

## MINUTES

The Town of Manteo Board of Commissioners held their Regular session in the Manteo Town Hall meeting room, July 2<sup>nd</sup> 2008 at 7:30 p.m.

The following members were present:

- Mayor Jamie Daniels
- Commissioner David Farrow
- Commissioner Edward Etheridge
- Commissioner Richie Burke
- Commissioner Darrell Collins
- Commissioner Hannon Fry
- Commissioner H.A. Creef, Jr.

The following member(s) were absent:

Also present at the meeting were:

- Town Manager-Kermit Skinner
- Town Clerk-Becky Breiholz
- Town Attorney, Daniel Khoury
- Finance Officer Shannon Twiddy
- Planner Erin Trebisacci

Mayor Daniels called the Regular meeting to order at 7:38 p.m. with a moment of silence followed by the Pledge of Allegiance.

**SUBJECT:** Adoption of Agenda as presented or amended- amend agenda to add item A under Town Manager's agenda a budget amendment and add a closed session NCGS 143.318. 11 (a) (5) acquisition of real property.

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

**SUBJECT:** Adoption of the items on the Consent Agenda-

**MOTION:** Commissioner Farrow seconded by Commissioner Fry to adopt the consent agenda as presented was approved by the following vote: Ayes: Commissioners Farrow, Fry, Creef, Etheridge, Burke, Collins. Noes: None. Absent: none.

**SUBJECT:** Approval of minutes Recessed meeting May 30<sup>th</sup>, 2008 budget workshop

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

**SUBJECT:** Approval of minutes regular Meetings of June 4, 2008 with CD recording.

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

**SUBJECT:** Approval of minutes recessed workshop meeting of June 11, 2008 with CD recording

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

#### PUBLIC COMMENTS

Jennifer Frost would like a report or evaluation by the Dare Day committee or an evaluation from the Town's point of view of how Dare Days went within a couple of days.

#### (TOWN MANAGER AGENDA)

**SUBJECT:** Budget amendment #1-this amendment would be used to replace six Variable Speed Drives at the Waste Water Treatment Plant. The repairs were identified as critical in the presentation done by Leo Green of Green Engineering in March 2008.

**MOTION:** Commissioner Creef seconded by Commissioner Farrow to approve budget amendment #1 as presented was approved by the following vote: Ayes: Commissioners Farrow, Fry, Creef, Etheridge, Burke, Collins. Noes: None. Absent: none.

#### (PLANNER'S AGENDA)

**SUBJECT:** Marshes Light Dock Masters shed Marshes Light is proposing a Dock Master's shed on the south side of the marina. The structure will be 8' by 12'. The building will not be heated space and therefore will be built on grade. Marshes light anticipates using this space for marina supervision and retail sales of ice beverages and other necessities. It also allow for a supervisor to be onsite for the operation of the required sewage pump out facilities. The proposed ships store will be built in the future to offer restrooms, showers and laundry facilities to the marina. During the PARC review the committee noted that the artists rendering appears to have the correct roof pitch of 9/12 but that it is not properly noted in the building plans. The Planning and Zoning Board recommends approval with the following condition:

1. The roof shall have a minimum pitch of 9/12 and that note shall be reflected in the building plans.

Commissioner Creef commented that it needs to be marked down that it will be unheated space. Chairman Parker commented that he knows the Board knows how much time was spent on the Marshes Light project and informed the Board that he knows they have had a lot of concerns about this development and some of the goals seemed to be diverted and he is happy to report that the goals seem to be converging once again. Mr. Parker wanted the Board to have the opportunity to meet two people that the Planning Board worked with from Bodie Noel and listened to our concerns and responded to them: "Doug Anderson and Mayo Bodie". Mr. Bodie is the chairman of the corporation and wants to assure the Board that the goals of the city and Bodie Noel are the same. Mr. Noel commented "one thing I have always tried to do is get along with people and when a project was finished they be as pleased as we are". "We have always been concerned with quality," and he promises the Board that it will be a tremendous asset to the Town of Manteo and gives us his word on it; and the main thing they want is a good relationship and knows that at times there will issues that come up and wants to work with the Town to resolve these and he guarantees that it will be a quality project to be proud of.

**MOTION:** Commissioner Fry seconded by Commissioner Farrow to approve the dock master shed with the roof minimum pitch of 9/12 was approved by the following vote: Ayes: Commissioners Farrow, Fry, Creef, Etheridge, Burke, Collins. Noes: None. Absent: none.

**SUBJECT:** Marshes Light Marina re-configuration Following the Public Hearing for Marshes Light on the 5<sup>th</sup>, staff has met with the Principals involved in Marshes Light and has been able to agree upon a marina configuration. The marina will still contain a breakwater; however it will be incorporated into the existing pier. There will be no commercial boats in the marina and they have added two kayak launches available for public use along the boardwalk. The docks do not extend any further into the bay than on the original plan. There was a note on the plan about the fuels pumps and they are not asking for the fuel pumps at this time but would like to keep that option open in the future. The Planning Board recommended approval with the following notes:

1. The gravel parking lot is grand-fathered and shall remain graveled this shall be added as a note on the plan.
2. The approved plan was for 188 slips and this amended plan shows only 158 slips but this plan does not preclude the applicant from providing the 30 additional slips subject to the Towns approval of location and configuration

Mrs. Trebisacci commented that since this is a change to their conditional use permit a public hearing will need to be held.

**MOTION:** Commissioner Creef seconded by Commissioner Fry to hold a public hearing at the mid month meeting, July 16<sup>th</sup> was approved by the following vote: Ayes: Commissioners Farrow, Fry, Creef, Etheridge, Burke, Collins. Noes: None. Absent: none.

**SUBJECT:** Roanoke Island Senior Center the Planning and Zoning Board reviewed the Senior Center plans in March of this year. The County resubmitted the plans after enlarging the footprint of the building and making some adjustments to the driveway configuration. The

County is proposing a 12,390 square foot one story building on the site of the Dare County Government Center. The building will contain a number of different uses including meeting rooms and a stage. There will be an additional parking area containing 16 parking spaces. There will be a covered drop off area on the north side of the building. The Planning and Zoning Board recommends approval with the following conditions:

1. Internal Pedestrian walkways must be of a different surface and shall be reflected on the site plan.
2. Lot coverage must be calculated and the Senior Center must be shown on an overview plan reflecting the entire property and all other uses.

Commissioner Creef asked about transportation for senior citizens; John Delucia with Albemarle Engineering and they are happy to present the senior and community center to the Board, "it is not just for seniors it is for everybody." Mr. Delucia commented that the drop off facility on the north side will be able to be used by the Dare County Transportation vans, the meals on wheels program and meals program will be moved from the church to the center and will be similar to the senior center at Kill Devil Hills. The facility will have weight and fitness rooms, game rooms, area for meals, area for stage productions similar to what is being done at the senior center in Kill Devil Hills. Commissioner Farrow asked if the name of the building was going to be the senior citizen center or community center. Mr. Delucia commented that they are calling it the Roanoke Island Senior Community Center and is intended to be used for all citizens. Commissioner Farrow commented the one on the beach is for senior citizens and he thought that was what this one was going to be and that when it started out it was supposed to be a senior citizen center; and it shouldn't be called a senior citizen center if it is a general public center. Mr. Delucia commented that it has been modeled after the senior citizen center that is in Kill Devil Hills and does not know how it is going to be run. Commissioner Etheridge commented that he agrees with Commissioner Farrow.

**MOTION:** Commissioner Etheridge seconded by Commissioner Collins to approve the site plan with the Planner's recommendation 1) Internal Pedestrian walkways must be of a different surface and shall be reflected on the site plan; 2) Lot coverage must be calculated and the Senior Center must be shown on an overview was approved by the following vote: Ayes: Commissioners Farrow, Fry, Creef, Etheridge, Burke, Collins. Noes: None. Absent: none.

#### OLD BUSINESS:

Report Collins Park – Commissioner Collins commented we are awaiting the commitment letter from the Outer Banks Tourist Bureau for the grant we received for the purchase of display cases; he talked with Brian MacDonald owner of Outer Banks Heating and Air about donating a heating and air system. The NCDOT grant for the roundabout and Richard Etheridge statute is moving along.

Report Cemetery Committee- is now Commissioner Etheridge and they did not meet this month.

## MAYOR AGENDA

**SUBJECT:** Stormwater Committee report-the meeting held this month one item discussed was educating people about storm drains. Mrs. Trebisacci will be meeting with members of the Coastal Federation, the Coastal Studies Institute and Dare County Sewer and Water conservationist and they are hoping to develop a pamphlet or seminar educating the general public about the importance of keep things out of the storm drains, importance of treating storm water on the lot, picking up after there dogs. They are working to get something on Channel 20 and working to have a link on the website that can be accessed about water quality.

**SUBJECT:** Discussion of Memorial benches/Donations-This has been discussed at several meetings and has come about by someone wanting to donate a memorial bench with a plaque and we have no policy for this and it could get complicated with people wanting to place stipulations on their gifts. Town Clerk Becky Breiholz worked on a policy that they could donate money to special events 4<sup>th</sup> of July and Christmas celebration and we would recognize them in the program. Commissioner Etheridge commented if they want to give a bench to the Town let them but they shouldn't have the family names on it and sees nothing wrong with them giving donations to help with the fireworks and their name being in the program. Commissioner Collins would like to add other special events or projects not just the 4<sup>th</sup> of July or Christmas. Commissioner Fry commented if someone wanted to donate money to buy a slide for children's program we could have a little name tag as being donated by. Commissioner Farrow commented that during the replica of the lighthouse construction it was discussed that a monument be put up and if they donated \$1,000 they would get their name up there as a lighthouse keeper, if they donated \$500 would be assistant keeper and so on but for some reason it fell through and the money raised would have gone to the maintenance and upkeep of the lighthouse. Commissioner Fry commented you could put a brick walkway from the boathouse to the docks with people's names in the brick. Mayor Daniels commented it is not that we are looking to raise money for the Town but a way for people who want to give a gift to the Town in remembrance of someone. Commissioner Etheridge commented that we do not want the waterfront cluttered up with monuments. This will be discussed at the workshop.

## COMMISSIONER'S AGENDA

Commissioner Creef commented he wanted to have a closed session.

Commissioner Farrow-wanted to thank staff and manager on the good job at the Buck Seafood and asked if Mr. Skinner contacted NCDOT about dredging the canal. Mr. Skinner commented he has asked DOT but has not heard anything back. Commissioner Farrow would like this added to old business. Mrs. Trebisacci commented that Clean Water Management Trust Fund has some money available for innovative storm water projects and she was in the process and is working with Coastal Federation and is planning on having a report at the mid month meeting asking for permission to apply for the grant and explain any matching funds that might be required.

Commissioner Fry asked if staff has contacted NCDOT about aligning Uppowoc Street with Bowsertown Road and Mrs. Trebisacci commented that she has contacted Jerry Jennings with NCDOT but has not heard back, she will write a letter and copy the board. The mouth of the canal behind Bucks was discussed and it needs to be dredged out. Mrs. Trebisacci commented that a lot of that can be contributed to the stormwater outfall that is there.

Commissioner Collins commented he has received complaints about the Laundromat at Star Valu and the terrible condition it is in; the terrible condition of the machines; and some of the machines do not work and it takes their money; and does not know what we can do about it. Mr. Skinner commented that we probably can't do anything regulatory but we certainly can write a letter sharing the concerns of the community. Commissioner Etheridge thinks something needs to be done about the Laundromat possibly close them down and Mr. Skinner commented that he would send the building inspector there to check it out.

Commissioner Etheridge commented that where they fixed the storm drain on Croatan on the other side of street there is a hole beginning there.

**MOTION:** Commissioner Creef seconded by Commissioner Collins to enter into a closed session NCGS 143.318.11 (a) (2) attorney client privilege was approved by the following vote: Ayes: Commissioners Farrow, Fry, Creef, Etheridge, Burke, Collins. Noes: None. Absent: none

Discussion of Contract and Memorandum of Understanding with Roanoke Island Festival Park.

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

**MOTION:** Commissioner Fry seconded by Commissioner Creef to have Town Attorney Daniel Khoury write a letter to Scott Stroh with Roanoke Island Festival Park to provide the Town with information that was previously requested by July 15<sup>th</sup>, 2008 and to contact the N.C. Department of Cultural Resources to arrange a meeting to discuss other options was approved by the following vote: Ayes: Commissioners Farrow, Fry, Creef, Etheridge, Burke, Collins. Noes: None. Absent: none

**MOTION:** Commissioner Burke seconded by Commissioner Collins to enter into a closed session NCGS 143.318.11 (a) 3 purchase of real property was approved by the following vote: Ayes: Commissioners Farrow, Fry, Creef, Etheridge, Burke, Collins. Noes: None. Absent: none

Purchase of real property-The Town owns 50% of the Davis lot and the Board discussed the possibility of trying to purchase the other 50%.

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

Commissioner Fry would like to cancel the Board's August meeting unless there is an emergency.

**MOTION:** Commissioner Fry seconded by Commissioner Collins to cancel the meeting in August was approved by the following vote: Ayes: Commissioners Farrow, Fry, Creef, Etheridge, Burke, Collins. Noes: None. Absent: none

There being no further business to come before the Board or other persons to be heard a motion by Commissioner Etheridge seconded by Commissioner Collins the meeting was recessed at 9:35 pm until 4pm Wednesday July 16<sup>th</sup> was approved by the following vote: Ayes: Commissioner Farrow, Fry, Burke, Etheridge, Creef, Collins. Noes: None. Absent: none.

This the 2<sup>nd</sup> day of July 2008.

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Jamie Daniels, Mayor

ATTEST:

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Town Clerk Becky Breiholz