

MINUTES

The Town of Manteo Board of Commissioners held their recessed June 5, 2013 Recessed Session June 19, 2013 at 4:00 pm at the Manteo Town Hall meeting room.

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

The following member(s) were absent:

Also present at the meeting were: Town Manager, Kermit Skinner; Assistant Town Manager Finance Officer, Shannon Twiddy; Town Clerk Becky Breiholz; Department Heads: James McCleave, Public Works; Steve Jozik, IT; Nathan Pharr, Water and Sewer; Erin Burke, Planner, Derek Boutchyard, Building Inspector; Barry Wickre, Waterfront Museum; Carl Jordan, Dock Master.

Mayor Daniels called the recessed meeting to order at 4:10 pm

PUBLIC HEARING FY 2013-2014 Budget

MOTION: Commissioner Walker seconded by Commissioner Collins to enter into a public hearing was approved by the following vote: Ayes: Commissioners Walker, Collins, Farrow, Fry, Burke and Peele Noes: none. Absent: none

No Public Comments

MOTION: Commissioner Walker seconded by Commissioner Collins to exit public hearing was approved by the following vote: Ayes: Commissioners Walker, Collins, Farrow, Fry, Burke and Peele Noes: none. Absent: none

SUBJECT: Consideration and adoption of FY 2013-2014 Budget

MOTION: Commissioner Farrow seconded by Commissioner Burke to approve the FY 2013-2014 budget as presented was approved by the following vote: Ayes: Commissioners Walker, Collins, Farrow, Fry, Burke and Peele Noes: none. Absent: none

Department Head Reports- were given to the Board at their regular meeting for review and will be on file for one year- Chief Haskett went over his report business as usual nothing really new. James McCleese commented getting things ready for the 4th of July. Planner Erin Burke stated the stormwater project was wrapped up last month; completed the construction on the net shed. Derek Boutchyard reported that they had 20 building permits. Nathan Pharr-Water and Sewer taking care of leaks and the radio reads are up and functional and pretty much complete. Steve Jozik IT they have started working on the video project for the net shed; student laptops are in and hopefully they will be distributed next month. Barry Wickre commented there are 50 kids signed up for the summer sailing program; 2 new sponsors for the boats; good turn out every Tuesday for the shad boat rides in the evening and still has some outstanding scholarships for the sailing programs; the net shed is open the same times as the museum.

SUBJECT: Employee presentation-Mayor Jamie Daniels presented a 25 year plaque to Mr. Kermit Skinner for his service with the Town.

SUBJECT: Report from Dare County Board of Education on the expansion plans for Manteo Elementary School. Ben Sproul with the Board of Education gave a brief presentation on how we arrived here. They knew in 2007 that the Board of Education needed to expand the Elementary School. On Monday the Dare County Board of Commissioners meet and discussed the expansion. They are working on a tight timeline. Mr. Ben Cahoon gave a slide show of the Manteo Elementary School. This has been on their CIP plan for several years. They need more classrooms; art, music, foreign language; reading instruction; special education and room for Itinerant teachers, counselors and social workers. This increases building capacity from 650 to 815. Currently there are 741 projected enrollments for 2022-2023. Some of the issues were lunch room and assembly issues; solutions would be serving line adjustments to increase efficiency and order additional tables for seating on stage; move assemblies to the gym and order risers, stage. Challenges incorporated into building design, building code, best use of campus space, lot coverage, other zoning, aesthetics and budget kept to a 3 million range. A site plan was shown; it was first discussed at putting it at the back of the building but that would mean removing portion of the playground and would not be cost effective. They looked at building one or two story and a one story is also more cost effective and then the heating and air equipment can be stored upstairs. the other option would be to put the addition at the front of the building and the proposed addition will need to go onto the property of the where the old alternative school is and because it falls under our historic zoning ordinance a 90 public notice must be given. Commissioner Fry would like to speed this process up for the School

Board. Ms. Burke read the ordinance to the Board Section 3-14 (b) (8) i which states a permit for demolition of a historic structure shall require a 90-day public notice and may only be approved by the Planning and Zoning Board. Commissioner Fry would like to change that to 14 days public notice and remove approval by the Planning Board and leave it up to the Zoning Administrator. The Board of Commissioners would like the Planning Board to review at their July meeting and to call a special meeting if needed.

MOTION: Commissioner Fry seconded by Commissioner Collins to schedule a public hearing to change text amendment Sec. 3-14 (b) (8) I to say A permit for demolition of an historic structure shall require a 14 day public notice was approved by the following vote: Ayes: Commissioners Walker, Collins, Farrow, Fry, Burke and Peele Noes: none. Absent: none

SUBJECT: Discussion and consideration of billboards for the Town of Manteo – Edward Green had come to the Boards regular meeting and requested that the Town help pay for a billboard on US 64 outside of the Columbia area to help attract visitors to Roanoke Island. No action taken since the Board would like a cost figure and there was no one here to give them that information.

SUBJECT: Discussion and setting of Public Hearing to amend the conditional use Permit for Manteo High School at the regular June Board of Commissioners meeting the board received a presentation about the Urban Forestry Plan that was conducted by the North Carolina Forestry Service for the Dare County Board of Education. The plan, which is included in the package, recommends the removal of trees and invasive species located in the area between the High School parking lot and Wingina Avenue. It also recommends the removal of the large pines in the islands within the parking lot. There additional recommendations for managing the remainder of the property. There were hazards such as falling limbs and trees; and the potential for an urban fire cited in the need for the management of the treed areas in the plan, most specifically the area between the school and Uppowoc Avenue. If this plan is followed there are also recommendations for replanting in this area and recommendations for the use of native noninvasive species. Upon receiving this presentation the Board of Commissioners requested this item to be placed on the agenda for the June Planning and Zoning Board for discussion and recommendation for them at the mid-month meeting on June 19th.

The Conditional Use Permit for Manteo High School requires that there be an undisturbed 50' wide buffer around the entire perimeter of the property. At this time there are no proposed changes to the site plan other than the alterations to the buffer. According to the Zoning Ordinance Section Sec. 3-21. - Amendments to and

modifications of permits this request must be treated as an application for a new permit and therefore requires a public hearing before the Board of Commissioners.

At the June meeting of the Planning and Zoning Board this item was presented and discussed. There were a few questions about the funding and duration of the plan. The Planning and Zoning Board recommended that the Board of Commissioners set a public hearing for July 3, 2013 to amend the conditional use permit for Manteo High School to allow for the recommendations of the North Carolina Forestry Service to be followed so long as the replacement buffer meets the standards of Zoning Ordinance Section Sec. 15-4. Opaque Screen Buffer and that a formal landscape plans be developed to include but not be limited to plant type, size, location and number. This plan shall be submitted for review and approval to the Planning and Zoning Board prior to the replanting. The Planning and Zoning Board recommends that the Board of Commissioners sets a public hearing for July 3, 2013 to discuss amending the conditional use permit for Manteo High school.

MOTION: Commissioner Walker seconded by Commissioner Burke set a public hearing for July 3, 2013 was approved by the following vote: Ayes: Commissioners Walker, Collins, Farrow, Fry, Burke and Peele Noes: none. Absent: none.

SUBJECT: Discussion and consideration of water rates for irrigation and Pirates Cove request for reduced water rates; Letter of request for your consideration of rate changes/suspension for irrigation and dock meters for the months of December, January, February and March from Kenneth R. Hutcherson, President of the Pirate's Cove Homeowner's Association. Shannon Twiddy reported to the Board that at your last meeting held on Wednesday June 5, Sharon Aldridge, Manager of the Pirate's Cove Homeowner's Association and several property owners's attended the meeting and made comments and requests for reducing quarterly minimum monthly billings. Staff made a recommendation to you to reduce the quarterly billing for $\frac{3}{4}$ irrigation meters to be consistent with $\frac{3}{4}$ residential minimum quarterly billing. It was determined after much discussion that additional research was needed before an informed decision could be made. Staff was directed to research the request and prepare recommendations for discussion and consideration on June 19, 2013. Ms. Twiddy met with Sharon Aldridge and Harvey York from Pirate's Cove today, June 11 regarding a similar request. Ms. Aldridge had prepared a spreadsheet which she shared that identified forty-five (45) irrigation/dock meters currently being billed to and paid for by Homeowner's Associations in Pirate's Cove. The 45 meters does not include any individual property owners at Pirate's Cove that have their own irrigation meters. In the past it was advantageous for individual property owners to install a separate

irrigation meter to avoid sewer charges billed on household meters. After the adoption of the Water and Sewer Rate Study and the rates that became effective on January 1, 2013, the difference between the water rates and the sewer rates are more consistent.

I was asked about the \$100 to remove a meter and the \$100 to reinstall a meter provision in our current ordinance. I explained it was allowable by ordinance but would not be in the Town's best interest as minimum billings were calculated and taken into consideration when the rates were adopted in accordance with the results of the Town of Manteo's Capital Improvement Plan and the Water and Sewer Rate Study recommendations approved effective January 1, 2013 that were designed to generate a specific amount of income needed for operations and future capital outlay of the Water and Sewer Department that are necessary to provide services to our residents and business owners.

Ms. Aldridge and Mr. York asked your consideration of not only reducing minimum monthly and quarterly billings of irrigation meters but requested your consideration of having a season rate of minimum billings for irrigation and dock meters. As requested by the Board I am preparing several scenarios for your consideration. Ms. Aldridge will be present and available to answer any questions you may have. A copy of Mrs. Twiddy's options will be made a part of these minutes. Mrs. Twiddy's recommendation is to reduce the rate to its prior minimum charge of \$65.61 per quarter 21.87 per month resulting in a \$17.85 per quarter and 5.95 per month reduced from the current charge of \$83.46 per quarter and 27.82 for monthly accounts and estimates that the Town would lose about \$12,000 a year. Ms. Twiddy asked for a consensus from the Board if they even want to work on changing this. Mayor Daniels commented that he would like to reduce the rates but does not want to put the water and sewer department in the red. Mrs. Twiddy read the Board the original proposal presented to them at the last meeting of June 5 and will be made a part of these minutes. The Board discussed the original proposal as well as the options presented tonight. No action taken. Mrs. Twiddy, Mrs. Aldridge and Commissioner Burke will meet next Tuesday, June 25 at 2:00 pm to try to come up with other options for discussion at their July 3 meeting.

SUBJECT: Report from Carl Jordan regarding implementation of new dock fees. At the Boards regular June meeting they voted to increase the marina dock fees to \$12.00 per foot effective July 1, 2013. Dockmaster Carl Jordan reported that many of his boaters cannot afford the price increase and will be seeking other dockage arrangements. Four boaters have already signed contracts with Marshes Light Marina. Mr. Jordan would like to suggest that the Board possibly increase the fees to an additional \$1.00 per foot on July 1, 2013 and an additional \$1.00 per foot the following year. For live aboards the same price plus paying \$100 per month for 30 am service and \$150 per month for 50 am

service. The Board discussed possibly rescinding last month decision and discuss this more. The annual boaters should have an annual contract but Mr. Jordan commented that those have not been renewed they have just been going from month to month. The Board asked that everyone have a contract for every year. There was confusion with annual live aboards and annual boats; the annual boats do not get charged for utilities. Commissioner Peele commented to leave as previously voted on; Commissioner Fry change \$10.00. The Board would like to revisit this item at another time. The Board would also like a standard policy for live aboards; it was suggested that after 7 days they would be considered a live aboard.

MOTION: Commissioner Burke seconded by Commissioner Farrow to reduce the rate from \$12 to \$10.00 for annual live boards and annual keep everything else as approved and for Mr. Jordan to provide a policy for live aboards and that everyone at the dock have a current lease was approved by the following vote: Ayes: Commissioners Walker, Collins, Farrow, Fry, Burke and Peele Noes: none. Absent: none

Commissioner Peele asked about selling shirt. Mrs. Twiddy stated that from a staff level the Town employees wear those shirts and it might cause confusion. It was suggested possibly coming up with a new logo by putting it on facebook and see if someone comes up with a logo. It was also suggested putting the lighthouse, maritime museum and cook house on a shirt.

Commissioner Farrow commented that he has received complaints about the noise in the Town on Highway 64, motorcycles and two wheeler scooters have gutted mufflers on them and he has also received complaints on boom boxes. Would like some signs made that noise ordinance enforced. This has been discussed before and they have spoken with the Chief. Mayor Daniels asked that have the Chief of Police investigate how the noise ordinance applies to car and report back to Board.

MOTION: Commissioner Burke seconded by Commissioner Collins to adjourn at 6:30 pm was approved by the following vote: Ayes: Commissioners Walker, Collins, Fry, Farrow, Burke and Peele Noes: Absent:

This the 19th day June of 2013

ATTEST:

Mayor Jamie Daniels

Town Clerk Becky Breiholz