

MINUTES

The Town of Manteo Board of Commissioners held their recessed January 4, 2012 meeting in the Manteo Town Hall meeting room, January 18, 2012 at 4:00 p.m.

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

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

Also present at the meeting were: Town Manager, Kermit Skinner; Assistant Town Manager/Finance Officer Shannon Twiddy; Town Clerk Becky Breiholz, Planner Erin Trebisacci, Carl Jordan, Dockmaster

Mayor Daniels called the recessed session to order at 4:05 pm Mayor Daniels removed the department head reports from the agenda.

SUBJECT: Budget Amendment #4 Cemetery re-survey. The Board approved at their regular January meeting to allow staff to enter into a contract with Seaboard Survey on the re-surveying of the new section of the cemetery and a budget amendment needed to be prepared for their approval.

MOTION: Commissioner Fry seconded by Commissioner Farrow approve budget amendment #4 was approved by the following vote: Ayes: Commissioners Fry, Farrow, Burke, Peele and Collins. Noes: None. Absent: Walker

SUBJECT: Discussion of future mission and operation of the boathouse Mr. Skinner commented that you are all aware the Town's agreement with the Roanoke Island Commission for the staffing and operation of our Boathouse and the Roanoke Marshes Lighthouse expired on January 1st of this year and as such these facilities have not been open to the public. I have had numerous discussions with various Commissioners and other persons having an interest in the Boathouse about the future of the Boathouse and what the Town's role should be. In addition to the strong volunteer group at the Boathouse the College of the Albemarle has offered providing programming. The local boat building community has also expressed interested in lending their expertise and resources. There is tremendous potential in all these resources but they all require a central point of coordination. There has been a fulltime paid coordinator at the Boathouse for the past 15 years and if the Town wishes to continue that level of programming I believe it will require a similar position and in the absence of another nonprofit partner the Town will need to consider funding such a position. Whichever direction

chooses to staff needs some direction as soon as possible in order to prepare such programs as the junior sailing school for this season. I am asking permission from the Board to develop a job description for such a position for presentation and consideration at you February 1 2012 meeting. I have also included an operational plan for the Boathouse which was prepared by one of the former Boathouse Directors, Barry Wickre. I'm not offering this as a endorsement of Mr. Wickre or the plan but rather as an example of the potential the Boathouse has to offer. Mrs. Twiddy reported that they can combine the staff to work parallel with Dockmaster Jordan in the Docks budget and prepare a budget amendment. She is not anticipating any surplus this year from the dock fund since we replacing portions of the dock.

Consensus of the Board was for staff to develop a job description and place on the February agenda for their review.

SUBJECT: Discussion of replacement of Town of Manteo Dock Masters golf cart. Mr. Skinner reported that most are aware the golf cart that our Dockmaster, Carl Jordan has operated for the past several years was destroyed in Hurricane Irene. We have attempted to repair the cart in house but it is clear now that the damage exceeds the residual value of the cart. The cart was originally a gift to the Town and we have been using it for approximately ten years. The cart is critical in the execution of Carl's duties in the Downtown area and needs to be replaced before the summer season. Staff has located a new 2010 model similar cart that is priced at \$6,518.50 and is hoping to receive \$3,950.00 from F.E.M.A. for the cart that was destroyed. Staff is requesting permission to purchase the new 2010 golf cart. To do so would require that we place a budget amendment for the purchase price on your February 1, 2012 agenda. Commissioner Peele asked if they could find one cheaper and Mr. Jordan responded that this one has a better dump body on it than the previous golf cart and is really more of a utility vehicle. Consensus of the Board to have staff prepare a budget amendment for February meeting.

SUBJECT: Presentation from the organizer of the Outer Banks Bluegrass Festival. This Festival will be held October 2012 at Roanoke Island Festival Park. Cory Hemilright, one of the organizers of the event presented the board with a map of the downtown area they want to use and went over the map. They would like to close certain streets; put a stage up at the courthouse and they have already asked Dare County Arts council for permission and they gave their permission; block off what is blocked off during First Friday except it would be an all day event. Use parking lot by Tranquil House Inn for vendors; use the lawn by Poor Richards for vendors; and the Queen Elizabeth parking lot for vendors; place a second stage next to the boathouse. Have a shuttle located at the Tranquil House Inn. They will hire police and bring in dumpsters, porta potties and the event is insured. Mayor Daniels asked if this was for profit and it was commented yes; we have never had an event for profit but have had private for profit vendors at our special events. The Tourist Bureau will support this only if it is an overnight event that is why they need to do Friday. It is also a free event on Friday. The affect of the downtown businesses was discussed and the use of outside vendors. Do not want vendors in competition with local businesses. They planned on having food vendors and arts and craft vendors who would only sell handmade items. Can do away with arts and craft vendors or give

merchants the opportunity to have a booth; other concerns is if the parking is closed the customers would have no place to park. The Town Manager will work with the organizers and draft the details in writing for the Board's February meeting.

SUBJECT: Discussion of Magnolia Market Uses- As per the Boards instructions the Planning Board discussed the long term usage of the Magnolia Market property at their January 10, 2011 meeting. The Planning Board's recommendation is that the property be returned to unconditioned space more in tune with the original intent of the project. If the Board wishes to follow this recommendation staff will to develop a budget for the restoration of the spaces formally housing Magnolia Grill and the Ice Cream Shop. Staff will also need direction on what exactly the Board would like to see occurring on the property in order to accurately estimate the construction costs. We can probably get you a general cost estimate by your February 1, 2012 meeting if so directed this afternoon. It is unlikely that the entire structure can be retrofitted in time to capture the 2012 summer season. The Town current has only one tenant on the property, Jared Strickland who operates the Pirate Adventure. Mr. Strickland has a lease that runs through 2013. He has been a good tenant and his business has a high draw to that part of the downtown. Mr. Strickland has approached the Town about leasing the space formally occupied by the Ice Cream. Staff is asking permission from the Board to enter into a lease with Mr. Strickland for that additional space for the same time period as his existing lease. Staff would also like to be given permission to negotiate a lease rate that would reflect Mr. Strickland maintaining the public rest rooms at Magnolia Market. Consensus of the Board to give staff permission to enter into a lease with Mr. Strickland.

The Board discussed other uses of Magnolia Market and Mr. Skinner commented he could get the Board a cost estimate of what it would to turn it back the way it was and have for the February meeting. Discussion of who would manage the building took place, returning it back to the original concept of being a business incubator with low cost rent for those starting out. Mrs. Trebisacci commented that an elevation was done and it would take a lot to make it usable as a conditioned space and if we knowingly violate the FEMA ordinance it could jeopardize our CRS rating which saves the Town residents money on their flood insurance. The College of the Albemarle has an interest in using the building; Mr. Strickland has an interest in using more space of the building. The grill portion would need to be demolished and all the improper material removed and replaced with flood proof materials. Consensus of the Board have staff get estimates to return to unconditioned space.

5:05 pm break taken

Mayor Daniels called the meeting back to order at 5:25 pm

SUBJECT: Discussion of Project Priority List-Mayor Daniels started off discussing the playground equipment on the list and informed the Board that they have the opportunity to get a shad boat, possibly restore it and use as playground equipment. Mrs. Twiddy informed the Board that for insurance purposes it needs to be of commercial grade and not bought from K Mart; she also stated that there are 4 playground areas within a quarter mile. Commissioner Fry

commented about putting in a basketball court. Areas to place a basketball court could be placed was discussed. Also expanding the playground at the waterfront was discussed. There are parts missing from the waterfront playground and those have been ordered and will be repaired before spring. Staff was asked to price playground equipment for 12 year olds to be placed at the waterfront playground. The Board was asked if they had any problem with it being brown and blend in. Commissioner Farrow brought up placing a playground next to the town hall that he has brought up many times. Mrs. Twiddy asked if the Board wanted to pursue placing a new playground on the lot next door or to add on to the existing playgrounds and improve those. The Board discussed improving the existing playgrounds and Commissioner Farrow commented that this has been on the list and if they keep adding things it pushes this down the list and insists that a playground needs to be in Town. Commissioner Farrow commented this has been voted on and approved; Mrs. Twiddy responded that money was budgeted but no expenditures were to be made until after the board walk replacement and the Board has discussed it but nothing was ever approved. At the point Commissioner Farrow commented that he didn't care it could be removed from the list. Commissioner Fry commented about trying to get a basketball court over by the skate park and it was discussed contacting Dare County Parks and Recreation and see if they would do a partnership with the Town; also discussed was parking. Staff was to contact Dare County Parks and Recreation to see if they would be interested in a partnership and Tourist Bureau to see if it could be a short term grant.

Oyster reef project discussed and placing of the oyster shells will begin in February or March.

Mayor Daniels commented about the Shallowbag Bay Stormwater Committee and asked about stormwater projects and Mrs. Trebisacci commented that she spoke with John Cece with CAMA and they will be installing stormwater treatment at the boat ramp and they have plans for two outfalls that drain Sir Walter Raleigh and Agona. We received funding for design of all three projects and funding for the completion of one.

Commissioner Collins asked about our water rate survey and Mrs. Twiddy commented that she has received several drafts and sent them back because they want to calculate most of the expense to residential areas which was not what this Board wanted; and she has not shared with the BOC because she did not want to waste paper since they were redoing it. She has just received another draft which she has not read. Commissioner Fry asked about our water rate contract with Dare County and Mrs. Twiddy responded that they met with Dare County and have worked out an agreement with them and there will be 47 cent increase per thousand; done over a three tier increase which gives us time to have our rate study done.

Festival Park dredging discussed and Mr. Skinner sent a letter to NC Department of Cultural Resources that we know they have no funding but that it does not relieve them of their obligation to dredge; he has not heard back from them yet. Until it is dredged we will not be allowed to put the navigational markers back. Mr. Skinner will follow-up on that.

The newsletter discussed and it as the printer.

Commissioner Fry asked about the Planning Board meeting last week and the request from Pirates Cove to expand their maintenance building which also houses the water and sewer pump house and denied even though it met our ordinance. Staff was asked why it did not come to the BOC and Mrs. Trebisacci commented that the way the ordinance is written it was a commercial building permit it does not come before this Board and because it is not a substantial change to the conditional use permit it does not come to the Board of Commissioners. Mrs. Trebisacci commented that we contacted our Town Attorney and if the applicant wants a change in the decision from the Planning Board the applicant would have to go to the Board of Adjustment. The Board discussed the fact that certain building permits have to go to the Planning Board which is a two month process; there has to be some type of mechanism that would allow staff to do that. Commissioner Farrow would like to have this changed; our town attorney is reviewing the ordinance and this is one of the items that needs to be cleaned up. Mayor Daniels would like to know how other towns issue their building permits. The Planning Board should not have the authority to turn something down because the neighbors do not like it. Mr. Trebisacci commented any building permit residential or commercial goes to PARC. She will contact applicant if they want to appeal the decision they will have to go to the Board of Adjustment. Commissioner Farrow commented they are appointed to that Board and should not have final say.

Commissioner Peele asked if we are going to run something in the paper about vacancies of our appointed Boards; staff was asked to place an ad in the paper asking for those interested in serving on the different boards.

Mrs. Twiddy asked the Board if they wanted to rent the unit A at \$333.00 and she had asked if they would be interested in negotiating the lease if they cleaned the restrooms; they have no interest in cleaning the bathrooms. Consensus was for the rent to be \$333.00. Discussion of the restrooms and Magnolia Market took place and Mr. Skinner commented that it would be impossible for staff to clean the restrooms because it is more than just opening and closing; someone would need to check on them often. Mr. Skinner commented that possibly seeing if a group of merchants would like to operate those if town pays the water bill and supply the paper. Mrs. Twiddy commented that this is the first time the Town has been paying the water bills for Town owned buildings and the bathrooms water bill has run \$500-800 a month and she will have a budget amendment for next month because of this. Commissioner Collins asked if we could put the money in the water and sewer capital improvement plan and Mrs. Twiddy commented that with the water and sewer rate study they have also done a capital improvement plan. The cost of maintaining the restrooms was discussed and the Town remodeled the bathrooms twice at a cost of \$23,000 plus we are paying the water bill at about \$10,000 a year. Also discussed was the fact that staff had researched what other towns did and they did not provide public restrooms it was up to the individual business owners.

Town Clerk Becky Breiholz received a request from Mike Horan to allow his wedding on October 20, 2012 to take place at an earlier time since the only time slot available was 4:30-6:30 and it gets dark and wanted it from 2-4pm. The Board when establishing the wedding policy

allowed for two time slots 4-6pm and 6:30-8:30 pm; the 4-6 time slot has already been taken. Because there needs to be a 30 minute break between weddings staff recommend it be from 1:30-3:30 pm.

MOTION: Commissioner Burke seconded by Commissioner Farrow to allow for wedding on October 20, 2012 to take place from 1:30-3:30 pm was approved by the following vote: Ayes: Commissioners Fry, Farrow, Burke, Peele and Collins. Noes: None. Absent: Walker

There being no further business to come before the Board or other persons to be heard a motion by Commissioner Collins seconded by Commissioner Burke the meeting was adjourned at 6:45 pm was approved by the following vote: Ayes: Commissioner Fry, Collins, Burke, Fry Peele. Noes: none. Absent: Walker

This the 18th of January 2012

Jamie Daniels, Mayor

ATTEST:

Becky Breiholz, Town Clerk