

## MINUTES

The Town of Manteo Board of Commissioners held their November 4 recessed meeting November 18, at 4:00 pm starting at the Dare County Administration Building, 954 Marshall C. Collins Drive, Manteo, and Room

The following members were present:

- Mayor Jamie Daniels
- Commissioner Nancy Peele
- Commissioner Richie Burke
- Commissioner Martha Wickre
- Commission Darrell Collins, Mayor Pro Temp
- Commissioner Hannon Fry
- Commissioner Christine Walker

The following member(s) were absent:

Also present at the meeting were: Town Manager Kermit Skinner; Assistant Town Mgr. /Finance Officer Shannon Twiddy; Town Clerk Becky Breiholz, Town Attorney Wyatt Booth

Mayor Daniels called the recessed meeting to order at 4:10 p.m. Mayor Daniels removed Department Head reports from agenda.

EMPLOYEE RECOGNITION- Mayor Daniels presented Susan Ditta Gray with his 5 year plaque of service to the Town of Manteo.

**SUBJECT:** Presentation Audit Report Teresa Osborne presented the Board with the audit as of June 30, 2015. It is the same opinion received the past several years but she highlighted parts of the audit. The General Fund revenue versus expenditures was over \$128,000 after transfers were made to the maritime museum/docks. The Town expenses came in under budget and was an increase of the prior year. The Town general fund balance is at 94% well over the 75% policy that was established by the Board. A discussion took place on having a fixed dollar amount limit versus a percentage which can be done. She said approximately 3.2 million can be used as a dollar amount. She also commented that without dock improvements the dock fund will cover it expenses. There was no activity in the Cemetery fund and had a positive increase. The Cemetery fund is \$423,000. The Cemetery fund was discussed and the Board was informed that according to our ordinance only 20% of the interest earnings can be spent for repair and maintenance, which she thinks is about \$35,000 and the Board might want to look at policy.

Mrs. Osborne also went over pages 19 and 20 of the Water and Sewer fund. For the last two years the fund has had a positive income and reflects the increase that the Board implemented. The operating income increased for 2015. The rates are covering operating expenses and allow for funds to be put aside for capital improvements and these are all steps in the right direction.

She made one recommendation about the stormwater capital project fund and the fact that it does not meet the requirements for a capital project as a project ordinance would need to be adopted. The improvements need to be shown in the general fund as a separate department. The Town ended the year in good financial condition. Other recommendations she made; the Board might also want to do an actuarial study for law enforcement, retirement benefits and employee retire system; look at the water and sewer fund and if improvements need to be done now is a good time for putting aside funds for those repairs.

**SUBJECT:** Discussion and consideration of Budget Amendment #4 Dare Days – Mrs. Twiddy commented that the revenue needs to be recorded before it can be spent and this was discussed at their last meeting. The funds would be the \$5,000 promised by Dare County and \$7500 estimated vendor fees. The Board asked that this be placed on the consent agenda.

**SUBJECT:** Discussion and consideration of text amendment to Chapter 39 Parks/Special Events. Town Attorney Wyatt Booth stated that he separated out the Parks from special events and he has made changes discussed at the last meeting. A lengthy discussion took place and Commissioner Burke thought it was a lot of rules for the park. Most did not agree on the park hours and it was suggested removing them. This will replace the existing ordinance and this ordinance came about from complaints about the playground at the waterfront. The Board asked Mr. Booth to change the time to 11pm and place this on the consent agenda.

Mr. Booth stated that having a Special Events ordinance has been discussed at several meeting and if the Town is going to let all of the downtown area to be used by vendors not associated with a Town event an ordinance will be needed; but if we are just doing our normal events there is no need for this. Commissioner Wickre commented that we would need to hire someone to monitor applications at least part-time. The Board needs to define what type of events that want to see and this was tabled indefinitely.

A 5 minute break was taken.

**SUBJECT:** Discussion of Shallowbag Bay project-Commissioner Fry commented that this goes back from a discussion the Town had with Nancy White at CSI about cleaning up Shallowbag Bay. Commissioner Fry would like for the Town to study the water that is coming from the grit separator we installed at the boat ramp on Queen Elizabeth, as well as the water from the rain garden. The Board discussed what can be done with the other outfalls. Mrs. Twiddy commented that she was not sure but think the grit separator cost \$20,000. Commissioner Fry stated that if the separator is working put in another one. Maybe another option would be the possibility of pumping the water into the marsh and let the marsh filter it. The Board would like to know if the grit separator is working and if it is, appropriate money every year for a new one. Commissioner Fry would like a meeting set up with CSI and Town Manager Mr. Skinner commented that he will contact Nancy White to get a dialogue started.

## Review Project list

Mayor Daniels went over the list and he will get in touch with Erin Burke regarding the wayfinding signs; remove the historic town district. Waterline priority list and capital projects discussed. Update on Buck's Seafood-Water garden Coastal Federation will be doing the monitoring. Include Shallowbag Bay with the Bucks Seafood project. Mayor Daniels would like to update the Land Use Plan, and there is no CAMA funding and the Town would have to take on that expense. Mayor Daniels would like to search for alternative ways to get the citizens involved. Remove the Christmas tree; Add sidewalks in front of Tranquil House Inn. Mayor Daniels would also like for the Planning Board to review the sign ordinance to allow for permanent rental signs. Mayor Daniels would like to re-visit better communications with our citizens. Mayor Daniels also remarked that he would like the web site design be investigated. Mayor Daniels asked about getting new hurricane passes to possibly give to Pirates Cove and was told that we have not received any new ones and that they would need to take that up with Dare County Emergency Management.

## Commissioner Concerns/Comments

Commissioner Burke wanted to know why \$10,000 was spent on Christmas lights without any approval. Commissioner Fry also commented that it shouldn't have been done and that we have a budget for Christmas and that did not come before this Board. Commissioner Wickre commented that she thought new lights would be nice and did not think it would be an issue. Mr. Skinner commented that Commissioner Wickre came to him about the lights and he used the funds from the administration public relations line item already budgeted. Mrs. Twiddy commented that no purchase laws were violated but that line item is now zero. Commissioner Walker asked what the money in the public relations line item was used for and Mrs. Twiddy commented mostly small things and the Town of Manteo items that we give to the public. Commissioner Burke commented that it looked like someone was trying to hide it by not letting the Board know and Commissioner Wickre commented that she was not hiding anything.

**MOTION:** Commissioner Burke seconded by Commissioner Walker to adjourn at 7 pm was approved by the following vote: Ayes: Commissioner Burke, Walker, Peele, Fry, Collins and Wickre. Noes: None. Absent:

This the 18<sup>th</sup> day of November 2015

ATTEST:

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Mayor Jamie Daniels

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Becky Breiholz, Town Clerk