



# County of Dare

P.O. Box 1000 | Manteo, NC 27954

## DARE COUNTY BOARD OF COMMISSIONERS

Dare County Administration Building  
954 Marshall C. Collins Dr., Manteo, NC

Monday, April 01, 2019

**“HOW WILL THESE DECISIONS IMPACT OUR CHILDREN AND FAMILIES?”**

### AGENDA

- 9:00 AM**      **CONVENE, PRAYER, PLEDGE OF ALLEGIANCE**
- ITEM 1**      Opening Remarks - Chairman's Update
- ITEM 2**      Presentation of County Service Pins
- ITEM 3**      Employee of the Month
- ITEM 4**      Public Comments
- ITEM 5**      Proclamations - Week of the Young Child & Child Abuse Prevention Month
- ITEM 6**      Tourism Board Long Term Restricted Fund Spending Request
- ITEM 7**      Gutmann Cluster Home Group Development
- ITEM 8**      Letter and Resolution Opposing Offshore Drilling and Seismic Testing
- ITEM 9**      Rules of Procedure
- ITEM 10**     Consent Agenda
- 1. Approval of Minutes (03.18.19)
  - 2. Dare County Center Budget Amendment
- ITEM 11**     Board Appointments
- 1. Airport Authority
  - 2. Health and Human Services Board
  - 3. Library Board - Regional
  - 4. Manns Harbor Commission
  - 5. Upcoming Board Appointments
- ITEM 12**     Commissioners' Business & Manager's/Attorney's Business

ADJOURN UNTIL 5:00 P.M. ON MONDAY APRIL 15, 2019



*Opening Remarks - Chairman's Update*

**Description**

Dare County Chairman Robert Woodard will make opening remarks.

**Board Action Requested**

Informational Presentation

**Item Presenter**

Chairman Robert Woodard



*Presentation of County Service Pins - April 2019*

**Description**

The following employees are scheduled to receive service pins this month:

1. Shelia Hassell, In Home Service Aid, 15 Year Pin
2. Laura Youmans, PHN II School, 20 Year Pin

**Board Action Requested**

None

**Item Presenter**

Robert Outten, County Manager

April 2019

### **Presentation of County Service Pins**

1. Shelia Hassell, In Home Service Aid – 15 Year Pin  
Presented by Sue Hewitt
2. Laura Youmans, PHN II School – 20 Year Pin  
Presented by Jodi Wyant



Employee of the Month

**Description**

The Employee of the Month Certificate will be presented.

**Board Action Requested**

None

**Item Presenter**

To Be Determined.



*Public Comments*

**Description**

The Board of Commissioners encourages citizen participation and provides time on the agenda at every regularly scheduled meeting for Public Comments. This is an opportunity opportunity for anyone to speak directly to the entire Board of Commissioners for up to five minutes on any topic or item of concern.

Comments can be made at the Commissioners Meeting Room in Manteo or through an interactive video link at the Fessenden Center Annex in Buxton.

Commissioners Meeting Room - Administration Building, 954 Marshall Collins Drive, Manteo  
Video Link - Fessenden Center Annex, 47017 Buxton Back Road, Buxton

**Board Action Requested**

Hear Public Comments

**Item Presenter**

Robert Outten, County Manager



*Proclamations - Week of the Young Child & Child Abuse Prevention Month*

**Description**

The Children & Youth Partnership for Dare County in partnership with Dare County Health & Human Services asks that the Board of Commissioners adopt proclamations supporting “The Week of the Young Child” and "Child Abuse Prevention Month".

**Board Action Requested**

Adopt Proclamations

**Item Presenter**

Sara Sampson and Leigh Bracy



## **WEEK OF THE YOUNG CHILD**

**APRIL 8-12, 2019**

**WHEREAS**, Children and Youth Partnership for Dare County, in conjunction with the National Association for the Education of Young Children, is celebrating the Week of the Young Child, April 8-12, 2019; and

**WHEREAS**, the first years of a child's life are the period of the most rapid brain development and lay the foundation for all future learning; and

**WHEREAS**, working to promote and ensure high quality early learning opportunities for all young children provides a critical foundation for children to succeed in school and in life; and

**WHEREAS**, early childhood teachers and others who work with or on behalf of young children in Dare County and are making a difference in the lives of our youngest residents deserve thanks and recognition; and

**WHEREAS**, connecting parents and families with resources and information enhances the healthy development of Dare County's young children; and

**WHEREAS**, public policies and partnerships that support early learning for all young children are crucial to young children's futures and to the prosperity of our local community and larger society.

**THEREFORE, WE THE DARE COUNTY BOARD OF COMMISSIONERS** do hereby proclaim April 8-12, 2019 as

### **Week of the Young Child**

in Dare County, and encourage all our citizens to recognize the needs and support the healthy development of every young child in Dare County.

Dare County Board of Commissioners

[SEAL]

By: \_\_\_\_\_  
Robert Woodard, Chairman

ATTEST:

\_\_\_\_\_  
Gary Gross, Clerk to the Board





## Child Abuse Prevention Month, April 2019 Proclamation

**WHEREAS**, children are vital to our state's future success, prosperity and quality of life as well as being our most vulnerable assets; and

**WHEREAS**, all children deserve to have safe, stable, nurturing homes and communities they need to foster their healthy growth and development; and

**WHEREAS**, child abuse and neglect is a community responsibility affecting both the current and future quality of life of a community; and

**WHEREAS**, communities that provide parents with the social support, knowledge of parenting and child development and resources they need to cope with stress and nurture their children ensure all children grow to their full potential; and

**WHEREAS**, effective child abuse prevention strategies succeed because of partnerships created among citizens, human service agencies, schools, faith communities, health care providers, civic organizations, law enforcement agencies, and the business community.

**THEREFORE**, we the Dare County Board of Commissioners, do hereby proclaim April as **CHILD ABUSE PREVENTION MONTH** in Dare County and call upon all citizens to increase their participation in our efforts to support families, thereby preventing child abuse and strengthening the communities in which we live.

This the 1<sup>st</sup> day of April, 2019

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Robert Woodard, Chairman  
Dare County Board of Commissioners

Attest: \_\_\_\_\_  
Gary Gross, Clerk to the Board



*Tourism Board Long Term Restricted Fund Spending Request*

**Description**

Expenditure of \$2.3 million dollars, from Long Term Restricted Fund line item 4525, for the purchase of property located at 6714 and 6716 South Croatan Highway in Nags Head and owned by On Trading Company and Overrun II, LLC as expansion of parking and other uses for The Soundside Event Site and \$20,000 to cover fees associated with closing on the property.

**Board Action Requested**

Consent for expenditures totaling \$2,320,000 from Long Term Restricted Fund

**Item Presenter**

Diane Bognich, Director of Administration, Outer Banks Visitors Bureau



*Gutmann Cluster Home Group Development*

**Description**

A site plan and conditional use permit application has been submitted by Jeffrey Gutmann for construction of a cluster home development in Rodanthe, NC. The site plan, staff report, and draft conditional use permit are attached with this cover sheet.

**Board Action Requested**

Approval of draft CUP and site plan. “ I move the proposed cluster home development and site plan submitted by Jeffrey Gutmann be approved as recommended by the Planning Board. “

**Item Presenter**

Noah H Gillam, Planner

March 25, 2019

MEMORANDUM

TO: Dare County Board of Commissioners  
FROM: Noah Gillam, Planner  
RE: Gutmann Cluster Home Group Development

Jeffery Gutmann has applied for a conditional use permit to construct a cluster home group development on his property in the Rodanthe. The property is identified on the Dare County tax maps as parcel numbers 012554001, 012554000 and 012554002. The site is zoned S-1 and cluster home group developments are permitted as conditional uses in this district. A recombination of the three parcels is proposed to be completed to make the three properties into two. A single family dwelling on parcel 012554000 is proposed to be removed. Mr. Gutmann plans to build six single family dwellings on the new recombined parcel.

The Planning Board first viewed the proposed CUP application at their January 14, 2019 meeting as a sketch plan review since a detailed site plan was not submitted with the application. The Dare County Fire marshal was present for the sketch plan review and addressed concerns for emergency and fire apparatus access to the proposed properties. Dare County staff and planning board made recommendations concerning the property lines and the ownership of common area. On February 11, 2019 the Planning Board again reviewed the proposed application, however this time a detailed site plan was provided that addressed the fire marshal and planning boards concerns.

Based on information provided by Mr. Gutmann, the draft CUP attached with this staff report was prepared to address the planning board and fire marshal concerns during the planning board review. Conditions include time frames for installing road improvements and obtaining building permits. Other conditions include the recordation of covenants that include a road maintenance agreement. Mr. Gutmann has reviewed the set of conditions as recommended by the Planning Board and a signed acknowledgement of the conditions will be submitted as part of the CUP file. Other conditions may be added to the draft CUP, if needed as result of the April 1 Commissioners review.



**Conditional Use Permit No.2 --2019**

Dare County Sections 22-21.1, 22-31.1, and 22-68.

**Application of:** Jeffrey Gutmann

On April 1, 2019 the Dare County Board of Commissioners considered the application of the Petitioner above named which application is on file with the Dare County Planning Department, and the Board finds as follows:

1. That the written application of Petitioner with attachments has been duly submitted to the Dare County Planning Board as required by Section 22 of the Dare County Code (hereinafter referred to as "Code");
2. That the application substantially complies with the requirements of the Code in that it requests uses permitted by conditional use permit under the Code, including residential structures in a group housing development;
3. The subject property is zoned S-1. This property is identified on the Dare County tax records as parcel 012554001 and 012554000 and located in the Rodanthe tax district.
4. That the Dare County Planning Board recommended for approval the granting of this Conditional Use Permit as requested. The Planning Board made this recommendation on March 11, 2019.
5. That the Dare County Board of Commissioners is empowered under sections of the Code set out above to grant uses such as allowed herein and insofar as the conditional use is hereinafter allowed it will not adversely affect the public interest;
6. That the hereinafter described conditional use is deemed to be reasonable and is not in degradation of the intent of the ordinance.
7. That upon the evidence received, the testimony presented, and the submitted written record, there are sufficient facts to support the issuance of this Conditional Use Permit according to the terms and conditions below:

NOW, THEREFORE, under the provisions of the Code, the following conditional use is granted to OT Enterprises for a cluster home group development subject to such conditions as are hereinafter set out:

**CONDITIONAL USE:** a cluster home group development consisting of six residential structures as depicted on Appendix B included as part of this conditional use permit.

**CONDITIONS:**

1. The cluster home group development shall operate as prescribed in the definition set forth in Section 22-31.1 of the Dare County Zoning Ordinance. The structures shall be constructed as depicted on Appendix B and used not be occupied or rented on a short-term basis (less than 30 days) as defined in Section 22-2 of the Dare County Zoning Ordinance.
2. All structural improvements shall be located in the dwelling footprints as recorded on the final plat. The conditioned space of each structure shall not exceed 1200 square feet in area.
3. Parking improvements shall be in accordance to Section 22-56 of the Dare County Zoning Ordinance.
4. The structures shall be located on the parcel in conformance with the setbacks of Section 22-27.1 and Section 22-31.1 of the Zoning Ordinance.
5. A final recombination plat shall be recorded with the register of deeds showing the lot lines reconfigured and existing house shall be removed on parcel 012554000 before any Dare County building permits will be issued.
6. A final site plan of the cluster home development depicting the footprint areas shall be recorded in the Register of Deeds. The cluster home sites may be transferred to individual owners with the remainder of the site dedicated as common area owners by a homeowners association or other similar entity. Covenants shall be recorded that includes a road maintenance agreement. A copy of the signed conditional use permit shall be recorded with the final site plan.
7. Road improvements meeting the requirements for fire and emergency apparatus and the placement of “no-parking-fire lane” signs along the road and turnarounds shall be installed 12 months from date of approval and before any Dare County Building permits will be issued.

8. Building permits for the structures shall be secured within 36 months from date of approval. The site improvements shall be constructed for compliance with the North Carolina fire codes. An as-built for the property shall be submitted to the Planning Department upon the completion of all six of the structures to confirm compliance with the terms of the Dare County Zoning Ordinance.
9. All other terms and provisions of the Dare County Zoning Ordinance shall remain in full force and effect except as herein specifically permitted otherwise;

This 1st day of April 2019

SEAL:

COUNTY OF DARE

By: \_\_\_\_\_  
Robert L Woodard  
Dare County Board of Commissioners

ATTEST:

By: \_\_\_\_\_  
Gary Gross  
Clerk to the Board

**THIS PERMIT AND THE CONDITIONS HEREIN ARE ACCEPTED**

By: \_\_\_\_\_  
Jeffrey Gutmann

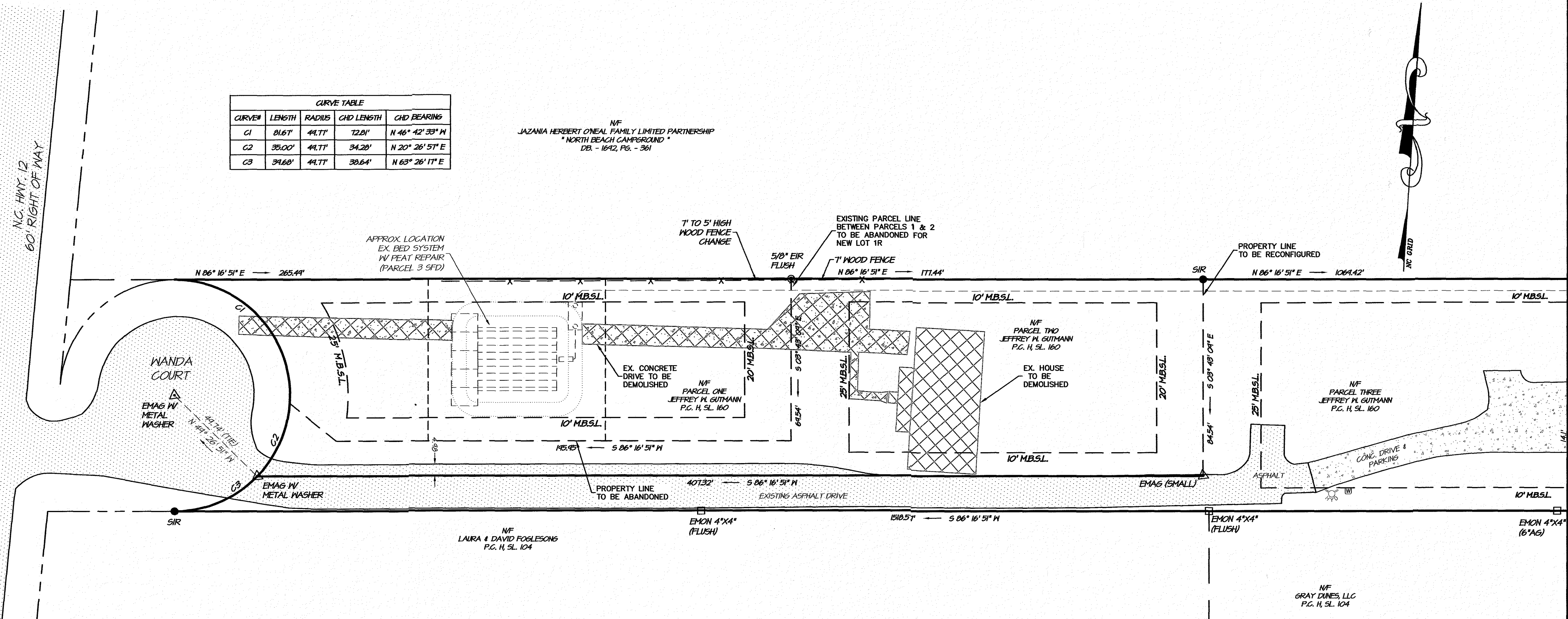
APPROVED AS TO LEGAL FORM

By: \_\_\_\_\_  
Robert L. Outten  
County Attorney

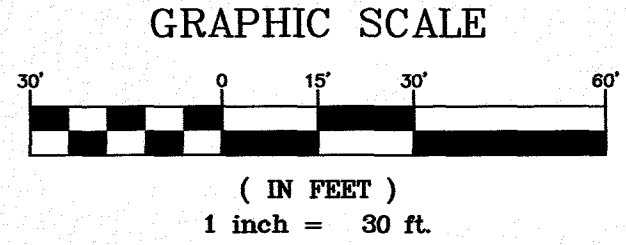


CURVE TABLE				
CURVE#	LENGTH	RADIUS	CHD LENGTH	CHD BEARING
G1	81.67	41.17	122.81	N 46° 42' 33" W
G2	35.00	41.17	34.28	N 20° 26' 57" E
G3	31.68	41.17	38.64	N 63° 26' 17" E

NF JAZANIA HERBERT ONEAL FAMILY LIMITED PARTNERSHIP  
"NORTH BEACH CAMPGROUND"  
DEL. - 1042, PG. - 361

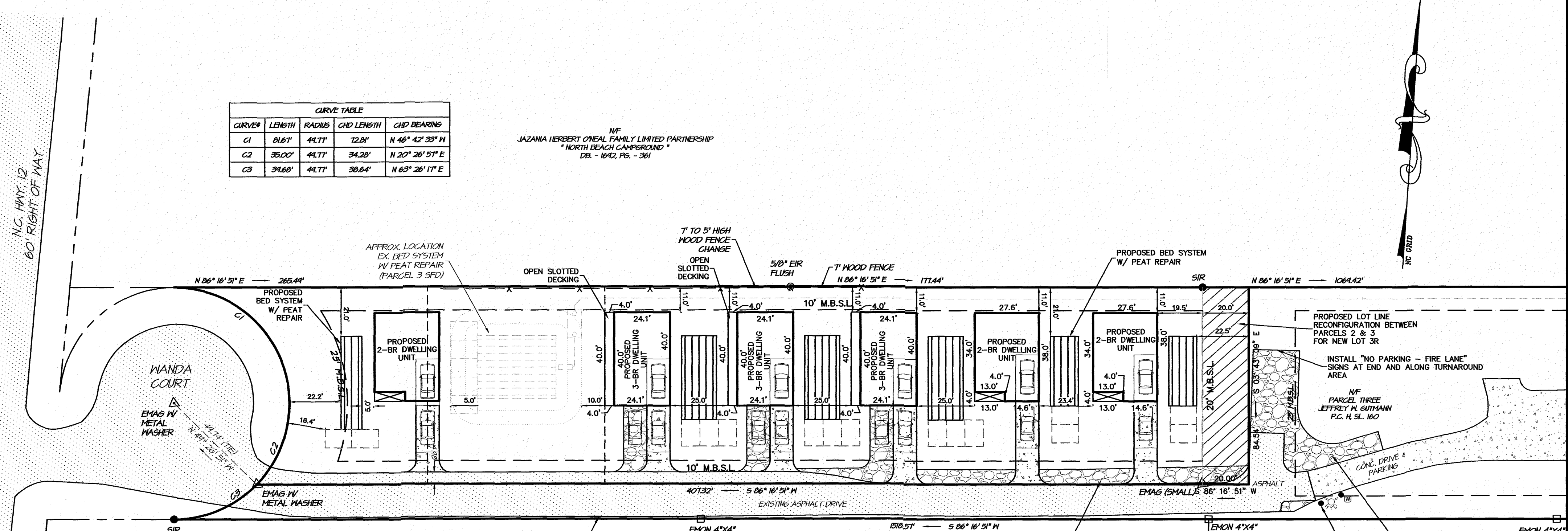


**EXISTING CONDITIONS & DEMOLITION VIEW**

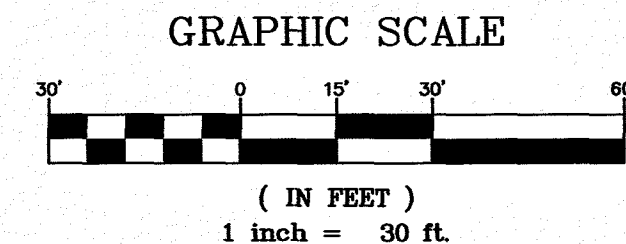


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"NORTH BEACH CAMPGROUND"  
DEL. - 1042, PG. - 361



**PROPOSED IMPROVEMENT VIEW**

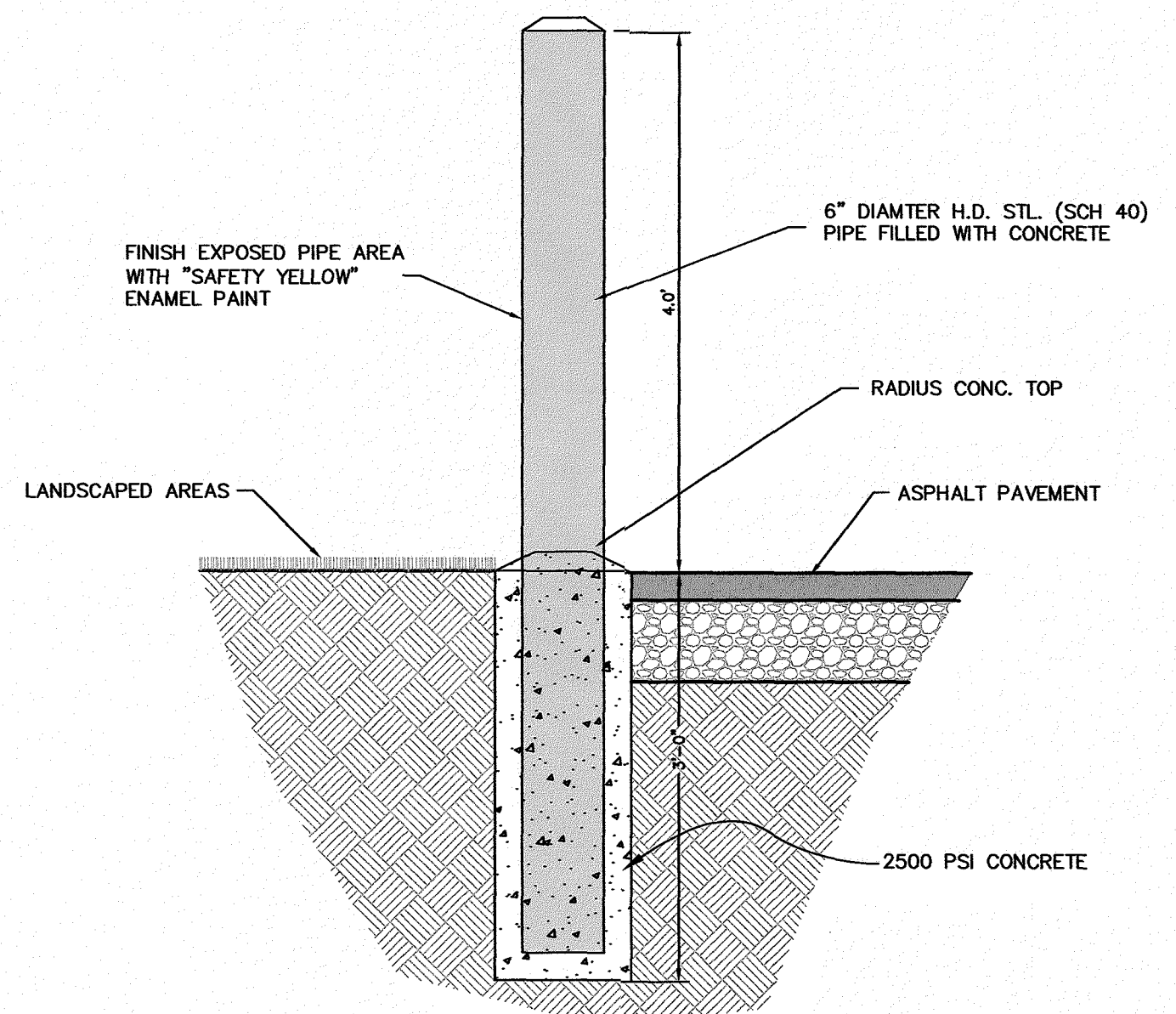
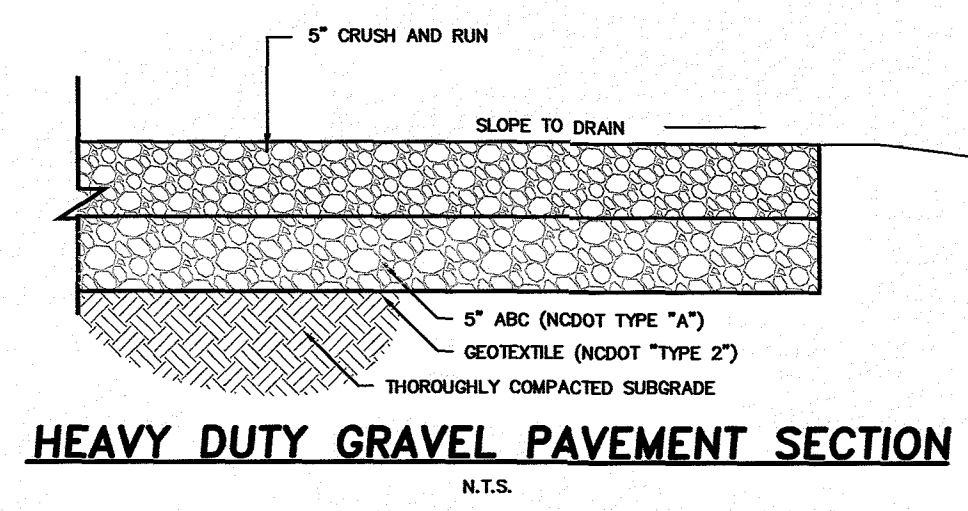


**GENERAL NOTES:**

- CURRENT PROPERTY OWNER: JEFFREY W. GUTMANN  
PO BOX 363  
RODANTHE, NC 27968
- PROPERTY IDENTIFICATION: PARCEL ONE  
PIN# 0658-05-09-0636  
PID: 012554001  
PARCEL TWO  
PIN# 0658-0509-2656  
PID: 012554002  
PARCEL THREE  
PIN# 0658-0509-7628  
PID: 012554002
- PROPOSED PARCEL 1R AREA: 35,611.4 SQ.FT. / 0.82 ACRES
- PROPOSED PARCEL 3R AREA: 111,417.71 / 2.56 ACRES
- PROPERTY IS LOCATED IN WFP FLOOD ZONE AE (EL. 9') AND SUBJECT TO CHANGES, BASED ON COMMUNITY CD 370349, PANEL 0658, SUITE 4 (MAP 370065800A) EFFECTIVE DATE 09/20/2006.
- RECORDED REFERENCE: DB, 2095, PG. 186, P.C. H. SL. 160
- PROPERTY ZONE: S-1 (SPECIAL DISTRICT)
- SURVEY INFORMATION BY QUIBLE & ASSOCIATES, P.C.; DATED 12/08/16.
- COVERAGE CALCULATIONS:  
LOT 1R:  
EXISTING TO BE REMOVED = 4,705.61 SF  
TOTAL = 4,705.6 SF  
EXISTING:  
ASPHALT = 1,367.5 SF  
TOTAL = 1,367.5 SF  
PROPOSED:  
BUILDING = 6,044.1 SF  
CONCRETE = 1,977.3 SF  
TOTAL = 8,021.4 SF  
TOTAL LOT COVERAGE = 9,388.9 SF (26.4%)  
MAX. ALLOWABLE LOT COVERAGE = 10,683.4 SF (30.0%)  
LOT 3R:  
EXISTING:  
CONCRETE = 2,198.4 SF  
BUILDING & MISC. = 2,340.0 SF  
ASPHALT = 6,530.2 SF  
TOTAL = 11,068.6 SF  
TOTAL LOT COVERAGE = 11,068.6 SF (10.1%)  
MAX. ALLOWABLE LOT COVERAGE = 33,425.3 SF (30%)  
NC DEG DEMAR COVERAGE (INCLUDES GRAVEL) = 6,306.5 SF NET INCREASE < 10,000 SF (NO PERMIT REQUIRED)
- ON-SITE SEPTIC SUBJECT TO REVIEW AND APPROVAL BY DARE COUNTY ENVIRONMENTAL HEALTH DEPARTMENT.

**LEGEND**

- EXISTING ASPHALT PAVEMENT
- EXISTING CONCRETE
- PROPOSED CONCRETE
- PROPOSED DEMOLITION
- PROPOSED GRAVEL
- EX. FIRE HYDRANT
- EX. OVERHEAD POWERLINE
- EX. FENCE
- EX. 4"x4" CONC. MONUMENT
- EX. IRON PIPE, EP
- EX. IRON ROD, ER
- SET IRON ROD, SR
- EX. PK NAIL
- EX. TELEPHONE PED
- EX. WATER METER



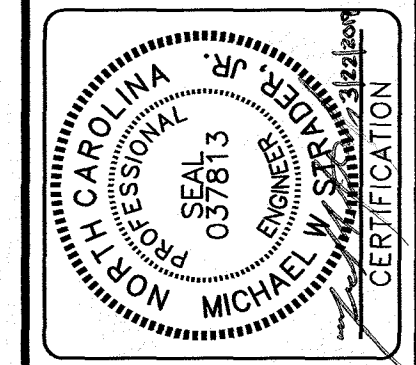
**CONDITIONAL USE SITE PLAN**

**JEFFREY W. GUTMANN**  
PIN#: 0658-0509-0636, 0658-0509-2656, 0658-0509-7628  
KINNAKEET TOWNSHIP DARE COUNTY NORTH CAROLINA

COMMISSION NO.	P07090
DESIGNED BY	MWS
DRAWN BY	DAC
CHECKED BY	MWS
ISSUE DATE	1/28/19

SHEET NO.  
**1**  
OF 1 SHEETS

**Quible & Associates, P.C.**  
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NO.	DATE	REVISIONS	REVISED PER COUNTY COMMENTS	REVISED PER DARE COUNTY HEALTH COMMENTS
1	03/17/19			
2	03/22/19			





*Letter and Resolution Opposing Offshore Drilling and Seismic Testing*

**Description**

At the request of Chairman Woodard, the Board of Commissioners will consider authorizing a letter to be sent to Commerce Secretary Wilbur Ross and Department of the Interior Acting Secretary David Bernhardt.

The letter explains the detrimental impacts associated with the decision to issue Incidental Harassment Authorization (IHA) permits for seismic testing and the inclusion of Carolina's coast in the OCS Oil & Gas Leasing Program for 2019-2024.

Also enclosed is an updated resolution reaffirming the Board's continued opposition to offshore drilling and seismic testing.

**Board Action Requested**

Authorize the Letter and approve the Resolution

**Item Presenter**

Chairman Robert Woodard



## County of Dare

### Office of the Board of Commissioners

P.O. Box 1000 | Manteo, North Carolina 27954 | 252.475.5700

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**Robert Woodard**  
*Chairman*

**Wally Overman**  
*Vice Chairman*

**Rob Ross**  
**Steve House**  
**Jim Tobin**  
**Danny Couch**  
**Ervin Bateman**

**Robert L. Outten**  
*County Manager / Attorney*

**Gary Lee Gross**  
*Clerk to the Board*

April 1, 2019

Wilbur L. Ross, Secretary of Commerce  
U.S. Department of Commerce  
1401 Constitution Ave NW  
Washington, DC 20230

David Bernhardt, Acting Secretary  
U.S. Department of the Interior  
1849 C Street, N.W.  
Washington DC 20240

Dear Secretary Ross and Acting Secretary Bernhardt,

As elected leaders representing North Carolina communities and citizens across the state, we write to express our strong opposition to offshore oil and gas exploration, including seismic airgun blasting, and drilling for oil and gas in the Atlantic Ocean and especially off North Carolina's coast.

We are deeply disappointed in the Administration's decision in November to issue five Incidental Harassment Authorization (IHA) permits for companies planning to conduct seismic geological and geophysical surveys to search for offshore oil and gas along the Atlantic coast. We are similarly disappointed in the Administration's inclusion of North Carolina's offshore area in the 2019-2024 OCS Oil & Gas Leasing Draft Proposed Program. These activities pose a grave risk to our state and our economy. We urge you to halt further planning or execution of offshore exploration and drilling off our coast.

Fishing, tourism, and recreation along North Carolina's coast support nearly 57,000 jobs and generate roughly \$3 billion in GDP for our state. These industries represent the livelihoods of thousands of individuals who are dependent on a healthy ocean and clean coast. The negative impacts of seismic airgun blasting to marine life are well-documented around the world and have even been studied here in North Carolina. A 2014 study conducted off our coast by the University of North Carolina Chapel Hill, Duke University, and NOAA found that during seismic airgun blasting, the abundance of reef fish declined by 78 percent during evening hours. The devastating impact large scale seismic airgun blasting could have on our marine resources is clear.

North Carolina has more than 300 miles of coastline, more than 2 million acres of estuarine waters, and over 10,000 miles of estuarine shoreline. We cannot afford to endanger our ecologically sensitive coastlines or the natural resources that are the foundation of our state's tourism industry and coastal economy.

Offshore drilling also has the potential to irrevocably impact our coastal communities, economies, and way of life. North Carolina prides itself on our coastal waterways, inlets, beaches, and historic places that are visited and enjoyed by millions each year. Beyond the looming potential for a catastrophe to the scale of the *BP Deepwater Horizon* oil spill - which resulted in the loss of 10 million days of beach, fishing, and boating activity, as well as lasting impacts to the health of human populations and marine life - the accompanying infrastructure and added daily pollution that would come with offshore drilling simply cannot co-exist with our current coastal industries.

Furthermore, the people of North Carolina have been vocally and overwhelmingly opposed to seismic airgun blasting and offshore drilling, and the desire to protect our coast from these activities continues to grow. We strongly oppose the issuance of IHAs and permits to conduct seismic airgun blasting to search for oil and gas in the Atlantic, as well as the inclusion of North Carolina in the final OCS Oil & Gas Leasing Program for 2019-2024.

Sincerely,

Robert L. "Bob" Woodard, Sr., Chairman  
Dare County Board of Commissioners





**A RESOLUTION  
REAFFIRMING THE DARE COUNTY BOARD OF COMMISSIONERS'  
CONTINUED OPPOSITION TO OFFSHORE DRILLING AND SEISMIC TESTING**

**WHEREAS**, Dare County on the Outer Banks of North Carolina is a coastal community whose economic engine is driven by the millions of people who visit each year to enjoy the pristine waters of the Atlantic Ocean off the North Carolina coastline; and

**WHEREAS**, because it is economically imperative that our coastal waters must be safeguarded for future generations, the Dare County Board of Commissioners has repeatedly declared its steadfast objection to offshore drilling for gas or oil, including exploratory drilling and seismic testing, as expressed in resolutions dated February 5, 2018, April 6, 2015, December 5, 2005, May 19, 2003, and February 2, 1998; and

**WHEREAS**, the Dare County Board of Commissioners continues to oppose offshore drilling and testing because it has not been proven that either can safely be done without risking catastrophic and irrevocable harm to our coastline, our natural resources, our properties, our businesses, and our quality of life; and

**WHEREAS**, the potential damage to North Carolina's beaches and coastline from offshore drilling and testing would needlessly put our tourism based economy at risk and threaten the livelihood of our commercial fisherman; and

**WHEREAS**, the risks associated with offshore drilling and testing have been fervently and passionately conveyed by Dare County Chairman Robert Woodard and other locally elected leaders during meetings with state and federal officials and community stakeholders; and

**WHEREAS**, it is vital that local and state officials throughout North Carolina and its neighboring states join the Dare County Board of Commissioners in taking a unified stand in opposition to offshore drilling and seismic testing, which jeopardizes the coastal environment and economies of all adjacent areas.

**NOW, THEREFORE, BE IT RESOLVED**, that the Dare County Board of Commissioners hereby reaffirms its staunch ongoing opposition to offshore drilling, including exploratory drilling and seismic testing, and urges North Carolina, our neighboring states, and all federal agencies to take no action that would put our coastline at risk.

This the 1<sup>st</sup> day of April, 2019.

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Robert Woodard, Chairman

Attest:

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Gary Lee Gross, Clerk to the Board



*Rules of Procedure*

**Description**

As discussed at the Board Retreat on March 6, suggested Rules of Procedure have been prepared for the Dare County Board of Commissioners based on a model provided by the UNC School of Government.

The attached Rules of Procedure address the structuring of organizational meetings, the role of the presiding officer, voting rules, ordinance adoption, public hearings, and public comment periods.

North Carolina General Statute 153A-41 provides that a County Board of Commissioners may adopt its own rules of procedure in keeping with the size and nature of the board and in the spirit of generally accepted principles of parliamentary procedure.

**Board Action Requested**

Adopt the suggested Rules of Procedure

**Item Presenter**

Robert Outten, County Manager

# **Rules of Procedure for the Dare County Board of Commissioners**

## **Part I. Applicability**

### **Rule 1. Applicability of Rules**

These rules apply to all meetings of the Board of Commissioners of Dare County. For purposes of these rules, a meeting of the board occurs whenever a majority of the board's members gather, whether in person or simultaneously by electronic means, to conduct hearings, deliberate, vote, or otherwise transact public business within the board's real or apparent jurisdiction. The term "majority" as used here and elsewhere in these rules means, unless otherwise specified, a simple majority, that is, more than half.

## **Part II. Quorum**

### **Rule 2. Quorum**

The presence of a quorum is necessary for the board to conduct business. A quorum consists of a majority of the board's membership. Vacancies do not reduce the number of members necessary to establish a quorum. A member who withdraws from a meeting of the board without being excused by majority vote of the remaining members present is deemed present for quorum purposes.

## **Part III. Open Meetings**

### **Rule 3. Remote Participation in Board Meetings**

No member who is not physically present for a board meeting may participate in the meeting by electronic means except in accordance with a policy adopted by the board. Although a member who attends a meeting electronically pursuant to such a policy may take part in debate, the member may neither be counted toward a quorum nor vote on any matter before the board.

### **Rule 4. Meetings to Be Open to the Public**

Except as permitted by Rule 5, all meetings of the board shall be open to the public, and any person may attend its meetings.

### **Rule 5. Closed Sessions**

**(a) Motion to Enter Closed Session.** The board may enter a closed session from which the public is excluded only upon a motion duly made and adopted in open session. The motion to enter closed session must cite one or more of the permissible bases for closed session listed under the provisions outlined in North Carolina General Statutes 143-318.11:

**(b) Closed Session Participants.** Unless the board directs otherwise, the county manager, county attorney, and clerk to the board may attend closed sessions of the board. No other person may attend a closed session unless invited by the Chairman or County Manager in order to assist the Board with a specific closed session item.

**(c) Motion to Return to Open Session.** Upon completing its closed session business, the board shall end the closed session and return to open session.

## **Rule 6. Meeting Minutes**

**(a) Minutes Required for All Meetings.** The board must keep full and accurate minutes of all of its meetings, including closed sessions. To be “full and accurate,” minutes must record all actions taken by the board. They should set out the precise wording of each motion and make it possible to determine the number of votes cast for and against each motion. The minutes need not record discussions of board members.

**(b) Record of “Ayes” and “Noes.”** When a vote is not unanimous, the minutes shall list each member by name and record how each member voted on a particular matter.

**(c) General Accounts of Closed Sessions.** In addition to minutes, the board must keep a general account of each closed session. The general account must be sufficiently detailed to provide a person not in attendance with a reasonable understanding of what transpired. The board may combine the minutes and general account of a closed session into one document, so long as the document contains both a complete record of actions taken and the level of detail required for a general account. Minutes and general accounts of closed sessions shall be sealed until unsealed by order of the board.

## **Part IV. Organization of the Board**

### **Rule 7. Organizational Meeting; Selection of Chair and Vice Chair**

**(a) Requirement to Hold Organizational Meeting.** The board shall hold an organizational meeting each December to take the actions set out in this rule.

#### **(b) Scheduling Organizational Meeting**

- (1) *Even-numbered years.* The board shall hold an organizational meeting at its regular meeting place at 9:00 a.m. on the first Monday in December of each even-numbered year.
- (2) *Odd-numbered years.* The board shall hold an organizational meeting during its first regular meeting in December.

#### **(c) Order of Business**

- (1) *Even-numbered years*
  - (A) As the first order of business at the organizational meeting, all persons elected or reelected to the board at the most recent county election must take and subscribe the oath of office. Each member’s oath must be filed with the clerk to the board. Although a newly elected or reelected member who has not yet been sworn and who is not present for the organizational

meeting may be sworn in later, the member must take, subscribe, and file the oath of office before he or she begins performing any of the duties of the member's office.

(B) As the second order of business, the board shall elect a chair and vice chair from among its members.

(2) *Odd-Numbered Years.* As the first order of business, the board will elect the chair and vice chair.

**(d) Presiding Officer.** The Clerk shall call the organizational meeting to order and preside until the board elects a new chair. Once elected, the new chair shall preside.

### **Rule 8. Terms of the Chair and Vice Chair**

The members selected as chair and vice chair at the organizational meeting shall serve for the ensuing year.

## **Part V. Types of Meetings**

### **Rule 9. Regular Meetings**

**(a) Regular Meeting Schedule.** The board shall hold a regular meeting on the first and third Monday of each month, except that if a regular meeting day is on a holiday, the meeting shall be held on the next business day.

**(b) Notice of Regular Meeting Schedule.** The board must ensure that a copy of its current regular meeting schedule is filed with the clerk to the board and posted on the county's website.

**(c) Change to Regular Meeting Schedule.** The board may vote to alter the time or place of a particular regular meeting or all regular meetings within a specified period. The board must ensure that the appropriate public notice is filed with the clerk to the board at least seven (7) calendar days before the first meeting held pursuant to the revised schedule. The board must also have the revised schedule posted on the county's website. Additionally, the board must cause notice of the temporary change to be posted at or near its regular meeting place and to be sent to everyone who has submitted a request to receive notice of its special meetings.

### **Rule 10. Special Meetings**

**(a) Calling Special Meetings.** The chair or a majority of members may call a special meeting of the board by signing a written notice stating the date, time, and place of the meeting and the subjects to be considered.

**(b) Notice to the Public.** At least forty-eight hours before a special meeting, the board shall cause the written notice to be (1) posted on the board's principal bulletin board (2) delivered, emailed, or mailed to each newspaper, wire service, radio station, television station, and person who has filed a written request for notice with the clerk to the board. If the board's website is maintained by one or more county employees, the board must also have the notice posted there prior to the special meeting.

**(c) Notice to Members.** At least forty-eight hours before a special meeting, the chair or the members who called the meeting shall have the written notice of the meeting emailed to the other members of the board.



### **Rule 11. Emergency Meetings**

**(a) Calling Emergency Meetings.** The chair or a majority of the board's members may call an emergency meeting to address generally unexpected circumstances that demand the board's immediate attention.

**(b) Notice of Emergency Meetings.** The member or members who call an emergency meeting must take reasonable action to inform the other members of the board and the public of the meeting. In addition, notice of the meeting must be given to each local newspaper, local wire service, local radio station, and local television station that has filed with the clerk to the board a request to be notified of emergency meetings. Notice may be given by telephone or email.

**(c) Transaction of Other Business Prohibited.** Only business connected with the emergency may be discussed or otherwise considered at an emergency meeting.

### **Rule 12. Recessed Meetings**

**(a) Calling Recessed Meetings.** When conducting a properly called regular, special, or emergency meeting, the board may recess the meeting to another date, time, or place by a procedural motion made and adopted in open session, as provided in Rule 29 (Motion 3). The motion must state the time (including the date, if the meeting will resume on a different day) and place at which the meeting will reconvene.

**(b) Notice of Recessed Meetings.** If the board's website is maintained by one or more county employees, notice of the recessed meeting's date, time, and place must appear on the webpage prior to the meeting. No further notice of a properly called recessed meeting is required.

### **Rule 13. Limited Authority to Meet Outside the County**

The board must hold all of its meetings within the county except for the following:

- a joint meeting of the board with another public body, if the joint meeting is held within the political subdivision represented by the other public body;
- a retreat, forum, or similar gathering held solely to provide board members with general information so long as members do not vote or take action;
- a meeting between the board and the local legislative delegation during a session of the General Assembly, provided board members do not vote or otherwise transact public business during the meeting except with regard to matters pertaining directly to legislation proposed to or pending before the General Assembly; and
- a convention, association meeting, or similar gathering but only if board members confine their deliberations to event-related issues that are not legally binding on the board or its constituents, such as convention resolutions and the elections of association officers.

## Part VI. Agenda

### Rule 14. Agenda

#### (a) Agenda

- (1) *Preparation.* The clerk to the board shall prepare an agenda in advance of each meeting of the board. For a regular meeting, a request to have an item of business placed on the agenda should be submitted to the clerk at least 10 days before the date of the meeting unless otherwise approved by the Chairman or the County Manager.
- (2) *Supplemental information/materials.* The agenda packet shall include the agenda, any proposed ordinances or amendments to ordinances, and supporting documentation and background information relevant to items on the agenda.
- (3) *Delivery to board members.* Except in the case of an emergency meeting, each member shall receive an electronic copy of the agenda and agenda packet at least 48 hours before the meeting.
- (4) *Public inspection.* The agenda and agenda packet will be available to the public when they are ready to be circulated.

**(b) Consent Agenda.** The board may designate part of an agenda for a regular meeting as the *consent agenda*. Items may be placed on the consent agenda by the person(s) charged with preparing the agenda if they are judged to be noncontroversial and routine. Any Board Member may request to have an item moved from the consent agenda and discussed on the regular agenda. All items on the consent agenda must be voted on and adopted by a single motion, with the minutes reflecting the motion.

### Rule 15. Agenda Items from Members of the Public

If a member of the public wishes to request that the board include an item on its regular meeting agenda, he or she must submit the request to the Clerk to the Board by the deadline specified in Rule 14(a)(1). The board is not obligated to place an item on the agenda merely because such a request has been received.

### Rule 16. Order of Business

Items shall be placed on a regular meeting agenda according to the order of business. The usual order of business for each regular meeting shall be as follows:

Regular Agenda, Consent Agenda, Board Appointments, Commissioners & Manager's Business.

Without objection, the chair may call agenda items in any order most convenient for the dispatch of business.

## Part VII. Role of the Presiding Officer

### Rule 17. The Chair

**(a) Presiding Officer.** The chair shall preside at meetings of the board.

**(b) Voting by the Chair.** The chair has the same duty to vote as other members

**(c) Recognition of Members.** A member must be recognized by the chair or other presiding officer in order to address the board, but recognition is not necessary for an appeal pursuant to Rule 29 (Motion 1).

**(d) Powers as Presiding Officer.** As presiding officer, the chair is to enforce these rules and maintain order and decorum during board meetings. To that end, the chair may

- (1) rule on points of parliamentary procedure, to include ruling out of order any motion clearly offered for obstructive or dilatory purposes;
- (2) determine whether a member or other speaker has gone beyond reasonable standards of courtesy in his or her remarks and entertain and rule on objections from other members on this ground;
- (3) entertain and answer questions of parliamentary procedure;
- (4) call a brief recess at any time; and
- (5) adjourn in an emergency.

**(e) Appeals of Procedural Rulings.** A member may appeal a decision made or answer given by the chair under subparagraph (d)(1), (2), or (3) in accordance with Rule 29 (Motion 1).

### **Rule 18. Presiding Officer in the Chair's Absence**

The vice chair shall preside over meetings of the board in the chair's absence. If both the chair and vice chair are absent, the members present may choose a temporary chair from among themselves. The vice chair or other member presiding in place of the chair has the powers listed in Rule 17(d). Service as presiding officer does not relieve the vice chair or other member of the duty to vote on all questions except as excused from voting pursuant to Rule 26.

## **Part VIII. Motions and Voting**

### **Rule 19. Action by the Board**

Except as otherwise provided in these rules, the board shall act by motion. Any member may make a motion. Unless otherwise provided, all motions require a second.

### **Rule 20. Second Not Required**

No second is required on a motion to nominate.

### **Rule 21. One Motion at a Time**

A member may make only one motion at a time.

### **Rule 22. Withdrawal of Motion**

The member who introduces a motion may withdraw the motion, with the consent of the member who seconded the motion, unless the motion has been put to a vote.

### **Rule 23. Debate**

The presiding officer shall state the motion and then open the floor to debate, presiding over the debate according to the principles listed below.

- The maker of the motion is entitled to speak first.
- A member who has not spoken on the issue shall be recognized before a member who has already spoken.

### **Rule 24. Adoption by Majority Vote**

A motion is adopted if supported by a simple majority of the votes cast, a quorum being present, except when a larger majority is required by these rules or state law.

### **Rule 25. Changing a Vote**

A member may change his or her vote on a motion at any time before the presiding officer announces whether the motion has passed or failed. Once the presiding officer announces the result, a member may not change his or her vote.

### **Rule 26. Duty to Vote**

**(a) Duty to Vote.** Every board member must vote except when excused from voting as provided by this rule.

**(b) Grounds for Excusal.** A member may be excused from voting on a matter involving the member's own financial interest or official conduct, though not if the proposal in question is one to alter the compensation or allowances paid to board members. Members may also be excused from voting when prohibited from voting under G.S. 14-234 (contract providing direct benefit to member), G.S. 153A-340(g) (legislative zoning decision likely to have a direct, substantial, and readily identifiable financial impact on member), or G.S. 160A-388(e)(2) (member's participation in quasi-judicial decision would violate affected person's right to an impartial decision maker). Questions about whether a basis for excusal exists should be directed to the county attorney.

#### **(c) Procedure for Excusal**

- (1) *At the member's request.* Upon being recognized at a duly called meeting of the board, a member who wishes to be excused from voting shall so inform the presiding officer, who must then submit the matter to a vote of the remaining members present. If a majority of the remaining members present vote to excuse the member, the member is excused from voting on the matter.
- (2) *On the board's initiative.* Even when a member has not asked to be excused from voting on a matter, a majority of the remaining members present may by motion and vote excuse the member from voting if the member is prohibited from voting under paragraph (b).

**(d) Consequence of Non-Excused Failure to Vote.** If a member who has not been excused from voting fails to vote on a matter, the member's failure to vote shall be recorded as an affirmative vote, provided

- (1) the member is physically present in the meeting room or

- (2) the member has physically withdrawn from the meeting room without being excused by majority vote of the remaining members present.

### **Rule 27. Voting by Written Ballot**

**(a) Secret Ballots Prohibited.** The board may not vote by secret ballot.

**(b) Rules for Written Ballots.** The board may decide by majority vote or unanimous consent to vote on a motion by written ballot. Each member must sign his or her ballot, and the minutes must record how each member voted by name. The ballots must be made available for public inspection in the office of the clerk to the board immediately following the meeting at which the vote took place and remain there until the minutes of that meeting are approved, at which time the ballots may be destroyed.

### **Rule 28. Substantive Motions**

A substantive motion is not in order if made while another motion is pending. Once the board disposes of a substantive motion, it may not take up a motion that presents essentially the same issue at the same meeting, unless it first adopts a motion to reconsider pursuant to Rule 29 (Motion 14).

### **Rule 29. Procedural Motions**

**(a) Certain Motions Allowed.** The board may consider only those procedural motions listed in this rule. Unless otherwise noted, each procedural motion may be debated and amended and requires a majority of votes cast, a quorum being present, for adoption.

**(b) Priority of Motions.** The procedural motions set out in this paragraph are listed in order of priority. A procedural motion is not in order so long as another procedural motion of higher priority is pending, except that

- any procedural motion other than an appeal under Motion 1 is subject to amendment as provided in Motion 12, and
- a motion to call the question (end debate) may be made with regard to any procedural motion in accordance with Motion 9.

When several procedural motions are pending, voting must begin with the procedural motion highest in priority, except that a motion to amend or end debate on the highest priority motion must be voted on first.

**Motion 1. To Appeal a Ruling of the Presiding Officer.** Any member may appeal the presiding officer's ruling on whether a motion is in order or on whether a speaker has violated reasonable standards of courtesy. The presiding officer's response to a question of parliamentary procedure may also be appealed by any member. An appeal is in order immediately after the disputed ruling or parliamentary response and at no other time. The member who moves to appeal need not be recognized by the presiding officer, and if timely made, the motion may not be ruled out of order. The appeal of a presiding officer's ruling is made to the Board of Commissioners and is decided by vote of the majority plus one.

**Motion 2. To Adjourn.** This motion may be used to close a meeting. It is not in order if the board is in closed session.

**Motion 3. To Recess to a Time and Place Certain.** This motion may be used to call a recessed meeting as permitted under Rule 12. The motion must state the time (including the date, if the meeting will reconvene on a different day) and place at which the meeting will resume. The motion is not in order if the board is in closed session.

**Motion 4. To Take a Brief Recess.**

**Motion 5. To Follow the Agenda.** This motion must be made at the time an item of business that deviates from the agenda is proposed; otherwise, the motion is out of order as to that item.

**Motion 6. To Suspend the Rules.** To be adopted, a motion to suspend the rules must receive affirmative votes equal to at least a quorum plus one of the board. The board may not suspend provisions in these rules that are required under state law.

**Motion 7. To Divide a Complex Motion.** This motion is in order whenever a member wishes to consider and vote on parts of a complex motion separately. The member who makes this motion must specify how the complex motion will be divided.

**Motion 8. To Defer Consideration.** The board may defer its consideration of a substantive motion, and any proposed amendments thereto, to an unspecified time. A motion that has been deferred expires unless the board votes to revive it pursuant to Motion 13 within [100] days of deferral. A new motion having the same effect as a deferred motion may not be introduced until the latter has expired.

**Motion 9. To End Debate (Call the Previous Question).** If adopted, this motion terminates debate on a pending motion, thereby bringing it to an immediate vote. This motion is not in order until every member has had an opportunity to speak once on the pending motion.

**Motion 10. To Table an Item.** This motion may be employed to delay the board's consideration of a substantive motion, and any proposed amendments thereto, until a designated day, meeting, or hour. During the period of postponement, the board may not take up a new motion raising essentially the same issue without first suspending its rules pursuant to Motion 6.

**Motion 11. To Refer a Motion to a Committee.** The board may vote to refer a substantive motion to a committee for study and recommendations. While the substantive motion is pending before the committee, the board may not take up a new motion raising essentially the same issue without first suspending its rules pursuant to Motion 6. If the committee fails to report on the motion within 60 days of the referral date, the board must take up the motion if asked to do so by the member who introduced it.

**Motion 12. To Amend.**

**(a) Germaneness.** A motion to amend must concern the same subject matter as the motion it seeks to alter.

**(b) Limit on Number of Motions to Amend.** When a motion to amend is under consideration, a motion to amend the amendment may be made; however, no more than one motion to amend and one motion to amend the amendment may be pending at the same time.

**(c) Amendments to Ordinances.** Any amendment to a proposed ordinance must be reduced to writing or read back by the clerk before the vote on the amendment.

**Motion 13. To Revive Consideration.** The board may vote to revive consideration of any substantive motion that has been deferred pursuant to Motion 8, provided it does so within 100 days of its vote to defer consideration.

**Motion 14. To Reconsider.** The board may vote to reconsider its action on a matter, provided the motion to reconsider is made (a) at the same meeting during which the action to be reconsidered was taken and (b) by a member who voted with the prevailing side. For purposes of this motion, “the same meeting” includes any continuation of a meeting through a motion to recess to a certain time and place (Motion 3). The motion is not in order if it interrupts the board’s deliberation on a pending matter.

**Motion 15. To Rescind.** The board may vote to rescind an action taken at a prior meeting provided rescission is not forbidden by law.

**Motion 16. To Prevent Reintroduction for Six Months.** This motion may be used to prevent the re-introduction of a failed substantive motion for a time, but it is in order only when made immediately following the substantive motion’s defeat. To be adopted, this motion must receive affirmative votes equal to at least a quorum of the board. If this motion is adopted, the ban on reintroduction remains in effect for six months or until the board’s next organizational meeting in an even-numbered year, whichever occurs first.

## **Part IX. Ordinances and Contracts**

### **Rule 30. Introduction of Ordinances**

For purposes of these rules, the “date of introduction” for a proposed ordinance is the first date on which the proposed ordinance appears on the agenda for a board meeting or when the board actually considers the proposed ordinance.

### **Rule 31. Adoption, Amendment, and Repeal of Ordinances**

**(a) Form of Proposed Ordinances.** The board may not adopt a proposed ordinance unless it has been reduced to writing and distributed to members before the vote is taken. This shall not apply to amendments to proposed ordinances that are properly listed on the agenda.

#### **(b) Adoption of Ordinances Not Subject to Public Hearing Requirements.**

- (1) *Approval on date of introduction.* To be adopted at the meeting where first introduced, an ordinance or any action having the effect of an ordinance must receive the affirmative votes of all members of the board. If the measure receives a majority of votes cast on the date of introduction but not the unanimous support of all members, the board must take it up again at its next regular meeting.
- (2) *Approval after date of introduction.* At its first regular meeting following the date of introduction or at any meeting thereafter within 100 days of the date of introduction, the board may adopt the proposed ordinance or action having the effect of an ordinance by a majority of votes cast, a quorum being present.

**(c) Adoption of Ordinances Subject to Public Hearing Requirements.**

- (1) *The budget ordinance or budget amendments.* Rule 32 governs the approval of the budget ordinance and amendments thereto.
- (2) *Other ordinances.* Following a required public hearing on a proposed ordinance, the board may adopt the measure by a majority of votes cast, a quorum being present, regardless of whether the vote occurs on the date of introduction.

**(d) Amendment and Repeal of Ordinances.** The same voting requirements that govern the adoption of proposed ordinances also apply to the amendment or repeal of an ordinance.

**Rule 32. Adoption of the Budget Ordinance**

**(a) Special Rules for the Adoption or Amendment of the Budget Ordinance.** Notwithstanding any provision in general law or any local act,

- (1) the board may adopt or amend the budget ordinance at a regular or special meeting of the board by a majority of those members present and voting, a quorum being present;
- (2) no action taken with respect to the adoption or amendment of the budget ordinance need be published or is subject to any other procedural requirement governing the adoption of ordinances or resolutions by the board; and
- (3) the adoption or amendment of the budget ordinance and the levy of taxes in the budget ordinance are not subject to the provisions of any local act concerning initiative or referendum.

**(b) Notice Requirements for Budget Meetings.** During the period beginning with the submission of the budget to the board and ending with the adoption of the budget ordinance, the board may hold any special meetings that may be necessary to complete its work on the budget ordinance. Except for the notice requirements of the open meetings law, which continue to apply, no provision of law or these rules concerning the call of special meetings applies during that period, so long as

- (1) each member of the board has actual notice of each special meeting called for the purpose of considering the budget and
- (2) no business other than consideration of the budget is taken up.

**(c) No Authority for Closed Sessions.** This rule shall not be construed to authorize the board to hold closed sessions on any basis other than the grounds set out in Rule 5.

**Part X. Public Hearings and Comment Periods**

**Rule 33. Public Hearings**

**(a) Calling Public Hearings.** In addition to holding public hearings required by law, the board may hold any public hearings it deems advisable. The board may schedule hearings or delegate that responsibility to county staff members, as appropriate, except when state law directs the board itself to call the hearing. If the board delegates scheduling authority, it must provide adequate guidance to assist staff members in exercising that authority.

**(b) Public Hearing Locations.** The board may hold public hearings anywhere within the county.



**(c) Notice of Public Hearings.** Any public hearing at which a quorum of the board is present shall be considered part of a regular or special meeting. Consequently, the relevant notice and related requirements of the open meetings law, as set out in Rules 9 through 12, apply to such hearings. Some statutes mandate additional notice for particular types of hearings, and such notice must be provided together with the notice required by the open meetings law.

**(d) Rules for Public Hearings.** The board may adopt reasonable rules for public hearings that, among other things,

- fix the maximum time allotted to each speaker,
- provide for the designation of spokespersons for groups of persons supporting or opposing the same positions,
- provide for the selection of delegates from groups of persons supporting or opposing the same positions when the number of persons wishing to attend the hearing exceeds the capacity of the meeting room (so long as arrangements are made, in the case of a hearing subject to the open meetings law, for those excluded from the meeting room to listen to the hearing), and
- provide for the maintenance of order and decorum in the conduct of the hearing.

**(e) Continuing Public Hearings.** The board may continue any public hearing without further advertisement to a time and place certain, provided the time (including the date, if the hearing will resume on a different day) and place of the continued hearing are announced in open session. Except for hearings conducted pursuant to paragraph (g), if a quorum of the board is not present for a properly scheduled public hearing, the hearing must be continued until the board's next regular meeting without further advertisement.

**(f) Conduct of Public Hearings.** At the time appointed for the hearing, the county manager shall call the hearing to order and proceed to allow public input in accordance with any rules adopted by the board for the hearing. Unless the board votes to extend the hearing, when the time allotted for the hearing expires, or when no one wishes to speak who has not done so, the county manager shall declare the hearing closed, and the board shall resume the regular order of business.

**(g) Public Hearings by Less Than a Majority of Board Members.** Nothing in this rule prevents the board from appointing a member or members to hold a public hearing on the board's behalf, except when state law requires that the board itself conduct the hearing.

### **Rule 34. Public Comment Periods**

**(a) Frequency of Public Comment Periods.** The board must provide at least one opportunity for public comment each month at a regular meeting.

**(b) Rules for Public Comment Periods.** The board may adopt reasonable rules for public comment periods that, among other things,

- fix the maximum time allotted to each speaker,
- provide for the designation of spokespersons for groups supporting or opposing the same positions,
- provide for the selection of delegates from groups supporting or opposing the same positions

when the number of persons wishing to attend the public comment period exceeds the capacity of the meeting room (so long as arrangements are made for those excluded from the meeting room to listen to the public comment period), and

- provide for the maintenance of order and decorum in the conduct of the public comment period.

**(c) Content-Based Restrictions Generally Prohibited.** The board may not restrict speakers based on subject matter, as long as their comments pertain to subjects within the board's real or apparent jurisdiction.

## **Part XI. Appointments and Appointed Bodies**

### **Rule 35. Appointments**

**(a) Appointments in Open Session.** The board must consider and make any appointment to another body or, in the event of a vacancy on the board, to its own membership in open session.

**(b) Nomination and Voting Procedure for Appointed Bodies.** The board shall use the following procedure to appoint individuals to bodies over which it has the power of appointment. The chair shall open the floor for nominations, whereupon board members may put forward and debate nominees. Candidates shall be voted upon one at a time with first nominated being considered first and continue until a nominee gets a majority.

**(c) Nomination and Voting Procedure to Fill a Vacancy on the Board.** The procedure described in paragraph (b) shall be used to fill a vacancy on the board, except as superseded by the provisions of G.S. 153A-27 or -27.1. If the appointment is based on residence in an electoral district, the person selected to fill the vacancy must reside in the same electoral district as the member being replaced.

**(d) Multiple Appointments.** If the board is making more than one appointment to a body, each member shall have as many votes in each balloting as there are slots to be filled, and the votes of a majority of the total number of members voting shall be required for each appointment. No member may cast more than one vote for the same candidate for the same position during a single balloting.

**(e) Vote by Written Ballot.** The board may vote on proposed appointments by written ballot in accordance with Rule 27.

### **Rule 36. Committees and Boards**

**(a) Establishment and Appointment.** The Board or the Chair may establish temporary and standing committees, boards, and other bodies to help carry on the work of county government. Unless otherwise provided by law or the board, the power of appointment to bodies established by the board lies with the board. Unless otherwise provided by law, the power of appointment to bodies established by the Chair lies with the Chair.

**(b) Open Meetings Law.** The requirements of the open meetings law apply whenever a majority of an appointed body's members gather in person or simultaneously by electronic means to discuss or conduct official business.

**(c) Procedural Rules.** The board may prescribe the procedures by which the county's appointed bodies operate, subject to any statutory provisions applicable to particular bodies. In the absence of rules

adopted by the board, an appointed body may promulgate its own procedural rules, so long as they are in keeping with any relevant statutory provisions and generally accepted principles of parliamentary procedure.

## **Part XII. Miscellaneous**

### **Rule 37. Amendment of the Rules**

These rules may be amended at any regular meeting or at any properly called special meeting for which amendment of the rules is one of the meeting's stated purposes. Any amendment to these rules must be consistent with any relevant statutes and generally accepted principles of parliamentary procedure. To be adopted, a motion to amend these rules must be approved by a majority of the board's members.

### **Rule 38. Reference to Robert's Rules of Order Newly Revised**

The board shall refer to *Robert's Rules of Order Newly Revised* for guidance when confronted with a procedural issue not covered by these rules or state law. Having consulted *Robert's*, the chair shall make a ruling on the issue subject to appeal to the board under Rule 29 (Motion 1).



*Consent Agenda*

**Description**

1. Approval of Minutes (03.18.19)
2. Dare County Center Budget Amendment

**Board Action Requested**

Approval

**Item Presenter**

County Manager, Robert Outten



*Approval of Minutes*

**Description**

The Board of Commissioners will review and approve their previous Minutes, which follow this page.

**Board Action Requested**

Approve Previous Minutes

**Item Presenter**

County Manager, Robert Outten



# County of Dare

P.O. Box 1000 | Manteo, NC 27954

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## MINUTES

### DARE COUNTY BOARD OF COMMISSIONERS MEETING

Dare County Administration Building, Manteo, NC

**5:00 p.m., March 18, 2019**

Commissioners present: Chairman Robert Woodard  
Rob Ross, Steve House, Jim Tobin, Danny Couch

Commissioners absent: Vice Chairman Wally Overman, Commissioner Ervin Bateman

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

At 5:00 p.m. Chairman Woodard called to order the regularly scheduled meeting with appropriate prior public notice having been given. He invited George Lurie from the Jewish Community of the Outer Banks to share a prayer, and then he led the Pledge of Allegiance to the flag. Chairman Woodard advised that Vice Chairman Overman and Commissioner Bateman were unable to attend the meeting due to excused absences.

#### **ITEM 1 – OPENING REMARKS – CHAIRMAN’S UPDATE**

Following is a brief outline of the items mentioned by Chairman Woodard during his opening remarks, which can be viewed in their entirety in a video on the Dare County website –

- Thanked the Board for a very productive Retreat where direction was given to staff.
- Congratulated women that were honored at the recent Chamber of Commerce luncheon.
- Reported on the annual awards dinner he attended for the Kill Devil Hills Fire Department.
- Commented on conversation he has had with people in Avon concerning beach erosion and updated the Board on dune conditions in the area.
- Noted that he attended the recent Board of Education meeting where their Capital Improvements Plan was discussed.
- Provided details about an appreciation dinner that Al Friedman is organizing to recognize Dare County educators and first responders at Captain George’s restaurant on May 16.

## **ITEM 2 – PUBLIC COMMENTS**

At 5:13 p.m. the Manager outlined the procedure for making public comments in Manteo and via the video link to the Fessenden Center Annex in Buxton. Following is a summary of all citizen remarks, which can be viewed in their entirety in a video on the County website –

*The following comments were made in Manteo –*

1. Pat Broom and Karen Brown from the Outer Banks Chamber of Commerce honored Dare County Planning Director Donna Creef, who was unable to be at the recent Women’s Luncheon hosted by the Chamber where distinguished women of the Outer Banks were celebrated. They thanked Ms. Creef for her work on zoning changes to address the local housing issue and expressed how much her efforts are appreciated.

*There were no comments made in Buxton –*

The County Manager closed Public Comments at 5:16 p.m.

## **ITEM 3 – TRILLIUM HEALTH RESOURCES**

Dave Peterson, Central Regional Director for Trillium Health Resources, gave an annual report for the LME/MCO (Local Management Entity/Managed Care Organization) that provides mental health, intellectual and developmental disability and substance use services to 26 counties in eastern North Carolina including Dare County. He noted that 1,172 consumers were served in Dare County and outlined the type of services they received. Mr. Peterson provided details about legislative changes and how it will impact services provided under Standard and Tailored plans. Mr. Peterson thanked Vice Chairman Overman and Commissioner Ross for their service to the Trillium Health Resources Board.

## **ITEM 4 – AWARD OF FY2018-2019 EQUIPMENT FINANCING (Att. #1)**

Finance Director David Clawson reported that proposals were received from seven financial institutions for financing in the amount of \$2,057,425 with a three year term for the acquisition of county vehicles and equipment as approved in the fiscal year 2018-2019 operating budget. He explained that the lowest total cost was submitted by Banc of America Public Capital Corp (BAPCC) at a rate of 2.521%.

### **MOTION**

Commissioner House motioned to adopt a resolution awarding the three year financing to BAPCC at a rate of 2.521% and authorize the County Manager and staff to execute all necessary documents.

Commissioner Tobin seconded the motion.

VOTE: AYES unanimous

## **ITEM 5 – RECOVERY COURT – MEMORANDUM OF AGREEMENT**

The County Manager presented a Memorandum of Agreement (MOA) outlining the terms and conditions related to the operation of a Recovery Court in Dare County. Mr. Outten noted that the MOA includes hiring of a coordinator who will support the operation of a Recovery Court and explained how funding will be allocated for the current and upcoming fiscal year.

**MOTION**

Commissioner Ross motioned to approve the MOA and authorize the County Manager to execute the agreement.

Commissioner House and Commissioner Couch seconded the motion.

VOTE: AYES unanimous

**ITEM 6-1 – PUBLIC HEARING – CHAPTER 152 PLANNING & DEVELOPMENT (Att. #2)**

At 5:49 p.m. the Board held a Public Hearing to receive input concerning this agenda item. The Manager outlined the procedure for making public comments in Manteo and via the video link to the Fessenden Center Annex in Buxton. No one responded to the invitation to address the Board on the proposed revision to the County Code, which will clarify that the Planning Board Chairperson is appointed by the Dare County Board of Commissioners. The Manager closed the Public Hearing at 5:49 p.m.

**MOTION**

Commissioner House motioned to adopt the proposed revisions to Code Chapter 152.

Commissioner Tobin seconded the motion.

VOTE: AYES unanimous

**ITEM 6-2 – PUBLIC HEARING – 2018 SUPPLEMENT, CODE OF ORDINANCES (Att. #3)**

At 5:50 p.m. the Board held a Public Hearing to receive input concerning this agenda item. The Manager outlined the procedure for making public comments in Manteo and via the video link to the Fessenden Center Annex in Buxton. No one responded to the invitation to address the Board on a proposed resolution to codify for publication all the amendments to the Code of Ordinances that have previously been adopted by the Board of Commissioners. The County Manager closed the Public Hearing at 5:50 p.m.

**MOTION**

Commissioner House motioned to adopt the Resolution for the Code of Ordinances update.

Commissioner Ross seconded the motion.

VOTE: AYES unanimous

**ITEM 7 – CONSENT AGENDA**

The Manager announced the items as they were visually displayed in the meeting room.

**MOTION**

Commissioner House and Commissioner Couch motioned to approve the Consent Agenda:

- 1) Approval of Minutes (03.04.19 & Retreat on 03.06.19) **(Att. #4)**
- 2) DHHS Budget Amendment – Additional Low Income Energy Assistance Program Funding
- 3) Health & Human Services – Contract with Advanced Network Solutions for Email Encryption
- 4) Public Health Division – Contract with Pharmacy Solutions for Hospice
- 5) Town of Nags Head Request – Delegate Approval of Pyrotechnics Permits **(Att. #5)**
- 6) Roanoke Island Volunteer Fire Department Contract and Agreement
- 7) Records Retention & Disposition Schedule Update
- 8) Contract for Prescribed Fuel Reduction Burn
- 9) Tax Collector's Report

Commissioner Tobin seconded the motion.

VOTE: AYES unanimous



## **ITEM 8 – COMMISSIONERS’ BUSINESS & MANAGER’S/ATTORNEY’S BUSINESS**

Commissioners and the County Manager frequently make extensive remarks, which can be viewed in their entirety in a video on the Dare County website. Following is a brief summary outline of the items mentioned by Commissioners during this segment –

### Commissioner Tobin

- Reported on a meeting with the State of North Carolina on funding disbursement for the County’s dredge vessel. He noted that everything is moving forward in a good direction.

### Commissioner Ross

- Expressed how much he is looking forward to the upcoming Legislative Fish Fry Dinner that will be held in Raleigh on April 9 featuring fresh harvested seafood by NC watermen.
- Reported that design work is progressing nicely on the new Dare County Animal Shelter. He noted that concept designs should be finalized in the coming weeks following by RFP’s for construction bids. The Manager added that the site plan has not yet been addressed and once it is done, the County will share it with the community.
- Advised that all the counties that are involved in the Albemarle Commission have approved the group’s bylaws so they are now consistent with their charter.

### Commissioner House

- Briefed the Board on a Sea Grant meeting regarding an Oyster Trail for the coast. He described the benefits this would have for our aquaculture.
- Reported on an emergency meeting held by the North Carolina Marine Fisheries Commission to issue a proclamation regarding the banning of gill nets in specified NC rivers. He explained why this is a crucial issue that we need to closely watch.
- Provided details about the first meeting of the Commission For Working Watermen scheduled for this week, which will address blue fin tuna allocations and other concerns.
- Shared trivia about Saint Gertrude’s Day honoring the patron saint of cats, and the 1865 adjournment of the Confederate Congress that occurred on this date in history.

### Commissioner Couch

- Expressed how much he looks forward to the dedication ceremony for the new bridge.
- Reported that real estate activity on Hatteras Island and other parts of the County appears to be very active.

### Chairman Woodard

- Presented a request from the Town of Nags Head to have Kitty Hawk Councilwoman Tina Tice serve as the Alternate representative on the Albemarle Regional Solid Waste Management Authority.

#### **MOTION**

Commissioner House motioned to appoint Tina Tice as the Alternate.

Commissioner Couch seconded the motion.

VOTE: AYES unanimous

- On behalf of Vice Chairman Overman, the Chairman presented a resolution in support of terminal groins and jetties at Oregon Inlet, which resulted in the following motion - - -

**MOTION**

Chairman Woodard motioned to adopt the resolution as presented.  
Commissioner Ross seconded the motion.

During discussion of the motion, Commissioner Tobin voiced concern that all references to terminal groins should be removed from the resolution because jetties are what is needed at Oregon Inlet, which resulted in the following amended motion - - -

**MOTION**

Commissioner Tobin motioned to strike all references to terminal groins and replace the language with jetties where appropriate in the resolution.  
Commissioner House seconded the motion.

Following Board discussion of the language needed for the resolution, the original motion and the amended motion were both withdrawn prior to a vote being taken on either one. The Board agreed by consensus to table the item, which would allow the participation of Vice Chairman Overman.

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

1. The County Manager summarized a change that is under consideration at the state level and with the National Association of EMS Educators to require paramedics to have a 2-year Associates Degree. He was joined by EMS Chief Jennie Collins and together they outlined how this would make recruitment of paramedics even more challenging. They fielded questions by commissioners and explained that this requirement is being driven by the EMS education industry. Mr. Outten asked the Board to approve allowing him, Chief Collins, and our lobbyist in Raleigh to advocate on behalf of the County against the requirement of a 2-year degree for paramedics. Commissioner House volunteered to assist in the advocacy effort.

**MOTION**

Commissioner House motioned to authorize staff to move forward as requested.  
Commissioner Tobin seconded the motion.  
VOTE: AYES unanimous

Public Information Officer Dorothy Hester provided an update on the County's Hazard Mitigation Plan.

At the conclusion of the meeting, Chairman Woodard asked for a motion to adjourn.

**MOTION**

Commissioner House motioned to adjourn the meeting.  
Commissioner Ross seconded the motion.  
VOTE: AYES unanimous

At 6:44 p.m., the Board of Commissioners adjourned until 9:00 a.m., April 1, 2019.

Respectfully submitted,

[SEAL]

By: \_\_\_\_\_  
Gary Lee Gross, Clerk to the Board

APPROVED: By: \_\_\_\_\_  
Robert Woodard, Chairman  
Dare County Board of Commissioners

Note: copies of attachments (Att.), ordinances, resolutions, contracts, presentations, and supporting material considered by the Board of Commissioners at this meeting are on file in the office of the Clerk to Board.



*Dare County Center Budget Amendment*

**Description**

The Dare County Center has received additional grant funding from the Albemarle Commission for Senior Health Promotion that includes offering evidence based wellness and health programs.

**Board Action Requested**

Approve Budget Amendment

**Item Presenter**

Sandy Pace

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# DARE COUNTY

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## BUDGET AMENDMENT

F/Y **2018/2019**

ACCOUNT	CODE			INCREASE	DECREASE
	Org	Object	Project		
<u>Department: Dare County Center</u>					
<u>Revenues:</u>					
Senior Health Promotion	103659	422073	00124	1,300	
 <u>Expenditures:</u>					
Senior Health Promotion	104659	513302	00124	1,300	

**Explanation:**

Increase in line item due to increase in grant from Albemarle Commission for 2018-2019

**Approved by:**

Board of Commissioners: \_\_\_\_\_

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

County Manager: \_\_\_\_\_

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

(sign in red)

*Finance only:*

Date entered: \_\_\_\_\_ Entered by: \_\_\_\_\_ Reference number: \_\_\_\_\_



*Board Appointments*

**Description**

The Dare County Board of Commissioners will consider the following Board Appointments:

- Airport Authority
- Health and Human Services Board
- Library Board - Regional
- Manns Harbor Commission

Complete information about the appointments will appear after this page.

Upcoming Board Appointments for the next three months are listed at the end.

**Board Action Requested**

Make Board Appointments and Announce Upcoming Appointments

**Item Presenter**

Robert Outten, County Manager

## BOARD APPOINTMENT SUMMARY – April 1, 2019

### Airport Authority

- William Pope’s term expires this month.
- He would like to be reappointed.
- Applications have been received from: Walton P. Burkheimer, Jr. (“Pete”), Terrence T. McGinnis A. Gordon (Don) Milbrath, William J. Overman, Jr.

### Health and Human Services Board

- The Health and Human Services Board voted to forward the name of Ashley Jackson to the Board of Commissioners for appointment. She would fill the vacant “At Large” Seat.
- Applications have been received from:  
George Carver, Jr., Ashley Jackson, J. Staton Martin, Allen Moran

### Library Board – Regional

- An application has been received from Mike Hogan to fill the vacancy on this board.
- You must be a member of the Dare County Library Board to serve on the Regional Library Board and Mr. Hogan currently serves on the Dare County Library Board.

### Manns Harbor Commission

- The following terms expire this month:  
Ladd Bayliss, Cyndy Holda, Jonathan Oglesby, Jessie “Troy” Outland, Jr.
- All would like to be reappointed.
- No applications have been received.

## UPCOMING BOARD APPOINTMENTS

May:	Veterans Advisory Council Zoning Board of Adjustment – Dare County
June:	Albemarle Region Resource Conservation and Development Council (RC&D) Hatteras Community Center Board Juvenile Crime Prevention Council (JCPC) Land Transfer Tax Appeals Board Library Board – Dare Manns Harbor Community Center Board Roanoke Island Community Center Board Rodanthe, Waves, Salvo Community Center Board Waterways Commission

July:

Airport Authority  
East Lake Community Center Board  
Game and Wildlife Commission  
Parks and Recreation Advisory Council  
Wanchese Community Center Board





*Airport Authority*

**Description**

See Attached Summary

**Board Action Requested**

Take Appropriate Action

**Item Presenter**

Robert Outten, County Manager

April 2019

**BOARD APPOINTMENT**

**AIRPORT AUTHORITY**

(Four Year Term)

The Airport Authority Board is responsible for maintaining and operating airports owned by the Authority or Dare County. They provide air transportation services to the aviation traveling public and other aviation related services.

The following term expires this month:

**William Pope**

(Current Term 4/15-4/19)

(Originally Apptd. 4/15)

He would like to be reappointed.

Applications have been received from:

Walton P. Burkheimer, Jr. ("Pete")

Terrence T. McGinnis

A. Gordon (Don) Milbrath

William J. Overman, Jr.

Other Members:  
See attached list

APPLICATION FOR APPOINTMENT TO  
DARE COUNTY ADVISORY BOARDS AND COMMITTEES

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Advisory Board or Committee interested in:

1<sup>st</sup> choice Airport Authority

2<sup>nd</sup> choice Veterans Advisory Council

3<sup>rd</sup> choice \_\_\_\_\_

Name Walton P. Burkheimer, Jr. ("Pete")

Address 302 Saint Louis Street

City/State/Zip Kill Devil Hills, NC 27948

Email Address wpburkheimer1@gmail.com

Telephone Home: 757-478-5970

Business: \_\_\_\_\_

Resident of Dare County:  yes  no

Occupation: Civil Engineer

Business Address: same as residence

Educational background:

BS Civil Engineering, NC State University 1969

Business and civic experience and skills:

Licensed Professional Engineer, NC & VA; Town Engineer for KDH 13 years

Active @ KHUMC. 45 yrs active in civic, community affairs. Former liaison to another airport authority

Other Boards/Committees/Commissions on which you presently serve:

**None**

**REFERENCES**

List three persons who are not related to you and who have definite knowledge of your qualifications for the position for which you are applying.

Name	Business/Occupation	Address	Telephone
Charles Davidson	/ doctor /	3618 S Old Nags Head Woods Rd, Nags Head, NC 27959	/ 252-548-9141

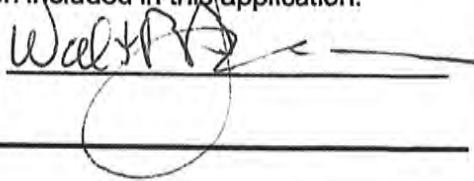
Debora Diaz	/ Town Manager, KDH /	102 Town Hall Dr, Kill Devil Hills, NC 27948	/ 252-449-5300
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Robert Woodard, Chair, Dare County BOC	/	2305 Bay Dr, Kill Devil Hills, NC 27948	/ 252-216-8240
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I understand this application will be kept on the active file for three years and I hereby authorize Dare County to verify all information included in this application.

Date: November 9, 2018

Signature of applicant:



**FOR OFFICE USE ONLY:**

Date received: 11-13-18



### APPLICATION FOR APPOINTMENT TO DARE COUNTY ADVISORY BOARDS AND COMMITTEES

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Advisory Board or Committee interested in:

1<sup>st</sup> choice Airport Authority Committee

2<sup>nd</sup> choice \_\_\_\_\_

3<sup>rd</sup> choice \_\_\_\_\_

Name: Terrence T. McGinnis

Address: 121 For Hugar Way

City/State/Zip Manteo, NC 27954

Telephone Home: (252) 473-5718

Business: (252) 480-8888

Resident of Dare County:  yes  no

Occupation: School Administrator

Business Address: 3020 S. Wrightsville Ave, Nags Head, NC 27959

Educational background:

1979 Bachelor of Arts Sociology, Towson State University, Baltimore MD  
1991 Elementary Education Certification, East Carolina University, Greenville NC  
1996 Master of Arts Education Administration and Supervision, East Carolina University  
Greenville NC

Business and civic experience and skills:

Manteo Lions Club, 1988-1994 (Past President)

Other Boards/Committees/Commissioners presently serving on:

Board, Committee, or Commission:

None


Expiration Date of Terms: Not applicable

REFERENCES

List three persons who are not related to you and who have definite knowledge of your qualifications for the position for which you are applying.

Name	Business/Occupation	Address	Telephone
Trip Hobbs	Dare County Schools	3020 S. Wrightsville Ave, Nags Head, NC	252 480-8888
Troy Haupt	Outer Banks Hospital	4800 S. Croatan Hwy, Nags Head, NC	252 475-3953
Teresa Osborne	Dowdy & Osborne	103 W. Wood Hill Dr., Nags Head, NC	252 449-4404

I understand this application will be kept on the active file for five years and I hereby authorize Dare County to verify all information included in this application.

Date: 2/3/15 Signature of applicant: 

FOR OFFICE USE ONLY:

Date received: \_\_\_\_\_

Date forwarded to County Commissioners: \_\_\_\_\_

APPLICATION FOR APPOINTMENT TO  
DARE COUNTY ADVISORY BOARDS AND COMMITTEES

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Advisory Board or Committee interested in:

1<sup>st</sup> choice Airport Authority

2<sup>nd</sup> choice Waterways Commission

3<sup>rd</sup> choice Planning Board

Name A. Gordon (Don) Milbrath

Address 2711 S. Virginia Dare Trail

City/State/Zip Nags Head NC 27959

Email Address milbrathdon@gmail.com

Telephone Home: 252/441-2108

Business: 303/908-1579

Resident of Dare County:  yes  no

Occupation: Consultant/Restaurateur

Business Address: Colorado

Educational background:

BS In Business Admin, UNC at Chapel Hill

numerous graduate level courses incl. National Defense Unisversity, Naval War College

Business and civic experience and skills:

resume available upon request. Chairman Greenwood Village (CO)

Planning Board, President, Special Tax District (CO)

Other Boards/Committees/Commissions on which you presently serve:

**Nags Head Board of Adjustments**

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REFERENCES

List three persons who are not related to you and who have definite knowledge of your qualifications for the position for which you are applying.

Name                      Business/Occupation                      Address                      Telephone

**Charles Evans, Attorney, Manteo, 252/256-0545**

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**Melanie Smith, Business Owner, Kill Devil Hills, 252/441-5418**

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**Kevin Zorc, Fire Chief, Nags Head, 252/441-5909**

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I understand this application will be kept on the active file for three years and I hereby authorize Dare County to verify all information included in this application.

Date: 9/20/17      Signature of applicant: A. Gordon [Signature]

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FOR OFFICE USE ONLY:

Date received: 9/22/17



APPLICATION FOR APPOINTMENT TO  
DARE COUNTY ADVISORY BOARDS AND COMMITTEES

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Advisory Board or Committee interested in:

1<sup>st</sup> choice Airport Authority

2<sup>nd</sup> choice Planning Board

3<sup>rd</sup> choice Veterans Advisory Council

Name William J. Overman, Jr.

Address 110 Puddle Lane

City/State/Zip Manteo, NC 27954-9595

Email Address fourbranch@earthlink.net

Telephone Home: 252-473-2126

Business: —

Resident of Dare County:  yes  no

Occupation: Retired U.S. Navy

Business Address: —

Educational background:

B.S. Wake Forest University

Post Grad U of Pitt

Business and civic experience and skills:

Airport Authority early 2000s

Albemarle Commission

First Fit Society Bd 20 yrs  
1<sup>st</sup> Fit military Officers Ass. (MOAA) Local chapter 4 yrs Pres  
MOAA State President & Bd of Directors  
4<sup>th</sup> Branch Bd (Federal co-chair)  
Boy Scouts

Other Boards/Committees/Commissions on which you presently serve:


NONE

REFERENCES

List three persons who are not related to you and who have definite knowledge of your qualifications for the position for which you are applying.

Name	Business/Occupation	Address	Telephone
CLARENCE SKINNER			
Dr. Charles Davidson			
day wheeles			

I understand this application will be kept on the active file for three years and I hereby authorize Dare County to verify all information included in this application.

Date: 1/26/17 Signature of applicant: 

FOR OFFICE USE ONLY:

Date received: 1/26/17

**AIRPORT AUTHORITY**

(Four Year Term)

**The Airport Authority's mission is to manage the operation, maintenance and improvement of air services and facilities for the use, convenience, and benefit of the air traveling public.**

<b><u>MEMBER</u></b>	<b><u>TERM EXPIRATION</u></b>	<b><u>ACTION</u></b>
George Henderson, Sec. P.O. Box 606 Manteo, NC 27954 473-2791	7-19	Reapptd. 7-87 91,95,99,03, 07,11,15
Joseph Blakaitis P.O. Box 8212 Duck, NC 27949 261-7513 (H), 973-723-4434 (C)	7-19	Apptd. 7-15
George H. Wood 224 Colington Ridge Kill Devil Hills, NC 27948 441-0239	7-19	Apptd. 11-01 Reapptd. 7-03, 07,11,15
**Wally Overman 549 Skyco Rd. Manteo, NC 27954 473-3433	4-22	Apptd. 1/15 Reapptd. 4/18
Charles Davidson 3618 Old Nags Head Woods Rd. Nags Head, NC 27959 715-0662 (H), 548-9141 (C) (Commissioner Appointee)	7-22	Apptd. 7-15 Reapptd. 7-18
Fred Newberry 267 N. Dogwood Trail Southern Shores, NC 27949 252-564-5108 (H)	8-22	Apptd. 1-16 Reapptd. 8-18
David Twiddy, V. Ch. 104 Weir Point Dr. Manteo, NC 27954	7-19	Apptd. 6-13 Reapptd. 7-15

**William Pope**  
4108 Lindbergh Ave.  
Kitty Hawk, NC 27949  
255-0834 (H)

4-19

Apptd. 4-15

Comm. Jack Shea, Treas  
290 Wax Myrtle Trail  
261-4158

7-22

Apptd. 10/13  
Reapptd. 4/15,  
7/18

**Notes:**

Meeting Date – 4<sup>th</sup> Weds. Of each month, 7:00 p.m. at the Dare County Airport

\*\* denotes Commissioner Representative

Louise Dollard replaced Clarence Skinner who resigned 8/86.

John Watkins replaced Dwight Wheless who resigned 4/87.

Phelpie Edmondson resigned 8/86.

Russell Langley replaced Orman Mann who resigned 10/84.

Tommie Gray replaced Russell Langley who resigned 8/86.

Ellis Gray, Jr. replaced Lionel Shannon who resigned 3/87.

Phil Olear replaced Ellis Gray who resigned 2/90.

Charles Elms replaced Jim Welch who resigned 2/90.

William D. Smith replaced Ken Mann who resigned 2/90.

Lester Scarborough replaced Phil Olear ?.

Louise Dollard replaced Harold Gray?.

Clarence Skinner replaced Sonny Ambrose 1/93.

Sammy Smith replaced Lester Scarborough?.

Glenn Futrell replaced Charles Elms 12/93.

Paul Breaux replaced Mearl Meekins 3/94.

Al Jones replaced R.D. Sawyer, Jr. 4/94.

Davis Balance replaced John Watkins 4/94.

Charles Davidson replaced Louise Dollard 8/94.

Dwight Burrus replaced Paul Breaux 8/94.

Jack Overman replaced Dwight Burrus 2/96.

Eugene Thomas replaced Davis Balance 10/96.

Alvin Hibbs replaced Clarence Skinner 2/94.

Jay Wheless replaced Glenn Futrell?.

Richard Johnson replaced Sammy Smith 4/99.

Olin Davis replaced Al Jones 7/99.

Warren Judge replaced Richard Mapp 7/99.

Connie Brothers replaced Eugene Thomas 2/01.

Linda Willey filled unexpired term of Warren Judge 2/01.

Bill Plyler filled unexpired term of Olin Davis 11/01.

George Wood filled unexpired term Alvin Hibbs 11/01.

Jack Shea replaced Jack Overman 7/02.

David Jack Kenny filled unexpired term of Bill Plyler 1/06.

Steven C. Evans filled seat left vacant by Jay Wheless 4/07.



Jon David Harden replaced Connie Brothers 4/07.  
Dwight Burrus filled unexpired term of David Jack Kenny 1/08.  
Phelpie Edmondson apptd to fill unexpired term of David Harden (resigned1/11) 4/11.  
Ali Breaux replaced Steven Evans 8/11.  
Deke Bolte filled unexpired term of Dr. Charles Davidson 6/13.  
David Twiddy filled unexpired term of Ali Breaux 6/13.  
10/13 - Comm. Jack Shea was appointed as the Commissioner representative to fill the unexpired term of Richard Johnson. Mr. Shea was originally appointed to the Airport Authority in July 2002.  
10/13 - Max Dutton was appointed to fill the unexpired term of Jack Shea.  
12/14 - Beverly Boswell was appointed to fill unexpired term of Max Dutton.  
1/15 - Wally Overman was appointed to replace Beverly Boswell.  
4/15 - William Pope replaced Phelpie Edmondson.  
7/15 - Joseph Blakaitis replaced Linda Willey.  
7/15 - Charles Davidson filled unexpired term of Dwight Burrus.  
9/15 - Wally Overman and Jack Shea switched seats, making Wally Overman the Commissioner representative and Jack Shea a regular member.  
11/15 - Jack Thomson filled unexpired term of the late Deke Bolte.  
1/16 - Fred Newberry filled unexpired term of the late Jack Thomson.

**REVISED 8/18**



*Health and Human Services Board*

**Description**

See Attached Summary

**Board Action Requested**

Take Appropriate Action

**Item Presenter**

Robert Outten, County Manager

April 2019

**BOARD APPOINTMENT**

**HEALTH AND HUMAN SERVICES BOARD**

(Staggered/Four Year Term)

Serves as the policy-making, rule-making and administrative board of the consolidated human services agency. NCGS 153A-77 requires that "After the subsequent establishment of the Human Services Board, it's Board shall be appointed by the Board of County Commissioners from nominees presented by the Human Services Board."

The Health and Human Services Board voted to forward the name of Ashley Jackson to the Board of Commissioners for appointment. She would fill the vacant At Large Seat.

Applications have been received from:

**George Carver, Jr.**

**Ashley Jackson**

**J. Staton Martin**

**Allen Moran**

Other Members: See attached list



Janice Williams &lt;janicew@darenc.com&gt;

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**DHHS Board Appointment**

1 message

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**Tammy Reber** <rebert@dcdss.org>  
To: Janice Williams <janicew@darenc.com>

Tue, Mar 5, 2019 at 10:59 AM

Janice, the DHHS Board, at their 2/26 meeting, voted to forward the name of Ashley Jackson to the Board of Commissioners for appointment to fill the vacant at-large seat.

**Tammy Reber***Administrative Officer*

Department of Health &amp; Human Services

P.O. Box 669, Manteo, NC 27954

[252.475.5537](tel:252.475.5537) phone[252.473.9824](tel:252.473.9824) fax[www.darenc.com](http://www.darenc.com)

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APPLICATION FOR APPOINTMENT TO  
DARE COUNTY ADVISORY BOARDS AND COMMITTEES

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Advisory Board or Committee interested in:

1<sup>st</sup> choice Health and Human Services Board

2<sup>nd</sup> choice Youth Council

3<sup>rd</sup> choice Transportation Advisory Board

Name George Carter Jr

Address 110 Scarborough St

City/State/Zip Manteo NC 27954

Email Address DareminorityCoalition@gmail.com

Telephone Home: 305-8671

Business: 564-5140

Resident of Dare County:  yes  no

Occupation: Business owner / Cook / Construction

Business Address: Manteo, NC 27954 ; Neys Head  
5000 S. Croatan Hwy

Educational background:  
3 yrs North Carolina Central Un. 1 yr Piedmont Co. College  
1 yr COA Manteo Grad. 98

Business and civic experience and skills:

Owner of George's Dome Home Inc. ; Hosted  
Meet the Candidates w/ Dare Minority Coalition Inc.  
Oct. 18 2018

Other Boards/Committees/Commissions on which you presently serve:

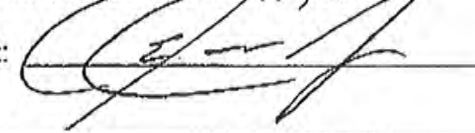
Executive Director of Dare Minority Coalition Inc  
Founder & Owner of George's Dome Homes Inc

REFERENCES

List three persons who are not related to you and who have definite knowledge of your qualifications for the position for which you are applying.

Name	Business/Occupation	Address	Telephone
Betty Selby	Bus. & Operation manager	Agona St.	480-8888 ext. 1916
Lendell Ferguson	Ret. Marine Vet.	Sir Walter Raleigh St.	619-070
L'Tanya Murray	Principle	Raleigh Wood Dr	423-1104

I understand this application will be kept on the active file for three years and I hereby authorize Dare County to verify all information included in this application.

Date: 1/24/19 Signature of applicant: 

FOR OFFICE USE ONLY:

Date received: 1-24-19



APPLICATION FOR APPOINTMENT TO  
DARE COUNTY ADVISORY BOARDS AND COMMITTEES

The Dare County Board of Commissioners believes all citizens should have the opportunity to participate in governmental decisions. One way of participating is by serving as a citizen member on one of the county's advisory boards or committees. If you would like to be considered for appointment to an advisory board or committee, please complete the form below and mail to Janice Williams, P.O. Box 1000, Manteo, N.C. 27954 or fax it to her at 473-1817, or send it by email to janicew@darenc.com

Advisory Board or Committee interested in:

1<sup>st</sup> choice Department of Health and Human Services

2<sup>nd</sup> choice \_\_\_\_\_

3<sup>rd</sup> choice \_\_\_\_\_

Name Ashley Jackson

Address PO BOX 446

City/State/Zip Hatteras, NC 27943

Email Address jacksonas@daretolearn.org

Telephone Home: 703-489-1898

Business: 252-489-6644

Resident of Dare County:  yes  no

Occupation: School Social Worker

Business Address: 3020 S. Wrightsville Ave., Nags Head, NC 27959

Educational background:

Master of Social Work with certification in school social work (VCU), Bachelor of Administration of Justice (GMU), Associates of Business Administration (NVCC)

Business and civic experience and skills:

Led post hurricane recovery efforts on Hatteras Island. Hatteras Island

Angel Gift Coordinator. Coordinator for Thanksgiving Baskets for Hatteras.

Other Boards/Committees/Commissions on which you presently serve:

Saving Lives, CCPT/CCRT, School Mental Health Sub-committee, Community

Collaborative, SHAC, Healthy Carolinians, PPT, Dare Schools Attendance Council

REFERENCES

List three persons who are not related to you and who have definite knowledge of your qualifications for the position for which you are applying.

Name	Business/Occupation	Address	Telephone
Leigh Bracy	DSS/Supervisor	107 Exeter St. Manteo, NC	475-5566

Sandy Kinzel Dare Schools Asst. Superintendent, 3020 S. Wrightsville Ave., Nags Head, NC 480-8888

Beth Rooks Principal CHSS 48576 NC-12, Buxton, NC 995-5730

I understand this application will be kept on the active file for three years and I hereby authorize Dare County to verify all information included in this application.

Date: 9-19-18 Signature of applicant: Ashley Jackson

FOR OFFICE USE ONLY:

Date received: 9-19-18



APPLICATION FOR APPOINTMENT TO  
DARE COUNTY ADVISORY BOARDS AND COMMITTEES

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Advisory Board or Committee interested in:

1<sup>st</sup> choice Health and Human Services Bd mbr.

2<sup>nd</sup> choice \_\_\_\_\_

3<sup>rd</sup> choice \_\_\_\_\_

Name J. Staton Martin

Address 115 Elizabeth Dr.

City/State/Zip Manteo, NC

Email Address Staton@jstaton.com

Telephone Home: 252-473-5290

Business: 252-423-0501

Resident of Dare County:  yes  no

Occupation: Real Estate - Property Management and Sales

Business Address: 115 Elizabeth Dr. Manteo, NC

Educational background:

1965 Graduate of Rose High - Greenville NC

1971 Graduate of Barton College - AB Social Studies

Business and civic experience and skills:

member Manteo Rotary socys held all officer posts

member Rocky Mt optimists

member Nashville NC. Lions Club

Pres - American Institute of Boxing - Rocky Mt NC

Boy Scout Troop 165 Manteo, Committee Chair

Mount Olivet United Methodist Church - various committees

Other Boards/Committees/Commissions on which you presently serve:

Service in various capacities  
at Mount Olivet United Methodist Church

REFERENCES

List three persons who are not related to you and who have definite knowledge of your qualifications for the position for which you are applying.

Name	Business/Occupation	Address	Telephone
Malcolm Fearing - Self		airport Rd Manteo, NC	305-8596
Jim Shearin - Retired		Cannongate Manteo, NC	216-0260
Bobby Harrell	Real Estate	1183 Burnside Manteo, NC	441-7887

I understand this application will be kept on the active file for three years and I hereby authorize Dare County to verify all information included in this application.

Date: 6-20-2018 Signature of applicant: [Signature]

FOR OFFICE USE ONLY:

Date received: 6-20-18

APPLICATION FOR APPOINTMENT TO  
DARE COUNTY ADVISORY BOARDS AND COMMITTEES

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Advisory Board or Committee interested in:

1<sup>st</sup> choice Planning Board 4.) Board of Adjustment

2<sup>nd</sup> choice ABC Board 5.) Equalization & Review

3<sup>rd</sup> choice Tourism Board 6.) Health & Human Services

Name Allen Moran

Address 381 Mother Vineyard Rd

City/State/Zip Manteo, NC 27954

Email Address allenm@darenc.com

Telephone Home: (252) 423-1309

Business: (252) 475-9222

Resident of Dare County:  yes  no

Occupation: Police Officer / Real Estate Broker / Restaurateur

Business Address: 7623 S. Virginia Dare Trl Nags Head, NC

Educational background:

NC licensed real estate broker, NC Justice Academy,

College of the Albemarle

Business and civic experience and skills:

Rotary International Community Service Chair (Manteo, 2012),

U.S. Restaurant Association Board Member



Other Boards/Committees/Commissions on which you presently serve:

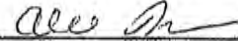
NCDOT Board, Roanoke Island Community Center,  
Albemarle Regional Planning Organization,  
Peanut Belt Regional Planning Organization

#### REFERENCES

List three persons who are not related to you and who have definite knowledge of your qualifications for the position for which you are applying.

Name	Business/Occupation	Address	Telephone
<u>RV Owens</u>	<u>Self-Employed</u>	<u>Manteo, Nc</u>	<u>216-8079</u>
<u>Doog Daughtie</u>	<u>Sheriff (Dare)</u>	<u>KDH, Nc</u>	<u>216-9898</u>
<u>Marc Basnight</u>	<u>Retired</u>	<u>Manteo, Nc</u>	<u>216-6703</u>

I understand this application will be kept on the active file for three years and I hereby authorize Dare County to verify all information included in this application.

Date: 02/02/2016 Signature of applicant: 

FOR OFFICE USE ONLY:

Date received: \_\_\_\_\_



**HEALTH AND HUMAN SERVICES BOARD**  
 (Staggered/Four Year Term)

The Health and Human Services Board serves as the policy-making, rule-making,  
 and administrative board of the consolidated human services agency.

<u>MEMBER</u>	<u>TERM EXPIRATION</u>	<u>ACTION</u>
Kevin Phillips 186 Scuppernong Rd. Manteo, NC 27954 216-5751 (H) 473-5801 (O) (Pharmacist Position)	9/22	Apptd. 9/14 Reapptd. 9/18
L'Tanya Murray 118 Raleigh Wood Dr. Manteo, NC 27954 423-1104 (H) 489-3629 (O) (At Large)	9/21	Apptd. 6/15 Reapptd. 9/17
Nicholas Kiouis P.O. Box 35 Point Harbor, NC 27964 441-7064(O) 202-1354(H) (At Large)	9/22	Apptd. 9/13 Reapptd.9/14, 18
Dr. Mark Grossman 512 Pirates Way Manteo, NC 27954 423-0975 (Veterinarian Position)	9/20	Apptd. 3/16 Reapptd. 9/16
David Ryan 267 Mother Vineyard Road Manteo, NC 27954 475-1029 (Engineer Position)	9/21	Apptd. 9/13 Reapptd. 9/17
Dr. Janet Riddick 259 Outrigger Dr. Kill Devil Hills, NC 27948 441-3163(O) 441-0309(H) (Optometrist Position)	9/19	Apptd. 9/13 Reapptd. 9/15
Wally Overman 549 Skyco Rd. Manteo, NC 27954 473-3433 (H) 216-6042 (O) (At Large)	9/20	Apptd. 3/17

Dr. James Woodson 104 Alder Branch Rd. Manteo, NC 27954 305-4450 (H) 441-1319 (O) (Dentist Position)	9-19	Apptd. 11/15
Alexis Hodges P.O. Box 29 Hatteras, NC 27943 986-2230 (H) 995-3900 (O) (Nurse Position)	9/20	Apptd. 9/13 Reapptd. 9/16
Christopher Roberts PO Box 161 Manteo, NC 27954 <a href="mailto:coastalcounseling@yahoo.com">coastalcounseling@yahoo.com</a> 473-7077 (H) 473-4727 (O) (Social Worker Position)	9/22	Apptd. 10/18
Christian Lige' 6066 Martin's Point Rd. Kitty Hawk, NC 27949 261-3849 (H) (Physician Position)	9/21	Apptd. 9/13 Reapptd. 9/17
<b>Vacant</b> (At Large)	9/18	
Tim Shearin 136 Cannon Trail Manteo, NC 27954 473-1730 (H) 475-9251 (O) (At Large)	9/19	Apptd. 11/13 Reapptd. 9/15
Frank Hester P.O. Box 1068 Manteo, NC 27954 475-1964 (At Large)	9/20	Apptd. 11/13 Reapptd. 9/16
Kaye White 423 W. Villa Dunes Dr Nags Head, NC 27959 441-7062 (H) (At Large)	9/21	Apptd. 11/13 Reapptd. 9/17
Ervin Bateman 4148 Poor Ridge Road PO Box 1127 Kitty Hawk, NC 27949 Ervin.bateman@darenc.com	9/21	Apptd. 1/19

216.6717 cell  
(Commissioner Rep.)

**NOTES:**

Formed 9/13

**MEETING INFO:** – 3<sup>rd</sup> Tuesday of Feb., April, June, Sept., and Nov.; 6:30 p.m. DSS Bldg.

**CONTACT INFO:** Tim Shearin, Chair  
Jay Burrus, Director

**MEMBERS COMPENSATED:** \$100 per meeting

9/14 - Kevin Phillips replaced Steve Evans

1/15 - Beverly Boswell appointed to fill unexpired term of Allen Burrus

6/15 - L'Tanya Murray filled unexpired term of Brant Murray

11/15 - Dr. James Woodson replaced Dr. J. Trahey Maner

3/16 - Dr. Mark Grossman filled unexpired term of Dr. Steven Samson

3/17 – Wally Overman appointed to fill unexpired term of Beverly Boswell

9/18 – Kevin Phillips and Nicholas Kiouisis reappointed. Seeking applicants  
to replace Tanya Barkley Graham and Mary E. Gray

10/18 Christopher Roberts appointed to replace Tanya Barkley Graham (Social Worker Seat)

1/19 Ervin Bateman replaced Bob Woodard

**REVISED 1/19**



*Library Board - Regional*

**Description**

See Attached Summary

**Board Action Requested**

Take Appropriate Action

**Item Presenter**

Robert Outten, County Manager

April 2019

**BOARD APPOINTMENT**

**Library Board - Regional**  
**(Four Year Term)**

**An Application has been received from Mike Hogan  
to fill the vacancy on this board.**

**You must be a member of the Dare Library Board to serve on the Regional Library Board and  
Mr. Hogan currently serves on the Dare County Library Board.**

Other Members:  
See attached



APPLICATION FOR APPOINTMENT TO  
DARE COUNTY ADVISORY BOARDS AND COMMITTEES

The Dare County Board of Commissioners believes all citizens should have the opportunity to participate in governmental decisions. One way of participating is by serving as a citizen member on one of the county's advisory boards or committees. If you would like to be considered for appointment to an advisory board or committee, please complete the form below and mail to Janice Williams, P.O. Box 1000, Manteo, N.C. 27954 or fax it to her at 473-1817, or send it by email to janicew@darenc.com

Advisory Board or Committee interested in:

1<sup>st</sup> choice EAST ALBEMARLE REGIONAL LIBRARY BOARD

2<sup>nd</sup> choice \_\_\_\_\_

3<sup>rd</sup> choice \_\_\_\_\_

Name MIKE HOGAN

Address 809 SIXTH AVE

City/State/Zip KILL DEVIL HILLS NC 27948

Email Address MIKE@OBXPIX.COM

Telephone Home: 252-256-0036 (cell)

Business: N/A

Resident of Dare County:  yes  no

Occupation: RETIRED PHOTOGRAPHER

Business Address: NA

Educational background:  
HIGH SCHOOL +

Business and civic experience and skills:

- CURRENT - MEMBER KILL DEVIL HILLS BOARD OF COMMISSIONERS
- " DARE CO. TOURISM BOARD MEMBER
- " " " LIBRARY BOARD AND FOUNDATION
- PAST - KOH PLANNING BOARD CHAIR

Other Boards/Committees/Commissions on which you presently serve:

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REFERENCES

List three persons who are not related to you and who have definite knowledge of your qualifications for the position for which you are applying.

Name	Business/Occupation	Address	Telephone
Sheila Davics	D.C. HEALTH DIR.		252-475-0033
Howard Kimble	RETIRED		252-441-0542
Serry Froelich	RETIRED		252-480-3488

I understand this application will be kept on the active file for three years and I hereby authorize Dare County to verify all information included in this application.

Date: 2/28/19 Signature of applicant: AM Alton

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FOR OFFICE USE ONLY:

Date received: 3-20-19



**LIBRARY BOARD – REGIONAL**  
**EAST ALBEMARLE REGIONAL LIBRARY**

(Four Year Term)

**This Board serves as the governing board and sets policy for the eight libraries within the East Albemarle Regional Library System. The Board is responsible for setting region-wide policies, and approving and reviewing the regional budget. Regional library board members must be a member of the local library advisory board at the time of their appointment.**

<b><u>MEMBER</u></b>	<b><u>TERM EXPIRATION</u></b>	<b><u>ACTION</u></b>
<b>Vacant</b> (Seat last held by Amy Huggins)	7-16	
Elizabeth Gaimel 951 N. Hwy 64 Manteo, NC 27954 473-2733	7-22	Apptd. 7-10 Reapptd.7-14, 18
Willard Haithcock, III P.O. Box 2374 Manteo, NC 27954	7-20	Apptd. 6/16

NOTES: Jennifer Patterson, Director  
P.O. Box 1313  
Elizabeth City, NC 27909  
Pasquotank Appointee

Bea Mulford appointed to fill unexpired term of Wayne Gray 11/87.  
Polly Bernd replaced Jack Hohmann 7/92.  
Martha Hohmann replaced Bea Mulford 8/94.  
Stella Green replaced Mary Lou Mankedick 8/94.  
Ray Gray replaced Stella Green 7/96.  
Jan DeBlieu appointed to fill unexpired term of Polly Bernd 8/97.  
Pat Eure appointed to fill unexpired term of Martha Hohmann 8/97.  
Elizabeth Newman appointed to fill unexpired term of Ray Gray 8/97.  
Dorothy Fink appointed to fill unexpired term of Jan DeBlieu 12/01.  
Jan Willis appointed to fill unexpired term of Pat Eure 12/01.  
Laura Catoe appointed to fill unexpired term of Elizabeth Newman 8/02.  
Paul Charron appointed to fill unexpired term of Jan Willis 3/04.  
Amy Huggins appted. to fill unexpired term of Dorothy Fink 10/05  
Betty Swanson apptd. to fill unexpired term of Paul Charron 11/05.  
Elizabeth Gaimel replaced Betty Swanson 7/10.  
Joyce Bornfriend replaced Lynne Foster 6/12.

**REVISED 7/18**



*Manns Harbor Commission*

**Description**

See Attached Summary

**Board Action Requested**

Take Appropriate Action

**Item Presenter**

Robert Outten, County Manager

April, 2019

**BOARD APPOINTMENTS**

**MANN'S HARBOR COMMISSION**

(Two Year Term)

The Manns Harbor Commission is a seven member group representing recreational, commercial and local interests for the self-governing, mutual purpose, Manns Harbor Marina. The Commission meets six times per year and reports directly to the Dare County Board of Commissioners.

The following have terms to expire this month:

**Cyndy Holda**

(Current Term 4/17 – 4/19)

(Originally Apptd. 4/13)

**Ladd Bayliss**

(Current Term 4/17-4/19)

(Originally Apptd. 4/13)

**Jonathan Oglesby**

(Current Term 4/17-4/19)

(Originally Apptd. 4/13)

**Jessie "Troy" Outland, Jr.**

(Current Term 4/17-4/19)

(Originally Apptd. 4/13)

**All would like to be reappointed.**

**No Applications have been received.**

Other Members:  
See attached list

**MANN'S HARBOR COMMISSION**

(Two Year Term)

**This Commission is a seven member group representing recreational, commercial and local interests for the self-governing, mutual purpose, Manns Harbor Marina. The Commission meets six times per year and reports directly to the Dare County Board of Commissioners.**

<b><u>MEMBER</u></b>	<b><u>TERM EXPIRATION</u></b>	<b><u>ACTION</u></b>
<b>Cyndy Holda</b> P.O. Box 172 Manns Harbor, NC 27953 252-473-9964 (H) 252-423-0903 (Cell)	4/19	Apptd. 4/13 Reapptd. 4/15, 17
<b>Ladd Bayliss, Sec.</b> 431 Cahoon Rd. Manns Harbor, NC 27953 252-207-5894 (H) 252-473-1607 (O)	4/19	Apptd. 4/13 Reapptd. 4/15, 17
<b>Jonathan Oglesby</b> P.O. Box 250 Manns Harbor, NC 27953 910-990-5674 (H/Cell)	4/19	Apptd. 4/13 Reapptd. 4/15, 17
Paul Mann, V. Ch. 6049 US Hwy 64 Manns Harbor, NC 27953 252-475-3995 (H) 252-473-1716 (O)	4/20	Apptd. 4/13 Reapptd. 4/16, 18
Jeff James 116 Alder Branch Lane Manteo, NC 27954 252-216-6913 (H/Cell)	4/20	Apptd. 4/13 Rrapptd. 4/16, 18
Jessie "Troy" Outland, Sr., Ch. 107 Candela Dr. Manteo, NC 27954 252-473-3507 (H) 252-473-8685 (Cell)	4/20	Apptd. 4/13 Reapptd. 4/16, 18

Jessie "Troy" Outland, Jr.

P.O. Box 246

Manns Harbor, NC 27953

252-216-9162 (H/Cell)

4/19

Apptd. 4/13

Reapptd. 4/15, 17

Notes

**CONTACT INFO:**

**MEETING DATES:** Bi-Monthly

Formed by DCBC 4/1/13. A Commission has been formed to enforce rules governing the use of the old Manns Harbor Marina property. The facility will operate as a marina for commercial fishermen to dock and unload their catch; and for public boat access. Dare County's role is to form the Commission and appointment commission members.

**Revised 4/18**





*Upcoming Board Appointments*

**Description**

The Dare County Board of Commissioners welcomes citizen participation on its many Boards and Committees.

Following is a list of the Boards and Committees that have terms expiring during the next 3 months. The list indicates when the item will be presented to the County Commissioners and any requirements that may pertain to the appointment.

Instructions on how to obtain and submit an application are attached along with additional information about each of the Boards and Committees with upcoming term appointments.

**Board Action Requested**

None

**Item Presenter**

Robert Outten, County Manager

## Upcoming Board & Committee Appointments

The Dare County Board of Commissioners welcomes citizen participation on Advisory Boards and Committees. This type of grassroots public involvement is the foundation of democracy and a vital part of maintaining Dare County as a quality place to live.

Following is a list of Boards and Committees that have terms expiring during the next 3 months. The list highlights when the item will be presented to the Board of Commissioners along with any special requirements that may pertain to the appointment.

Information about how to obtain and submit applications follows the list.

### May 2019

1. Veterans Advisory Council

The Veterans Advisory Council helps Dare County Veterans by serving as a liaison with the community in coordinating services and activities benefiting Veterans and their families. Members of the Veterans Advisory Council solicit information and provide updates about community based activities honoring Veterans. 2 terms expiring

2. Zoning Board of Adjustment – Dare County

The Board of Adjustment meets to hear variances and appeals related to land use issues in the unincorporated areas of Dare County. The Chair is appointed by the Board of Commissioners and the Planning Department serves as administrative staff for this Board. 2 terms expiring

### June 2019

1. Albemarle Region Resource Conservation and Development Council (RC&D)

The Albemarle Resource Conservation and Development Council, Inc. (ARCD) is a 501c3 non-profit organization serving the people of Camden, Chowan, Currituck, Dare, Gates, Hyde, Pasquotank, Perquimans, Tyrrell and Washington Counties. The Council assists local governments and community groups in northeast NC with projects that protect land and water resources while promoting economic development. 1 term expiring

2. Hatteras Community Center Board

This Board operates and maintains the Hatteras Village Community Center. 3 terms expiring

3. Juvenile Crime Prevention Council (JCPC)

As outlined and funded by the Juvenile Justice Reform Act of 1998, the Juvenile Crime Prevention Council assumes responsibility for assessing needs, funding community-based alternatives for troubled youth who enter the courts, and supporting prevention programs. 18 terms expiring

4. Land Transfer Tax Appeals Board

This Board meets when someone disputes the amount of land transfer tax. 3 terms expiring



5. Library Board – Dare

This Board establishes local policies within those set by the Regional Library Board and oversees the Library Trust Fund Budget, and also serve on the Board of the Dare County Library Foundation, a 501-C(3) tax- exempt organization. 1 term expiring

6. Manns Harbor Community Center Board

This Board operates and maintains the community center facility and amenities for the use and benefit of Manns Harbor residents. 3 terms expiring

7. Roanoke Island Community Center Board

This Board operates and maintains the Roanoke Island Community Center facility and amenities for the use and benefit of all members of the community. 4 terms expiring

8. Rodanthe, Waves, Salvo Community Center Board

This Board operates and maintains the Rodanthe, Waves, Salvo Community Center facility and amenities for the use and benefit of all members of the villages. 1 term expiring

9. Waterways Commission

The Dare County Waterways Commission advises the Board of Commissioners on inlets and waterways in Dare County. Working closely with community stakeholders, the U.S. Army Corps of Engineers, the Coast Guard, and State officials, the Commission endeavors to safeguard and assure access to Dare County's waterways. 3 terms expiring

July 2019

1. Airport Authority

The mission of the Dare County Airport Authority is to manage the operation, maintenance and improvement of air services and facilities for the use, convenience, and benefit of the air traveling public. 4 terms expiring

2. East Lake Community Center Board

Works to operate and maintain the East Lake Community Center for the use and benefit of all the residents of East Lake. 3 terms expiring

3. Game and Wildlife Commission

As set forth by State General Statute, the Dare County Game and Wildlife Commission issues and renews blind licenses for all Dare County waters, maintains a map and record system defining site locations and licensees, and also hears and reviews all licensing disputes. 3 terms expiring

4. Parks and Recreation Advisory Council

The Advisory Council reviews and advises the Department of Parks and Recreation in its efforts to promote, organize, plan and coordinate activities and programs for youth and adults in Dare County. 1 term expiring

5. Wanchese Community Center Board

This Board operates and maintains the Wanchese Community Center for the use and benefit of all members of the Wanchese community. 5 terms expiring

**-----Instructions for Obtaining and Submitting Applications-----**

An application must be submitted in order for your name to be considered for a Board or Committee appointment. The form is available on the Dare County website, or by calling Janice Williams at 475-5800.

**COMMISSIONERS' BUSINESS**

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