



TOWN OF KILL DEVIL HILLS

Land Where Flight Began

MEMORANDUM

February 5, 2024

TO: KDH Board of Commissioners

FROM: Debora P. Díaz, Town Manager

REF: New Business

1. Consideration of applications for, and possible appointment to, a vacant seat on the Board of Commissioners (Attached NB-1)

At its December 11, 2023, meeting, the Board of Commissioners agreed on the process that would be followed for the acceptance of applications for the Commissioner vacancy created when then Commissioner Windley was elected Mayor. The process was as follows:

- Applications will be accepted by the Office of the Town Clerk until 5:00 p.m. on Tuesday, January 16, 2024.
 - Applications may be submitted on-line, and a résumé may be submitted with a completed application.
- The Town Clerk will forward applications to the BOC by January 22, 2024.
- Between January 22, 2024, and the February 5, 2024, BOC regular meeting, members will review the applications and may contact applicants to obtain additional information or clarify any information submitted.
- During the February 5, 2024, meeting, the BOC will use the nomination method to fill the vacant seat from the eligible candidates submitting applications.

All applications received by the Office of the Town Clerk were forwarded to the Board of Commissioners on January 22, 2024, and are available for public inspection at Town Hall, 102 Town Hall Drive, Kill Devil Hills, during business hours. The following have submitted applications for consideration:

- Timothy Dillon Heikens
- Harvey K. Hess, Jr.
- Kim James
- Nelson (Skip) V. Jones, Jr.
- Mary Louise (Sandie) Markland

- Sterling D. Sadler
- Ronald Seidman II
- Ann Wood

Staff has recommended that the Board pursue the following process for filling the vacancy at this meeting:

1. If the Board chooses to act to fill the vacancy, the Town Clerk will conduct the nomination and voting process.
2. Any BOC member may nominate from the pool of eligible applicants. Per the Board's rules of procedure, a second is required for all actions, including a nomination.
3. Once all nominations have been made and seconded, the Town Clerk will call for a vote of all BOC members.
4. In the event an applicant is selected, the oath of office will be administered at the Wednesday, March 6, 2024, Board of Commissioners meeting, and the new commissioner will be seated.



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Notice of Intent to Fill Vacancy on the Kill Devil Hills Board of Commissioners

Applications are Now Being Accepted

Applications are now being accepted from persons interested in being considered for appointment to the open seat on the Kill Devil Hills Board of Commissioners. Potential candidates must reside within Kill Devil Hills corporate limits and must complete an application in order to be considered; a résumé may be submitted with the completed application.

- An application may be completed in the following –
 - on the Town's website at www.kdhnc.com; OR
 - Mailed to: Office of the Town Clerk, P.O. Box 1719, Kill Devil Hills, NC 27948; OR
 - Delivered to: Office of the Town Clerk, 102 Town Hall Drive, Kill Devil Hills.

A paper application may be obtained by emailing info@kdhnc.com, from the Office of the Town Clerk, 102 Town Hall Drive, or from the Kill Devil Hills Branch of the Dare County Library, 400 Mustian Street.

Applications must be submitted by 5:00 p.m. on January 16, 2024.

If you have any questions about this appointment process, please contact James Michael O'Dell, Kill Devil Hills Town Clerk, at odell@kdhnc.com or 252-449-5300.

Posted this 15th day of December 2023.

James Michael O'Dell
Town Clerk

Copies to: Mayor and Board of Commissioners, Town Manager, Town Attorney in their packet materials; all department heads; all Town bulletin boards; KDH Sunshine List, including all local news media; KDH Electronic Distribution List; KDH social media; website; file



Application for Consideration of Appointment to the Kill Devil Hills Board of Commissioners

Application submission Deadline: by 5:00 p.m., Tuesday, January 16, 2024.

Name

Physical Address

Mailing Address (if different from above)

Phone Number

Email Address

Number of years living in KDH

Occupation

Employer

Why are you interested in serving as a member of the Board of Commissioners?

What are your interests, skills and area(s) of expertise?

How you have served/volunteered or otherwise been engaged in the Town of Kill Devil Hills? Have you served on an appointed KDH board or committee? If yes, which one(s) and when?

What do you believe makes you qualified to be a KDH Commissioner?

What do you think the future of Kill Devil Hills looks like?

What are the biggest challenges facing the Town of Kill Devil Hills?

Additional information you would like to share:

Board meetings are scheduled annually, and typically held at 6:00 p.m. on the second Monday of the month and, if necessary, the fourth Wednesday of the month. Can you follow this schedule?

-- Select One --



Are you currently serving on an appointed or elected position in any federal, state, or local government?

-- Select One --



Is there any conflict of interest or other matter that would create problems or prevent you from fairly and impartially discharging your duties as a member of the Board of Commissioners?

-- Select One --

References, résumés, or other materials are not required but may be submitted with a completed application.

No file chosen

I understand this application is a public record and I certify that the facts contained in this application are true and correct to the best of my knowledge.