

## MINUTES

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

The following members were present: Mayor Jamie Daniels  
Commissioner Richie Burke  
Commissioner Darrell Collins  
Commissioner David Farrow  
Commissioner Nancy Peele  
Commissioner Hannon Fry

The following members were absent: Commissioner Christine Walker

Also present at the meeting were: Town Manger Kermit Skinner  
Asst. Town Mgr. /Finance Shannon Twiddy  
Town Clerk Becky Breiholz  
Planner Erin Burke  
Town Attorney Wyatt Booth

Mayor Daniels called the meeting to order at 6:35 pm followed by a moment of silent meditation; David Wilcox representing Boy Scout Troup 165 led with the Pledge of Allegiance.

**SUBJECT:** Adoption of Agenda as presented or amended- add under Town Attorney agenda Pirate Adventure lease

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

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

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

**SUBJECT:** Approval of Minutes of Regular January 2, 2013 meeting

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

**SUBJECT:** Approval of Minutes of Recessed Workshop January 16, 2013 meeting

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

**SUBJECT:** Budget Amendment #6

**MOTION:** Commissioner Collins seconded by Commissioner Peele to approve budget amendment #6 as presented was approved by the following vote: Ayes: Commissioners Farrow, Collins, Burke, Peele. Noes: None. Absent: Walker and Fry

**SUBJECT:** Resolution 2013-01 Funding for Oregon Inlet Dredging

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

**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.

Liz Bukvich asked that the Board consider allowing Magnolia Market be used for wedding receptions.

#### HONORAIUMS AND MEMORIALS

Mayor Daniels presented to H.A. Creef's Family plaques of recognition by the Town and memorial resolution of recognition from North Carolina League of Municipalities for Commissioner H. A. Creef's 22 years of service to the Town of Manteo.

Commissioner Farrow-presented to the Luther Daniels family memorial resolution of recognition by the North Carolina League of Municipalities for Luther Daniels service to the Town of Manteo.

#### TOWN MANAGER'S AGENDA

**SUBJECT:** Discussion of improvements to Meeting Room audio System After contacting Andy Wall about our audio issues, he inspected our system and quickly pointed out that our main problem with our sound system was our microphones. Our current microphones are considered "performance microphones" and require the speaker to be very close in order to be audible. He recommended gooseneck cardioid microphones similar to the ones that were recently used to upgrade Southern Shores' sound system. Mr. Wall brought a microphone to the Town Hall to demonstrate the difference. Becky Breiholz and I noticed an immediate major improvement in the sound quality especially when the person speaking was a fair distance away from the microphone. However, in order to use these microphones we need to upgrade some of our other equipment because the microphones require power. Mr. Wall was able to design a system that reused as much of our existing equipment as possible in order to keep costs down. Mr. Wall assures us that this system will serve us well for many years.

The costs for the project are as follows:

9 - AT Gooseneck Microphones (19") \$225.00 each \$2025.00

9 - Microphone Clips for existing desk stands \$27.00 each \$234.00

9 - New (custom made lengths) microphone cables \$25.00 each \$225.00  
1 - 16 Channel Allen and Heath Mixer \$1200.00  
1 - 200 Watt Amplifier \$275  
Install labor for 2 technicians \$900.00  
Shipping \$75.00  
6.75% Sales tax on applicable items  
**\$5201.23 total including tax.**

Note: The individual pieces of this project are interdependent and will not function properly if broken apart.

As for funding, we have 2 options.

**Option 1:** Fund this project ourselves with a budget amendment.

**Option 2:** Request funding with an LPDI award through Channel 20.

Staff recommends option 2 (the LPDI funding) as it does not require any matching funds from the Town. I have discussed this in depth with the Channel 20 administrator, Michael O'Dell. This option would not require us to broadcast our regular board meetings, but we would be expected to provide some additional programming to the channel. It should not be difficult for us to uphold this requirement. Examples of programming we might provide would be the League of Women Voters, our twinning ceremonies, or any other such special event. I have already taken the liberty of applying for LPDI funding because the due date for the request was prior to the BOC meeting. If the Board does not wish to proceed in the manner, I can rescind the request with no penalty.

**MOTION:** Commissioner Collins seconded by Commissioner Farrow for IT to seek a grant through channel 20 was approved by the following vote: Ayes: Commissioners Farrow, Collins, Burke, Peele. Noes: None. Absent: Walker and Fry

**SUBJECT:** Consideration of contract for Stormwater Drain relocation- Hatchell Concrete was the successful qualified low bidder on Sir Walter Raleigh Street stormwater line replacement project with a bid of \$213,949.13 and staff recommends awarding the project to them. As you will recall this project has been in the works for the past few years with the Board contracting with Quible & Associates for the design and construction management portions several months ago. If we are going to complete the project before this year's tourist influx and the late summer hurricane season construction needs to begin as quickly as possible.

The Board had earmarked the 2 cent tax increase for stormwater improvements and that will only generate \$133,500 so a budget amendment of \$86,500 will be needed before we can enter into a contract.

**MOTION:** Commissioner Collins seconded by Commissioner Burke to approve budget amendment #8 for \$86,500 was approved by the following vote: Ayes: Commissioners Farrow, Collins, Burke, Peele. Noes: None. Absent: Fry and Walker

Mr. Skinner also commented that in any attempt to bring down the price of the asphalt repairs directly associated with the project we asked all the bidders to submit prices on a number of

other areas of concern throughout the Town. These are broken out separately in Hatchell Concrete's proposal and are not included in the \$213,949.13 base bid. In speaking with Derek Hatchell he said he would honor the same per ton asphalt price if the Board wished to add any additional street repairs to the project. Staff is recommending that the Board authorize the asphalt repairs as included in Hatchell Concrete's proposal. The added cost would be about \$47,500. Mayor Daniels asked what that would do to the Town's fund balance; Mrs. Twiddy will get that figure.

**MOTION:** Commissioner Burke seconded by Commissioner Farrow to allow staff to enter into a contract with Hatchell Concrete for \$213,949.13 pending Town Attorney review was approved by the following vote: Ayes: Commissioners Farrow, Collins, Burke, Peele. Noes: None. Absent: Walker and Fry.

Commissioner Fry arrived at 7:10 pm

**SUBJECT:** Fisherman's Net Shed-Mayor Daniels moved this up on the agenda since Warren Eadus with Quibble was here and has done work on the cost estimates. Mr. Eadus commented that a stormwater permit would be needed; the building would cost around \$15,000 plus the widening of the dock way and possibly adding boat slips for display of historic boats. Mayor Daniels commented that he brought this up at the tourist bureau meeting and it will be discussed at their March meeting.

Mrs. Twiddy returned with the information that was requested by the Board and commented that with these expenditures it would bring the undesignated fund balance to 51%. Mr. Twiddy also commented that some of the expenses will be Powell Bill eligible.

**MOTION:** Commissioner Burke seconded by Commissioner Farrow to approve budget amendment #9 for \$50,000 for asphalt repairs was approved by the following vote: Ayes: Commissioners Farrow, Fry, Collins, Burke, Peele. Noes: None. Absent: Walker

**MOTION:** Commissioner Collins seconded by Commissioner Fry to allow staff to enter into a contract with Hatchell Concrete for \$50,000 pending Town Attorney's review was approved by the following vote: Ayes: Commissioners Farrow, Walker, Fry, Collins, Burke, Peele. Noes: None. Absent: Walker.

Mr. Eadus commented that we need to start as soon as possible to finish before the summer season starts and the Board agreed and hopefully it can be done by next Tuesday.

#### TOWN ATTORNEY'S AGENDA

All of the vendors at Magnolia Market are up for renewal and

**SUBJECT:** Renewal of Royal Dog Lease Agreement; Peanut Vendor and Pirate Adventure -

**MOTION:** Commissioner Burke seconded by Commissioner Peele to approve renewal of all three leases Royal Dog, Peanut Vendor and Pirate Adventure was approved by the following

vote: Ayes: Commissioners Farrow, Fry, Walker, Collins, Burke, Peele. Noes: None. Absent: Walker.

**SUBJECT:** Roanoke Voyages Corridor Regulations Discussion-Legislature in 2010 turned over the enforcement of the corridor to the Town and County and the result of that by statute regulates tree cutting, signage and other issues in the beautification of the corridor on Hwy. 64. The purpose of the proposed ordinance is to incorporate the state corridor regulations in the Town ordinance and penalty ordinance. The Town was not given a choice by the General Assembly; and by General Statute they told us that we will enforce the regulations but the Town does not have a local statutory mechanism to do that and by adopting this ordinance it will allow the Town to enforce those regulations.

**MOTION:** Commissioner Collins seconded by Commissioner Fry to amend Chapter 38 to include the Roanoke Voyages Corridor Regulations was approved by the following vote: Ayes: Commissioners Farrow, Fry, Collins, Burke, Peele. Noes: None. Absent: Walker

#### MAYOR'S AGENDA

**SUBJECT:** Report Outer Banks Tourist Bureau- Mayor Daniels gave a report and the Tourist Bureau agreed to review the Fisherman's Net Shed.

**SUBJECT:** Update on Manteo Elementary School overcrowding. Mayor Daniels commented that at the last school board meeting they discussed that the only way to relieve the overcrowding would be redistributing the lines and shifting every thing. Commissioner Fry would like to know is it illegal for the school to be overcrowded by the fire department.

#### COMMISSIONER'S AGENDA

Commissioner Farrow-the area that used to be Buck's Seafood and is now the storm water garden area and wants to know what the delay is there is supposed to be a bridge across the pond and decking; staff informed the Board that we have two grant applications pending one with Park and Recreations and we have resubmitted the grant with CAMA.

Commissioner Farrow also commented that why don't we put speed bumps on Sir Walter Raleigh to keep people from speeding instead of trees and just have people put trees in their yards. Commissioner Collins commented on the benefit of trees; besides it is a NCDOT street and we can not put speed bumps.

Commissioner Collins asked if we received any complaints about the increase in their water bills and Mrs. Twiddy commented that the bills went out charging everyone for one inch which is \$28.00 and most are ¾ inch which is only \$13.91 so everyone with ¾ inch pipes will have a credit next month. Mrs. Twiddy informed the Board that she made an executive decision about the senior citizen discounts and they had increased by 300 percent and she figured out the extra revenue would be \$7000 a year so she kept their rates the same.

Commissioner Collins asked the lady who wanted to use Magnolia Market for wedding receptions and by consensus the Board decided that it would not be a good idea.

Commissioner Peele stated she received an email from an active military person about receiving a discount for the use of the waterfront areas from \$500 to \$250 for their wedding. After brief discussion the Board agreed that they must be able to provide proper military id and be active duty to receive a discount.

**MOTION:** Commissioner Collins seconded by Commissioner Fry to give active military duty only a discount of half price with the showing of proper military id was approved by the following vote: Ayes: Commissioners Farrow, Fry, Collins, Burke, Peele. Noes: None. Absent: Walker

Commissioner Peele asked about the marsh across from her house and Ms. Burke commented that it was privately owned and she would find out and let her know.

Commissioner Fry brought up the fact that there have been lot burglaries of boats, residences and garages and would like this discussed at the workshop with the Chief.

There being no further business to come before the Board or other persons to be heard a motion by Commissioner Peele seconded by Commissioner Collins the meeting was recessed at 8:15 pm until the workshop meeting of February 20, 2013, at 4pm was approved by the following vote: Ayes: Commissioner Peele, Farrow, Fry, Collins, Burke. Noes: none. Absent: Walker

This the 6<sup>th</sup> day of February 2013

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Jamie Daniels, Mayor

ATTEST:

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Becky Breiholz, Town Clerk