

MINUTES

The Town of Manteo Board of Commissioners held their Regular session in the Manteo Town Hall meeting room, June 5, 2013 at 6:30 p.m.

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

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 at 6:36 pm followed by a moment of silent meditation and the Pledge of Allegiance.

SUBJECT: Adoption of Agenda as presented or amended-

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

SUBJECT: Adoption of the items on the Consent Agenda- .

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

SUBJECT: Approval of Minutes of Recessed BOC Retreat April 26, 2013 meeting

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

SUBJECT: Approval of Minutes of Regular and Closed May 1, 2013 meeting

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

SUBJECT: Approval of Minutes of Recessed Workshop May 15, 2013 meeting

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

SUBJECT: Approval of Minutes of Recessed Workshop May 29, 2013 meeting

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

SUBJECT: Budget Amendment #13

MOTION: Commissioner Farrow seconded by Commissioner Burke to approve budget amendment #13 as presented was approved by the following vote: Ayes: Commissioners Farrow, Collins, Peele, Walker, Burke and Fry. Noes: None. Absent

SUBJECT: Approval of Resolution 2013-04 Surplus Property Boat, Trailer and Motor

MOTION: Commissioner Farrow seconded by Commissioner Burke to approve Resolution 2013-04 as presented was approved by the following vote: Ayes: Commissioners Farrow, Collins, Peele, Walker, Burke and Fry. Noes: None. Absent:

PUBLIC COMMENTS -Town Manager asked for any one to speak on items not on the agenda and if you want to speak on an item on the agenda please come forward so that the clerk can enter it into the record.

Edward Green-resident of Roanoke Island has a business in Manteo. Mr. Green introduced Grizelle Fearing who is also a native of Roanoke Island. Mr. Green has a situation he thinks deserves consideration. For many years there have not been any billboards for the Town and thinks there is a need for one on Highway 64. He stated

Plymouth and Washington have Town billboards. He states that some of the businesses met last year and had brought up the possibility of a billboard but was not followed through. They presented the Board with a design that had been done. Mr. Green stated that the cost would be \$500 a month and the first month free and asked if the Town could find some money to contribute to the cost of a billboard. Ms. Fearing commented that the annual fee is \$5610 and they are not talking about just for businesses downtown but all of Roanoke Island. They are requesting half for this. Mayor Daniels commented that they support it but asked that this be placed on the mid month agenda for discussion.

TOWN MANAGER'S AGENDA

SUBJECT: Nomination for Dare county Land Transfer Tax Appeals Board-Staff received a letter from Dare County requesting a nomination for a representative from the Town of Manteo to sit on this Board. Our previous appointee was June Neri and the Board can either re-appoint Ms. Neri or someone else.

MOTION: Commissioner Collins seconded by Commissioner Peele to appoint June Neri was approved by the following vote: Ayes: Commissioners Farrow, Collins, Peele, Walker, Burke and Fry. Noes: None. Absent

PLANNER'S AGENDA

SUBJECT: Presentation of Manteo High School Forestry Project-The North Carolina Forest Service was contacted with broad areas of concern about the trees on the entire Manteo High School property and concerning two individual trees on the Manteo Elementary School property. The objective of Dare County Schools concerning the 38 acre Manteo High School property is to develop a comprehensive urban forest management plan that address: the prevalence of over mature loblolly pine as the dominant over story tree species around the property and effective management of the green space and buffer management to mitigate overhead hazards.

The objection for the Manteo Elementary School is to prolong the life of the two specific trees while maintaining safety for students and staff. Mr. Jim Winebarger with Dare County is here tonight to discuss this plan with the Board as well as members with the NC Forest Service. Mr. Winebarger commented that they are aware they have a conditional use permit and that any changes will have to come to the Board before any changes can be done. A color coded map was given to the Board to review and they are here tonight to cut and plant trees in the area. Some of the trees have diseases; there is potential fire hazard also. Mr. Winebarger commented they have not pursued funding but wanted to get this in front of the Board and the Forestry employees are here tonight

to answer any questions. A copy of the plan will be made a part of the minutes. Mr. Winebarger is looking tonight for the Town's support before they pursue funding and expend any more energy on this project. Consensus of the Board of Commissioner's is that they support this project. It was asked if the Planning Board has to approve this and Ms. Burke commented that yes it would have to go to the Planning Board. She commented that the Planning Board could possibly discuss this at their next meeting and the Board could discuss this at their mid-month. A public hearing would have to be scheduled but in order to do this they would need a recommendation from the Planning Board.

Mr. Allen Moore with the NC Forestry talked to the Board about Manteo becoming a Tree City USA community. There are 4 standards of Tree City USA which are: a Tree Board of Department; A Tree Care ordinance; a Community Forestry Program with an annual budget of at least \$2 per capita; an Arbor Day Observance and proclamation. The Tree City USA program provides a framework for action; education; public image and community pride and free publicity.

FINANCE OFFICER'S AGENDA

SUBJECT: Discussion and consideration of Waterfront Marina Dock fees-This was discussed at the Board last workshop meeting and they requested a proposal from the Dockmaster regarding a possible rate increase to compare with other marinas in the surrounding areas. Mrs. Twiddy handed out a rate comparison chart updated on June 4, 2013 of marinas in the region. The Manteo Docks offer great amenities for boaters. In reviewing the long term rates you have to look at two things. Live aboards and annual slip holders are different in their use of the marina. Many marinas do not want live aboards so their rates are inflated to discourage live aboards. The annual slip holder visits this boat maybe once a week and uses our resources, rest rooms and laundry, very little if any during his stay. They also tend to make sure their vessel is secured and we currently have 24 annual slip holders. There is good and bad with live aboards. A person living on their boat is an extra set of eyes around the docks and tend to keep up with who is coming and going. Live aboards puts a bigger strain on our resources, daily restroom use, regular laundry use, more stuff around the dock, etc. They also tend not to keep their boats in as good shape as someone who actually uses their boat as a boat. This can add to a un-seaman like appearance to the marina. We currently have 6 live aboard slip holders. Our current transient rate is in-line with other marinas in the area. Most marinas in the area offer discounts for Boat US members. This discount averages 25%. We do not offer any discounts. We have 23 slips available for transient use at the current time. During the past month, May, we had 80 transient boaters visit Manteo, an average of 3.5 boats per available slip during the month. During the peak season, May

– August, we average 80 boats per month or 320 boats in the 4 month period. Staff recommends that the rates be increased on our monthly rates for all annual slip holders including live aboards to \$12.00 per foot effective July 1, 2013. This is an increase of \$3.75 or 45% over our current rate of \$8.25. This will generate \$44,000 annually in additional revenue at current occupancy levels. Increase the monthly add-on rate for live aboards to \$100.00 for boats using 30amp electric service and \$190.00 for boats using 50amp electric service. This is a 50% increase over our current rates. This will generate \$3,600 additional revenue annually at current occupancy levels and let our transient rates stand.

MOTION: Commissioner Collins seconded by Commissioner Fry to approve the rate increase and add to the Fee schedule as recommended by staff to be effective July 1, 2013 was approved by the following vote: Ayes: Commissioners Farrow, Collins, Peele, Walker, Burke and Fry. Noes: None. Absent

COMMISSIONER'S AGENDA

SUBJECT: Commissioner Richie Burke: Discussion proposed text amendment to Section 50-41 water rates after the first quarterly billing cycle Staff received several complaints from quarterly irrigation customers as did Commissioner Burke. Commissioner Burke asked Staff to research and report back to the Board with the findings. The rate recommended and approved by the Board charged a minimum quarterly bill of \$83.46 which is the same rate as a residential minimum quarterly charge for a 1" meter for all irrigation meters with Staff's recommendation. Upon receiving the complaints Kim with the assistance of Tony and Jameel completed a study to determine the number of ¾" irrigation meters and 1" irrigation meters. It was determined there are one-hundred-forty-one (141) ¾" quarterly irrigation meters and eighteen (18) 1" irrigation meters. Several quarterly irrigation customers have paid the \$100 fee to have the irrigation meters removed to suspend service and thereby eliminating the minimum monthly charges.

This will reduce the minimum quarterly charge for 141 customers and should have an impact of approximately \$23,535 in lost revenue for minimum quarterly billings.

Debbie Tierney lives on Spinnaker Drive in Pirates Cove. We feel that \$80 something dollars is excessive especially when you have had zero use. She has not used the irrigation in over 10 years but can't take it out because of the way the hose bib was installed and is now stuck having to pay this charge. There have been discrepancies in bills where usage is more but the bill is less.

Larry Hampton-Pirates Cove and is confused about the water bill; he used 1 gallon of water and was charged \$83 and if you turn it off it cost \$100 and to turn it back on cost another \$100. He understands the minimum billing but thinks \$83 is too much and suggests that the actual water charge be put on the bill separately.

Jamie (unable to hear name on recorder) Pirates Cove the water bills are very confusing and would like the Board to look over all the rates everyone is paying a fair share. We need to work together. Staff has been great to work with in explaining the water bills.

Unable to hear name on recorder lives on Spinnaker at Pirates Cove the bill is so confusing and wants to know if everyone pays the same rate. Mrs. Twiddy commented yes if the meter size is the same.

Jim lives on Spinnaker it is not fair that they are paying money for water they are not using.

Sharon Aldridge owner at Pirates Cove and also Property Manager. We pay a lot of water fees that has drastically increased and asked the Board to consider lowering the rates.

Mrs. Twiddy gave a brief history of our water and sewer rate and they had not been raised in (20) twenty years and no funds had been put aside for capital improvements and repairs which were needed. Dare County has also raised the cost of our bulk purchase rate by 30%. It was suggested possibly using the same rate or higher rate but increase the dollar per gallon rate. The Board asked for more information on possible reduced rates and will discuss this at the June mid month meeting.

A brief recess was taken at 8:15 pm

SUBJECT: Discussion of FY 2013-2014 Budget- Mrs. Twiddy presented the Board with the amended budget from changes that were requested by the Board at the last meeting. There was an increase in the Commissioner's stipends by \$100; removed \$1,000 from the Board of Adjustment legal fees; changed the line item of Rain Garden to Docks, walkway at the rain garden and added \$20,000; added \$30,000 for dredging at Dough's Creek as possible shared costs; kept the \$32,000 previously budgeted for dredging at the Peninsula; added \$5,000 to skateboard park. The Board requested that they be supplied with the original plan for the skateboard park at their mid month meeting. Moved ½ of the cost of the vac truck to Public Works; reduced Special Events First Friday event to \$2400; reduced Christmas celebration to \$10,500 and removed

\$1,000 from the New world Art Festival and reduced the advertising in the dock fund to \$10,000. Also added \$20,000 to the Maritime Museum to purchase a boat, motor, trailer.

Lengthy discussion took place on the purchase of a vac truck and the need to establish a capital improvement plan for the water and sewer plant. The State requires as part of sewer permit that we have to clean out a certain amount of pipe each year. It has been a policy that we have paid cashed for our equipment. Discussed if it would be cheaper to buy or rent when needed. Also discussed the possibility of renting it out to other Towns, a drawback would be that Town staff would have to be present when we rented it out. Board would like to do both and staff will get 2 price comparisons and what the cost would be to finance it over a certain amount of years and add a capital improvement plan.

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 9:00 pm until the workshop meeting of June 19, 2013, at 4pm was approved by the following vote: Ayes: Commissioner Peele, Farrow, Walker, Burke and Fry
and Collins Noes: none. Absent:

This the 5th day of June 2013

Jamie Daniels, Mayor

ATTEST:

Becky Breiholz, Town Clerk