



# COUNTY OF DARE, NORTH CAROLINA

District 1: Roanoke Island & Mainland; District 2: Nags Head, Colington, Kill Devil Hills; District 3: Kitty Hawk, Southern Shores, Duck; District 4: Chicamacomico, Avon, Buxton, Frisco, Hatteras; District 5: At Large

Regularly scheduled Board meetings are videotaped and can be viewed at [www.darenc.com](http://www.darenc.com)

## MINUTES

### DARE COUNTY BOARD OF COMMISSIONERS MEETING

Dare County Administration Building, Manteo, NC

**9:00 a.m., October 6, 2014**

Commissioners present: Chairman Warren Judge, District 3  
Vice-Chairman Allen Burrus, District 4  
Virginia Tillett, District 1; Wally Overman, District 1  
Max Dutton, District 2; Robert Woodard, District 2;  
Jack Shea, District 5

Commissioners absent: None

Others present: County Manager/Attorney, Robert Outten  
Finance Director, David Clawson  
Public Information Officer, Dorothy Hester  
Clerk to the Board, Gary Gross

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.com](http://www.darenc.com)

Chairman Judge called the meeting to order at 9:05 a.m. He invited Rev. Spottswood Graves to share a prayer, and then he led the Pledge of Allegiance to the flag.

At the onset of the meeting, the Chairman asked for a motion to amend the agenda to remove Item 17-3. (Board Appointment – Roanoke Island Community Center Board)

#### **MOTION**

Vice Chairman Burrus and Commissioner Tillett motioned to amend the agenda.

Commissioner Dutton and Commissioner Shea seconded the motion.

VOTE: AYES unanimous

Note – In order to accommodate the Public Hearings scheduled for 9:30 a.m., some agenda items were handled out of sequential order.

#### **ITEM 1 – PRESENTATION OF COUNTY SERVICE PINS**

- 1) Jenny Jones, Grants and Waterways Commission Adm., received a 20-year pin.
- 2) Patsy Ambrose, Community Health Technician, received a 25-year pin.
- 3) Connie Poole, Business Personal Property Appraiser, received a 30-year pin.

**ITEM 2 – EMPLOYEE OF THE MONTH – OCTOBER 2014**

Alex Hatcher from the Dare County Center received the Employee of the Month certificate for October 2014 from Sandy Scarborough who described Ms. Hatcher as a hardworking, dedicated employee who loves the people she serves.

**ITEM 3 – PUBLIC COMMENTS**

The County Manager outlined the public comments procedure. The following spoke –

1. Renate Macchirole thanked Commissioners for the County's support of the Disabilities Community. She expressed gratitude for support that has been given to an internship initiative, the P.A.C.E. program, and the Special Olympics in Dare County.

**ITEM 4 – AWARD FROM THE NORTH CAROLINA ASSOCIATION OF COUNTY COMMISSIONERS (NCACC)**

Michael Kelly, NCACC Risk Management Director, presented an award from the North Carolina Association of County Commissioners (NCACC) for having the best Workers' Compensation claims experience for the second consecutive year. Mr. Outten acknowledged Risk Manager Sandy West and Human Resources Director Elizabeth Reilly for their diligent efforts in order to achieve this award, which produces a significant savings in tax dollars for the county.

**ITEM 5 – MARCH OF DIMES – PREMATURITY AWARENESS MONTH**

Stephanie Baker, Community Director for the March of Dimes, gave a history of the organization's mission and explained how their focus has shifted from polio to preventing birth defects and being an advocate for healthy babies. She outlined a March for Babies walk that will occur October 25, 2014 at Roanoke Island Festival Park. The County Manager read a Proclamation establishing November 2014 as Prematurity Awareness Month in Dare County.

**MOTION**

Commissioner Tillett motioned to issue a Proclamation establishing November 2014 as Prematurity Awareness Month in Dare County.

Commissioner Dutton and Commissioner Overman seconded the motion.

VOTE: AYES unanimous

**ITEM 6 – LIONS CLUBS OF THE OUTER BANKS VIP FISHING TOURNAMENT - PROCLAMATION**

Gwen White, Executive Director of the Lions Clubs VIP Fishing Tournament, gave an overview of the event, which brings to the area 528 blind people and their sighted guides and guests. She explained that the fishing tournament, now in its 32<sup>nd</sup> year, is the largest of its kind in the world. Ms. White noted that the Lions International will feature the tournament on their float at this year's Rose Bowl Parade. The County

Manager read a Proclamation setting October 19-25, 2014 as NC Lions VIP Fishing Tournament Week on the Outer Banks.

**MOTION**

Commissioner Tillett motioned to issue a Proclamation designating October 19-25, 2014 as NC Lions VIP Fishing Tournament Week on the Outer Banks.

Commissioner Dutton and Commissioner Woodard seconded the motion.

VOTE: AYES unanimous

**ITEM 7 – FIRE PREVENTION WEEK PROCLAMATION**

Mr. Outten presented a Proclamation setting October 5-11, 2014 as Fire Prevention Week in Dare County. Chairman Judge noted that former Dare County Fire Marshal Doug Remaley would always remind that every week should be Fire Prevention Week.

**MOTION**

Commissioner Shea motioned to issue a Proclamation establishing October 5-11, 2014 as Fire Prevention Week in Dare County.

Commissioner Dutton and Commissioner Overman seconded the motion.

VOTE: AYES unanimous

**ITEM 8 – DARE COUNTY TOURISM BOARD MID-YEAR REVIEW**

Monica Thibodeau, Chair of the Dare County Tourism Board and Lee Nettles, Executive Director of the Outer Banks Visitors Bureau appeared before the Commissioners to present a mid-year review of Tourism Board efforts. Mr. Nettles outlined how tourism has an annual economic impact of \$953 million in Dare County, which accounts for more than 11,750 jobs, and generates over \$87 million in state and local tax revenues. He reviewed the Tourism Board's marketing endeavors and explained the plans that are underway for the Outer Banks Event Site in Nags Head.

**RECESS: 10:05 a.m. – 10:23 a.m.**

Following the recess, Chairman Judge introduced the new Publisher of the Outer Banks Sentinel, Mark Jurkowitz.

**ITEM 9 – COMMUNITY RATING SYSTEM (CRS) ACTIVITIES – STATUS REPORT**

Planning Director, Donna Creef, outlined a package of proposed amendments to various County ordinances in response to the Board's previous instruction to move forward with implementation of new Community Rating System (CRS) activities related to flood insurance. Commissioner Tillett asked if the proposed amendments would present a hardship to homeowners or homebuilders. Mr. Outten noted that homebuilders and realtors have served on the committee that has been addressing this issue. It was explained that the county does not know when the new flood zone maps will be released by the federal government other than an expectation that they will be available the first part of 2015. Commissioner Tillett asked that abbreviations and acronyms, such as CRS, be fully identified to help the public understand this issue and

others that come before the Board. By consensus, the Planning Director was directed to move forward with the proposed amendments and staff's tentative timetable.

**ITEM 10 – CERTIFICATE OF ACHIEVEMENT FOR EXCELLENCE IN FINANCIAL REPORTING**

It was announced that Dare County has received a Certificate of Excellence in Financial Reporting for its Comprehensive Annual Financial Report (CAFR) for the 23<sup>rd</sup> year. Finance Director, David Clawson and Assistant Finance Director, Sally DeFosse were commended for their award winning efforts. In presenting the award, Chairman Judge said Dare County is a shining example of financial accountability.

**ITEM 11 – CHANGE IN INVESTMENT POLICY (Att. #1)**

Finance Director, David Clawson, requested the Board to make two changes to the Dare County Investments Policy. He asked that the percentage of the county's total investment portfolio that can be invested in a single security type or with a single financial institution be increased from 30% to 35%. He also asked that the county's total investment in commercial paper be increased from 25% to 35%. Mr. Clawson explained that the changes are needed to financially structure beach nourishment projects in an advantageous way.

**MOTION**

Commissioner Shea motioned to approve the recommended changes to the Dare County Investments Policy.

Vice-Chairman Burrus and Commissioners Dutton, and Overman seconded the motion.

VOTE: AYES unanimous

**ITEM 12 – CONTRACT WITH MISSION CRITICAL PARTNERS, INC.**

The County Manager, in follow-up to the Board previously authorizing reengaging the services of Mission Critical Partners, presented a contract related to consulting services for the consolidation of the Regional Emergency Communications Center. He explained the consultant's role in the project and said funding for the contract is part of a 7 million dollar E911 grant. Mr. Outten reported that Hyde County has decided to join Dare and Tyrrell in the consolidation project and outlined steps they are taking. Commissioner Woodard noted administrative details in the contract for the Manager's attention.

**MOTION**

Commissioner Shea and Commissioner Overman motioned to approve the contract with Mission Critical Partners as presented.

Commissioner Dutton seconded the motion.

VOTE: AYES unanimous

**ITEM 13 – E911 GRANT AGREEMENT**

The County Manager presented an E911 Grant Agreement for the consolidation of E911 services with Dare and neighboring counties. He identified a few items in the

agreement that he would like to negotiate with the E911 Board in an effort to resolve them in a way that benefits Dare County. He cited the need to clarify the size of the property, revise the change order approval amount, adjust the timeline for selection and contracting with an architect, and to request changes to the EOC portion of the project.

**MOTION**

Commissioner Shea motioned to approve the contract as presented subject to further negotiation with the E911 Board and authorize the County Manager or Chairman to execute documents pertaining to this agreement, and to approve the Grant Project Ordinance for the project.

Vice Chairman Burrus and Commissioner Dutton seconded the motion.

VOTE: AYES unanimous

**ITEM 14 – PUBLIC HEARING – TRANSPORTATION DEPARTMENT NCDOT CTP GRANT APPLICATION FOR FY2016 (Att. #2)**

At 9:42 a.m., the Dare County Board of Commissioners held a Public Hearing to receive input concerning the Transportation Dept. NCDOT CTP Grant Application for FY2016. The County Manager conducted the hearing and explained the procedure for making comments. No one responded to the invitation to address the Board. Chairman Judge closed the hearing at 9:42 a.m.

**MOTION**

Vice-Chairman Burrus motioned to approve the grant application and Resolution for Community Transportation Program (CTP) funding, and authorize the Chairman, County Manager, and Clerk to execute related documents.

Commissioner Dutton and Commissioner Overman seconded the motion.

VOTE: AYES unanimous

**ITEM 15 – PUBLIC HEARING – TRANSPORTATION DEPARTMENT FY2015 ROAP APPLICATION**

At 9:46 a.m., the Dare County Board of Commissioners held a Public Hearing to receive input concerning the Transportation Department FY2015 ROAP Application. The County Manager conducted the hearing and explained the procedure for making comments. No one responded to the invitation to address the Board. Chairman Judge closed the hearing at 9:46 a.m.

**MOTION**

Commissioner Shea motioned to approve the ROAP application and authorize the Chairman, County Manager, and Clerk to execute related documents.

Vice Chairman Burrus and Commissioner Dutton seconded the motion.

VOTE: AYES unanimous

**ITEM 16 – CONSENT AGENDA**

The Manager presented the Consent Agenda. The items were visually displayed in the meeting room and read into the record.

**MOTION**

Commissioner Shea motioned to approve the Consent Agenda:

- 1) Approval of Minutes (09.11.14 & 09.15.14) **(Att. #3)**
- 2) FY2015 Lease for Computer Equipment

Vice-Chairman Burrus seconded the motion.

VOTE: AYES unanimous

**ITEM 17 – BOARD APPOINTMENTS**

- 1) Juvenile Crime Prevention Council

Commissioner Tillett motioned to appoint Abby Haywood and Austin Banks.

VOTE: AYES unanimous

- 2) Nursing Home Community Advisory Council

Commissioner Overman motioned to appoint Linda Putnam.

VOTE: AYES unanimous

- 3) Roanoke Island Community Center Board

At the onset of the meeting, Commissioners voted to remove this item from the agenda.

- 4) Upcoming Board Appointments

Upcoming Board appointments for November and December 2014 were announced.

**ITEM 18 – COMMISSIONERS' BUSINESS & MANAGER'S/ATTORNEY'S BUSINESS**

Commissioner Overman

- He expressed appreciation for the work of the service pin recipients.
- Commissioner Overman congratulated Employee of the Month, Alex Hatcher.
- He shared good economic development news by reporting that Gunboat founder, Peter Johnstone, plans to secure state grants to add about 100 employees over the next couple of years by moving production from China to Wanchese.

Commissioner Woodard

- He announced that Tim Shearin is the new Chairman of the Dare County Health and Human Services Board.
- On behalf of the Roanoke Island Historical Association, Commissioner Woodard reported that 2014 was a successful season for the Lost Colony. He also invited everyone to participate in a special off-season event, known as PsychoPath.
- He commended Tax Assessor Greta Skeen and her department for the tremendous job they do and noted that recently he spent time with the employees in the Dare County Tax Assessment Office.
- Commissioner Woodard announced that the Albemarle Commission will be holding their annual meeting in Dare County. As Chairman of the Albemarle Commission, he invited Members of the Board to participate in the event.

### Commissioner Dutton

- He recognized the service pin recipients for their great work and congratulated Employee of the Month, Alex Hatcher.
- Commissioner Dutton said he was pleased to hear the Tourism Board's report and thanked Commissioner Tillett and the Tourism Board for their hard work.
- He gave an update on efforts by the Bicycle and Pedestrian Safety Coalition and promised to keep the Board posted on future developments.

### Commissioner Tillett

- She complimented Abby Haywood for her active participation in the recent Youth Summit sponsored by the North Carolina Association of County Commissioners (NCACC).
- Commissioner Tillett explained that Fire Prevention Week is important for the Senior Citizens of Dare County and encouraged people to help seniors change smoke detector batteries. She thanked the county's fire departments for the important lifesaving work that they do throughout the year.
- She expressed ongoing concern for the problem of standing water on NC Highway 12.
- Commissioner Tillett thanked David Clawson, Sally DeFosse, and the Finance Department staff for their hard work.
- She reported that work on the Event Site in Nags Head, which was highlighted in the Tourism Board's presentation, will be completed in phases.
- Commissioner Tillett commended the local women that were featured in the Virginian Pilot's publication honoring Outer Banks women.
- She suggested that the October 20, 2014 Commissioners meeting begin an hour earlier in order to accommodate attending the Lions Clubs of the Outer Banks VIP Fishing Tournament. The County Manager reported that representatives from the County of Dare will be in Raleigh that day in order to have a visible presence at an insurance meeting. The Board did not change the scheduled 5:00 p.m. meeting time.
- Commissioner Tillett reported that people who depended on the NCDOT bridge replacement project for employment are hurting now that the endeavor has been put on hold.

### Vice-Chairman Burrus

- He acknowledged the service pin recipients and Employee of the Month.
- Vice-Chairman Burrus commended NCDOT for their hard work this past week.
- He thanked those involved with the recent Day at the Docks in Hatteras Village.
- The Vice-Chairman expressed appreciation for David Clawson and Sally DeFosse for all that they do in the county's Finance Department.
- He invited everyone to attend the upcoming bluegrass music event, known as Hatterasity.
- Vice-Chairman Burrus expressed hope that the County will be able to sit down with representatives of federal agencies to figure out how to keep water from piling up at the sound end of the temporary bridge on NC Highway 12.

- He voiced appreciation for the willingness of the Board of Commissioners to nourish our beaches.
- The Vice-Chairman outlined his concern about NCDOT lawyers engaging in meetings with the Southern Environmental Law Center (SELC) concerning things that will impact our people because he feels the SELC is not trustworthy.

#### Commissioner Shea

- He thanked the service pin recipients and Employee of the Month.
- Commissioner Shea commended the March of Dimes for their efforts to prevent premature births, which can generate devastating costs for families
- He commended the Lions of the Outer Banks for their VIP Fishing Tournament.

#### Chairman Judge

- He explained that the North Carolina Beach Inlet and Waterway Association (NCBIWA) has a meeting planned in November, which conflicts with the Board of Commissioners meeting scheduled for November 17, 2014. He proposed cancelling the Board's November 17 meeting in order to have a visible presence at the NCBIWA meeting.

#### **MOTION**

Commissioner Tillett motioned to amend the schedule to delete the November 17, 2014 meeting of the Dare County Board of Commissioners.

Commissioner Dutton seconded the motion.

VOTE: AYES unanimous

### **MANAGER'S/ATTORNEY'S BUSINESS**

1. Mr. Outten reported that staff initially thought the cost to get an inspection of the Old Administration Building in Manteo would be in the 10 to 20 thousand dollar range. After receiving guidance from the Board to proceed with an assessment, an estimate of \$31,700 was submitted by Oakley Collier. In view of their estimate being higher than staff's initial projection, Mr. Outten said he has not moved forward without further authorization from the Board. He explained that the engineering assessment will include structural analysis to determine the scope of the problems at the facility and projected repair costs so that informed decisions can be made about the future of the site.

#### **MOTION**

Commissioner Shea motioned to authorize \$31,700 to engage Oakley Collier for a complete evaluation of the Old Administration Building in downtown Manteo.

Commissioner Overman seconded the motion.

VOTE: AYES unanimous

2. The County Manager explained that the Gov-Ed channels are funded with State money and he reported that the Government/Education Access Channels Committee has selected Bobby Dobbs as the new Channel Manager. He asked Public Information Officer Dorothy Hester to introduce Mr. Dobbs to the Board.

She outlined Mr. Dobbs' career experience with UNC-TV and he shared with the Commissioners that he looks forward to lifting the assets of the channels as a tool for the community to know what is going on in Dare County.

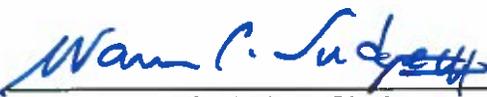
At 11:40 a.m., the Board of Commissioners adjourned until 5:00 p.m., October 20, 2014.



Respectfully submitted,

By:   
Gary Gross, Clerk to the Board

APPROVED:

By:   
Warren C. Judge, Chairman  
Dare County Board of Commissioners