

## MINUTES

The Town of Manteo Board of Commissioners held their June 3, 2015 Regular session in the Dare County Administration Building meeting room 954 Marshall C. Collins Drive, Manteo at 6:30 p.m.

The following members were present:

- Mayor Jamie Daniels
- Commissioner Darrell Collins
- Commissioner Nancy Peele
- Commissioner Hannon Fry
- Commissioner Christine Walker
- Commissioner Martha Wickre
- Commissioner Richie Burke

The following members were absent:

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 6:35 pm followed by a moment of silent meditation and the Pledge of Allegiance.

**SUBJECT:** Adoption of Agenda as presented or amended- Mayor Daniels amended the agenda to add Item B under Town Manager's agenda budget amendment #13

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

**SUBJECT:** Adoption of the items on the Consent Agenda as presented or amended.

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

**SUBJECT:** Approval of Minutes of Regular May 6, 2015 meeting

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

**SUBJECT:** Approval of Minutes May 20, 2015 recessed workshop meeting

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

**SUBJECT:** Approval of Budget Amendment #12-this budget amendment will fund the remodel project for the Police Department and other housekeeping items.

**MOTION:** Commissioner Wickre seconded by Commissioner Peele to approve Budget amendment # 12 was approved by the following vote: Ayes: Commissioners Fry, Burke, Wickre, Collins, Walker and Peele. Noes: None. Absent: None

PRESENTATION – by David Alberg Monitor National Marine Sanctuary. Between 1998 and 2002, NOAA and United States Navy conducted a major archaeological recovery effort which resulted in over 2,000 artifacts being excavated, conserved and curated from the shipwreck of the USS Monitor. Most notably, this project resulted in the recovery of the Civil War ironclad's revolving gun turret and engine. During this recovery period, the sanctuary was guided by an interim management plan, which dealt specifically with the archaeological recovery titled Charting a New Course for the Monitor, which was released in 1997. Typically a management plan review is conducted every 5 years. A sanctuary management plan is a site specific planning and management document that describes the goals, objectives, policies, management strategies and activities for the sanctuary. The document presented to the Board is a result of numerous public hearings and many years of effort by the sanctuary advisory council and sanctuary staff. They have also partnered with the N.C. Aquarium and Graveyard of the Atlantic and they are displaying some of the artifacts that have been found. There will be a reception at Kelly's on June 19<sup>th</sup> open to all who care to attend.

PRESENTATION - by Madison Maher, Intern on a Town Electronics Communication Policy-Town Intern Madison Maher presented the Board with an Electronics Communication Policy and explained that nothing has changed on how things are done but they wanted to be consistent with the way things are handled and have a written policy for email, Facebook and the website.

PRESENTATION - Outer Banks Visitor Bureau-Tim Cafferty, Chairman of the Outer Banks Tourist Bureau gave a visual presentation to the Commissioners showing the organizational chart of the members who are on that Board, how money is distributed and the economic impact on jobs, state and local taxes. They promote the area and put back in the area and have a variety of grants available. Also it has improved the quality of life for residents of Dare County because without the Tourism revenue a tax rate of 9.4 cent would need to be added to the ad valorem taxes to make up the loss in revenue from the occupancy tax and meal tax.

Lee Nettles Director of the Outer Banks Visitor Bureau gave the Board an update of what the Outer Banks Visitor Bureau has been doing. He informed the Board that they distribute information about the Outer Banks to the Raleigh and surrounding areas, Tidewater area, Washington, DC area. He also reported the growth on social media has gone from 60,000 followers to 600,000 in 5 years and that they now reach about a million people. Mr. Nettles also updated the Board on the Visitor Bureau advertising campaign and other initiatives for a traffic campaign informing the public of different routes that can be taken; the new event site and in coastal areas the tourism impact versus the oil drilling impact.

PUBLIC COMMENTS – none

### **TOWN MANAGER'S AGENDA**

**SUBJECT:** Setting of Public Hearing FY 2015-16 Budget-The Board was presented the budget at their May 6, 2015 meeting and have met once to review the budget. By consensus the Board will hold another workshop meeting on the budget June 15, 2015 at the Dare County Administrative Building at 6:00pm.

**MOTION:** Commissioner Walker seconded by Commissioner Peele to set a budget public hearing date for June 17<sup>th</sup> 2015 at Dare County administrative building room 238 at 6:00 pm was approved by the following vote: Ayes: Commissioners Fry, Burke, Wickre, Collins, Walker and Peele. Noes: None. Absent: None

**SUBJECT:** Budget amendment #13; this was added to the Town Managers agenda. This budget amendment is for the additional cost from Renaissance because of more mold found behind the vinyl wallpaper in the entire building. The vinyl wallpaper trapped moisture because there was no barrier between it and the brick; all wallpaper will need to be removed and the replacement of 39 windows in the amount of \$68,000. The Board discussed the proposal and would like Mrs. Twiddy to get quotes on other types of windows and also what it would cost to drywall instead of wall paper and this will be placed on the June 17 workshop agenda for discussion and possible action.

### **MAYOR'S AGENDA**

**SUBJECT:** Discussion and consideration of sidewalk replacement-Planner Erin Burke reported on this. Due to the conditions of the sidewalks located in town, staff contacted Precision safe sidewalks in April to do an assessment and provide a quote for repair work. The assessment identified numerous areas where repair was necessary, as well as some areas that needed to be replaced, as they were unable to be safely repaired. The repair work was completed the second to last week of May and according to their estimates saved the town approximately \$70,521.00. Traditionally the Town has removed and replaced sidewalks and curbing on an as needed basis. The work of Precision Safe Sidewalks allows us to have a longer life for our sidewalks and provides very little interruption while repairs are being completed.

During the survey they did identify areas that need to be replaced and they will be providing the Town with a detailed list of those areas. Staff will seek quotes to have those areas repaired and present them to the Board as soon as possible. Commissioner Fry would like them to also look at the corner of Wingina and Devon where people turning run over the corner wearing it down. Also discussed was the possibility of placing wooden walkways over the bricks, Mrs. Burke commented that she has seen this done in Edenton. The Board asked Mrs. Burke to get cost estimates and prioritize the sidewalks.

#### TOWN ATTORNEY'S AGENDA

**SUBJECT:** Discussion and consideration of officer separation allowance-Town Attorney Wyatt Booth commented that on May 4, 2015 former Manteo Police Chief Francis D'Ambra accrued 30 years of credible service. Mr. Booth stated that according to State statute the last local government employer of the law enforcement officer shall pay the separation allowance of eighty-five hundredths percent (0.85%). Even though it is state mandated that require local government to pay they also have to approve the separation allowance. It was discussed and was asked if he worked for the County at one point in time after he left the Town. Staff is to find out the answer to that question and this will be placed on the June 17<sup>th</sup> workshop agenda.

#### PLANNER'S AGENDA

**SUBJECT:** Discussion and consideration of CRS Program for Public Information Resolution 2015-08 as has been reported over the past few month's staff has been working with the Dare County Planning staff and a committee of volunteers to develop a Program for Public Information. The 2013 Community Rating System (CRS) Manual established new standards for the manner in which outreach activities should be handled. To that extent it recommends, and rewards the development of a Program for Public Information.

The plan that has been developed begins with some basic background information, including statistics about flood insurance policies and the number of properties in the varying flood zones. The committee developed a list of goals, for the plan and then helped create a matrix of activities that can be completed in order to achieve those goals. The committee will continue to meet at least once annually to discuss and update this plan.

If the Board chooses to adopt this plan staff will then begin working on the public outreach efforts that have been identified. Staff recommends approval of the 2015 Program for Public Information with the adoption of Resolution 2015-08

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

**SUBJECT:** The Hazard Mitigation Plan is now being assembled as a regional plan. The Wooten Company was hired as the consultant for the plan update. This plan addresses similar hazards to the ones addressed in previous plans with the addition of mitigation measures for some manmade hazards. The Committee met over a series of months, to review and discuss the new regional approach, regional and local hazards, individual community assessments and mitigation strategies. Staff recommends approval of the Albemarle Regional Hazard Mitigation Plan with the adoption of resolution 2015-09

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

### **FINANCE OFFICER AGENDA**

**SUBJECT:** Discussion and consideration Audit contract – a presentation of the June 2015 Audit Contract was presented to the Board and a discussion took place regarding several reporting requirement changes. The contract as proposed is for the same amount as last year \$23,500. Ms. Twiddy explained that requests for proposals were advertised and solicited every five years and this would be the third year of audit contracts since the last solicitation when out of 15 mailed requests two responses were received. Ms. Twiddy asked the Board to consider approving the audit contract with the firm of Dowdy and Osborne for the year ending June 30, 2015.

**MOTION:** Commissioner Burke seconded by Commissioner Walker to approve the audit contract was approved by the following vote: Ayes: Commissioners Fry, Burke, Wickre, Collins, Walker and Peele. Noes: None. Absent: None

**SUBJECT:** Discussion and consideration of amendment to Job Description- The current job description for the Accountant Position was given to the Board. In an effort to provide a backup person for the new Purchase Order Policy Mrs. Twiddy is asking for the Boards consideration of adding the title Deputy Finance Officer to the Accountants Job Description.

This change will not result in a pay increase but will add the text to allow the Accountant/Deputy Finance Officer to issue, review and approve purchase orders in accordance with the policy they had previously approved. The North Carolina General Statutes specifically state the Finance Officer and/or a Deputy Finance Officer are the only positions that may review, issue and approve purchase orders in accordance with pre-audit requirements. There are two small changes and they are identified in blue ink on the attached Job Description which will be made a part of these minutes.

**MOTION:** Commissioner Burke seconded by Commissioner Fry to amend the accountant job description was approved by the following vote: Ayes: Commissioners Fry, Burke, Wickre, Collins, Walker and Peele. Noes: None. Absent: None

## COMMISSIONER'S AGENDA

Commissioner Peele asked if anything had been done about the kayaks blocking the boat ramp

Commissioner Fry asked about the jet pack trailer at the boat ramp that it is also impeding traffic and where they park their truck it is so close to the trees it is crushing the limbs. It also appears that they are operating off the small beach area at Marshes Light. Bill Boykin with Marshes Light properties informed us that he let them operate there only once for the Wounded Warrior event but he made it clear that they could not do it on a regular basis. The police department has been made aware of the situation and Mayor Daniels commented that if they are seen operating in unsafe manner they are to call Bob Martinez with the Fish and Wildlife at 423-1310. It was also discussed that the jet pack seems to be operating with Kitty Hawk Kites. Mr. Skinner is to contact John Harris with Kitty Hawk Kites; he was also instructed while contacting Mr. Harris about the jet pack business to also let him know about the kayaks and explain they are not allowed to use that boat ramp for commercial business. The Board discussed ways to inform these businesses of other boat launching facilities that are bigger, such as the one at the Pirates Cove Bridge and the one at Dare County.

Commissioner Walker asked about the Cora Mae Basnight marker that is at the foot of the bridge and being covered up by the bushes and that it can't be seen and that it is also in need of cleaning. Commissioner Fry and Mrs. Burke will go out and look at it to see if it can be moved to another location and since it is part of the NCDOT system they will need to be contacted.

There being no further business to come before the Board or other persons to be heard a motion by Commissioner Collins seconded by Commissioner Walker the meeting was recessed at 8:25 pm until at 6:00pm June 15, 2015 was approved by the following vote: Ayes: Commissioner Peele, Walker, Burke, Wickre, Fry, Collins. Noes: none. Absent: none.

This the 3<sup>rd</sup> day of June 2015

ATTEST:

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Jamie Daniels, Mayor

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Becky Breiholz, Town Clerk