



# TOWN OF KILL DEVIL HILLS

*Land Where Flight Began*

MEMORANDUM

February 10, 2025

TO: Mayor and Board of Commissioners

FROM: Debora P. Díaz, Town Manager *DPD/CK*

REF: Consent Agenda

**1. Minutes (Attached CA-1A)**

A. January 13, 2025

**2. Monthly Report (Attached CA-2A)**

A. December 2024

**3. Budget Amendments and Transfers (Attached CA-3A)**

A. Budget Amendment #6 – Allocation of Capital Reserve Funds for the engineering and design portion of West Martin Street and Sidewalk project as approved at the October 14, 2024 Board meeting. Additional sidewalk related costs of \$7,475 have been included for approval.

Budget Amendment #6 was previously approved through action taken at the Board's October 14, 2024, meeting. Its inclusion on the Consent Agenda enters it into the record of this meeting.

**4. Public Buildings for Political Meetings and Consolidated Fee Schedule**

N.C.G.S. §163-99 directs public buildings with facilities for group meetings be available for use by political parties for annual or biennial precinct meetings and county and district conventions, free of charge, except for custodial and utility fees. Following review, Staff requests the addition of the following to the Town's Consolidated Fee Schedule:

- Town Hall Meeting Room Use per NCGS §163-99 \$75.00 per use.

All other uses of the Town Hall Meeting Room by outside groups are not permitted due to the room's use for Town meetings, events, and Staff trainings.

Approval of the Consent Agenda will record the Board's approval of this addition to the Town's Consolidated Fee Schedule.

**5. Proclamations and resolutions (Attached CA-5A)**

**A. Fiscal Year 2024/2025 Reimbursement Resolution Declaring the Intention to Reimburse the Cost of Certain Expenditures**

United States Treasury Regulations require a declaration of intent as a part of the process of financing some expenditures. The above resolution declares the Town's official intent to reimburse expenditures for vehicles and equipment as identified as follows:

Buildings and Grounds Bobcat Loader	\$	53,298
Buildings and Grounds F-350 Pickup Truck		54,888
Planning F-150 Pickup Truck		44,241*
6 Police Vehicles		374,098
Streets Motor Grader		269,650
Solid Waste F-250 Pickup Truck		<u>48,255</u>
	\$	844,430

*\*Please note: The Planning F-150 Pickup Truck is included on an accelerated replacement schedule to replace a Planning pickup truck that was totaled in 2024 as a result of another driver crashing into the vehicle.*

Approval of the Consent Agenda will approve the *Fiscal Year 2024/2025 Reimbursement Resolution Declaring the Intention to Reimburse the Cost of Certain Expenditures* and allow the Town to reimburse itself for costs incurred for the purchase of the above items with loan proceeds.

Staff recommends approval of the Consent Agenda and a motion would be in order.