

MINUTES

The Town of Manteo Board of Commissioners held their July 1, 2015 recessed meeting July 15, 2015 at 4:00 pm at the Manteo Town Hall meeting room.

The following members were present:

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

The following member(s) were absent:

Also present at the meeting were: Town Manager Kermit Skinner; Assistant Town Mgr. /Finance Officer Shannon Twiddy; Town Clerk Becky Breiholz and Department Heads: Planner Erin Burke; Public Works Rodney Murray; Water and Sewer Nathan Pharr; Dock Carl Jordan; Museum Barry Wickre; IT Steve Jozik; Police Chief Vance Haskett

Mayor Daniels called the recessed meeting to order at 4:10 p.m.

EMPLOYEE RECOGNITION- Mayor Daniels presented Police Officer Jon Bender a plaque for his 10 years of service to the Town.

Department Head reports

Carl Jordan reported that they have had a strong month; Barry Wickre reported the sailing school is going well. He will also be giving a presentation to the Rotary Club. Steve Jozik reported about the feature that will be on the Government Access Channel. Mayor Daniels asked Police Chief Vance Haskett if it is a lot of trouble to block off the streets for special events. Chief Haskett responded that an officer would need to man the barricade which would account for overtime. Chief Haskett reported to the Board that our drug dog found marijuana and also amphetamines. Nathan Pharr reported that it is business as usual at the water plant. The water and sewer line replacement was briefly discussed and Mr. Pharr stated that a new line would be run down the side of the old line. James McCleave reported Dare Day went well and that it is business as usual.

SUBJECT: Discussion Dare Days/Special Events Guide Lines- Discussion took place regarding the Town taking over Dare Days since the County has decided to longer put this event on. Commissioner Wickre reported that Bobby Outten, the Dare County Manager would commit to in kind services and the \$4500 as they have in the past if the Town does Dare Days. The County broke even in the past but it could be a money making thing. Food vendors are charged \$75 and craft vendors \$50 for a space. She also commented that there could be

functions on the water and have registration fees; they could get sponsors to help pay for the bands. Commissioner Wickre stated that it could be a money making event and that compensation for organizing the event could be a wait and see, but her and Commissioner Peele want to get the ball rolling on the event. Discussion took place on setting up a Dare Day Committee separate from the Special Events Committee.

MOTION: By Commissioner Walker seconded by Commissioner Collins to establish a Dare Day committee with Commissioner Wickre and Commissioner Peele as co-chairs was approved by the following vote: Ayes: Commissioner Collins, Peele Wickre, Burke, Fry and Walker. Noes: None. Absent: None

Another item that Commissioner Wickre presented to the Board was guidelines for groups that want to have their event in Town. She presented the Board with a copy of the guidelines and an application that would need to be filled out, these will be made a part of the minutes, and she would like to take this project on. There are some established non town events that are already in place like the Outer Banks Marathon. There are two events already that have been given permission to use town property one is the Jeep exhibition and the other is the Coastal Church Halloween party at Magnolia Pavilion. The church has requested that the entire street of Queen Elizabeth be blocked off at 1pm for their event. The Board discussed blocking off the streets and that it probably could not close off the entire street. Also discussed was fee schedule. Commissioner Wickre will work with Mrs. Twiddy to get prices on labor and other expenses that might be incurred by the Town. Town Attorney Wyatt Booth suggested listing a specific Town property for use and thinks that there needs to be some criteria for approval; we do not want to create any expectations that they would be able to have the event in town. Mayor Daniels commented that we could use the application now for the two events already coming to the Town. Mr. Booth will review the application and guidelines. Consensus of the Board was to move forward with an application and guidelines.

SUBJECT: Discussion of National Historic District and Certified Local Government-Staff was asked to get estimates of cost to hire a consultant to help with the procedure of becoming a National Historic District and/or a Certified Local Government. Mrs. Burke received two rough estimates one under \$13,000 and the other one for \$16,000. She has asked that they remove their lodging expenses from those estimates because Bebe Woody has offered the use of her bed and breakfast the White Doe Inn free of charge. If the Board is interested in pursuing Mrs. Burke will seek grant funding and possible funding from non-profits. Consensus of the Board was to move forward and start with seeking a National Historic District designation and for Mrs. Burke to obtain more detailed proposals from consultants and place this on September agenda.

SUBJECT: Discussion of service fees for dumpsters-This has been discussed for years. The Board would like a dumpster cost for September agenda. They also would like to include all commercial businesses with roll out carts. There are some dumpsters that are residential that have to be separated from the commercial dumpsters. Mrs. Twiddy stated that as part of our agreement with Pirates Cove we are required to provide trash pickup. Mrs. Twiddy will have

service fees, the number of commercial dumpsters and roll outs for the Board's discussion at the September agenda.

SUBJECT: Discussion of commercial boat dock fees- Dockmaster Carl Jordan was asked to contact other Marinas in the area to compare our commercial boat dock rents in an effort to look for possible revenue sources. Carl presented the report at the Department Head Meeting but did not include it in his Department Head Report presented to the Board. Finance Officer Shannon Twiddy provided a verbal update as to the content of the report. She explained Carl has determined our current \$660 per month per slip rental was actually higher than most surrounding slip rentals but that they were offset because of contract requirements that the boats purchase fuel, bait and ice from those marinas. Carl explained Manteo was 3,000 higher than Oregon Inlet, 1,000 more than Broad Creek and Pirate's Cove was not possible to compare as their commercial boat slips are privately owned. Mayor Daniels asked that Mr. Jordan prepare a report that includes actual dollar values for slip rentals for the September Meeting. Insurance was discussed and the requirements and Staff will send a copy of the lease to Mr. Booth for his review.

SUBJECT: Discussion of water sewer line replacement Phase III-Staff was asked to get an estimate for the water and sewer line replacement Phase III. Water and Sewer Project Phase III is proposed for Agona Street. The need has been identified in a prior study performed by Nathan Pharr Manteo's Water and Sewer Superintendent as being one of the oldest lines in town. Shannon Twiddy was asked if funding was available for engineering and design on this project. Ms. Twiddy explained this was the first fiscal year that included the new Dare County Water Rates for water purchased and the rate increases implemented in staggered amounts over the past several years. Ms. Twiddy asked that the Board place the discussion on a future agenda in the fall after the 14/15 books have been closed so she can determine funds that may be available for the first step of the project.

SUBJECT: Discussion of other revenue sources-A discussion on possible revenue sources such as boat dock rental, dumpsters and tipping fees. Before the County changed their policy we were not charged for big items taken to the landfill. We are now charged for those items as well as other solid waste at \$74.00 a ton. Also discussed was charging for grease trap cleaning, it was explained to the Board we are not equipped to handle that type of waste. The Board would like to review the solid waste ordinance at their September meeting.

SUBJECT: Discussion of remodeling quotes received for the Town Hall Police Department expansion and the receptionist area downstairs. The Board had already received one estimate for \$29,000 and asked staff to see if they could cut that cost any. The new estimate staff has received from Renaissance is \$23,000. Finance Officer has prepared budget amendment #1 if the Commissioners decide to proceed with the remodel. The Board asked Mrs. Twiddy to see if Renaissance would reduce their profit percentage.

MOTION: By Commissioner Wickre seconded by Commissioner Peele to enter into a contract for the remodel and Budget Amendment #1 was approved by the following vote: Ayes: Commissioner Collins, Peele Wickre, Burke, Fry and Walker. Noes: None. Absent: None.

Commissioner Darrell Collins and Commissioner Nancy Peele asked Shannon Twiddy to provide them with a summary of what funds were available for Stormwater Projects in this budget year. They both stated they were under the impression the Budget included a value equal to three cents on the tax rate but as approved included a value equal to two cents. Ms. Twiddy explained that during the budget workshop the consensus of the Board was to decrease the tax increase proposed from .02 cents to .01 cents and the amount requested was equal to three cents but during discussions Ms. Twiddy was told to reduce the appropriation to two cents as reflected in the Minutes from that meeting. Ms. Twiddy explained a budget amendment could be made at any time to provide additional funding for projects as needed once priorities have been determined. She explained the first step is to authorize the signing of the proposal for design work to design the project and prepare contract/bid documents to determine the cost of the project once the plans have been prepared.

MOTION: By Commissioner Peele seconded by Commissioner Wickre to authorize the Manager to enter into a contact with Quibble for design and engineering and prepare a budget amendment if needed for Phase III Stormwater for the September meeting was approved by the following vote: Ayes: Commissioner Collins, Peele Wickre, Burke, Fry and Walker. Noes: None. Absent: None

MOTION: Commissioner seconded by Commissioner to adjourn at 6:15 pm was approved by the following vote: Ayes: Commissioner Burke, Peele, Fry, Walker, Collins and Wickre. Noes: None. Absent: None

This the 15th day of July 2015

ATTEST:

Mayor Jamie Daniels

Becky Breiholz, Town Clerk