

MINUTES

The Town of Manteo Board of Commissioners held their June 3rd Recessed Budget workshop session June 11, 2009 at 4:00 pm at the Manteo Town Hall

The following members were present:

- Mayor Jamie Daniels
- Commissioner H.A. Creef, Jr.
- 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 Clerk Becky Breiholz

Mayor Daniels called the recessed meeting to order at 4:10 pm-Mayor Daniels informed the Board of a meeting he had with the other municipality mayors and officials from Dare County regarding the re-evaluation of properties that Dare County is considering doing. He pointed out that even if they reduce the amount of the value

Consensus of the Board was to go over the budget line by line. Revenues were discussed and Mrs. Twiddy explained the ad valorem taxes and the percentages of the other revenues. Governing Boards budget included a \$50.00 a month raise for Board members and they would like to strike that; also a \$50.00 raise for the Planning Board was included in the budget and they would like to take that out of the budget also. Total salary was discussed for all employees and it was 1.3 million; a 3% COLA was included in the budget which amounted to \$39,000. There is nothing in place for raises. The Board also discussed the Christmas bonus that was included in the budget. The Board asked about the Public Relations position and Mr. Skinner commented that it was designed to be contractual and that it evolved into something else. The Board asked the Town Manager, Finance Officer and Town Clerk to leave the meeting while they discussed the 3% COLA. The Board would like to change the 3% COLA to 2% of the total salary divided by 30 employees; remove the Christmas bonus from the budget and come to the Board for this request at Christmas time. Per Diem was discussed and Mrs. Twiddy commented that staff is always reasonable in their charges and it has never been a problem. Legal fees were discussed and the Board discussed revisiting the request of the Board of Adjustment if they need an attorney. Other items discussed were public buildings; cleaning costs and the Board was informed that request for proposals have been advertised and we are waiting on bids.

The Board went over each department line item and the IT services in the Police Department went up because the phone system needs to be replaced and they also have contracted services to pay to be connected to the State computers. The Police department is requesting a new vehicle because the repair to one of them exceeds the value and is due for replacement. The Fire Protection Service was discussed. The Powell bill funds were reduced and we may not receive those funds as the State may withhold it.

Public Works was discussed and garbage disposal tipping fees were not increased but they have added \$1.00 surcharge per ton. Staff is working on generating more revenue. The Board would like to encourage recycling.

The 20 year plan was discussed and is used to help make Manteo pedestrian friendly. Stormwater was pulled together from all departments and put into once place. Commissioner Farrow would like the drain pipe at the old Buck's Seafood property moved to drain into the marsh near the Roanoke Marshes development. A lengthy discussion took place on this since the Town has been offered \$250,000 from NCDOT to develop a rain garden at the old Buck's Seafood property and any changes to the plan will void the offer. The project would not handle all the stormwater draining into the canal and the Board would like the overflow to be directed to the marsh. Mayor Daniels commented that he would contact the engineer to see if the overflow could go to the marsh and what that cost would be. There is no funding included in the budget for engineering the change and it was discussed putting the money in a budget amendment for engineering and if not used return it to fund balance. The Board would like staff to inform Mrs. Trebisacci that the \$45,000 in the budget for stormwater is encumbered. Other items discussed were grade changes, pumping the overflow and the need for a legal opinion on NCDOT liability. Dredging of that canal was discussed and it can not be done until November because of state regulations and we would need to get permission from the property owners to do it.

The Special events committee reduced their budget this year and has cut back on the Christmas celebration. The Dock fund was discussed and it is in good shape and Mrs. Twiddy recommended that the Board have something set aside every year to start a capitol improvement fund since the docks will need to be maintained. The Cemetery fund is using no fund balance.

The water and sewer budget was discussed and not sure if the increase will generate revenue and Mrs. Twiddy commented that the 15% rate increase will be enough; we have collected 64% of revenue but we have not billed the quarterly billing and it will not be done until June 15. We have included a \$400,000 loan from the general fund and will not use unless we need it. Debt service was discussed and we are still paying on the old plant that is not longer there. Water sale is less than actual used; the leak repairs on Sir Walter Raleigh will be repaired and hopefully this will help and we are aggressively changing out meters that are over 1 million gallons. Cleaning of the plant building was discussed and the Board asked to have staff clean the water plant and Mrs. Twiddy commented that this has been done in the past but since we lease out the lab it has to meet certain state standards.

MOTION: Commissioner seconded by Commissioner to recess at 7:15 pm until June 17, 2009 at 4 pm was approved by the following vote: Ayes: Commissioners Collins, Fry, Burke, Farrow, Walker, and Creef Noes: None. Absent: none.

This the 11th day of June 2009

ATTEST:

Mayor Jamie Daniels

Town Clerk Becky Breiholz