

## MINUTES

The Town of Manteo Board of Commissioners held their March 5, 2014 recessed meeting March 19, 2014 at 4:00 pm at the Manteo Town Hall meeting room.

The following members were present: Mayor Jamie Daniels  
Commission Darrell Collins, Mayor Pro Temp  
Commissioner Richie Burke  
Commissioner Nancy Peele  
Commissioner Christine Walker  
Commissioner Martha Wickre

The following member(s) were absent: Commissioner Hannon Fry

Also present at the meeting were: Town Manager Kermit Skinner; Assistant Town Mgr. /Finance Officer Shannon Twiddy; Town Clerk Becky Breiholz; Department Heads: Water and Sewer Public Works James McCleese; Police Chief Vance Haskett; IT Administrator Steve Jozik; Maritime Museum Director Barry Wickre; Dockmaster Carl Jordan.

Mayor Daniels called the recessed meeting to order at 4:05 pm

**EMPLOYEE RECOGNITION**-Mayor Daniels presented Chief of Police Vance Haskett with his 15 year plaque of service to the Town.

**SUBJECT:** Department Head Reports- the Department head reports will be on file for one year. James McCleese went over his report and informed the Board that they are doing their usual maintenance duties; there has been a lot of rain so that has hampered his department. Police Chief Haskett went over his report-things are slower; and they have an officer that they would like to hire but are waiting on the papers from the State of NC. Steve Jozik went over his report and will be at a conference tomorrow and Friday; is working with Charter Cable TV due to the changes and he will be bringing to the April meeting a proposal for options for cable at the waterfront marina. Carl Jordan went over his report and attended a workshop on clean marinas; and took his pesticide training to keep his license. He also commented that the marina will be getting a 110 foot yacht in the marina that will lease for \$15,000 a year. Barry Wickre Maritime Museum went over his report; had volunteers come out and bag oyster shells and had an oyster roast later on that day; screw pile light is still being worked on; new floating docks for the sailing program have been made. Mr. Wickre informed the Board that he would like to remove the little bridge behind the boathouse and replace it with an aggregate sidewalk and having a new access from the existing sidewalk to become ADA accessible and allowing for a small beach area, while Hatchell is down there doing the storm water project which would save them \$3,000; he already has the money in his budget to do that and it will really help out because the boats can't get in and out without taking the masts out. The area could also be used

by kayakers. A copy of the proposed removal and new section will be included in these minutes.

**MOTION:** Commissioner Collins seconded by Commissioner Burke to allow the bridge to be removed at the waterfront per Mr. Wickre's suggestion was approved by the following vote: Ayes: Commissioner Walker, Peele, Collins, Burke and Wickre. Noes: None. Absent: Fry.

**SUBJECT:** Discussion of grant application request from Outer Banks Distillery-The owners of the distillery came before the Board at their March 5<sup>th</sup> meeting requesting the Town to apply for a grant with the North Carolina Department of Commerce Rural Economic Development on their behalf to allow them to purchase fire suppression equipment. After some discussion the Board asked Town Attorney Wyatt Booth to review the program guidelines and application and for Mr. Skinner to get information and examples of successful projects for the Board to discuss at their March 19 workshop meeting. Staff received information from the owners of the Distillery today which will need to be forwarded to Town Attorney. Mayor Daniels would like to know if the Board wants staff to move forward with the application consensus of the Board was for staff to move forward with the grant application.

**SUBJECT:** Discussion of Public Comment-Policy Procedure-The Board had asked staff to research what the procedure was from other Town's on their Public Comment portion of the agenda. Staff researched and presented the Board with a policy for the Board to discuss and possibly adopt and will be made a part of these minutes. This item will be placed on the Boards regular April agenda for further discussion and action.

**SUBJECT:** Discussion of text amendment to amend the Utility Fee Schedule-this has come about when it was found out that residents of Marshes Light which are required to have 1 inch taps according to their site plans but one resident had ¾ inch taps installed because it was a cheaper rate. Some residents want to change their 1 inch taps to ¾ inch taps this text amendment would allow that but at a cost. The Board will discuss and possibly take action at their April 2 meeting

**SUBJECT:** Showing of Town Videos on Channel 20-Steve Jozik presented to the Board various Town videos being shown on GOV-TV; since the Charter changes the channel has been changed and is now on channel 191. These videos can also be found streaming on the County website. We also have more viewership on our videos than the other Towns and County.

## **COMMISSIONER'S/STAFF CONCERNS**

Mayor Daniels gave the Board an example of an old tri-fold brochure about the Town which was done in 1999 for the Town's 100 year anniversary. During his meetings with business owners the idea of a brochure with a map of the Town was introduced and

Mayor Daniels would like to do an update of the Town's brochure. No funds have been budgeted and he would like to put that on the Consent agenda for the Board's approval. The information on the old brochure needs updating, on one side it will be of a map of Roanoke Island with all the attractions; a map of the Town of Manteo with symbols showing the location of rest rooms, eating facilities, shopping and other types of businesses that are located in the Town. There will be no business advertising on the brochure. Commissioner Wickre commented that there is already a small magazine being published by Michael McOwen for each of the Towns and distributed to all magazine racks and businesses on the Outer Banks which already has a map showing that information and Mr. McOwen could add a map showing the Town's information. Mayor Daniels will place this item on the April consent agenda with a budget amendment.

Commissioner Wickre would like to add to the April agenda a presentation by Elizabethan Gardens, Manteo Preservation Trust and the Outer Banks History Center about their plans for the 25<sup>th</sup> anniversary celebration of the Outer Banks History Center. Commissioner Wickre also stated that Michael McOwen would like a page/web link of Manteo Events to be placed on businesses websites and would be no cost to the Town.

Mrs. Twiddy informed the Board that she has been contacted by the Dare County Parks and Recreation Department that they would like a water tap placed at the ball-field and do not want to pay for it. She informed them that there used to be service out there they would just need to locate the tap.

**MOTION:** Commissioner Wickre seconded by Commissioner Collins to adjourn at 5:30 pm was approved by the following vote: Ayes: Commissioners Collins, Peele, Burke and Wickre Noes: none. Absent: Fry

This the 19<sup>th</sup> day of March 2014

ATTEST:

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Mayor Jamie Daniels

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Becky Breiholz, Town Clerk