



**MINUTES
TOWN OF NAGS HEAD
BOARD OF COMMISSIONERS RETREAT/RECESSED SESSION
WEDNESDAY, NOVEMBER 18, 2022**

The Nags Head Board of Commissioners met in person at the Villas Club House on Villa Dunes Drive in Nags Head, North Carolina on Wednesday, November 18, 2022 at 9:00 a.m. for a Board of Commissioners Retreat/Recessed Session.

Board members Present: Mayor Ben Cahoon; Mayor Pro Tem Michael Siers; Comr. Renée Cahoon; Comr. Kevin Brinkley; and Comr. Bob Sanders

Board members Absent: None

Others present: Town Manager Andy Garman; Kelly Wyatt; Kate Jones; Amy Miller; Brooke Norris; Jan Mielke; Karen Snyder; David Ryan; Perry Hale; Randy Wells; Shane Hite; Chad Motz; Nancy Carawan; Michelle Gray; Roberta Thuman; and Town Clerk Carolyn F. Morris

8:30 am Welcome – Core Values - Business Items

Core Values presentation

Town Manager Garman welcomed everyone to the Retreat and summarized the Core Values information. Each individual department representative/dept head spoke of their specific assigned value and how it is addressed within their department.

- Introduction: Andy Garman
- Process: Jan Mielke
- Values: Team
- Perry Hale: Attitude
- Nancy Carawan: We Do What's Right For The Right Reasons
- Randy Wells: Our People Matter
- Roberta Thuman: Our People Are In The Know
- Kelly Wyatt: We Are Community Stewards
- Amy Miller: Excellence Requires Innovation And Curiosity
- Solicit Board Feedback: Andy Garman
- Next Steps: Jan Mielke

Department presentations were well received. Manager Garman stated that if the Board has any suggestions for value(s) missed, to please inform staff; he would like to formalize the values so they can be presented at the Town-wide meeting on December 14th at 11:30 a.m. He invited Board members to attend the Town-wide meeting at Jennette's Pier. He also pointed out that weekly staff meeting notes, an internal newsletter, and utilization of Share Point will eventually take the place of the internal server.

Mayor Cahoon felt the Board and staff have always lived out the values of the Town. Manager Garman was questioned how to bring a new employee up to speed fast so that new hires are living these values; he responded that a process is being developed to bring applicants in with these values.

Consideration of resolution authorizing application for Coastal Storm Damage Mitigation Grant

The agenda summary sheet read in part as follows:

"Coastal Storm Damage Mitigation Grant - Grant assistance that supports dune vegetation planting has been awarded. Total project cost is \$600,000 with \$300,000 as the local portion using beach nourishment funds. The allowable project timeframe for completion is within 2 years. The request is for beach grass planting along with consulting assistance, providing a targeted approach that would achieve the greatest benefit. An ordinance amendment will be presented for approval upon implementation."

MOTION: Comr. Renée Cahoon made a motion to adopt the resolution re: Coastal Storm Damage Mitigation Grant for beach grass vegetation planting as presented. The motion was seconded by Comr. Brinkley which passed unanimously.

The resolution, as adopted, read in part as follows:

"WHEREAS, the Town of Nags Head has need for additional dune stabilization for areas of the oceanfront that have received previous nourishment; and

'WHEREAS, dune planting is expected to enhance the dune stability and integrity and mitigates risk of damage from storm effects; and

'WHEREAS, the maintenance and restoration of Nags Head beaches is essential to the economy of Dare County and the Town of Nags Head; and

'WHEREAS, the Town provides an integrated approach to implementation of beach management, maintenance, and restoration projects; and

'WHEREAS, The Town of Nags Head intends to request State grant assistance for the planning, layout design, and planting of native dune plants within a ten-mile length of oceanfront in Nags Head.

'NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE TOWN OF NAGS HEAD:

1. That the Board of Commissioners requests the State of North Carolina to provide financial assistance to the Town of Nags Head in the amount of \$300,000 or 50% of nonstate project costs, whichever is the lesser amount.
2. The Board assumes full obligation for payment of the balance of the dune stabilization project (or non-state portion).
3. The Board has complied and will comply with all applicable laws governing the project and the award of contracts and the expenditure of public funds by local governments.
4. The Town of Nags Head will provide for continued beach management, maintenance, and restoration.
5. The Town Manager, or in absence designee, of the Town of Nags Head is hereby authorized, individually and collectively, to execute and file an application on behalf of the Town of Nags Head with the State of North Carolina for a grant to aid in the projects described above.

6. That the Town Manager, and successors so titled, is hereby authorized and directed to furnish such information as the appropriate State agency may request in connection with such application or the project: to make the assurances as contained above; and to execute such other documents as may be required in connection with the application."

9:30 am Fire/Ocean Rescue Departments

Fire Chief Randy Wells presented an operational overview, strategic plan update, and a staffing analysis of his department. In response to Mayor Cahoon's inquiry, Chief Wells stated that he would look into possibly working with realty companies for additional fire training opportunities.

Ocean Rescue Director Chad Motz presented his slides re: lifeguard statistics for the past year which were well received. It was noted that the lifeguard bonus (of \$200) has been the same for the past 20 years. Discussion will take place during the FY 23/24 budget workshops concerning adding to lifeguard salaries instead of a bonus; housing issues were also discussed as were proposals brought forward to improve Ocean Rescue recruiting and retention.

10:15 am Planning and Development Department

Planning Director Kelly Wyatt presented an update on the Planning Department focusing on a general overview, customer service enhancements, and zoning/land use consistency.

Some Board discussion took place on the following items:

- Board members spoke in favor of an analysis of some of the existing zoning districts; Comr. Renée Cahoon noted that some of the C-2 uses need to be on the US 158/bypass instead of the Beach Road. Manager Garman felt that after the moratorium study is completed, some of the zoning questions can be addressed. Board members commented favorably on the report presented by Planning Director Wyatt.

11:00 am Public Services Department

Public Services Director Nancy Carawan provided an operational overview/organizational chart for the Public Services Department, an update on cart roll back this past summer season, and some proposed modifications to the bulk pickup process. She reported that this year, with her staff doing Town "sweeps", the entire bulk pickup process went more smoothly than in previous years.

- Cardboard recycle containers have been placed at various locations throughout Town
- Smart Meters - Manager Garman would like to move forward with the Request For Qualifications (RFQ) process; the Town has the opportunity to include financing of the smart meters with the public services complex finance project which would make it more affordable for the Town. It was Board consensus to authorize staff to move forward with the RFQ process for the smart meters.

11:45 am Administrative Services

In addition to an operational overview, Finance Director Amy Miller presented her slides on topics which included the following:

- Customer Service enhancements
- Reform the Budget Process
- Modernize Operations
- New Town Hall building upgrade for public safety

Finance Director Miller is to forward the diagram of the proposed offices/lobby to Board members. Board members expressed concern about making sure staff had somewhere to speak to the public in the lobby spaces if needed.

Human Resources

Coordinator Jan Mielke summarized internal communications to include the Town's internal newsletter.

Mayor Pro Tem Siers asked about the Employee Wellness Initiative. Ms. Mielke provided a brief overview explaining that \$125 was budgeted for each employee who exercised at least 30 mins per day for five days/week over a specific period of time.

Information Technology (IT) Initiatives

IT Coordinator Karen Snyder presented slides summarizing the following:

- Nags Head Public Services GIS Viewer slide with GTG Technologies
- Continue to evolve the viewers to maintain up to date and searchable information
- Strategic Initiative – Cross Dept Reporting System – use of See-Click-Fix Program
An extension of Civic Plus, the program provides the ability for internal staff and the public to report or request items when they see an issue. The program reports directly to staff and will follow the status; Program will soft launch for 30 days internally before being incorporated for use by the public.

LUNCH – Lunch was brought in and took place from 12:30 pm to 1:15 pm

1:15 pm Police Department

Police Chief Hale utilized a slide presentation to summarize an operational overview, staffing analysis, equipment, and events, which was well received and which included the following:

- Additional personnel requests/justification
- Events and usage of police officers
- Future planning - Wants to move forward to purchase/install License Plate Readers (LPR) so they know who and when someone is coming into Town
- Would like to allow take home of vehicles extended to those who live to the 40 mile limit westbound into Tyrell County – a benefit for officers
- Requested authorization to replace the command trailer; current one has been in service for approximately 17 years

Town Manager Garman noted that these requests will return in a few months during the budget process. In response to Mayor Cahoon, Manager Garman said that NCDOT has indicated they would authorize a traffic signal at the event site if the Town pays for it.

2:00 pm Town Clerk's Office/Town Manager/Public Information Officer

Town Clerk Carolyn F. Morris summarized her slides which requested Board input on agenda format and meeting practices. The following responses were received from the Board:

- No additional public comment or any "response to" during the meeting
- Move Closed Sessions to its own separate section at the end of the meeting agenda
- Reports from other department heads (in addition to the current Planning and Development report) are not needed.

Dep Town Clerk Michelle Gray presented slides related to Weddings and Crowd Gatherings in the Town – following is Board consensus:

- Coordinate with Dare Co Public Health to verify septic systems can handle influx of people at a house
- Permit process for weddings – If more than 100 attendees, have someone sign that they've read the Town regulations; due to potential issues, neighbors are to be notified.
- Follow up meeting with event planners to go over Town rules/regulations
- Verify with Tax Collector that business registration is completed for event planners

Public Information Officer Roberta Thuman summarized her slides with the Board as follows:

- Municipal Service District (MSD) Diagram has been completed, is online and provides further clarification for the public
- The Strategic Communications Plan has been completed. Continued goals for the office is to build trust and develop community relationships with the Town.

2:45 pm Budget/Grants/Projects/Business

Manager Garman and Engineer Ryan provided an update on the Town's projects to include the following:

- Review of Public Services Complex financing schedule – for discussion at the Dec 21st BOC meeting with a Public Hearing on the financing at the January 4th Board meeting where bids will be accepted and a resolution adopted. The Nags Head Leasing Corporation will be involved and the closing is expected to take place around the first of March 2023.
- FY 22-23 Street Resurfacing/Repaving bids are being opened today at 11:45 am; for consideration by the Board at the Dec 7th BOC Meeting.
- Finance Officer/Dep Town Manager Amy Miller reviewed the list of grants with Board members; Use of the Town's grant administrators have enabled the Town to apply for almost \$10 million worth of grants.

Department Heads and Deputies left the Retreat.

3:45 pm Board Open Discussion

Board members felt the Retreat was very informative. A few other items briefly discussed:

- Proposed upcoming budget will include Public Works Complex and Smart Water Meters

- It was Board consensus to agree with Planning Director Wyatt's suggestion in her report to evaluate zoning districts for possible modifications – such as a C-1 designation for the Beach Road. And conditional zoning / floating hotel districts – in lieu of a hotel district – and to include a review of townhomes.
- There was discussion of continuing to research ways to provide housing for lifeguards; to include possible payment of overtime to them.
- Manager Garman stated that Chief Building Inspector Corey Tate participates in mutual aid for Dare County as well as the Town of Kill Devil Hills.
- Comr. Renée Cahoon thanked Mayor Cahoon for communicating well with Board members; Mayor Cahoon said he tries to touch base with Board members at least once per week.

Wrap-Up/Adjournment

Board members thanked Town Manager Garman for a productive day.

The Board adjourned at 3:55 p.m.

Carolyn F. Morris, Town Clerk

Date Approved: **January 4, 2023**

Mayor: _____
Benjamin Cahoon