

## MINUTES

The Town of Manteo Board of Commissioners held their February 5, 2014 recessed meeting February 19, 2014 at 4:00 pm at the Manteo Town Hall meeting room.

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

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

Also present at the meeting were: Town Manager Kermit Skinner; Assistant Town Mgr. /Finance Officer Shannon Twiddy; Town Clerk Becky Breiholz; Department Heads: Water and Sewer Nathan Pharr; Public Works James McCleave; Police Chief Vance Haskett; Building Inspector Derek Boutchyard; IT Administrator Steve Jozik; Maritime Museum Director Barry Wickre.

Mayor Daniels called the recessed meeting to order at 4:07 pm

**SUBJECT:** Department Head Reports- the Department head reports will be on file for one year. James McCleave Public Works Director gave his report and informed the Board that they are getting ready for the spring; Chief Haskett stated nothing major to report, occasional DWI and no accidents were reported from the winter storms. Steve Jozik updated the Board on Channel 20 and that we are the only Town that does not broadcast on Channel 20 and that is an option for the Board to consider. Mayor Daniels asked that discussion of broadcasting meetings on Channel 20 for the March regular meeting. Also Mr. Jozik commented that the Town needs to appoint someone to the Channel 20 Board; this will be placed on the March agenda also. Mayor Daniels asked that the videos being shown on Channel 20 be shown to the Commissioners at their March workshop meeting. Nathan Pharr commented because of the snow they are fixing leaks and getting ready to change out for summertime. Derek Boutchyard updated the Board on the building activity in the Town. Barry Wickre informed the Board that the screw pile is at the waterfront by the weather tower and will be ready for display soon; they have completed the framing for the 4 floating docks. He gave the Board a report on Sail America that will be coming to the Manteo waterfront. There will be several regattas being held and they will be racing from the "Old Swimming Hole" at airport road and are big events which should produce revenue for the local businesses.

**SUBJECT:** Discussion of impact of Port-A-John disposal at WWTP-The Town had received a request from the Burkhardt's to allow them to dump their waste at the WWTP Plant at their regular February 5, 2014 meeting. Mr. Pharr explained to the Board at that

meeting that we don't have the storage and equalization tanks to dilute without large capital outlay and additional treatment costs. The Board asked the Burkhardt's to provide what pretreatment options there are or if there is a chemical that can be added to lessen the harmful impact on our plant at the February workshop. Mayor Daniels commented that he spoke with Mrs. Burkhardt and no agreement with Mr. Pharr has been reached so this item will be postponed.

**SUBJECT:** Discussion of skateboard park expansion-The expansion has been discussed at several of the Board's past meetings and recently brought up at the February 5, 2014 meeting under Public comments. Mayor Daniels commented that we need to contact Dare County about this project since the property is owned by the County before we can actually proceed. Mr. Skinner will contact Bobby Outten the County Manager and report back to the Board.

**SUBJECT:** Discussion of security concerns at Roanoke Marshes Light Development and at the skate park area. At the February 5, 2014 meeting under Public comments. Complaints were made by residents of littering, drinking alcohol and drug trafficking at Marshes Light Development and around the skate park area. Chief Haskett was asked to provide a report to the Board for their discussion at the workshop. Chief Haskett provided the Board with a report after speaking to each officer individually. Chief Haskett reported to the Board about some vandalism at the COA property and they actually caught the juveniles because of the cameras they have placed out there. He explained to the Board how the cameras operate. If the Board wants to add more cameras they cost around \$5,000. There will be a bike patrol but we are down one officer right now since one of the officers retired and he is in the process of hiring an officer.

**SUBJECT:** Discussion of Business Improvement committee-Mayor Daniels had a meeting today with some Business owners about economic development to promote businesses and work together. Paige Griffin have volunteered to be the administrator of the email list of things happening in Manteo. They are also working on a tri-fold map for the Town. First Fridays is promoted by the Arts Council and they are trying to partner with the Arts Council to promote terrific Tuesdays. They also discussed consistent hours for the businesses. They also have a wish list of things they would like to see in the Town.

Commissioner Peele asked about a big yacht being docked at the Town Marina and Mrs. Twiddy informed the Board that yes there will be a big boat but they were told they could not block the view of the Elizabeth II. It will also require a capital outlay to increase the size of the power and water expansion of about \$1,000 but for a year's lease it would bring in an estimate of \$10,000 revenue.

**SUBJECT:** Discussion of bids submitted to Quibble for Storm Water Rehabilitation for the Downtown area around Creef Davis Park-Mr. Skinner commented that the bids were opened today at Town Hall. Warren Eadus with Quibble and the Engineer of the project was here to answer any questions the Board might have. The low bidder was Hatchell concrete at \$106,693.80 which was about \$28,000 less than the amount projected by the Quibble. Mr. Skinner commented that he is working on getting an easement from the property owners of Centennial Square which will have to be reviewed by the Town Attorney.

**MOTION:** By Commissioner Burke seconded by Commissioner Peele to direct staff to enter into a contract with Hatchell concrete for the Storm water Rehabilitation not to exceed \$106,693.80 was approved by the following vote: Ayes: Commissioners Peele, Collins, Burke and Wickre. Noes: none. Absent: Commissioner Fry and Walker

Mr. Eadus was asked about the sidewalk project on Uppowoc behind COA and he commented that they are working on that.

Mrs. Twiddy asked the Board to fund an additional \$20,000 for this project because during the last storm water project there were change orders and other incidentals that caused it to go over the actual contract amount.

**SUBJECT:** Discussion of uses for Magnolia Market-Mr. Skinner has received a request from someone who wants to put an exercise class at the Magnolia Pavilion on Wednesday and Friday and pay 20% of gross receipts. Commissioner Wickre asked if we are trying to make a profit or generate foot traffic. Mr. Skinner gave the Board a brief overview of how uses of the Pavilion came about after Magnolia Grill Restaurant closed down. The Board would like staff to develop a policy on the use of the area that would allow staff to approve the uses.

#### **COMMISSIONER'S/STAFF CONCERNS**

Commissioner Peele-stated she received an email from a police officer requesting that he be given a discount for the use of the waterfront for his wedding. The Town currently charges \$500 but gives active duty and retired military a \$250 discount. Consensus of the Board was to keep the policy as it is only allowing for a military discount. Commissioner Peele also commented that the snow seems to have created some dips in the roads and that there is a very large one on Wingina.

Commissioner Collins asked about the hole on Sir Walter Raleigh and Mr. Skinner commented that we are trying to find someone who can do the asphalt patch for that but it is difficult to find someone for such a small job.

Shannon Twiddy gave the Board the budget calendar and an updated actual versus budget for each department. She wanted the Board to think about projects and any changes they might want. Discussion took place on budget amendments and Mrs. Twiddy stated that if the money was appropriated in the general fund but hasn't been transferred then it doesn't affect the fund balance. She also informed the Board that they will be receiving a rather large budget amendment at their March regular meeting for housekeeping items; but the actual effect on the fund balance is only about \$75,000. Mrs. Twiddy went over the budget calendar with the Board and the budget has to be adopted by June 30<sup>th</sup>. Mayor Daniels commented that we can always put money in budget for projects but we do not have to spend it. Also explained to the Board was tax increases and how the Town of Manteo is affected if the other Towns raise their tax rates. If other towns raise taxes and we don't that affects how much we receive in shared revenue.

**MOTION:** Commissioner Wickre seconded by Commissioner Collins to adjourn at 5:30 pm was approved by the following vote: Ayes: Commissioners Collins, Peele, Burke and Wickre Noes: none. Absent: Fry and Walker

This the 19<sup>th</sup> day of February 2014

ATTEST:

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Mayor Jamie Daniels

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Becky Breiholz, Town Clerk