

MINUTES

The Town of Manteo Board of Commissioners held their November 4, 2015 Regular session in the Dare County Administration Building meeting room 168, 954 Marshall C. Collins Drive, Manteo at 6:30 p.m.

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

The following members were absent: Commissioner Christine Walker

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

Mayor Daniels called the meeting to order 6:40 pm followed by a moment of silent meditation and the Pledge of Allegiance.

SUBJECT: Adoption of Agenda as presented or amended- Mayor Daniels amended the agenda to add 7 (a) Town Managers Agenda discussion and consider of Budleigh Street, Phase III Stormwater project.

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

SUBJECT: Adoption of the items on the Consent Agenda as presented or amended.

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

SUBJECT: Approval of Minutes of Regular and closed October 7, 2015 meeting

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

SUBJECT: Approval of Minutes October 18, 2015 recessed workshop meeting

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

SUBJECT: Presentation by Sarah Benson on Town wide litter pickup campaign. Mrs. Benson informed the Board that this year's litter pick-up will be November 14th from 9am to 11am. There will be seven (7) sections for the entire Town, they are adding a section for Roanoke Village and Nicole Northrup will be the team leader for that section; other team leaders are the Linda and George Cheeseman and Gina Owens. Breakfast and lunch are provided to the volunteers. This is the Town's 9th annual pickup and it keeps getting bigger every year with over 90 volunteers last year. They contacted the schools and church youth groups to let them know about the campaign as they have participated in the past. Mrs. Cheeseman commented on the importance of the cleanup and that there each year more young people are participating, and is a great way to get them involved. Mrs. Benson stated that some of the goals are bringing awareness, changing behavior and bringing the community together. Mrs. Benson challenged the Commissioner's to show up, bring someone with them and participate. She also commented that there is a prize for the most unusual trash.

PUBLIC COMMENT- Mayor Daniels invited members of the public to address the Board of Commissioners on any topic. No public comments

COMMISSIONER'S AGENDA

SUBJECT: Report Special Event Christmas – Commissioner Burke reported to the Board that Fountain Odom has donated a Christmas tree for the courthouse balcony. They already have some parade float sign ups and they will get the full parade route the day before the parade. Applications for parade floats are on line. The event is still in the planning stages. The tree lighting is December 5 and parade is the 6th. It is still in the planning stages.

SUBJECT: Report Dare Days – Commissioner Peele and Wickre. Commissioner Wickre reported that they were getting ready to contact the vendors and are considering raising the vendor fees. We also have Dare County and Manteo's contributions that have been done in previous years and they are looking for grants. They will be applying for a reimbursable grant in January from the Dare County Tourist Bureau. They are also working on getting sponsorship levels so that they can bring in music, tents, and boat races. They are looking for the sponsorship to supplement the funds of anything that has been done in the past so the Town is

not out any money. Mayor Daniels stated that we have budgeted \$5,000 for Dare Days and was wondering how handling of vendor fees would be done. Mrs. Twiddy commented that the revenue would have to be recorded into a Dare Day line item and then we would have to budget that additional funding. Mayor Daniels also asked if we had confirmation on the \$5,000 that the County said they would donate. Mrs. Twiddy stated she has not seen anything in writing to that fact. Mr. Skinner commented that we have a verbal confirmation from the chairman of the Board and he will make inquires as to when we can expect that money. Cost of Dare Days was discussed as well as vendor fees. Commissioner Wickre stated that the food vendors previously paid \$100 and other retail item vendors were charged \$75.00 and that they are looking to increase that amount. They can also apply for a grant up to \$25,000 from the Tourist Bureau.

SUBJECT: Discussion and consideration of bids received for Phase III Budleigh Street Stormwater Project. Brandon Harris with Quibble gave the Board a review of the project and a bid summary. Mr. Skinner stated that we had entered into a contract for the design with Quibble and that after that was done he asked the Board that they be allowed to put out to bid the design work, which the Board approved. Mr. Harris stated that there were 3 bidders and went through the bid items explaining what those are and they will be made a part of the minutes. He showed the Board a map of already completed Phase I and II; Phase III along Budleigh Street will be tied into Phase II and will allow for removal of drains from under buildings. He also explained the deductive bid item No. 1 (one) and No. 2 (two). He also stated that the 5 (five) additive items that came up are not necessary but would greatly improve the storm drains and be a benefit. After explaining the route of the project they recommend that the Board pursue construction associated with Base Bid item No. 1, Base Bid Item No. 2, minus the Deductive bid Item No. 1, and all 5 additive bid items. Sidewalks and easement were discussed and that if some of those sidewalks were to be replaced the Town will need easements if they are privately owned. Mr. Harris also informed the Board there may be things that come up while they are digging that are not included in the bid and those things should be considered additional expenses and recommends adding a 15% contingency fund. An example of one of those items is Dominion Power. They have a major line crossing and have a transformer located near 108 Budleigh. The Town would have to apply for relocation and that cost is not included in the bid and is estimated to be a \$14,000 relocation fee.

Mayor Daniels asked how much was budgeted for stormwater this year and Mrs. Twiddy responded that they have \$248,000 which includes \$105,000 that was budgeted this year which is an amount equal to approximately what 2 cents on the tax rate would have been as requested by the Board to be funded. Ms. Twiddy explained the budget as presented included a transfer amount equal to 3 cents but that amount was reduced to a value of 2 cents. After the budget was approved there was some confusion by the Board as several members still thought the budgeted included a transfer of \$157,500 as requested by staff. Ms. Twiddy asked the board the Board to consider adding a 15% contingency to the estimated project cost which would bring the estimate from \$285,000 to \$327,750. If additional funding was provided it would allow for additional improvements and surprises that are currently underground that cannot be foreseen

that may need to be addressed. After much discussion about the advantages of the project and talking about the difference between base bids, additive bids and deductive bids the Board chose to proceed with the project. Mayor Daniels asked Ms. Twiddy how proceeding with the project would affect the Undesignated Fund Balance on hand. Ms. Twiddy responded that in the budget as approved she had accounted for a possible reduction in sales tax revenue by \$200,000 but with the legislation as approved the anticipated loss of revenue did not materialize and those funds could be allocated for the project without affecting undesignated fund balance as the reduction in revenues taken into consideration were no longer relevant. Additional discussion took place and the Board was in favor of using the unexpected revenues to be able to complete Stormwater Project Phase III in its entirety rather than having to piece meal sections of the project.

MOTION: Commissioner Fry seconded by Burke to direct Staff to approve Budget Amendment #5 to authorize the transfer of \$105,000 from the Undesignated General Fund Balance to the Storm Water Fund to provide funding for Storm Water Project Phase III and to authorize the Town Manager to enter into the contract with Hatchell Concrete as the low bid as recommended by the Design Engineering Firm of Quible and Associates to include all the base bids, additive bids and deductive bids as identified on the original bid summary up to \$353,000.

TOWN ATTORNEY'S AGENDA

SUBJECT: Discussion and consideration of draft text amendment 2015-05 to the codified ordinance Parks and Special Events. This item has been discussed by the Board at their last meeting because of complaints received about the noise at the waterfront playground and park areas. Town Attorney Wyatt Booth had drafted a text amendment adding a new section Chapter 39 to also include Special Events use of Town public parks for non-town sponsored events and is included in these minutes. The Board had asked the Planning Board to review the portion of this text amendment about the noise which was done at their October meeting. Their recommendation was that this ordinance was too complicated and needed to be simplified by just stating the park hours and trying for year and review again.

Mr. Booth reported to the Board that this ordinance gives the Police Department tools to deal with the problems at the parks. This would do away with Section 38 and create a new section 39; Article II relates to parks and Article II relates to Special events. Mr. Booth went over each item and he made the operating time unified standard for all parks but can be changed. Having seasonal hours was discussed and it was the consensus of the Board to change all park hour's sunrise to 10pm. Other items discussed was item #8 playing music at a volume that is unreasonably loud and consensus of the Board to remove this item since we already have a noise ordinance in place; item 10 glass discussed and consensus was to remove this item; and item 11 prohibiting alcohol was discussed and the Board felt that people are going to drink along the boardwalk or sitting in the park and consensus was to remove this item also. The

Board would like Mr. Booth to rewrite the ordinance with the changes for them to discuss and possible action at their November workshop meeting.

FINANCE OFFICER AGENDA- Discussion and consideration of Budget Amendment for repairs to Tranquil House pier and dock addition. Dockmaster Carl Jordan and Maritime Museum Director Barry Wickre were asked to get quotes for repairs and addition of T-head pier. A quote received by Millstone Marine was for adding 28 feet on both sides of the existing T-head would cost \$14,786. The second quote for \$21,553 is to rebuild the pier as noted based on Hal Goodman's recommendation (included in the minutes) in his survey dated June 12th bringing the total to \$36,339 to do both projects. Currently in the budget for Dock repair and maintenance is \$19,650 and if the Board wanted to do both of the projects a budget amendment would be needed for \$16,689; and to make minimum repairs a budget amendment of \$1903 would be needed. Mrs. Twiddy reported that the dock fund does not operate in the black and requires a transfer from the general fund. After reviewing the one price quote received the Board would like for Dockmaster Carl Jordan to solicit 3 bids before any actual work is done to see if the cost can be lowered.

MOTION: Commissioner Fry seconded by Commissioner Collins to approve Budget Amendment #6 in the amount of \$4,350 to provide funding for repairs needed on the pier behind the Tranquil House Inn at the Manteo Waterfront Marina and to authorize the Town Manager to enter into a contract for the repairs identified by Engineer Hal Goodman not to exceed \$22,000 after three bids have been received.

There being no further business to come before the Board or other persons to be heard a motion by Commissioner Wickre seconded by Commissioner Peele the meeting was recessed at 8:45 pm until 4pm November 18, 2015 at the Dare County Administration Building, 954 Marshall Collins Drive was approved by the following vote: Ayes: Commissioner Peele, Wickre, Burke, Fry, Collins. Noes: none. Absent: Walker

This the 4th day of November 2015

ATTEST:

Jamie Daniels, Mayor

Becky Breiholz, Town Clerk