



**TOWN OF NAGS HEAD
BOC ACTIONS
WEDNESDAY, MAY 20, 2020**

1. Call to order - Mayor Cahoon called the meeting to order at 9:00 a.m.
2. Agenda – the Board adopted the May 20th agenda as presented.
3. National Park Service - Superintendent Dave Hallac presented a 2019 National Park Service Outer Banks update via the Zoom platform and a powerpoint presentation which was well received. Superintendent Hallac reported an increase from 2014 and 2019 of almost half million visitors to the Wright Brothers Memorial.
4. Public Comment

Mayor Cahoon read the 36 emails that had been forwarded to Commissioners asking that curbside recycling be continued. Town Manager Ogburn read one email that was received during the Public Comment period re: easing outdoor restaurant dining regulations.

5. From May 6th Board meeting - Report from Planning Dept re: plans for restaurant outdoor dining/food trucks for the State's Phase II re-opening; Request for public hearing to consider a text amendment to the UDO pertaining to temporary uses or temporary alteration of uses related to declared emergencies

The Board unanimously passed two motions: One to authorize the temporary use of food trucks and outdoor dining via the Town's Crowd Gathering Permit process between now and June 3rd. One to schedule the proposed ordinance concerning temporary use permits for Public Hearing at the June 3rd Board of Commissioners meeting, as presented, with the amendments discussed re: waiving the \$75 fee and by aligning with the other towns to allow issuance of temporary use permits with reduction of required parking by greater than 25% [instead of 20% as written in the ordinance].

6. Mutual aid agreement – The Board approved as presented the NC Statewide Emergency Management Mutual Aid and Assistance Agreement (Revision 2017).
7. Town Attorney – Town Attorney Leidy requested a Closed Session regarding a matter within attorney/client privilege at the appropriate time at the end of the meeting.
8. Town Manager Ogburn – Recommended FY 20/21 Budget - Town Manager Ogburn presented his recommended budget for the FY 20/21 year which anticipates revenue loss due to the pandemic; Finance Officer Amy Miller distributed the budget document to Board members. Some of the highlights: Focuses on maintenance and repair; Does not utilize Fund Balance; No employee COLA or Merit but 401K remains.
9. Town Manager Ogburn – Little Bridge site - Town Manager Ogburn brought forward for the Board's information vehicle parking on the east side of the Little Bridge where people fish from the rocks. He is not proposing any action at this time – Mayor Cahoon noted that it is an area that needs to continue to be monitored.

- 10.** Town Manager Ogburn - Town Manager Ogburn requested a Closed Session for a personnel matter at the appropriate time at the end of the meeting.
- 11.** Comr. Fuller – Recycling subscription – The Board unanimously passed a motion that staff:
 - a) Look into facilitating subscriptions for a curbside recycling service for residents that are interested – equivalent to that being done in the Towns of Kitty Hawk, Kill Devil Hills, and Manteo and in mainland Dare County,
 - b) Develop an information campaign to further describe the decision-making process and what’s currently available as well as all the conditions around recycling and,
 - c) Develop a program (or at least an outline) to encourage reduction, re-use, and recycling as well as other environmentally-friendly approaches to waste to be brought back to the Board.
- 12.** Mayor Cahoon – He reported that after this Friday, May 22nd, after the Governor announces the steps in the Phase II re-opening, that the Dare County Control Group will most likely stop meeting three times/week and will be meeting on an as-needed basis.
- 13.** Comr. Renée Cahoon – She asked Comr. Fuller to ask the DCTB to issue a message re: the importance of wearing face masks especially as more stores, restaurants, etc. open up as a way to be proactive and safe. Comr. Fuller said that they meet tomorrow (Thursday) and he will be glad to bring this up as the Tourist Bureau has the widest platform to get the information out.
- 14.** Comr. Renée Cahoon – She observed last week that US Census staff were doing their job and placing census information at houses that were unfortunately rental houses and the papers being left were being blown out into the street. It was emphasized that they should be concentrating on the west side of US 158 where most of the full-time residents live.
- 15.** Town Manager Ogburn – In response to an inquiry from Comr. Fuller, Town Manager Ogburn reported that the Town’s Fund Balance Policy is 50% of expenditures less bond debt but not less than \$5 million. The Town has \$6.9 million in the Fund Balance which is 39% of the total budget.
- 16.** Closed Session – The Board entered Closed Session to confer with the Town Attorney re: attorney/client privilege and to discuss a personnel matter. The time was 11:10 a.m.
- 17.** Open Session - The Board re-entered Open Session at 11:58 a.m. Attorney Leidy reported that the Board received and accepted the resignation of Town Manager Ogburn to be effective June 19th.
- 18.** Appreciation of Town Manager Ogburn – All Board members expressed their appreciation of Town Manager Ogburn for all he has done for the Town; they wished him well in his new position as Town of Southern Shores Town Manager.
- 19.** Adjournment – The Board adjourned at 12:02 p.m.