

## MINUTES

The Town of Manteo Board of Commissioners held their Regular session in the Manteo Town Hall meeting room, June 2, 2004 at 7:30 p.m.

The following members were present:

- Mayor John Wilson, IV
- Commissioner Lee Tugwell
- Commissioner Dellerva Collins
- Commissioner David Farrow
- Commissioner Edward Etheridge
- Commissioner H.A. Creef, Jr.
- 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
- Attorney Terry Frank

Mayor Wilson called the meeting to order at 7:30 P.M. followed by the Pledge of Allegiance

Town Attorney Daniel Khoury was absent from the meeting and in his place was associate Terry Frank.

**SUBJECT:** Adoption of Agenda as presented or amended.

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

**SUBJECT:** Adoption of the items on the Consent Agenda – Town Manager Kermit Skinner would like to remove item E1 Dues and Subscription for the International City County/Management Association to bring back to the Board for consideration at a later date. Commissioner Tugwell would like to add handout that amends pages to the Personnel Policy.

**MOTION:** Commissioner Tugwell seconded by Commissioner Creef to approve the Consent Agenda as amended removing Item E1 IIMC from dues and subscriptions and adding the handout of the three changed sheets of the Personnel Policy was approved by the following vote: Ayes: Commissioners Farrow, Etheridge, Collins, Belli, Tugwell, and Creef. Noes: None. Absent: None

**MOTION:** Commissioner Tugwell seconded by Commissioner Creef to approve the minutes of the regular meeting May 5, 2004 was approved by the following vote: Ayes: Commissioners Farrow, Etheridge, Collins, Belli, Tugwell and Creef. Noes: None. Absent: None

**MOTION:** Commissioner Tugwell seconded by Commissioner Creef to approve the minutes of the recessed meeting of May 12, 2004 was approved by the following vote: Ayes: Commissioners Farrow, Etheridge, Collins, Belli, Tugwell and Creef. Noes: None. Absent: None

**MOTION:** Commissioner Tugwell seconded by Commissioner Creef to approve the minutes of the recessed meeting of May 20, 2004 was approved by the following vote: Ayes: Commissioners Farrow, Etheridge, Collins, Belli, Tugwell and Creef. Noes: None. Absent: None

**MOTION:** Commissioner Tugwell seconded by Commissioner Creef to approve the Personnel Policy as amended was approved by the following vote: Ayes: Commissioners Farrow, Etheridge, Collins, Belli, Tugwell and Creef. Noes: None. Absent: None

**MOTION:** Commissioner Tugwell seconded by Commissioner Creef to approve the dues and subscription to the NC League of Municipalities was approved by the following vote: Ayes: Commissioners Farrow, Etheridge, Collins, Belli, Tugwell and Creef. Noes: None. Absent: None

**PUBLIC COMMENTS** - None. Several members from the audience would like to speak during a specific agenda item were: Martha Wicker-First Friday; Pat Morrissey-First Friday; Sybil Ross First Friday.

Mayor Wilson welcomed two members of the School Board Nick Nuzzi and Tom Mahr.

(NEW BUSINESS)

**SUBJECT:** Request from First Friday's in Manteo Coordinating Committee for funds. First Friday's was initiated by Outer Banks Hotline to encourage businesses during the early months of the year for Hotline's recycled weaving project, Endless Possibilities. First Friday's feature live bands, rock climbing wall, live radio broadcast, sailing demonstrations and business sponsored hospitality in most participating businesses. Each month the festival grows as businesses see the potential of keeping their doors open to enhance the experience. First Friday's is currently managed by Laura Martier, Projects Coordinator for Outer Banks Hotline and co chair Martha Wickre with help from several business owners and staff. Presently there is no budget for the event and money is needed to secure entertainment for each event, promotional materials, etc. They are requesting that the Town contribute funds to help continue this experience and donate \$3600 which would guarantee live entertainment in various locations throughout the town for the next fiscal year July 2004-05.

Martha Wickre –Manteo-co chair of First Fridays gave the Board handouts and gave the Board an overview of the programs and partnerships.

Pat Morrissey-RIBA president commented that they have worked on a new marketing plan "Destination Roanoke Island," and RIBA is supporting First Fridays and asking the Board to support this event also. It has been so successful and does not see why it can not expand.

Commissioner Larry Belli asked what RIBA was contributing and if they have contacted the Outer Banks Visitor Bureau. Ms. Morrissey commented that RIBA is doing the marketing and she has contacted the Visitor Bureau about possible funding. Commissioner Farrow asked what the benefit the Town of Manteo taxpayers would get from this. Ms. Morrissey commented that this helps a thriving economic development downtown, RIBA is concerned about our community and this contributes to a healthy community and it is not about businesses making more money.

Sybil Ross-Manteo and Special Events Committee commented that some other places in North Carolina have started First Friday. Her experience with First Friday has been extraordinary and people come from other parts of Dare County and people are discovering Manteo. Ms. Ross hopes

that it is able to grow in the future and hopes the Board will consider this request. Commissioner Tugwell commented that he has a fiscal responsibility to the Town and he supports First Friday but he does not support spending public money and that the Town has contributed significantly to the downtown waterfront enhancement and has done much to support businesses and he has a hard time spending public money without a budget. Commissioner Etheridge commented maybe the Town should forget about the 4<sup>th</sup> of July fireworks and give the money to First Fridays and Dare Days. Commissioner Belli commented that Hotline should be commended for their effort and is in favor of the event. He commented that on their request in the handouts they are asking for \$1400 extra and he is challenging RIBA to raise those funds.

**MOTION:** Commissioner Etheridge seconded by Commissioner Creef to approve \$3600.00 to pay for entertainment for First Fridays was approved by the following vote: Ayes: Commissioners Etheridge, Collins, Belli, and Creef. Noes: Commissioner Tugwell and Farrow. Absent: None

(TOWN MANAGER AGENDA)

**SUBJECT:** Discussion and consideration of conditional use permit for modular classrooms from Dare County Board of Education. Chairman Parker presented the request and reviewed the following conditions that the Planning Board approved at their May 11, 2004 meeting:

**MANTEO MIDDLE SCHOOL** Planning Board recommended approval to the BOC of the conditional use permit for two (2) modular classrooms at the Manteo Middle School for one (1) year

**MANTEO ELEMENTARY SCHOOL** Planning Board recommended approval to the BOC of the conditional use permit for three (3) modular classrooms at the Manteo Elementary School for one (1) year with following conditions: that all buffers depicted on the most recently approved site plan be installed except where it interferes with new construction and that the buffer on US64 damaged in the hurricane be replaced

**MANTEO HIGH SCHOOL** Planning Board recommended to the BOC approval of the conditional use permit for 8 modular classrooms for one (1) year at the Manteo High School with the following conditions: opaque buffer be added on Wingina and Scuppernong and around Lydia Tillets property as required by the ordinance; number of parking permits issued be no more than approved paved marked spaces; the BOC be provided with number of approved paved parking spaces; No left turn allowed on Wingina be enforced as per the original agreement with proper NCDOT sign and provide to BOC the number of anticipated students; the gate be locked on Scuppernong except during special events

#### **ALL SCHOOLS**

**MOTION:** Planning Board recommended that the BOC require a performance bond for each school that requires that the modulares be removed on schedule

The Board discussed several of the conditions: no left turn on Wingina which will force everyone on the highway and the other keeping the gate closed on Scuppernong. Commissioner Tugwell commented that those conditions will just push more traffic onto the highway and he thought they were trying to connect back roads to help alleviate the congestion on the highway. Mayor Wilson

commented that the original agreement was more than no left turn on Wingina, when the high school was built the original conditional uses that the School Board agreed to which were to put the street in and the stoplight in so that all ingress and egress to the high school would be from the stoplight on the new street, Hariott Street, and there would be no turning in any direction on Wingina and it was going to be straight through. The Board also discussed the condition of the performance bond and consensus was to remove the condition of the performance bond. Commissioner Belli suggested delaying action until the Town Attorney can put the conditions in a format that can be recorded and signed by both parties. Mayor Wilson commented that the Regional Traffic committee can discuss the conditions of no left turn on Wingina and the gate on Scuppernong and possibly have a solution for the Board to consider at their July meeting.

**MOTION:** Commissioner Creef seconded by Commissioner Etheridge to delay action on the renewal of the conditional request for one month removing the condition requiring a performance bond; have the Regional Traffic Committee discuss options about the no left turn and have the Town Attorney put the conditional use permit in a format to be recorded and signed by both parties was approved by the following vote: Ayes: Commissioners Farrow, Etheridge, Collins, Tugwell, Belli and Creef. Noes: None. Absent: None.

5 minute recess at 8:30 pm

**SUBJECT:** Finance Officer-Cemetery Internment Fees-In a memo to the Board Finance Officer Ms. Twiddy stated that no internment fees have been received this fiscal year from the funeral home and is asking that the Board direct the Town Attorney to draft a letter to Twiford's Funeral Home stating that no one is to be buried in the Manteo Cemetery without collecting an internment fee of \$100.00 in advance to be remitted to the Town on a quarterly or monthly basis. The Board would like the Town Attorney to draft a codified ordinance that would require the funeral home to pay the \$100 internment fee before a grave is opened to include some type of penalty if the fee is not paid. Commissioner Tugwell suggested having a permit issued before they can open a grave. Commissioner Farrow would like the Town to drop what is owed by the families and start collecting from this point forward. Consensus of the Board is to have Town Attorney Daniel Khoury research and draft an ordinance that requires the funeral home to pay the internment fee and to include a penalty clause.

**SUBJECT:** N.C. Enhancement Grant Request Resolution 2004-07 for the Creef/Davis Boathouse-Staff has prepared a grant application for the addition of a covered porch on the Creef/Davis Boathouse. The grant amount is \$22,838.00 and the Town's match would be \$5,709.00.

**MOTION:** Commissioner Tugwell seconded by Commissioner Collins to approve Resolution 2004-07 NCDOT Enhancement Grant application was approved by the following vote: Ayes: Commissioners Farrow, Etheridge, Collins, Belli, Tugwell and Creef. Noes: None. Absent: None

**SUBJECT:** Town Manager report with Department Head reports will be on file for one year. The bulk of his reports are about on going projects which can be discussed under Old Business.

Mr. Skinner is asking for the Boards permission to apply for a \$10,000 grant under the Law Enforcement Block Grant Program, "we have gotten money from this pool before for IT expenses." He proposes to draft a grant for information technology specifically GIS, and propose to buy a wide

carriage plotter and software to produce graphics. It is a Law Enforcement Grant but other departments in the Town would be able to use the equipment.

**MOTION:** Commissioner Tugwell seconded by Commissioner Farrow to approve staff to pursue the grant was approved by the following vote: Ayes: Commissioners Farrow, Etheridge, Collins, Belli, Tugwell and Creef. Noes: None. Absent: None.

**SUBJECT:** Report Town Attorney-pending projects

(OLD BUSINESS)

**SUBJECT:** Report Washington Davis Creef Boat House. The construction is moving along.

**SUBJECT:** Report Lighthouse Project- several items still are left to be addressed: window sashes; the shutters were the wrong size and the front steps need to be replaced for the 4<sup>th</sup> time. The Fresnel Lens stand is being built in Wanchese and we have been promised a bell but do not know when it will be received.

**SUBJECT:** Report Cemetery Project-discussed earlier

**SUBJECT:** Report Sidewalks-nothing to report

**SUBJECT:** Report Midway intersection; roundabout vs. flyover; speed limit. The Regional Transportation Committee are meeting the second Wednesday of every month and Commissioner Farrow is representing the Board.

**SUBJECT:** Report Dredging- Commissioner Tugwell will contact John Sutherland about the secondary nursery and if it will impact our dredging. Mayor Wilson commented that June 10<sup>th</sup> is the deadline for a legislator to object to this ruling after which the rule will come into effect in August.

**SUBJECT:** Report Facility Fee Study-The Board received a letter from Tischler and Associates There has been a meeting scheduled June 9<sup>th</sup> at the Town Hall with Wooten Company.

**SUBJECT:** Report Special Events-Dare Days is Saturday.

**SUBJECT:** Report Pending Grants: CAMA Waterfront Boardwalk Replacement-waiting for a contractor

**SUBJECT:** Manteo Waterfront Shoreline Replacement of Rip Rap \$95,000; Director of CAMA will be here in two weeks to review the project.

**SUBJECT:** Manteo Sanitary Sewer Evaluation I&I Study \$40,000; it is on schedule.

**SUBJECT:** Clean Water Trust Fund Grant application-still meeting on this.

Mayor received a letter from Dare County to appoint a designee for media relations in an emergency event. Commissioner Tugwell commented that Chief D'Ambra has agreed to attend that meeting to see what it entails. Mayor Wilson stated that earlier today he appointed his designee as Lewis Hoffman.

## COMMISSIONERS' AGENDA

Commissioner Tugwell and Commissioner Creef met with Water and Sewer superintendent Butch Luke as requested by the Board for answer to some questions on maintenance of the water and sewer plant and budget requests. They discussed installing fail safe measures such as audible alarms, auto dialers, battery backups and Mr. Luke is going to bring them another proposal on the radio transmitted meters. Man hours to read meters takes an entire year and asked him to estimate cost savings by reading meters of Pirates Cove and commercial establishments and billing quarterly. They agreed to leave the money in the budget this year until a thorough analysis can be done. The Salty Dawg project was also discussed and the impact it will have and see if it can be sent directly to Bowsertown.

Commissioner Creef commented on the painting of the sidewalks and crosswalks downtown and it looks nice but at dusk they are not visible and would like a 3 inch white strip put on each side of the outboard sides so it will illuminate at dusk.

Commissioner Belli-commented he has received several complaints about trucks parking on Devon Street and would like to have the Board consider an ordinance to prohibit overnight large commercial trucks parking in residential and would like the Town Attorney to draft something for the Board to review next month at the workshop session.

A motion by Commissioner Tugwell seconded by Commissioner Farrow the meeting was RECESSED at 9:20 pm until Wednesday, June 9, 2004 at 3:00 for a Planning/Budget Session at the Manteo Town Hall and approved by the following vote: Ayes: Commissioner Tugwell, Belli, Farrow, Etheridge, Collins, and Creef. Noes: None. Absent: None

This the 2<sup>nd</sup> day of June 2004.

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Mayor John Wilson

ATTEST:

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Town Clerk Becky Breiholz