

MINUTES

The Town of Manteo Board of Commissioners held their Regular session in the Manteo Town Hall meeting room, April 3, 2013 at 6:30 p.m.

The following members were present:

- Mayor Jamie Daniels
- Commissioner Darrell Collins
- Commissioner David Farrow
- Commissioner Nancy Peele
- Commissioner Richie Burke
- Commissioner Hannon Fry

The following members were absent: Commissioner Christine Walker

Also present at the meeting were:

- Town Manger Kermit Skinner
- Secretary Susan Ditta
- Town Attorney Wyatt Booth

Mayor Daniels called the meeting to order at 6:30 pm followed by a moment of silent meditation and the Pledge of Allegiance.

SUBJECT: Adoption of Agenda as presented or amended-

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

SUBJECT: Adoption of the items on the Consent Agenda- .

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

SUBJECT: Approval of Minutes of Regular March 6, 2013 meeting

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

SUBJECT: Approval of Minutes of Recessed Workshop March 20, 2013 meeting

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

SUBJECT: Government Access Channel 20 Budget

MOTION: Commissioner Collins seconded by Commissioner Burke to approve the Government Access Channel 20 Budget as presented was approved by the following vote: Ayes: Commissioners Farrow, Collins, Peele, Burke and Fry . Noes: None. Absent: Walker

PUBLIC COMMENTS -Town Manager asked for any one to speak on items not on the agenda and if you want to speak on an item on the agenda please come forward so that the clerk can enter it into the record.

TOWN MANAGER'S AGENDA

SUBJECT: Discussion Downtown Topographic Study. The Board of Commissioners requested that this study be done to try and determine if putting back flow preventers (tide gates) on the stormwater outfalls downtown would prevent or reduce flooding downtown from minor mid wind driven tides. During storms the the high tides back up through the storm sewers before it comes over the bulkhead. The study was done by Quibble and Associates and Derek Dial and Warren Eadus were on hand to to the presentation. What was determined was that the installation of a tide gate at the lighthouse end of Queen Elizabeth would help with wind tides up to one and half feet but installing them at the other four outfalls downtown would not provide any significant protection. The topographical study was done by Quible & Associates, Warren Eadus and Derek Dial presented it. Mr. Eadus suggested putting in a transducer. After discussion the Board wanted to have an electronic tide gauge installed to measure how often we have wind driven tides that do not exceed one and a half feet. Warren Eadus with Quible & Associates will be installing the gauge.

SUBJECT: Stormwater update-Mr. Skinner gave the Board an update on the projects going on throughout the Town. Sir Walter Raleigh Street Project: Work is progressing on schedule for the Sir Walter Raleigh Street stormwater line replacement project. As you can well imagine we have encountered a number of conflicts with old unidentified utilities underground. These conflicts have resulted in several design modifications in the field. The contractor, the field engineer, and our staff working together have been able to implement these changes with minimum delay to the project schedule. Given the age of the project pathway these types of "challenges" are unfortunately unavoidable. On 3/28/2013 as the contractor was preparing to extend the excavation from Old Tom Street onto Sir Walter Raleigh we uncovered what has been the projects most extensive conflict to date. There was a sewer main, a water main, a fire hydrant supply line, and several service laterals. None of which appeared on any of the Town's utility maps. In fact the sewer main was so old that it was constructed out of 16" terracotta pipe with wax joint seals. Unfortunately the correction of these conflicts required that water service in this area be shut off until the repairs were completed. The

contractor, the project engineer, and staff from your Water & Sewer Department began work on repairs at 9:00PM on 3/28/2013 and worked throughout the night, with the corrections being made and water service restored by 6:00 AM the following morning. Prior to work beginning employees from the Water & Sewer Department made in person contact with all those residents and businesses we believed would be affected. Because of all these conflicts there has been overtime for employees. With that problem solved the project continues to be on schedule and work on the Sir Walter Raleigh Street portion of the project is set to begin on 4/1/2013. The project contractor is Hatchell Concrete and the project engineer is Derek Dial with Quible & Associates.

Boat Ramp Project: Work has begun on the installation of the oil and grit separation chamber on the stormwater outfall located adjacent Town's boat ramp at the foot of the Cora Mae Basnight Bridge to Roanoke Island Festival Park. The contractor began the preliminary site work on 3/29/2013. The actual separation chamber is scheduled to be delivered to the site on 4/3/2013 and the contractor is confident that he complete the actual chamber installation that same day. The contractor also indicated that access to the boat ramp would remain unencumbered except possibly for a brief period on the day of the actual installation. As you will recall the goal of this project is to partially the stormwater before it enters Dough's Creek and hopefully improve the water quality of both the creek and Shallow Bag Bay. The Town's contractor on this project is Carolina Marine Structures and the project engineer is Billy Lee with Withers & Ravenel

PLANNER'S AGENDA

SUBJECT: Set Public Hearing for Rezoning Request at 105 Simon Street Ms. Sharon Golden, owner of the property at 105 Simon Street has requested the Town of Manteo to consider rezoning her property. It is currently zoned B-2 General Business and has been zoned that way since the property was annexed into the Town in the early 1980s. The changes in the zoning ordinance since that time now prevent Ms. Golden from placing a mobile home on this site. Ms. Golden, who is from Manteo, currently lives in Arizona but would like to relocate to her home town. She would like to place a mobile home at this location upon receiving a rezoning. Ms. Golden has requested to be rezoned to R-2M, this zoning classification allows for mobile homes. The residential properties on the west side of Simon Street are currently zoned R-2M, so this requested rezoning would be consistent with those properties and would not be considered spot zoning. The Planning and Zoning Board reviewed this request at their March meeting and recommended that the Board of Commissioners set a public hearing for this request. All of the adjacent property owners will also receive a written notice via first class mail and the property would be posted if the Board of Commissioners chooses to conduct a public hearing on this matter.

MOTION: Commissioner Collins seconded by Commissioner Fry to schedule a Public Hearing for May 1st at 6:30pm was approved by the following vote: Ayes: Commissioners Farrow, Collins, Peele, Burke and Fry. Noes: None. Absent: Walker

MAYOR'S AGENDA

Mayor Daniels reported to the Board that he and Kermit went to Raleigh to Town Hall Day and had lunch with representative Paul Tine and met Senator Cook. There are some issues that will affect the Town one of which could be a change in what we are allowed to charge for water and sewer based on in town or out of town. Another big issue will be tax reform.

COMMISSIONER'S AGENDA

Commissioner Fry commented that the lighting at night by CVS, Darrell's restaurant and Scarborough Inn was not well lit and wanted to know if street lights can be added to prevent possible crime. He also commented that Wescott Park needs lighting and wanted to know if that was in our jurisdiction which it is not. Mr. Skinner commented that Dominion Power has a Dark Skys Projects but the lighting does not meet the Town lighting ordinance and will contact Dominion Power. Mayor Daniels suggested that this be sent to Planning and Zoning Board to review our lighting ordinance and then change it to allow Dominion fixtures to be used; they would like something back by their May meeting. Commissioner Fry suggested that staff do a survey the areas that need lighting through out the Town.

Commissioner Collins mentioned that the water bill is still fluctuating, being very high then very low. It was explained that it there was a glitch and that should correct itself by the next billing. Mr. Skinner suggested he contact Mrs. Espinoza or Ms. Ditta with the Town water department to look into it. Commissioner Collins also commented that the parking lot at Piggly Wiggly needs repairs and Mr. Skinner commented that it had been done with cold patch but with the high traffic it did not stand up.

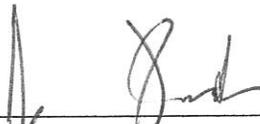
Commissioner Peele commented that the boat ramp also needs lighting as do some other areas in downtown. Commissioner Peele also stated that there is a wire sticking out of parking area off the waterfront condos. Mr. Skinner commented that again because of our lighting ordinance we have to buy the fixture which cost about \$8000 and install it; if we changed our ordinance to allow Dominion fixtures they would do all that work and bill you a set monthly amount. Commissioner Fry suggested having our police department assemble a list of areas that might need lighting. She also commented that there seems to be a problem with parking on Devon Street. Mr. Skinner commented that if they are parked on the paved portion we can do something about that. Commissioner Peele asked if we could have those spaces marked and Mr. Skinner

commented that the bulk of those streets downtown are NCDOT streets and they would have to do it or we would have to get permission to do it and he can check with NCDOT Mayor Daniels commented that NCDOT did a parking study years ago and asked her to contact staff to get a copy of that.

Commissioner Farrow stated that the light post at the old Colony Tire business is leaning heavily to one side and needs to be fixed.

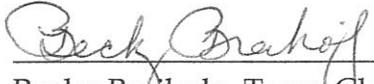
There being no further business to come before the Board or other persons to be heard a motion by Commissioner Collins seconded by Commissioner Peele the meeting was recessed at 7:55 pm until the workshop meeting of April 17th, 2013, at 4pm was approved by the following vote: Ayes: Commissioner Peele, Farrow, Burke, Fry, and Collins Noes: none. Walker

This the 3rd day of April 2013



Jamie Daniels, Mayor

ATTEST:



Becky Breiholz, Town Clerk



Government Education Access Channels Committee
2013-2014 Proposed Budget

Item Summary:

The following is the proposed 2013-2014 budget for operation of the Government and Education Channels, prepared and approved by the Government Education Access Channels (GEAC) Committee. The proposed budget, which would take effect July 1, 2013, must be approved by every participating member entity of the Channels, which includes the towns of Duck, Southern Shores, Kitty Hawk, Kill Devil Hills, Nags Head, Manteo, and Dare County, Dare County Schools, College of The Albemarle, and UNC Coastal Studies Institute.

The budget as proposed requires no additional funding from the participating entities above the current annual \$1000 membership fee. Our budget is funded mainly from the North Carolina Video Distribution proceeds, which are disbursed quarterly by the State to certified members of the GEAC. These funds must be used for the operations of the two channels and no other purpose. Additionally, the legislation that originally established the Video Distribution funding required that the proceeds not supplant current funding. Accordingly, the annual \$1000 membership fee that was in place when the program began must remain, or the Channels would lose all Video Distribution funding from the State.

The GEAC committee recommends the budget, which includes, in part, the following: funding of online streaming video for the two channels and a Local Programming Development Initiative to assist members in the development of programming for the Government and Education Channels. In addition, the funding includes the continued funding of a regular news magazine show that highlights the each of the participating members of the GEAC on the Education Channel and the Government Channel.

Specific Action Requested:

- The Government Education Access Channels Committee requests approval by the Manteo Board of Commissioners of the proposed 2013-2014 Budget for the Government and Education Channels.

Government Education Access Channels Committee

2013-2014 Proposed Budget

INCOME

Member Fees	\$10,000.00
NC Video Disbursement	\$304,062.99
Interest Income	\$1,700.00

TOTAL INCOME

\$315,762.99

APPROPRIATED FUND BALANCE

\$204,775.21

EXPENDITURES

Employee	(\$62,225.67)
Emergency Management Contingency	(\$2,500.00)
Travel	(\$2,040.00)
Training	(\$1,000.00)
Gov-Ed Producer Position(s)	(\$120,000.00)
PT Salary (Internships)	(\$2,000.00)
Professional membership	(\$55.00)
Supplies	(\$4,500.00)
Miscellaneous	(\$500.00)
Office Computer Lease	(\$500.00)
MSG Customer Service	(\$5,000.00)
GAC Suppl. Budget Contingency	(\$20,000.00)
Streaming Video	(\$5,500.00)
Equipment - Repair, Replacement, Purchase	(\$4,000.00)
Fiber Service	(\$8,400.00)
Videography Training Program	(\$82,317.53)

EXPENDITURES

(\$320,538.20)

LPDI 1 - Coastal Studies Institute	(\$20,000.00)
LPDI 2 - College of The Albemarle	(\$20,000.00)
LPDI 3 - Dare County Government	(\$20,000.00)
LPDI 4 - Dare County Schools	(\$20,000.00)
LPDI 5 - Duck	(\$20,000.00)
LPDI 6 - Kill Devil Hills	(\$20,000.00)
LPDI 7 - Kitty Hawk	(\$20,000.00)
LPDI 8 - Manteo	(\$20,000.00)
LPDI 9 - Nags Head	(\$20,000.00)
LPDI 10 - Southern Shores	(\$20,000.00)

TOTAL LPDI

(\$200,000.00)

TOTAL EXPENDITURES

(\$520,538.20)

