

MINUTES

The Town of Manteo Board of Commissioners held their Regular session in the Manteo Town Hall meeting room, May 7, 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:

Also present at the meeting were:

- Town Manger Kermit Skinner
- Asst. Town Mgr. /Finance Shannon Twiddy
- Planner Erin Burke
- Town Attorney Wyatt Booth
- Public Works Director James McCleave

Mayor Daniels called the meeting to order 6:35 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 to remove from the Planner's Agenda Discussion of Dollar General Site Plan and moved budget amendment #5 from the Consent Agenda to Town Managers Agenda for discussion; under Commissioner Agenda add discussion Manteo brochure being done by Michael McOwen

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

SUBJECT: Adoption of the items on the Consent Agenda- Item D removed as amended.

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

SUBJECT: Approval of Minutes of Regular and closed April 2, 2014 meeting

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

SUBJECT: Approval of Minutes of Recessed Workshop April 16, 2014 meeting

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

SUBJECT: Approval Municipal Clerk Weeks Proclamation

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

SUBJECT: Approval of Resolution 2014-03 Opposing Seismic Testing

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

Presentation Employee Recognition-The Board wanted to recognize an exceptional Town employee who has worked for the Town for 25 years. Public Works Director James McCleave was presented with a Resolution honoring him for his contribution to the Town and making April 1 as James McCleave day.

Presentation by the Outer Banks History Center, Elizabethan Gardens and Manteo Preservation Trust on 25th Anniversary of History Center. Clark Twiddy gave the Board a presentation on the events to take place for the 25th anniversary of the History Center. Bebe Woody spoke on behalf of the Manteo Preservation Trust and Carl Curnette spoke on behalf of the Elizabethan Gardens who are partnering with the History Center for the celebration.

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.

Karen Becker 301 Ananias Dare Street and commented that the no parking for more than 3 hours on Essex Street is creating a hardship for her guests and would like the Town to issue her a special permit to allow her guests to park there for more than 3 hours.

John Robbins-108 Puddle Lane and wanted to discuss the Dollar General Site Plan and the proposed fill. The development needs to conform to the regulations for maximum fill and be held to the same standards as he was for the Farm Bureau property.

TOWN MANAGER'S AGENDA

SUBJECT: Discussion and consideration of Gilbert Street Paving. As per the Board's instructions staff has obtained technical specifications for the resurfacing of Gilbert Street. In addition to the resurfacing there are some drainage issues that need to be addressed as well as there are several badly deteriorate areas that will need to be cut out and the base reestablished before it can be repaved. If the Board is ready to proceed, staff will begin the bidding process and once the contractor is selected the actual work should not take more than 5 working days. Gilbert Street is a Powell Bill eligible street and there is currently on hand \$132,318.16 and \$106,908.97 has been encumbered in this fiscal year with \$53,000 being designated for the sidewalk construction on the west side of Uppowoc Street by the Skateboard Park. Staff is recommending that an additional \$5,000 be funded to pay for the maintenance to the rip rap at the end of Gilbert Street. If the Board chooses to pursue the maintenance it will require a transfer from the General Fund Undesignated Fund Balance. Derek Dail with Quibble presented the technical aspects of the project to the Board and that the plan is to ensure that the street remains properly drained. Commissioner Fry is concerned about the money and doesn't know if it is a wise expense. Discussion took place on getting the Army Corp. of Engineers permit and this item was tabled for the mid-month agenda depending on if the Town receives the permit by then.

SUBJECT: Discussion and consideration Renewal of Lease for Royal Dog Hot Dog Cart at Magnolia Pavilion. The current lease holder of the hotdog cart vending concession, Royal Dog at Magnolia Pavilion has asked to renew his lease for another season. Town Attorney Wyatt Booth has drafted a lease agreement for your review and was included in your packet. Staff is recommending that the board renew the lease with Royal Dog, LLC.

MOTION: Commissioner Collins seconded by Commissioner Peele to renew the Royal Dog Hot Dog Cart lease was approved by the following vote: Ayes: Commissioners Fry, Walker, Wickre, Collins, Burke and Peele. Noes: None. Absent: None.

SUBJECT: Discussion and consideration of Cedar Bay Lift Station- Town Manager Kermit Skinner stated in his narrative that he has been contacted by the Bank that now has possession for Cedar Bay Development about the possibility of the Town assuming the ownership of the wastewater lift station at the development. Nathan Pharr, Water and Sewer Superintended developed a cost breakdown of what it would take to bring the lift station up to current Town standards including the installation of SCADA monitors and controls. The estimated was \$26,525.13. The bank was supplied with this figure and they stated in a letter which was included in your packet that they are willing to pay it. Town Attorney Wyatt Booth has been kept abreast of these discussions but before he drafts the necessary paperwork to transfer

ownership the Board should approve the transfer. Staff is recommending the Board approve the transfer contingent upon the Bank paying and executing an agreement developed and approved by our Town Attorney. Commissioner Collins asked if the affordable housing ordinance still applied to this development and Mrs. Burke responded that it does.

MOTION: Commissioner Fry seconded by Commissioner Burke to accept the lift station into our system contingent upon preparation and execution of necessary documents by the Town Attorney and payment of \$26,523.13 was approved by the following vote: Ayes: Commissioners Fry, Walker, Wickre, Collins, Burke and Peele. Noes: None. Absent: None.

SUBJECT: Budget Amendment #5-this was removed from the consent agenda for discussion. The Board wanted to divide the budget amendment into 2 parts since they wanted more information about the K9 unit that the Police Department is requesting.

SUBJECT: TV for the waterfront marina. This was discussed previously Cable TV converted to all digital which would have meant that the Town would have to monitor and issue cable boxes and the marina staff is not equipped to handle this operation. Dockmaster Carl Jordan had researched the possibility of satellite TV for the boaters and presented the Board with a quote last month of \$12,000 which they asked to be placed on the May consent agenda.

MOTION: Commissioner Walker seconded by Commissioner Fry to approve an amended budget amendment #5 for \$12,000 for TV for the marina was approved by the following vote: Ayes: Commissioners Fry, Walker, Wickre, Collins, Burke and Peele. Noes: None. Absent: None.

SUBJECT: Discussion of funding for a K9 unit. Chief Haskett and Officer Doug Moore had presented this to the Board at their mid-month meeting and the Board asked that a budget amendment be placed on the consent agenda for this item. There were some concerns about a vehicle for the dog and the plan was to modify an existing police vehicle and Commissioner Peele had asked why modify a vehicle and not just buy one that is already K9 ready. A lengthy discussion took place and consensus of the Board was this could be worked out later. A

MOTION was made by Commissioner Peele and seconded by Commissioner Wickre to approve the budget amendment of \$10,000 for the K9 unit. Commissioner Walker wanted to hear what the public's comments about this were and Commissioner Burke had some reservations. Commissioner Peele withdrew her motion and Commissioner Wickre withdrew her second. Consensus of the Board for this item to be placed on the June agenda for a presentation by Chief Haskett.

PLANNERS AGENDA

SUBJECT: Discussion and consideration of Dollar General Site Plan-This was removed from the agenda as the applicant was unable to get the documentation to the Town in time.

SUBJECT: Discussion and consideration Intern Program with Coastal Federation. This item has been previously discussed and the Coastal Studies Institute was requesting the Town of Manteo fund \$10,000 for an intern to study the storm water park at Greenville Street. In her narrative to the Board Planner Erin Burke stated the following: As requested by the Board of Commissioners, staff contacted the North Carolina Coastal Federation (NCCF) to discuss the possibility of hiring an intern to study the Storm water Wetlands at Greenville Street. NCCF put staff in contact with Lindsay Dubbs at the Coastal Studies Institute (CSI). Lindsay has drafted a contract that outlines the field of study as well as the parameters will be used. They will require the purchase of some materials as well. The work will be completed by CSI and the board will be provided with a complete report at the end of the contract. Staff recommends the approval of the proposed contract. After discussion of the cost of this program and wondering if it could be reduced consensus of the Board was for this item to be placed on the mid-month agenda for a presentation from Coastal Studies Institute.

FINANCE OFFICER'S AGENDA

SUBJECT: Discussion and consideration of request from Dare County Arts Council for \$1,000 funding for the Molly Fearing Arts Show.

MOTION: Commissioner Walker seconded by Commissioner Peele to approve \$1,000 funding for the Molly Fearing Arts Show was approved by the following vote: Ayes: Commissioners Fry, Walker, Wickre, Collins, Burke and Peele. Noes: None. Absent: None.

SUBJECT: Presentation of the FY 2014-15 Budget. Finance Officer Shannon Twiddy presented the Board with the upcoming FY budget and read portions of the budget summary presented to the Board. No questions were asked and no discussions were held.

MAYOR'S AGENDA

Report Outer Banks Tourist Bureau-Mayor Daniels had included in the agenda packets the statistics provided by the Tourist Bureau of number of visitations for each site located on Roanoke Island and the economic impact that the tourist industry has on the Town of Manteo and Roanoke Island. He also discussed the plans for the boardwalk that is going to be done in Nags Head from Forbes St. to Sugar Creek. Mayor Daniels also informed the Board that the Pirate Adventure wants to come back this season and sign a lease. This item will be on the June agenda

COMMISSIONERS AGENDA:

SUBJECT: Appointment to the Cemetery Board Committee (Commissioner Walker) Commissioner Walker asked the Board to appoint David Farrow to the Cemetery Board.

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

SUBJECT: Discussion of amendment to the cemetery Ordinance Sec. 2-225 and Sec. 2-228 number of remains allowed in a plot. Commissioner Walker explained that this will help clear up any confusion as to how many remains can be allowed in one plot.

MOTION: Commissioner Wickre seconded by Commissioner Fry to approve text amendments to Sec. 2-225 and 2-228 was approved by the following vote: Ayes: Commissioners Fry, Walker, Wickre, Collins, Burke and Peele. Noes: None. Absent: None.

SUBJECT: Discussion and consideration of building a chapel at the Cemetery. This was given to the Commissioners at their April workshop meeting to review. The Cemetery Board supports the construction of a chapel and would like the Commissioners to support it also. The Cemetery Board knows that the request may not be fully funded but would like the Board to consider partial funding. They will seek grants and public/private partnerships to fund the project. Staff prepared a proposal to be included in the draft FY 14-15 budget. The estimate received from Renaissance Construction was \$69,255.07. This was discussed and the Board endorses the idea of a chapel but would like staff to seek grant and other types of funding.

MOTION: Commissioner Fry seconded by Commissioner Peele to direct staff to pursue grant funding for chapel was approved by the following vote: Ayes: Commissioners Fry, Walker, Wickre, Collins, Burke and Peele. Noes: None. Absent: None.

COMMISSIONER'S CONCERNS/COMMENTS

Commissioner Wickre presented the map/brochure update that has been discussed previously and that Michael McOwen has been helping to work on. Draft of the brochure shows two paths marketing downtown and marketing attractions. Different options were discussed and Commissioner Fry wanted to make sure that all businesses were on it even those on the highway. Commissioner Collins wanted include the cost of a two page article about Manteo in the magazine.

MOTION: Commissioner Burke seconded by Commissioner Walker to print the brochure **MOTION AMENDED** to include 2 page article was approved by the following vote: Ayes: Commissioners Fry, Wickre, Collins, Burke and Peele. Noes: Walker. Absent: None.

Commissioner Walker asked if the restrooms at Magnolia Market were open and Mr. Skinner responded they were opened for First Friday.

Commissioner Peele asked about securing a place to launch fireworks and was informed that we are again doing the fireworks at Festival Park.

Commissioner Fry mentioned the email exchange with Commissioner Wickre about confusion that things were being done without consulting the Board.

Commissioner Burke asked about the sod; the sod to be delivered Thursday with installation on Friday.

SUBJECT: Closed session NCGS 143.318.11 (a) (2) prevent the disclosure of an honorary award or scholarship.

MOTION: Commissioner Fry seconded by Commissioner Collins to enter into a closed session NCGS 143.318.11 (a)(2) prevent the disclosure of any honorary award was approved by the following vote: Ayes: Commissioners Fry, Walker, Wickre, Collins, Burke and Peele. Noes: None. Absent: None.

The Town has been contacted by Dare County to honor a Town Citizen for the Dare Day Award.

MOTION: Commissioner Peele seconded by Commissioner Collins to exit the closed session was approved by the following vote: Ayes: Commissioners Fry, Walker, Wickre, Collins, Burke and Peele. Noes: None. Absent: None.

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

There being no further business to come before the Board or other persons to be heard a motion by Commissioner Collins seconded by Commissioner Burke the meeting was recessed at 9:29 pm until the workshop meeting of May 21, 2014 at 4:00 pm was approved by the following vote: Ayes: Commissioner Peele, Walker, Wickre, Fry, Collins, Burke. Noes: none. Absent: None.

This the 7th day of May 2014

ATTEST:

Jamie Daniels, Mayor

Becky Breiholz, Town Clerk