



**Town of Beaufort, NC**

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**Board of Commissioners Work Session**

**4:00 PM Monday, April 28, 2025**

**Train Depot, 614 Broad Street**

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**Call To Order**

Mayor Harker called the meeting to order at 4:00 p.m.

**Roll Call**

Elizabeth Lewis, Town Clerk, called the roll:

**PRESENT:**

Mayor Harker  
Mayor Pro Tem Cooper  
Commissioner Oliver  
Commissioner Spiegler  
Commissioner LoPiccolo

**ABSENT:**

Commissioner Gillikin

**Agenda Approval**

Mayor Harker asked for a motion to amend the agenda to add a revised Resolution for the NCDEQ loan request for consideration.

Commissioner Cooper made a motion to approve the agenda as amended.

The motion carried unanimously with a (4-0) vote.

**Items for Discussion and Consideration**

1. FY 2026 Budget Overview

Town Manager, Matt Zapp, presented a snapshot of the FY 2026 Budget to date. He discussed potential property values, tax rates, and notable items to be included in the proposed budget. Mr. Zapp shared an overview of key items included in the budget such as cost of living allowance, local government retirement system increase, health insurance increases, pay study implementation, proposed additional positions, and merit increases for eligible employees. He also provided a detailed overview of each department's requests and what the Town was asking to be funding in the FY 2026 Budget.

The Board discussed Mr. Zapp's presentation and offered guidance for next steps in the process.

Commissioner Oliver requested staff revisit the prior year's real property tax value totals in comparison to the new real property tax value assessments.

The Board expressed the need to adjust the tax rate to meet revenue needs while minimizing burden on citizens. They requested further explanation of goals and duties of the proposed Parks & Events Coordinator. It was noted staff would follow up at a future meeting to share a job description and further evaluate the position.

Commissioner Spiegler suggested blending the new position with a resilience/sustainability planning role and asked staff to further investigate.

Commissioner Oliver asked the Town Manager to further investigate the recent salary study to confirm/provide direction for the best option moving forward with the proposed adjustments.

The Board noted the proposed generator cost for the Police Department was on the low end and directed staff to confirm pricing.

The Board discussed a proposed \$75,000 one time donation to the Boys and Girls Club. They noted the need to balance community investment vs. setting precedents with non-profit organizations. No action was taken to remove the item at that time.

Commissioner LoPiccolo asked staff to take a deeper dive into the Town's IT needs moving forward, exploring items related to electronic storage and digital archiving. He also requested a report back on unrestricted fund balance amount and to provide suggestions on percentage for fund balance in a coastal town such as Beaufort.

The Board discussed the need for vehicle and capital asset replacement strategies, shifting to a quicker cycle to control overall costs. Staff were directed to perform an analysis of the Town's current vehicle policy and report back to the Board at a future meeting.

Commissioner Oliver additionally requested the following information:

- Comparison of sewer rates in relation to a similar sized community that averages 3,000 gallons per month.
- Line-by-line General and Enterprise Funds (revised and recommended for two years prior).
- A pro forma of expected debt service payments over the next five years.
- A pro forma of expected property and sales tax revenues over the next five years.
- An update of the Town's unrestricted balance.
- A list of unfunded Capital Projects that are currently known.
- Establishing and budgeting Dock Enterprise and Capital accounts.

The discussion concluded with directions for staff to compile all departmental requests into a detailed line-item budget to be proposed at the May 12th Regular Meeting.

## 2. 2025 Parking Season – Golf Cart Spaces; Customer Surveys

Ms. Wood shared that the quote for the new and additional parking signs totaled \$2,132.92. She noted that Pivot Parking recommended no more than six spaces be converted to the shared space program, allowing twelve golf carts to park in designated spaces. She also touched on the potential of implementing customer surveys in the new season.

The Board consensus was to move forward with the shared space program to provide designated golf cart spaces (12) and to refrain from engaging in customer surveys.

3. IPS FV Invoice

Mr. Burgess shared the Town had been billed by IPS FV for their work to date regarding the design/build fuel tank project on Beaufort Waterfront for the total amount of \$14,815.00. He noted the Town formally ceased connection with IPS FV on April 15, 2025, and the firm was seeking reimbursement with work performed and additional engineer drawings were available if the Town wished to purchase them.

The Board discussed the invoice and obligation to pay it. There was a consensus not to move forward with obtaining the engineer stamped drawings.

Commissioner Oliver made a motion to authorize the Town to pay the invoice from IPS FV as presented and noted it should be the full and final payment to the company.

The motion carried unanimously with a (4-0) vote.

4. Beaufort Waterfront Consultation with Charles Burgess

Mr. Zapp shared a proposed volunteer agreement with Charles Burgess that would secure his volunteer services for work related to the Beaufort Waterfront Project. He noted the agreement provides standard IRS mileage reimbursement.

Commissioner Cooper made a motion to approve the draft agreement as presented and providing in the meeting packet and to provide Town Manager, Matt Zapp, the authority to execute the agreement.

The motion carried unanimously with a (4-0) vote.

5. Revised Resolution Funding Request from NCDEQ

Commissioner Oliver made a motion to revise the previously approved Resolution for a Funding Request associated with Pump Station Number 7 Project, to satisfy DEQ authorize the Town Manager to execute the official documents related to the application and potential loan.

The motion carried unanimously with a (4-0) vote.

*A copy of the Resolution is included below as part of the record.*

WHEREAS, The Town of Beaufort has need for and intends to construct and plan for a project described as Pump Station No.7 Replacement, and

WHEREAS, The Town of Beaufort intends to request State loan and/or grant assistance for the project,

**NOW THEREFORE BE IT RESOLVED, BY THE BOARD OF COMMISSIONERS OF THE TOWN OF BEAUFORT:**

That Town of Beaufort, the **Applicant**, will arrange financing for all remaining costs of the project, if approved for a State loan and/or grant award.

That the **Applicant** will provide for efficient operation and maintenance of the project on completion of construction thereof.

That the **Applicant** will adopt and place into effect on or before completion of the project a schedule of fees and charges and other available funds which will provide adequate funds for proper operation, maintenance, and administration of the system and the repayment of all principal and interest on the debt.

That the governing body of the **Applicant** agrees to include in the loan agreement a provision authorizing the State Treasurer, upon failure of the Town of Beaufort to make a scheduled repayment of the loan, to withhold from the Town of Beaufort any State funds

that would otherwise be distributed to the local government unit in an amount sufficient to pay all sums then due and payable to the State as a repayment of the loan.

That Matt Zapp, Town Manager, the **Authorized Representative** and successors so titled, is hereby authorized to execute and file an application on behalf of the **Applicant** with the State of North Carolina for a loan and/or grant to aid in the study of or construction of the project described above.

That the **Authorized Representative**, and successors so titled, is hereby authorized and directed to furnish such information as the appropriate State agency may request in connection with such application or the project: to make the assurances as contained above; and to execute such other documents as may be required in connection with the application.

That the **Applicant** has substantially complied or will substantially comply with all Federal, State, and local laws, rules, regulations, ordinances, and funding conditions applicable to the project and to Federal and State grants and loans pertaining thereto.

Adopted this the 28<sup>th</sup> of April, 2025 at Beaufort, North Carolina.

### **Staff Comments**

Mr. Zapp shared that the Carteret County Fire and EMS Board approved Beaufort Fire Department's recommendations for FY26 and explained the next step would be for the County Commissioners to consider the proposal.

### **Adjourn**

Commissioner Cooper made a motion to adjourn the meeting at 6:45 p.m.

The motion carried unanimously with a (4-0) vote.

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Sharon E. Harker, Mayor

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Elizabeth Lewis, Town Clerk