformity with ABC laws and Commission rules.**

<b><u>MEMBER</u></b>	<b><u>TERM EXPIRATION</u></b>	<b><u>ACTION</u></b>
Bea Basnight 177 Scuppernong Road Manteo, NC 27954 252-473-3856 <a href="mailto:beabasnight@aol.com">beabasnight@aol.com</a>	8/25	Apptd. 7/18/22
Robert "Bobby" Owens, II P.O. Box 505 Manteo, NC 27954 252-256-0668 (H) <a href="mailto:bowens@manteonc.gov">bowens@manteonc.gov</a>	8/24	Apptd. 6/11 Reapptd. 8/12, 15, 18, 7/21
Fields Scarborough, Sr.CH P.O. Box 1691 Manteo, NC 27954 252-473-0944 <a href="mailto:fscarborough1@gmail.com">fscarborough1@gmail.com</a>	8/26	Apptd. 8/14 Reapptd 8/17, 7/20, 23
Don Twyne, Jr. 116 Fort Hugar Way Manteo, NC 27954 252-473-6345 <a href="mailto:donovan.twyne@ncdenr.gov">donovan.twyne@ncdenr.gov</a>	8/24	Apptd. 3/23
Jimmy Pierce 47 Cypress Lane Southern Shores, NC 27949 252-202-2555 (H) <a href="mailto:jep108@yagoo.com">jep108@yagoo.com</a>	8/26	Apptd. 2/23 Reapptd 7/23

**NOTES: MEETING INFO:** 3<sup>rd</sup> Tuesday each month, 9:00 a.m., ABC Store in Manteo  
**MEMBERS COMPENSATED:** Chairman \$400/mo. and members \$300/mo.

**CONTACT INFO:** Fields Scarborough, Sr., Chairman  
Ted Toler, ABC General Manager (252-473-9492 ext. 20)

Rondall Tillett replaced David Mizelle & Aubrey Heath appointed to fill term of Leon Daniels 8/94. Carl Hayes replaced Aubrey Heath 8/98; Guy Midgett replaced Ray White 8/07.

Ray White appointed to fill unexpired term of Guy Midgett 5/08.

Bobby Owens appointed to fill unexpired term of Rondall Tillett 6/11.

Fields Scarborough, Sr. replaced Carl Hayes 8/14.

**\*\*On 8/3/15, the Dare County Board of Commissioners voted to increase the size of the ABC Board from three to five members.**

Joe Tauber and James Clark were appointed 9/8/15.

Ray White was reappointed 8/5/19.

Robert "Bobby Owens, II, Joe Tauber, and James Clark reappointed 7/21

Fields Scarborough, Sr. appointed as Chairman by Dare BOC and Bea Basnight appointed as new member to replace retiring W. Ray White 7/18/22

James Clark passed away 12/22; Jimmy Pierce apptd. to replace James Clark. Board changed term to expire August 2023 to better stagger term limits 2/23.

Don Twyne, Jr. appointed to replace Tauber 03/06/23

Fields Scarborough, Sr. and Jimmy Pierce reappointed 7/23

**REVISED 7/23**



# APPLICATION FOR APPOINTMENT

TO DARE COUNTY ADVISORY BOARDS AND COMMITTEES

1st Choice                    A.B.C. Board

2nd Choice

3rd Choice

Name                         Michael Andrews

Address                     P O Box 12

City/State/Zip             157 Old County Rd

Email                         Obxwaterman@yahoo.com

Personal Phone            2522023121

Business Phone

Business Address

Occupation                Marine Surveyor / Insurance Adjustor

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 graduated from Manteo High School in 1983. I have attended numerous schools for training for my work along with yearly continuing education for the past 25 years.

**Business and civic experience and skills**                    I grew up in the boat building industry with my first job at age 12. I began fishing out of Oregon Inlet before high school both charter and commercial fishing. I have owned several companies on the outer banks over the years. I am self employed and have been performing my current occupation for roughly 25 years with a mindset on helping the local fishermen and boatbuilders.

**Other boards, Committees, Commissions on which you presently serve**                    I am currently Master of Manteo Masonic Lodge and assist with the Dare County Boat Builders tournaments. I have coached many youth sports over the years including Manteo Middle & High School teams. I was Athletic Booster President at Manteo High School. I have performed community services with youth programs and Masonic charities.

## REFERENCE #1

Name                         Bob Woodard

Business                    Dare County Commisioner

Address                     P.O. Box 1000, Manteo, NC 27954

Phone                        2522168240

**REFERENCE #2**

**Name** Ervin Bateman  
**Business** Dare County Commisioner  
**Address** P.O. Box 1000, Manteo, NC 27954  
**Phone** 2524755000

**REFERENCE #3**

**Name** Michael Glover  
**Business** Doctor / Surgeon  
**Address** Pirates Cove, Manteo, NC 27954  
**Phone** 2523159376

**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.

*Michael Andrews*

**Date** 12/11/2023





APPLICATION FOR APPOINTMENT TO  
DARE COUNTY ADVISORY BOARDS AND COMMITTEES

**Advisory Board or Committee interested in:**

1<sup>st</sup> choice: ABC Board

2<sup>nd</sup> choice:

3<sup>rd</sup> choice:

**Name:** MARK BALLOG

**Address:** 2625 SOUTH BRIDGE LANE

**City/State/Zip:** NAGS HEAD, NC 27959

**Email Address:** markballog@aol.com

**Telephone:** Home: (252)573-9756 Business: (252)-2555

**Resident of Dare County:** YES

**Occupation:** RESTAURANT OWNER

**Business Address:** 3308 S VIRGINIA DARE TRAIL

**Educational background:**

Bachelor of Science degree in Marketing from Indiana University of Pennsylvania 1994.

**Business and civic experience and skills:**

I have worked in restaurants for the past 32 years here in Dare County. Involved with Outer Banks Restaurant association, served on the Planning board for the town of Nags Head for a 2 year term. Currently own a Lucky 12 Tavern in Nags Head since 2006.

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

I currently serve on the Outer Banks Tourism board representing the the restaurants of Dare and Currituck County.

**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	MICHAEL SIERS
Business/Occupation	OWNER HOWARD HANNAH KILL DEVIL HILLS BRANCH
Address	4638 SOUTH BLUE MARLIN WAY NAGS HEAD, NC 27959
Telephone	(252)489-3861

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APPLICATION FOR APPOINTMENT TO  
DARE COUNTY ADVISORY BOARDS AND COMMITTEES

Name JEFFREY DOWDY  
Business/Occupation CPA DOWDY & OSBORNE  
Address 105 WEIR POINT DR, MANTEO NC 27954  
Telephone (252)202-3324

---

Name JASON WAUGHTEL  
Business/Occupation SENIOR VP SOUTHERN BANK  
Address 108 WEIR POINT DR, MANTEO, NC 27954  
Telephone (252)619-6801

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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:

*Mark Ballog*

Date: 12/27/2022



# APPLICATION FOR APPOINTMENT

TO DARE COUNTY ADVISORY BOARDS AND COMMITTEES

---

**1st Choice**                    A.B.C. Board

**2nd Choice**

**3rd Choice**

**Name**                         Ervin Bateman

**Address**                      4148 Poor Ridge Road

**City/State/Zip**               Kitty Hawk, NC 27949

**Email**                         ervin.bateman@darenc.gov

**Personal Phone**              (252)216-1526

**Business Phone**              (252)216-1526

**Business Address**          954 Marshall Collins Dr.

**Occupation**                 Restaurant Owner/County Commissioner

**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**            High School-Elizabeth City; Vance Grambell Community College; College of the Albemarle

**Business and civic experience and skills**      Dare County Board of Commissioners

**Other boards, Committees, Commissions on which you presently serve**      Dare County Board of Commissioners  
Tourism Bureau  
Parks & Recreation Liaison  
Library Board  
Health & Human Services Board

## REFERENCE #1

**Name**                         Bob Woodard

**Business**                      Chairman, Board of Commissioners

**Address**                      954 Marshall Collins Dr.

**Phone**                         (252)216-8240

## REFERENCE #2

**Name** Wally Overman  
**Business** Vice-Chairman, Board of Commissioners  
**Address** 954 Marshall Collins Dr.  
**Phone** (252)216-6042

**REFERENCE #3**

**Name** N/A  
**Business** Dare County  
**Address**  
**Phone** ()

**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.

*Ervin Bateman*

**Date** 12/1/2023



# APPLICATION FOR APPOINTMENT

TO DARE COUNTY ADVISORY BOARDS AND COMMITTEES

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**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**  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 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

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**1st Choice**                    A.B.C. Board

**2nd Choice**

**3rd Choice**

**Name**                        Tod Clissold

**Address**                     221 Compton Street

**City/State/Zip**             Manteo

**Email**                        tod.clissold@gmail.com

**Personal Phone**            2523054963

**Business Phone**

**Business Address**

**Occupation**                Food Sales

**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 Brevard College and The University of North Carolina @ Charlotte

**Business and civic experience and skills**            Owned and Run Poor Richard's Restaurant in Manteo since 1998

**Other boards, Committees, Commissions on which you presently serve**                    Commissioner for the Town of Manteo  
Friend of Elizabeth II Board Chairman 2001-2022  
Friends Board Member 2024

## REFERENCE #1

**Name**                        Malcolm Fearing

**Business**                    Real Estate

**Address**                     300 Sir Walter Raleigh St

**Phone**                        252-305-8596

## REFERENCE #2

**Name** RV Owens

**Business** Real Estate

**Address**

**Phone** 252-202-4963

**REFERENCE #3**

**Name** Fields Scarborough

**Business** Retired ABC

**Address**

**Phone** 252-473-0944

**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.

*Tod B. Clissold*

**Date** 2/22/2024



# APPLICATION FOR APPOINTMENT

TO DARE COUNTY ADVISORY BOARDS AND COMMITTEES

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**1st Choice**                    A.B.C. Board

**2nd Choice**

**3rd Choice**

**Name**                         Shawn Daniels

**Address**                      141 Grey Squirrel

**City/State/Zip**                Southern Shores, NC 27949

**Email**                         shawn@danielshomeport.com

**Personal Phone**                2525644565

**Business Phone**                2522618200

**Business Address**                3830 N Croatan Highway, Kitty Hawk NC 27949

**Occupation**                    SBO

**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 attended grade school locally, starting at Kitty Hawk Elementary and carrying on through FFMS until graduating from Manteo High School with the class of 2001. After graduation I went to work locally for a family owned small business that I now own and operate today. During the last two decades I have pursued continual learning in the form of college classes and reading of the classics.

For more info please contact me.

**Business and civic experience and skills**                    Apart from being a local small business owner, I spent a lot of time when I was younger volunteering with local political groups. I have been the chair of the Southern Shores GOP and the OBX Republican Liberty Caucus as well as other political action groups. I served a 2 year term on the Northeastern Workforce Development Board as well as other local boards and volunteer positions. I also served as an alternate delegate in the 2012 GOP Nat Con.

**Other boards, Committees, Commissions on which you presently serve**                    I am not currently participating in any local group. I look forward to returning to the fold of public service now that my business is functioning well on its own. My great-grandfather started the ABC Board in Dare County long ago to keep my grandfather from drinking moonshine, or so the legend goes, and I am excited to have the opportunity to offer my services to the current board.

**REFERENCE #1**

**Name**                                Fields Scarborough, Sr.

**Business** Dare CO ABC Board Chairman  
**Address** 506 HWY 64/264 Manteo 27954  
**Phone** 252-473-0944

**REFERENCE #2**

**Name** Thad Ausband  
**Business** Identify Yourself  
**Address** 6146 N Croatan Hwy, Kitty Hawk, NC 27949  
**Phone** 252-256-1011

**REFERENCE #3**

**Name** Evelyne Ottavio  
**Business** Shutters on the Banks / Dare Co Dairy Queen  
**Address** 405 S Virginia Dare Trail, Kill Devil Hills, NC 27948  
**Phone** 2524415581

**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** 1/24/2024





# APPLICATION FOR APPOINTMENT

TO DARE COUNTY ADVISORY BOARDS AND COMMITTEES

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**1st Choice** ABC Board  
**2nd Choice** Tourism Board  
**3rd Choice**

**Name** Jeffrey B Dowdy  
**Address** 105 Weir Point Dr  
**City/State/Zip** Manteo, NC 27954  
**Email** dowdy@dowdyosbornecpa.com  
**Personal Phone** (252)202-3324  
**Business Phone** (252)449-4404  
**Business Address** P O Box 9 Nags Head NC 27959  
**Occupation** Accountant/CPA  
**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 have a Bachelor of Business Administration in Accounting from Campbell University. And I Have had been a Certified Public Accountant since 1990.

**Business and civic experience and skills** I have owned my own Accounting/Advisory business here on the Outer Banks for over 32 years. In this business I help local businesses with budgeting/cost controls, expansion and management decisions and Tax planning. I have also served as a past board member of the Outer Banks Chamber of Commerce (Treasurer) .

**Other boards, Committees, Commissions on which you presently serve** I do not current serve on any Town or County Boards or Committees. I do current serve on the Nonprofit Board The Dare County Boat Builders Foundation

## REFERENCE #1

**Name** Myra Ladd-Bone  
**Business** Realtor / Past owner of Atlantic Realty  
**Address** 3053 Creek Road Kitty Hawk NC 27949  
**Phone** (252)202-5689

## REFERENCE #2

**Name** Teresa Osborne  
**Business** CPA  
**Address** P O Box 1101 Nags Head NC 27949  
**Phone** (252)202-1570

**REFERENCE #3**

**Name** Jason Waughtel  
**Business** Senior V P/Regional Executive Southern Bank  
**Address** 108 Weir Point Dr Manteo NC 27954  
**Phone** (252)619-6801

**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.

*Jeffrey B DOWDY*

**Date** 5/16/2022



# APPLICATION FOR APPOINTMENT

TO DARE COUNTY ADVISORY BOARDS AND COMMITTEES

**1st Choice** ABC Board

**2nd Choice**

**3rd Choice**

**Name** Pat Hudspeth

**Address** 8 Ginguite Trail

**City/State/Zip** Southern Shores, NC 27949

**Email** phudspeth@twiddy.com

**Personal Phone** (252)256-0871

**Business Phone** (252)457-1177

**Business Address** 1181 Duck Rd., Duck, NC

**Occupation** Attorney

**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 graduated from Manteo High School in 1997. I received a BA in Economics from UNC-Chapel Hill in 2001. I completed law school at UNC-Chapel Hill in 2004.

**Business and civic experience and skills** Aldridge, Seawell, Spence & Hudspeth ('04-'17); Law Office of Pat Hudspeth ('17-'19); Twiddy & Company (in-house General Counsel, '19-present); former Dare Co. DSS attorney; former chair of Dare Co. Juvenile Crime Prevention Counsel; former OB Chamber of Commerce Board member; former Duck Woods Country Club Board member; Dare Co. Emergency Management Advisory Committee member

**Other boards, Committees, Commissions on which you presently serve:** OBX Baseball Board of Directors (VP); Southern Bank Local Advisory Board; Community Care Clinic of Dare Board of Directors

## REFERENCE #1

**Name** Bobby Outten

**Business** Dare County Manager

**Address** P.O. Box 1000, Manteo, NC 27954

**Phone** (252)202-9540

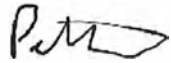
**REFERENCE #2**

**Name** Jim Tobin  
**Business** Dare County Board of Commissioners  
**Address** P.O. Box 1000, Manteo, NC 27954  
**Phone** (252)256-0629

**REFERENCE #3**

**Name** Tess Judge  
**Business** Wilbur Wright Associates, Inc.  
**Address**  
**Phone** (252)216-6105

**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** 12/22/2022



# APPLICATION FOR APPOINTMENT

TO DARE COUNTY ADVISORY BOARDS AND COMMITTEES

---

**1st Choice** ABC Board  
**2nd Choice** Northeastern Workforce Development Board  
**3rd Choice** Oregon Inlet Task Force  
**Name** Chris Parker  
**Address** 106 Airport Rd  
**City/State/Zip** 27954  
**Email** cparker@baylissboatworks.com  
**Personal Phone** (757)773-3823  
**Business Phone** (252)473-9797  
**Business Address** Bayliss Boatworks, 600 Harbor Road, Wanchese, NC 27954  
**Occupation** CPA  
**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 hold a bachelors degree in commerce from the University of Virginia. I held a CPA license in Virginia from 2004 to 2016 and in North Carolina since 2017.

**Business and civic experience and skills** I am a CPA with 10 years of public accounting experience and 10 years of experience working as a Controller and CFO for family owned businesses.

**Other boards, Committees, Commissions on which you presently serve** None

## REFERENCE #1

**Name** Nancy Brown  
**Business** Bayliss Boatworks  
**Address** 600 Harbor Rd, Wanchese, NC 27954  
**Phone** (252)202-6696

## REFERENCE #2



**Name** Judd Beatty  
**Business** Bayliss Boatworks  
**Address** 600 Harbor Rd, Wanchese, NC 27954  
**Phone** (252)455-7011

**REFERENCE #3**

**Name** Kathy Carden  
**Business** Bayliss Boatworks  
**Address** 600 Harbor Road, Wanchese, NC 27981  
**Phone** (252)216-8790

**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** 1/2/2023



**Name** Mr. Robert Woodard  
**Business** Towne Bank  
**Address** 2305 Bay Dr., Kill Devil Hills NC 27948  
**Phone** (252)702-7219

**REFERENCE #3**

**Name** Mr. Jay Burrus  
**Business** Retired  
**Address** 134 Cannon Trail, Manteo, NC 27954  
**Phone** (252)473-7148

**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.

*Earl C. Martin, Jr.*

**Date** 7/11/2022



# APPLICATION FOR APPOINTMENT

TO DARE COUNTY ADVISORY BOARDS AND COMMITTEES

**1st Choice** ABC Board  
**2nd Choice** Tourism Board  
**3rd Choice**

**Name** Olivia Claire Spencer  
**Address** 2900 Raymond Avenue  
**City/State/Zip** Kill Devil Hills, NC, 27948  
**Email** olivia.spencer739@gmail.com  
**Personal Phone** (757)256-5617  
**Business Phone**  
**Business Address** 1184 Duck Road, Duck, NC 27949  
**Occupation** Manager (Bar/Special Projects)  
**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 graduated with a B.A. in Mathematics and Statistics from Carleton College (Northfield, MN) in 2016, where I played tennis. I was a three-year all-conference player, two-year conference champion, and two-year NCAA competitor. I am also a USPTA-certified tennis professional.

**Business and civic experience and skills** Over the past three years, I have worked in every FOH position at NC Coast/Red Sky – server, bartender, cater lead, FOH manager, bar manager, and any other special projects and events I can work into the schedule. I have also been the tennis pro at WestSide Athletic Club. Before moving here in 2017, I worked in political polling operations/data science for a market research firm in Denver (headquartered in DC).

**Other boards, Committees, Commissions on which you presently serve** I've served on the OBX Tennis Association board for 4 years. I've taught tennis clinics, helped implement Try Tennis, and helped run the tournament that benefitted Dare County Hospice, and now benefits the OBX Dementia Friendly Coalition. I'm involved with the OBX Restaurant Association. I write grant proposals, put together donations for the NCRLA PAC, and attend NCRLA meetings and PAC fundraisers in Raleigh on behalf of Wes (OBRA president).

## REFERENCE #1

**Name** Wes Stepp  
**Business** Red Sky Cafe & Catering/NC Coast

**Address** 1184 Duck Road, Duck, NC 27949

**Phone** (252)489-0766

**REFERENCE #2**

**Name** Doug Tutwiler

**Business** Red Sky Cafe & Catering/NC Coast

**Address** 1184 Duck Road, Duck, NC 27949

**Phone** (252)619-6194

**REFERENCE #3**

**Name** Jimbo Ward

**Business** Beach Realty

**Address** 4826 N Croatan Hwy, Kitty Hawk, NC 27949

**Phone** (252)202-6490

**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.

*Olivia Clarke Spencer*

**Date** 2/6/2023



APPLICATION FOR APPOINTMENT TO  
DARE COUNTY ADVISORY BOARDS AND COMMITTEES

**Advisory Board or Committee interested in:**

- 1<sup>st</sup> choice: A.B.C. Board  
2<sup>nd</sup> choice: Equalization and Review Board  
3<sup>rd</sup> choice: Tourism Board

**Name:** EDDIE TWYNE

**Address:** 143 RALEIGH WOOD DRIVE / POB 11

**City/State/Zip:** MANTEO / NC / 27954

**Email Address:** etwyne@yahoo.com

**Telephone:** Home: (252)305-2291 Business: (252)473-4272

**Resident of Dare County:** YES

**Occupation:** RETIRED TEACHER / REAL ESTATE BROKER / OWNER

**Business Address:** 516 S HWY / POB 130 / MANTEO / NC / 27954

**Educational background:**

I graduated from Manteo High School in 1980 and attended Fork Union Military Academy on a football Scholarship in 1981. Attended Chowan College then graduated from ECSU in 1987 with a BS in Health and Physical Education. I am currently in graduate school at East Carolina University in the COB pursuing a leadership certificate and expect to graduate in May of 2023.

**Business and civic experience and skills:**

I am a North Carolina licensed Teacher, and North Carolina a licensed Real Estate Broker. I have the following certificates and designations in real estate; Graduate Realtor Institute (GRI), Workforce Housing, Diversity and Resort, and Second Homes. I have an OUPV 6-Pack captains license.

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

I am currently a lifetime member of the NC High School Coaches Association. I am currently on the Dare County Parks and Recreation Board.

**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	RV OWENS
Business/Occupation	2522168079
Address	361 MOTHER VINEYARD ROAD, MANTEO, NC 27954
Telephone	(252)202-4963





APPLICATION FOR APPOINTMENT TO  
DARE COUNTY ADVISORY BOARDS AND COMMITTEES

Name ERVIN BATEMAN  
Business/Occupation  
Address 4148 POOR RIDGE RD, KITTY HAWK, NC 27949  
Telephone (252)441-4963

---

Name BROWNY DOUGLAS  
Business/Occupation 2524734272  
Address 112 LYDIA LANE, MANTEO, NC 27954  
Telephone (252)216-8294

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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:

*Eddie Truque*

Date: 3/2/2023



# APPLICATION FOR APPOINTMENT

TO DARE COUNTY ADVISORY BOARDS AND COMMITTEES

**1st Choice** Parks and Recreation Advisory Council  
**2nd Choice** A.B.C. Board  
**3rd Choice** Transportation Advisory Board  
**Name** Jamie Wentz  
**Address** 908 9th avenue  
**City/State/Zip** Kill devil hills  
**Email** ralph\_wentz0612@yahoo.com  
**Personal Phone** 2524551573  
**Business Phone** Same  
**Business Address** 306 Simon st. Manteo NC.  
**Occupation** Transportation worker 1  
**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** First flight elementary, First Flight Middle, First Flight High Schools

**Business and civic experience and skills** Transportation worker for D. O. T for 2 years also resident of dare county and all football, and basketball throughout my childhood years starting from the 5th grade up to 8th grade. The Northern Beach Division center has been my second home since I was in the 5th grade. I would love and be honored to be apart of this council and to bring our great and loving residents wants and needs to light and support them in anyway possible.

**Other boards, Committees, Commissions on which you presently serve** N/A

## REFERENCE #1

**Name** Justin Bateman  
**Business** Outer Banks This Week  
**Address** P. O. Box 87 Wanchese  
**Phone** 252256-3252

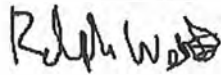
**REFERENCE #2**

**Name** Andrew swain  
**Business** Supervisor NC. D. O. T  
**Address** 1085 bulls bay rd. Columbia NC 27925  
**Phone** 2523945942

**REFERENCE #3**

**Name** John Towler  
**Business** Detective captain KDH PD  
**Address** 1704 Virginia Ave Kdh, nc 27948  
**Phone** (252) 216-9999

**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** 12/6/2023



# APPLICATION FOR APPOINTMENT

TO DARE COUNTY ADVISORY BOARDS AND COMMITTEES

---

**1st Choice**                    A.B.C. Board

**2nd Choice**                    Tourism Board

**3rd Choice**                    College of the Albemarle Board of Trustees

**Name**                         John

**Address**                      Windley

**City/State/Zip**                27948

**Email**                         john4kdh@gmail.com

**Personal Phone**                2529024345

**Business Phone**                2529024345

**Business Address**

**Occupation**                    Operations Director

**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**                BS of Criminal Justice, ECU

**Business and civic experience and skills**                Mayor of Kill Devil Hills

**Other boards, Committees, Commissions on which you presently serve**                Mayor of Kill Devil Hills

## REFERENCE #1

**Name**                         N/a

**Business**                      N/a

**Address**                      N/a

**Phone**                         2529024345

## REFERENCE #2

Name N/a

Business N/a

Address

Phone N/a

**REFERENCE #3**

Name N/a

Business

Address

Phone N/a

**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.

A handwritten signature in black ink, consisting of a stylized, cursive-like mark that resembles a large 'T' or a similar symbol.

**Date** 12/19/2023



# APPLICATION FOR APPOINTMENT

TO DARE COUNTY ADVISORY BOARDS AND COMMITTEES

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**1st Choice** Juvenile Crime Prevention Council (JCPC)

**2nd Choice** Jury Commission

**3rd Choice** ABC Board

**Name** Amber Younce

**Address** 205 E. Archdale Street

**City/State/Zip** Kill Devil Hills, NC 27849

**Email** amber.l.younce@nccourts.org

**Personal Phone** (252)996-0785

**Business Phone** (252)475-5267

**Business Address**

**Occupation** Assistant District Attorney

**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 have a Bachelor's Degree from the University of North Carolina at Wilmington in Liberal Arts. I have a Juris Doctorate Degree from Campbell University School of Law.

**Business and civic experience and skills** I took a year-long course in juvenile delinquency in law school. Additionally, I served as a judge for Wake County Teen Court for 3 years.

I am currently the primary ADA for all juvenile matters in Dare County. I also handle juvenile sessions in other counties, such as Currituck and Camden.

**Other boards, Committees, Commissions on which you presently serve** None at this time.

## REFERENCE #1

**Name** Laura Twitchell

**Business** Assistant District Attorney

**Address** PO Box 579, Manteo, NC 27954

**Phone** (252)305-9770



**REFERENCE #2**

**Name** Jeffrey Cruden

**Business**

**Address**

**Phone** (252)475-5266

**REFERENCE #3**

**Name** Lauren Bailey

**Business**

**Address**

**Phone** (252)475-5260

**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.

*Amber L. Yancey*

**Date** 2/21/2022



*Aging Advisory Council for the Albemarle Commission*

**Description**

See attached summary

**Board Action Requested**

Take Appropriate Action

**Item Presenter**

Robert Outten, County Manager

**April, 2024**

**AGING ADVISORY COUNCIL FOR THE ALBEMARLE COMMISSION**  
**(Two Year Term)**

**Ms. Beth Moore has been terminated due to missing three or more consecutive meetings.**

**The Albemarle Commission is recommending that Ms. Jenna Wienert be appointed to fill this unexpired term.**

**Attached are two applications:**

Kristina Ward

Jenna Weinert

See attached council history



March 6, 2024

Dear Ms. Skyler Foley:

Ms. Beth Moore was appointment as a representative to the Albemarle Commission Area Agency on Aging (AAA) Regional Advisory Council (RAC). Currently Ms. Beth Moore has missed three (3) or more consecutive meetings in FY 2023-2024. Per our updated by-laws, members of the RAC will be terminated from the council if he/she has three (3) consecutive unexcused absences. At this time, we are requesting that you appoint a new member to replace Ms. Beth Moore on the Reginal Advisory Council to represent Dare County.

The RAC meets quarterly to give direction and guidance to the AAA's efforts in serving the senior population in Dare County. The primary purpose of this council is to serve as advocates for older adults, their caregivers and their families living within the service area of the Albemarle Commission as specified by the Older American's Act. This group is primarily responsible for providing guidance and input in our 4-year area plan to serve older adults in Northeast North Carolina. As we begin evaluating needs for our new 4-year plan, having representation from Dare County is essential.

We ask that Ms. Jenna Wienert, Baum Center Director be appointed as a RAC member for Dare County. Ms. Wienert would be a great addition to represent the Baum Center and Dare County. Appointment length to this council can vary based on the county preference, but should be no less than a two-year term.

Should you have any questions or concerns, please feel free to contact me at 252-404-7087. I thank you in advance for your assistance.

Most Sincerely,

Bradley Yates, Administrative Assistant  
Albemarle Commission Area Agency on Aging

**AGING ADVISORY COUNCIL FOR THE ALBEMARLE COMMISSION**

(Two Year Term)

**The Aging Advisory Council advocates on behalf of the senior population in their counties by reviewing and commenting on the laws, policies, actions and programs that affect older adults.**

<b><u>MEMBER</u></b>	<b><u>TERM EXPIRATION</u></b>	<b><u>ACTION</u></b>
Sandy Pace 950 Marshall C Collins Dr. Manteo, NC 27954 252.475.5625 <a href="mailto:sandyf@darenc.gov">sandyf@darenc.gov</a> Community Center Manager	2/25	Apptd. 4/23
Beth Moore 121B Colington Pointe Drive Kill Devil Hills, NC 27948 757.303.9443 <a href="mailto:beth.more@patientadvocate.org">beth.more@patientadvocate.org</a> Atlantic Township	2/25	Apptd. 4/23

**NOTES:** Meeting Date – Quarterly on a called basis  
Albemarle Commission  
Hertford, NC

**CONTACT PERSON:**

Jasmine S. Wilson, Aging Program & Contracts Specialist (252-426-8244) [jwilson@accog.org](mailto:jwilson@accog.org)  
Albemarle Commission Area Agency on Aging  
512 South Church Street  
Hertford, NC 27944

Emma Jane McDermott replaced Clinton Crawford 2/93.  
Brandi Rheubottom replaced Jay Burrus 2/01.  
Bel Pitcher filled the unexpired term of Emma Jane McDermott 9/03.  
Kaye White filled vacant seat (Bel Pitcher) 2/11.  
Brandi Bohanan and Kaye White reappointed 1/21  
Brandi Bohanan and Kaye White reappointed 2/23  
Kaye White resigned 2/23; Brandi Bohanan retired 3/23  
Beth Moore and Sandy Pace apptd. to complete terms of Brandi Bohanan and Kaye White 4/23

**REVISED 4/23**



# APPLICATION FOR APPOINTMENT

TO DARE COUNTY ADVISORY BOARDS AND COMMITTEES

---

1st Choice Aging Advisory Council

2nd Choice

3rd Choice

Name Kristina Ward

Address 5125 Winsor Place

City/State/Zip Kitty Hawk, NC, 27949

Email kristinamward.20@gmail.com

Personal Phone (757)971-8462

Business Phone

Business Address

Occupation Registered Nurse

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 began by education with an Associates of Science in Nursing degree in 2006 from Tidewater Community College. I then went on to complete a bridge program to earn my Bachelors of Nursing degree from the University of Texas at Arlington in 2013. In 2020 I completed my Master of Science in Health Informatics degree from Jacksonville University and in Oct 2021, I began my Master of Business Administration degree, also from Jacksonville University.

**Business and civic experience and skills** I am from Virginia Beach, Va and while there, have served as a PICU and NICU nurse at CHKD as well as Portsmouth Naval Medical Center. Once I moved to the Outer Banks in 2016, I became a Case Manager, assisting adults and elderly to manage their day to days lives, meds, appointments and health. I now work for Blue Cross as a corporate auditor for their commercial plans, CHIP and Medicare.

**Other boards, Committees, Commissions on which you presently serve** Since moving to the Outer Banks in 2016, I have done random volunteer activities, however, I have been searching for a committee and/or commission to serve on. I feel this commission would be a great fit.

## REFERENCE #1

Name Cindy Owens

Business Conifer Health Solutions



Address 1596 Whitehall Road, Annapolis, MD 21409

Phone (901)552-6294

REFERENCE #2

Name Kimberly Rowell

Business Carolina Community Tracing Collaborative

Address

Phone (828)320-8384

REFERENCE #3

Name Elizabeth Barnes

Business Conifer Health Solutions

Address 1596 Whitehall Road, Annapolis, MD 21409

Phone (816)714-8516

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.

*KRISTINA WARD*

Date 1/10/2022



# APPLICATION FOR APPOINTMENT

TO DARE COUNTY ADVISORY BOARDS AND COMMITTEES

---

**1st Choice** Aging Advisory Council

**2nd Choice**

**3rd Choice**

**Name** Jenna Wienert

**Address** 300 S Mustian Street

**City/State/Zip** KDH NC 27948

**Email** jenna.wienert@darenc.gov

**Personal Phone** (252)489-9910

**Business Phone** (252)475-5636

**Business Address** 300 S Mustian Street KDH, NC 27948

**Occupation** Director of the Baum Senior Center

**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 hold a and Bachelors of Science in Exercise Science and a Masters of Business Administration- Sports Business.

**Business and civic experience and skills** I have held the position of Fitness Director for the Norfolk Yacht Club and for the Morale, Welfare, and Recreation Department for Naval Base Guam. I am currently the Baum Senior Center's Director since May 2023.

**Other boards, Committees, Commissions on which you presently serve** I am involved in the Dare County Older Adult Services Advisory Council, the Transportation Advisory Board, and the Community Coordinating Council.

## REFERENCE #1

**Name** Sandy Pace

**Business** Director of the Virginia Tillett Community Center

**Address** Manteo, NC 27954

**Phone** (252)475-5625

## REFERENCE #2

**Name** Spencer Gregory  
**Business** Director of the Dare County Public Service Department  
**Address** Manteo, NC 27954  
**Phone** (252)475-5916

**REFERENCE #3**

**Name** Charlotte Midgett- Winstead  
**Business** Director of the Parks and Recreation- Northern Beach Division  
**Address** Kill Devil Hills, NC 27948  
**Phone** (252)475-5921

**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.

*Janna C Wienert*

**Date** 3/20/2024



*Airport Authority*

**Description**

See Attached Summary

**Board Action Requested**

Take Appropriate Action

**Item Presenter**

Robert Outten, County Manager

April, 2024

**AIRPORT AUTHORITY**

(Four Year Term)

The Airport Authority Board is responsible for maintaining and operating airports owned by the Authority or Dare County. They provide air transportation services to the aviation traveling public and other aviation related services.

**Due to the passing of Jack Shea and the resignation of David Crownover the Authority recommends Ervin Bateman and Tony Bruno be appointed to fill the two unexpired terms.**

Applications on file:

Ervin Bateman, Tony Bruno, Cody Hudock, Stephen King Jr., Raymond Pate, William Quinney, Earl (Tim) Shearin, Jr., and Charlie Snow,

Other Members: See attached list

**AIRPORT AUTHORITY**

(Four Year Term)

The Airport Authority's mission is to manage the operation, maintenance and improvement of air services and facilities for the use, convenience, and benefit of the air traveling public.

<u>MEMBER</u>	<u>TERM EXPIRATION</u>	<u>ACTION</u>
George Henderson P.O. Box 606 Manteo, NC 27954 473-2791	7-27	Reapptd. 7/87 91,95,99,03, 07,11,15,19, 23
Joseph Blakaitis, Treasurer P.O. Box 8212 Duck, NC 27949 261-7513 (H), 973-723-4434 (C)	7-27	Apptd. 7/15,19 23
Walton P. Burkheimer, Jr "Pete" 302 Saint Louis Street Kill Devil Hills, NC 27948 757-478-5970	7-27	Apptd. 7/19 Reapptd. 6/23
Wally Overman 549 Skyco Rd. Manteo, NC 27954 252-473-3433 (Commissioner Representative)	4-26	Apptd. 1/15 Reapptd. 4/18 3/22
Charles Davidson, Chairman 3618 Old Nags Head Woods Rd. Nags Head, NC 27959 715-0662 (H), 548-9141 (C) (Commissioner Appointee)	7-26	Apptd. 7/15 Reapptd. 7/18 8/22
Fred Newberry, Vice-Chairman 267 N. Dogwood Trail Southern Shores, NC 27949 252-564-5108 (H)	8-26	Apptd. 1/16 Reapptd. 8/18 8/22
David Crownover (RESIGNED) 202 Landing Lane Manteo, NC 27954 717-829-6319 (C)	7-27	Apptd. 6/20, Reapptd. 6/23
James R. Kenny 4535 Hilltop Lane. Kitty Hawk, NC 27949 252-256-0540 (C)	4-27	Apptd. 1/23 Reapptd 4/23



Comm. Jack Shea (PASSED)  
290 Wax Myrtle Trail  
Southern Shores, NC 27949

7-26

Apptd. 10/13  
Reapptd. 4/15,  
7/18, 8/22

**Notes:** Meeting Date: 4<sup>th</sup> Wednesday of each month, 7:00 p.m., at the Dare County Airport

Louise Dollard replaced Clarence Skinner who resigned 8/86; Phelpie Edmondson resigned 8/86.  
John Watkins replaced Dwight Wheless who resigned 4/87.  
Russell Langley replaced Orman Mann who resigned 10/84.  
Tommie Gray replaced Russell Langley who resigned 8/86.  
Ellis Gray, Jr. replaced Lionel Shannon who resigned 3/87.  
Phil Olear replaced Ellis Gray who resigned 2/90; Charles Elms replaced Jim Welch who resigned 2/90.  
William D. Smith replaced Ken Mann who resigned 2/90.  
Lester Scarborough replaced Phil Olear; Louise Dollard replaced Harold Gray.  
Clarence Skinner replaced Sonny Ambrose 1/93; Sammy Smith replaced Lester Scarborough.  
Glenn Futrell replaced Charles Elms 12/93; Paul Breaux replaced Mearl Meekins 3/94.  
Al Jones replaced R.D. Sawyer, Jr., Davis Balance replaced John Watkins 4/94.  
Charles Davidson replaced Louise Dollard, Dwight Burrus replaced Paul Breaux 8/94.  
Jack Overman replaced Dwight Burrus 2/96; Eugene Thomas replaced Davis Balance 10/96.  
Alvin Hibbs replaced Clarence Skinner 2/94; Jay Wheless replaced Glenn Futrell.  
Richard Johnson replaced Sammy Smith 4/99;  
Olin Davis replaced Al Jones, Warren Judge replaced Richard Mapp 7/99.  
Connie Brothers replaced Eugene Thomas 2/01; Linda Willey filled term of Warren Judge 2/01.  
Bill Plyler filled term of Olin Davis 11/01; George Wood filled unexpired term Alvin Hibbs 11/01.  
Jack Shea replaced Jack Overman 7/02; David Jack Kenny filled unexpired term of Bill Plyler 1/06.  
Steven C. Evans filled seat left vacant by Jay Wheless 4/07.  
Jon David Harden replaced Connie Brothers 4/07; Dwight Burrus filled term of David Jack Kenny 1/08.  
Phelpie Edmondson apptd to fill term of David Harden (resigned 1/11) 4/11.  
Ali Breaux replaced Steven Evans 8/11.  
Deke Bolte filled term of Dr. Charles Davidson, David Twiddy filled term of Ali Breaux 6/13.  
Jack Shea appointed as the Commissioner rep. to fill the term of Richard Johnson. Mr. Shea was originally appointed to the Airport Authority in July 2002; 10/13  
10/13 Max Dutton was appointed to fill the unexpired term of Jack Shea.  
12/14 Beverly Boswell was appointed to fill unexpired term of Max Dutton.  
01/15 Wally Overman was appointed to replace Beverly Boswell.  
04/15 William Pope replaced Phelpie Edmondson.  
07/15 Joseph Blakaitis replaced Linda Willey, Charles Davidson filled unexpired term of Dwight Burrus.  
09/15 Wally Overman is now Commissioner Representative & Jack Shea is a regular member.  
11/15 Jack Thomson filled unexpired term of the late Deke Bolte.  
01/16 Fred Newberry filled unexpired term of the late Jack Thomson.  
07/19 – Walton P. Burkheimer, Jr. “Pete” replaced George H. Wood, Chad Jones replaced David Twiddy, V  
05/20 – Chad Jones deceased. 6/20 David Crownover apptd. to fill unexpired term of Chad Jones.  
08/22 – Charles Davidson, Jack Shea and Fred Newberry reappointed for another term.  
1/23 – James Kenny appointed to complete term of William Pope.  
4/23 – James Kenny reappointed for a full term.  
6/23 – George Henderson, Joseph Blakaitis, Walton Pete Burkheimer, Jr. and David Crownover reapptd.  
**REVISED 6/23**



# APPLICATION FOR APPOINTMENT

TO DARE COUNTY ADVISORY BOARDS AND COMMITTEES

---

**1st Choice** Airport Authority

**2nd Choice**

**3rd Choice**

**Name** Ervin Bateman

**Address** 4148 Poor Ridge Road

**City/State/Zip** Kitty Hawk, NC 27949

**Email** ervin.bateman@darenc.gov

**Personal Phone** (252)216-1526

**Business Phone** (252)216-1526

**Business Address** 954 Marshall C Collins Drive

**Occupation** Restaurant owner/Board Commissioner

**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** high school Elizabeth City, Vance Grambell Community College, College of the Albemarle

**Business and civic experience and skills** Dare County Board of Commissioners

**Other boards, Committees, Commissions on which you presently serve** Dare Board of Commissioners, Tourism Bureau, Parks & Rec liaison  
Audit Committee  
Library Board  
Health & Human Services

## REFERENCE #1

**Name** Bob Woodard, Sr.

**Business** Chairman, Board of Commissioners

**Address** 954 Marshall C Collins Drive

**Phone** (252)216-8240

## REFERENCE #2

**Name** Wally Overman  
**Business** Vice-Chairman, Board of Commissioners  
**Address** 954 Marshall C Collins Drive  
**Phone** (252)216-6042

**REFERENCE #3**

**Name** n/a  
**Business**  
**Address**  
**Phone** ()

**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.

*Ervin Bateman*

**Date** 1/26/2023



APPLICATION FOR APPOINTMENT TO  
DARE COUNTY ADVISORY BOARDS AND COMMITTEES

**Advisory Board or Committee interested in:**

1<sup>st</sup> choice: Airport Authority

2<sup>nd</sup> choice:

3<sup>rd</sup> choice:

**Name:** TONY BRUNO

**Address:** 4112 PINEWAY DR

**City/State/Zip:** KITTY HAWK NC

**Email Address:** tbruno164@gmail.com

**Telephone:** Home: (610)659-9193 Business: (302)328-7548

**Resident of Dare County:** YES

**Occupation:** PILOT/INSTRUCTOR

**Business Address:** 155 N DUPONT HWY NEW CASTLE DE 19720

**Educational background:**

Undergraduate degree in English- Villanova University, 1971. Graduate Certificate in Communications- Villanova, 2006.

**Business and civic experience and skills:**

I served as a Navy pilot and spent 29 years as an airline pilot. I served in various roles in the Navy including safety officer and training officer. As an airline pilot, I was an international check airman on the B-767. For the past 16 years I have been an instructor for Flight Safety. In 2016 I was named "Best of the Best". In 2018 I received the "Wright Brothers Master Aviator Award" from the FAA.

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

I am on the board of the First Flight Society and as Events Chairman I serve on the Executive Committee. I am on the board of the Kitty Hawk Landing Association and serve as webmaster and community media director. I am the curator of the Dare County Airport Museum.

**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	MIKE FONSECA
Business/Occupation	FIRST FLIGHT SOCIETY - PRESIDENT
Address	4718 MANTLO COURT MECHANICSVILLE, VA 23111
Telephone	(804)677-4825



APPLICATION FOR APPOINTMENT TO  
DARE COUNTY ADVISORY BOARDS AND COMMITTEES

Name ALEX ARGIROFF  
Business/Occupation KELLER WILLIAMS REALTY  
Address 3921 PINEWAY DRIVE KITTY HAWK NC 27949  
Telephone (252)202-8148

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Name CHARLOTTE WALKER  
Business/Occupation KITTY HAWK TOWN COUNCIL  
Address 3530 BAY DRIVE KITTY HAWK NC 27949  
Telephone (321)446-3744

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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:

*Tony Bruno*

Date: 6/27/2023



APPLICATION FOR APPOINTMENT TO  
DARE COUNTY ADVISORY BOARDS AND COMMITTEES

**Advisory Board or Committee interested in:**

1<sup>st</sup> choice: Airport Authority

2<sup>nd</sup> choice:

3<sup>rd</sup> choice:

**Name:** CODY HUDOCK

**Address:** 307 JEAN CT

**City/State/Zip:** KILL DEVIL HILLS, NC 27948

**Email Address:** cody.j.hudock@gmail.com

**Telephone:** Home: (443)480-0877 Business:

**Resident of Dare County:** YES

**Occupation:** PILOT

**Business Address:**

**Educational background:**

Education:

- Liberty University

B/S in Aeronautics

Lynchburg, VA

Spring 2014 – Fall 2015

FAA Certificates & Pilot Experience:

- Airline Transport Pilot (MEL Certificate #3665499)

- Commercial Pilot (SEL) / Instrument Rated (Certificate #3665499)

- Certified Flight Instructor & Ground Instructor; AGI, IGI (Certificate #CFI3665499)

- Airframe & Powerplant Mechanic (Certificate #3665499)

**Business and civic experience and skills:**

Clubs / Organizations:

- First Flight Society

Member Since 2017

- AOPA (Aircraft Owners and Pilots Association)

Member Since 2011

- Surfrider Foundation

Member Since 2003

Previous Employment Experience:

- Check Pilot, Instructor, & Pilot Supervisor

Wheels Up

- Dynamic Aviation (2015-2020)

Intelligence Surveillance Reconnaissance Pilot

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

None

**REFERENCES**





APPLICATION FOR APPOINTMENT TO  
DARE COUNTY ADVISORY BOARDS AND COMMITTEES

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 STACY AMBROSE  
Business/Occupation AIRPORT DIRECTOR  
Address DARE CO  
Telephone (252)216-7028

---

Name CHARLIE DAVIDSON  
Business/Occupation  
Address  
Telephone (252)548-9141

---

Name JIM KENNY  
Business/Occupation  
Address  
Telephone (252)256-0540

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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: 7/1/2023



# APPLICATION FOR APPOINTMENT

TO DARE COUNTY ADVISORY BOARDS AND COMMITTEES

**1st Choice** Airport Authority

**2nd Choice**

**3rd Choice**

**Name** Stephen B King Jr

**Address** 123 Orion Lane\*\*\*Part Time Resident of Dare County until 2024 at which time will be full time

**City/State/Zip** Manteo/NC/27954

**Email** STEVEKJR@OUTLOOK.COM

**Personal Phone** (361)945-9324

**Business Phone**

**Business Address**

**Occupation** Manager/Pilot/Instructor

**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** University of Wisconsin-Whitewater: MBA Finance  
The Citadel: BA-Political Science

**Business and civic experience and skills** King Capital II LLC • Manteo, NC  
Pilot/Manager  
• Asset management and business consultant in family owned Investment Company specializing in equity investment and real estate assets. Directly responsible for the management of aviation portfolio with over \$5MM in aviation logistics and real estate assets.

**Other boards, Committees, Commissions on which you presently serve** None

## REFERENCE #1

**Name** Brandon Wells

**Business** DRG

**Address** 2305 Olympic Drive, Corpus Christi, TX, 78414

**Phone** (562)618-1319

**REFERENCE #2**

**Name** Robert Rothwell

**Business**

**Address**

**Phone** (703)472-2561

**REFERENCE #3**

**Name** Jake Mosqueda

**Business** American Airlines

**Address**

**Phone** (210)315-9449

**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.

*Stephen B King Jr*

**Date** 8/1/2023



# APPLICATION FOR APPOINTMENT

TO DARE COUNTY ADVISORY BOARDS AND COMMITTEES

---

1st Choice                    Airport Authority

2nd Choice                    Zoning Board of Adjustment - Dare County

3rd Choice                    Planning Board

Name                         Raymond G Pate

Address                      POB 350

City/State/Zip               Kill Devil Hills, NC 27948

Email                         rgpatepepls@gmail.com

Personal Phone              (252)435-8785

Business Phone              (252)435-8785

Business Address            POB 228, Point Harbor, NC, 27964, United States

Occupation                 Professional Engineer & Professional Land Surveyor

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 Louisburg College in Louisburg , NC from August 1972 to August 1974 studying general college with an emphasis on English literature. Attended the University of North Carolina at Wilmington from January 1975 to May 1977 receiving a BA degree in earth sciences with an emphasis on global positioning/geology. Attended North Carolina State University from 1978 to May 1981 receiving a BS degree in Civil Engineering-Construction Option.

**Business and civic experience and skills**            Received Private Pilot single engine land certification with flight training in Bessemer Alabama and glider certification in 1992 with flight training in Hampton County NC.

**Other boards, Committees, Commissions on which you presently serve**            Member of St. Andrews Episcopal by the Sea, Nags Head, NC.

## REFERENCE #1

Name                         Dr. Charles Davidson

Business                     3618 Old Nags Head Woods

Address                      3618 Old Nags Head Woods, Nags Head, NC, 27959

Phone                        (252)548-9141

REFERENCE #2

Name Mr. George Henderson  
Business POB 606 Manteo, NC 27954  
Address 153 Dogwo0od Circle, Manteo, NC 27954  
Phone (252)473-2791

REFERENCE #3

Name Mrs. Lib Fearing  
Business POB 184, Manteo, NC 27954  
Address 337 Ariport Rd., Manteo, NC, 27954  
Phone (252)473-3307

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.

*Raymond G Pate*

Date 12/31/2021



# 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.

## Advisory Board or Committee you are interested in:

1st Choice\* Airport Authority

2nd Choice

3rd Choice

## Your Personal Information

Name\* William (Blake) Quinney

Address\* 2022 Highview St

City/State/Zip\* Kill Devil Hills /NC/ 27948

Email\* bquinney1@live.com

Personal Phone\* Enter 9 digit number. Do not enter any spaces or special characters.  
(706)718-2066

Business Phone Enter 9 digit number. Do not enter any spaces or special characters.

Business Address

Occupation\* Hilton Grand Vacations

Residency\* Are you a resident of Dare County?

YES

NO

## Your Background

\*Due to limited space, please complete in paragraph format. The text boxes are limited to 450 characters

Education\* Educational Background - please write in paragraph form, not as a list  
I am currently enrolled at Elizabeth City State University seeking a degree in Aeronautical Science. Graduation date is 05/2024.



**Experience\***

Business and civic experience and skills - please write in paragraph form, not as a list  
I have been in the automotive industry for the last 13 years as a general sales manager and finance director. I currently work as a sales supervisor for Hilton Grand Vacations. I have been involved in many organizations within the aviation community. I was a board member for the Thunder in the Valley Airshow in Columbus, GA for several years and also chairman of the sponsorship committee. I was also on the board of the Chattahoochee River Warden.

**Current Services\***

Other boards/Committees/Commissions on which you presently serve - please write in paragraph form, not as a list  
I do not currently serve on any boards, but I am a member of the Civil Air Patrol as a pilot and hold a commercial pilot certificate with an instrument rating in both single and multi-engine aircraft. I am also a member of the Aircraft Owners and Pilots Association.

**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.

**REFERENCE #1**

**Name\*** Stacy Ambrose  
**Business\*** Dare County Regional Airport - Director  
**Address\*** 410 Airport Rd Manteo, NC 27954  
**Phone\*** Enter 9 digit number. Do not enter any spaces or special characters.  
(252)216-7028

**REFERENCE #2**

**Name\*** Charles Davidson  
**Business** Chairman of the Dare County Airport Authority and Medical Doctor  
**Address**  
**Phone\*** Enter 9 digit number. Do not enter any spaces or special characters.  
(252)548-9141

**REFERENCE #3**

**Name\*** Ronald Payne  
**Business** Dare County School Board  
**Address**  
**Phone\*** Enter 9 digit number. Do not enter any spaces or special characters.  
(804)402-3325

**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.

*William Quinney*



# APPLICATION FOR APPOINTMENT

TO DARE COUNTY ADVISORY BOARDS AND COMMITTEES

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1st Choice            Tourism Board  
2nd Choice            ABC Board  
3rd Choice            Airport Authority  
Name                 Earl C Shearin, Jr. (Tim)  
Address               136 Cannon Trail  
City/State/Zip        Manteo, NC 27954  
Email                 tim.shearin3@gmail.com  
Personal Phone       (252)216-0260  
Business Phone       (252)475-5980  
Business Address  
Occupation           Retired  
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            BSBA East Carolina University  
Background

Business and civic     Manager, Belk Dept. Store 36 years  
experience and skills

Other boards,           Dare County Health/Human Services Board Chairman  
Committees,  
Commissions on  
which you presently  
serve

## REFERENCE #1

Name                 Mr. Browny Douglas  
Business               Retired  
Address               112 Lidia Lane, Manteo, NC 27954  
Phone                 (252)216-8294

## REFERENCE #2

**Name** Mr. Robert Woodard  
**Business** Towne Bank  
**Address** 2305 Bay Dr., Kill Devil Hills NC 27948  
**Phone** (252)702-7219

**REFERENCE #3**

**Name** Mr. Jay Burrus  
**Business** Retired  
**Address** 134 Cannon Trail, Manteo, NC 27954  
**Phone** (252)473-7148

**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.

*Earl C. Shearin, Jr.*

**Date** 7/11/2022



APPLICATION FOR APPOINTMENT TO  
DARE COUNTY ADVISORY BOARDS AND COMMITTEES

**Advisory Board or Committee interested in:**

1<sup>st</sup> choice: Airport Authority

2<sup>nd</sup> choice:

3<sup>rd</sup> choice:

**Name:** CHARLIE SNOW

**Address:** 171 ROANOKE TRAIL

**City/State/Zip:** MANTEO, NC 27954

**Email Address:** charliesnow999@gmail.com

**Telephone:** Home: (252)473-7557 Business: (252)473-2148

**Resident of Dare County:** YES

**Occupation:** PROFESSIONAL PILOT, STRUCTURAL/CIVIL ENGINEER, MASTER  
CLOCKSMITH, BUSINESS OWNER

**Business Address:** POB 565 MANTEO, NC 27954

**Educational background:**

BS Civil Engineering Virginia Tech

**Business and civic experience and skills:**

32 years as Federal Engineer & Project Manager, FAA (20) & NPS (12)

2 years Director of Project Management, private engineering firm, building schools

63 years flying experience as pilot

37 years flying as professional pilot

30+ years as business owner, 27 owning OBX Airlines, OBX Air Charters & OBX Aviation

This year receiving the FAA Wright Brothers Master Pilot Award, 50+ years of pilot experience with  
no violations, citations, accidents

**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	DR. CHARLIE DAVIDSON
Business/Occupation	PHYSICIAN, AME, CHAIRMAN DARE CO. AIRPORT AUTHORITY
Address	410 AIRPORT RD, MANTEO, NC 27954
Telephone	(252)548-9141



APPLICATION FOR APPOINTMENT TO  
DARE COUNTY ADVISORY BOARDS AND COMMITTEES

Name STACY AMBROSE  
Business/Occupation AIRPORT DIRECTOR  
Address 410 AIRPORT ROAD MANTEO, NC 27955  
Telephone (252)216-7028

---

Name DAVID DANIELS  
Business/Occupation FORMER AIRPORT DIRECTOR, DARE CO. REGIONAL AIRPORT  
Address 410 AIRPORT RD. MANTEO, NC 27954  
Telephone (252)216-8407

---

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:

*Charles A. Snow*

Date: 5/3/2023



*Juvenile Crime Prevention Council*

**Description**

See Attached Summary

**Board Action Requested**

Take Appropriate Action

**Item Presenter**

Robert Outten, County Manager



April, 2024

**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.

**Jamie Koch's was appointed to fill an unexpired term in October 2023. This term has now expired and the Council recommends her reappointment.**

(Applications follow from Shunia Burruss, George Carver, Amber Nibe, Jennifer Reardon, Steven Vanover, 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.**

<b><u>MEMBER</u></b>	<b><u>TERM EXPIRATION</u></b>	<b><u>ACTION</u></b>
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
Robin Vermillion 120 Dot Sears Dr. Grandy, NC 27939 252-489-9323 vermillionro@daretolearn.org (School Supt. or designee)	6/25	Apptd. 10/23 (to fill unexpired term)
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
Eva Anderson 209 Run Swamp Rd. Camden, NC 27921 252-331-9211 / 252-562-9421 eva.anderson@ncdps.gov (Chief Court Counselor or designee)	10/25	Apptd. 10/23
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	10/25	Apptd. 10/19 Reapptd. 9/21, 10/23

Kill Devil Hills, NC 27948  
252-475-5753 (W)  
(County Manager or designee)

Melinda Mogowski 6/24 Apptd. 1/99  
P.O. Box 3707 Reapptd. 1/01,03,  
Kill Devil Hills, NC 27948 10/04,06,08, 6/10  
252-441-3536 12, 14, 16, 18, 20, 22  
(Substance Abuse Professional)

Stephen Wescott 6/24 Apptd. 11/11  
P.O. Box 2148 Reapptd. 6/12,14,16  
Manteo, NC 27954 6/18, 20, 22  
252-216-6358  
(Member of Faith Community)

Steve House 6/25 Apptd. 6/17  
288 N. Dogwood Trail, PO Box 1093 Reapptd. 6/19, 21, 23  
Southern Shores, NC 27949  
216-8985 (C); 305-9258 (H)  
[steve.house@darenc.gov](mailto:steve.house@darenc.gov)  
(County Commissioner)

**Vacant**  
**(Juvenile Defense Attorney)**

Martin Dalton 12/25 Apptd. 12/23  
197 Watersedge Dr.  
Kill Devil Hills, NC 27948  
[s.martindalton@gmail.com](mailto:s.martindalton@gmail.com)  
704-813-1567

Jennifer Alexander 6/24 Apptd. 1/19  
116 Tall Pines Court Reapptd. 6/20, 6/22  
Kill Devil Hills, NC 27948  
252-202-2777  
[jnicolealexander@yahoo.com](mailto:jnicolealexander@yahoo.com)  
(Member of Business Community)

Maddox Cromwell 1/25 Apptd. 12/22  
47220 Crossway Drive  
Buxton, NC 27920  
[24cromwell09@daretolearn.org](mailto:24cromwell09@daretolearn.org)  
(Student Representative)

**Jamie Koch 4/24 Apptd. 04/21**  
1712 Virginia Ave Reapptd. 9/21, 10/23(to  
Kill Devil Hills, NC 27948 fill unexpired term)  
252-339-3516  
(Non-profit)

Sara Sampson 6/25 Apptd. 6/21  
534 Ananias Dare St Reapptd., 4/23  
Manteo, NC 27954  
252-256-2073  
(At Large)

Shelia Davies P.O. Box 669 Manteo, NC 27954 252-475-5500 <a href="mailto:sheila.davies@darenc.gov">sheila.davies@darenc.gov</a> (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) <a href="mailto:Hestersmithobx@gmail.com">Hestersmithobx@gmail.com</a> (At Large)	6/25	Apptd. 6/19 Reapptd. 6/21, 23
Spencer Gregory P.O. Box 1000 Manteo, NC 27954 252-305-3227 (H) 252-475-5916 (W) <a href="mailto:spencer@darenc.gov">spencer@darenc.gov</a> (Director, Parks & Rec.)	6/24	Apptd. 12/23 Filling Tim White's Unexpired Term
Paul William Pollock 129 Swanview Drive Kill Devil Hills, NC 27954 252-475-4772 (At Large)	10/25	Apptd., 10/21 Reappt., 10/23
Lora M. Gilreath 102 Town Hall Dr., P.O. Box 1605 Kill Devil Hills, NC 27948 (At Large)	10/25	Apptd., 10/21 Reapptd. 10/23
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 <a href="mailto:j.m.wooten@charter.net">j.m.wooten@charter.net</a> (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. - 2<sup>nd</sup> 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 Tillet 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

-Paul Pollock, Lora Gilreath, & Shannon Glaser all reappointed. 10/23

Stephanie Baker & Amber Nibe resigned. Jamie Koch & Robin Vermillion to fill their unexpired terms. 10/23

Eva Anderson appointed to fill vacant Chief Court Council seat. 10/23

Martin Dalton appointed to fill Vacant At-Large seat (12/23)

Spencer Gregory appointed to fill Tim White's unexpired term. (12/23)

**REVISED 12/23**





# APPLICATION FOR APPOINTMENT

TO DARE COUNTY ADVISORY BOARDS AND COMMITTEES

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**1st Choice**                      Tourism Board

**2nd Choice**                      Planning Board

**3rd Choice**                      Juvenile Crime Prevention Council (JCPC)

**Name**                              Shunia Burruss

**Address**                          141 Bayberry Rd

**City/State/Zip**                  27948

**Email**                              snburruss28@gmail.com

**Personal Phone**                8048407773

**Business Phone**

**Business Address**

**Occupation**                      Government Contractor - Executive Assistant

**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 have a Bachelors in Political Science and a minor in Criminal Justice. I also have a certificate in User Design.

**Business and civic experience and skills**                      My work experience has consisted of working in public service positions. I have in civilian law enforcement positions. I have gained experience in community resources, relationship building, administrative experience, and working with law enforcement personnel. During my time working in a women's correctional facility, I conducted workshops informing the women of resources available upon release.

**Other boards, Committees, Commissions on which you presently serve**                      I served as a volunteer with the KLM Scholarship Foundation in Richmond, VA for several years. From this experience I gained skills in fund raising, event planning, and non-profits. For 4 years I served as the President of my local alumni chapter and served on the schools Black Alumni Chapter for 2 years as the local area representative.

## REFERENCE #1

**Name**                                  Tiana Stathis

**Business**                              N/A

**Address**                              309 Truxton Street, Kill Devil Hills, NC 27948

**Phone**                                2404769516

**REFERENCE #2**

**Name** Sadé Garner  
**Business**  
**Address** 8909 Saint Landry Lane Spotsylvania VA 22553  
**Phone** 8048781002

**REFERENCE #3**

**Name** Allie Osorio  
**Business**  
**Address** 2237 Eventide Drive N. Chesterfield VA 23236  
**Phone** 8048739471

**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.

A handwritten signature in black ink, appearing to read "Allie Osorio", written in a cursive style.

**Date** 2/22/2024



# APPLICATION FOR APPOINTMENT

TO DARE COUNTY ADVISORY BOARDS AND COMMITTEES

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**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**  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 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

**Advisory Board or Committee interested in:**

1<sup>st</sup> choice: Juvenile Crime Prevention Council (JCPC)

2<sup>nd</sup> choice:

3<sup>rd</sup> 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

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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

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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 Nibe*

Date: 3/15/2023





APPLICATION FOR APPOINTMENT TO  
DARE COUNTY ADVISORY BOARDS AND COMMITTEES

**Advisory Board or Committee interested in:**

- 1<sup>st</sup> choice: Juvenile Crime Prevention Council (JCPC)  
2<sup>nd</sup> choice: Jury Commission  
3<sup>rd</sup> 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

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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** Health and Human Services Board

**3rd Choice** Game and Wildlife Commission

**Name** steven vanover

**Address** 100 Dunn St.

**City/State/Zip** Nags Head, NC 27959

**Email** steven@ob hotline.org

**Personal Phone** (828)490-5548

**Business Phone** (252)216-6323

**Business Address**

**Occupation** Human services

**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** Western Carolina, criminal Justice/ Psychology. B.L.E.T and numerous trainings in the law enforcement, and fire/rescue field. also worked with at risk youth thru Buncombe county school system [SRO]

**Business and civic experience and skills** worked with at risk youth in school system

**Other boards, Committees, Commissions on which you presently serve** LVA for Joint Task Force on HT

**REFERENCE #1**

**Name** Sgt. Brian Tucker

**Business** NCSHP

**Address** S.C

**Phone** (828)777-4049

**REFERENCE #2**

**Name** Jerry Leatherwood  
**Business** Buncombe County Fire Marshal  
**Address** Weaverville, NC  
**Phone** (828)230-1159

**REFERENCE #3**

**Name** Reggie Ray  
**Business** Deputy Sheriff  
**Address** Weaverville, NC  
**Phone** (828)216-1759

**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.

*Steven L. Vanover*

**Date** 10/10/2023



# 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** vermillionro@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 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** 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**



*Manns Harbor Marina Commission*

**Description**

See Attached Summary

**Board Action Requested**

Take Appropriate Action

**Item Presenter**

Robert Outten, County Manager

April, 2024

**MANN'S HARBOR MARINA COMMISSION**

(Two Year Term)

The Manns Harbor Marina Commission is a seven-member group representing recreational, commercial and local interests for the self-governing, mutual purpose, Manns Harbor Marina. The Commission meets six times per year and reports directly to the Board of Commissioners.

The following have terms to expire in April:

**Jeff James**

(Current Term 3/22 – 4/24)

(Originally Apptd. 4/13)

**Paul Mann, V.**

(Current Term 3/22-4/24)

(Originally Apptd. 4/13)

Troy Outland Jr. has taken over as Chairman.

**Both members would like to be reappointed.**

**Note: Troy Outland, Sr. resigned 12/2022**

**One application has been received.**

Other Members:  
See attached list

**MANN'S HARBOR MARINA COMMISSION**

(Two Year Term)

**This Commission is a seven-member group representing recreational, commercial and local interests for the self-governing, mutual purpose of Manns Harbor Marina. The Commission meets six times per year and reports directly to the Dare County Board of Commissioners.**

<b><u>MEMBER</u></b>	<b><u>TERM EXPIRATION</u></b>	<b><u>ACTION</u></b>
Cyndy Holda P.O. Box 172 Manns Harbor, NC 27953 252-473-9964 (H) 252-423-0903 (C)	4/25	Apptd. 4/13 Reapptd. 4/15,17,19, 21 23
Ladd Bayliss, Sec. 431 Cahoon Rd. Manns Harbor, NC 27953 252-207-5894 (H)	4/25	Apptd. 4/13 Reapptd. 4/15,17,19, 21 23
Jonathan Oglesby P.O. Box 250 Manns Harbor, NC 27953 910-990-5674 (H/Cell)	4/25	Apptd. 4/13 Reapptd. 4/15,17,19, 21 23
Paul Mann, V. Ch. 6049 US Hwy 64 Manns Harbor, NC 27953 252-475-3995 (H) 252-473-1716 (O)	4/24	Apptd. 4/13 Reapptd. 4/16,18, 6/20 3/22
Jeff James 116 Alder Branch Lane Manteo, NC 27954 252-216-6913 (H/Cell)	4/24	Apptd. 4/13 Reapptd. 4/16,18, 6/20 3/22
Vacant		
Jessie "Troy" Outland, Jr. P.O. Box 246 Manns Harbor, NC 27953 252-216-9162 (H/Cell)	4/25	Apptd. 4/13 Reapptd. 4/15,17,19, 21 23

**Notes**

Contact Info: Ladd Bayliss - Meeting Dates: Bi-Monthly

Formed by DCBC 4/1/13. A Commission has been formed to enforce rules governing the use of the old Manns Harbor Marina property. The facility will operate as a marina for commercial fishermen to dock and unload their catch; and for public boat access. Dare County's role is to form the Commission and appoint commission members.

12/29/22 Jessie "Troy" Outland, Sr. resigned.

Cyndy Holda, Ladd Bayliss, Jonathan Oglesby and Jessie "Troy" Outland, Jr. were reappointed 4/23

**Revised 4/23**



# APPLICATION FOR APPOINTMENT

TO DARE COUNTY ADVISORY BOARDS AND COMMITTEES

---

**1st Choice** Nursing Home Community Advisory Council/DC Joint Comm. Advisory Committee

**2nd Choice** Oregon Inlet Task Force

**3rd Choice** Manns Harbor Marina Commission

**Name** Audra Shackelford

**Address** PO Box 267

**City/State/Zip** Wanchese NC 27981

**Email** audrashack@gmail.com

**Personal Phone** 2524754374

**Business Phone**

**Business Address**

**Occupation** Realtor/ 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** Hello, I am a graduate of Manteo High School class of 1988 and went on to obtain my BA from ECU. I obtained my real estate license in the early 2000s and have been employed as such since 2003.

**Business and civic experience and skills** Currently I am the owner/ Broker in charge for my own real estate firm. I am also an owner along with my husband of the FV Doghouse as well as a rental property and we run a horse boarding facility on our property in Wanchese.

**Other boards, Committees, Commissions on which you presently serve** I am currently on the Wanchese Preservation Alliance board.

## REFERENCE #1

**Name** Ken Mann

**Business** Mannkaniks Owner

**Address** Wanchese NC 27981

**Phone** 2523056402

## REFERENCE #2

**Name** Merlee Austin  
**Business** Retired Clerk of Court  
**Address** Wanchese NC 27981  
**Phone** 2524732629

**REFERENCE #3**

**Name** Rachel Thompson  
**Business** teacher  
**Address** Wanchese NC 27981  
**Phone** 2524736395

**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.

A rectangular box containing a handwritten signature in cursive script that reads "Audra Shackelford".

**Date** 3/6/2024





*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.***

### **May 2024**

Veterans Advisory Council – 2 terms expiring  
Zoning Board of Adjustment – 1 term expiring

### **June 2024**

College of the Albemarle Board of Trustees – 1 term expiring  
Extra Territorial Jurisdiction District (Town of SS) – 1 term expiring  
Fessenden Center Advisory Board – 4 terms expiring  
Hatteras Community Center Board – 2 terms expiring  
Juvenile Crime Prevention Council – 5 terms expiring  
Manns Harbor Community Center Board – 2 terms expiring  
Roanoke Island Community Center Board – 2 terms expiring  
Rodanthe, Waves, Salvo Community Center Board – 2 terms expiring  
Waterways Commission – 4 terms expiring

### **July 2024**

East Lake Community Center Board – 1 term expiring  
Game and Wildlife Commission – 4 terms expiring  
Older Adult Services Board – 1 term expiring  
Parks and Recreation Advisory Council - 8 terms expiring  
Wanchese Community Center Board – 2 terms expiring

### ***~~~~~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



*Closed Session*

**Description**

Closed Session pursuant to:  
NCGS 143-318.11(a)(3) to consult with the attorney in order to preserve the attorney-client privilege

**Board Action Requested**

Approve Closed Session

**Item Presenter**

Robert Outten, County Manager