

MINUTES

The Town of Manteo Board of Commissioners held their May 6th 2009 Recessed Budget workshop session May 20, 2009 at 8:30 am at the Outer Banks Visitors Bureau.

The following members were present:

- Mayor Jamie Daniels
- Commissioner H.A. Creef, Jr. (arrived 8:40 am)
- Commissioner Darrell Collins
- Commissioner David Farrow
- Commissioner Richie Burke
- Commissioner Christine Walker
- Commissioner Hannon Fry

Also present at the meeting were: Town Manager Kermit Skinner; Finance Officer Shannon Twiddy; Town Attorney Daniel Khoury

Mayor Daniels called the recessed meeting to order at 8:30 am

MOTION: Commissioner Farrow seconded by Commissioner Walker to enter into closed session NCGS 143.318.11(a) 3 Fearing vs. Town of Manteo was approved by the following vote: Ayes: Commissioners Collins, Burke, Farrow, Walker, Fry and Creef Noes: None. Absent: none.

Town Attorney Daniel Khoury introduced Robert Trivette from Vandeventer litigation division and handling the Malcolm Fearing case. Mr. Trivett gave the BOC an update on the litigation.

MOTION: Commissioner Farrow seconded by Commissioner Collins to exit the closed session was approved by the following vote: Ayes: Commissioners Collins, Burke, Farrow, Walker, Fry and Creef Noes: None. Absent: none.

MOTION: Commissioner Walker seconded by Commissioner Fry to enter into closed session NCGS 143.318.11(a)5 property acquisition Davis lot was approved by the following vote: Ayes: Commissioners Collins, Burke, Farrow, Walker, Fry and Creef Noes: None. Absent: none.

Mr. Khoury gave the BOC an update on the property acquisition of the remaining ½ interest in the Davis lot.

MOTION: Commissioner Fry seconded by Commissioner Burke to exit the closed session was approved by the following vote: Ayes: Commissioners Collins, Burke, Farrow, Walker, Fry and Creef Noes: None. Absent: none.

A brief recess was taken

Mayor Daniels called the meeting back to order at 9:30 am

Town Manger Kermit Skinner commented that the budget is a financial document that shows the cost to provide services but does not talk about what the Board would like to do for the Town

and does not include any special projects like landscaping and building parks. He would like to have an informal discussion about what direction the Board would like to take the town; expectations of the staff, attorney and planning board and what the Board thought was accomplished or not accomplished and what the Board would like to accomplish for the coming budget year.

Mayor Daniels would like to see the Town buy dip nets and put in a bucket at the boat house giving people the opportunity to experience what Manteo was like years ago. The Board discussed ways to enhance the experiences at the waterfront.

Slowing down traffic going to downtown was discussed and Commissioner Fry commented that the bulb outs, pedestrian walkways, striping of roadways from highway to downtown that were discussed previously was never accomplished. There are no crosswalks at Wingina and Barlowe for school traffic; Uppowoc and Fernando need yellow curbing for vision and striping on the road to slow down traffic. The Goal is to put down crosswalks and striping to slow down traffic using white paint. Commissioner Farrow wanted to ask for 4 way stop signs again and Mr. Skinner suggested a resolution be approved by the BOC to ask for them. Staff is to prepare a resolution for 4 way stop signs for the BOC review and consideration at their June meeting to be forwarded to NCDOT.

What opportunities are available in Town for children and Mayor Daniels would like to see unorganized events that children can come and go as they please. The Board agreed the downtown is a safe place except when they are trying to get downtown because of the west to east traffic.

The Board discussed how they thought the Police Department was doing and Commissioner Farrow would like to see them on the west side of the highway more often, Commissioner Creef commented on the break-ins in the Town and County; Commissioner Farrow also commented about his vehicle being stolen twice and if the person was caught he has not been notified. The Board was generally satisfied with the level of service of the Police Department.

The Board discussed the relationship between them and the Planning Board and some said the relationship was better before the PARC Committee was formed. Commissioner Fry commented that the Planning Board is in place and thinks the PARC committee should be eliminated. Commissioner Creef commented that the Manteo Way of Building should be a guideline not a requirement and be optional. Commissioner Collins wants to involve the Planning Board with the process. The committee was appointed without involving the BOC and sometimes the Planning Board takes on BOC issues. Many residents are upset about having the Manteo Way of Building and some think they are encroaching on private property rights. A text amendment to the zoning ordinance could be done to make the Manteo Way of Building suggestions. Mr. Skinner commented that the Board of Commissioners are the ultimate authority and closely reflect the will of the people. The Board are the only one that can change the ordinance. The Goal is to improve, clarify role of Planning and Zoning Board and role of PARC committee. Other projects were discussed and the Board would like more signage to direct people to the Public bathrooms; they would like to look into drafting solid waste rules and regulations with options to limiting types of waste; number of dumpster and cost per dump. The Board would like

to staff to revisit the ordinance to look for revenue sources and create equity amongst users. Annexation was discussed and the Board would like staff to revisit the sewer calculations and provide them with allocations using flows and available gallons.

A lengthy discussion was held on stormwater and they would like staff to identify locations and funding for stormwater projects. They would like to investigate possibly having the outfall being relocated on to Marshes Light marsh. No consensus was reached but a lot of discussion was had. The Board would like copies of the old Stormwater plan to be given to them. The Board discussed the activities at the boat house and would like to add the history of the merchant marines, displays, careers a way of life, WWII and the role and affect it had in our area. They would also like staff to contact the Park Service and ask how to go about burning off the marsh in and around Marshes Light. Also discussed were investigating and evaluating water loss accountability and fixing identified water leaks on Sir Walter Raleigh Street and continue to seek funding.

Finance Officer Shannon Twiddy gave the BOC a budget overview. Mrs. Twiddy commented that it is a process which reflects income versus expenses and includes fixed and variable expenses. The budget must balance and we can not spend more than we bring in during the fiscal year. There are challenges and we must supply services to all residents, public safety, and public works and provide infrastructure. We must maintain expected service levels, mandates from Federal and State must be taken into consideration. Mrs. Twiddy went over budget elements that show how the departments are going to spend funds to provide town services. Must follow regulatory process to prepare a legal document following Town and State laws. The Boards role is to deliberate and to adopt a budget ordinance according to the Towns codified ordinance and State law. After the budget is adopted it can be increased or decreased through a budget amendment which are prepared by staff and approved by the BOC. Staff works with an independent auditor each year to ensure all transfers and amendments are prepared and approved correctly. The Board went over each department line item discussing those and discussing salary and wages and positions in each department. Included in the budget is a \$50.00 per month increase for the BOC and a 3% COLA for employees. Public Relations position was discussed and the Board would like the Town Manager to re-write that job description. The Board would like to also upgrade the bathrooms at Cartwright Park this year. Paying Linda Hester \$100 a month for her services in organizing the Collins Park Cook house activities was discussed and this can be done on a contractual basis by her invoicing the Town, Mrs. Twiddy commented that funds are available and is included in the budget. The cleaning of the Town Hall and public buildings were discussed and the Board would like this to go out for bid. A new police vehicle has been added this year as per the replacement schedule. The Planning Department budget was discussed and they are requesting \$20,000 for professional service. The funding request for \$30,000 for stormwater improvement was discussed and some of those funds were moved. Special Events line items were discussed. Retiree health insurance and paying a portion or all of that for the employee until they are eligible for Medicare was discussed; included in the budget is for the Town to pay 50% of retiree health insurance and will need a text amendment to the personnel policy. Mrs. Twiddy went over the general fund transfers and the general fund summary. The dock fund and the utilities were discussed; the Town provides cable to boat slips at no cost to the boaters. Water and sewer fees are now being billed for the waterfront docks; contracted services were discussed and this is for when Mr. Jordan leaves the dock someone has

to be there. Mrs. Twiddy explained the waterfront condo fee; since we own we have to pay the condominium fees. The Water and Sewer revenue and expenditures were discussed which includes a rate increase since the previous rate increases have not projected the funds we expected. The budget proposes a \$400,000 loan to the water and sewer but will not be used unless we need and if we do it will come back to the BOC for their approval. The recommended budget for the water and sewer fund is a bare bones operational budget and if any additional repairs or replacements are necessary funding will not be available to meet those needs. The NC Rural Water Association did a comprehensive study on our loss of water and we are losing approximately 40% and there are 3 major leaks at Sir Walter Raleigh that need to be repaired and there is no funding. We are trying to address the leaks one piece at a time. The Board discussed the 15% rate increase for July 1 and no consensus was reached. We are losing about \$70,000 in the water department and \$200,000 in the sewer department. We treated roughly 103 million gallons but we sold 63 million and bought 123 million from Dare County. How we are billed by Dare County was discussed and we are billed for all the water coming out of Skyco and then Dare County backs out those customers that are Dare County accounts which may be cause for some of the discrepancies. It was suggested we meet with Dare County officials and Mr. Skinner is to contact Dare County and ask if they had an interest in connecting to the Town Sewer, the reason the County is not on our sewer system is that they did not meet the Manteo Way of Building. Repair and maintenance of the plant were discussed. Mr. Skinner commented that we will put the time and energy to hopefully turn the water and sewer plant around.

Mayor Daniels reported to the Board about a workshop he and Mr. Skinner went to on how to evaluate your manager and board. We will do an evaluation and keep the goals discussed today on how we want to move forward. Mrs. Twiddy will incorporate the budget changes and have them delivered to the Board; the Board will need to schedule a public hearing at their June meeting and they can approve it at their public hearing or a later date but before July 1.

MOTION: Commissioner Collins seconded by Commissioner Burke to adjourn at 3:30 pm was approved by the following vote: Ayes: Commissioners Collins, Fry, Burke, Farrow, Walker, and Creef Noes: None. Absent: none.

This the 20th day of May 2009

ATTEST:

Mayor Jamie Daniels

Town Clerk Becky Breiholz