



***DRAFT* MINUTES  
TOWN OF NAGS HEAD  
BOARD OF COMMISSIONERS  
BUDGET WORKSHOP  
WEDNESDAY, APRIL 3, 2024**

The Nags Head Board of Commissioners met in the Board Room located at 5401 S Croatan Highway, Nags Head, North Carolina on Wednesday, April 3, 2024 for a FY 24/25 Budget Workshop that followed the Regular Meeting.

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

Board members Absent: None

Others present: Town Manager Andy Garman; Amy Miller; Kelly Wyatt; Joe Costello; David Ryan; Nancy Carawan; Brittany Phillips; Andrew Carter of DEC Associates via Zoom; and Town Clerk Carolyn F. Morris

**CALL TO ORDER**

The Budget Workshop was called to order at 11:28 a.m.

**BEACH NOURISHMENT**

Town Manager Garman opened the Budget Workshop with a Beach Nourishment discussion – Andrew Carter with DEC Associates provided the Board with an overview of the Town’s financial model for Beach Nourishment projects and discussed considerations for future projects.

Andrew Carter, DEC Associates, summarized his Beach Nourishment project financing slides which are attached to and made a part of these minutes as shown in Addendum “A”. Some highlights include:

Agenda

- History of Shoreline Protection in Nags Head
- Dare County involvement
- Projects completed since 2011 and the “Master Plan”
- Current funding of Shoreline Protection Financial Plan
- Looking ahead – 2027 projected project

Origins of Shoreline Protection

- Town identified potential need for a shoreline protection project in 2009
- Dare County involvement
- Two cents from Occupancy Tax collected by Dare County dedicated (by law) to be used for shoreline protection projects – for projects throughout the County

Each town to raise same equivalent revenues to dedicate to projects (\$7.82 cents)  
Nags Head, Kitty Hawk, Kill Devil Hills, Southern Shores, and Duck all raise this equivalent revenue  
2011 Initial Shoreline Protection project  
2019 Renourishment project  
"Master Plan" being developed to look at more long-term planning

#### Current Funding Plan

Town continues to raise \$7.82 cents equivalent revenue

#### Looking Ahead – 2027 Projected Project

Current estimates put the project at approximately \$38,200,000  
Similar hydraulic fill amounts as 2018 project (amt of sand needed)  
Engineering continues to study amt of sand needed  
Part of "Master Plan" that looks at this project and projects into the future based on current sand movements and projected need  
Studies conducted at regular intervals to provide good data  
Projects have tended to last longer than originally projects – a positive!  
Continuing to look at costs and funding sources  
Town funding being leveraged through cash and borrowed sources  
May need adjustment in FY28 as project costs get defined  
Further discussions with the County on their amount of support of the project

Mr. Carter commended the Town for taking the lead on beach nourishment.

Mayor Cahoon thanked him for his encouragement of "Staying the Course".

#### **RECESS / RECONVENE**

The Board recessed for lunch at 11:55 a.m. and reconvened at 1:02 p.m.

#### **CAPITAL IMPROVEMENT PROGRAM (CIP) WORKSHOP**

Town Manager Garman conducted the CIP Workshop with Board members and asked for their questions/input.

#### Ocean Rescue Housing at Outer Banks Medical Center

Would overlap with the Community Care Clinic about four months of the year – beneficial for the public to know this as well. Town Manager Garman said staff continues to research modular housing – more research to be done on this. Mayor asked if the CCC could provide an annual report to the Town.

#### Town Hall Campus Master Plan (Fitness Center)

Plans to do something next year with the Fitness Center assuming we have until 2025 with the current building.

#### Software as a Service migration (SAAS) – Tyler Technologies

Dep Town Manager/Finance Office Amy Miller explained that in 2017 we went with Tyler; most now host software in the cloud.

A cyber security grant has been applied for; staff is trying to plant the feed for what is coming down the line which is not hosting on physical servers to look into what exactly our IT infrastructure will look like in the future.

#### Performance Management Software

The Board spoke positively of this employee evaluation software.

Harvey Sound Access/Soundside Event Site living shoreline project

Assuming the Town receives grants applied for – in the waiting mode right now.

Whalebone Park

Enhancements are to be constructed in a couple of years after completion of a parks and rec plan update.

Public Services Administration

Pedestrian Plan moved up to FY 2025 and Windjammer in Northridge moved back to the first intersection.

Beach Road Multi-use Path maintenance

Asphalt portion of the path which starts at Lakeside - From Lakeside to Epstein

Next year would be Epstein and one mile north – in one-mile increments each year

The northern-most section of Town is the most difficult section

Also there are some concerns once in the Historic District from an ADA standpoint

Beach Accesses Holden and Juncos – FY 2025

Juncos parking lot paving to be combined with the S Nags Head drainage project in the Fall of 2024

Police Dept - Message Board

Another one is needed

Public Services Dept - Replacement Sanitation truck and additional Knuckle Boom truck

Public Services Director Carawan summarized the request to keep truck for brush yard use

Planning - Streets, Stormwater, and Water

David Ryan brought up and reviewed with Board members the annotated project map provided in the CIP package. It describes proposed roadway resurfacing, watermain replacement/install, stormwater projects, dune walkover replacements, and multi-use path repair from FY 24/25 through FY 28/29.

Police Dept - Traffic Light alternative power

Will help when traffic lights go out during a storm event

Police Chief Hale presented – two generators have been acquired – now he can power any traffic light as necessary – pricing includes equipment and wiring; system will have twist lock generator switches; it was consensus that that it is a good price for what is included.

Police Dept – Pedestrian Light at the Event Site

Police Chief Hale presented – in conjunction with the Outer Banks Visitors Bureau and the NC Dept of Transportation; Mayor Cahoon said that getting officers out of the middle of the road in heavy traffic would be great.

Fire Dept – Replacement Fire Pumper

Town Manager Garman reported that it now takes three – four years for the building of a new fire pumper; needs to be ordered earlier in the process. Board members spoke in favor of the request.

Liquid Chlorine Conversion at Gull Street

Public Services Director Carawan presented; this was put in the Master Plan in 2018.

This project replaces the existing gas chlorine feed system with a liquid sodium hypochlorite feed system.

New AMI Water Meters

Some are already in place on a test basis.

Meeting next week to discuss installation in all areas; Dep Town Clerk Phillips provided some additional information on the new water meters – FAQ's will be prepared.

**STAFFING REQUESTS**

Town Manager Garman reported that two departments are requesting staff in FY 2024/2025. The Public Services Department is requesting an additional Sanitation Equipment Operator. The Fire Department is requesting additional staff as part of the recent Fire Staffing Working Group presentation.

Public Services Dept – Request for one position

Public Services Director Nancy Carawan said that she is requesting one additional Sanitation Equipment Operator. There is increased service for the brush yard, another driver as backup to run the routes through the Town is needed; and from Jun to Sep a driver for picking up extra bags of trash and utilizing the dumpster is needed. She provided the following figures:

In 2009 – we collected 8,500 tons of trash and we had 11 full-time employees

In 2019 – we collected 8,800 tons of trash with 10 drivers

In 2024 – we pick up 9,240 tons of trash with 9 drivers – we are doing a lot more with less people – the sanitation crew are very dedicated and proud of the work they do. Compared to last year’s budget, this would be a new position. Board members praised the sanitation staff for the great work they do.

Fire Dept – Request for three positions

Fire staff requested three positions in their Fire Staffing Working Group presentation at a recent Board of Commissioners meeting.

Manager Garman said that the budget he presents at the May 1<sup>st</sup> meeting will include a recommendation on the staffing requests. Some of the requests will be bound by the Town’s financial capacity.

Town Manager Garman - Next Step

Town Manager Garman explained that the next step in the budget process is his presentation of the proposed budget to the Board at the May 1<sup>st</sup> Board of Commissioners meeting.

**ADJOURNMENT**

Mayor Cahoon thanked staff for all the work done on the budget; he spoke highly of the budget process which he feels is well done and he appreciates that it starts early in the year.

The Board adjourned at 2:15 p.m.

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Carolyn F. Morris, Town Clerk

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

Mayor: \_\_\_\_\_  
Benjamin Cahoon