

MINUTES
KITTY HAWK TOWN COUNCIL
Monday, January 28, 2019
Kitty Hawk Town Hall, 9 AM

Agenda

1. Call the Recessed Meeting of January 7, 2019 to Order
2. Presentation by Staff on the Capital Improvements Plan FY 2019 to 2024
3. Adjourn

COUNCILMEMBERS PRESENT:

Mayor Gary Perry, Mayor Pro Tem Craig Garriss, Councilwoman Lynne McClean, Councilman Jeff Pruitt and Councilwoman Tina Tice

STAFF MEMBERS PRESENT:

Town Manager Andy Stewart, Town Clerk Lynn Morris, Planning Director Rob Testerman, Finance Officer Liliana Noble, Finance Tech Jessica Barnes, Management Assistant Melody Clopton, Police Chief Joel Johnson, Fire Chief Mike Talley and Public Works Director Willie Midgett

OTHERS PRESENT:

Kathleen Wasniewski, Shoshin Technologies

1. CALL MEETING TO ORDER

Mayor Perry called the recessed meeting of January 7, 2019 to order at 9 a.m.

2. CAPITAL IMPROVEMENTS PLAN FY 2019 to 2024

Stewart: We usually go over this plan as part of the budget work session in April, but this will allow us to get things done earlier and make any changes council sees fit. This plan gives an idea of some of the things we are going to need to purchase or replace during the next five years.

A capital project or asset for the Town has a value over \$5,000 and has two or more years of useful life. The Town currently has no general fund debt for existing capital purchases and the only debt is the beach nourishment project which is funded by a dedicated revenue source of the Municipal Service District and the 4 cent Town wide tax.

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The Capital Reserve balance for the Town as of December 31, 2018 is \$2.5 million. About \$2 million of that are funds restricted for the beach nourishment project. The other \$5 to \$6 hundred thousand dollars are for projects the Town has set aside for certain projects moving forward.

I have asked Kathleen Wasniewski of Shoshin Technologies, our IT provider, here today to talk about a new phone system we have been setting money aside for.

Wasniewski: *Good morning. Right now, Andy is talking about the **phone system** which needs to be replaced. I also think upgrading your infrastructure by bringing fiber into the different Town buildings is needed. Either all at once or gradually. It opens options as everything is going more to the cloud.*

With regards to the aging phone systems there is technology that has been out there for a while called Voice over IP (Voice over Internet Protocol) which gives people the opportunity to utilize the internet for their phone calls. It creates greater reliability in a disaster situation. If you have the infrastructure allowing you to have Voice over IP phones you can use your phones anywhere.

We have started looking at prices so you have ballpark numbers of what it would cost. The companies have fiber lines throughout Kitty Hawk and it is the obligation of the business or organization to get it to the building.

Perry: *For the purposes of planning you are going to look into this and continue putting aside money until we know what we need?*

Stewart: *Yes. Right now, our phones are operating fine and we will make a cost comparison between the two. We do not want to replace the system we have and then realize we should have gotten Voice over IP.*

Council thanked Ms. Wasniewski.

Stewart: *Last year we discussed enclosing a portion of the Town Hall to provide for more office space and file storage. Council decided they would rather look into the document imaging side of things to reduce the records and the number of files we have. We set aside \$20,000 for a document imaging system.*

The Finance Director is looking into new financial software. They will not need a separate imaging system and we may already have a way to image other records in house so we may not need this money, but we are still proposing to set aside \$10,000 in next year's budget. It will depend on council's decision about purchasing a new financial software program which we have been budgeting for as well because at some point in the future we will need to upgrade what we currently have. If we do not need a separate imaging system this money could go towards the financial software being proposed.

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Finance Office:

Noble: *Good morning. Before I start with the new software, I want to describe what we have now to help you understand the need for new software. Currently we have software called Blackbaud Financial Edge. It is specialized for non-profit organizations and its main focus is for fund raising. It is not specialized for governments. It was implemented in 2009 and we upgraded two years ago because there would be no more technical support if we did not.*

Since the implementation we have had more and more requirements for reporting and unfortunately this software is not up for it. Every year we have issues with the reporting and the technical support is not the best. It also lacks a lot of services for human resources and payroll. That is our weakest area right now and they cannot provide what we need.

I started searching for software that is specialized for governments. One is Tyler Services, a company that has been in the market for over 20 years. The software is designed in modules which means you can buy what you need and they are designed with a document imager.

There is another important item we have wanted for a long time and it is for time and attendance. Employees will be able to clock in and out from their own devices or from their computer. There is an employee service portal. Employees can log on and look at their benefits, paystubs, manuals, submit a leave request or update their information. Access is 24/7.

We will have the ability to have all the fixed assets digitally. Now we have everything on a spreadsheet. It will help with vehicle and equipment maintenance schedules and asset reporting.

Tables and reports are already established for most government entities to use so I do not have to design a report every time I need something. Anyone that needs a report can access it and get the information they need.

Perry: *Two things I am concerned about are cyber security and ransomware with all the people that can access it. I guess everything can be hacked but what is your assurance and are you looking at it from that aspect?*

Noble: *Absolutely and the company is so experienced with this, with government entities, they guarantee the way they save this information in the cloud. I remember when I worked for Dare County and they were looking into going to the cloud. That was a big concern and we finally did it. The concerns are already addressed with this software company.*

Perry: *So many big companies are getting hacked that I just want to ask the question because of allowing different people to access it.*

Garriss: *You brought up a good point. I think the justification was made for the change. I am in favor of it.*

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Perry: *I do not have a problem with this.*

Tice: *I use a similar software in my business and it has been very beneficial for us. I can see it being a big benefit for staff to be able to access paperwork. People lose their W-2 or cannot find information about their insurance and they can log onto their portal to check it out. It is very helpful.*

McClellan: *Have you contacted anybody in North Carolina that has it?*

Noble: *They are a division of Munis and Kill Devil Hills, Nags Head and Dare County have that.*

McClellan: *So, it is tried and true in North Carolina?*

Noble: *Absolutely.*

Pruitt: *Is this something for the year 2024 or is the price of \$80,000 for it something we will decide at budget time.*

Stewart: *Our current software works but it is cumbersome. This is something we will bring before you during the budget discussions.*

Public Works:

Middett: *The copier. Now I have 4 pieces of equipment and I would like to replace all four with one.*

Town Hall pump station and septic replacement. *This is one of the items that can get deferred regularly until it is needed.*

Fire Department exterior paint. *Everyone knows the environment we have and paint does not last very long. The main part of the building is in pretty good shape, but the trim needs attention and we will address that as necessary. In a few years we are going to need to go ahead and do the whole building.*

Standard vehicle replacement. *Every few years we have this. This will replace the 2010 F150 in year 2020. As with everything else it has its rust issues but it has actually held up much better than the last vehicle.*

Fuel storage tank. *This is a reserve to replace the two aluminum tanks we use right now. We started trying to use the gas in them but found out it lost some of its octane. We are not going to be able to use it in the vehicles, so we are going to dispose of it. With new tanks that should be less of an issue. We will not have condensation issues like we have with a metal tank.*

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Perry: *Still you can only store gas for so long. Any diesel you have will grow bugs and you must treat it. I have had to offload hundreds of thousand of gallons of bad fuel.*

Midgett: ***Boardwalk and dock repairs.*** *This is just to keep an account open for when we must make those repairs or replacements as needed. It is going to get to a point where we are going to have replace whole decks. Byrd St. is close right now and the first section of Sandy Run Park.*

Perry: *Dock repairs does not include the boat landing, right?*

Midgett: *It does not. That belongs to the county and if there is a repair needed it is just a phone call away. They are usually pretty quick in getting it taken care of.*

Bath House repair and replacement. *It has some age on it. It is starting to get some rot. The flooring is going to have to be replaced and the plumbing is with CPVC pipes which was not the best thing to use.*

Garriss: *I know I have asked this before, but can we do something about the parking lot? I hear from people the Bath House is great, but the parking lot is terrible.*

Midgett: *We are working on it. The excess spoil made kind of hill there and I am slowly getting it out of there. We cannot pave that section because it is the repair area.*

Garriss: *I appreciate it very much.*

Midgett: *A new item I added this year is the **playground equipment for the Paul Pruitt Park.** That is the original equipment and it is starting to rust out on the bottom. We were able to have a welder replace a couple of spots, but it is made of very thin metal and he can only do so much as it corrodes. That one large item cost \$30,000.*

Town Hall improvements and maintenance. *This will be carpet and refinishing the wood floors.*

Perry: *You are not going to do that this year?*

Midgett: *I had a little bit of money in, but I think we are going to try to do it all at once.*

Stewart: *We had it last year as part of the whole grand plan and for some reason when we adopted the budget, we did not include the maintenance portion of it. That is why it is coming back to you this year.*

Garriss: *If we have money left can we go ahead and do this room?*

Midgett: *Yes sir.*

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Pruitt: *Where do we get our gasoline from now for the Town vehicles?*

Middgett: *We try to look for the cheapest place in Town. I get mine in Currituck because it is 20 cents cheaper over there.*

Pruitt: *If we have tanks that are holding a lot of fuel for a long period of time can you not use the fuel so it does not sit there? I would think we could fill up all the cars and then refill the tanks.*

Middgett: *And that is what we try to do. Mainly for my department because we can burn it up pretty good. The problem is it is at the end of the cycle and we have just started burning it and that is when we realized it was no good.*

Pruitt: *In the future we should make sure it is used up every 3 months or so.*

Middgett: *Absolutely. Part of our problem is our pump system. It requires running extension cords and the nozzles do not fit properly in all the vehicles.*

Pruitt: *I was thinking maybe it would be cheaper if you buy in bulk when the price of gas is low instead of ...*

Middgett: *We do buy bulk from Mini Gallons. They are Jones Fuel Transport now because they were bought out, but they still advertise as Mini Gallons out of Coinjock.*

Stewart: *We can run some numbers on this. I do not know how that would work for us being that we are so small.*

Perry: *We had talked about de-watering pumps and I do not see anything for them. Back in '07 we did a study on flooding and after that council started setting aside money. We increased the ad valorem tax by 2 cents for installation of the stand pipes and the drain pipes and the things we have done. This year that kind of comes to an end with Tateway I hope. Are we using any of that for the living shoreline project or is that a different pot of gold?*

Stewart: *That is a different pot.*

Perry: *The 2 cents we added is really still there. We just folded it into the beach nourishment fund. Based on information we are getting about more and more people looking to rent pumps, it is time to purchase one. One this year maybe another next year and so forth. If council approves, I want Andy to run some numbers for a pump this year. If you have to wait until next year that is okay.*

Police Department:

Johnson: *Bullet proof vests and in-car cameras. The vests, as I explained last year, are around \$700 each and we end up paying around \$32 each because of a League of Municipality grant and*

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a federal grant we get. Everyone is issued one. The in-car cameras are on a 5-year rotation and they require a warranty every year. There are 12 in service, mainly for the marked cars. Everything is on a rotation that we keep a watchful eye on.

Vehicle replacement. *100,000 miles or 10 years. Andy and I sit down every year and identify the cars that need to be replaced. We have not been having good luck with the Dodge Charger sedans. Everyone is going to what they call the utility. We have 2 in service currently and we are getting ready to have 2 more in service. Great vehicle, good on gas.*

New Police Station. *There has been some discussion about it. The current station is about 60 years old and every time it rains at least four or five parking spaces are covered in water and the septic backs up. The parking lot itself is a train wreck. When backing out we have had numerous people back into the stair well. We try and park across the street and get stuck. We have outgrown it after 22 years. The evidence room is insufficient for all the felony cases and blood kits we have. When Hurricane Michael came through it was all hands on deck running things upstairs from the floodwaters when we really needed to be patrolling and answering calls*

Perry: *Part of the reason I asked for this meeting is so we could talk about this and some fire station issues based upon flooding.*

Fire Department:

Talley: *Good morning. SCBA (self-contained breathing apparatus). This item has actually been pushed back two years to 2021-22 for funding. We are also looking at reducing the numbers that we keep in the equipment cache. We will probably reduce about a third. We will continue to re-evaluate but at this point we are comfortable with pushing it back.*

Bunker gear. *We purchased, I want to say, 12 complete sets this past year. Far overdue. The wear and tear and the age of some of the equipment is bad. With our volunteer program ramping up it requires more gear. I think we are close to 10 volunteers now. That increases the amount of equipment we must have. There is a shelf life of 10 years on this gear. We are going to try and buy half every 5 years and try and rotate them so it is not a big purchase all at once.*

Kitty Hawk Landing dry hydrants. *This started well before I came here and stems, I think, from a fire that occurred around 2013. A house back there was pretty much destroyed. In that area they are at the low end of the gallons per minute. Really all of Kitty Hawk is but there you have red top hydrants and they are pretty much the lowest. It is around 500 to 600 gallons a minute. That is not an ideal situation for fire protection.*

Dry hydrants bring another potential source of water for fire protection. There were other issues with that event, but it added to why we got that outcome. Those issues are being addressed as well but the water still remains not an ideal situation in terms of gallons per minute for that community.

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Perry: *They were brought up because people asked for them. It is something that is used by volunteer fire departments in rural areas. I have been asked twice now and I do not want it unless it is needed. Tell us if they are needed.*

Talley: *We want to do some testing and some drills. Actually flow water with the fire truck and flow some lines.*

Training equipment. *Last year I asked for money to put in the reserve and I am asking for additional funding. Trying to get them prepared for when the bell hits and we have to go to work. Right now, we do not have a lot of resources close by. There are some pretty good resources in Buxton, but it is well over an hour away. Trying to get all the personnel there is time consuming. Plus, we have to make sure we have coverage for the Town. All that becomes a nightmare and requirements in terms of training and training hours is mounting. Securing some of these props in Town would help us out a lot and, in the end, it is getting them prepared.*

Replacement fire truck. *I think right now we have the balance sheet showing \$100,000. I believe we are going to try and put that aside each year to make sure we are prepared. The fire service industry standard, on average, best practice, is 25 years. Our current truck is at the 29-year mark and we are having a lot of issues with it day in and day out. It is approaching that time.*

Perry: *That is the 12-man truck?*

Talley: *Yes. The next one we purchase will not be a 12-man.*

Talley: Radio replacements. *I will preface this by saying we are currently working together with the county and other departments and trying to get a grant for the radio replacement. This is in case it does not come to fruition.*

Perry: *It is good to see you are working together with other fire departments.*

Talley: *Last year the compressor was deleted. The one we currently have has been rebuilt and we see no need to replace it. I am sure down the road we will get to that point. The funding reserve of \$40,000 for it, I want to go ahead and utilize for much needed equipment that we really need to replace.*

Air masks *that work in conjunction with the SCBA or the breathing tanks. The last ones we purchased were in 2007. They are very old. The rubber is breaking down and they do not provide a good face seal.*

Air bags. *They have a shelf life of 10 years and right now ours are 16 years old. They have never been tested. I have personally seen them fail and that is not a good thing with all that pressure.*

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Hoses. *We have very little records on the fire hoses but through our annual testing they are starting to break down. It is time to start replacing them.*

PPE (personal protective equipment). *We are running into experiences more and more with the flooding. We are having to enter the flood waters and we do not have any PPE whatsoever. That is definitely something we have to improve on. I want to get a minimum personal protection ensemble for whoever is on duty. It was brought up during the last flooding event when we went to the Landing. It was an excursion to get back there. They had to get into the water and cut trees and basically we are in fire protection gear. Not the gear we need to be in.*

Pruitt: *Does this suit protect them from the chemicals that are in the water and the bacteria?*

Talley: *Some of them do. That was some of the biggest problems we had when I responded after Hurricane Katrina. Our deployment was for 10 days and we had to start coming back at day 6 and that was because everybody was getting sick from the flood water. It is an ongoing challenge trying to get the right protection and procedures in place to prevent that. It will at least be a flotation device and a light weight helmet. Just some minimal stuff so they can enter the water and have some kind of protection.*

Planning Department:

Testerman: Building inspections truck. *It is eventually going to need replacement. We have it set for the 2021-22 year. It is a 2010 truck with roughly 70,000 miles on it. General maintenance costs are starting to increase each year. That is all I have.*

New Building Discussion:

Perry: *In years past the storms were much further apart. We have spent a lot of time, money and energy over on the oceanfront and we probably, for the time being, have a handle on it. But we have a natural problem back here in the village. That problem is sound side flooding.*

I did not realize until I was talking with the fire chief that during Hurricane Michael he never got to the fire station. The flooding came so quick. And how many of you know that every time we have a storm the fire department moves a vehicle up on the hillside to get it away from the flooding? What that means is we have a vehicle and men in a vehicle weathering a storm. Possibly at times when we have told the rest of the population we are not going to come and get you because it is just too bad and yet that is where they are.

What we need to do is start thinking long term how we can shelter people in storms and have the truck out of the flood zone. We have four lots now on the bypass and maybe we can fulfill an obligation for adequate fire coverage in the north part of Town. I have been told from the day I got on council about needing something up north.

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In addition, we have a police station now that is flooding. It is an old station and it can serve other purposes but now we need to start thinking about moving. I do not know if the lots are big enough for a police station and to house a fire truck. We are not talking grandiose with excess space. Something functional.

Pruitt: *I think we need to start thinking today about a new police station. We cannot have flooding in there on a regular basis. I would like to see it somewhere up here personally but if this is not high enough land then I understand. There seems to be enough parking and everything would be right here together. The current station has just run its course and they have outgrown it. I would really like to see us go ahead on this, so we do not have our police department moving files in disasters. We have spent a lot of money pumping water, made improvements and I think we have neglected this long enough. I would like to at least get started on some kind of plan to see if this land is feasible or if we want it out on the beach.*

Tice: *I think something that could be shared between the police and fire departments is good. My concern about the property out on the bypass is the traffic. I have an office up there and I know what it is like on summer weekends.*

Perry: *That is why Nags Head and Kill Devil Hills have control over stop lights and ...*

Tice: *Right but I know we also have police officers sit at the intersections on the weekends because people do not stop.*

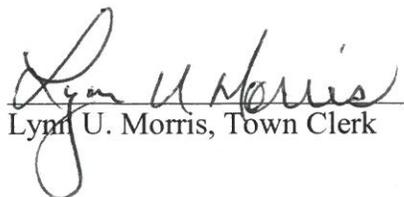
Garriss: *I think we should go ahead and look at locations, how much money we need and then come back and talk about it. I do not think we need to keep waiting.*

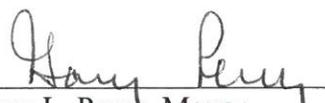
Perry: *Andy. Get with Joel and Mike and hash this out and come back to us. Tell us what you need. That is really why we are here today. I wanted to get something started. Good discussion. Thank you.*

3. ADJOURN

MPT Garriss made a motion to adjourn. Councilwoman Tice seconded. Vote was unanimous, 5-0. Time was 10.20 a.m.

These minutes were approved at the April 1, 2019 council meeting.


Lynn U. Morris, Town Clerk


Gary L. Perry, Mayor