

MINUTES

The Town of Manteo Board of Commissioners held their Regular session in the Manteo Town Hall meeting room, March 5, 2014 at 6:30 p.m.

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

The following members were absent: Commissioner Christine Walker

Also present at the meeting were: Town Manger Kermit Skinner
Asst. Town Mgr. /Finance Shannon Twiddy
IT Admin. Steve Jozik
Town Attorney Wyatt Booth

Mayor Daniels called the meeting to order at 6:33 pm followed by a moment of silent meditation and the Pledge of Allegiance.

SUBJECT: Adoption of Agenda as presented or amended- Mayor Daniels amended the agenda adding to his agenda item discussion of grant.

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

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

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

SUBJECT: Approval of Minutes of Regular and closed February 5, 2014 meeting

MOTION: Commissioner Wickre seconded by Commissioner Peele to approve the February 5, 2014 Regular and closes session minutes as presented was approved by the following vote: Ayes: Commissioners Fry, Wickre, Collins, Burke and Peele. Noes: None. Absent: Walker

SUBJECT: Approval of Minutes of Recessed Workshop February 19, 2013 meeting

MOTION: Commissioner Wickre seconded by Commissioner Peele to approve the February 19, 2013 minutes as presented was approved by the following vote: Ayes: Commissioners Fry, Wickre, Collins, Burke and Peele. Noes: None. Absent: Walker

SUBJECT: Approval of Budget Amendment #3

MOTION: Commissioner Wickre seconded by Commissioner Peele to approve budget amendment #3 was approved by the following vote: Ayes: Commissioners Fry, Wickre, Collins, Burke and Peele. Noes: None. Absent: Walker

PUBLIC COMMENT Members of the public are invited to address the Board of Commissioners on any topic. Please come forward to the podium and identify yourself so that your statements can be taped (3 minutes per person; 5 minutes per group) If anyone wishes to speak later in the meeting on a listed agenda item, please state your name and the agenda item and you will be recognized at that time. Action on items brought up during the Public Comment period will be at the discretion of the Board. Public Comment is not intended to require the Board to answer any impromptu questions. Speakers will address all the comments to the Board as a whole and not one individual Commissioner. Discussions between speakers and members of the audience will not be allowed.

Sam Stokes who owns property on Gilbert Street asked the Board to please look into maintenance of Gilbert Street and to budget funds for repairs and upkeep. The street is in terrible condition and it floods all the time and he does not think any improvements have ever been done to that street.

Yvette Pollock, Chairperson for Relay for Life informed the Board that the event will be held this year at Festival Park on May 10th and 11th. She explained some of the events taking place and how they raise funds for cancer. They would like to Town to become involved in this event by forming a team or becoming a sponsor. They would also like the Town to approve a proclamation to "Paint the Town Purple."

TOWN MANAGER'S AGENDA

SUBJECT: Discussion and consideration of FY 2014-2015 GOVE-ED TV Channel 20 budget per a memo from IT Administrator Steve Jozik to the Board the GOV-ED TV committee has approved a budget for the 2014-2015 budget year. Mr. Jozik was present at the meeting to explain and answer any questions the Board might have. As usual, the only cost to the Town will be its \$1,000 membership fee. All of the towns will also agree to pool any funds from any PEG Channel Grants to the channel. The biggest changes between the 2013-2014 and the 2014-2015 budgets are the addition of a full-time station manager and the reduction of LPDI funding from \$20,000 to \$10,000 per town. This reduction in LPDI has been done because most of the

entities have already used the LPDI funding for equipment purchases and because the Destination Dare news magazine has eliminated the need for much of the programming that was formerly funded through LPDI. This budget must be passed by all 10 GOV-ED TV members. *Staff recommends approval of the budget as presented.*

MOTION: Commissioner Collins seconded by Commissioner Burke to approve the FY 2015-2015 GOV-TV Channel 20 budget was approved by the following vote: Ayes: Commissioners Fry, Wickre, Collins, Burke and Peele. Noes: None. Absent: Walker

SUBJECT: Discussion and consideration of amended Interlocal Agreement Channel 20. Also included in Mr. Jozik's memo is that the GOV-ED TV Committee has approved some language changes to the Interlocal Agreement. Mr. Jozik explained that by-and-large the changes are not substantive and merely serve to clean up wording to keep the Interlocal Agreement consistent with state statute and Dare County policy. The changes were prepared and recommended by Dare County Attorney and County Manager, Bobby Outten. *Staff recommends approval of the Interlocal Agreement amendments as presented*

MOTION: Commissioner Burke seconded by Commissioner Fry to approve the amended Interlocal Agreement with Channel 20 was approved by the following vote: Ayes: Commissioners Fry, Wickre, Collins, Burke and Peele. Noes: None. Absent: Walker

SUBJECT: Discussion and consideration of broadcasting Town hall meetings on Channel 20. Another issue Mr. Jozik reported in his memo to the Board is that the Town of Manteo remains as the only town that does not record and broadcast its regular Board of Commissioners meetings. There is no obligation for the Town to broadcast its meetings, however the opportunity does exist. The Town also has access to \$20,000 of LPDI funding in this budget year. It will be reduced to \$10,000 next year. If the Town is interested in funding the recording and broadcast of its meetings, it should be made aware that although funding is available for infrastructure, the Town would have to pay the cost of someone to record and edit the videos. *Staff recommends recording regular meetings on a trial basis and re-evaluating after several months. In order to do this, staff also recommends requesting LPDI funding from Channel 20 to purchase recording equipment for the Town Hall.* Mr. Jozik also read a letter from Sheila Davies, Chairperson for the Government Education Access Channels Committee which she asked the Board to consider recording and broadcasting our meetings. The Committee has received inquiries about Manteo's participation in broadcasting their meetings and she would like to know the Board's position on recording and broadcasting the meetings. The Board discussed this issue and Commissioner Fry commented that he thinks some people feel uncomfortable speaking and one of our characteristics is that we represent the small town atmosphere. Mayor Daniels thought it would change the feel of the meetings and he thinks the Board is pretty transparent. Commissioner Wickre stated that she has been approached by several people who would like the Board to broadcast the meetings. Commissioner Wickre asked about if the money was used for camera equipment would it also be able to be used for other events and Mr. Jozik commented that it would be at the discretion of the Board. Commissioner Collins thought it

would be a good idea. No motion was made; consensus of the Board was to not participate in filming meetings at this time to encourage public participation and open government. All members present agreed.

SUBJECT: Discussion of appointment of Town representative to the Channel 20 Board- The last item in Mr. Jozik's memo to the Board was that the Town has appointed a staff member for at least the past 10 years to the Channel 20 Committee. Steve Jozik has served for the past 8 years. Francis D'Ambra served in that capacity prior to Steve. In the past several months, it has been pointed out that, per the Interlocal Agreement, an elected official is to serve in that capacity. Although I have enjoyed serving in this capacity on behalf of the Town, and I believe that I have served the Board and the Town well, I feel that my placement on the committee has become a distraction. Commissioner Wickre has expressed an interest in serving on this Board. *Staff recommends appointing a Board Member to the GOV-ED TV Committee if a Board Member is willing to serve.*

MOTION: Commissioner Fry seconded by Commissioner Peele to appoint Commissioner Wickre as the Town's representative on Channel 20 Board was approved by the following vote: Ayes: Commissioners Fry, Wickre, Collins, Burke and Peele. Noes: None. Absent: Walker

MAYOR'S AGENDA

This item was added to the agenda and Mayor Daniels commented that he was approached by the Outer Banks Distillery to help them apply for a grant through the North Carolina Department of Commerce Rural Economic Development. Scott Smith with the Outer Banks Distillery explained that they would like to apply for a grant that would allow them to receive \$10,000 for each job created and they will be creating 5 jobs. He stated they qualify as this will be a new business going into a building in the Town that has been vacant for more than three (3) months and create 5 jobs and it would be used to purchase the fire suppression equipment needed to meet the codes. He further stated that the grant has to be presented by the Town on their behalf and that the Town would need to pay \$2500 as their match for this grant. They have already submitted the pre-application and the application deadline is April 1, 2014 and that a pre-application conference call would be required seven days before the April 1 deadline. Mrs. Twiddy asked if the project had been permitted yet by the water and sewer superintendent and was informed no. Town Attorney Wyatt Booth commented that the way it works would be for the Town to apply for the grant and lends the money to property owner in the form of a deferred, forgivable loan. The loan will be secured with a loan performance agreement and promissory note by the property owner; and once the business was compliant with the requirements in the grant then the Town would be reimbursed \$47,500 and if the business fails the business would need to liquidate their assets and the Town could get its money back that way. Mr. Booth commented the way the Rural Economic Development is handling this is so that the Town would be able to oversee the project and make sure that it is done before the Town receives a reimbursement. After some discussion the Board would like Mr. 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.

COMMISSIONERS AGENDA:

Some of the Commissioners would like to organize a team for the Relay for Life and get purple t-shirts and do some other things for the upcoming Relay for Life event being held at Festival Park.

There being no further business to come before the Board or other persons to be heard a motion by Commissioner Peele seconded by Commissioner Collins the meeting was recessed at 7:30 pm until the budget retreat workshop meeting of March 7, 2014 at 8:30 am was approved by the following vote: Ayes: Commissioner Peele, Wickre, Fry, Collins, Burke. Noes: none. Absent: Walker

This the 5th day of March 2014

Jamie Daniels, Mayor

ATTEST:

Becky Breiholz, Town Clerk