

## MINUTES

The Town of Manteo Board of Commissioners held their March 3rd 2004 adjourned/recessed/budget workshop session in the Manteo Town Hall meeting room, March 10, 2004 at 3:00 PM NO ACTION WAS TAKEN.

The following members were present:

- Mayor John Wilson
- Commissioner Dellerva Collins
- Commissioner H.A. Creef, Jr.
- Commissioner Lee Tugwell
- Commissioner David Farrow
- Commissioner Edward Etheridge
- Commissioner Larry Belli

The following member(s) were absent:

Also present at the meeting were:

- Town Manager-Kermit Skinner
- Finance Officer- Shannon Twiddy
- Town Clerk –Becky Breiholz

Mayor Wilson called the Adjourned/recessed March 10, 2004 meeting back in order at 3:05 pm

### BUDGET WORKSHOP

Board members were asked if they had any requests to add to the budget to give them to Ms. Twiddy, Finance Officer. Commissioner Farrow would like the Town to change banks the Town uses RCB/Centura Bank and is owned by Canadians and he would like for the Town to use a local bank. Ms. Twiddy will investigate and send out Requests for Proposals. Commissioner Farrow also would like the Board to consider adoption two resolutions; one for use of credit cards; and one for travel using the per diem policy that the State uses.

Commissioner Collins-Special Events would like \$4,000 added to the budget for Christmas decorations to buy a few at a time. It was discussed possibly trying to find a unique decoration for the Town and possibly using a local to make those. Mayor Wilson will contact Frank White who in the past stated he might know someone that could make them.

### CLASSIFICATION AND PAY STUDY

This study was done by Becky Veasey/MAPS Group in April 2003 to update the Town's classification and pay plan that has never been approved by the Board of Commissioners. Commissioner Tugwell commented that he has gone through the book but has not done the specifics on salaries and will bring those at a later date. He also commented that he has not done the Police Department salaries since they will be having a meeting with a facilitator on April 19<sup>th</sup> to discuss the Police Department. Commissioner Tugwell commented that new positions have been added and some positions have been realigned. (A list was provided to the Board and will be made a part of these minutes) New position would be a Waterfront Coordinator, after discussion the Board would like this name changed to Town Constable; adding a Planner, who

would only do planning and work with the Town's people, focusing on planning and keeping all the Towns Development Plans updated. The Board discussed designation of jobs to existing employees and would like to add a fleet manager who oversees all existing rolling stock and equipment used by all departments (excluding office equipment which will be the responsibility of the Information Technology position.) Add Facility Manager who would inventory and inspect all existing facilities to include improved and unimproved property. Add Safety Coordinator for creation of necessary policy documents to comply with OSHA minimum policy standards and develop specific applicable standards for each department. The Board discussed removing the title of Assistant Town Manager to Deputy Town Manager who shall act on behalf of the Town Manager during a prolonged absence, activated by the Mayor. The Board would like to remove the last paragraph on page 3 of the job descriptions where the Deputy Town Manager will assume the position of Interim Manager. Commissioner Belli would like the Board to consider adding property manager to the list. The Board discussed the changes to existing positions and would like to add Zoning Administrator to the Building Inspector/Code Enforcement title.

Commissioner Tugwell commented that the Board should consider adopting the Personnel Policy by Resolution. The Board went through the Classification and Pay Study, benefits were discussed and the Board would like to reduce the amount the Town pays for family coverage to 50%, but the employee will get the difference in cost added to their salary. The Board supported paying of the medicare supplement after 20 years of service. The Board is also in favor of paying a portion of retired employees insurance to allow for the employee to be eligible for the group plan after 20 years of service. Staff is to prepare a cost for the Board review. Commissioner Tugwell commented that after they factor in the compression problem that the Board should consider having the longevity pay as a set amount instead of a percentage. It was suggested to leave the longevity the same unless longevity was added to base in one lump for everyone and then create a bonus amount system with everyone being paid at the same time. The Board discussed the application form in the book and it was suggested for staff to review and present a new one, they would like the overtime clause removed as well as some of the certification and release statements that are in the application.

The Board discussed overtime policy and the fact that the Town Manager should be the only one to authorize overtime. The Board would like an intent statement/procedure written on overtime by Town Manager Kermit Skinner. Merit pay and bonus pay was discussed and a mechanism needs to be in place to allow employees to move up and bonuses paid on performance. Commissioner Tugwell suggested a personnel committee who could consist of the Manager and Department Head; Mayor and Commissioner; and a citizen at large for purpose of evaluation. A performance study has been paid for to the MAPS Group, which can be done after the Board adopts the Classification and Pay Study. Commissioner Tugwell and Town Manager Kermit Skinner are to work with Becky Veasey on this. Commissioner Tugwell suggested that all reference to comp time be removed completely from the study and remove part time employees from the Employee Benefits and Holidays. The Board discussed holidays and would like to keep the same holidays already established to include Virginia Dare Day and cut back on Christmas to two days.

The Board would like to allow shared sick leave; if an employee has used all sick leave another employee can donate his sick leave to them for his use. Add to the grievance procedure that if an employee has a grievance with a department head they can go directly to the Town Manager. Commissioner Tugwell will work on the salaries and bring back to the next workshop meeting.

Commissioner H. A. Creef left at 6:10 p.m. and Commissioner Larry Belli left at 6:30 p.m.

Affordable Housing Ordinance will be discussed at the Boards April meeting. Mayor Wilson commented that Commissioner Tugwell will be taking his place at the Mayor's luncheon on March 19<sup>th</sup> at 1:00 p.m. at the Dunes Restaurant. Mayor Wilson reminded the Board of the Joint meeting with the County on March 15<sup>th</sup> at 6:30 p.m. at the Justice Center and that our Board will support any decision the County makes about the location of their administrative offices, but would like the old courthouse to be used for community activities and to save and maintain the old hotel. The Board would also like to ask Dare County to support a resolution opposing the flyover and lowering speed limit.

Payment Schedule for Roanoke Island Fire Department was discussed and Ms. Twiddy commented, to move forward without a contractual obligation to pay based on tax assessment, but rather to negotiate a fixed rate for services she is recommending that the Town enter into payment arrangement to provide fire protection in the amount of \$201,496.00. Staff would like Town Attorney Daniel Khoury to draft a payment agreement that removes references to tax assessment and taxes collected and move toward a contract price for services as recommended by the auditor. Consensus of the Board for Ms. Twiddy to proceed with contracting for fire services.

There being no further business to come before the Board or other persons to be heard a motion by Commissioner Collins seconded by Commissioner Farrow the meeting was recessed at 7:15 p.m. to March 15<sup>th</sup>, 2004 at 6:30 p.m. for a joint meeting with the Dare County Commissioners in the jury room at the County Justice Center and approved by the following vote: Ayes: Commissioner Tugwell, Collins, Farrow, Belli and Etheridge and Creef. Noes: None. Absent: None

This 10<sup>th</sup> day of March 2004

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Mayor John Wilson, IV

ATTEST:

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Town Clerk Becky Breiholz