

MINUTES

The Town of Manteo Board of Commissioners held their Regular session in the Manteo Town Hall meeting room, December 1, 2010 at 6:30 pm.

The following members were present:

- Mayor Jamie Daniels
- Commissioner David Farrow
- Commissioner Richie Burke
- Commissioner Darrell Collins
- Commissioner H. A. Creef
- Commissioner Hannon Fry
- Commissioner Christine Walker

The following member(s) were absent:

Also present at the meeting were:

- Town Attorney Daniel Khoury
- Town Manager Kermit Skinner
- Asst. Town Mgr/Finance Shannon Twiddy
- Town Clerk Becky Breiholz
- Planner Erin Trebisacci

Mayor Daniels called the meeting to order at 6:35 pm followed by the pledge of allegiance

SUBJECT: Adoption of Agenda as presented or amended; Amend the agenda to remove from the consent agenda item C job description for Finance Department and place under Finance Officer agenda for discussion; add budget amendment #5 to Finance Officer's agenda and move the Finance Officer agenda to after the Town Attorney's agenda.

MOTION: Commissioner Farrow seconded by Commissioner Walker to adopt the agenda as amended was approved by the following vote: Ayes: Commissioners Creef, Farrow, Fry, Walker, Burke and Collins. Noes: none. Absent:

SUBJECT: Adoption of the items on the Consent Agenda – remove from the agenda the job description for the Finance Department for discussion under the Finance Officer's agenda.

MOTION: Commissioner Collins seconded by Commissioner Fry to adopt the consent agenda as amended was approved by the following vote: Ayes: Commissioners Creef, Farrow, Fry, Walker, Burke and Collins. Noes: none. Absent:

SUBJECT: Approval of minute's regular November 3, 2010 with reference to certified CD recording.

MOTION: Commissioner Collins seconded by Commissioner Fry to approve the minutes as presented was approved by the following vote: Ayes: Commissioners Creef, Farrow, Burke Fry and Walker Collins. Noes: none. Absent:

SUBJECT: Approval of workshop November 17, 2010 minutes with CD recording.

MOTION: Commissioner Collins seconded by Commissioner Fry to approve the minutes as presented was approved by the following vote: Ayes: Commissioners Creef, Farrow, Burke Fry and Walker Collins. Noes: none. Absent:

PUBLIC COMMENTS – Mayor Daniels asked if there was anyone who wanted to make a public comment.

Shannon Twiddy Mann's Harbor resident and Town employee thanked the Board for their kindness shown during her recent loss of her father.

PLANNER'S AGENDA

SUBJECT: Discussion and consideration of setting a public hearing for text amendment to Chapter 18 Section 8 signs permitted in the B-1; B2 and B3 district. Proposed text amendment will be made a part of these minutes which allows for free standing signs in the footprint of the building; this had been presented at a previous minute but did not have B3 district included and was sent back to the Planning Board.

MOTION: Commissioner Collins seconded by Commissioner Burke to set a public hearing for January 5, 2011 as presented was approved by the following vote: Ayes: Commissioners Creef, Farrow, Burke Fry and Walker Collins. Noes: none. Absent:

OLD BUSINESS

Mayor Daniels went over the old business-Planner Erin Trebisacci commented that the water garden park was scheduled to start today but unable to do so because of the weather. The water plantings in park were discussed and Mrs. Trebisacci commented that she thinks they should wait until the spring but we also want to wait until after they do the dredging to do anything at the site. The water front boardwalk repairs were approved; we have a permit and will get started after the Christmas celebration this weekend. Daniel Khoury updated the Board on the Fisherman's Landing and has received comments from CAMA. Dredging was discussed and the Festival Park dredging is moving along; Mrs. Twiddy gave the Board information about dredging at Pirates Cove and the conversation she had with them; when they came to the Board about 4 months ago they asked the Board to consider sponsoring the project and the Board was advised to let staff do additional research as to what the Town's responsibilities would be; and she does not have it in writing but was told by the State that the only way we can be a sponsoring agency is to commit the financial funds and there are not assisted funds at this time

and that the best we could hope for in the future would be the Town would pay 80%; she realizes that Pirates Cove and Scarborough Creek may actually come up with additional funding but there is an expectation from the State that if you sponsor the project the Town will pay 100% of the obligation. The last quote we received about six years ago was about \$300,000. plus probably have to pay for current mapping. Remove from old business list waterfront chapter to the codified ordinance as this has been approved. Nothing to report on the Roanoke Island Festival Park agreement for the operation of the boathouse.

TOWN ATTORNEY'S AGENDA

SUBJECT: Attorney opinion on wedding policy- Mr. Khoury reviewed the policy the Board recently adopted for weddings and there were a few questions. The policy is very clear and looks like a good policy. There are a couple of things that could be tweaked and would like to add a sentence about Town sponsored events to item #1; the contractual liability should be with the bride and the groom; the way it is set up it is just with the bride; he would also like to add if they have a wedding planner that they sign also. The policy has two time slots and it will be okay to ask that they pick a time slot so that we can book the other one. Commissioner Creef thinks that we should space the weddings further apart.

FINANCE OFFICER'S AGENDA

SUBJECT: Job Description to the Finance Department to amend the personnel policy Mrs. Twiddy commented that she is requesting three amended job descriptions; one for accounting technician II, one for accountant and one for Deputy Town Manager/Finance Director. She is also asking to change the current pay grade classification scale to reflect the addition of an accounting technician II at a grade 10, accountant position be reduced from grade 13 to 12. A copy of the job descriptions will be made a part of these minutes. Commissioner Farrow would like to postpone this item to the workshop so that they can review it some more.

MOTION: Commissioner Walker seconded by Commissioner Burke to approve the amendments to the personnel policy as presented and adjust the pay scale was approved by the following vote: Ayes: Commissioners Creef, Farrow, Burke Fry and Walker Collins. Noes: none. Absent:

SUBJECT: Budget Amendment #5 for the repairs to the waterfront docks project that was approved at the Board's November meeting which is scheduled to start after the Christmas tree lighting.

MOTION: Commissioner Burke seconded by Commissioner Walker to approve budget amendment #5 as presented was approved by the following vote: Ayes: Commissioners Creef, Farrow, Burke Fry and Walker Collins. Noes: none. Absent:

SUBJECT: Presentation of 2009-2010 audit by Teresa Osborne of Dowdy and Osborn. Mrs. Twiddy went over some highlights and the Unreserved fund balance ended the fiscal year with a balance of \$2,593,112 or 86% of total general fund expenditures which resulted in a decrease from last fiscal year. We experienced a decrease in occupancy taxes and sales taxes due to a smaller pro rat percentage of shared revenues received. New construction and remodeling slowed down and building related revenues decreased. The Town has expended a large portion of the Water and Sewer cash to fund emergency repairs and equipment replacement at the plant. Operating revenues in the Water and Sewer Department increased \$43,778 in the water fund and \$134,284 in the sewer fund resulting in a revenue increase. Interest income did not yield what was expected. There have been several budget amendments that have reduced fund balance in the general fund to approximately 75.3%. Tax collections were up to a 98.21% collection rate for property taxes.

Mrs. Osborne is here tonight to present to the Board the audit for 2009 and 2010 and a copy of her letter will be made a part of these minutes. As a result of replacing old meters, having a water rate study done things are improving at the water and sewer plant and she recommends that the Board and Finance Department keep up with the improvements to the water fund. She commented that if the Board wants to preserve the fund balance they need to be cautious as budget amendments will affect the fund balance. Also it is important for the Board to set aside funds for a capitol improvement plans.

MAYOR'S AGENDA

SUBJECT: Report Water and Waste Water Committee meeting-nothing to report but the Rural Water folks will be here next week to help the Town with the rate structures.

SUBJECT: Report Shoreline Committee- nothing to report.

SUBJECT: Report Outer Banks Tourist Bureau meeting- nothing to report.

COMMISSIONERS AGENDA

Commissioner Farrow wanted to know the status of the playground equipment costs and Erin Trebisacci supplied the Board with information about playground equipment for the Tot lot and for the property next to the Town hall; none of the price quotes have an installation price quote. For the Tot lot at Cartwright Park she is asking that the Board consider replacing two of the pieces at the tot lot that are in poor shape and she is comfortable with the quote of \$8,000 that is in her Planning budget of \$10,000. Mayor Daniels asked that a committee be appointed with Commissioner Farrow and Commissioner Fry will work with Mrs. Trebisacci and Mrs. Twiddy on this and bring back a presentation and recommendation to the Board. Mrs. Twiddy asked for clarification since what was presented was two different issues on the tot lot and the other a playground next to Town Hall; do they want to get rid of the faulty equipment at the tot lot and replace it which the Board said yes. The committee will inspect all the town playgrounds and come back with a recommendation. The other question is does the Board want to do a

playground next to the Town Hall and Mayor Daniels commented that he does not think they want to spend \$50,000 for another playground.

Commissioner Burke reminded the Board of the Christmas tree lighting Friday and the parade on Saturday.

MOTION: Commissioner Creef seconded by Commissioner Walker the meeting was recessed at 8:15 pm until December 15, 2010 workshop meeting at 4pm was approved by the following vote: Ayes: Commissioners Farrow, Fry, Walker Creef, Burke and Collins. Noes: none. Absent:

This the 1st day of December 2010

Jamie Daniels, Mayor

ATTEST:

Becky Breiholz, Town Clerk