

MINUTES

The Town of Manteo Board of Commissioners held their recessed April 4, 2012 meeting in the Manteo Town Hall meeting room, April 18, 2012 at 4:00 p.m.

The following members were present: Mayor Jamie Daniels
Commissioner Nancy Peele
Commissioner David Farrow
Commissioner Richie Burke
Commissioner Christine Walker (late)
Commissioner Darrell Collins

The following member(s) were absent: Commissioner Hannon Fry

Also present at the meeting were: Town Manager, Kermit Skinner; Assistant Town Manager/Finance Officer Shannon Twiddy; Town Attorney Wyatt Booth; Chief Vance Haskett; Town Clerk Becky Breiholz, Planner Erin Burke, Carl Jordan, Dockmaster; James McCleese, Public Works; Nathan Pharr Water and Sewer Superintendent; Steve Jozik, IT Administrator; Derek Boutchyard, Building Inspector; Barry Wickre, Water Front Coordinator

Mayor Daniels called the recessed session to order at 4:01 pm

SUBJECT: Department Head reports- were given to the Board at their regular meeting for review and will be on file for one year. Because the agenda is so long Mayor Daniels asked the Board if they had any questions for the department heads. Commissioner Collins asked about the 18 wheelers that go to the roundabout on Sir Walter Raleigh and are damaging the roundabout; Chief Haskett said that they have called the company of one truck and also spoke to Ace Hardware to not allow 18 wheelers to go that way as it says no through trucks and is not sure of what the solution will be to allow them to still deliver to Ace. The street is an NCDOT street and not a Town street. Ms. Burke gave the Board an update on the site plan review that the Planning Board did at their last meeting for the Weeping Radish. A group of artist want to open it up; the Planning Board reviewed it and approved it with conditions and to make sure the structures meet the building code and staff is working with the applicant to that affect.

SUBJECT: Presentation from Barry Wickre on the Town's Maritime Museum. Mr. Wickre gave the Board a power point presentation on the operation of the boathouse and showed the Board where we are to date and the short term goals. Opened on March

19th, cleaned the inside and outside; located the sailboats for the sailing program; repaired or rebuilt the floating docks; replaced the motor on the band saw and checked all the equipment, contacted past volunteers and has 118 hours logged in since opening. Contacted most past sponsors and working with graphic design for logos; contacted various media to list the Maritime Museum and programs. Set up a facebook page, regular posting; using QR codes on printed materials and using your smart phone to scan the symbol which takes them to the Town website. Still things to do before opening in June; get the shad boat ready. Mr. Wickre did a mission statement to provide a gathering place where Outer Banks maritime history comes alive through on the water programming and small craft heritage is enjoyed, preserved and passed along.

Short Term Goals: re-establish community involvement; connect with downtown businesses; re-connect with past sponsors and citizens. Full Moon Brewery has offered to sponsor a regatta; an anonymous couple donated \$1600 for sailing scholarships which will allow children to participate. Day camp set up for the Girl scouts in August; bring a Warren O'Neal boat down to be docked and on display. Energize and build the volunteer base. Volunteers will play a big part in the operation of the Museum and in a dollar value that would be \$32,900. Programming for the season; youth sailing program getting that back on its feet; build a boat in a day, basic knots and splicing; Tuesday evening "Open Sail" and shad boat rides. Would also like to take the Board members out on the shad boat. Wants to expand the program to include adults and young families; full season of established programming; develop new programming such as How to Programs; speaker series – talks by people in the community; half model class; continue to develop the volunteer base by having regular quarterly meetings; select a boat building project and develop and search for alternative funding sources and or partnerships.

SUBJECT: Discussion of private bug sprayers on public property. This was briefly discussed at the April regular meeting. A wedding planner had asked staff if it was okay for the wedding party to hire a private bug sprayer to spray before a wedding. Staff was unsure since the wedding sites are near a body of water. Mr. Skinner sent out a request for ordinances or regulations from other local governments and did not get any responses. Mr. Skinner suggested the Board handle it the way Town handles private exterminators and that they have a town privilege license; and are licensed by the State of NC. Consensus of the Board to allow bug sprayers provided that have a privilege license and are licensed by the State of NC.

SUBJECT: Discussion of removal of 3 hour parking downtown-this was discussed at the regular April meeting briefly. Some of the businesses downtown have requested that the BOC remove the 3 hour parking limit downtown, they stated that it hurts their businesses when someone knows they have to leave after 3 hours, plus the ordinance is

not enforced. Commissioner Farrow commented that a lot needs to be taken into consideration; who is using those spaces, the owners park in front of their buildings and then complain there is no where for their customers to park. There are a lot of weddings downtown. If we want to regulate parking we could put in parking meters. The native people need to be taken into consideration here to; wants this board remember how it has been in the past and how people want to change it like somewhere else. Would like to get the businesses to park at Festival Park. Commissioner Farrow is against removal of the 3 hour parking. Commissioner Walker asked why we have it if we don't enforce it. This will be placed on the May regular agenda. Commissioner Collins commented maybe increase the signage about parking at Festival Park. Commissioner Walker commented that there are already too many signs. Commissioner Farrow commented that there is not a parking problem downtown. NCDOT did a parking study in 2002 and Ms. Burke will get the Board a copy of that study for their next meeting and find out what was recommended and why. The three hour parking was initiated when the county offices were downtown but the county offices have since moved and things have changed.

MOTION: Commissioner Farrow seconded by Commissioner Collins to table taking action on this item until the May agenda was approved by the following vote: Ayes: Commissioners Farrow, Walker, Burke, Peele and Collins. Noes: None. Absent: Fry.

SUBJECT: Approval of Magnolia Market leases-At their regular April meeting the Board agreed to two (2) proposals from individuals wanting to use the outside areas of Magnolia Market, one for a peanut roaster and another for a hot dog cart. Town Attorney Wyatt Booth was to draw up those leases for the Boards approval at their workshop meeting. Mr. Booth has drawn up a draft lease for the peanut roaster that will be using the small shed at Magnolia Market and is asking that this be put on May agenda for approval; he spoke with Mr. Robbins and they will need to identify a specific location for the hot dog cart, the question is we are not sure of power needs or water needs. Mr. Heim, the peanut roaster has a small generator that he can use to provide electricity, but he thinks there is power to the shed but not sure what meter it is on. He would really rather have power there and not use the generator. Mr. Robbins commented that the hotdog cart is self contained but would need to be plugged in now and then. The cooking is done by gas/propane. Mr. Skinner asked the Board if they are asking the Town to provide the electricity or have the vendors apply for power with the power company. There are meters already there, and Mr. Heim commented that there is power already to the shed. No water will be used. Mr. Robbins commented that they would like to put plants in the planter boxes to improve the area and would like water for that. Mayor would like that the lease state no structural improvements can be made to enclose those areas. Mr. Heim would like to enclose the west side to keep the wind

from blowing out the fire. The shed is a roof with two sides and would like to add one more side. Consensus was that the Board can delegate the decision making to staff so it would not have to come to the Board every time they want to do a change. Mr. Booth needs to get the drafts to the tenants and make any changes before they can execute the leases. Mr. Skinner would like some guidance from the Board-he received an inquiry from someone to do kettle corn there and he needs to know if the board wants to entertain vendors for this season. Consensus of Board have them put a proposal together and Mr. Skinner will bring them to the Board for their consideration. Mr. Booth will put the leases together for the May agenda. Hours of operation were discussed. Mr. Heim commented that he probably did not want to be open all winter and Mr. Booth commented that we can write in an easy termination and he asked the tenants to think about those details and they can talk about them in the next few weeks.

SUBJECT: Discussion of Stormwater Drainage Manteo Furniture-the storm drain that runs under the Manteo Furniture store has not worked properly for years. Mr. Skinner commented this is the open ditch that runs between Sir Walter Raleigh and Budleigh Street, there is combination of concrete and corrugated pipe and is one of the primary drains in Manteo and that the piping under Manteo Furniture is compromised. We have attempted to run a camera through and can not get a camera there and at best we might have a 5% flow. The only way to correct it would be to redirect the flow. Staff asked John Delucia with Albemarle Engineering to do an initial survey and estimated costs of drainage relocation on Sir Walter Raleigh Street. Based upon their preliminary surveying and meetings, they believe that the drain beneath Manteo Furniture can be re-routed down Essex and Sir Walter Raleigh Street to reconnect to the system near Manteo Booksellers. Estimate of the construction cost would be between \$75,000 and \$80,000 exclusive of the Engineering fees that had already been provided (\$12,000). Mr. Delucia stated that he would budget about \$100,000 for construction, as they are unaware of the underground conditions and could find other issues during design and construction. The construction would result in the closure of the westbound lane of Sir Walter Raleigh for no more than two weeks. They could get the design, permits and bidding accomplished in about two months. The BOC may want to get the design and bids with the understanding that this would be a fall 2012 project. Mr. Skinner would like some direction from the Board and if the Board wants to go through with the project it would be included in the budget. John Delucia explained to the Board in more detail what the problems were and that there are not many options to fix those problems. Mayor Daniels asked Mrs. Twiddy how this would be paid and she commented that the Board would need to direct staff to seek grants. Mrs. Twiddy also commented that if the Board does not consider a tax increase the funds would come from fund balance. Mr. Skinner commented that those pipes were installed by property owners back in the 1930's and we have no easements for them since they are on private

property and we would move them into the public right of way. Consensus of the Board to put this in the budget and for staff to seek grant funding for this project.

SUBJECT: Plantings on Sir Walter Raleigh Street. Mr. Skinner commented that he contacted NCDOT and to do this the Town would need a right of way encroachment with NCDOT and that would require engineered drawings and if the Board wants to proceed we will need to have this done. There is no public right of way to plant the trees in; if we had property owners permission we could put them in their yards. Ms. Burke commented that this will provide slowing down traffic and provide shade. The Board would like a cost estimate on the engineering.

SUBJECT: Discussion of proposed ordinance changes from Town Attorney-Wyatt Booth gave the Board a list of ordinances where he is trying to incorporate the penalty portion into one ordinance for all penalties, and had asked the Board to review the list he gave them for their comments at the workshop meeting. If there are no changes then he will place this on the May agenda. Ms. Burke commented that the changes as drafted by the Town Attorney would make her job easier and make the enforcement procedure to go more smoothly. This would also help with the noise ordinance and make it more enforceable.

There being no further business to come before the Board or other persons to be heard a motion by Commissioner Burke seconded by Commissioner Farrow the meeting was recessed until Friday for the BOC retreat at 6 pm was approved by the following vote: Ayes: Commissioner Collins, Walker, Burke, Peele. Noes: none. Absent: Fry

This the 18th of April 2012

Jamie Daniels, Mayor

ATTEST:

Becky Breiholz, Town Clerk