

MINUTES

The Town of Manteo Board of Commissioners held their Regular session in the Manteo Town Hall meeting room May 6, 2015 at 6:30 p.m.

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

The following members were absent: Commissioner Hannon Fry

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

Mayor Daniels called the meeting to order 6:45 pm followed by a moment of silent meditation and the Pledge of Allegiance.

SUBJECT: Adoption of Agenda as presented or amended- Mayor Daniels wanted to change the order of the agenda to have the Finance Officer agenda item be presented after the Mayor's agenda and to add to the Finance Officer agenda the Town Managers item approval of Roanoke Volunteer Fire Department contract.

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

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

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

SUBJECT: Approval of Minutes Annual Planning Retreat March 20, 2015

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

SUBJECT: Approval of Minutes of Regular April 2, 2015

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

SUBJECT: Approval of Minutes Recessed Workshop meeting April 15, 2015

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

SUBJECT: Approval of Resolution 2015- 05 Late School Opening

MOTION: Commissioner Wickre seconded by Commissioner Collins to approve Resolution 2015-05 as presented was approved by the following vote: Ayes: Commissioners Burke, Wickre, Collins, Walker and Peele. Noes: None. Absent: Fry

SUBJECT: Approval of Resolution 2015- 06 Support Dare County request to levy a quarter cent sales tax without a referendum.

MOTION: Commissioner Wickre seconded by Commissioner Collins to approve Resolution 2015-06 as presented was approved by the following vote: Ayes: Commissioners Burke, Wickre, Collins, Walker and Peele. Noes: None. Absent: Fry

SUBJECT: Approval of Proclamation Municipal Clerks Week May 3-9th 2015

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

SUBJECT: Approval of Resolution 2015- 07 Opposing NC Senate Bill 550 Religious Freedom Restoration Act.

MOTION: Commissioner Wickre seconded by Commissioner Collins to approve Resolution 2015-07 as presented was approved by the following vote: Ayes: Commissioners Burke, Wickre, Collins, Walker and Peele. Noes: None. Absent: Fry

PUBLIC COMMENT -None

MAYOR'S AGENDA

SUBJECT: Discussion of attracting a hotel to Manteo- Mayor Daniels commented that he had asked the Planning Board to discuss this and they thought it was a good idea but no further recommendations were made. This item has sparked interest in people and it is still in the very preliminary stages and he will keep working on it.

SUBJECT: Appointment to the Planning Board- Planning Board member Bebe Woody had missed two consecutive Planning Board meetings and our ordinance states if a member misses two meetings in a row they will no longer be on the Planning Board. The Board can either re-appoint Bebe Woody or open the floor up for nominations for someone else.

MOTION: Commissioner Burke seconded by Commissioner Walker to re-appoint Bebe Woody to the Planning Board was approved by the following vote: Ayes: Commissioners Burke, Wickre, Collins, Walker and Peele. Noes: None. Absent: Fry

FINANCE OFFICER'S AGENDA

SUBJECT: Discussion and consideration of text amendment 50-41 (7) multiple connections- Mrs. Twiddy and the Town Attorney Wyatt Booth worked on this amendment so that there would be room for mis-interpretation.

MOTION: Commissioner Burke seconded by Commissioner Peele to approve the text amendment to Sec. 50-4` (7) multiple connections was approved by the following vote: Ayes: Commissioners Burke, Wickre, Collins, Walker and Peele. Noes: None. Absent: Fry

SUBJECT: Amendment to Fee Schedule-Mrs. Twiddy commented that the late penalty for dock rental is only 1.5% per month and to make it consistent with the Town's other late fees staff would like to amend the fee schedule to charge a 10% penalty for late dock rent. Rent is due on the first and they will apply a late charge on the eleventh day.

MOTION: Commissioner Walker seconded by Commissioner Collins to approve the amendment to the fee schedule for rental late fees was approved by the following vote: Ayes: Commissioners Burke, Wickre, Collins, Walker and Peele. Noes: None. Absent: Fry

SUBJECT: Approval of Contract with Roanoke Island Fire Department

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

SUBJECT: Budget Presentation-Finance Officer Shannon Twiddy as required by law presented the Board of Commissioners with the Budget for the FY 2015-2016. She went over the highlights of the budget stating that this was an operational budget only.

The General Fund undesignated Fund Balance as a percentage of current year expenses is expected to decrease from the audited June 30, 2015 percentage of 98 percent which was an increase of 91 percent at the end of 2014. The percentage of undesignated Fund Balance is estimated at approximately 62.5%. 62.5% is estimated very conservatively and I hope as of June 30, 2015 the undesignated fund balance will be closer to the 75% minimum policy. The decrease is a direct result of budget amendments in the General Fund in the amount of \$221,993, transfers to the Dock Fund in the amount of \$190,423 and the Stormwater Fund in the amount of \$195,000. No funds have been loaned or transferred this fiscal year to the Water and Sewer Fund from the General Fund.

Major purchases for fiscal year 14-15 included one large 550 truck for Public Works with a Johnny Gregory Lift Body, and a Ford 350 pickup in the Water and Sewer Department, and the purchase of a trailer and small track back hoe for the Stormwater Fund. One Police Car was purchased for the Police Department.

As the 15-16 Budget includes an appropriation of Fund Balance in the amount of \$364,331 to balance the General Fund including a transfer to the Separation Fund of \$1,500, a transfer to the Stormwater Fund of \$105,932, transfer to the Cemetery Fund of \$6,300 and a transfer to the Dock Fund of \$34,582.

The Budget was prepared using an ad-Valorem tax rate of \$.38 cents per \$100 which is an increase of .02 cents per \$100. Staff recommends a .5 cent increase to cover the repairs to the Town Hall and to offset the reduced shared revenues. Each cent on the tax rate generates approximately \$52,966. Estimated Ad Valorem tax revenues will be \$2, 0021,000 and estimated at \$1,986,800 after collection fees are paid.

Shared Revenues including sales tax, occupancy tax and land transfer tax are distributed based on our ad-Valorem tax levy (in comparison to Dare County and other municipalities) and are estimated at \$985,000 for year 15-16 and is a decrease from the prior year of \$1,140,000 for year 14-15. This is the fourth year in a row that revenue forecasting has tracked a trend in the decline of shared revenues received by Manteo. This is directly related to the reduction of Manteo's share as other Towns and Dare County have continued to increase their tax rates thereby increasing assessed values while Manteo remained revenue neutral after the tax evaluations. The implementation of sand taxes for the Beach Front Towns have created other issues with Shared Revenue Distributions for example Nags Head implemented a sand tax two years ago at .23 for oceanfront properties and this coming fiscal year Kitty Hawk implements a 4 cent sand tax, The unknown effect on state wide shared revenue distributions will have a

detrimental reduction to Manteo's current share of those funds. An estimated .5 cents will be needed to generate revenues equal to the loss in Sales Tax.

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COMMISSIONER'S AGENDA

SUBJECT: Space Needs study-Commissioner Peele-This item has been previously discussed and Commissioner Peele commented that the Town Hall needs to expand; the police department is inadequate as is the other functions of the building. She also thought that since repairs are being done that this is the opportunity to expand now. Funding was discussed and Mrs. Twiddy commented that she can add a line item to the budget for the Board to fund from year to year. Mayor Daniels asked Commissioner Peele to form a committee to try and have recommendations for improvements within the next 15 days for them to consider.

SUBJECT: Sidewalk-Street Paving-Town Planner Erin Burke reported to the Board that Precision Sidewalk has assessed the Town's sidewalks and there are some sidewalks that they will be able to repair using the same method that was used the last time Precision repaired our sidewalks. She also commented that they are getting together a list of sidewalks that cannot be repaired but will need to be replaced and once she has that list she will place it in the drop-box for the Board.

SUBJECT: Christmas Tree-Commissioner Wickre commented that Planner Erin Burke has been working on this. Mrs. Burke commented that she met with an arborist who assessed the tree who made recommendations for deep root fertilization and trimming the undergrowth and treating the tree for mites and that the arborist group will do those items on the tree. They also suggested that a new tree be planted in a different location so that when the current Christmas tree needs to be removed that there will be a replacement. The Board discussed the possibility of planting a new tree. Commissioner Wickre and Mrs. Burke will get together to find a suitable location for a new tree and report back to the Board.

SUBJECT: Special Events/Parks Recreation Commissioner Burke commented that the Farmer's market starts this Saturday. He also said that he has been contacted by a kayak business who is upset about not being able to launch their commercial business at the Town boat ramp. Mrs. Twiddy commented that the Board passed a new ordinance to not allow the Queen Elizabeth Street boat ramp to be used for commercial purposes as there had been complaints from non-commercial boaters unable to launch their boats because of the line of commercial kayaks being launched from the ramp. She also stated that she had seen at a National campground a rolling type launch. Staff is to contact Festival Park about the Town making modifications to their boat launch or possibly use the location at Festival Park that has a small beach as a kayak launch and will report back to the Board.

PLANNER'S AGENDA

SUBJECT: Discussion Storm-water Project Phase II-Mrs. Burke informed the Board that the next step to capture the rest of the basin would be to have the engineering done. The next area down Budleigh and Sir Walter Raleigh streets where the pipes are underground going under the book store and comes out where our last project ended. No engineering plans have been done and she can get copies of the preliminary plans and drawings.

CLOSED SESSION NCGS 143.318.11 (a) 2 prevent disclosure of honorary award.

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

Nomination for Dare Days

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

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

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 8:30 pm until May 20th at 4 pm at 300 Budleigh Street temporary town hall upstairs in meeting room was approved by the following vote: Ayes: Commissioner Peele, Walker, Burke, Wickre, Collins. Noes: none. Absent: Fry

This the 6th day of May 2015

ATTEST:

Becky Breiholz, Town Clerk

Jamie Daniels, Mayor