

MINUTES

The Town of Manteo Board of Commissioners held their March 5, 2014 recessed budget retreat meeting March 7, 2014 at 8:30 am at the Outer Banks Visitor Bureau

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

The following member(s) were absent:

Also present at the meeting were: Facilitator Madeline Henley, with Walking Sticks; Town Manager Kermit Skinner; Assistant Town Mgr. /Finance Officer Shannon Twiddy;

Mayor Pro Temp Darrell Collins called the meeting to order at 8:45 am. (Mayor Daniels arrived at 9am)

Before Madeline Henley did her presentation the Commissioners again discussed broadcasting the Town Hall meetings that was discussed at their March 5, 2014 meeting. The 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.

See attached report from Madeline Henley which will be made a part of these minutes.

**MOTION:** A motion was made at 3:30 pm to recess until March 19, 2014 workshop meeting was approved by all in attendance.

This the 7<sup>th</sup> of March 2014

ATTEST:

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Mayor Jamie Daniels

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Becky Breiholz, Town Clerk

**MEETING REPORT**  
**Town of Manteo**  
**Board of Commissioners Annual Planning Retreat**  
Friday March 7, 2014

This document is intended as an internal report to the Town for use as an aid in the compilation of the official minutes of the meeting, as well as a reference for the staff and Commissioners.

**PURPOSE**

This meeting of the Manteo Board of Commissioners and the Town's Leadership team was coordinated to allow the Board time to revisit their priorities and the initiatives they adopted last year, and to provide staff with direction and guidance in the creation of the upcoming budget. The Mayor and all Commissioners participated in the meeting, as well as both the Town Manager and the Assistant Town Manager.

**OBJECTIVES**

Other objectives that were advanced at the meeting, in addition to the objectives alluded to in the PURPOSE section above, are to:

- Do something with last year's unfinished Champion Initiatives
- Develop guidelines or a plan to do this year
- Address budget issues, specifically the need to back off on the spending a bit
- Establish budget priorities
- Discuss specific projects for the budget
- Strategize how to handle rudeness and attacks at public meetings
- Alert staff to any new policy or policy amendments the Board is considering
- Clarify board decision making
- Provide very specific direction to staff

**AGENDA**

After adopting the objectives shown above, the group created their agenda to address all items in a logical sequence, as follows:

- Meeting Protocol and Public Input
- Decision Making
- Possible Policy changes
- Status reports and review of Champion initiatives
- Pick 5 Exercise (if necessary)
- Further development of Champion initiatives
- Additional budget items and budget process
- Adjourn

**MEETING PROTOCOL AND PUBLIC INPUT**

The Board engaged in a process to discover the root causes of the problems they are experiencing with some citizen input at Board meetings. They agreed that the issue generally occurred when a citizen became dissatisfied with the Board because the Board did not take an action based upon that person's public input. There was some discussion about ways to increase the understanding of the audience that public input is input, not discourse, and that with very minor exceptions, the Board will only take action on items that are on the Agenda. They decided upon a process they feel will help, and a heightened enforcement period for a rule.

- The rule that people in the audience may only speak is when they are at the podium will be more strictly adhered to for a time. There will be no rebuttals by the Board members; clarifying questions are allowed, but there will be no discussion back and forth.
- If an issue is brought up in public input that a Commissioner wishes to take up for Board discussion, then that member will tell the Mayor they would like to add the topic to their Commissioners Concerns items when Commissioners Concerns comes up on the agenda. The Mayor will explain this to the audience and assure them they are welcome to stay.

### DECISION MAKING

The Board members noted that there are occasional instances when the Mayor and Commissioners feel they have discussed an issue and made a decision, but the staff is unclear what the decision is. In order to improve clarity, the board will adopt two actions:

- The Board will take non-binding votes on issues that do not require official board action.
- The Mayor will more assertively punctuate the meeting ó that is, in moving from one topic on the agenda to the next, the Mayor will specifically ask if discussion is finished and can we move on.

### POSSIBLE POLICY CHANGES

No potential policy changes or new policies were noted but the Board did request three things of staff:

- Please distribute the policy manual to all Commissioners.

### STATUS REPORTS AND REVIEW OF CHAMPION INITIATIVES 2013

Of the 2013 Initiatives, the Board felt that only two had not worked, these were:

- Holding Mini Workshops on finance and legal issues.
- Creating Manager Task Lists at Board meetings.

The following 2013 Initiatives did work, or are in the works:

- The Board members are reporting regularly on their committee assignments
- The Board members are regularly reporting on their Initiatives.
- The Staff is providing more input.
- The website (rather than the newsletter) has been enhanced.
- Social media partnership has been developed with the Manteo Merchants.
- The tree plan is coming along nicely
- There is now Channel 20 money for the IT improvements.
- There has been good progress with Magnolia Market.

The 2014 ChampionsøInitiatives grid is shown below:

Christine	Darrell	Martha	Hannon	Jamie	Nancy	Richard
Splash Pad	Water Gardens	Public relations	Street improvements	Manteo Map	Activities for Kids	Special Events
Bike racks and parking signs for 2 locations	Storm H20 with Hannon	Newsletter	Storm H20 with Darrel	Encourage Development of Business Association	Christmas Lights	Magnolia Market
Possible one-way designation on Budleigh St.			Improvements at the Water Garden (walkways)	Hotel		Skate Park improvements

**PICK 5 EXERCISE (IF NECESSARY)**

The Pick 5 exercise was not needed, because there were only four remaining Initiatives for the Board to address. Those four were alleviate parking problems, establish a recreational water feature, provide more activities for youths, and attract a hotel to town.

**FURTHER DEVELOPMENT OF CHAMPION INITIATIVES**

The group worked most of the afternoon mapping out next steps for the remaining four initiatives. The results are presented here by topic:

Alleviate parking problems:

- In depth discussion led to the following conclusions:
- The problem is really a perception issue ó people would be happy to find parking this close in other towns, it is only because they are -homeøthat they think they should be able to park directly in front of their barbershop or what have you. The 3 hour parking limit was a failure.
- The problem is mainly with local merchants and local shoppers, but is exacerbated during times of high visitor volume. Notably, the boat riders all park in the waterfront area then go on the boat for several hours. Group discussed public transport or public bikes, but agreed that locals wouldn't use them.
- There is plenty of parking at Marshes Light and Festival Park, if we could help people find it.

- To that end, signs will be made and placed in the area, and parking areas will be included on maps and on the website. The hope is that visitors will use those areas and locals can use the closer in spots.
- Bike stands would be placed at these two areas, with the hope that perhaps some locals would after all use them.
- There was also discussion, but inconclusive, of converting the remainder of Budleigh St. to one-way, and allowing diagonal parking. It was estimated this would increase available parking by 30 spots.

Establish a recreational water feature:

- Once the Board decided that the thing to do is build a splash pad, this discussion moved very quickly.
  - Magnolia Market and Davis Lot were both agreed upon as two potential locations.

Provide more activities for youths:

- The group agreed to support the following strategies to move this initiative forward:
  - A partnership with the Children's Museum will be explored to see what can be developed
  - A fishing tournament will be established
  - A skateboard competition will be established
  - The basketball courts will get some much needed maintenance

Attract a hotel to town:

- It was agreed that the necessary steps to actualizing this initiative are as follows:
  - Build the business case: identify and measure the need for additional beds
  - Define and level of cooperation the town can or will offer.
  - Amend the zoning ordinance
  - Identify potential sites
  - Identify and contact potential developers

### ADDITIONAL BUDGET ITEMS AND BUDGET PROCESS

Staff conducted a brief budget prospective and the following items were noted:

- Waterfront Park playground must be re-built.
- There is a cruiser scheduled to be replaced.
- The Board agreed to consider the issue of paper free agendas as a budget item.
- Please include a solid waste workshop in the budget process this year.
- Please include a non-profit funding workshop in the budget process this year.
- The budget implications of the Champion Initiatives were noted.

MEETING ADJOURNED at 3:30PM

Report submitted by Madeleine Henley, Walking Stick Associates March 13, 2014.