

MINUTES

The Town of Manteo Board of Commissioners held their Regular session in the Manteo Town Hall meeting room July 6, 2016 at 6:30 p.m.

The following members were present: Mayor Jamie Daniels
Commissioner Darrell Collins
Commissioner Nancy Peele
Commissioner Martha Wickre
Commissioner Richie Burke
Commissioner Hannon Fry
Commissioner Christine Walker

The following member(s) were absent:

Also present at the meeting were: Town Manger Kermit Skinner
Finance Officer Shannon Twiddy
Town Attorney Wyatt Booth
Town Clerk Becky Breiholz
Planner Erin Burke

Mayor Daniels called the Regular meeting to order 6:36 pm with a moment of silence followed by the Pledge of Allegiance.

SUBJECT: Adoption of Agenda as presented or amended- Amend the agenda to add under Town Attorney agenda an update from Wyatt Booth regarding the dredging around Festival Park.

MOTION: Commissioner Walker seconded by Commissioner Peele to approve the agenda as amended was approved by the following vote: Ayes: Commissioners Peele, Burke, Fry, Walker, Wickre and Collins. Noes: None. Absent: None.

SUBJECT: Approval of the items on the Consent Agenda: Regular Meeting Minutes June 1, 2016; Minutes from the Recessed June 13, 2016; Minutes from Recessed and Public Hearing June 15, 2016 Meeting.

MOTION: Commissioner Wickre seconded by Commissioner Collins to approve the consent agenda as presented was approved by the following vote: Ayes: Commissioners Peele, Burke, Fry, Walker, Wickre and Collins. Noes: None. Absent: None.

PUBLIC COMMENTS –Mayor Daniels stated that **Members** of the public are invited to address the Board of Commissioners on any topic. Please come forward to the podium and identify yourself so that your statements can be taped (3 minutes per person; 5 minutes per group) If anyone wishes to speak later in the meeting on a listed agenda item, please state your name and the agenda item and you will be recognized at that time. Action on items brought up during the Public Comment period will be at the discretion of the Board. Public Comment is not intended to require the Board to answer any impromptu questions. Speakers will address all the comments to the Board as a whole and not one individual Commissioner. Discussions between speakers and members of the audience will not be allowed.

COMMISSIONER’S AGENDA

SUBJECT: Review of Banner Policy- Commissioner Wickre commented that she has been receiving phones calls from people who would like to put up a banner and are unable to because the banner calendar is already booked but sometimes there are no banners up. The banners and enforcement of the Corridor used to be regulated through the Roanoke Island Voyages Corridor Committee and through legislation it was turned over to the Town of Manteo and Dare County to regulate the corridor. Planner Erin Burke commented that we established a banner hanging policy which will be made a part of these minutes. Mrs. Burke gave the Board a brief review of our policy stating that it takes 4 Public Works Employees, one police officer and two trucks to hang them. Banners are hung only on Tuesday’s since there is no solid waste collection that day. It usually takes 1 hour for hanging and 1 hour for bringing them down. Banners are hung for 14 days with a 14 day extension permitted and based on a first come first served basis. The Town of Manteo events take priority. The Board discussed changing this to only 14 days and charging a fee. The fee that was discussed was \$100. By consensus the Board asked that Commissioner Wickre work with Planner Erin Burke to create a new policy and to place it on the July workshop agenda for action.

SUBJECT: Update of Dare Day 2016 Event-Commissioner Wickre gave a report on Dare Days and stated that food and craft vendors were charged \$100, they had new events and that the rain gutter regatta was a big hit and we received a lot of compliments, but there still is some tweaking to do. We received a \$25,000 grant from the Tourist Bureau and she will seek a grant for next year. The Town received \$11,700 in vendor fees and we had a sponsor for the rain gutter regatta. Commissioner Wickre commented that total revenue was \$41,620 and expenses \$39,334.28 and we made over \$2,000 profit to go back to the general fund. Besides applying for a grant she will also seek more sponsorships for the events. A video was made for Dare Day for the GovEd

channel and was paid for by a GovEd grant. Commissioner Wickre presented the video to the Board. The Board thanked Commissioner Wickre for her hard work.

TOWN ATTORNEY'S AGENDA

SUBJECT: Discussion and consideration of agreement with the Waterfront Commercial Condo Association regarding the bathrooms. This has been discussed at the last several meetings and the Board had asked Town Attorney Wyatt Booth to draw up a grant agreement which was done and the Town provided a grant to them for \$4744.50 for related upgrades at the waterfront bathrooms. The Condo Association made changes to the agreement so this item needs to be addressed by the Board. Mr. Booth stated there were two issues one being a handwritten change by the Condo Association on page 2, item 6 "the facilities may be included in a third party cleaning contract" which they changed to "will". Consensus of the Board was to keep it the way it was written. The other issue was they want to close and lock the waterfront bathrooms from December through March. Discussion took place about special events that go on in December and the Board would like the restrooms to stay open in December and close only for January and February.

MOTION: Commissioner Burke seconded by Commissioner Wickre reject the condo change to item #6 and for it to remain with the word may and to allow for the closing of the waterfront bathrooms for January and February was approved by the following vote: Ayes: Commissioners Peele, Burke, Fry, Walker, Wickre and Collins. Noes: None. Absent: None.

SUBJECT: Dredging update around Festival Park. This item has been discussed for several years as the Town has tried to get the State to honor their agreement to maintain the channel around Roanoke Island Festival Park with the NC Cultural Resources. Mr. Booth reported that there was success with the state budget legislation NCGS 143.215.73f which was amended to add language for cost sharing of dredging and is eligible for shallow draft funds and provided Roanoke Island Historical Association to provide for the Town's share of funding. It was a big success for the Town of Manteo. Mr. Skinner commented that we are already working with Quibble to get the process going.

COMMISSIONER'S CONCERNS

Commissioner Burke thanked everyone for their hard work on the 4th of July and everything went well. Mr. Skinner commented that there was a delay due to the electronic switch being wet and that had to be taken care of.

Commissioner Fry asked about the flood plain maps. Mrs. Burke responded that the map out now is preliminary and that there is a 120 day comment period before a public hearing. It will be about a year from now until they are adopted. They are working on a problem with the address search which shows the property being off of where it is actually located.

Mayor Daniels commented that he is getting ready to do the newsletter and asked that everyone get him any information they want included. Some topics they wanted included were our stormwater improvements downtown; sailing camp; wooden boat show; fishing tournament; Farmers Market; New World Festival of the Arts.

Commissioner Collins thanked James McCleave for fixing the pothole on Agona extended. He also thanked everyone for their hard work on Dare Days and 4th of July.

Commissioner Walker asked about the paving on Croatan and Mr. Skinner commented that until we get the drainage problems figured out it does no good to pave. He is working with an engineer on that problem.

Commissioner Peele commented that it has come to her attention that the playground equipment at Collis Park is in bad shape and would like to have the equipment that was ordered for the downtown playground to be placed there instead. The Board had no problem with that equipment being placed there. Mrs. Burke explained the pieces at the playground that were deteriorating and that Mr. McCleave thought he could fix one of those. There is \$50,000 in this year's budget for additional playground equipment and Mrs. Burke will look into ordering a new swing set to replace the old one at Collis Park.

Commissioner Peele also commented about the parking on Devon Street and knows that something needs to be done such as no parking for the entire street. People are actually parking in the street which does not allow for emergency vehicles to get through. Commissioner Wickre commented that she is hesitant to do the whole street. Town Attorney Wyatt Booth commented that we have a no parking ordinance and that the Board would need to amend that ordinance. It was suggested that we make the Police Department aware and to give tickets. Also suggested was doing a write up in our newsletter. The Board asked if we could stripe the road which would at least make it identifiable that they are parking in the street and Mr. Skinner commented that he will contact NCDOT about it.

The Board discussed canceling their August meeting as that is something that has been traditionally done every year.

MOTION: Commissioner Burke seconded by Commissioner Fry to cancel both the August 3 and August 17th meeting was approved by the following vote: Ayes: Commissioners Peele, Burke, Fry, Walker, Wickre and 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 Burke seconded by Commissioner Wickre the meeting was recessed at 8:35 pm until 4:00 pm July 20, 2016 for a budget workshop session was approved by the following vote: Ayes: Commissioner Burke, Fry, Walker, Peele, Collins and Wickre. Noes: none. Absent: None

This the 6th day of July 2016

Jamie Daniels, Mayor

ATTEST:

Becky Breiholz, Town Clerk