

MINUTES

The Town of Manteo Board of Commissioners held their Regular session in the Manteo Town Hall meeting room on September 7, 2016 at 6:30 p.m.

The following members were present:

- Mayor Jamie Daniels
- Commissioner Darrell Collins
- Commissioner Nancy Peele
- Commissioner Hannon Fry
- Commissioner Christine Walker arrived at 7:25pm)
- Commissioner Martha Wickre
- Commissioner Richie Burke

The following members were absent:

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 6:35 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 remove from the Town Manager's agenda purchase of vehicle for the Police Department and remove the Closed Session 143.318.11 (a) 5 acquisition of property.

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

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

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

SUBJECT: Approval of Minutes of Regular July 6, 2016 meeting; Recessed July 20, 2016 meeting and recessed July 26, 2016 closed meeting.

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

SUBJECT: Approval of Resolution 2016-05 Surplus Vehicles

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

SUBJECT: Approval of Resolution 2016-06 Dredging Dough's Creek and No conflict of Interest certification for dredging.

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

PUBLIC COMMENTS

Paul Shearin-owner of Full Moon Café downtown. Mr. Shearin asked that the Board consider two items that are of concern to the downtown. He stated that every storm we have the free magazine boxes blow over and then litter the streets with all the magazines. He stated that the Public Works Department does a great job in cleaning up after an event but magazines that are littering the area besides looking unsightly they fall into the storm grates and clog up the drains. The Town just replaced the stormwater system downtown and now you have thousands of magazines going into the system and covering up the grates. He showed the Board pictures of what it looked like after the storm and the magazines littering the roadway; it is a constant problem every time we have a storm and someone needs to be held responsible. The boxes that hold the newspapers do not blow over and they are also locked so that the papers cannot fall out if they are blown over. He would like the Board to make them bolt them down or do away with them. His second concern is that during flooding events are the low lying shops downtown and when vehicles drive through the flooded area they make wakes that causes the water to go into those shops, especially those on Sir Walter Raleigh Street. He knows the police put up barricades but people ignore them. He would like the Board to place a chain across the road with a sign to keep people out or something to stop people from driving down the road. Mr. Skinner commented that if we put up barricades they need to be manned by a police officer and we do not have the manpower to do that; and if someone other than a police officer mans the barricade people argue that they do not have the authority to keep them out.

COMMISSIONER'S AGENDA

SUBJECT: Discussion and consideration of Town of Manteo banner policy. This has been discussed at previous meetings and Commissioner Wickre was to work with Town Planner Erin Burke to have something for the Board to review at the meeting. Commissioner Wickre handed out a policy she and Mrs. Burke developed for the Board to review and will be made a part of these minutes. A fee of \$100 has been added to help offset the costs of the Town having to put

up the banner. If the Board adopts the new banner hanging policy it will go into effect on January 1, 2017.

MOTION: Commissioner Peele seconded by Commissioner Collins to approve the Highway 64 Banner hanging policy to go into effect January 1, 2017 was approved by the following vote: Ayes: Commissioners Fry, Burke, Wickre, Collins and Peele. Noes: None. Absent: Walker

TOWN ATTORNEY'S AGENDA

SUBJECT: Discussion and consideration of request to amend the Personnel Policy to include Veteran's Preference. The Town was approached by a Veteran requesting that a preference be given to veteran's who qualified for a position to be included in our personnel policy. Dare County has one and a sample was provided to Mr. Booth to draft one for the Board's review. Town Attorney Wyatt Booth commented that the Federal and State government have veteran preference policies and if a veteran is qualified for a position with the Town it would give them credit for the years they served during a war and move them to the top of list. Current employees are not affected and would not be removed from their positions. Veterans receive a DD214 when they are discharged showing if they served during a war. The policy drafted by Mr. Booth will be made a part of these minutes.

MOTION: Commissioner Collins seconded by Commissioner Wickre to approve amending the personnel policy to include veteran preference was approved by the following vote: Ayes: Commissioners Fry, Burke, Wickre, Collins and Peele. Noes: None. Absent: Walker.

PLANNER'S AGENDA

SUBJECT: Report on Wayfinding. At the direction of the Board of Commissioners staff contacted Alta Planning and Design to develop a proposal for a wayfinding plan for the Town of Manteo to include a freestanding map, wayfinding signs, and street signs. This proposal was to include all meetings, research and design work to produce final plans that could then be taken to construction. The proposed cost for the plan came in at \$62,440.00. This cost is well above what Planner Burke thought a plan of this type would cost for a town the size of Manteo. She does not have any other communities' costs with which to compare the proposal. Mrs. Burke has been back in contact with Alta to see if there is a way to significantly reduce this cost so that our expenditures can be focused on the actual signs. Mrs. Buke commented that this project will have a huge impact on how visitors find their way to and around Manteo and to the attractions on Roanoke Island, and feels it is worthy of further investigation and hope that costs will be able to be reduced without dramatically affecting the plan as a product. It will be critical to have the plan completed in the 2016/2017 winter to allow ample time for manufacture and installation of the signs in advance of the 2017 Summer Season. Mrs. Burke anticipates having some updated costs for the board no later than the midmonth September meeting. The Board discussed the project and all

thought it was too expensive and maybe staff should contact the Tourist Bureau to see if they have funding. Commissioner Wickre commented why we can't just have some signs designed and then put them up where we want. Mrs. Burke commented that she could contact a sign manufacturer to give us 3 options. Commissioner Wickre suggested forming a committee to work on this. A member of the audience stated she works for the Dare County Arts Council and they can do several designs for the Town to review. Commissioner Wickre commented that she will set something up and work with Dare County Arts Council and have a report for the Board at the October meeting.

The Board asked Mrs. Burke if there was anything the Town could do about the magazine racks downtown that cause problems during storms and a way to control them without violating their first amendment rights. Mrs. Burke commented that she has done some research and that the City of Raleigh has a very thorough ordinance and permitting system. She can place this on the Planning Board's agenda for discussion and that she thinks working with the Town Attorney they can draft an ordinance to regulate the type of container, anchoring and location of them.

The Board also asked Mrs. Burke to also research on how other towns handle flooding areas with closing off streets or a no wake zone for low lying properties.

FINANCE OFFICER AGENDA

SUBJECT: Discussion and consideration of Budget Amendment #1-Mrs. Twiddy commented that this budget amendment is to move the stormwater budget into its own department in the General Fund. A Capital Project Fund is not appropriate for ongoing year to year stormwater expenses not supported by a multi-year capital project plan. This does not affect fund balance.

Commissioner Walker arrived at 7:20 pm

MOTION: Commissioner Burke seconded by Commissioner Peele to approve Budget amendment #1 was approved by the following vote: Ayes: Commissioners Fry, Burke, Wickre, Collins, Walker and Peele. Noes: None. Absent: None.

A 5 minute recess was called. Mayor Daniels called the meeting back to order at 8:50pm

CLOSED SESSION NCGS 143-318.11 (a) 11 Personnel

MOTION: Commissioner Peele seconded by Commissioner Wickre to enter into a closed session was approved by the following vote: Ayes: Commissioners Fry, Burke, Wickre, Collins, Walker and Peele. Noes: None. Absent: None

Personnel discussion.

MOTION: Commissioner Wickre seconded by Commissioner Collins to exit the closed session was approved by the following vote: Ayes: Commissioners Fry, Burke, Wickre, Collins, Walker and Peele. Noes: None. Absent: None

COMMISSIONERS CONCERNS AND COMMENTS

Commissioner Burke asked if we were going to do anything about the magazine boxes and Mrs. Burke and Mr. Booth will work together for something for the Board to review.

Commissioner Wickre commented that it is unofficial but she is anticipating receiving \$25,000 grant from the Tourist Bureau for Dare Day. She would also like to add to the October agenda discussion of the downtown bathroom cleaning as the contract expires at the end of October and there are more activities coming up after that date.

Commissioner Peele commented that she was looking at a fixture with an anchor into the road that can be used to barricade the road and removed when not needed. Mrs. Twiddy commented that it is a NCDOT road and we had discussed this previously and they stated that an unmanned permanent barricade would interfere with emergency vehicles trying to get through and could not be mounted on a NCDOT street. Commissioner Peele would also like the no parking signs be updated as they are faded. An inventory of all the signs should be done to see which ones needed replacing.

Commissioner Walker asked that the crosswalks at the elementary school be repainted as they are faded. Mr. Skinner will contact NCDOT.

Commissioner Collins commented that the bulb outs on Sir Walter Raleigh Street needed mulching. He also asked about the playground equipment that was ordered for the Tot Lot and was told that the manufacturer was contacted and they said it was delivered but no one in the Town of Manteo signed for it. Mayor Daniels commented that he observed some equipment at the School bus garage and Mr. Skinner commented that he would investigate it.

Town Attorney Wyatt Booth informed the Board he has a conflict and will be unable to attend the regular October meeting but can attend the mid-month October meeting.

There being no further business to come before the Board or other persons to be heard a motion by Commissioner Collins seconded by Commissioner Peele the meeting was recessed at 8:40pm until September 21, 2016 at 4 pm was approved by the following vote: Ayes: Commissioner Peele, Walker, Burke, Wickre, Fry, Collins. Noes: none. Absent: none.

This the 7th day of September 2016.

ATTEST:

Jamie Daniels, Mayor

Becky Breiholz, Town Clerk