



## CURRITUCK COUNTY NORTH CAROLINA

February 21, 2022

Minutes – Regular Meeting of the Board of Commissioners

### WORK SESSION

#### 1. 5:00-5:30 PM North Beach Residents-Outdoor Tour Operator Presentation

Commissioners held a Work Session to hear comments from citizens of the Swan Beach neighborhood on the impacts of Outdoor Tours, specifically horse tours, that operate in their neighborhood. Nick Ellis, Attorney with Poyner Spruill representing the citizen group, opened discussion and reviewed concerns expressed at an earlier work session the Board held with the group. A video was displayed on the overhead while Swan Beach resident, Cindy Midkiff, narrated to better clarify the activity of the tour vehicles being shown and the resulting impacts. Tom Hurley, a resident of the off-road, described the negative impacts of sand displacement that occurs when vehicles drive through flooded roads.

The group proposed recommendations for consideration and Mr. Ellis distributed a corresponding document for Board review with proposed language to amend the County's current ordinance regulating Outdoor Tour Operators. Recommendations included only allowing tours between the hours of 10:00 AM and 4:00 PM, establishing routes, limiting the number of vehicles that can operate concurrently, and prohibiting tours on roads behind the dunes when flooding exists. It was suggested that ordinances be adopted to provide additional protection for the horses, along with better enforcement of the 50 foot distance rule and a driver training program which would be provided by the Wild Horse Fund.

Presenters responded to questions during presentation. When asked, Ms. Midkiff said the volume is the issue, and no one tour is worse than another. Mr. Hurley said he doesn't believe limited hours would increase travel by individuals. He said there are some drivers who are more courteous than others and who try to follow established ordinances.

Chairman Payment thanked the group for the presentation and discussed the possibility of a future Work Session after they have an opportunity to review the information presented.

#### 2. 5:30-6:00 PM Future Land Use Plan Map Review

Kevin Kemp, Development Services Director, used a powerpoint to review mapping changes for the Future Land Use Plan. The changes reflected those requested by the Board of Commissioners at the 2021 Board Retreat. Some clean-up items included in the changes were reviewed by Planning and Community Development Director Laurie LoCicero. Board members asked for additional time to review the revisions and would provide

comment by the March 7, 2022 Commissioners meeting, and if none are received the maps would be submitted.

### **Motion to close the Work Session**

With no further discussion, Chairman Payment moved to come out of the Work Session. Commissioner McCord seconded the motion. The motion carried, 6-0 and the Work Session closed at 5:51 PM.

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Michael H. Payment, Chairman
<b>SECONDER:</b>	Kevin E. McCord, Commissioner
<b>AYES:</b>	Michael H. Payment, Chairman, Paul M. Beaumont, Vice Chairman, J. Owen Etheridge, Commissioner, Mary "Kitty" Etheridge, Commissioner, Selina S. Jarvis, Commissioner, Kevin E. McCord, Commissioner
<b>ABSENT:</b>	Bob White, Commissioner

### **6:00 PM CALL TO ORDER**

The Currituck County Board of Commissioners met in a regular meeting at 6:00 PM in the Board Meeting Room of the Historic Courthouse, 153 Courthouse Road, Currituck, North Carolina.

<b>Attendee Name</b>	<b>Title</b>	<b>Status</b>	<b>Arrived</b>
Michael H. Payment	Chairman	Present	
Paul M. Beaumont	Vice Chairman	Present	
J. Owen Etheridge	Commissioner	Present	
Mary "Kitty" Etheridge	Commissioner	Present	
Selina S. Jarvis	Commissioner	Present	
Kevin E. McCord	Commissioner	Present	
Bob White	Commissioner	Absent	

Chairman Payment called the meeting to order. He announced the earlier Work Sessions and acknowledged the absence of Commissioner White, who was traveling.

#### **A) Invocation & Pledge of Allegiance**

Commissioner Beaumont offered the Invocation and led the Pledge of Allegiance.

#### **B) Approval of Agenda**

Commissioner Mary Etheridge amended the agenda and removed Budget Amendment number 20220083 from the Consent Agenda. She would like Fire and Emergency Medical Services Chief, Ralph Melton, to clarify the request for Commissioners. Commissioner Beaumont added a New Business item to discuss and consider a resolution opposing additional restrictions on Striper fishing. Commissioner Beaumont moved for approval of the agenda and Commissioner Mary Etheridge seconded the motion. The motion carried, 6-0, and the agenda was approved as amended.

Approved agenda:

**Work Session**

5:00-5:30 PM North Beach Residents-Outdoor Tour Operator

Presentation

5:30-6:00 PM Future Land Use Plan Map Review

**6:00 PM Call to Order**

A) Invocation & Pledge of Allegiance

B) Approval of Agenda

**Public Comment**

*Please limit comments to matters other than those appearing on this agenda as a PublicHearing. Public comments are limited to 3 minutes.*

**Commissioner's Report**

**County Manager/Attorney**

**Reports**

**New**

**Business**

- A) **Amended-Discussion and Possible Adoption of a Resolution Opposing Recreational Striper Fishing Restrictions**
- B) **Commissioner Mary Etheridge Travel Request: Visit NC 365 Conference, March 20-22, 2022, Durham Convention Center**
- C) **Resolution Authorizing Sole Source Purchase of Hersey Water Meters for Southern Outer Banks Water System**
- D) **Board Appointments**
  - 1. Fire and EMS Advisory
- E) **Consent Agenda**
  - 1. Budget Amendments
  - 2. Salary Resolution and Classification Chart
  - 3. Consideration of County Manager Employment Contract
  - 4. Approval Of Minutes-Feb. 7, 2022

**Closed Session**

Closed Session pursuant to G.S. 143-318.11(a)(5) to establish or instruct county staff concerning the position to be taken by or on behalf of the county in negotiating the material terms of a contract for the acquisition of real property by purchase or exchange located at 2878 Caratoke Highway, Currituck, North Carolina, and owned by Kingfisher Cove, Inc., to be used for any public purpose.

### Adjourn

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>AYES:</b>	Michael H. Payment, Chairman, Paul M. Beaumont, Vice Chairman, J. Owen Etheridge, Commissioner, Mary "Kitty" Etheridge, Commissioner, Selina S. Jarvis, Commissioner, Kevin E. McCord, Commissioner
<b>ABSENT:</b>	Bob White, Commissioner

### **PUBLIC COMMENT**

***Please limit comments to matters other than those appearing on this agenda as a Public Hearing. Public comments are limited to 3 minutes.***

Chairman Payment opened the Public Comment period.

Denise Fallon, Principal of JP Knapp Early College, announced the start of student recruitment for Early College. Interested students were encouraged to apply through the March 4, 2022, application deadline. She presented opportunities available to students through the Early College, including the earning of college credit while attending high school. Ms. Fallon responded to questions and said early college students can participate in some Currituck County High School activities, including band and drama productions. She said students can also earn Career and Technical Education credits at the college level. Commissioner Jarvis commented that many JP Knapp Early College students take leadership roles at College of the Albemarle.

Barbara Snowden of Currituck, and County Historian, announced an upcoming program of the Currituck County Historical Society on the Currituck County historic jail, which will include a talk by an Engineer working on the jail stabilization project currently in progress.

No others were signed up nor wished to speak and Public Comment was closed.

### **COMMISSIONER'S REPORT**

Commissioner J. Owen Etheridge discussed the possibility of war in Europe and his hope that calm heads will prevail.

Commissioner McCord reported employees are retiring from the Sheriff's Office, resulting in the loss of good Deputies. He invited fellow Board members and the County Manager to a luncheon to celebrate four individuals retiring from the Sheriff's Office. He noted the increase in fires in the County this year and encouraged people to be cautious and to continue to support first responders. He reminded people they could contact their local fire departments to obtain batteries for smoke detectors.

Chairman Payment reported on a large fire that occurred in Lower Currituck earlier in the week. He announced a fundraising dinner for Lower Currituck Volunteer Fire Department and encouraged people to attend. Chairman Payment discussed preparations currently in progress for the paving project planned for North Carolina Highway 158 in Lower Currituck.

Commissioner Mary Etheridge reported on a recent ABC Board meeting she attended. She discussed the implementation of new policies and an upcoming pay study to take place. She thanked all of the ABC store staff for their work as they navigate staffing and product shortages. She also reported attending the Department of Social Services (DSS) Board meeting where Currituck County Social Worker, Tiffany Sutton, was recognized for her work and advocacy for children in the county.

Commissioner Jarvis, after traveling abroad, expressed her appreciation for her home in Currituck County and where she comes from.

### **COUNTY MANAGER/ATTORNEY REPORTS**

County Manager, Ike McRee, reported that the sale Currituck County had been authorized to undertake to dispose of several modular homes abandoned by Paradise Homes, a business located in Jarvisburg, North Carolina, garnered \$68,000 in revenue. He attended a meeting with County staff and Engineers to begin development of a long-term airport layout plan. He noted exciting opportunities and congratulated William Nelson, Airport Manager, for increasing fuel sales and generating interest in airport. He met with Cameron Lowe, Cooperative Extension Director, to determine a location for the construction of a high tunnel greenhouse. A grant is available for funding construction, and Mr. McRee agreed to provide an aerial of the location to Board members. He reported Currituck County IT Director, Logan Steese, assisted the North Carolina strike team with a data breach that occurred in a Western North Carolina county. Due to his impressive performance, Mr. Steese was asked to serve on the Statewide Strike Team.

### **NEW BUSINESS**

#### **A. Amended-Discussion and Possible Adoption of a Resolution Opposing Recreational Striper Fishing Restrictions**

Reese Decker, a resident of Kill Devil Hills and a Charter Boat owner, addressed the Board of Commissioners to discuss additional restrictions being considered for the regulation of Striper fishing. He would like the Board to oppose any new restrictions and believes there is an opportunity to make Striper fishing more equitable for those fishing in the Currituck Sound. Commissioners discussed the possibility of a joint Resolution with Dare County and agreed they will take action to support recreational fishing. Commissioner Beaumont offered to take point on the issue and will contact Dare County representatives.

Chairman Payment recessed at 6:58 PM. The meeting reconvened at 7:02 PM.

#### **B. Commissioner Mary Etheridge Travel Request: Visit NC 365 Conference, March 20-22, 2022, Durham Convention Center**

Chairman Payment moved to approve the travel request. Commissioner Beaumont seconded the motion. The motion carried, 6-0.

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Michael H. Payment, Chairman
<b>SECONDER:</b>	Paul M. Beaumont, Vice Chairman
<b>AYES:</b>	Michael H. Payment, Chairman, Paul M. Beaumont, Vice Chairman, J. Owen Etheridge, Commissioner, Mary "Kitty" Etheridge, Commissioner, Selina S. Jarvis, Commissioner, Kevin E. McCord, Commissioner
<b>ABSENT:</b>	Bob White, Commissioner

**C. Resolution Authorizing Sole Source Purchase of Hersey Water Meters for Southern Outer Banks Water System**

Ike McRee, County Manager, reviewed the request for the Sole Source Purchase of water meters for Southern Outer Banks Water. Commissioner Beaumont moved for approval. Commissioner Mary Etheridge seconded the motion. The motion carried, 6-0.

**RESOLUTION AUTHORIZING THE PURCHASE OF MUELLER/HERSEY WATER METERS FROM WATER WORKS INC. THROUGH SOLE SOURCE PURCHASE PURSUANT TO N.C. GEN. STAT. §143-129(e)(6)**

WHEREAS, N.C. Gen. Stat. §143-129(e)(6) authorizes a unit of local government to purchase apparatus, supplies, materials or equipment when standardization or compatibility is an overriding consideration; and

WHEREAS, proper functioning of the County's Southern Outer Banks Water System (SOBWS) requires replacement meters compatible with existing systems equipment; and

WHEREAS, as the sole and exclusive distributor of Mueller/Hersey water meters and required antennas in the State of North Carolina, Water Works, Inc. is the only entity capable of providing the county with meters and antennas compatible with current SOBWS equipment and operational systems, and

WHEREAS, the County's SOBWS has been using Water Works, Inc. to construct, develop and upgrade its system; and

WHEREAS, the County's SOBWS needs replacement water meters and antennas and Water Works, Inc. is supplier of compatible water meters; and

WHEREAS, Water Works, Inc. is supplying the County's SOBWS with three hundred 5/8x3/4, 420, SG, MES, IB, 5'NIC (Part# VEGB213N) and three hundred MiNode M Water MIU (Part# MSW-NODE5-IP-05) at a total cost per meter of \$183.35; and

WHEREAS, the total cost for the SOBWS water meter and antenna purchase is \$58,649.08.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners for

Currituck  
County, North Carolina as follows:

Section I. The County of Currituck is authorized to enter into a contract in the amount of \$58,649.08 with Water Works, Inc. for the sole source purchase of 5/8x3/4, 420, SG, ME8,IB,5'NIC (Part#VEGB213N) and MiNode M Water MIU (Part# MSW-NODE5-1P-05) water meters in accordance with the sole source provision requirements set forth by N.C. Gen. Stat. §143-129(e)(6). Further, the County Manager is authorized to execute the agreement with Water Works, Inc. for the acquisition apparatus, materials, and equipment acquisition described in this resolution and the proposed contract.

Section 2. This resolution shall be effective upon its adoption.

This the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Paul M. Beaumont, Vice Chairman
<b>SECONDER:</b>	Mary "Kitty" Etheridge, Commissioner
<b>AYES:</b>	Michael H. Payment, Chairman, Paul M. Beaumont, Vice Chairman, J. Owen Etheridge, Commissioner, Mary "Kitty" Etheridge, Commissioner, Selina S. Jarvis, Commissioner, Kevin E. McCord, Commissioner
<b>ABSENT:</b>	Bob White, Commissioner

#### D) Board Appointments

##### 1. Fire and EMS Advisory

Commissioner Beaumont moved for approval of nominee Steven VanHise to fill a vacancy on the Fire and EMS Advisory Board. Commissioner J. Owen Etheridge seconded the motion. The motion carried, 6-0, and the nominee was approved.

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Paul M. Beaumont, Vice Chairman
<b>SECONDER:</b>	J. Owen Etheridge, Commissioner
<b>AYES:</b>	Michael H. Payment, Chairman, Paul M. Beaumont, Vice Chairman, J. Owen Etheridge, Commissioner, Mary "Kitty" Etheridge, Commissioner, Selina S. Jarvis, Commissioner, Kevin E. McCord, Commissioner
<b>ABSENT:</b>	Bob White, Commissioner

#### E) Consent Agenda

Commissioner J. Owen Etheridge moved to approve the Consent Agenda. Commissioner Jarvis seconded the motion. The motion carried, 6-0, and the Consent Agenda was approved.

**RESULT:** APPROVED [UNANIMOUS]  
**MOVER:** J. Owen Etheridge, Commissioner  
**SECONDER:** Selina S. Jarvis, Commissioner  
**AYES:** Michael H. Payment, Chairman, Paul M. Beaumont, Vice Chairman, J. Owen Etheridge, Commissioner, Mary "Kitty" Etheridge, Commissioner, Selina S. Jarvis, Commissioner, Kevin E. McCord, Commissioner  
**ABSENT:** Bob White, Commissioner

**1. Budget Amendments**

		Debit		Credit	
		Decrease Revenue or Increase Expense		Increase Revenue or Decrease Expense	
Account Number	Account Description				
50447-590012	Coral Street Walkover 2021	\$	1,500		
50447-590013	Dolphin Street Walkover 2021	\$	1,500		
50447-590014	Mackeral Street Walkover 2021	\$	1,500		
50380-481000	Investment Earnings			\$	4,500
		\$	4,500	\$	4,500
<b>Explanation:</b>	County Governmental Construction (50447) - Increase appropriations for advertising and contingencies for Coral, Dolphin and Mackeral Walkovers.				
<b>Net Budget Effect</b>	County Governmental Construction Funds (50) - Increased by \$4,500.				
		Debit		Credit	
		Decrease Revenue or Increase Expense		Increase Revenue or Decrease Expense	
Account Number	Account Description				
10660-514800	Fee Paid to Officials			\$	600
10660-516200	Vehicle Maintenance	\$	600		
		\$	600	\$	600
<b>Explanation:</b>	Community Development/Planning (10660) - Transfer funds for vehicle maintenance.				
<b>Net Budget Effect</b>	Operating Fund (10) - No change.				

		Debit		Credit	
		Decrease Revenue or		Increase Revenue or	
<u>Account Number</u>	<u>Account Description</u>	<u>Increase Expense</u>		<u>Decrease Expense</u>	
10650-545000	Contracted Services			\$	700
10650- 516200	Vehicle Maintenance	\$	700		
		\$	700	\$	700
<b>Explanation:</b> Economic Development (10650) - Transfer budgeted funds for transmission repairs.					
<b>Net Budget Effect</b> Operating Fund (10) - No change.					
		Debit		Credit	
		Decrease Revenue or		Increase Revenue or	
<u>Account Number</u>	<u>Account Description</u>	<u>Increase Expense</u>		<u>Decrease Expense</u>	
10330 445000	EM Grant			\$	21,056
10531 545000	Contracted Services	\$	17,500		
10531 532000	Supplies	\$	3,556		
		\$	21,056	\$	21,056
<b>Explanation:</b> Emergency Managements (10531) - Emergency Management Program Grant funding to be used for WebEOC subscription, 3 additional flood gauges, County ID supplies and miscellaneous supplies.					
<b>Net Budget Effect</b> Operating Fund (10) - Increased by \$21,056.					

		Debit		Credit	
		Decrease Revenue or		Increase Revenue or	
<u>Account Number</u>	<u>Account Description</u>	<u>Increase Expense</u>		<u>Decrease Expense</u>	
210546-511006	Telephone & Postage			\$	5,000
210546-513006	Utilities	\$	1,500		
210546-516006	Repairs & Maintenance	\$	12,000		
210546-516106	Buildings & Grounds			\$	9,000
210546-532006	Supplies			\$	2,400
210546-532106	Fire Supplies			\$	1,500
210546-545000	Contract Services	\$	400		
210546-561006	Professional Services	\$	4,000		
		\$	17,900	\$	17,900
<b>Explanation:</b> Corolla VFD (210546) - Transfer budgeted funds within the current budget at the request of the Corolla VFD.					
<b>Net Budget Effect</b> Corolla Fire District Fund (210) - No change.					
		Debit		Credit	
		Decrease Revenue or		Increase Revenue or	
<u>Account Number</u>	<u>Account Description</u>	<u>Increase Expense</u>		<u>Decrease Expense</u>	
10380-483512	Donations - Animal Control			\$	15,000
10512-516000	Maintenance & Repair	\$	4,000		
10512-532512	Pet Supplies/Meds/Etc	\$	11,000		
		\$	15,000	\$	15,000
<b>Explanation:</b> Animal Services and Control (10512) - Increase appropriations to record donations received.					
<b>Net Budget Effect</b> Operating Fund (10) - Increased by \$15,000.					

**2. Salary Resolution and Classification Chart**

CURRITUCK COUNTY		
NORTH CAROLINA		
SALARY AND COMPENSATION RESOLUTION		
FOR THE FISCAL YEAR ENDING JUNE 30, 2022		
BE IT RESOLVED by the County		
SECTION 1 - BOARDS		
<u>Animal Services and Control Advisory Board</u>		
Members	\$50 per meeting	
<u>Board of Adjustment</u>		
Members	\$50 per meeting	
<u>Board of Commissioners</u>		
Chairman	\$1300 per month	
Members	\$1200 per month	
Commissioners assigned to County advisory boards will receive the same compensation as other members of that board.		
<u>Board of Elections</u>		
Chairman	\$75 per month plus \$8 per meeting hour plus travel reimbursement at per diem rate	
Members	\$25 per month plus \$8 per meeting hour plus travel reimbursement at per diem rate	
Chief Judge	\$170 on election day, \$20 on canvass day, \$15 on instruction day plus travel reimbursement at per diem rate, \$20 on recount day	
Judge	\$125 on election day, \$15 on instruction day plus travel reimbursement at per diem rate	
Assistants	\$110 on election day, \$15 on instruction day plus travel reimbursement at per diem rate	

<u>Board of Equalization</u>		
Members	\$100 per day; \$50 per half day	
<u>Economic Development Board</u>		
Members	\$50 per meeting	
<u>Fire Advisory Board</u>		
Members	\$50 per meeting	
<u>Historic Preservation Commission</u>		
Members	\$50 per meeting	
<u>Carova Beach Road Service District</u>		
Members	\$50 per meeting	
<u>Ocean Sands North and Crown</u>		
Members	\$50 per meeting	
<u>Tourism Development Authority</u>	\$50 per meeting	
Members		
<u>Land Transfer Tax Appeals Board</u>		
Members	\$50 per meeting	
<u>Jury Commission</u>	\$50 per day	
<u>Library Board of Trustees</u>		
Members	\$50 per meeting	
<u>Nutrition Board</u>		
Members	\$50 per meeting	
<u>Parks and Recreation Board</u>		
Members	\$50 per meeting	
<u>Planning Board</u>		
Members	\$50 per meeting	
<u>Senior Citizens Advisory Board</u>		
Members	\$50 per meeting	
<u>Social Services Board</u>		
Members	\$50 per meeting	
Chairman	\$75 per meeting	

<b>SECTION 2 - PAYMENTS TO BOARDS</b>			
<p>Payments made to board members (except the Board of Commissioners and Board of Elections) are considered fees for the payment of all expenses incurred while serving in a voluntary capacity unless additional compensation is provided for in the enacting ordinance.</p>			
<b>SECTION 3 - NEW APPOINTMENTS</b>			
<u>Compensation</u>			
<p>The County Manager is authorized without further approval to enroll new personnel at a grade level not to exceed that of step 3; however, no new position may be established or salaries increased without the approval of the County Board of Commissioners.</p>			
<u>Minimum Wage</u>			
<p>Not withstanding the above, the County Manager may raise the salary of any employee to the Federal minimum wage level without further approval from the County Board of Commissioners.</p>			
<b>SECTION 4 - PART-TIME AND TEMPORARY EMPLOYEE BENEFITS</b>			
<p>County employee benefits, including but not limited to vacation leave, holiday leave, sick leave, retirement, 401k, and health insurance, shall not be provided for part-time and temporary employees unless otherwise provided for by the Board of Commissioners.</p>			
<b>RATES</b>			
<b><u>Hourly</u></b>			
Airport Lineman - Part-time	\$14.81	per hr	
Animal Care Technician	\$13.84	per hr	
Camp Counselors - Seasonal	\$12.50	per hr	
Clerical Position - Temporary	\$14.81	per hr	
Deputy I - Part-time	\$18.68	per hr	
Deputy II - Part-time	\$19.65	per hr	
Deputy III - Part-time	\$20.61	per hr	
Deputy Trainee - Part-time	\$17.71	per hr	
Detention Officer - Part-time	\$15.09	per hr	
DSS On Call	\$22.00	per hr	
EMT Basic - Temporary	\$14.81	per hr	
EMT Intermediate - Temporary	\$17.71	per hr	
EMT Paramedic - Temporary	\$20.61	per hr	
Library Assistant I - Part-time	\$13.84	per hr	
Maintenance Helper - Temporary	\$12.88	per hr	
Park Attendant	\$12.88	per hr	
Summer Intern - Whalehead	\$14.81/\$15.37	per hr	
Telecommunicator - Part-time	\$16.75	per hr	
time	\$15.78	per hr	
Tour Guides - Whalehead	\$14.81	per hr	
Temporary	\$14.81	per hr	

<b><u>Parks &amp; Recreation Temporary</u></b>		
Athletic Complex Attendant	\$11.50	per hr
Janitor - All Sports	\$7.25	per hr
Scorekeeper - All Sports	\$7.25	per hr
Site Coordinator - All Sports	\$14.50	per hr
Referee - 5 - 9 yr old Basketball	\$22.00	per game
Referee - 10 - 15 yr old Basketball	\$26.00	per game
Referee - Flag Football	\$22.00	per game
Referee - Youth Volleyball	\$22.00	per game
Referee - Soccer	\$22.00	per game
Referee - Tackle Football	\$36.00	per game
Umpire - Baseball Ages 7 - 8	\$30.00	per game
Umpire - Softball 10U	\$35.00	per game
Umpire - Baseball Ages 9 - 10	\$35.00	per game
Umpire - Softball 12U - 18U	\$40.00	per game
Umpire - Baseball Ages 11 - 15	\$40.00	per game
SECTION 5 - TRAVEL		
Per Diem Rate		
Subject to the approval of their department head, employees are entitled to travel reimbursement for use of a personal vehicle while transacting County business at the current standard mileage rate allowed by the Internal Revenue Service.		
Adopted this 21st of February 2022.		
		ATTEST.
<hr/> Michael H. Payment, Chairman Board of Commissioners		
		<hr/> Leeann Walton Clerk to the Board

**3. Consideration of County Manager Employment Contract**

**4) Approval Of Minutes-Feb. 7, 2022**

**1. Minutes for Feb. 7, 2022**

**CLOSED SESSION**

- 1. Closed Session pursuant to G.S. 143-318.11(a)(5) to establish or instruct county staff concerning the position to be taken by or on behalf of the county in negotiating the material terms of a contract for the acquisition of real property by purchase or exchange located at 2878 Caratoke Highway, Currituck, North Carolina, and owned by Kingfisher Cove, Inc., to be used for any public purpose.**

Chairman Payment announced the purpose of the Closed Session pursuant to G.S. 143-318.11(a)(5) to establish or instruct county staff concerning the position to be taken by or on behalf of the county in negotiating the material terms of a contract for the acquisition of real property by purchase or exchange located at 2878 Caratoke Highway, Currituck, North Carolina, and owned by Kingfisher Cove, Inc., to be used for any public purpose.

Commissioner Beaumont moved to enter Closed Session and the motion was seconded by Commissioner Jarvis. The motion carried, 6-0, and the Board entered Closed Session at 7:10 PM.

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Paul M. Beaumont, Vice Chairman
<b>SECONDER:</b>	Selina S. Jarvis, Commissioner
<b>AYES:</b>	Michael H. Payment, Chairman, Paul M. Beaumont, Vice Chairman, J. Owen Etheridge, Commissioner, Mary "Kitty" Etheridge, Commissioner, Selina S. Jarvis, Commissioner, Kevin E. McCord, Commissioner
<b>ABSENT:</b>	Bob White, Commissioner

## ADJOURN

### Motion to Adjourn Meeting

Commissioners returned from Closed Session and had no further business. Commissioner Beaumont moved to adjourn. Commissioner McCord seconded the motion. The motion carried, 6-0, and the Board of Commissioners regular meeting adjourned at 7:25 PM.

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Paul M. Beaumont, Vice Chairman
<b>SECONDER:</b>	Kevin E. McCord, Commissioner
<b>AYES:</b>	Michael H. Payment, Chairman, Paul M. Beaumont, Vice Chairman, J. Owen Etheridge, Commissioner, Mary "Kitty" Etheridge, Commissioner, Selina S. Jarvis, Commissioner, Kevin E. McCord, Commissioner
<b>ABSENT:</b>	Bob White, Commissioner



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[Register Now](#)

# Visit NC 365 Conference

March 20, 2022 – March 22, 2022

Durham Convention Center  
301 W Morgan St  
Durham, NC 27701

We are excited to return in person for the 2022 annual Visit North Carolina 365 Conference.

The annual Visit North Carolina 365 Conference brings together tourism industry leaders for the state's premier travel industry event. Visit NC will unveil its plan for a marketing program that will allow partners to reach potential visitors as they become open to inspiration, planning and travel. This industry event will include two days of educational sessions and insightful programming. It will provide opportunities to catch up on the latest trends and issues facing the travel industry and gain insights from industry experts.

## Registration Options:

Full Registration \$499

Spouse \$250

Student \$250

Daily Rate- Sunday \$100

Daily Rate- Monday \$250

Daily Rate – Tuesday \$250

Full Registration and Student rates include access to Sunday’s sessions and evening reception, as well as all sessions, breaks, and meal functions on Monday and Tuesday. Student rate requires valid student ID at registration and is reserved for students enrolled in hospitality programs in NC schools. Spouse only includes evening receptions on Sunday as well as meal functions on Monday and Tuesday.

Register Now

Already registered?

Contact Us

### Countdown to the Event

30

DAYS

22

HOURS

37

MINUTES

30

SECONDS

Register By

March 18, 2022 11:59 PM ET

#### COVID- 19 Policy:

At this time Durham County currently requires a mask to be worn indoors regardless of vaccine status. We will continue you to monitor these policies and keep you updated as we move forward.

Attachment: Visit NC Conference-Travel Req (Travel Approval-VisitNC Conference-Commissioner Mary Etheridge)



Visit NC, a part of the Economic Development Partnership of North Carolina  
150 Fayetteville St., Suite 1200, Raleigh, NC 27601

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Attachment: Visit NC Conference-Travel Req (Travel Approval-VisitNC Conference-Commissioner Mary Etheridge)



## COUNTY OF CURRITUCK

### **RESOLUTION AUTHORIZING THE PURCHASE OF MUELLER/HERSEY WATER METERS FROM WATER WORKS INC. THROUGH SOLE SOURCE PURCHASE PURSUANT TO N.C. GEN. STAT. §143-129(e)(6)**

WHEREAS, N.C. Gen. Stat. §143-129(e)(6) authorizes a unit of local government to purchase apparatus, supplies, materials or equipment when standardization or compatibility is an overriding consideration; and

WHEREAS, proper functioning of the County's Southern Outer Banks Water System (SOBWS) requires replacement meters compatible with existing systems equipment; and

WHEREAS, as the sole and exclusive distributor of Mueller/Hersey water meters and required antennas in the State of North Carolina, Water Works, Inc. is the only entity capable of providing the county with meters and antennas compatible with current SOBWS equipment and operational systems, and

WHEREAS, the County's SOBWS has been using Water Works, Inc. to construct, develop and upgrade its system; and

WHEREAS, the County's SOBWS needs replacement water meters and antennas and Water Works, Inc. is supplier of compatible water meters; and

WHEREAS, Water Works, Inc. is supplying the County's SOBWS with three hundred 5/8x3/4, 420, SG, ME8, IB, 5'NIC (Part# VEGB213N) and three hundred MiNode M Water MIU (Part# MSW-NODE5-1P-05) at a total cost per meter of \$183.35; and

WHEREAS, the total cost for the SOBWS water meter and antenna purchase is \$58,649.08.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners for Currituck County, North Carolina as follows:

Section 1. The County of Currituck is authorized to enter into a contract in the amount of \$58,649.08 with Water Works, Inc. for the sole source purchase of 5/8x3/4, 420, SG, ME8, IB, 5'NIC (Part# VEGB213N) and MiNode M Water MIU (Part# MSW-NODE5-1P-05) water meters in accordance with the sole source provision requirements set forth by N.C. Gen. Stat. §143-129(e)(6). Further, the County Manager is authorized to execute the agreement with Water Works, Inc. for the acquisition apparatus, materials, and equipment acquisition described in this resolution and the proposed contract.

Section 2. This resolution shall be effective upon its adoption.

This the \_\_\_\_ day of \_\_\_\_\_ 20\_\_.

\_\_\_\_\_  
Michael H. Payment, Chairman  
Board of Commissioners

ATTEST:

\_\_\_\_\_  
Leeann Walton  
Clerk to the Board of Commissioners

(COUNTY SEAL)

Attachment: Sole Source Purchase Resolution-Hersey Water Meters-SOBWS (Sole Source Purchase Resolution-Hersey Water Meters-SOBWS)



10210 Statesville Blvd.

P. O. Box 128

Cleveland, NC 27013

Office: 704.278.2221 Fax: 704.278.9616

February 3, 2022 Currituck, NC

Attn: Cody Edwards, Water Superintendent Subject: Sole Source Materials

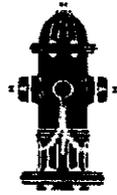
Mr. Edwards,

Mueller is the sole source manufacturer of Mueller/Hersey water meters. Mueller markets its products through Water Works Inc., our authorized Distributor in North Carolina. Please note that only parts manufactured by Mueller should be used in the repair of meters and products manufactured by Mueller. If you have any questions, please do not hesitate to contact me at (704) 929-9475 or [jswantek@muellerwp.com](mailto:jswantek@muellerwp.com). Thank you for giving us the opportunity to be of service to you.

Sincerely,

James Swantek

Territory Sales Manager – NC/VA/MD/DC



# WATER WORKS INC.

Prepared for: Currituck  
Re: Meter Quote 300

Attn: David  
Quote #: BRE02030725

Thursday, February 3, 2022

This quote represents our interpretation of the plans & specifications and is offered as an aid to bidding only. Customers should verify all materials & quantities before bidding or ordering.

**Special order material & other non-stock items may be non-returnable or subject to cancellation charge. They must be shipped to the customer within 30 days of receipt by our company.**

Prices are effective for 30 days from this quote date for shipment 30 days after receipt of the order, except as noted below:

**DIP, PVC and Wire prices are effective if:  
Ordered by: 03/05/2022  
Shipped by: 04/04/2022  
and shipped in full truck load quantities.**

Our company is not responsible for delivery delays, cancellations or price increases resulting from any cause beyond our control. These include, but are not limited to: manufacturers' shortages, availability, or timeliness of transportation, materials, fuels or supplies.

This quote is not a contract to supply material or guarantee of product availability.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature



Number 20220081

**BUDGET AMENDMENT**

The Currituck County Board of Commissioners, at a meeting on the 21st of February 2022, passed the following amendment to the budget resolution for the fiscal year ending June 30, 2022.

<u>Account Number</u>	<u>Account Description</u>	Debit		Credit	
		<u>Decrease Revenue or Increase Expense</u>		<u>Increase Revenue or Decrease Expense</u>	
50447-590012	Coral Street Walkover 2021	\$	1,500		
50447-590013	Dolphin Street Walkover 2021	\$	1,500		
50447-590015	Mackeral Street Walkover 2021	\$	1,500		
50380-481000	Investment Earnings			\$	4,500
		<u>\$</u>	<u>4,500</u>	<u>\$</u>	<u>4,500</u>

**Explanation:** County Governmental Construction (50447) - Increase appropriations for advertising and contingencies for Coral, Dolphin and Mackeral Walkovers.

**Net Budget Effect:** County Governmental Construction Funds (50) - Increased by \$4,500.

Minute Book # \_\_\_\_\_, Page # \_\_\_\_\_

Journal # \_\_\_\_\_

\_\_\_\_\_  
Clerk to the Board

Attachment: BudAmends\_Feb 21\_General Meeting (Budget Amendments)

Number 20220082

**BUDGET AMENDMENT**

The Currituck County Board of Commissioners, at a meeting on the 21st of February 2022, passed the following amendment to the budget resolution for the fiscal year ending June 30, 2022.

<u>Account Number</u>	<u>Account Description</u>	Debit	Credit
		<u>Decrease Revenue or Increase Expense</u>	<u>Increase Revenue or Decrease Expense</u>
10660-514800	Fee Paid to Officials		\$ 600
10660-516200	Vehicle Maintenance	\$ 600	
		<u>\$ 600</u>	<u>\$ 600</u>

**Explanation:** Community Development/Planning (10660) - Transfer funds for vehicle maintenance.

**Net Budget Effect:** Operating Fund (10) - No change.

Minute Book # \_\_\_\_\_, Page # \_\_\_\_\_

Journal # \_\_\_\_\_

\_\_\_\_\_  
Clerk to the Board

Attachment: BudAmends\_Feb 21\_General Meeting (Budget Amendments)

Number 20220083

BUDGET AMENDMENT

The Currituck County Board of Commissioners, at a meeting on the 21st day of February 2022, passed the following

<u>Account Number</u>	<u>Account Description</u>	Debit		Credit	
		<u>Decrease Revenue or</u>	<u>Increase Expense</u>	<u>Increase Revenue or</u>	<u>Decrease Expense</u>
10530-502100	Salaries - Overtime	\$	400,000		
10530-505000	FICA Expense	\$	22,950		
10530-507000	Retirement Expense	\$	51,120		
10530-590000	Capital Outlay	\$	15,000		
10530-526000	Advertising			\$	2,200
10530-540000	Worker's Compensation			\$	3,530
10530-502000	Salaries - Regular			\$	100,000
10340-450000	Ambulance Service			\$	383,340
210541-502100	Salaries - Overtime	\$	316,982		
210541-502000	Salaries - Regular			\$	316,982
10541-502100	Salaries - Overtime	\$	9,873		
10541-557100	Software License Fee			\$	6,000
10541-514000	Travel			\$	2,000
10541-532000	Supplies			\$	1,873
		<u>\$</u>	<u>815,925</u>	<u>\$</u>	<u>815,925</u>

**Explanation:** Emergency Medical Services (10530); County Fire Services (10541); Corolla County Fire Services (210541) - Transfer budgeted line items and increase appropriations for additional overtime due to staffing needs due to increases in COVID cases. Also, replacement of an HVAC until in the Waterlily Fire Station. The additional funding will be funded through increased collections of ambulance fees.

**Net Budget Effect:** Operating Fund (10) - Increased by \$383,340.  
Corolla Fire District Fund (210) - No change.

Minute Book # \_\_\_\_\_, Page # \_\_\_\_\_

Journal # \_\_\_\_\_

\_\_\_\_\_  
Clerk to the Board

Attachment: BudAmends\_Feb 21\_General Meeting (Budget Amendments)

Number 20220084

**BUDGET AMENDMENT**

The Currituck County Board of Commissioners, at a meeting on the 21st day of February 2022, passed the following amendment to the budget resolution for the fiscal year ending June 30, 2022.

<u>Account Number</u>	<u>Account Description</u>	Debit	Credit
		<u>Decrease Revenue or Increase Expense</u>	<u>Increase Revenue or Decrease Expense</u>
10650-545000	Contracted Services		\$ 700
10650- 516200	Vehicle Maintenance	\$ 700	
		<u>\$ 700</u>	<u>\$ 700</u>

**Explanation:** Economic Development (10650) - Transfer budgeted funds for transmission repairs.

**Net Budget Effect:** Operating Fund (10) - No change.

Minute Book # \_\_\_\_\_, Page # \_\_\_\_\_

Journal # \_\_\_\_\_

\_\_\_\_\_  
Clerk to the Board

Attachment: BudAmends\_Feb 21\_General Meeting (Budget Amendments)

Number 20220085

**BUDGET AMENDMENT**

The Currituck County Board of Commissioners, at a meeting on the 21st day of February 2022, passed the following amendment to the budget resolution for the fiscal year ending June 30, 2022.

<u>Account Number</u>	<u>Account Description</u>	Debit	Credit
		<u>Decrease Revenue or Increase Expense</u>	<u>Increase Revenue or Decrease Expense</u>
10330 455000	EM Grant		\$ 21,056
10531 545000	Contracted Services	\$ 17,500	
10531 532000	Supplies	\$ 3,556	
		<u>\$ 21,056</u>	<u>\$ 21,056</u>

**Explanation:** Emergency Managements (10531) - Emergency Management Program Grant funding to be used for WebEOC subscription, 3 additional flood gauges, County ID supplies and miscellaneous supplies.

**Net Budget Effect:** Operating Fund (10) - Increased by \$21,056.

Minute Book # \_\_\_\_\_, Page # \_\_\_\_\_

Journal # \_\_\_\_\_

\_\_\_\_\_  
Clerk to the Board

Attachment: BudAmends\_Feb 21\_General Meeting (Budget Amendments)

Number 20220086

**BUDGET AMENDMENT**

The Currituck County Board of Commissioners, at a meeting on the 21st day of February 2022, passed the following amendment to the budget resolution for the fiscal year ending June 30, 2022.

<u>Account Number</u>	<u>Account Description</u>	Debit		Credit	
		<u>Decrease Revenue or Increase Expense</u>		<u>Increase Revenue or Decrease Expense</u>	
210546-511006	Telephone & Postage			\$	5,000
210546-513006	Utilities	\$	1,500		
210546-516006	Repairs & Maintenance	\$	12,000		
210546-516016	Buildings & Grounds			\$	9,000
210546-532006	Supplies			\$	2,400
210546-532106	Fire Supplies			\$	1,500
210546-545000	Contract Services	\$	400		
210546-561006	Professional Services	\$	4,000		
		<u>\$ 17,900</u>		<u>\$ 17,900</u>	

**Explanation:** Corolla VFD (210546) - Transfer budgeted funds within the current budget at the request of the Corolla VFD.

**Net Budget Effect:** Corolla Fire District Fund (210) - No change.

Minute Book # \_\_\_\_\_, Page # \_\_\_\_\_

Journal # \_\_\_\_\_

\_\_\_\_\_  
Clerk to the Board

Attachment: BudAmends\_Feb 21\_General Meeting (Budget Amendments)

Number 20220087

**BUDGET AMENDMENT**

The Currituck County Board of Commissioners, at a meeting on the 21st day of February 2022, passed the following amendment to the budget resolution for the fiscal year ending June 30, 2022.

<u>Account Number</u>	<u>Account Description</u>	Debit		Credit	
		<u>Decrease Revenue or Increase Expense</u>		<u>Increase Revenue or Decrease Expense</u>	
10380-483512	Donations - Animal Control			\$	15,000
10512-516000	Maintenance & Repair	\$	4,000		
10512-532512	Pet Supplies/Meds/Etc	\$	11,000		
		<u>\$ 15,000</u>		<u>\$ 15,000</u>	

**Explanation:** Animal Services and Control (10512) - Increase appropriations to record donations received.

**Net Budget Effect:** Operating Fund (10) - Increased by \$15,000.

Minute Book # \_\_\_\_\_, Page # \_\_\_\_\_

Journal # \_\_\_\_\_

\_\_\_\_\_  
Clerk to the Board

Attachment: BudAmends\_Feb 21\_General Meeting (Budget Amendments)

CURRITUCK COUNTY  
NORTH CAROLINA

SALARY AND COMPENSATION RESOLUTION  
FOR THE FISCAL YEAR ENDING JUNE 30, 2022

BE IT RESOLVED by the County

SECTION 1 - BOARDS

Animal Services and Control Advisory Board

Members \$50 per meeting

Board of Adjustment

Members \$50 per meeting

Board of Commissioners

Chairman \$1300 per month

Members \$1200 per month

Commissioners assigned to County advisory boards will receive the same compensation as other members of that board.

Board of Elections

Chairman \$75 per month plus \$8 per meeting hour plus travel reimbursement at per diem rate

Members \$25 per month plus \$8 per meeting hour plus travel reimbursement at per diem rate

Chief Judge \$170 on election day, \$20 on canvass day, \$15 on instruction day plus travel reimbursement at per diem rate, \$20 on recount day

Judge \$125 on election day, \$15 on instruction day plus travel reimbursement at per diem rate

Assistants \$110 on election day, \$15 on instruction day plus travel reimbursement at per diem rate

Board of Equalization

Members \$100 per day; \$50 per half day

Attachment: Salary Resolution revised Feb 21 2022 (Salary Resolution and Classification Chart)

<u>Economic Development Board</u> Members	\$50 per meeting
<u>Fire Advisory Board</u> Members	\$50 per meeting
<u>Historic Preservation Commission</u> Members	\$50 per meeting
<u>Carova Beach Road Service District</u> Members	\$50 per meeting
<u>Ocean Sands North and Crown</u> Members	\$50 per meeting
<u>Tourism Development Authority</u> Members	\$50 per meeting
<u>Land Transfer Tax Appeals Board</u> Members	\$50 per meeting
<u>Jury Commission</u>	\$50 per day
<u>Library Board of Trustees</u> Members	\$50 per meeting
<u>Nutrition Board</u> Members	\$50 per meeting
<u>Parks and Recreation Board</u> Members	\$50 per meeting
<u>Planning Board</u> Members	\$50 per meeting
<u>Senior Citizens Advisory Board</u> Members	\$50 per meeting
<u>Social Services Board</u> Members	\$50 per meeting
Chairman	\$75 per meeting

Attachment: Salary Resolution revised Feb 21 2022 (Salary Resolution and Classification Chart)

SECTION 2 - PAYMENTS TO BOARDS

Payments made to board members (except the Board of Commissioners and Board of Elections) are considered fees for the payment of all expenses incurred while serving in a voluntary capacity unless additional compensation is provided for in the enacting ordinance.

SECTION 3 - NEW APPOINTMENTS

Compensation

The County Manager is authorized without further approval to enroll new personnel at a grade level not to exceed that of step 3; however, no new position may be established or salaries increased without the approval of the County Board of Commissioners.

Minimum Wage

Not withstanding the above, the County Manager may raise the salary of any employee to the Federal minimum wage level without further approval from the County Board of Commissioners.

SECTION 4 - PART-TIME AND TEMPORARY EMPLOYEE BENEFITS

County employee benefits, including but not limited to vacation leave, holiday leave, sick leave, retirement, 401k, and health insurance, shall not be provided for part-time and temporary employees unless otherwise provided for by the Board of Commissioners.

PART-TIME/TEMPORARY PAY

Hourly

Airport Lineman - Part-time	\$14.81 per hr
Animal Care Technician	\$13.84 per hr
Camp Counselors - Seasonal	\$12.50 per hr
Clerical Position - Temporary	\$14.81 per hr
Deputy I - Part-time	\$18.68 per hr
Deputy II - Part-time	\$19.65 per hr
Deputy III - Part-time	\$20.61 per hr
Deputy Trainee - Part-time	\$17.71 per hr
Detention Officer - Part-time	\$15.09 per hr
DSS On Call	\$22.00 per hr
EMT Basic - Temporary	\$14.81 per hr
EMT Intermediate - Temporary	\$17.71 per hr
EMT Paramedic - Temporary	\$20.61 per hr
Library Assistant I - Part-time	\$13.84 per hr
Maintenance Helper - Temporary	\$12.88 per hr
Park Attendant	\$12.88 per hr

Attachment: Salary Resolution revised Feb 21 2022 (Salary Resolution and Classification Chart)

Summer Intern - Whalehead	\$14.81/\$15.37 per hr
Telecommunicator - Part-time	\$16.75 per hr
time	\$15.78 per hr
Tour Guides - Whalehead	\$14.81 per hr
Visitor Relations Coordinator -	\$14.81 per hr

**Parks & Recreation Temporary**

Athletic Complex Attendant	\$11.50 per hr
Janitor - All Sports	\$7.25 per hr
Scorekeeper - All Sports	\$7.25 per hr
Site Coordinator - All Sports	\$14.50 per hr
Referee - 5 - 9 yr old Basketball	\$22.00 per game
Referee - 10 - 15 yr old Basketball	\$26.00 per game
Referee - Flag Football	\$22.00 per game
Referee - Youth Volleyball	\$22.00 per game
Referee - Soccer	\$22.00 per game
Referee - Tackle Football	\$36.00 per game
Umpire - Baseball Ages 7 - 8	\$30.00 per game
Umpire - Softball 10U	\$35.00 per game
Umpire - Baseball Ages 9 - 10	\$35.00 per game
Umpire - Softball 12U - 18U	\$40.00 per game
Umpire - Baseball Ages 11 - 15	\$40.00 per game

**SECTION 5 - TRAVEL**

**Per Diem Rate**

Subject to the approval of their department head, employees are entitled to travel reimbursement for use of a personal vehicle while transacting County business at the current standard mileage rate allowed by the Internal Revenue Service.

Adopted this 21st of February 2022.

ATTEST.

\_\_\_\_\_  
Michael H. Payment, Chairman  
Board of Commissioners

\_\_\_\_\_  
Leeann Walton  
Clerk to the Board

Attachment: Salary Resolution revised Feb 21 2022 (Salary Resolution and Classification Chart)

**CURRITUCK COUNTY  
 CLASSIFICATION BY SALARY GRADE  
 FOR THE FISCAL YEAR ENDING JUNE 30, 2022**

SALARY GRADE	SALARY RANGE	CLASSIFICATION
50	\$24,775 - \$33,959	Custodian
50.5	\$26,180 - \$36,548	Senior Center Site Manager
51	\$26,786 - \$36,775	Maintenance Helper Park Attendant Rural Attendant
52	\$28,796 - \$39,629	Accounting Clerk I Aging Senior Services Admin. Supervisor Animal Care Technician Community Social Services Assistant DSS DCI CP/Clerk Deputy Register of Deeds Library Assistant I Permit Officer I Recreation Assistant Secretary I Tax Clerk I

53	\$30,808 - \$42,407	Line Maintenance Mechanic Helper Library Assistant II Maintenance/Repair Worker Meter Reader EMT Basic/Firefighter Lineman - Airport Processing Assistant IV Public Information Assistant IV Tax Clerk II Utilities Customer Service Representative Visitor Relations Coordinator
53.5	\$31,388 - \$43,467	Detention Officer
54	\$32,818 - \$45,220	4H Program Assistant Accounting Clerk II Animal Control Officer Assistant Register of Deeds District Administrator F&C Sciences Associate Income Maintenance Caseworker I Library Associate I Permit Officer II Telecommunicator Trainee
54.5	\$33,438 - \$46,350	Intake Officer

55	\$34,830 - \$48,038	Accounting Clerk III Administrative Assistant I Line Maintenance Mechanic Park Superintendent Processing Assistant V Public Information Assistant V Receptionist/IT Administrative Assistant Telecommunicator I Tourism Promo & Event Coordinator Utilities Customer Service Supervisor
55.5	\$35,491 - \$49,239	Deputy Director of Elections Rural Center Manager Shelter Manager
56	\$36,843 - \$50,856	Deputy Tax Collector Deputy Trainee EMT/Intermediate Evidence Technician Income Maintenance Caseworker II Maintenance/Repair Worker HVAC Maintenance/Repair Worker/Electrician Permit Officer III Sales & Marketing Associate Social Worker I

		Telecommunicator II Visitor Relations Specialist Wastewater ORC Trainee Water Plant Operator Trainee
56.5	\$38,257 - \$53,698	Sergeant Detention Officer
57	\$38,852 - \$53,669	Administrative Assistant II Athletic Grounds Manager Building Inspector I Code Enforcement Officer Deputy Sheriff I Human Resources Assistant Recreation Specialist Rural Center Director Support Technician Visitor Center Supervisor Wastewater Operator Water Plant Operator Water Plant Operator/Lab Technician
58	\$40,863 - \$56,486	Deputy Sheriff II Firefighter/EMT Basic Income Maintenance Caseworker III Income Maintenance Investigator II Library Associate II Planning Technician

		Training Officer
59	\$42,874 - \$59,302	Accounting Technician Accounting & Payroll Technician Building Inspector II probationary/FQ Inspect I ** E Body Deputy Sheriff III Development Technician Detective I EMT Paramedic/Firefighter Permit Coordinator Planner I Public Relations Coordinator Tax Appraiser Visitor Center Supervisor
60	\$44,887 - \$62,119	*Administrative Officer I Corporal - Sheriff Cross Connection ORC Deputy Emergency Management Coordinator Deputy III - School Res Officer EMS Training Officer Fire Training Officer/Recruitment Coordinator *Income Maintenance Supervisor II *Lieutenant Detention Officer Fire Marshal

Attachment: Pay Classification Chart - Revised Feb 21 2022 (Salary Resolution and Classification Chart)

		Lieutenant - EMS Risk Manager Social Worker II Stormwater Technician Water Distribution Supervisor Trainee
60.5	\$45,747 - \$63,672	*Communications Supervisor Firefighter EMT/Advanced Maritime Museum Manager
61	\$46,898 - \$64,936	Building Inspector III probationary/FQ BI II Creative Director Detective II GIS Specialist IT Coordinator Paralegal Planner II Marketing Director Video Production Specialist Wastewater Supervisor ORC Water Distribution Supervisor Web/AV Specialist
62	\$48,909 - \$67,751	*Airport Manager *Contract Purchasing Agent Fiscal and Budget Assistant *Operations Manager - PW/Solid Waste

		<p>Sergeant                  Site Manager/Curator                  Soil &amp; Stormwater Manager                  Social Worker III                  Social Worker Invest/Assess Treatment</p>
63	\$50,918 - \$70,566	<p>*Aging Senior Services Director                  *Animal Services and Control Director                  Building Inspector III FQ                  *Director of Elections                  Engineering Technician                  Firefighter EMT/Paramedic                  Maintenance Supervisor                  *Social Work Supervisor II                  *Water Treatment Plant Supervisor</p>
64	\$52,931 - \$73,383	<p>*Accountant                  Fire Lieutenant                  *Jail Superintendent                  Senior Planner</p>
65	\$55,373 - \$76,803	<p>*Assistant to County Manager                  *Captain - EMS                  *Fire and EMT Captain                  *Project Coordinator                  *Public Information Officer</p>

66	\$56,954 - \$79,016	*Public Utilities Superintendent *Social Worker Supervisor III *Wastewater Superintendent *Water Superintendent
67	\$58,962 - \$81,828	*Chief Building Inspector *Emergency Management Director *Lieutenant - Sheriff *Recreation Director *Social Work Program Manager
68	\$60,973 - \$84,644	*Administrative Assistant/Clerk to the Board *Public Works Director *Tax Administrator
69	\$62,984 - \$87,461	*GIS Coordinator
70	\$65,056 - \$90,362	
71	\$67,006 - \$93,092	*Captain- Sheriff *Chief Deputy - Fire/EMS *IT Director *Tourism Director

72	\$69,019 - \$95,910	*Assistant Planning Director
73	\$71,028 - \$98,723	*Chief Deputy - Sheriff *Economic Development Director
74	\$73,041 - \$101,541	
75	\$75,050 - \$104,356	*Chief of EMS
76	\$77,063 - \$107,173	*Director of Social Services *Project Engineer *Public Utilities Director
77	\$79,072 - \$109,987	
78	\$81,085 - \$112,805	*Assistant Finance Director *Assistant Public Services Director/Assistant County Engineer *Human Resources Director
79	\$83,096 - \$115,621	
80	\$84,860 - \$118,091	
81	\$86,981 - \$131,724	
82	\$89,156 - \$135,017	

83	\$91,385 - \$138,393	*Assistant County Manager *Planning Director
84	\$93,670 - \$141,852	
85	\$96,011 - \$145,399	
86	\$98,412 - \$149,034	
87	\$100,725 - \$152,537	
88	\$100,724 - \$154,050	*Senior Planning Director *Development Services Director
89	\$104,267 - \$157,901	
90	\$106,873 - \$161,848	
91	\$109,545 - \$165,895	
92	\$111,867 - \$169,410	*Finance Director *Public Services Director/County Engineer
93	\$114,663 - \$173,645	

Attachment: Pay Classification Chart - Revised Feb 21 2022 (Salary Resolution and Classification Chart)

94	\$117,530 - \$177,986	
95	\$120,468 - \$182,436	
96	\$123,480 - \$186,997	
97	\$126,567 - \$191,672	
98	\$129,731 - \$196,463	
99	\$132,974 - \$201,375	

\* indicates exempt status

Board determined

Board determined

Board determined

Board determined

\*\* E Body Grade is Dependent upon State Certification Level

\*County Manager's salary

\*Sheriff's salary

\*Register of Deeds' salary

\*Attorney's salary

NORTH CAROLINA  
CURRITUCK COUNTY

This instrument has been preaudited in the manner required by the Local Government Budget and Fiscal Control Act.

\_\_\_\_\_  
Finance Officer

## COUNTY MANAGER EMPLOYMENT AGREEMENT

THIS AGREEMENT made and effective as of the 7th day of February, 2022 by and between the COUNTY OF CURRITUCK, a body corporate and politic existing under the laws of the State of North Carolina, (the “County”), employer, and DONALD I. MCREE, JR., an individual, (the “Employee”);

### RECITALS

A. The County is a body corporate and politic organized and existing under the laws of the State of North Carolina and duly authorized to enter into this Agreement.

B. Employee is duly qualified to serve the County as its County Manager.

C. County desires to employ the Employee as its County Manager and Employee has agreed to such employment.

NOW, THEREFORE, in consideration of the mutual terms and conditions contained in this Agreement, the parties agree as follows:

### EMPLOYMENT

1. County hereby offers, and Employee accepts, effective February 7, 2022, employment as County Manager for Currituck County. In this regard, Employee

shall perform duties specified in N. C. Gen. Stat. §153A-82 which is incorporated herein and made a part of this Agreement.

2. It is understood this employment is a full-time obligation. Employee agrees not to pursue any other employment during the term of this Agreement or any extension of this Agreement, without the written permission of the Board of Commissioners.

#### **TERM OF EMPLOYMENT — SEVERANCE BENEFITS - NOTICE**

1. Employee shall serve at the pleasure of the County's Board of Commissioners and Employee's employment may be terminated at any time subject to the terms and conditions set forth in this Agreement. The initial term of this Agreement shall begin on February 7, 2022 to and including July 31, 2024. The first six months of the initial term shall be a probationary period during which the Employee may be dismissed by the County's Board of Commissioners at any time during the probationary period. At the expiration of the initial term, this Agreement shall renew, upon the same terms and conditions contained in this Agreement, for an additional three (3) year term unless County notifies Employee in writing at least six months prior to expiration of the then current term that this Agreement shall not be renewed. In the event County elects to terminate Employee's employment prior the expiration of the initial term or prior to the expiration of any term that has been renewed, Employee shall receive the compensation and benefits set forth in this Agreement for the remaining portion of the initial term of the Agreement or the remaining portion of any renewed Agreement or twelve months of compensation and

benefits set forth in this Agreement, whichever is greater, in recognition and consideration for past service rendered the County. For purposes of complying with this paragraph, appropriations held as unencumbered fund balances in any fund or account of the County shall be available and authorized for transfer to the appropriate salary and benefit expenditure accounts to ensure fulfillment of this paragraph of this Agreement.

2. In the event Employee should voluntarily resign as County Manager, he shall give the County not less than one (1) months' notice. During this notice period, Employee shall, at the option of the Board of Commissioners, continue to work in the capacity of County Manager with the benefits of existing compensation.

3. Termination for cause shall be effective immediately and entitle Employee to no further compensation. "Cause" is defined as: insubordination, conviction of a felony or crime of moral turpitude, consumption of alcohol or controlled substances on County property during employment, intoxication on County property during employment, theft, embezzlement, assault on a co-worker, and sexual harassment.

### COMPENSATION

1. For service as County Manager, Employee shall be compensated at the annual rate of \$170,000.00 plus accrued cost of living and longevity pay earned by Employee since August 1, 2008 as County Attorney for the County which on the date of this Agreement is compensation in the amount of \$202,787.23. Employee's compensation shall be paid in equal increments on or before the first day of each

month for the preceding months' work, or biweekly for the preceding two (2) weeks work, at the election of County.

2. In addition to the above-stated compensation, Employee shall receive such other benefits from employment with the County to the same extent as regular County employees. This includes, but is not limited to, hospitalization insurance, retirement contributions, longevity, sick leave, annual leave and the like.

3. From February 7, 2022 until a successor County Attorney is appointed by County's Board of Commissioners, Employee shall continue as the County Attorney for the County. Employee shall be compensated for his services while serving as County Attorney in the amount of \$3,000.00 each month, or portion thereof, subject to the withholdings required by law and payable on the same schedule as other County employees.

### **PROFESSIONAL DEVELOPMENT**

The County recognizes the importance for Employee's maintenance and acquisition of extensive knowledge and expertise in local government management. To that end, County agrees to budget and pay travel, fees, tuition, and subsistence expenses for the Employee to travel and attend meetings, enroll in educational courses, attend seminars, and to otherwise pursue developmental courses of study. This shall include, but not be limited to, travel to functions deemed advantageous for the County, such as the North Carolina City and County Management Association, the National Association of Counties annual meeting, the North Carolina Association of Counties meetings, University of North Carolina School of Government meetings and educational programs, and the like. County also agrees to budget and pay for

professional dues and subscriptions necessary or desirable to enable Employee to obtain and preserve a current knowledge of the subject matter necessary for the performance of his duties.

### **INSURANCE**

In addition to maintaining Employee in the County's hospitalization and comprehensive medical insurance premiums, at County's expense, County does also agree to maintain professional liability insurance on Employee and to defend and hold Employee harmless against any tort, professional liability claim or demand or any other legal action, whether groundless or not, arising out of an alleged act or omission occurring in the performance of Employee's duties as County Manager. County will compromise and settle any claim, in its discretion, as it deems appropriate, and pay the amount of any settlement or judgment, rendered on any claim. However, Employee shall follow the instructions of County in such litigation and shall fully cooperate with the County in defending claims if the County determines that should be pursued.

### **OTHER TERMS AND CONDITIONS OF EMPLOYMENT**

All provisions of the County Personnel Policy and Regulations and Rules of the County relating to vacation and sick leave, retirement and pension system contributions, holidays, disability, health and life insurance, and other fringe benefits and working conditions as they now exist, or may be amended, shall apply to the benefit and obligation of Employee unless otherwise provided herein.

**HOURS OF EMPLOYMENT**

It is agreed and understood that the position of County Manager is not an hourly compensation. It is also agreed and understood that the Employee shall frequently be required to work more than forty (40) hours in any given workweek and will often attend County meetings and functions after a normal workday. Employee agrees to expend such time as is reasonably necessary to accomplish the duties and obligations of employment. However, Employee, in the exercise of prudent discretion, may compensate himself by working less than forty (40) hours in some workweeks. Employee shall be always available to the County’s Board of Commissioners except during vacation or sick leave.

**OFFICE AND SUPPORT**

The County shall provide Employee a suitable office, appropriately furnished together with secretarial and administrative assistance commensurate with the County Manager position and appropriate for the performance of duties as County Manager.

**AMENDMENTS AND MODIFICATIONS**

No amendment or modification of this Agreement shall be made unless the same is in writing and duly executed by the parties with the formality attending the execution of this Agreement. Any verbal modification shall be deemed ineffective.

**INTERPRETATION, CHOICE OF JURISDICTION, BINDING EFFECT**

This agreement shall be interpreted under the laws of the State of North Carolina, and should any litigation arise under this Agreement, or the alleged failure

Attachment: County Manager Employment Agreement 022022 Draft 2 (Consideration of County Manager Employment Agreement)

of either party to perform hereunder, it is agreed and stipulated that jurisdiction shall be exclusively in the General Court of Justice in Currituck County, either Superior or District Court as the case may appear. This agreement replaces and supersedes all oral and written agreements between the parties and is binding upon and shall inure to the benefit of the heirs and estate of Employee.

IN WITNESS WHEREOF, the County of Currituck has caused this agreement to be signed and executed in its behalf by its Chairman and duly attested by its Clerk to the Board and Employee has signed and executed this agreement, both in duplicate originals, the day and year first above written.

County of Currituck

By: \_\_\_\_\_  
Michael H. Payment, Chair  
Board of Commissioners

ATTEST:

\_\_\_\_\_  
Leeann Walton, Clerk to the Board  
(COUNTY SEAL)

NORTH CAROLINA, CURRITUCK COUNTY

I, the undersigned Notary Public, do hereby certify that Leeann Walton personally appeared before me and acknowledged that she is Clerk to the Board of Commissioners for Currituck County and that by authority duly given and as the act of Currituck County, the foregoing instrument was signed in its name by its Chair, and attested by her as its Clerk to the Board of Commissioners.

Witness my hand and official stamp or seal this the \_\_\_\_\_ day of \_\_\_\_\_, 2022.

My Commission expires: \_\_\_\_\_

\_\_\_\_\_  
Notary Public

\_\_\_\_\_  
Printed Name

Attachment: County Manager Employment Agreement 022022 Draft 2 (Consideration of County Manager Employment Agreement)

\_\_\_\_\_  
Donald I. McRee, Jr.

NORTH CAROLINA, CURRITUCK COUNTY

I, a Notary Public for the above-named State and County do hereby certify that Donald I. McRee, Jr. appeared before me this day and acknowledged the execution of the foregoing instrument.

Witness my hand and notarial seal, this the \_\_\_\_ day of \_\_\_\_\_, 2022.

My Commission expires:\_\_\_\_\_

\_\_\_\_\_  
Notary Public

(NOTARIAL SEAL)

\_\_\_\_\_  
Printed Name

Attachment: County Manager Employment Agreement 022022 Draft 2 (Consideration of County Manager Employment Agreement)



**CURRITUCK COUNTY  
NORTH CAROLINA**

February 7, 2022  
Minutes – Regular Meeting of the Board of Commissioners

**WORK SESSION**

**1. 5:00 PM Currituck County Sheriff's Office Broadband Retention and Recruitment Program**

The Currituck County Board of Commissioners met at 5:00 PM in the Historic Courthouse Board Meeting Room for a Work Session on the Broadband Retention and Recruitment program, presented by Sheriff Matt Beickert. Commissioners are being asked to consider implementing the program to assist with recruitment of Law Enforcement Officers to work in the Sheriff's office.

Sheriff Beickert reported on incentives and advancement opportunities previously approved by Commissioners, and noted they have greatly improved retention. Concerns with recruitment of certified and qualified applicants for open positions were presented, and he anticipates retention may become an issue in the future as the field becomes increasingly competitive.

Sheriff Beickert responded to questions posed by Commissioners and reiterated that he wants to begin a dialogue about adjusting hiring salaries for Deputies to fill existing positions. A document given to Commissioners was referred to, and included a comparison of the County's compensation with other jurisdictions. Sheriff Beickert hopes to have an outline for Board consideration in the next budget season.

Sheriff Beickert reported difficulty with finding Deputies to work beach duty and recommended increasing the part-time deputy rate to encourage deputies to pick up beach duty shifts. He said this action would also reduce overtime pay and funds would be needed this budget year to ensure staff is ready for the start of visitor season. Commissioners confirmed beach duty pay was discussed at the retreat and would be on the next agenda for budgeting purposes.

Discussion concluded and Commissioner White moved to come out of the work session. Commissioner Jarvis seconded the motion. The motion carried, 7-0, and the Work Session closed at 5:34 PM.

**6:00 PM CALL TO ORDER**

The Currituck County Board of Commissioners held a Regular Meeting at 6:00 PM in the Board Meeting Room of the Historic Courthouse, 153 Courthouse Road, Currituck, North Carolina.

Attendee Name	Title	Status	Arrived
Michael H. Payment	Chairman	Present	
Paul M. Beaumont	Vice Chairman	Present	

J. Owen Etheridge	Commissioner	Present	
Mary "Kitty" Etheridge	Commissioner	Present	
Selina S. Jarvis	Commissioner	Present	
Kevin E. McCord	Commissioner	Present	
Bob White	Commissioner	Present	

Chairman Payment called the meeting to order and announced the earlier Work Session.

### **A) Invocation & Pledge of Allegiance**

Commissioner Beaumont offered the Invocation and led the Pledge of Allegiance.

### **B) Approval of Agenda**

Commissioner McCord amended the agenda and moved the Advanced Law Enforcement Certificates under Administrative Reports to the February 21, 2022, Commissioners meeting. Commissioner White moved for approval of the agenda. Commissioner McCord seconded the motion. The motion carried, 7-0, and the agenda was approved as amended.

Approved agenda:

#### **Work Session**

5:00 PM Currituck County Sheriff's Office Broadband Retention and Recruitment Program

#### **6:00 PM Call to Order**

A) Invocation & Pledge of Allegiance

B) Approval of Agenda

#### **Appointment of County Manager by the Board of Commissioners**

#### **Public Comment**

*Please limit comments to matters other than those appearing on this agenda as a PublicHearing. Public comments are limited to 3 minutes.*

#### **Commissioner's Report**

#### **County Manager/County Attorney Report**

#### **Administrative Reports**

~~A) Sheriff's Office Recognition and Presentation of Advanced Law~~

**~~Enforcement Certificates~~ This item was removed from the agenda-rescheduled for 2/21/2022**

**Public Hearings**

- A) **PB 21-27 H2OBX:** Text amendment to allow seasonal employee housing for tourist oriented businesses located on the same principle lot as the business with a minimum lot size of five acres.
- B) **PB 16-05 H2OBX LLC:** Amended C-GB zoning request to provide temporary seasonal employee housing units at the waterpark located at 8526 Caratoke Highway, Map 124, Lot 137L, Poplar Branch Township.
- C) **PB 21-30 Currituck County:** Request to amend the Unified Development Ordinance definition of public infrastructure to include utilities regulated by the NC Utilities Commission.
- D) **PB 21-29 Currituck County:** Request to amend the Unified Development Ordinance to allow new campgrounds through conditional zoning approval in specified zoning districts and to revise existing language regarding use of recreational vehicles.

**New Business**

- A) **Consideration of Amendment to Maple Commerce Park Restrictive Covenants**
- B) **Consideration and Approval of Brindley Beach Building Elevation to be Located on Lot 1, Maple Commerce Park**
- C) **Consent Agenda**
  - 1. Budget Amendments
  - 2. Project Ordinance-Public Works Maintenance Building
  - 3. Minutes-January 18, 2022

**Adjourn**

**Special Meeting-Tourism Development Authority**

TDA Budget Amendment

**Adjourn Special Meeting of the TDA**

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**RESULT:** APPROVED [UNANIMOUS]  
**MOVER:** Bob White, Commissioner  
**SECONDER:** Kevin E. McCord, Commissioner  
**AYES:** Michael H. Payment, Chairman, Paul M. Beaumont, Vice Chairman, J. Owen Etheridge, Commissioner, Mary "Kitty" Etheridge, Commissioner, Selina S. Jarvis, Commissioner, Kevin E. McCord, Commissioner, Bob White, Commissioner

**APPOINTMENT OF COUNTY MANAGER BY THE BOARD OF COMMISSIONERS**

Chairman Payment discussed the County's recent search for a new Manager and the role of Ike McRee, County Attorney, who served as interim to fulfill the duties of County Manager. The Board decided to offer the position to Mr. McRee, who accepted. Commissioner Mary Etheridge moved to appoint Ike McRee as County Manager, effective February 7, 2022. Commissioner Jarvis seconded the motion. The motion carried, 7-0. Mr. McRee thanked Commissioners and said he looks forward to the opportunity to serve as Manager.

**RESULT:** APPROVED [UNANIMOUS]  
**MOVER:** Mary "Kitty" Etheridge, Commissioner  
**SECONDER:** Selina S. Jarvis, Commissioner  
**AYES:** Michael H. Payment, Chairman, Paul M. Beaumont, Vice Chairman, J. Owen Etheridge, Commissioner, Mary "Kitty" Etheridge, Commissioner, Selina S. Jarvis, Commissioner, Kevin E. McCord, Commissioner, Bob White, Commissioner

**PUBLIC COMMENT**

*Please limit comments to matters other than those appearing on this agenda as a Public Hearing. Public comments are limited to 3 minutes.*

Chairman Payment opened the Public Comment period.

Jeff Foster, of Baxter Estates Road, wished to discuss the campground text amendment which was included as a Public Hearing on the agenda. When advised, he said he would address the Board during the Public Hearing on the item.

No others were signed up nor wished to speak and Public Comment period was closed.

**COMMISSIONER'S REPORT**

Commissioner Jarvis thanked County staff for the preparation and planning of this year's Annual Board of Commissioners Retreat. She recognized February as American Heart Month. She said Valentine's Day may bring sadness to some this year, particularly those who may have lost loved ones, and encouraged citizens to reach out to others who may be struggling.

Commissioner Mary Etheridge congratulated Commissioners on Mr. McRee's appointment as County Manager and thanked Mr. McRee for accepting the position. She announced important dates related to the upcoming Elections, including the reopening of candidate filing.

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Commissioner White congratulated Mr. McRee on his appointment to County Manager. He announced he will be out of town and would not be present at the February 21, 2022 Commissioners meeting.

Chairman Payment said he looks forward to working with the new County Manager and noted the open position for County Attorney. He recalled some of the topics discussed at the Board's annual retreat, which included information on the upcoming Citizens Academy and plans for an educational initiative for citizens on Unified Government. He asked for continued support of local fire departments.

Commissioner Beaumont congratulated Mr. McRee in his new role. Results of the second year Shoreline Stability Study presented at the Board Retreat noted Currituck County beaches added 1.118 million cubic yards of sand over the past year. He said it is an impressive statistic and suggested the county's beaches, in general, are among the best in the state.

Commissioner McCord congratulated Mr. McRee in his new role and also commended staff on an excellent job preparing for the Board Retreat. He noted Currituck County has the eighth lowest tax rate in the state out of 100 counties. He reported on Animal Services and Control's recent seizure of sixty-one dogs and commended Director, Gina Maurer, and staff and thanked businesses and citizens who donated food and supplies. He reported on recent fires in the County and cautioned everyone to be careful using space heaters this time of year.

Commissioner J. Owen Etheridge also offered congratulations to Mr. McRee and said he looks forward to working with him.

## COUNTY MANAGER/COUNTY ATTORNEY REPORT

County Manager, Ike McRee, commended Animal Services and Control staff on an outstanding job after the seizure of sixty-one dogs and expressed appreciation for the community outreach. He reported the State of North Carolina is funding video conferencing equipment for courtrooms which will result in cost savings because defendants will be able to appear from where they are housed, eliminating the need for transport, and civil matters will move along more quickly. Mr. McRee, as a member of council, will attend a meeting of the Coastal Resource Advisory Council later in the week.

## ADMINISTRATIVE REPORTS

### A. Sheriff's Office Recognition and Presentation of Advanced Law Enforcement Certificates

This item was deleted from the agenda and moved to the February 21, 2022 Board of Commissioners meeting.

<b>RESULT:</b>	<b>CONTINUED TO FUTURE MEETING</b>	<b>Next: 2/21/2022 6:00 PM</b>
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## PUBLIC HEARINGS

**A. PB 21-27 H2OBX:**

To: Board of Commissioners

From: Planning Staff

Date: January 12, 2022

Subject: PB 21-27 H2OBX

**Request**

The request is to amend the Unified Development Ordinance with language to allow seasonal employee housing for tourist-oriented businesses through conditional zoning approval. As drafted, employee housing will be accessory to a tourist-oriented business and located on the same lot as the business with a minimum lot size of five acres. The housing shall only be inhabited during the tourist season for the residential use of unrelated persons employed on site for the duration of the tourist season. The accessory employee housing will only be allowed through a conditional zoning approval (legislative). The use of Class B or C Manufactured Homes, travel trailers, campers, recreational vehicles, or similar vehicles as a seasonal employee housing unit is prohibited.

**Background**

On May 2, 2016 the BOC approved the Conditional GB Zoning to allow a water park to locate at 8528 Caratoke Highway. That approval included a dormitory type building to house employees of the waterpark. This text amendment is necessary to allow seasonal employee housing (formerly referred to as dormitories) as an allowable use in the GB zoning district. The text amendment applies county wide and is not specific to the waterpark property. This amendment would be applicable to all businesses that meet the criteria set forth in this language.

**2006 Land Use Plan**

The Land Use Plan (LUP) does not provide detailed policies related particularly to workforce housing; however, the following policies are relevant to general economic development, and do generally support the amendment:

POLICY ED1: NEW AND EXPANDING INDUSTRIES AND BUSINESSES should be especially encouraged that: 1) diversify the local economy, 2) train and utilize a more highly skilled labor force, and (3) are compatible with the environmental quality and natural amenity-based economy of Currituck County.

POLICY ED2: CAPITAL EXPENDITURES for the purpose of economic development shall be targeted toward areas that are most suited for development. Targeted areas should include raw land as well as the revitalization and reuse of currently unused or underutilized structures, sites and infrastructure. Targeted areas primarily include those located within the Full Service Areas identified on the Future Land Use Map and to a lesser extent those included in the Limited Service Areas.

POLICY ED3: The County supports COORDINATION OF ECONOMIC DEVELOPMENT ACTIVITIES among various economic development agencies and encourages regional cooperation and interaction among areas with shared economic interests.

*Staff commentary: As confirmed by Larry Lombardi, Economic Development Director, one of the biggest tourist industry needs in Currituck County is the ability to house the employees necessary to run those tourist-oriented businesses.*

### Text Amendment Review Standards

The advisability of amending the text of the UDO is a matter committed to the legislative discretion of the Board of Commissioners and is not controlled by any one factor. In determining whether to adopt or deny the proposed text amendment, the Board of Commissioners may weigh the relevance of and consider whether and the extent to which the proposed text amendment:

1. Is consistent with the goals, objectives, and policies of the Land Use Plan and other applicable county-adopted plans;
2. Is not in conflict with any provision of this Ordinance or the County Code of Ordinances;
3. Is required by changed conditions;
4. Addresses a demonstrated community need;
5. Is consistent with the purpose and intent of the zoning districts in this Ordinance, or would improve compatibility among uses and ensure efficient development within the county;
6. Would result in a logical and orderly development pattern; and
7. Would not result in significantly adverse impacts on the natural environment, including but not limited to water, air, noise, stormwater management, wildlife, vegetation, wetlands, and the natural functioning of the environment.

### Staff Recommendation

Staff recommends approval of the request as submitted and suggests the following Statement of Consistency and Reasonableness:

The requested zoning text amendment is consistent with the goals, objectives, and policies of the 2006 Land Use Plan including:

- POLICY ED1: NEW AND EXPANDING INDUSTRIES AND BUSINESSES should be especially encouraged that: 1) diversify the local economy, 2) train and utilize a more highly skilled labor force, and (3) are compatible with the environmental quality and natural amenity-based economy of Currituck County.
- POLICY ED2: CAPITAL EXPENDITURES for the purpose of economic development shall be targeted toward areas that are most suited for development. Targeted areas should include raw land as well as the revitalization and reuse of currently unused or underutilized structures, sites and infrastructure. Targeted areas primarily include those located within the Full Service Areas identified on the Future Land Use Map and to a lesser extent those included in the Limited Service Areas.
- POLICY ED3: The County supports COORDINATION OF ECONOMIC DEVELOPMENT ACTIVITIES among various economic development agencies and encourages regional cooperation and interaction among areas with shared economic interests.

The request is reasonable and in the public interest because:

1. It addresses a need for tourist-oriented businesses to be able to provide housing for seasonal employees in order to operate businesses for tourists and local residents alike.

### Planning Board Recommendation

On January 11, 2022, the Planning Board recommended approval of this text amendment as presented.

### Motion

Mr. Doll motioned to recommend **approval** of **PB 21-27 H2OBX** because the request is consistent with the 2006 Land Use Plan because it allows for housing for the volume of employees necessary to run new and expanding tourist-oriented businesses in targeted tourist growth areas and allows for continued economic growth of our tourist industry. (Policies ED1, ED2, and ED3)

The request is reasonable and in the public interest because it addresses a need for tourist-oriented businesses to be able to provide housing for seasonal employees in order to operate businesses for tourists

and local residents alike.

Mr. Bass seconded the motion and the motion carried unanimously 5-0.

**PB 21-27 CURRITUCK H2OBX TEXT  
AMENDMENT BOARD OF COMMISSIONERS  
FEBRUARY 7, 2022**

Amendment to the Unified Development Ordinance, Chapter 6. Use Standards

BE IT ORDAINED by the Board of Commissioners of the County of Currituck, North Carolina that the Unified Development Ordinance of the County of Currituck be amended as follows:

**Item 1:** That Chapter 10 is amended by adding the underlined bold language:

- 10.4.5. Commercial Use Classification
  - H. Recreation/Entertainment, Outdoor
    - (1) Characteristics

The Outdoor Recreation/Entertainment Use Category includes use types that are large, generally commercial, and provide continuous recreation or entertainment-oriented activities that primarily take place outdoors. They may take place in a number of structures that are arranged together in an outdoor setting. Accessory uses may include concessions, parking, **seasonal employee housing**, and maintenance facilities.

**Item 2:** That Table 4.3.2.E Table of Common Accessory Uses is amended by adding the underlined bold language:

TABLE 4.3.2.E: TABLE OF COMMON ACCESSORY USES														
P= Permitted by-right Z= Zoning Compliance Permit U= Special Use Permit MP= Allowed with Master Plan blank cell= Prohibited														
ACCESSORY USE TYPE	ZONING DISTRICT													ADDITIONAL REQ. (4.3-)
	RC	AG	SFM	SFO	SFR	SFI	MXR	GB	LB	CC	VC	LI	HI	
<b><u>Seasonal Employee Housing</u></b>								<b><u>CZ</u></b>						<b><u>3.AB</u></b>

Development Services Director, Kevin Kemp, reviewed the text amendment application with the Board which would allow seasonal housing for employees of tourist-oriented businesses that meet certain requirements. Staff and Planning Board recommended approval of the request. Supporting policies were presented.

Mr. Kemp responded to questions posed by Commissioners to clarify several aspects of the text amendment. Commissioners questioned language related to the establishment

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of the visitor season and asked about regulations related to parking and age requirements for residents. He confirmed that conditional zoning would be required, and the Board could set conditions at that time.

Commissioners agreed the county-wide aspect with the current language as written was concerning, as was the ability to enforce and to maintain the housing as seasonal as opposed to it becoming year-round.

Ken Ellis, owner of H2OBX, addressed Commissioners. He discussed his reliance on J-1 employees as those who are key to allowing the waterpark to stay open through Labor Day after other employees have returned to school. He explained changes to the J-1 program as it relates to housing. He said Planning staff recommended the 5 acre minimum requirement, and he provided the rationale behind the request to construct housing. He said they are not trying to rush anything through, and would likely not be able to do anything this year.

Michael Strader, Engineer for Quible Associates, asked about prior approval of the conditional zoning, which included dormitories. Tammy Glave, Senior Planner, said the inclusion was part of a master plan, and as dormitories were not a permitted use, a two-step process would be necessary.

Commissioners were not comfortable with the current language, and Commissioner White suggested a re-write for submission as a Board text amendment, which allows time to address the concerns.

Chairman Payment opened the Public Hearing. No one was signed up nor wished to speak and the Public Hearing was closed.

There was no further discussion and Commissioner Jarvis moved to deny PB 21-27: H2OBX, because the request is not consistent with the 2006 Land Use Plan, Policy CA8, ML1 and HN10. And, the request is not reasonable and not in the public interest because it does not equitably allow new and existing businesses to continue to attract seasonal and year-round workers. Commissioner White seconded the motion.

Commissioners directed staff to bring revised language to address concerns and resolve the issue, for future submittal as a Board initiated text amendment. The motion carried, 7-0.

Chairman Payment recessed the meeting at 6:57 PM. The meeting was reconvened at 7:05 PM.

<b>RESULT:</b>	<b>MOTION PASSED-ITEM DENIED [UNANIMOUS]</b>
<b>MOVER:</b>	Selina S. Jarvis, Commissioner
<b>SECONDER:</b>	Bob White, Commissioner
<b>AYES:</b>	Michael H. Payment, Chairman, Paul M. Beaumont, Vice Chairman, J. Owen Etheridge, Commissioner, Mary "Kitty" Etheridge, Commissioner, Selina S. Jarvis, Commissioner, Kevin E. McCord, Commissioner, Bob White, Commissioner

**B. PB 16-05 H2OBX LLC:**

Ken Ellis, Owner of H2OBX and Applicant, addressed Commissioners and withdrew the Conditional Zoning application.

<b>RESULT:</b>	<b>WITHDRAWN</b>
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**C. PB 21-30 Currituck County:**

To: Board of Commissioners

From: Planning Staff

Date: January 27, 2022

Subject: PB 21-30 Currituck County Text Amendment  
Amend Definition of "Public Infrastructure"

**Background**

The enclosed text amendment submitted by staff is intended to revise Chapter 10 of the Unified Development Ordinance (UDO) as it relates to the inclusion of privately-owned utilities regulated by the NC Utilities Commission into the definition of "Public Infrastructure."

Definition: **Public Infrastructure**- *Aspects of the public realm owned and maintained by the county or the state, or a utility regulated under the jurisdiction of the NC Utilities Commission, that serve the public at large, including streets, highways, sidewalks, curb and gutter, potable water distribution systems, sanitary sewer systems, stormwater drainage retention and conveyance features, street lights, on-street parking spaces, and similar aspects located within a public right-of-way of public easement.*

Based on direction given by the Board of Commissioners at the September 20, 2021 work session, staff has evaluated the definition of "public infrastructure" and found that it is logical and reasonable to include privately-owned utilities that are regulated by the state in this definition. Currently, unless a utility is owned and maintained by the county or state a performance guarantee cannot be considered. The issue of handling public and privately-owned utilities differently was recently discussed due to the inability of a residential development to provide a performance guarantee because their wastewater system connects to a private wastewater system, rather than the County's. Despite being a privately-owned and operated utility, it is still evaluated and regulated by the State's Utility Commission and Department of Water Resources.

### Text Amendment Review Standards

The advisability of amending the text of the UDO is a matter committed to the legislative discretion of the Board of Commissioners and is not controlled by any one factor. In determining whether to adopt or deny the proposed text amendment, the Board of Commissioners may weigh the relevance of and consider whether and the extent to which the proposed text amendment:

1. Is consistent with the goals, objectives, and policies of the Land Use Plan and other applicable county-adopted plans;
2. Is not in conflict with any provision of this Ordinance or the County Code of Ordinances;
3. Is required by changed conditions;
4. Addresses a demonstrated community need;
5. Is consistent with the purpose and intent of the zoning districts in this Ordinance, or would improve compatibility among uses and ensure efficient development within the county;
6. Would result in a logical and orderly development pattern; and
7. Would not result in significantly adverse impacts on the natural environment, including but not limited to water, air, noise, stormwater management, wildlife, vegetation, wetlands, and the natural functioning of the environment.

### Staff Recommendation

Though private utilities are not owned and maintained by the county or state, as the current definition identifies, they are still regulated and held to standards by the same state agencies that regulate public utilities (NC Utilities Commission and Department of Environmental Quality.) This text amendment provides for equity between public and private utilities so long as they are regulated by the same state agencies. The amendment also provides for the possibility of creative options regarding utility service and providers which is critical given the growth that the county is experiencing.

Staff recommends approval of this request and suggests the following Consistency Statement:

The requested zoning text amendment is consistent with the 2006 Land Use Plan including:

**POLICY WS1:** Currituck County shall support a variety of means of obtaining potable water for the county, thereby keeping open MULTIPLE OPTIONS FOR FUTURE WATER SUPPLIES. These options may include ground water from shallow and deep aquifers, surface water sources (if available), and cooperative arrangements with other public and private sources. Treatment may be conventional, reverse osmosis or other innovative methods.

**POLICY WS 3:** Currituck County endorses UTILITIES EXTENSION POLICIES that focus water and sewer services (1) within existing developed areas and in nearby targeted growth areas identified as Full Service and Limited Service areas, (2) where development densities would make the provision of all public services more efficient, (3) where the land is particularly well suited for development and (4) away from environmentally sensitive areas, such as areas with extensive wetlands or the norther beaches of the Outer Banks.

**POLICY WS7:** Currituck County allows for the appropriate use of PACKAGE SEWAGE TREATMENT PLANTS as a means of achieving more efficient land use, while properly disposing of waste. Such systems shall have a permanent organizational ownership to guarantee their proper management, including operation, maintenance, and replacement

needs. Depending on their location in the county, such systems may be required to have a design that allows for assimilation into a centralized system at a future date.

### **Planning Board Recommendation**

On January 11, 2022, the Planning Board recommended approval of PB 21-30 Currituck County Public Infrastructure Text Amendment.

### **Motion**

Mr. Bass motioned to approve PB 21-30 Currituck County text amendment to change the definition of public infrastructure because the request is consistent with the 2006 Land Use Plan because it allows for flexibility and creativity for infrastructure within the County. (Policies WS-1, WS-3, W-7).

The request is reasonable and in the public interest because it addresses a need for infrastructure solutions that will help accommodate the growth within the County in efficient and responsible methods.

Mr. Hurley seconded the motion and the motion carried unanimously 6-0.

## **PB 21-30 CURRITUCK COUNTY TEXT AMENDMENT BOARD OF COMMISSIONERS**

Currituck County requests an amendment to the Unified Development Ordinance, Chapter 10 Definitions and Measurement, Section 10.5 Definitions to amend the definition of Public Infrastructure to include utilities regulated under the jurisdiction of the NC Utilities Commission.

BE IT ORDAINED by the Board of Commissioners of the County of Currituck, North Carolina that the Unified Development Ordinance of the County of Currituck be amended as follows:

**Item 1:** That Chapter 10 is amended by deleting the following underlined strikethrough language and adding the underlined language in Section 10.5:

### **PUBLIC INFRASTRUCTURE**

Aspects of the public realm owned and maintained by the county, ~~or the state, or a utility regulated under the jurisdiction of the NC Utilities Commission,~~ that serve the public at large, including streets, highways, sidewalks, curb and gutter, potable water distribution systems, sanitary sewer systems, stormwater drainage retention and conveyance features, street lights, on-street parking spaces, and similar aspects located within a public right-of-way or public easement.

**Item 2:** Staff suggested Statement of Consistency:

The requested text amendment is consistent with the 2006 Land Use Plan Policies WS-1, WS-3, and WS-7.

**Item 3:** The provisions of this Ordinance are severable and if any of its provisions or any sentence, clause, or paragraph or the application thereof to any person or circumstance

shall be held unconstitutional or violative of the Laws of the State of North Carolina by any court of competent jurisdiction, the decision of such court shall not affect or impair any of the remaining provisions which can be given effect without the invalid provision or application.

**Item 4:** This ordinance amendment shall be in effect from and after the \_\_\_\_\_ day of \_\_\_\_\_, 2022.

Development Services Director, Kevin Kemp, reviewed the text amendment with Commissioners. The text amendment allows a private utility to be performance guaranteed in a subdivision and changes the current definition of public infrastructure. Land Use Plan Policies were reviewed. Staff and Planning Board recommended approval of the text amendment.

Mr. Kemp and County Manager, Ike McRee, responded to Board questions to clarify the purpose of the text amendment. Chairman Payment opened the Public Hearing. No one was signed up nor wished to speak and the Public Hearing was closed.

Commissioner Beaumont moved to recommend approval of PB 21-30: Amend the definition of "Public Infrastructure" because the request is consistent with Land Use Plan policies WS1, WS2, and WS3. The request is reasonable and in the public interest because it will allow for the possibility of more creative options regarding utility service and providers which is critical to successfully accommodate responsible growth. The amendment also brings equity to public and private utilities that are regulated by the same State agencies.

Commissioner White seconded the motion. The motion carried, 7-0.

<b>RESULT:</b>	<b>MOTION PASSED-ITEM APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Paul M. Beaumont, Vice Chairman
<b>SECONDER:</b>	Bob White, Commissioner
<b>AYES:</b>	Michael H. Payment, Chairman, Paul M. Beaumont, Vice Chairman, J. Owen Etheridge, Commissioner, Mary "Kitty" Etheridge, Commissioner, Selina S. Jarvis, Commissioner, Kevin E. McCord, Commissioner, Bob White, Commissioner

#### D. PB 21-29 Currituck County:

To: Board of Commissioners

From: Planning Staff

Date: January 27, 2022

Subject: PB 21-29 Currituck County Text Amendment  
Campgrounds

The enclosed text amendment, submitted by the Currituck County Board of Commissioners, will allow **NEW** campgrounds through conditional zoning approval in specified zoning districts.

Item 1 Revise terminology from "travel trailer" to "recreational vehicle" in Section 4.1.1. Prohibited Uses and remove "private campgrounds" as a prohibited

use. Amend Summary Use Table 4.1.1.A to allow campgrounds with conditional zoning approval in Agriculture (AG), Single Family Mainland (SFM), Single Family Isolated (SFI – Knotts Island) and General Business (GB)

- Item 2 Provide Use Specific Standards for new campgrounds. (4.2.4.J)
- Item 3 Provide parking standards for campgrounds. (Table 5.1)
- Item 4 Add private campgrounds to “Visitor Accommodations” Use Category (10.4.5) and amend definitions to clarify campground terminology (10.5).

## **BACKGROUND**

The 1982 Currituck County Zoning Ordinance did allow campgrounds but did not permit the expansion of the district which allowed the use.

The 1989 Unified Development Ordinance did not allow for the expansion of the zoning district that allowed campgrounds (RR). This restriction did not permit campgrounds created on property not zoned RR.

In 1992, a text amendment was approved that allowed the expansion of the RR zoning district when a property contained two zoning districts one of which was RR with a maximum overall density of 4.5 units per acre. The density was later increased to 5.5 units per acre.

In early 2011, a request was submitted to the county to allow new RR zoning districts to be created and was later withdrawn.

In 2013, the UDO specified campgrounds were nonconforming uses and could no longer be expanded.

In 2016, Blue Water Development Corp. submitted a request to allow private campgrounds in the Single Family Residential-Mainland (SFM) zoning district. After meeting with staff, the applicant modified the request to only allow the expansion of existing campgrounds subject to specific standards. The Planning Board recommended denial of the request at the March 14, 2017 meeting. The request was withdrawn by the applicant and was not heard by the Board of Commissioners.

In 2020, planning staff and the county attorney brought forward language to address concerns over existing, non-conforming campgrounds. After public input in June 2020, the Board gave staff direction to consider language to allow for new campgrounds. Several work sessions were held over 2021 with the Board. The attached language is the consensus of the Board to allow NEW campgrounds. At the direction of the Board, existing, non-conforming campgrounds are **not** addressed in this amendment.

## **Text Amendment Review Standards**

The advisability of amending the text of the UDO is a matter committed to the legislative discretion of the Board of Commissioners and is not controlled by any one factor. In determining whether to adopt or deny the proposed text amendment, the Board of Commissioners may weigh the relevance of and consider whether and the extent to which the proposed text amendment:

1. Is consistent with the goals, objectives, and policies of the Land Use Plan and other applicable county-adopted plans;
2. Is not in conflict with any provision of this Ordinance or the County Code of Ordinances;
3. Is required by changed conditions;
4. Addresses a demonstrated community need;
5. Is consistent with the purpose and intent of the zoning districts in this Ordinance, or would improve compatibility among uses and ensure efficient development within the county;
6. Would result in a logical and orderly development pattern; and
7. Would not result in significantly adverse impacts on the natural environment, including but not limited to water, air, noise, stormwater management, wildlife, vegetation, wetlands, and the natural functioning of the environment.

### **Staff Recommendation**

Economic Development Director Larry Lombardi submitted input regarding the 5-mile distance between campgrounds. Mr. Lombardi recommends removing the 5-mile distance between new campgrounds. His email, along with the supporting documents noted in the email, are enclosed.

Planning staff recommends approval of the request as submitted and suggests the following statement of Consistency and Reasonableness:

The requested zoning text amendment is consistent with the goals, objectives, and policies of the 2006 Land Use Plan including:

**Land Use and Development Goal # 10** To properly distribute development forms in accordance with the suitability of the land, infrastructure available and the compatibility of surrounding land uses.

**Policy ED 1:** NEW AND EXPANIDNG INDUSTRIES AND BUSINESSES should be especially encouraged that: 1) diversify the local economy, 2) train and utilize a more highly skilled labor force, and 3) are compatible with the environmental quality and natural amenity-based economy of Currituck County.

The request is reasonable and in the public interest by providing language to allow for a greater variety of tourist-oriented businesses and visitor accommodations to locate within the county.

### **Planning Board Recommendation**

On January 11<sup>th</sup>, 2022, the Planning Board recommended approval of PB 21-29 Currituck County Campgrounds Text Amendment with the following changes:

1. Remove the 5 miles distance between campgrounds
2. Minimum parcel size reduced from 50 acres to 15 acres
3. No limit on percent of cabins
4. Increase closing period from 30 days to 60 days
5. Reduce maximum number of campsites from 500 to 250

**Motion**

Mr. Hurley motioned to approve PB 21-29 *with the following recommended changes:*

1. Remove the 5 miles distance between campgrounds
2. Minimum parcel size reduced from 50 acres to 15 acres
3. No limit on percent of cabins
4. Increase closing period from 30 days to 60 days
5. Reduce maximum number of campsites from 500 to 250

Because the request is consistent with Land Use and Development Goal #10 and Policy ED1 of the 2006 Land Use Plan.

The request is reasonable and in the public interest by providing language to allow for a greater variety of tourist-oriented businesses and visitor accommodations to locate



Amendment to the Unified Development Ordinance Chapter 4: Use Standards, Chapter 5: Development Standards, and Chapter 10: Definitions and Measurements, to add private campgrounds as an allowable use.

BE IT ORDAINED by the Board of Commissioners of the County of Currituck, North Carolina that the Unified Development Ordinance of the County of Currituck be amended as follows:

**Item 1:** That Chapter 4 is amended by deleting the following struck-through language and adding the underlined language:

**4.1.1 Explanation of Use Table Structure**

**Prohibited Uses**

The following activities or use types are not identified in Table 4.1.1.A. and Table 4.1.1B but are prohibited in all zoning districts in the county.

- (a) Use of a parked motor vehicle to buy, sell, or store goods or services, except as allowed in Section 4.3 Accessory Use Standards or Section 4.4 Temporary Use Standards.
- (b) Use of a boat, houseboat, or other floating structure as a temporary permanent residence (this shall not prevent the overnight occupancy of a vessel temporarily docked while in transit on navigable waters;
- (c) Use of a ~~travel-trailer~~ recreational vehicle as a permanent residence or use of a ~~travel-trailer~~ recreational vehicle as a temporary residence outside of approved campgrounds;

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- (d) The operation of a principal (non-accessory) commercial use located solely on the beach strand (uses simply transporting customers to the beach from an approved off beach location are exempted); and
- (e) Manufactured home parks ~~or private campgrounds~~ as a principal use.

**TABLE 4.1.1.A: SUMMARY USE TABLE**

Z = Zoning Compliance Permit; U = Special Use Permit; MP = Allowed with Master Plan;  
 CZ= Allowed in a Conditional Zoning District blank cell = Prohibited

USE CATEGORY	USE TYPE	ZONING DISTRICT [NOTE: OVERLAY OR SUB-DISTRICT REQUIREMENTS MAY FURTHER LIMIT USES]											ADDITIONAL REQ. (4.2.____)		
		RC	AG	SFM	SFO	SFR	SFI	MXR	GB	LB	CC	VC		LI	HI
<b>COMMERCIAL USE CLASSIFICATION</b>															
Visitor Accommodations	<u>Private Campgrounds</u>														4.J.3

**Item 2:** That Chapter 4, Section 4.2.4.J. is amended by adding the following underlined language and numbering accordingly:

**a. Private Campgrounds**

Private campgrounds shall comply with all applicable standards in the county Code of Ordinances and the following standards:

- i. Camping is an allowed use of land only in campgrounds and camper subdivisions.
- ii. All land used for the campground must be one parcel and under the same ownership.
- iii. Campgrounds shall be accessed from a major arterial street.
- iv. The minimum parcel size for a campground shall be 50 acres.
- v. No campground shall be located within 5 miles from another campground as measured from exterior property lines of the campgrounds.
- vi. The maximum number of campsites permitted for a campground shall be 500 and a campsite density not exceeding 12 campsites per acre of land, whichever is less. CAMA and 404 wetland areas shall not be included in the density calculation.
- vii. The application shall include a conceptual development plan. The conceptual development plan shall be in accordance with Section 3.6.5 and shall also include the following:

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1. Campsites, amenities, recreation areas and facilities, associated with campground use.
2. General location and total square feet of storage areas for recreational vehicles, boats, watercraft, and all associated trailers only.
  - a. Storage areas shall be used only by the owner of the facility, full-time employees, seasonal guests, or short-term guests.
  - b. The storage areas shall not exceed five acres or 10 percent of the total area of the campground. CAMA and 404 Wetlands shall not be included in the calculation.
  - c. All storage areas facing interior to the campground shall be screened by a minimum Type "B" buffer. Storage areas shall be screened from off-site views in accordance with Table 4.3.3.S, Outdoor Storage Screening.
3. General location of all required and proposed infrastructure.
4. All campsites, amenities, restroom, kitchen and laundry facilities, food service areas, recreation areas, camp stores, welcome centers, offices, and infrastructure facilities shall be setback 100 feet from all property lines of the campground. The setback may be reduced by up to fifty feet from a property line, provided a Type "D" buffer is installed and maintained along all property lines where the setback is less than 100 feet.
5. A Type "C" buffer shall be provided as a perimeter landscape buffer between campground projects and all adjacent properties, not separated from the property by a right-of-way greater than 20 feet in width, except as provided for in Section 4.2.4.J(10)(h)(iv).
6. Only recreational vehicles, camping cabins, alternative camping units or tents shall be allowed in campgrounds.
7. Total number of campsites and the type of camp site shall be designated:
  2. Recreational Vehicle

3. Tent
4. Camping cabins
5. Alternative camping units
  1. No more than 20 percent of the total number of campsites may contain camping cabins or alternative camping units.
  2. Campsites shall be designated as seasonal or short-term. No more than 20 percent of the total campsites may be seasonal.
  3. Only one residential dwelling unit may be in the campground. The residential dwelling unit may only be occupied by the campground owner and/or full-time employees and members of their families.
- ii. After conditional zoning approval, the applicant shall submit an operational plan with the Major Site Plan application. The operational plan shall include the following:
  1. Designation of a 30 day period between November first and March first of each year when the campground is closed. An opening and closing date shall be designated.
  2. The total number of employees and any related persons residing at the campground during seasonal operation.
  3. The number of employees and any related persons residing at the campground as full-time residents during the time of closure.
- iii. Full-time residents at the campground, other than the campground owner and their family and full-time employees and their families, as specified in this ordinance, are not permitted at the campground.
- iv. Amendments to the operational plan may be approved by the Director if all standards of this ordinance are met. Minor modifications to the conceptual design plan in accordance with Section 2.4.4.I may be approved by the Director.
- v. Inspection for compliance with the approved conditional zoning and operational plan shall be required prior to obtaining licensure from the County. It shall be the responsibility of the campground operator to apply for renewal of the license and schedule the inspection with county staff prior to designated opening date.

**Item 3:** That Chapter 5 is amended by adding the underlined language:

TABLE 5.1.3.C: MINIMUM OFF-STREET PARKING STANDARDS		
USE CATEGORY	USE TYPE	MINIMUM NUMBER OF PARKING SPACES
<b>COMMERCIAL USE CLASSIFICATION</b>		
<b>Visitor Accommodations</b>	Bed and breakfast inn	2 spaces + 1 per guest bedroom
	Hotel or motel	1 per every guest room + 75% of spaces required for on-site accessory uses
	Hunting Lodge	1 per bedroom + 2
	<u>Private Campgrounds</u>	<u>1 per campsite + 1 visitor space for each 10 camp sites</u>

**Item 4:** That Chapter 10 is amended by adding the following underlined language and deleting the struck-through language and renumbering accordingly:

**10.4.5. Commercial Use Classification**

**12. Visitor Accommodations**

**(1) Characteristics**

The Visitor Accommodations Use Category includes use types that provide lodging units or space for short-term stays of less than 30 days for rent, lease, or interval occupancy. Accessory uses may include pools and other recreational facilities, limited storage, restaurants, bars, supporting commercial, meeting facilities, offices, and parking.

**(2) Examples**

Example use types include hotels or motels, bed and breakfast inns, private campgrounds, and hunting lodges.

**(3) Exceptions**

Rooming houses are classified as Group Living.

**10.5 DEFINITIONS**

**ALTERNATIVE CAMPING UNIT**

A camping unit constructed of canvas or other similar materials, not to exceed 400 square feet in area, to intended to locate in a campground and used as temporary quarters for shelter during period of recreation, vacation, leisure time of travel and shall not be used for permanent living quarters. Alternative camping units shall be constructed for compliance with the applicable North Carolina Building Code and Section 7.4 of this ordinance. The unit may or may not include kitchen and restroom facilities. The term alternative camping unit includes terms such as yurts, eco-tents, safari tents or other similar names.

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## CAMPER

~~See "Recreational Vehicle". A portable dwelling (as a special equipped trailer or automobile vehicle) for use during casual travel and camping.~~

## CAMPGROUND

Any area, place, parcel or tract of land on which two or more campsites are occupied or intended for occupancy or facilities established or maintained, wholly or in part, for the accommodation of camping units for periods of overnight or longer, whether the use of campsites and facilities is granted gratuitously, or by rental fee, lease or conditional sale, or by covenants, restrictions and easements. Campground includes but not limited to, a travel camp, recreational camp, family campground, camping resort, recreational vehicles park and camping community. Campground does not include a summer camp, migrant labor camp or park for manufactured homes, or a construction camp, or storage area for unoccupied camping units.

## CAMPING CABIN

A structure located in a campground, not exceeding 400 square feet and constructed to the North Carolina Building Code. Camping cabins may or may not include restroom and kitchen facilities. Such cabins shall be compliant with Section 7.4 of this ordinance.

## CAMPSITE

A designated space designed for parking a recreational vehicle or for the location of a camper cabin, alternative camping unit or a tent along with picnic tables, infrastructure hook-ups pedestal, fire rings and constructed platforms.

## RECREATIONAL VEHICLE

A vehicle built on a single chassis; 400 square feet or less when measured at the largest horizontal projection; designed to be self-propelled or permanently towable; designed primarily not for use as a permanent dwelling, but as a temporary living quarters for recreational, camping, travel, or seasonal use; fully licensed and ready for highway use; that does not exceed 8.5 feet in width in the transport mode; and of a size and weight that does not require a special highway movement permit when towed by a motorized vehicle. Recreational vehicles shall not have any permanent (hard) wiring, plumbing, or mechanical connections. The term "recreational vehicle" does not include a "manufactured home".

~~For the purposes of Section 7.4., Flood Damage Prevention, a vehicle, which is:~~

- ~~a. built on a single chassis;~~
- ~~b. 400 square feet or less when measured at the largest horizontal projection;~~
- ~~c. designed to be self-propelled or permanently towable by a light duty truck;~~
- ~~d. designed primarily not for use as a permanent dwelling, but as temporary living quarters for recreational, camping, travel, or seasonal use; and,~~
- ~~e. is fully licensed and ready for highway use.~~

## SEASONAL CAMPSITE

A campsite designated for use by a campground guest for a period exceeding thirty consecutive days.

SHORT TERM CAMPSITE

A campsite designated for use by a campground guest for a period of less than thirty days.

TRAVEL TRAILER

See "Recreational Vehicle". A structure that is:

- a. Intended to be transported over the streets and highways (either as a motor vehicle or attached to or hauled by a motor vehicle), and
- b. Is for temporary use as sleeping quarters, but that does not satisfy one or more of the definitional criteria of a manufactured home.

**Item 5:** The provisions of this Ordinance are severable and if any of its provisions or any sentence, clause, or paragraph or the application thereof to any person or circumstance shall be held unconstitutional or violative of the Laws of the State of North Carolina by any court of competent jurisdiction, the decision of such court shall not affect or impair any of the remaining provisions which can be given effect without the invalid provision or application.

**Item 6:** This ordinance amendment shall be in effect from and after the \_\_\_\_\_ day of \_\_\_\_\_, 2022.

Laurie LoCicero, Planning and Community Development Director, reviewed the text amendment with Commissioners. She provided background information on the development of the text amendment and reviewed public input and Board Work Sessions which began June in 2020.

She reviewed each change in the Unified Development Ordinance, including language, definitions, use tables and standards. Commissioners agreed to revise the storage allowance to remove the language pertaining to 10 percent, leaving only the 5 acre maximum.

Land Use Plan policies were reviewed supporting approval of the request, as recommended by Planning staff. Planning Board review resulted in a recommendation of approval with revisions as follows:

- Minimum 15-acre site for establishment of Campgrounds
- Allow a maximum of 250 camp sites
- Remove the 5-mile distance requirement
- Allow up to 100 percent cabins/alternative camping units
- Require a 60-day annual closure

Chairman Payment opened the Public Hearing.

Jeff Foster, Baxter Estates Road, said he was looking to open a campground in the County and has been involved since the campground discussion began. He voiced concerns with the 50-acre minimum site requirement and the five-mile distance requirement between campgrounds. He would like to see the minimum parcel size reduced to twenty acres.

Commissioner White and Commissioner Jarvis responded to Mr. Foster. Commissioner White said there may be changes in the future but, based on past issues with campgrounds in the County, the Board would like to see how things go. Commissioner Jarvis said the Board is being cautious, and as representative of Lower Currituck where campgrounds will be established, wants to see what the impacts may be to the county. She is convinced the Board is following the right path.

There were no other speakers and Chairman Payment closed the Public Hearing.

Commissioner Jarvis moved to approve PB 21-29: Currituck County Campgrounds Text Amendment, because the request is consistent with Land Use and Development Goal #10 and Policy ED1 of the 2006 Land Use Plan. The request is reasonable and in the public interest by providing language to allow for a greater variety of tourist-oriented businesses and visitor accommodations to locate within the County.

Language pertaining to the 10 percent allowance for storage areas on site will be stricken, leaving the 5-acre maximum area for on-site storage.

Commissioner White seconded the motion. The motion carried, 7-0.

<b>RESULT:</b>	<b>MOTION PASSED-ITEM APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Selina S. Jarvis, Commissioner
<b>SECONDER:</b>	Bob White, Commissioner
<b>AYES:</b>	Michael H. Payment, Chairman, Paul M. Beaumont, Vice Chairman, J. Owen Etheridge, Commissioner, Mary "Kitty" Etheridge, Commissioner, Selina S. Jarvis, Commissioner, Kevin E. McCord, Commissioner, Bob White, Commissioner

**NEW BUSINESS**

**A. Consideration of Amendment to Maple Commerce Park Restrictive Covenants**

Development Services Director, Kevin Kemp, reviewed the proposed amendment to the restrictive covenants established for Maple Commerce Park, which revises construction requirements for metal buildings in the Commerce Park. County Manager, Ike McRee, and Mr. Kemp clarified the Board still has flexibility within the covenants to determine whether a building is appropriate for construction within the Maple Commerce Park based on design, location, and other factors.

Commissioner Payment moved to approve the amendment of restrictive covenants for the Maple Commerce Park, with the exclusion of the following verbage on agenda packet page 132: "Association does hereby designate, declare, make known and publish the following amendments to the Pine Island Subdivision Declaration of Covenants, Conditions and Restrictions."

Commissioner Jarvis seconded the motion. The motion carried, 7-0.

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**RESULT:** APPROVED [UNANIMOUS]  
**MOVER:** Michael H. Payment, Chairman  
**SECONDER:** Selina S. Jarvis, Commissioner  
**AYES:** Michael H. Payment, Chairman, Paul M. Beaumont, Vice Chairman, J. Owen Etheridge, Commissioner, Mary "Kitty" Etheridge, Commissioner, Selina S. Jarvis, Commissioner, Kevin E. McCord, Commissioner, Bob White, Commissioner

#### **B. Consideration and Approval of Brindley Beach Building Elevation to be Located on Lot 1, Maple Commerce Park**

Development Services Director, Kevin Kemp, reviewed the request for approval of revised building elevations for a laundry facility to be constructed in Maple Commerce Park. Elevations were displayed for Commissioners. Changes included the addition of windows and the removal of block skirting on the building. Mr. Kemp confirmed there are landscape requirements for the building.

Commissioner J. Owen Etheridge moved for approval. Commissioner Beaumont seconded the motion. The motion carried, 7-0.

**RESULT:** MOTION PASSED-ITEM APPROVED [UNANIMOUS]  
**MOVER:** J. Owen Etheridge, Commissioner  
**SECONDER:** Paul M. Beaumont, Vice Chairman  
**AYES:** Michael H. Payment, Chairman, Paul M. Beaumont, Vice Chairman, J. Owen Etheridge, Commissioner, Mary "Kitty" Etheridge, Commissioner, Selina S. Jarvis, Commissioner, Kevin E. McCord, Commissioner, Bob White, Commissioner

#### **C) Consent Agenda**

Commissioner Beaumont moved for approval of the Consent Agenda. Commissioner Jarvis seconded the motion. The motion carried, 7-0.

**RESULT:** APPROVED [UNANIMOUS]  
**MOVER:** Paul M. Beaumont, Vice Chairman  
**SECONDER:** Selina S. Jarvis, Commissioner  
**AYES:** Michael H. Payment, Chairman, Paul M. Beaumont, Vice Chairman, J. Owen Etheridge, Commissioner, Mary "Kitty" Etheridge, Commissioner, Selina S. Jarvis, Commissioner, Kevin E. McCord, Commissioner, Bob White, Commissioner

#### **1. Budget Amendments**

		Debit		Credit	
		Decrease Revenue or Increase Expense		Increase Revenue or Decrease Expense	
<u>Account Number</u>	<u>Account Description</u>				
10460-592000	Projects			\$	3,000
10460-516300	Street Signs	\$	3,000		
		\$	3,000	\$	3,000
<b>Explanation:</b> Public Buildings (10460) - Transfer budgeted funds for street sign replacements for the remainder of this fiscal year.					
<b>Net Budget Effect:</b> Operating Fund (10) - No change.					
		Debit		Credit	
		Decrease Revenue or Increase Expense		Increase Revenue or Decrease Expense	
<u>Account Number</u>	<u>Account Description</u>				
10531 545000	Contracted Services			\$	2,000
10531 532000	Supplies	\$	2,000		
		\$	2,000	\$	2,000
<b>Explanation:</b> Emergency Management (10531) - Transfer funds for Emergency Management supplies for the remainder of this fiscal year.					
<b>Net Budget Effect:</b> Operating Fund (10) - No change.					
		Debit		Credit	
		Decrease Revenue or Increase Expense		Increase Revenue or Decrease Expense	
<u>Account Number</u>	<u>Account Description</u>				
61818-590000	Capital outlay			\$	224,200
61818-532000	Supplies	\$	15,000		
61818-533600	System supplies	\$	120,000		
61818-533200	Lab test	\$	4,200		
61818-545000	Contracted services	\$	85,000		
		\$	224,200	\$	224,200
<b>Explanation:</b> Mainland Water (61818) - Transfer budgeted funds from capital outlay to repair cross connection infrastructure, increases in contract costs and operations for the remainder of this fiscal year.					
<b>Net Budget Effect:</b> Mainland Water Fund (61) - No change.					

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		Debit	Credit
		Decrease Revenue or Increase Expense	Increase Revenue or Decrease Expense
<u>Account Number</u>	<u>Account Description</u>		
10330-431000	DSS Administration		\$ 107,945
10390-499900	Appropriated Fund Balance	\$ 13,456	
10750-557102	Pandemic LIEAP	\$ 98,346	
10750-557700	Crisis Intervention		\$ 14,545
10750-557701	LIEAP	\$ 10,688	
10760-532900	Foster Care Supplement	\$ 15,000	
10760-561000	Prof Services-Non reimbursable		\$ 15,000
		<u>\$ 137,490</u>	<u>\$ 137,490</u>

**Explanation:** Social Services Administration (10750); County Assistance (10760) - Increase appropriations to record additional grant funding.

**Net Budget Effect:** Operating Fund (10) - Increased by \$94,489.

		Debit	Credit
		Decrease Revenue or Increase Expense	Increase Revenue or Decrease Expense
<u>Account Number</u>	<u>Account Description</u>		
10650-545000	Contracted Services		\$ 11,000
10650-532000	Supplies	\$ 11,000	
		<u>\$ 11,000</u>	<u>\$ 11,000</u>

**Explanation:** Economic Development (10650) - Transfer funds for operations.

**Net Budget Effect:** Operating Fund (10) -No change.

		Debit	Credit
		Decrease Revenue or Increase Expense	Increase Revenue or Decrease Expense
<u>Account Number</u>	<u>Account Description</u>		
10640-532004	FCS Supplies	\$ 3,700	
10330-449900	Miscellaneous Grants		\$ 3,700
		<u>\$ 3,700</u>	<u>\$ 3,700</u>

**Explanation:** Cooperative Extension (10640) - To record NC Department of Insurance (SHIP base funds) grant funds received-\$3700.00

**Net Budget Effect:** Operating Fund (10) - Increased by \$3,700.

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		Debit		Credit	
		Decrease Revenue or Increase Expense		Increase Revenue or Decrease Expense	
<u>Account Number</u>	<u>Account Description</u>				
10350-467100	Aviation Fuel Reciepts			\$	250,000
10550-531002	Aviation Fuel	\$	250,000		
		\$	250,000	\$	250,000
<b>Explanation:</b> Airport (10550) - Increase appropriations to fund aviation fuel purchases for the remainder of this fiscal year. This will be paid through sale of aviation fuel.					
<b>Net Budget Effect:</b> Operating Fund (10) - Increased by \$250,000.					
		Debit		Credit	
		Decrease Revenue or Increase Expense		Increase Revenue or Decrease Expense	
<u>Account Number</u>	<u>Account Description</u>				
10530 532000	Supplies	\$	10,000		
10530 590000	Capital Outlay			\$	10,000
		\$	10,000	\$	10,000
<b>Explanation:</b> Emergency Medical Services (10530) - Transfer funds that were budgeted as capital outlay, but purchase costs did not qualify as capital purchases.					
<b>Net Budget Effect:</b> Operating Fund (10) - No change.					
		Debit		Credit	
		Decrease Revenue or Increase Expense		Increase Revenue or Decrease Expense	
<u>Account Number</u>	<u>Account Description</u>				
10441-516000	Repairs & maintenance			\$	700
10441-503500	Temporary Services			\$	2,000
10441-514500	Training & education	\$	2,700		
		\$	2,700	\$	2,700
<b>Explanation:</b> Information Technology (10441) - Transfer funds for ITS training classes.					
<b>Net Budget Effect:</b> Operating Fund (10) - No change.					

Communication: Minutes for Feb. 7, 2022 (Approval Of Minutes-Feb. 7, 2022)



## COUNTY OF CURRITUCK CAPITAL PROJECT ORDINANCE

BE IT ORDAINED by the Currituck County Board of Commissioners, North Carolina that pursuant to Section 13.2 of Chapter 159 of the General Statutes of North Carolina, the following capital project ordinance is hereby adopted:

**SECTION 1.** The project authorized is design and construction for a Public Works Maintenance Building at the Maple Commerce Park.

**SECTION 2.** The following amounts are appropriated for the project:

Public Works Maintenance Building	\$ 1,000,000
	<u>\$ 1,000,000</u>

**SECTION 3.** The following funds are available to complete this project:

Transfer Tax	\$ 1,000,000
	<u>\$ 1,000,000</u>

**SECTION 4.** The Finance Director is hereby directed to report, on a quarterly basis, on the financial status of each project element delineated in Section 2 above.

### SECTION 5. SPECIAL APPROPRIATIONS AND RESTRICTIONS

The Budget Officer is hereby authorized to transfer appropriations within the fund as contained herein under the following conditions:

- a. He may transfer amounts between object line items within the fund up to One Thousand dollars (\$1,000).

### SECTION 6. CONTRACTUAL OBLIGATIONS

The County Manager is hereby authorized to execute contractual documents under the following conditions:

- a. He may execute contracts for construction or repair projects which do not require formal competitive bid procedures.

- b. He may execute contracts for (1) purchases of apparatus, supplies, and materials, or equipment which are within the budgeted departmental appropriations; (2) leases of personal property for a duration of one year or less and within budgeted departmental appropriations; and (3) services which are within budgeted departmental appropriations.
- c. He may execute contracts, as the lessor or lessee of real property, which are of a duration of one year or less which are within the budgeted departmental appropriations.

**SECTION 7. USE OF BUDGET ORDINANCE**

The Budget Officer and the Finance Director shall use this capital project ordinance for administration of the budget and for the accounting system.

ADOPTED this 7<sup>th</sup> day of February 2022.

**3) Minutes-January 18, 2022**

**1. Approval of Minutes for January 18, 2022**

**ADJOURN**

**Motion to Adjourn Meeting**

There was no further business and Commissioner White moved to adjourn. Commissioner Mary Etheridge seconded the motion. The motion carried, 7-0, and the meeting of the Board of Commissioners adjourned at 7:55 PM.

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Bob White, Commissioner
<b>SECONDER:</b>	Mary "Kitty" Etheridge, Commissioner
<b>AYES:</b>	Michael H. Payment, Chairman, Paul M. Beaumont, Vice Chairman, J. Owen Etheridge, Commissioner, Mary "Kitty" Etheridge, Commissioner, Selina S. Jarvis, Commissioner, Kevin E. McCord, Commissioner, Bob White, Commissioner

**SPECIAL MEETING-TOURISM DEVELOPMENT AUTHORITY**

The Currituck County Board of Commissioners held a Special Meeting to sit as the Tourism Development Authority. The meeting was held following adjournment of February 7, 2022, Regular Meeting of the Board of Commissioners. The Special Meeting took place in the Board Meeting Room of the Historic Courthouse, 153 Courthouse Road, Currituck, North Carolina, for the purpose of considering budget amendments.

The Meeting of the Tourism Development Authority was called to order at 7:55 PM.

**TDA Budget Amendment**

Communication: Minutes for Feb. 7, 2022 (Approval Of Minutes-Feb. 7, 2022)

County Manager, Ike McRee, reviewed the budget amendment that will provide additional funds for cleaning services for county-owned facilities in Historic Corolla Park. Commissioner White moved for approval. Commissioner Beaumont seconded the motion. The motion carried, 7-0.

		Debit	Credit
<u>Account Number</u>	<u>Account Description</u>	<u>Decrease Revenue or Increase Expense</u>	<u>Increase Revenue or Decrease Expense</u>
15448-545000	Contracted Services	\$ 14,250	
15448-561900	Administration		\$ 14,250
		<u>\$ 14,250</u>	<u>\$ 14,250</u>
<b>Explanation:</b>	Tourism Related Expenses - Historic Corolla Park (15448) - Transfer funds from the WRC Administration to contracted services to provide cleaning contract for the Wildlife Resource Center beginning when the current contract expires through June 30, 2022.		
<b>Net Budget Effect:</b>	Occupancy Tax Fund (15) - No change.		

**RESULT:** APPROVED [UNANIMOUS]  
**MOVER:** Bob White, Commissioner  
**SECONDER:** Paul M. Beaumont, Vice Chairman  
**AYES:** Michael H. Payment, Chairman, Paul M. Beaumont, Vice Chairman, J. Owen Etheridge, Commissioner, Mary "Kitty" Etheridge, Commissioner, Selina S. Jarvis, Commissioner, Kevin E. McCord, Commissioner, Bob White, Commissioner

**ADJOURN SPECIAL MEETING OF THE TDA**

There was no further business and Commissioner White moved for adjournment. Commissioner Beaumont seconded the motion. The motion carried, 7-0, and the meeting of the Tourism Development Authority adjourned at 7:57 PM.

**RESULT:** APPROVED [UNANIMOUS]  
**MOVER:** Bob White, Commissioner  
**SECONDER:** Paul M. Beaumont, Vice Chairman  
**AYES:** Michael H. Payment, Chairman, Paul M. Beaumont, Vice Chairman, J. Owen Etheridge, Commissioner, Mary "Kitty" Etheridge, Commissioner, Selina S. Jarvis, Commissioner, Kevin E. McCord, Commissioner, Bob White, Commissioner

Communication: Minutes for Feb. 7, 2022 (Approval Of Minutes-Feb. 7, 2022)