



## **BOC ACTIONS WEDNESDAY, AUGUST 5, 2020**

**1.** Call to order - Mayor Cahoon called the meeting to order at 9 am. He stated that the Town was fortunate to have minimal disruption from Hurricane Isaias and wanted to remember those in other areas who suffered loss of life and property damage to include the explosion and loss of lives in Beirut.

**2.** Agenda - The Board approved the August 5<sup>th</sup> agenda as presented.

### **3. Recognition**

2020 Season Lifeguards - Fire Chief Randy Wells commended Ocean Rescue Director Chad Motz and then presented a powerpoint presentation where each lifeguard was introduced. Board members thanked staff for the presentation and thanked the lifeguards.

Fleet Maintenance Supervisor Charlie Bliven introduced Fleet Mechanic Jason Brickhouse who was recognized by the Board for five years of service.

Facilities Maintenance Supervisor Mike Norris introduced Facilities Maintenance Technician Russell Canter who was recognized by the Board for five years of service and Sanitation Equipment Operator Anthony Beasley who was recognized by the Board for ten years of service.

Police Chief Phil Webster introduced Police Officer Michael Alvarez who was recognized by the Board for five years of service.

**4.** Public Comment - no one spoke during Public Comment.

**5.** Consent Agenda - the Consent Agenda was approved as presented and consisted of the following:

Budget Adjustment #2 to FY 20/21 Budget

Consideration of Tax Documents (Year-end Adjustment, Year-end Settlement, Charge to Tax Collector)

Approval of minutes

Approval of Revision 2020 of NC Statewide Emergency Management Mutual Aid Assistance Agreement

Approval of revised contract with Dare County under the Federal CARES Act

Amendment to Traffic Control Map for 45 MPH speed on Causeway re: NCDOT changes to Little Bridge

Extend existing MOA with Town of Cary for emergency relocation of govt during State of Emergency

Consideration of drainage easement agreement with Gandt Development, LLC at 101 E. Dove St.

Consideration of agreement with Outer Banks Professional Services

Request for Public Hearing to consider minor text amendments to the UDO for clarification

Request for Public Hearing to consider text amendment to the UDO for furniture stores as allowable use

Mayor Cahoon asked Interim Town Manager Greg Sparks to follow up with NCDOT concerning erection of the 45 MPH signs on the Nags Head/Manteo Causeway.

**6.** Public Hearing - to consider a revised preliminary plat for a major subdivision known as Coastal Villas, for an approximately 11.17 acre property, zoned R-2, Medium Density Residential, owned by Nags Head Construction (Applicant), located on the west side of US 158, approximately 300 feet south of the intersection of W. Soundside Road and US 158; the revised Preliminary Plat proposes to create 17 building lots, along with an associated street and other required improvements, and requires a public hearing due to requested waivers.

The Board approved the waivers for the proposed Coastal Villas Subdivision – as relates to Town Code/UDO Sections 10.46 (access to public street or highway), 10.47 (limiting access to US 158, US 64/24, NC 12, and SR 1243), 10.68.1 (frontage to a street), and 10.68.3 (minimum amount of frontage). The Board also passed a motion to approve the Coastal Villas Subdivision Plat as presented.

**7. Update from Planning Director - Director Zehner presented an update to include the following:**

- Public Hearing scheduled for Sep 2<sup>nd</sup> Board meeting - the Board scheduled a Public Hearing on a text amendment that would allow for lots west of NC12 and SR1243 which have a Base Flood Elevation (located in an AE zone) to have fill added up to a height required by the Dare County Health Department for the Sep 2<sup>nd</sup> Board of Commissioners meeting.

- National Endowment for the Arts - Our Town Grant - It was Board consensus to pursue the grant for the Town's skate park located at the YMCA.

- Joint workshop between the Board of Commissioners and the Planning Board - for a review of the Town's residential stormwater regulations - It was Board consensus to take no action at this time.

- Decentralized Wastewater Management Plan - It was Board consensus to not be involved in the process of evaluation and selection for a project consultant for the Plan.

- US Census - Director Zehner and Mayor Cahoon recently spoke with a US Census representative - the Town currently has a 84.5% response rate; Information was provided to the Census enumerators by Director Zehner to make sure they begin in residential neighborhoods which would be more efficient.

- Land Use Plan Update - Comr. Renée Cahoon questioned the delay in approval of the Land Use Plan Update document. Director Zehner is to verify the timeline of the approval process.

**8. From July 1<sup>st</sup> Board meeting - The Board extended the Dowdy Park part-time manager position through the last scheduled Farmers Market (August 27, 2020) plus two weeks for closeout.**

**9. From July 1<sup>st</sup> Board meeting - It was Board consensus to add to the charge to the Reuse and Recycle Task Force the fiscal component - to include a full and clear understanding of what the Town has invested. The Board unanimously appointed the following to the Task Force: Meredith Fish, Robert Netsch, David Bragg, Ann Daisey, and Kari Bakus – subject to each being a Nags Head resident.**

**10. Human Resources Manager position - The Board approved the Human Resources Manager job description as presented.**

**11. Interim Town Manager - Update on the W side multi-use path was presented:**

Project 8A – Soundside Road to W Danube - The project was completed April 2020.

Project 8C – W Danube to W Seachase - The project is 99% complete with some incidental work left.

Project 8B – W Baymeadow to Gull Street - The project is now 65% - 70% complete.

**12. Interim Town Manager - Board members spoke favorably of the preliminary recommendations for organizational changes as presented by Interim Town Manager Sparks; It was Board consensus to agree with Interim Manager Spark's process, with some input, and to continue.**

Comr. Fuller made the following comments:

- Modify title of Finance Director to Director of Administrative Services/Finance Director
- Move Fire Lieutenant position to directly below the Fire Captain position
- Public properties - he suggested that one person, such as a dept deputy, be responsible for each public property in its entirety even though separate positions handle separate functions.

**13.** Interim Town Manager - For the Sep 2<sup>nd</sup> Board meeting, Fire Chief Wells will present the Fire Dept Strategic Plan; In addition, Police Chief Webster will be presenting a Police activities update. Update to the Personnel Policy to reflect the process to modify job descriptions will be presented also.

**14.** Interim Town Manager - Interim Manager Sparks updated the Board on parking issues with the Jockey's Ridge Soundside access where neighbors have complained about the growing problem of vehicles parking on the roadway as well as vehicles waiting for the access to open. He reported that staff has met with Soundside Road neighbors/Jockey's Ridge officials. Potential solutions are being discussed.

**15.** Interim Town Manager - Interim Manager Sparks reported that staff recently met with the county, other municipalities, and consultants for the first quarterly meeting to see if beach nourishment projects can be collaborated for a potential cost savings. He noted that while the Town's maintenance project does not line up with other towns as we are awaiting our FEMA obligation funds for 2021, staff will continue to work with the others in this regard.

**16.** Interim Town Manager - Interim Town Manager Sparks thanked all Town departments for their work in preparing for Hurricane Isaias - he feels fortunate that the Town ended up with minor issues.

**17.** Comr. Fuller - Comr. Fuller asked Police Chief Webster to explain the procedural process in place to monitor the public beach access parking and multi-use path issues. Police Chief Phil Webster responded that during undedicated time officers patrol and during this time they address this issue – a lot of tickets have not been issued as officers try to educate/work with the public. At the beginning and at the end of each shift, officers review their specific areas. Comr. Fuller said that the Board's value has always been to put the multi-use path in a higher priority category. In addition, he said that this year he has seen more electric vehicles on the path as opposed to last year when he observed more construction vehicles on the path. Mayor Cahoon questioned Board members if the Town should still have a zero tolerance re: electric skateboards, etc. on the path or if this should be revisited.

Comr. Brinkley re-emphasized the importance of officers keeping an eye on the beach accesses and the motorized vehicles/golf carts on the multi-use path.

Chief Webster encouraged Board members to call him directly if a violation is seen and he will respond.

**18.** Comr. Renée Cahoon - She thanked Public Works, sanitation staff, for securing trash carts prior to Hurricane Isaias as well as picking up afterwards. She suggested more communication between the Town and rental companies to help with this.

**19.** Mayor Cahoon - Future Town Envision - This item is to be left on the meeting agenda with an opportunity for discussion at the Sep 2020 Board Retreat.

**20.** Mayor Cahoon - Sep 2020 Board Retreat - He confirmed the dates of Sep 23 – 24, 2020 with Board members for a Retreat with Sep 25<sup>th</sup> to be used for staff discussions. It was Board consensus to proceed with the Retreat Facilitator as recommended by Interim Town Manager Sparks.

**21.** Mayor Cahoon - Town Manager search firm selection - Discussion of a Town Manager search firm will take place at the August 19<sup>th</sup> mid-month meeting at 2 p.m. Mayor Cahoon said that the search has been narrowed to three firms. As was done with the Interim Town Manager position, representatives of the three companies will be interviewed via the Zoom platform.

**22.** Closed Session - The Board entered Closed Session to confer with the Town Attorney re: matters within attorney client privilege, to preserve that privilege, to include discussion of the Blackburn v Dare County, Town of Nags Head, et al in accordance with GS 143-318.11(a)(3) - and to discuss a confidential personnel matter in accordance with GS 143-318.11(a)(6). The time was 11:45 a.m.

**23.** Open Session - The Board re-entered Open Session at 1:00 p.m.

**24.** Adjournment - The Board adjourned at 1:00 p.m.