



TOWN OF KILL DEVIL HILLS

Land Where Flight Began

MEMORANDUM

May 13, 2019

TO: Mayor and Board of Commissioners

FROM: Debora P. Diaz, Town Manager

REF: New Business

3. Selection of procedure to move forward with establishing the west-side recreation committee (Attached NB-3)

At the April 24th meeting the Board of Commissioners agreed to establish an ad hoc committee for the purpose of reviewing existing recreational sites located west of US 158/Croatan Highway. The review would include submitting general and site-specific recommendations on a variety of issues, such as best-use strategies, alternative promotion/commercial marketing, identifying infrastructure needs, and potential public/private partnerships. The committee would also be identifying, discussing and making recommendations on policy issues pertaining to recreation facilities.

Attached is a draft application and scope of purpose for what Staff is calling the West-side Recreation Group (WRG) for Board consideration, modeled after the Baum Tract Site Study Committee, but tweaked to cover unique features of the purpose of the WRG. If these meet with the Board's approval, consideration may be given on alternatives to proceed:

- The size of the committee (5, 7, 9 – an odd number of voting members prevents tie situations) needs to be determined, and whether or not the group will be chaired by someone selected by WRG from its own membership, or if some other person will be the chair, perhaps a member of the Board of Commissioners.
- Direct Staff to advertise and publicize establishment of this committee, with all applications to be submitted to the Board of Commissioners by Friday, June 14, 2019 for potential action at the July meeting, or some other dates to be selected by the Board.
- Selection process
 - Each Board member could be responsible for nominating one candidate to the WRG, and the committee could be established by one vote by naming its formation with those five members.
 - All applications could be placed up for consideration and discussed until five members have been agreed and acted upon either by individual or group vote.
 - Another alternative might be to forego the application process and have each Board member name someone to the WRG at a future meeting, with action taken to establish the committee at that time.

Staff will proceed as directed and Board guidance will be appreciated.



Town of Kill Devil Hills

West-side Recreation Group

Name: _____

Phone: _____ Email: _____

Home/Mailing Address: _____

Business Name/Address: _____

Are you currently serving as an appointee to a Kill Devil Hills committee, commission, or board? _____ Yes _____ No

If "yes," list which one(s): _____

...and length of service on each: _____

Are there any restrictions on your time or flexibility: _____

How long have you lived in Kill Devil Hills: _____

Do you have access to internet and email? _____ Yes _____ No

Why are you interested in serving on the West-Side Recreation Group?

Please tell the Board of Commissioners about yourself. Include relevant information, such as, expertise, education, work and/or real-life experience as it relates to the West-side Recreation Group.

Looking into the future, please describe your vision of recreation opportunities and facilities in Kill Devil Hills. Do you see more facilities for organized sports or more facilities for passive recreation? If given the opportunity, what are some existing recreation facilities and/or activities you would eliminate? What are some existing recreation facilities and/or activities you would promote and install? Please provide details on your choices.

Other comments relevant to the West-side Recreation Group and its mission you would like to submit to the Board of Commissioners.

I understand that if I miss three (3) consecutive regular meetings of this Group that I will be removed from the West-Side Recreation Group. I certify that the facts contacted in this application are true and correct to the best of my knowledge and belief. I understand that this application will be retained in the office of the Town Clerk for two (2) years. I understand that upon submitting this application to the Town of Kill Devil Hills, the application and all information contained herein are considered a public record under North Carolina law.

_____ Date

_____ Signature of Applicant

Return completed application:

In person: Administration Department, 102 Town Hall Drive, Kill Devil Hills

By Mail: Attn: Town Clerk, P.O. Box 1719, Kill Devil Hills, NC 27948

By Email: info@kdhnc.com

**TOWN OF KILL DEVIL HILLS
WEST-SIDE RECREATION GROUP
SCOPE OF PURPOSE**

From time to time, the Board of Commissioners has a need for specialized review of and advice and comment on issues of importance to the Town of Kill Devil Hills. Timely, informed and effective advisory is important in the planning process. This is the case concerning the Town's existing recreation facilities which are located west of US 158/Croatan Highway.

To that end, the Board of Commissioners has established the West-side Recreation Group to study existing recreational sites located west of US 158/Croatan Highway and submit general and site-specific recommendations to the Board on a variety of issues, including but not limited to:

- Formulating best-use strategies that could increase enjoyment and visitation by citizens and visitors;
- Considering alternative promotion, commercial marketing, and management approaches, that could identify and guide west-side recreation opportunities;
- Identifying infrastructure needs, such as additional equipment, amenities, site expansion;
- Considering existing and/or future public/private partnerships that could enhance existing or create new recreation activities and/or opportunities; and,
- Discussing and making recommendations on policy issues, some of which have been identified, and others may be identified during the group's work.

To accomplish its task, the WRG may utilize existing resources, including but not limited to: Chapter 153, Zoning; the 2004 Recreation Facilities Plan; the 1998 Shoreline Access Plan, and public input. It will be important to the WRG to remember the Town's unique natural environment, and yet also be progressive and cognizant in its consideration of the needs and desires of our citizens and visiting public.

The Town Manager will assign a member or members of Staff as liaison and assistance personnel for the WRG.

**WEST-SIDE RECREATION GROUP
DRAFT GROUND RULES FOR PROCEDURE**

The WRG was established by a public body and is therefore subject to the North Carolina Open Meetings Law (Chapter 143, Article 33C of the General Statutes, attached).

Members of the WRG are appointed for a finite term that will expire when their report is submitted to the Board of Commissioners and the the Board determines that the WRG's task has been completed.

Meetings of the WRG will be scheduled by the Chair or Vice-Chair on an as-needed, but at least monthly, basis.

The purpose of these ground rules is:

- To enable the group to transact business expeditiously and efficiently;
- To preserve a spirt of cooperation; and
- To ensure that all group members and the public understand the requirements for public bodies, the organization and procedures of the group, and how the requirements of the assignment will be accomplished.

PARTICIPANTS AND PARTICIPATION

1. The WRG is comprised of voting members who will fully and directly engage in group deliberations. (The Board of Commissioners should determine if they want the WRG to be chaired by a member of the governing board, or someone selected by the WRG from its own membership.)
2. The WRG is chaired by _____. The Chair will manage discussions, using more or less structure depending on the nature of the issue and nature of deliberations, calling for a vote once the issue has been thoroughly examined.
3. The WRG shall consist of _____ members, including the chairperson, all of whom shall be residents of the Town. Experience in recreation and planning will be helpful; however, community interest, commitment, and enthusiasm are characteristics required for all potential appointees.
4. To assure an effective process, members agree to make every effort to attend all meetings and to stay current with information provided WRG decisions. Voting members may not designate alternates for any group meeting.
5. The public is welcome to attend all meetings, and while public comment will be sought and is welcome, members of the audience are not participants in the group's deliberations unless invited by the chair. There will be an established "Public Comment" portion of each

meeting. Written comments of any length are welcome throughout the process and will be included with the minutes and packet materials for the meeting at which they are submitted.

MEETING DISCUSSIONS AND PROCEDURES

1. Each group member agrees to honest and direct communications. Participants are expected to support the process and its concept, and through the group process, in good faith collaborate toward completion of its task as charged by the Board of Commissioners.
2. Participants are encouraged to frame observations in terms of needs and interests.
3. Decisions will be made during meetings by majority vote of the membership present.
4. Minutes will be prepared which will serve as a summary of the meetings and will include all action. Observations contained in the minutes may not necessarily be individually attributed. If members desire, they may submit attributed information and/or written comments directly to the secretary to the WRG for inclusion with the minutes of each meeting. All minutes, packet materials, attributions and other information pertinent to the discussions and decision-making process will be made available and remain available for public inspection.

DECISION-MAKING AND DESIRED OUTCOMES

1. All group members are equal during the deliberation process.
2. Only one subject may claim the attention of the group at one time.
3. Each item presented for consideration is entitled to full and free discussion.
4. All group members may engage directly in the entire process. Discussions will strive to identify common ground among all participants to deliver the most powerful collective statement possible. When common ground cannot be identified, the opinion of individual participants will be respected and documented as they emerge. Participants are expected to provide thoughtful, and on-point opinions, objective fact-based comments and alternatives during discussions.
5. All final recommendations will be supported by a full group vote.