MINUTES
TOWN OF NAGS HEAD
BOARD OF COMMISSIONERS
REGULAR MEETING
WEDNESDAY, JANUARY 8, 2025

The Nags Head Board of Commissioners met in the Board Room located at 5401 S Croatan Highway, Nags Head, North Carolina on Wednesday, January 8, 2025 at 9:00 a.m. for a Regular Meeting.

Board members Present:	Mayor Ben Cahoon; Mayor Pro Tem Michael Siers; Comr. Bob Sanders; and Comr. Megan Lambert
Board members Absent:	None (One Vacancy)

Others present: Town Manager Andy Garman; Town Attorney John Leidy; Amy Miller; Kelly Wyatt; David Ryan; Perry Hale; Randy Wells; Nancy Carawan; Joe Costello; Brittany Phillips; Roberta Thuman; Shelly Blackstone; Mary Kelley; Megan Vaughan; Diane Bognich; Lee Nettles; John DeLucia; Keith Sawyer; and Town Clerk Carolyn F. Morris

CALL TO ORDER

Mayor Cahoon called the meeting to order at 9 a.m. A moment of silence was followed by the Pledge of Allegiance. Mayor Cahoon asked that thoughts be given to those communities in California devastated by wildfires.

ADOPTION OF AGENDA

MOTION: Mayor Pro Tem Siers made a motion to approve the January 8th agenda as presented. The motion was seconded by Comr. Sanders which passed unanimously.

RECOGNITION

Mayor Cahoon noted that the recognition scheduled for today has been moved to the February Board meeting.

PUBLIC COMMENT

Attorney John Leidy opened Public Comment for those in the audience. The time was 9:01 am.

Shelly Blackstone, owns property in Nags Head; she stated that the recent State Bill that included a provision for relief for victims of Hurricane Helene also included a down-zoning provision that was not made transparent to the public; she asked if municipalities could work together, possibly with a lobbyist, to get the legislature to be more open so that the public is more aware and knowledgeable when bills are passed.

There being no one else present who wished to speak, Attorney Leidy concluded Public Comment at 9:05 a.m.

CONSENT AGENDA

The Consent Agenda consisted of the following items:

- Budget Amendment #8 to FY 24/25 Budget
- Tax Adjustment Report
- Approval of Minutes
- Annual Audit Contract
- Capital Project Fund Ordinance Amendments:
  - Amendment #6 to Capital Project Fund (General) for Public Services Complex
  - Amendment #4 to Capital Project Fund (Water) for Public Services Complex

MOTION: Mayor Pro Tem Siers made a motion to approve the Consent Agenda as presented. The motion was seconded by Comr. Sanders which passed unanimously.

Budget Amendment #8, as approved, is attached to and made a part of these minutes as shown in Addendum "A".

The Tax Adjustment Report, as approved, is attached to and made a part of these minutes as shown in Addendum "B".

The minutes of the December 4, 2024 and December 18, 2024 Board of Commissioners meetings, as approved, are on file in the Town Clerk's Office and on the Town's website.

The summary for the Annual Audit Contract read in part as follows:

"At the February 2, 2022 Board of Commissioners meeting, a contract with Potter & Company for audit services for the next five (5) years was approved with the understanding that the contract is to be submitted for Board approval each year. An approximate annual 4% inflation increase was also approved. This year the inflation is 4.77%, or $2,300, and accounts for both a required federal and state single audit."

The Audit Contract, as approved, is on file in the Town Clerk's Office.

The summary for the Capital Project Fund Ordinance amendments read in part as follows:

"At the January 8th Board of Commissioners meeting, staff is requesting Board Consideration of the following Capital Project Ordinances: - Consideration of Capital Project Ordinance amendment #6 for the Public Services Complex Project. This amendment reduces the arbitrage liability to account for 80% of the paving project (including a 6% contingency) totaling $152,000. Additional funds are requested for landscaping, fencing, and contingency in the amount of $130,200, with the funding coming from arbitrage and interest accumulated on the bond issuance. - Consideration of Capital Project ordinance amendment #4 for the Public Services Complex Project. This amendment increases interest earned on bond issuance interest to pay for the water fund portion of the above mentioned paving, landscaping, and fencing. This is to cover the paving for Pond and Lark Avenues which were bid separately from the construction project. The Board authorized the construction contract for $177,678.20, with an additional 6% contingency. It will also cover $162,750 of additional funding requested for fencing, landscaping, and contingency, also not originally included in the construction project budget. This amendment covers 80% from the general fund and 20% from the water fund. The additional amount needed for the water capital project fund is approved at the departmental level and therefore a transfer will be approved by the Town Manager in the amount of $65,297, moving funds from arbitrage liability to improvements and buildings. The additional $5,253 will come from interest income."

The Capital Project Fund Ordinance amendments, as adopted, are attached to and made a part of these minutes as shown in Addendum "C".

PUBLIC HEARINGS

Public Hearing to Consider a Special Use Permit/Site Plan Amendment for the Soundside Event Site

Attorney John Leidy introduced the Public Hearing to consider a special use permit/site plan amendment for the Soundside Event site. He explained that the Board sits as a quasi-judicial body and must make its decision: 1) based on competent material and substantial evidence - and those presenting must be sworn in 2) based on information presented, and 3) Board members must be recused if there is basis for believing that they would not be able to be an impartial decision maker - to include a commissioner having a fixed opinion not susceptible to change. The time was 9:48 a.m.

Mayor Pro Tem Siers stated that as a member of the Dare County Tourism Board he has already seen and discussed the site plan amendment. Attorney Leidy suggested that, even though Mayor Pro Tem Siers stated that he could base his decision solely on the evidence presented today, he excuse himself from today's item as it does create a conflict.

MOTON: Mayor Pro Tem Siers made a motion to excuse himself from the discussion due to a possible conflict of interest as he is a member of the Dare County Tourism Board where this has been discussed previously. The motion was seconded by Comr. Lambert which passed unanimously.

Board members had no communications with the applicant to disclose.

Town Clerk Carolyn Morris swore in Albemarle & Associates John DeLucia, Town Engineer David Ryan, and Planning Director Kelly Wyatt.

Planning Director Kelly Wyatt summarized her report which read in part as follows:

"General Information Applicant: Albemarle & Associates Ltd on behalf of Dare County Tourism Board Application

'Type: Special Use Permit/Site Plan Amendment Purpose/Request: There are three requested approvals for this project, including:

'1. Inclusion of five additional properties as part of the approved site plan for the Designated Public Event Site.
• 6716 South Croatan Highway (former Dairy Queen Restaurant)
• 6714 South Croatan Highway (Aerial Adventure Park)
• 6708 South Croatan Highway (former Pamlico Jack's Restaurant)
• 6807 South Croatan Highway & 6806 South Virginia Dare Trail (former South Beach Grill Restaurant)

'2. Approval of soundside boardwalk, gazebos, platforms, and docking facilities.

‛3. Approval of the construction of ten (10) pickleball courts located on the former Pamlico Jack's Restaurant building site.

‛Property Location: 6800 South Croatan Highway, Nags Head

‛Existing Land Use: Designated Public Events Site

‛Zoning Classification of Property: C-2, General Commercial Zoning District and within the Commercial Outdoor Recreation Overlay District.

‛Zoning Classification of Surrounding Properties: Properties to the north and south of this site are zoned C-2, General Commercial and also located within the Commercial-Outdoor Recreation Overlay District. Properties to the east, immediately across S. Croatan Highway, are zoned C-2, General Commercial, however the Outdoor Recreation District does not extend across the highway. The sound is located to the west.

‛Flood Hazard Zone of Property: Properties associated with this request are located in the AE5, AE4 and Shaded X Flood Zones. Per the Town of Nags Head local Flood Damage Prevention Ordinance, the property is subject to an RFPE/LES of 9 ft. msl. There are no buildings proposed as part of this SUP/Site Plan Amendment request.

‛Land Use Plan Map/Policies: The 2022 Comprehensive Plan Future Land Use Map classifies these properties as Recreation, Waterfront Commercial Recreation, and General Commercial. These properties are also within the Waterfront Recreation Activity Node. This proposal is consistent with this land use classification and stated Land Use Policies. Specific Information: Applicable Zoning Regulations:

‛Use Regulations: Section 6.6, Table of Uses and Activities lists "Designated Public Events Site" as a Special Use within the Commercial Outdoor Recreation Overlay District, with supplemental regulations set forth in Section 7.58. This section is attached and references the event management requirements. Pursuant to Section A.4, Definitions, a Designated public events site means a parcel or contiguous group of parcels of acreage greater than five, owned by the public and designated by the board of commissioners for the purpose of creating a variety of opportunities for recreation, leisure, social or cultural experiences and special events in accordance with the regulations of this Code. Public event sites may include temporary and fixed structures, as approved by the building inspector, and can host multiple uses with an events site and management plan and permit approved by the Town Manager. Section 8.5.2.5, General Requirements Applicable to All Commercial-Outdoor Recreational Uses, sets forth various conditions for all recreational uses and is included for your review. Staff finds the requested approvals to be consistent and compliant with the use standards of Section 7.58 and Section 8.5.2.5 and the definition of "Designated Public Events Site". Lot Coverage: Total allowable lot coverage for this site is 55%. The proposed lot coverage associated with construction of the pickleball courts on the Pamlico Jack's Restaurant building site alone is 26.2%, therefore lot coverage compliant.

‛Height: The maximum allowable building height within the Town is 35 feet; however, pursuant to Section 8.2.1, Dimensional requirements, total height may be increased to 42 feet with the use of an 8:12 roof pitch or greater. There are no buildings proposed as part of this SUP/Site Plan Amendment request.

‛Architecture Design Standards: Section 10.82 of the UDO, Applicability, states that Commercial Design Standards shall apply to all building construction or remodeling projects requiring a special use permit or site plan review. There are no buildings proposed as part of this SUP/Site Plan Amendment request.

‛Parking: Pursuant to Article 10, Table 10-2, Required Parking by Use, for "Designated Public Events Site" parking is to be determined based on the requirements for the uses located on the site. The parking standard for tennis court is 1.5 parking spaces for each tennis court or sport court. The ten proposed pickleball courts would require 15 parking spaces, 91 parking spaces have been provided, therefore parking is compliant.

‘Buffering/Landscaping: Section 8.5.2.7 sets for the Buffering Requirements for Commercial-Outdoor Recreational Uses. Adjoining properties to the north and south are also zoned C-2, General Commercial, located within the Commercial Outdoor Recreation Overlay District, and developed commercially, therefore no additional buffering or landscaping is required at this time.

‘Lighting: A lighting plan compliant with the requirements of Article 10, Part IV of the Unified Development Ordinance will be required prior to the issuance of any development permits. In addition, a light audit will be required prior to issuance of occupancy permits.

‘Signage: No additional signage is being proposed at this time.

‘Water and Sewage Disposal: The Dare County Health Department has reviewed and approved the proposal as presented. Note that patrons of the pickleball courts and boardwalk will have access, via connected sidewalks, to the restrooms inside the former Dairy Queen restaurant, as well as the restroom facilities located on the site of the aerial adventure park.

‘Traffic Circulation: Traffic circulation has been reviewed and approved by the Town Engineer as presented.

‘Stormwater Management: Stormwater management has been reviewed and approved by the Town Engineer as presented.

‘Fire: The project will be required to comply with all applicable NC Fire Prevention Code requirements as part of building permit application review and issuance.

‘Public Works: The Public Services Director has reviewed and approved the proposed site plan as presented.

‘CAMA: CAMA Major Permit 61-24 for the Soundside Event Site has been issued (amended by CRC Variance) and is attached.”

Comr. Sanders confirmed with staff that the nearby First Flight Adventure Park site would be unaffected.

Albemarle & Associates John DeLucia spoke on behalf of the applicant; he thanked Planning Director Wyatt for her report; obtaining the CAMA permit for the boardwalk was a major task but was completed; included are boat slips, a boardwalk, and pickleball courts which will be constructed eventually.

Mayor Cahoon questioned the inclusion of the boat slips and how the owner/operator perceives those being used; Mr. DeLucia stated that it is anticipated that the boat slips will be utilized by small boats who want to come in from the water as an alternative to walking.

Town Manager Garman asked about the pickleball court lighting. Mr. DeLucia said that at night the lights won’t come on until someone is present and at a certain time they won’t come on at all. Mr. DeLucia also noted that kite surfers may want to use the boardwalk but since CAMA required handrails due to its height, they may not want to.

There being no one else present who wished to speak, Attorney Leidy concluded the Public Hearing at 9:23 a.m.

<u>MOTION:</u> Comr. Lambert made a motion to approve the Special Use Permit/Site Plan Amendment for the Soundside Event Site as presented. The motion was seconded by Comr. Sanders which passed 3 – 0 (Mayor Pro Tem Siers was excused.).

REPORTS AND RECOMMENDATIONS FROM THE PLANNING BOARD AND THE PLANNING AND DEVELOPMENT DIRECTOR

Update from Planning Director

Planning Director Kelly Wyatt summarized her monthly report which read in part as follows:

"This memo provides an overview of selected Planning and Development Department activities, projects, and initiatives. If requested, staff will be prepared to discuss any of this information in detail at the Board of Commissioners meeting on Wednesday, January 8, 2025. Monthly Activity Report Attached for the Board's review is the Planning and Development Monthly Report for November 2024. In addition to permitting, inspections, code enforcement, and Todd D. Krafft Septic Health Initiative activities, staff were involved in the following meetings or activities of note during the month of December:

- Tuesday, December 3rd - Technical Review Committee Meeting
- Wednesday, December 4th - Board of Commissioners Meeting
- Wednesday, December 11th - Committee for Arts and Culture (No December Meeting)
- Thursday, December 12th - Board of Adjustment Meeting (Alexander Variance)
- Tuesday, December 17th - Planning Board Meeting (No December Meeting)
- Wednesday, December 18th - Board of Commissioners mid-month meeting

- Dowdy Park Holiday Markets - Monday, December 9th from 4-7 p.m. (rescheduled from December 5th due to weather) and Saturday, December 14th from 9 a.m. - noon.

'Planning Board - Pending Applications and Discussions The Planning Board's regularly scheduled meeting on Tuesday, December 17, 2024 was cancelled as there were no action items for consideration. The discussion regarding Accessory Dwelling Units (ADU's) will be placed on the Board's next meeting, set for Tuesday, January 21, 2025. Board of Adjustment – Recent and Pending Applications At their December 12th, 2024 meeting, the Board of Adjustment approved a variance request permitting a 6' x 7' elevator to encroach 2-feet, 6-inches into the required 12-foot corner lot setback for the Alexander property located at 3100 S. Virginia Dare Trail.

'Additional Updates

- DWMP/Septic Health Advisory Committee - The next meeting of the Septic Health Advisory Committee is scheduled for Monday, January 27th at 10am. Staff are continuing efforts on the septic infrastructure mapping project and working to retrofit the existing groundwater loggers by elevating them to prevent potential inundation.

- Estuarine Shoreline Management Plan - Mailers have been sent to all property owners adjacent to the two estuarine marsh stabilization projects along Villa Dunes Drive and W. Soundside Road. These mailers outlined the purpose of the Estuarine Shoreline Management Plan and provided details about the timing and location of the survey work. Survey work is currently underway and is expected to continue through early February 2025 as part of the data collection and modeling process for the Basis of Design report. Additionally, the Public Engagement Plan has been approved, and Town staff, along with consultants, are finalizing preparations to launch a dedicated webpage. This webpage will detail the project's next steps and serve as a central resource for those interested in learning more about the ESMP and the shoreline stabilization projects.

- Sand Relocation and Dune Management Cost Share Program - As of December 31, 2024 staff have received and processed 68 Sand Relocation Authorizations and approximately $87,500 has been allocated for sand relocation and stabilization efforts under the Dune Management Cost Share Program.

• Dark Skies, Bright Stars Initiative - The Town of Nags Head's 2024 Strategic Plan identifies Action Item #2.5 as recommending non-regulatory approaches to minimize residential lighting impacts. To support this goal, Planning staff, in collaboration with Public Information Officer Roberta Thuman, have developed the Dark Skies, Bright Stars Initiative. This initiative aims to reduce light pollution and preserve the natural beauty of the night sky by encouraging the reduction of unnecessary artificial lighting. A dedicated landing page on the Town's website now provides information about light pollution, including its causes, harmful effects, and actionable recommendations for individuals to make a difference. Planner Chris Trembly leads this effort by conducting monthly Dark Sky Monitor readings during the new moon, ensuring minimal natural light interference. These readings are taken at various locations across the town to assess artificial light pollution levels. Deputy Planning Director Joe Costello compiles this data to create an interactive web map available for public viewing. Over time, as additional readings are collected, the initiative aims to identify trends, such as seasonal variations, weather and atmospheric effects, moon phase impacts, and patterns of human activity. The Dark Skies, Bright Stars Initiative will continue to evolve, incorporating educational outreach on the benefits of dark skies and exploring potential incentives to further minimize light pollution. Visit the initiative's website to learn more.

• Dowdy Park Events/Farmers Market/Holiday Markets/Art & Culture - The 2024 Holiday Events have wrapped up, and Event Coordinator Paige Griffin is now organizing the 2025 Winter Markets. These markets will be held on Saturdays from 9:00 a.m. - noon on the following dates: January 11, February 8, March 8, and April 12. The Committee for Art and Culture is scheduled to meet next on Wednesday, February 12, 2025, to plan for the upcoming 2025 season. An update on their discussions and plans is expected to be presented to the Board of Commissioners at their meeting on March 5, 2025.

'Upcoming Meetings and Other Dates
• Tuesday, January 7th - Technical Review Committee Meeting
• Wednesday, January 8th - Board of Commissioners Meeting
• Wednesday, January 8th - Committee for Arts and Culture Meeting (no January meeting)
• Thursday, January 9th - Board of Adjustment Meeting (no hearings scheduled)
• Tuesday, January 21st - Planning Board Meeting
• Wednesday, January 22nd - Board of Commissioners mid-month meeting
• Monday, January 27th - Septic Health Advisory Committee Meeting
• Dowdy Park Winter Market - Saturday January 11th from 9 a.m. – noon"

Director Wyatt noted that there was no Planning Board meeting in December but that they will be meeting January 21st and will continue their discussion on accessory dwelling units.

Planning Director Wyatt also spoke of the Bright Lights Initiative to reduce light pollution that she and her staff are working on which she displayed from the Town's website. She thanked Public Information Officer Roberta Thuman, Planner Chris Trembly and Dep Planning Director Joe Costello for their work on this program.

NEW BUSINESS

<u>Committee Reports</u>

Comr. Lambert – The Septic Health Committee will meet on Jan 27th; the Government Access Channel Committee will meet on Jan 28th with reports to follow at the Feb 5th Board meeting.

Mayor Cahoon – The Jennette's Pier Advisory Commtitee did not meet this month.

Comr. Sanders – Planning Director Kelly Wyatt continues to provide updates on the Estuarine Shoreline Management Plan Committee's efforts to include mailers being sent to all property owners adjacent to the two estuarine marsh stabilization projects along Villa Dunes Drive and W Soundside Road, an ongoing survey as part of the data collection and modeling process for the Basis of Design report, and an upcoming dedicated webpage.

Consideration of Appointments/Reappointments to Town Boards/Committees

Annual appointment of BOA Chair/Vice-Chair

MOTION: Comr. Sanders made a motion to reappoint both current sitting BOA Chair and Vice-Chair members, Margaret Suppler as BOA Chair and Bobby Gentry as BOA Vice-Chair. The motion was seconded by Mayor Pro Tem Siers which passed unanimously.

Board of Adjustment Alternate

MOTION: Mayor Pro Tem Siers made a motion to appoint Rob Snyder to a three-year term as alternate on the Board of Adjustment. The motion was seconded by Comr. Sanders which passed unanimously.

Discussion of Employee Service Awards
- Consideration of Personnel Policy Update Article IV, Section 11: Recognition of Employees

Human Resources Coordinator Jan Mielke summarized her memo which read in part as follows:

"Town Manager: Part of our strategic plan focuses on employee "Total Rewards." This requires us to review every aspect of our employee offerings, to include our recognition programs and service awards. These have not been reviewed in many years. Our Human Resources Director, Jan Mielke, will present our recommendation for updating and enhancing these awards to ensure that they acknowledge the meaningful contributions and the loyalty and dedication of our team members.

'Staff is recommending a Personnel Policy change to Article IV, Section 11: Recognition of Employees. The current policy has not been updated in several years; we would like to update/enhance these awards to recognize employees for their dedication and service to the Town. The Team Advocacy Group (TAG), which includes representatives from all departments, is proposing awards aligned to the monetary values highlighted in the table below. Also included in the table are the current awards for comparison purposes.

'Years of Service Proposed Awards Current Awards
5 Years of Service Award item equivalent to ~$100, day off with pay Cross ink pen
10 Years of Service Award item equivalent to ~$200, day off with pay $40 gift card, day off with pay
15 Years of Service Award item equivalent to ~$300, day off with pay $50 gift card, day off with pay
20 Years of Service Award item equivalent to ~$400, day off with pay $100 gift card, day off with pay
25 Years of Service Award item equivalent to ~$500, day off with pay Tie tack or pendant, day off with pay
30 Years of Service Award item equivalent to ~$600, day off with pay $250 gift card, day off with pay

'The TAG is also recommending that the 5-year recognition would be crafted from a local artisan (such as a coffee mug, cutting board, etc.,) which supports our community in addition to recognizing staff. Additional awards would be provided by a nationally recognized vendor that offers a variety of choices for staff to choose from. The total cost for this change is estimated to be ~$6,200 annually; a $4,500 increase from our current program. In addition, a water bottle (or similar item) with the Town of Nags Head branding would be provided at each 5-year service."

MOTION: Mayor Pro Tem Siers made a motion to approve modification to the Personnel Policy with the proposed revised Employee Service Awards as presented. The motion was seconded by Comr. Lambert.

Board members felt that the current employee service reward system was outdated and spoke highly of the proposal from Human Resources Director Jan Mielke.

CONTINUATION OF MOTION: The motion passed unanimously.

ITEMS REFERRED TO AND PRESENTATIONS FROM TOWN ATTORNEY

Town Attorney Leidy said that he had nothing new to discuss except for the personnel matter scheduled for the Closed Session.

ITEMS REFERRED TO AND PRESENTATIONS FROM TOWN MANAGER

Consideration of Acceptance of a North Carolina Land & Water Fund Grant - Harvey Soundside Access/Soundside Event Site - Living Shoreline

Dep Town Manager/Finance Officer Amy Miller summarized her report which read in part as follows:

"Staff recommends that the Board accept the offer from the NC Land & Water Fund for a grant award in the amount of $500,000. This will allow for implementation of one of the three pilot site projects identified in the Town's Estuarine Shoreline Management Plan. The Town received a grant from the Dare County Tourism Board in December to provide the match for this project.

'On October 14, 2024, the Town was notified that we received a grant in the amount of $500,000 from the North Carolina Land and Water Fund to construct a living shoreline adjacent to portions of the Soundside Event Site and the Town's Harvey Soundside Access. The project implements one of the Pilot Site recommendations from the Town's Estuarine Shoreline Management Plan to provide living shoreline enhancements along 550 linear feet, or .74 acres, of a highly accessible public and recreational shoreline.

'In December, the Dare County Tourism Board awarded the Town a grant for $100,000 to provide a local match towards this project. Now that all funding has been secured, we would like to move forward with executing grant contracts and securing design services proposals. Staff will ask the Board to approve the design and construction contract(s) at a later meeting. Attached is the concept plan for this site from the adopted Estuarine Shoreline Management Plan."

Dep Town Manager/Finance Officer Miller thanked Dep Planning Director Joe Costello for his assistance in this effort. She stated that this is just the initial step so staff can move forward.

MOTION: Comr. Sanders made a motion to accept the offer from the NC Land & Water Fund for a grant award in the amount of $500,000 as presented. The motion was seconded by Comr. Lambert which passed unanimously.

Update on Construction of the Public Services Facility

Town Engineer David Ryan provided an update on the new Public Services Facility construction. The past month was focused on the site work, most of which is expected to be completed by the end of January 2025. The canopy is being constructed and is to extend over the new fuel dispensers as well as the truck washout bays.

BOARD OF COMMISSIONERS AGENDA
Board members had nothing new to report.

MAYOR'S AGENDA

Update on Appointment Process to Fill the Vacant Board of Commissioners Seat

On behalf of the Board, Mayor Cahoon expressed his appreciation to those who submitted applications to fill the vacant Board of Commissioners seat. Fourteen applications were received. He stated that the Town is fortunate to have so many qualified and interested residents to serve in former Comr. Brinkley's seat until the next election. There is no deadline for this process and the Board anticipates taking action at its next regular meeting.

Town Manager Garman – Town wide staff meeting

Town Manager Garman invited Board members to attend the Town-wide Staff meeting scheduled for Friday, February 21st at 11:30 am at Jennette's Pier; lunch will be included.

Town Manager Garman – Sign ordinance

Town Manager Garman mentioned the sign issue brought up by Mayor Pro Tem Siers at the December 2024 Board meeting after he was contacted by some builders re: tagging signage for removal in yards when working on a house/structure. Manager Garman said that he would like to have Planning Director Kelly Wyatt provide some background/presentation at the Board's February 2025 meeting. Board members concurred with Manager Garman.

Presentation - Annual Audit Report - Time Specific 10:00 a.m.
Via Zoom Platform – Emily Mills from Potter & Co

Dep Town Manager/Finance Officer Amy Miller thanked her staff and specifically Deputy Finance Officer Brooke Norris who assisted with the Annual Comprehensive Financial Report. Ms. Miller introduced Emily Mills from Potter & Company and thanked her for her professionalism and expertise.

Ms. Mills presented the Town's Annual Comprehensive Financial Report; she thanked Finance Officer Amy Miller, Dep Finance Officer Brooke Norris and their staff for a job well done. Ms. Mills reviewed confirmation of receipt from the Local Government Commission (LGC) and confirmed that there were no items from the LGC for which the Town needs to respond. Ms. Miller noted that a Certificate of Achievement for Excellence in Financial Reporting was received from the Government Finance Officers Association (GFOA) for 2016 through 2023. The FY 23/24 ACFR has been submitted to the GFOA as staff feels that the current report also conforms to the Certificate of Achievement program requirements.

On behalf of the Board, Mayor Cahoon thanked Auditor Emily Mills and her staff as well as Finance Officer Amy Miller and her staff for the work done on this year's audit, for the positive feedback from the LGC, and for the Excellence In Reporting Certificate.

CLOSED SESSION

MOTION: Mayor Cahoon made a motion to enter Closed Session to consider a personnel matter pursuant to GS 143-318.11(a)(6). The motion was seconded by Comr. Lambert which passed unanimously. The time was 10:03 am.

OPEN SESSION

The Board re-entered Open Session at 10:37 a.m. Attorney Leidy reported that during Closed Session the Board did discuss several personnel matters and action was taken on one item.

Town Manager Garman - Revised Pay Plan

Town Manager Garman presented the revised Pay Plan for Board consideration.

MOTION: Comr. Lambert made a motion to approve the revised Pay Plan as presented. The motion was seconded by Comr. Sanders which passed unanimously.

The revised Pay Plan, as approved, is attached to and made a part of these minutes as shown in Addendum "D".

ADJOURNMENT

MOTION: Comr. Sanders made a motion to recess to a mid-month meeting on Wednesday, January 22, 2025 at 9 am in the Board Room, followed by a Water Rates Workshop. The motion was seconded by Mayor Pro Tem Siers which passed unanimously. The time was 10:38 a.m.

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Carolyn F. Morris, Town Clerk

Date Approved: **February 5, 2025**

Mayor: __________________________
Benjamin Cahoon