



TOWN OF KILL DEVIL HILLS

Land Where Flight Began

NOTICE OF PUBLIC MEETING

NOTICE is hereby given that on Thursday, July 27, at 8:30 a.m., the Kill Devil Hills Community Appearance Commission (CAC) will hold a meeting in the Meeting Room at the Administration Building, 102 Town Hall Drive, Kill Devil Hills. The items to be discussed are listed below:

Call to Order

Agenda Approval

Approval of Minutes

1. May 25, 2023 meeting minutes

Public Comment

Ongoing Business

1. Community Appearance Awards
2. FY 2023-24 Expenditures and Inventory
3. Help KDH Kick Butt Campaign
4. Beautification along US 158
5. Public Art / Murals
6. Surfrider Foundation Adopt-a-Beach

Adjournment

Posted this 21st day of July, 2023

Parker Midgett

Administrative Specialist

Copies to: Community Appearance Commission members in their meeting materials; Board of Commissioners; all department heads; all Town bulletin boards; Town Sunshine List, including all local news media; Town Electronic Distribution List; website, social media; file

Minutes of the Thursday, May 25, 2023, meeting of the Kill Devil Hills Community Appearance Commission (CAC) held at 8:30 a.m. in the Meeting Room at the Administration Building, 102 Town Hall Drive, Kill Devil Hills.

Members Present: Chairperson Sue Kelly, Billy Dorn, Melinda Mogowski, Dave Rollins, and Commissioner John Windley.

Members Absent: Jenniffer Albanese, Jo Williams and two vacant seats.

Others Present: Jennifer Stecher, Administrative Assistant/Deputy Town Clerk; and Parker Midgett, Administrative Specialist/Deputy Town Clerk

Call to Order

Chairperson Sue Kelly called the Thursday, May 25, 2023, meeting of the CAC to order at 8:40 a.m.

It was noted that member Bambos Chalarambous resigned from the CAC.

Agenda Approval

Melinda Mogowski moved to approve the agenda. Dave Rollins seconded the motion, which was approved by a unanimous, 5-0, vote.

Approval of Minutes

Ms. Mogowski moved to approve the minutes of March 16, 2023, as presented. Mr. Rollins seconded the motion, which was approved by a unanimous, 5-0, vote.

Public Comment

Ongoing Business

1. FY 2022-23 Expenditures and Inventory

The purchase order cut-off date was May 12, 2023. The CAC will need to wait until the next fiscal year in July to purchase.

2. Help KDH Kick Butt Campaign Update

Chair Kelly proposed asking staff to write a PSA for the Help KDH Kick Butt Campaign, reminding visitors and especially locals that cigarettes are trash. Commissioner Windley made a motion to pursue the PSA Campaign, Billy Dorn seconded the motion, which was approved by a unanimous, 5-0 vote.

3. Beautification along US 158

Ms. Kelly mentioned an interest in the wildflower program along areas of US 158 noting that any type of plants in this program are maintained by NCDOT. The group is curious as to what is possible and what the process would be and would like Town Staff to provide information.

The group gave a brief update on the Beautification along US 158 letters. Jo Williams has passed out her letters. The other members plan to send an email of the businesses that they are dropping off letters to, in order to keep track.

Commissioner Windley mentioned the extra sweeps along US 158 that the Board of Commissioners have budgeted for. The hope is that the additional sweeps will add positive results to the appearance along US 158. Ms. Kelly asked that Beautification along US 158 be placed as an ongoing business item.

4. Public Art / Murals

Commissioner Windley mentioned that the original plans for Meekins Field did have an art wall installation, the group would like to participate and have their input on the art wall.

The Town does plan on putting up banners along Town Hall, the group is interested in more details on what the Town plans to put on the banners and the location of them.

5. Community Appearance Awards

The group came up with a list of potential businesses for the awards. At the next meeting, score sheets will be brought in to finalize the winners. The group was given a choice of two different award styles to choose from, a picture of these awards were included in the meeting materials. The group came to a consensus to choose the rectangle shaped award. The group briefly discussed a residential Community Appearance Award.

6. Surfrider Foundation Adopt-a-Beach Update

Town Staff is trying to get in touch with the Surfrider Foundation to send them \$25 to renew the group's Eden Street beach access. Town Staff will continue their efforts in reaching out to the foundation.

Adjournment

With no further business, Commissioner Windley moved to adjourn the meeting, Mr. Dorn seconded the motion, which passed by a unanimous, 5-0, vote.

The time was 9:54 a.m.

Submitted by:

Parker Midgett
Administrative Specialist



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Staff Updates:

Meeting Dates

- July 27
- September 28
- November 23 – Thanksgiving holiday, Town offices closed

Inventory

- 67 t-shirts
Large: 7
XL: 11
2XL: 30
3XL: 19
- 70 - portable ashtrays
- 3 - large Kick Butt stickers (keeping 1 as prototype)
- 1 small Kick Butt sticker (keeping as prototype)
- Lots of Bag Smarter stickers

Upcoming Events

- 2023 Community Appearance Awards

Schedule for Community Appearance Awards

May ✓	July	September	November
Members should have a list of business nominees to discuss with the group.	Score sheets should be filled out and the results finalized.	In case the May or July meetings are cancelled, September will be used to finalize the results.	Winners will be presented at the November 13 th BOC meeting.

Expenditures for FY 2023-24

FY 2023-2024 CAC BUDGET EXPENDITURES		\$5,000.00
DATE	EXPENDITURE	
*	Surfrider Foundation Renewal	\$25.00
Quote	CAA Awards	\$318.14
Quote	PSA Video – voice over	\$80.00
Quote	PSA radio ad \$32 – 30 second ad / \$25 – 15 second ad	
	Remaining	\$4,576.86

*** \$25 has not been sent, Staff is working to contact the Surfrider Foundation.**