

MINUTES

The Town of Manteo Board of Commissioners held their April 6, 2016 recessed meeting April 20, 2016, at 4:00 pm at the Town of Manteo Town Hall meeting room, 407 Budleigh Street, Manteo, NC

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

The following members were absent:

The following member(s) were absent: Also present at the meeting were: Town Manager, Kermit Skinner; Assistant Town Manager & Finance Officer Shannon Twiddy; Town Clerk Becky Breiholz; Department Heads: Planner Erin Burke; Nathan Pharr, Water and Sewer Superintendent; Public Works Director James McCleave; Police Chief Vance Haskett; IT Administrator Steve Jozik; Maritime Museum Director Barry Wickre; Dockmaster Carl Jordan

Mayor Daniels called the recessed meeting to order at 4:10 p.m.

NEW EMPLOYEE INTRODUCTION

Public Works Director James McCleave introduced two new employees to his department, Donald Gray and Troy Tugwell who both stated they were glad for the opportunity to work for the Town.

DEPARTMENT HEAD REPORTS:

Dockmaster Carl Jordan went over his report and stated that some marinas give discounts and some boaters are bypassing Manteo because we do not give discounts. The Board asked about mooring fields and staff had researched this at one time but the Board would like more information. Barry Wickre stated sailing camp will be starting soon and they have had a good response; also showed the Board an ad in Boaters Magazine about our upcoming Wooden Boat Show that was paid for by a grant we received from the Tourist Bureau. Chief Haskett went over his report and stated that the FBI finished up their audit report; several tickets given at the Elementary School for speeding; they have stepped up foot patrol at Magnolia Market after numerous complaints about unruly teenagers. The Board would like some type of public notice be placed that will let the citizens know about the police patrolling the Magnolia Market. IT Director Steve Jozik stated that he received his certification to fly a drone; we received a drone

through the Government Access TV grant that will allow us to record storm damage; town special events and other activities done by the town. Nathan Pharr informed the Board about the milling on the downtown streets taking place by NCDOT and hopefully the paving will start next week. The stormwater project is going good. James McCleave stated his department is getting ready for the summer season. Erin Burke updated the Board on her and the Mayor's meeting at Roanoke Village with NCDOT about the stormwater problem there and NCDOT will come back with some recommendations. There is concern about the Marshes Light Conditional Use permit and the parking spaces required for dock spaces and the enforcement of that condition will be difficult. According to the conditional use permit dwelling units and hotel rooms shall be assigned a boat slip (whether it is sold or given we don't know) but there is no way to track who owns a boat slip and whether or not they use or try to sell or rent it and she can't put people in violation if they don't want to own a boat slip. She also reported about the new FEMA software that was purchased by Dare County that will track project worksheets and provided to the Town at no cost.

SUBJECT: Report wayfinding and directional signs downtown-Planner Erin Burke stated we are in the process of finding a consultant and that she has been provided with names of vendors and is contacting them. She stated that Edenton, Elizabeth City and Shelby have done wayfinding projects and she is gathering information from them.

SUBJECT: Discussion of cleaning public restrooms downtown – This was discussed at the regular April 6 meeting and the Mayor had asked that the waterfront condo commercial association provide us with more information. Commissioner Peele stated she went to the bathrooms at the waterfront condos and they were in good condition and would like to recommend that we close the Magnolia Market restrooms and use the condos as public restrooms and do the upkeep. Commissioner Wickre commented that we need to decide if we are going to take on the condo bathrooms or just clean our two public restrooms. The condo association had submitted a proposal and will be made a part of these minutes. To get them up and running they would need \$9489.00 and they are willing to pay half of that amount. After some discussion consensus of the Board was to pay \$4744.50 to help get the bathrooms ready and place this on the consent agenda for May meeting. This would be only a onetime payment. The discussion then went to the cleaning of the public restrooms and the Board discussed cleaning only the Magnolia Market public restrooms and the boathouse restrooms. Mr. Skinner informed the Board that right now Public Works cleans the restrooms once a day in the morning Monday through Friday. The Board thought that Magnolia Market and the Boathouse needed to be cleaned at least twice a day and on weekends. They also wanted to have time locks placed on both the Magnolia Market and boathouse restrooms. By consensus of the Board they would like to have a request for proposals ad to be placed. The RFP will be for cleaning the Magnolia Market, boathouse and waterfront condo bathrooms for once in the evenings Monday through Friday and twice daily on the weekends May 1st through October 31st and the Town will supply the paper products.

SUBJECT: Report Dredging around Festival Park-Mr. Skinner reported that several letters have been sent to the Governor, Representative Paul Tine and Senator Bill Cook and we received a response from Jennifer Hennessy, an aide with Senator Cook via email which stated: "Senator Cook received your letter pertinent to the current dilemma with dredging an access canal around the site of Roanoke Island Festival Park, the Senator asked me to get in touch to see where we might be able to provide some assistance. I have read through the mutual development and use agreement for Ice Plant Island, and I have a few questions. If you don't mind, please give me a call at your convenience. However, according to Darren England at N.C. Department of Environmental Quality, the access canal around Roanoke Island Festival Park is eligible for funding from the Shallow Draft Dredging Funds because it is an interior coastal waterway less than 16 feet in depth. But currently in law there is a local matching requirement." Mr. Skinner has a phone call with Senator Cook's aide tomorrow.

Commissioners Concerns/Comments

Commissioner Peele asked about the 1587 sidewalks and Mr. Skinner reported that Public Works was going to do that in house but it more in depth than what they can do so he is getting a price from Derek Hatchell.

Commissioner Fry wanted to know if the Board could get a breakdown of shared revenues and what the businesses in Town actually contribute in taxes because at the last meeting a business owner stated that there were 55 businesses in town that contributed over \$600,000. Mrs. Twiddy explained that the shared revenue comes from occupancy tax, sales tax and property tax and the Town receives a percentage of a percentage that the County receives and is based on Manteo's property tax rate and that they do not break it down as to where it comes from.

Mrs. Twiddy also asked the Board for the budget did they want her to create a new line item for the upkeep of the bathrooms so that it will keep a more accurate cost of maintaining them. Consensus was for her to create a bathroom line item.

MOTION: Commissioner Burke seconded by Commissioner Wickre to adjourn at 5:40 pm was approved by the following vote: Ayes: Commissioner Fry, Collins, Burke, Walker, Peele and Wickre. Noes: None. Absent: none.

This the 20th day of April 2016

ATTEST:

Mayor Jamie Daniels

Becky Breiholz, Town Clerk