

## MINUTES

The Town of Manteo Board of Commissioners held their December 3, 2014 recessed meeting December 17, 2014 at 4:00 pm at the Manteo Town Hall meeting room.

The following members were present: Mayor Jamie Daniels  
Commissioner Nancy Peele  
Commissioner Christine Walker  
Commissioner Hannon Fry  
Commissioner Martha Wickre

The following member(s) were absent: Commission Darrell Collins, Mayor Pro Temp  
Commissioner Richie Burke

Also present at the meeting were: Town Manager Kermit Skinner; Assistant Town Mgr. /Finance Officer Shannon Twiddy; Town Clerk Becky Breiholz; Department Heads: Public Works Rodney Murray; IT Administrator Steve Jozik; Maritime Museum Director Barry Wickre; Planner Erin Burke

Mayor Daniels called the recessed meeting to order at 4:00 pm

**SUBJECT:** Department Head Reports- Mr. Skinner reported to the Board that Police Chief Haskett was in court and unable to attend; and Carl Jordan is on vacation and that Nathan Pharr was working on a problem at the water plant.

Barry Wickre went over his report and informed the Commissioners of some vandalism at the Lighthouse which was spray painted. Since Christmas festivities are over downtown, the volunteers have been working on some other projects. Rodney Murray went over Public Works Director James McCleave report. Erin Burke reported to the Board that the Forest Service are coming back to do a controlled burn of the marsh and they are going to try to get the Town on a regular schedule. There was a brief stop work order at the Elementary School addition because the suppression company did not get their system inspected by the fire marshal. Steve Jozik reported that they have finished a two part video on the lighthouse; updated and upgraded the equipment in the meeting room since there was a faulty microphone. Student laptops should be delivered before Christmas. The ID maker has been replaced. The Town Facebook page was discussed and Commissioner Wickre would like staff to furnish the Board with the feedback comments that are put on the Town page from others.

**SUBJECT:** Review Project List-Mayor Daniels went over the project list and by consensus items 10 Christmas decorations; 13-marking parking spaces on Queen Elizabeth; 14-the boat ramp text amendment limiting commercial use; 15-OBX Marathon costs and 16-placing reflectors on Sir Walter Raleigh bulb; as being completed and will be moved to the completed

list. Item 19 Town Manager has not received a reply from NCDOT regarding the dip at the US 64 and Uppowoc.

Finance Officer Shannon Twiddy handed out draft copies of a purchasing and bid policy that was recommended by the auditor and should be in place. The Board will review the policy and discuss and possibly approve at the January 21, workshop meeting.

Commissioner Fry would like staff to look into placing oak trees on Uppowoc extended to create a canopy just like the one that is on the north end of town. Staff will research and get the information to the Board. This will be added to the project list.

Also discussed was the Town's Christmas tree at the waterfront. Mrs. Twiddy informed the Board that several years ago we were told that the tree had a limited tree life due to salty conditions at the waterfront and that they might want to consider relocating it to another location. The Board would like staff to have the tree evaluated by a certified arborist before they make a decision.

**MOTION:** Commissioner Wickre seconded by Commissioner Fry to adjourn at 4:35pm was approved by the following vote: Ayes: Commissioner Walker, Peele, Fry and Wickre. Noes: None. Absent: Burke and Collins

This the 17<sup>th</sup> day of December 2014

ATTEST:

\_\_\_\_\_  
Mayor Jamie Daniels

\_\_\_\_\_  
Becky Breiholz, Town Clerk