

MINUTES

The Town of Manteo Board of Commissioners held their Regular session in the Manteo Town Hall meeting room, February 2, 2005 at 7:30 p.m.

The following members were present: Mayor John Wilson, IV
Commissioner Dellerva Collins
Commissioner Lee Tugwell
Commissioner David Farrow
Commissioner Edward Etheridge
Commissioner H.A. Creef, Jr.

The following member(s) were absent: Commissioner Larry Belli

Also present at the meeting were: Town Manager-Kermit Skinner
Finance Officer- Shannon Twiddy
Town Clerk-Becky Breiholz
Planner- Erin Burke
Building Inspector- Fred Featherstone
Planning Chair-Bill Parker

Mayor Wilson called the meeting to order at 7:35 p.m. followed by the Pledge of Allegiance.

SUBJECT: Adoption of Agenda as presented or amended.

MOTION: Commissioner Collins seconded by Commissioner Farrow to adopt the agenda as presented was approved by the following vote: Ayes: Commissioners Farrow, Etheridge, Tugwell, Collins and Creef. Noes: None. Absent: Commissioner Belli

SUBJECT: Adoption of the items on the Consent Agenda

MOTION: Commissioner Farrow seconded by Commissioner Etheridge to approve the Consent Agenda as presented was approved by the following vote: Ayes: Commissioners Farrow, Etheridge, Tugwell, Collins and Creef. Noes: None. Absent: Commissioner Belli

SUBJECT: Approval of Minutes from January 5, 2005

MOTION: Commissioner Farrow seconded by Commissioner Etheridge to approve the minutes of January 5, 2005 as presented was approved by the following vote: Ayes: Commissioners Farrow, Etheridge, Tugwell, Collins and Creef. Noes: None. Absent: Commissioner Belli

SUBJECT: Approval of Minutes from recessed workshop January 12, 2005

MOTION: Commissioner Farrow seconded by Commissioner Etheridge to approve

the January 12, 2005 minutes as presented was approved by the following vote: Ayes: Commissioners Farrow, Etheridge, Tugwell, Collins and Creef. Noes: None. Absent: Commissioner Belli

SUBJECT: Approval of Minutes from recessed workshop January 13, 2005

MOTION: Commissioner Farrow seconded by Commissioner Etheridge to approve the January 13, 2005 minutes as presented was approved by the following vote: Ayes: Commissioners Farrow, Etheridge, Tugwell, Collins and Creef. Noes: None. Absent: Commissioner Belli

SUBJECT: Approval of Budget Amendment #8 correction in spread sheet formula

MOTION: Commissioner Farrow seconded by Commissioner Etheridge to approve Budget amendment #8 was approved by the following vote: Ayes: Commissioners Farrow, Etheridge, Tugwell, Collins and Creef. Noes: None. Absent: Commissioner Belli

SUBJECT: Approval of dues and subscription NC Police Executives Association \$25.00

MOTION: Commissioner Farrow seconded by Commissioner Etheridge to approve dues and subscription NC Police Executives Association \$25.00 was approved by the following vote: Ayes: Commissioners Farrow, Etheridge, Tugwell, Collins and Creef. Noes: None. Absent: Commissioner Belli

SUBJECT: Approval of dues and subscription Association of Chief of Police

MOTION: Commissioner Farrow seconded by Commissioner Etheridge to approve dues and subscription Association of Chief of Police \$100.00 was approved by the following vote: Ayes: Commissioners Farrow, Etheridge, Tugwell, Collins and Creef. Noes: None. Absent: Commissioner Belli

SUBJECT: Approval of dues and subscription National Arbor Day Foundation \$15.00

MOTION: Commissioner Farrow seconded by Commissioner Etheridge to approve dues and subscription National Arbor Day Foundation \$15.00 was approved by the following vote: Ayes: Commissioners Farrow, Etheridge, Tugwell, Collins and Creef. Noes: None. Absent: Commissioner Belli

PUBLIC COMMENTS – None

(TOWN MANAGER AGENDA)

SUBJECT: Discussion and consideration of site plan revision to the Master Plan for Pirates Cove. This plan is being submitted because of a change in the number and type of units to be placed in what is currently called the Marina Town Homes. There were 14 town homes with 3,360 GPD previously proposed. On the new plan these units will be

called Marina Condominiums. The number of condominiums is to be 30 and would have a GPD 7,200. The number of units agreed to is 627 total in Pirate's Cove. The number as of the last master plan is 581, and the new plan will increase this number to 597. The Planning and Zoning Board and Staff recommend approval; Mayor Wilson called attention to Planning Staff the fact that the monthly development summary for Pirates Cove will need to be amended to reflect this action if it passes and the Sales Center addition needs to reflect an additional use of gallons per day.

MOTION: Commissioner Tugwell seconded by Commissioner Collins to approve the amended Pirates Cove Master Plan PUD as presented was approved by the following vote: Ayes: Commissioners Farrow, Etheridge, Tugwell, Collins and Creef. Noes: None. Absent: Commissioner Belli

SUBJECT: Explanation of cost of Bowsertown Lift Station/other projects-Below is information that was supplied to the Board in their package. Reports from Water Superintendent Butch Luke: Additional information was received today, and Mayor Wilson suggested that Commissioner Lee Tugwell, Shannon Twiddy, Butch Luke and he meet with the Manager in the conference room sometime in the next week to try to make a recommendation to the Board at next weeks meeting or at the March meeting. Mayor Wilson commended Ms. Twiddy on her effort getting this information.

BOWSERTOWN ROAD PUMP STATION

We transmitted a PDF file containing sketches of three (3) pump station scenarios that we evaluated for the Bowsertown Road pump station retro-fit. We also attached a photograph showing the components of that existing system. I trust that the descriptions on each of the scenarios will help the BOC to better understand the situation. Also, is additional information required on the flow to this station. You will recall that information was provided in my January 12th letter to you.

I & I STUDY

We had a target date of this Wednesday (January 26th) for delivery of the I & I DRAFT REPORT. Since we are coordinating the location of all of the town sewer system components in this Report with the as-built survey that we are presently completing, we have discovered a couple of areas that need some additional tweaking. You will have this DRAFT REPORT by your February 2nd BOC meeting.

SHALLOWBAG BAY DREDGING

We have received from the State the proposed dredging locations in Shallowbag Bay. It appears that there definitely will be a conflict between the locations of the Town's effluent force main with the Side Channel #3 location shown on the proposed dredging maps prepared by the Corp of Engineers. In order for us to establish the exact degree of conflict we have requested some additional coordinates from the COE. Also, to better describe this location to you and the BOC we will need for you to have the folks at the County send us disc of the following Ortho Tiles: 988020.TIF, 989017.TIF, and

989013.TIF. These tiles show the majority of Shallowbag Bay between downtown and Pirates Cove which we do not have.

UTILITY AS-BUILT SURVEY

We are very close to completing this work and transferring it into the Town's GIS format. Hopefully we will be able to get a draft of this Report to you sometime next week.

SUBJECT: Discussion and consideration of moving the Drinkwater weather tower to the waterfront. Booth Weather Tower- estimates for moving the weather tower to the waterfront from Fred Featherstone: Construction Engineering re inspection \$510.00; Footing design \$1020.00; Kitty Hawk Iron and Steel Crane per trip minimum \$300.00; One iron worker \$50.00 per hour including travel time; I estimate \$700.00 to take the tower down and load and an additional \$700.00 to unload and install the tower at the waterfront; Renaissance Construction Co. install footings \$5376.00, this may change after the footings are designed. Additional information was received today from NCDOT regarding the cost to blast and repaint and that estimate was \$4,000. It was suggested not having it painted by NCDOT but to just move it to the waterfront Consensus of the Board was for staff to proceed with moving the weather tower while trying to see if they can get a lower price on some of the items and not to exceed the prices already received..

MOTION: Commissioner Farrow seconded by Commissioner Tugwell to have Shannon prepare a budget amendment and Town Manager Mr. Skinner to move forward with the work of moving the tower was approved by the following vote: Ayes: Commissioners Farrow, Etheridge, Tugwell, Collins and Creef. Noes: None. Absent: Commissioner Belli

SUBJECT: Town Manager report with Department Head reports will be on file for one year.

SUBJECT: Report Town Attorney-pending projects- Mr. Khoury was able to write a clean annual audit report; he has prepared and gave a new contract to the Fire Department and waiting to hear back from them. The Board would like to review the contract and Mr. Khoury commented that he could have the draft contract given to them at next week's meeting; he has also drafted easements for sidewalk work on Fernando Street.

(OLD BUSINESS)

SUBJECT: Report Cemetery Project- A survey and full size plats of the new part of the cemetery has been done and the only change that would need to be made is if the Board decides to put in a wall receptacle for cremated ashes. Mr. Skinner has been in contact with the vendor of those boxes but they do not do installation so he is waiting on a price from a local contractor. Mayor Wilson commented he was asked by the Cemetery Committee, if he would sketch something appropriate for the section of property that is the oldest part of the cemetery that was set aside for some kind of cemetery gazebo/temple/structure and that area remains in the cemetery today. Mayor Wilson passed around examples of gazebo/temples that could be placed in that area; the first one

which he sketched is about 20 feet square and built of brick on a concrete base with a wood or metal shingle roof, the second page shows the floor plan, the third page shows the location in the area set aside with a walkway going to the street with a crucifix and the 4th page shows some brick work that could be added to that to cause the entrance of the cemetery to look more like a cemetery entrance; the other example is a round dome classical temple made of limestone that comes in pieces and can be assembled by a brick mason and is approximately 12 feet across. Mayor Wilson suggested that if the Board likes either one of those or has another idea we would need authorization to proceed to apply for the Percy and Lib Meekins Trust for the money to cause it to happen after we secure prices. The Board discussed placing an archway at the entrance identifying it as a cemetery; Commissioner Farrow commented that staff is pricing an archway.

MOTION: Commissioner Farrow seconded by Commissioner Collins to authorize Town to apply for a grant application for funds and secure prices for the temple with the crucifix was approved by the following vote: Ayes: Commissioners Farrow, Etheridge, Tugwell, Collins and Creef. Noes: None. Absent: Commissioner Belli

SUBJECT: Report Sidewalks – discussed during attorney’s report

SUBJECT: Report Arborist- in the Manager’s report

SUBJECT: Report Regional Transportation Plan and Way- nothing to report

SUBJECT: Report Facility Fee Study- presentation next Wednesday.

SUBJECT: Report Wireless internet- is progressing

SUBJECT: Report Special Events – Working on the 4th of July.

SUBJECT: Report relining waste water pipes-which also ties into Inflow and Infiltration grant report. We are still awaiting the completed Inflow and Infiltration study from Green Engineering but the Board may want to consider going ahead and do slip lining of Uppowoc before tourist season. In Mr. Luke’s report he stated the material to raise the two manholes on Devon closest to the highway has been ordered. Those manholes have been rehabbed to stop the infiltration which was causing them to settle. I anticipate them to be completed within the next thirty days, depending on the weather. The cost per foot for re-lining 8 inch collection pipe currently is \$27.90. The price for manhole rehabilitation is \$178.00 per vertical foot. In our current budget we have monies available which would allow for approximately 3000 linear feet of pipe to be re-lined. I think the next streets to rehab would be Uppowoc and Fernando but am waiting for the engineer’s report of their I / I study before making such recommendations. The draft I&I study was received this afternoon but staff has not had a chance to review and make a recommendation. The Board would like a recommendation by next weeks meeting if not then one by the March meeting. Some of the repairs are already in the budget and the Board had no objections for the Town Manager to proceed with whatever needs to be repaired. Mayor Wilson commented that once he receives a recommendation he will call the Commissioners to see if that is okay with them if not they will bring it back to the Board.

SUBJECT: Report Cartwright Park-letter received from artist having a difficult time finding copies of some of the photographs.

SUBJECT: Report meet with Pirates Cove Residents-Commissioner Tugwell was to set up a meeting but has not yet done so but will let the Board know when he has something set up.

SUBJECT: Report on grants: CAMA waterfront grant Boardwalk Replacement; Rural Center- Replacement and stabilization of Waterfront Rip Rap; Rural Center-Waste Water Inflow and Infiltration Study; Clean Water Trust Fund Grant; Tourist Bureau grant-Boat ramp enhancement-work on schedule.

NEW BUSINESS

SUBJECT: Discussion of the Midway Flyover-The flyover is back in the NCDOT TIP plan. This Board has been opposing the flyover since 1996 and would like the Manager to send a letter to the NCDOT representative to restate position against a flyover; requesting a right in right out access from new courthouse to bridge road; speed limit reduction to 45 mph, a right merge pull off lane from the mainland to Wanchese and a right pull off merge lane from Manteo to the mainland which will help to reduce the numbers of cars in the intersection.

MOTION: Commissioner Collins seconded by Commissioner Farrow to authorize Town Manager to write a letter to NCDOT representative with the above requests was approved by the following vote: Ayes: Commissioners Farrow, Etheridge, Tugwell, Collins and Creef. Noes: None. Absent: Commissioner Belli

COMMISSIONERS' AGENDA

Commissioner Tugwell asked when the budget workshop date in February is, it has not been determined.

Commissioner Etheridge-read a letter addressed to the BOC from Mr. and Mrs. Franklin who live on Scarborough Creek Drive. Their letter objected to the name of the bar and grill; the Bearded Clam at Shallowbag Bay Club in Manteo, stating that it was a slang name for female genitalia; (enclosed in the letter was a copy of the ad in the Outer Banks Sentinel) The writers of the letters wanted the Commissioner's to persuade the owners to change the name. Commissioner Creef commented he received two letters and suggested that possibly group of citizens write letters to the owners and does not think the Town should get involved. Commissioner Etheridge suggested that the Town Manager write a letter the owner asking them to consider changing the name. Town Attorney Daniel Khoury suggested he knows the owners of the business and that the Board authorize him to meet with them and ask them to give consideration changing the name. Consensus of the Board was for the Town Attorney to first talk to the owners.

MOTION: Commissioner Etheridge seconded by Commissioner Farrow to have the Town Manager write a letter **MOTION WITHDRAWN**

A motion by Commissioner Creef seconded by Commissioner Collins the meeting was recessed at 8:45 pm until Wednesday, February 9, 2005 at 3 p.m. was approved by the following vote: Ayes: Commissioner Tugwell, Collins, Farrow, Etheridge, and Creef. Noes: None. Absent: Commissioner Belli

This 2nd day of February 2005.

Mayor John Wilson

ATTEST:

Town Clerk Becky Breiholz