

## MINUTES

The Town of Manteo Board of Commissioners held their June 3, 2015 recessed meeting June 15, 2015 at 6:00 pm at the Dare County Administration Building Room 168, 954 Marshall C. Collins Drive.

The following members were present:

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

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

Also present at the meeting were: Town Manager Kermit Skinner; Assistant Town Mgr. /Finance Officer Shannon Twiddy; and Town Clerk Becky Breiholz

Mayor Daniels called the recessed meeting to order at 6:05

**SUBJECT:** Discussion of FY 2015-2016 Budget. The Board had previously gone over budget at their May 20, 2015 workshop in which they discussed the General Fund removing \$1,000 from Board of Adjustment budget legal representation; remove amount from the walkway and piling funding around the water garden; reduce playground equipment from \$100,000 to \$25,000; remove \$1,000 from Special Events miscellaneous line item; remove \$4,000 from skate park; reduce Christmas by \$1,500; remove funding for the Outer Banks marathon and to add to Litter Pickup \$1,500. They started the discussion with the revenue and expenses for the Dock Fund. A Transfer from the General Fund to the Dock Fund will be required in the amount of \$34,582. There are no requests for expenditures other than operation and repair line items for the Waterfront Docks. The Maritime Museum 24-5000 pages 4 and 5 of 8 do not include any expense requests all expenses and revenues have been moved to the General Fund as requested by our auditor as it does not meet the requirements for an enterprise fund. The Board went over each line item asking what the difference between Professional services versus Contract services and Finance Officer Shannon Twiddy explained that professional services were for engineering and contracted services is for the part time help that Carl uses at the dock for weekends and evenings. Commercial dock rates was brought up and the Board would like to know if our rates are in line with others. Page 7 of 8 will require a transfer from General Fund in the amount of \$34,582 to fund operational expenses.

Cemetery Fund- There are no capital requests for the Cemetery Fund strictly an operational budget. Funding for the Chapel has not been included. Mrs. Twiddy explained to the Board that the Cemetery Board applied for the Meekins Trust Fund Grant for the chapel but it was not approved based on the fact that it did not show that the Commissioners supported it or commit to any funding. They have re-applied for the grant showing in the Commissioner minutes that it was

supported by the Commissioners and that they would also try to seek outside funding. The Board went over each line item and reduced the improvement projects from \$5000 to \$1000.

Police Separation Funding-at the time Mrs. Twiddy prepared the budget they were not anticipating any officers retiring but it was reported to the Board at their June 3, 2015 meeting that former Manteo Police Chief Francis D'Ambra accrued 30 years of credible service. 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 required of the local government to pay, they also have to approve the separation allowance and it will need to be funded. Staff was requested by the Commissioners to see if Mr. D'Ambra had worked for Dare County after he left the Town. Staff reported that he was with the County on a voluntary basis and was not paid. Mrs. Twiddy will add funds to the separation allowing \$15,000 and \$1,000 to FICA.

Stormwater Fund- A list of proposed projects was supplied to the Board for review and discussion in March of 2015. No specific project priority list has been determined as we approach this budget cycle. Ms. Twiddy responded the budget had been prepared with an amount equal to three cents on the tax rate slated to be set aside for stormwater projects. In past years the Board had set aside an amount equal to two cents and after a lengthy discussion the Board instructed staff to prepare the budget with a transfer equal to an amount of 2 cents for future projects.

Water and Sewer Fund - The Water and Sewer Revenues are meeting obligations for an operational budget. As presented there will not be any transfers from General Fund or Loans from General Fund needed to meet the operational obligations. No capital outlay expenses are requested. There are no capital outlay requests Water Operations is an operational budget. Mrs. Twiddy commented that the general fund supported the water and sewer fund for several years as major repairs were needed and the water rates had not been raised in over twenty years. A rate study was done and once it was implemented with the last of increases July 1, 2014 it is now self-supporting and the loan to general fund has been re-paid. The Board went over each line item and discussed the need for water line replacement and would like to reduce capital outlay equipment to \$10,000 and move \$40,000 to water line replacement line item.

A short break was taken at 7:10 pm

The Board would also like to remove the computer program funding as the County is supposed to be supplying those to all students. The Board discussed the tax rate and the amount of shared revenue lost. The Board was informed that they can make changes to the budget but once the tax rate is set it cannot be changed. By consensus the Board asked that the budget be prepared with a one cent tax increase and to calculate storm water at two and three cent. Also by consensus was to fund a \$100 raise for the Commissioners, it was discussed that even though they aren't in this to make money they do have to use their personal, vacation and other time to work on projects and attend meetings for outside Boards. Merit funding was discussed as well as Cost of Living it was not reduced at this time. Mayor Daniels commented that even though the budget public hearing is scheduled for June 17<sup>th</sup> at 6pm he thinks that it will not give the public enough time to

review the budget and would like to recess the public hearing meeting until June 24<sup>th</sup> giving Mrs. Twiddy time to make the changes and for the public to view the proposed budget.

**MOTION:** Commissioner Burke seconded by Commissioner Wickre to recess at 8:00 pm until June 17, 2015 at 4:00pm for workshop meeting and public hearing at 6pm to be held at the Dare County Administration building was approved by the following vote: Ayes: Commissioner Burke, Peele, Fry, Collins and Wickre. Noes: None. Absent: None: Commissioner Walker.

This the 15<sup>th</sup> day of June 2015

ATTEST:

---

Mayor Jamie Daniels

---

Becky Breiholz, Town Clerk