



**Town of Beaufort, NC**  
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**Board of Commissioners**  
**Regular Meeting**  
**6:00 PM Monday, August 14, 2023**  
**Train Depot, 614 Broad Street**  
**Beaufort, NC 28516**

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**Call to Order/Pledge of Allegiance**

Mayor Harker called the meeting to order at 6:00 p.m. and invited all to join in reciting the Pledge of Allegiance.

**Roll Call**

Elizabeth Lewis, Town Clerk, called the roll.

**PRESENT:**

Mayor Harker  
Mayor Pro Tem Hagle  
Commissioner Oliver  
Commissioner Cooper  
Commissioner Terwilliger  
Commissioner Hollinshed

**Agenda Approval**

Commissioner Hagle made a motion to approve the agenda as presented.

The motion carried unanimously.

**Public Comment**

There was none.

**Items of Consent**

1. Meeting Minutes
2. FY 2024 Budget Amendment #1
3. Event Application: Rotary 10K

Commissioner Cooper made a motion to approve the items of consent.  
The motion carried unanimously.

## Presentations

### 1. Waterfront Improvement Project Update

Todd Clark, Town Manager, introduced Doug Townsend and explained that the Board had directed him to explore the potential market for a private public partnership to run the Town docks.

Mr. Townsend recapped also noting his prior directive was to definitively determine a market of private and publicly funded companies exist with a strategic mandate to do the following: Invest capital to revitalize aging dock infrastructure; Manage ongoing dock operations; Enter into a non-recourse, long-term lease with Towns as the means to generate payback on investment; and have a geographic strategic interest in Beaufort.

He explained his market assessment approach, noting the following:

- Internet Research of Any Company Owning/Operating Multiple Marinas;
- Reviewed Operations with Eastern Seaboard Locations;
- Reviewed Management Teams;
- Reviewed Ownership Structures (with Information Available);
- Research Yielded List of 11 Companies Fitting Criteria;
- Set of Initial Qualifying Questions Drafted;
- Telephone Interviews Were Initial Points of Contact;
- Subsequent Site Visits by Many of the Contacted Companies.

In conclusion, Mr. Townsend shared there exists an active market of companies very interested in pursuing a Concessionaire's Lease Agreement with the Town. He described such companies to have the below characteristics.

1. Companies very well capitalized closing deals with average investment sizes of \$25-35 million;
2. Seasoned management teams running these companies with dock operations significantly larger and more complex than Beaufort Docks;
3. Multiple precedent transactions reported very similar to what Town will be asking in its Request for Proposal;
4. Number of the interested parties have investments in the Crystal Coast, North Carolina or with a 250–300-mile radius of Beaufort.

Greg Meshaw, Town Engineer, also discussed the Waterfront Improvement Project and shared the RFQ-SOQ process from the perspective of Town Staff. He explained the methodology of proposed improvements to the docks, bulkhead, boardwalk, and fuel storage areas. He shared the difference between the water-based improvements and the land based improvements, and provided the status for each area in terms of the request for qualification statements, the selection process, and future steps of the project.

Commissioner Oliver asked what the estimated time frame was for the completed design build on the fuel system.

Mr. Meshaw said he expected it would be at least 18 months.

Commissioner Terwilliger asked for the status of the bulkhead inspection.

Mr. Meshaw shared the inspection had been completed and he was awaiting a report.

Commissioner Hollinshed asked if they should be concerned about local companies competing against themselves for a market in Beaufort.

Mr. Meshaw shared if it is an entity that is operating somewhere else along our coast, coming to Beaufort would only help them, as they provide continued services.

## Items for Discussion and Consideration

### 1. Capital Project Budget Ordinance for Waterfront Improvement Project

Mr. Clark shared the proposed budget ordinance would move \$600,000 out of the Capital Reserve Fund into a working Capital Budget. He explained the ordinance establishes a project fund for the Waterfront improvement Project and requests the transfer of funds from the Capital Reserve Fund to the Capital Project Fund for Waterfront Improvements. These funds will allow working Capital for the Waterfront Improvements. He noted the funds would be used for costs associated with engineer/design, permitting, and construction. He explained the amount would be used for initial cost related to the project, noting it would only fund a portion of it.

Commissioner Hagle made a motion to approve a Capital Project Waterfront Improvement Budget Ordinance and Capital Reserve Fund Amendment #17.

The motion carried unanimously.

2. Consideration for Real Property Purchase, Real Property Exchange, and Budget Amendment #2

Mr. Clark shared the Board had expressed interest in the purchase of real property for the purpose of future planning and construction of modern municipal facilities to serve the citizens of the Town. Although there is no established timeline for construction of such facilities, the decision to move forward with the purchase of property follows a space needs study presented to the Board earlier in the year. The study demonstrated that several Town facilities are functionally outdated and no longer meet the needs of the public or the Town staff. Consequently, the Board directed the Town Manager to facilitate the purchase of three parcels of land located within the corporate limits of Beaufort. The parcels are located near the vicinity of Live Oak Street and Campen Road. They are also identified on the Carteret County GIS system by the following parcel identification numbers: PIN #730612854774000; PIN #730612852598000; PIN #730612766174000.

Mr. Clark shared the purchase price of the two parcels owned by the Gibbs family as \$1,400,000. He shared the purchase price of the parcel owned by Mercer Building & Design as \$85,000. He explained in addition to the purchase of those parcels, the Board directed him to facilitate the exchange of property as permitted by North Carolina General Statute 160A-271; a description of the properties to be exchanged is included in the meeting packet and referenced as Resolution No. 23-12, a Resolution Authorizing Exchange of Real Property. Mr. Clark noted there were no expenses related to the exchange of those parcels.

Mayor Harker asked for more clarity on the Steep Point Road property exchange, specifically what portion the Town would be giving up.

Mr. Clark explained that it was about 150 feet and there would be a survey done before the deal was finalized.

Arey Grady, Town Attorney, noted the tax value of what the Town was receiving greatly exceeds the tax value of the portion being exchanged.

Mr. Meshaw gave a summary of the site evaluation report completed for the Gibbs tract. He noted from an environmental standpoint, nothing unusual was found, sharing an old septic tank and several wells were discovered. He explained the report indicated about seven tenths of an acre of contiguous wetlands was found. He discussed soil types on the site and how certain areas would need to be preloaded before large facilities are built. He also shared information regarding potential stormwater ponds on the site. He discussed the chance of those ponds being required to discharge to SA waters as an item to consider. He noted none of the property was in the 100-year floodplain.

Commissioner Cooper asked what the estimated cost to prep the site would be.

Mr. Meshaw explained the report predicted about \$120,000 per acre, totaling over \$1.9 million for all services.

Commissioner Oliver noted these were the type of costs associated with developing land in Carteret County. He asked if the engineer believed the property to be conditional for a well site.

Mr. Meshaw said it was.

Commissioner Oliver commented on the wetland area found and the past agricultural use of the property. He also questioned if the site would meet the elevation requirements for emergency service facilities in the future.

Mr. Meshaw said it would.

Commissioner Oliver noted the survey reflected a total of 16.33 acres, a little different than what GIS shows.

Commissioner Hagle commented on the soil type, noting it was typical of any property in the area. He also discussed future possibilities regarding the construction of Town facilities on the site.

Commissioner Terwilliger said he believed the property was a good option for the Town, as there were limited parcels available, and the Town continues to grow.

Commissioner Hollinshed asked if the Mercer property would be suitable for large trucks to use as a driveway.

Mr. Meshaw noted it was a small area, but staff believed it would suffice.

Commissioner Hollinshed asked if there was a possibility to combine stormwater ponds with adjacent properties, such as those located behind the ABC Store and mini storage lots.

Mr. Meshaw explained he had no way of knowing at this point, but it would be something the Town could pursue at the appropriate time.

Commissioner Oliver shared that he believed the wetlands area found would have less of an impact than it seemed. He also noted that he thought the Gibbs family and other parties involved had been extremely fair with the Town, and they deserve an attribute from the Board.

Commissioner Hagle made a motion for approval of the Real Estate Purchase Contract between Town of Beaufort and Gibbs, as referenced in Addendum #1 of the meeting packet.

The motion carried unanimously.

Commissioner Hagle made a motion for approval of the Real Estate Purchase between Town of Beaufort and Mercer, as referenced in Addendum #2 of the meeting packet.

The motion carried unanimously.

Commissioner Hagle made a motion to approve Resolution #23-12, Authorizing Exchange of Real Property.

The motion carried unanimously.

Commissioner Hollinshed made a motion to approve FY 2024 Budget Amendment #2.

The motion carried unanimously.

3. Resolution Declaring Intent to Reimburse for Capital Expenditures- USDA-Funded Utilities Project

Commissioner Terwilliger made a motion to approve Resolution #23-13, declaring the intent of the Town of Beaufort to reimburse itself for capital expenditures from the proceeds of certain tax-exempt obligations associated with the USDA-Funded Utilities Project.

The motion carried unanimously.

4. Event Application: Day of the Dead Festival

Rachel Johnson, Events Coordinator, shared the Beaufort Picture Show submitted an event application to host a Day of the Dead event on Thursday November 2, 2023, in downtown Beaufort. She noted the coordinators for the event are Liz Koft and Billy Kane. She discussed details of the event application and noted the request of the Town as follows: closure of Middle Lane from 6 a.m.-11 p.m. on November 2, 2023; an alcohol waiver for Middle Lane; and shared the applicants are aware that they will be required to hire a minimum of two off duty officers for the duration of the vent at the for hire rate. She noted the Town's Emergency Services Departments have reviewed the application and there were no issues.

Commissioner Hagle made a motion to approve the event application as presented.

The motion carried unanimously.

5. Event Application: All Things Bicycle

Ms. Johnson shared the owners of Periwinkle submitted an event application for a first-time event called, All Things Bicycle. She discussed the details of the event, noting the event requests the closure of Cedar Street from the corner of Cedar and Live Oak Streets to the intersection of Cedar and Hedrick Streets. She explained the closure would be from 4:30-6:30 p.m. during the race day, October 21, 2023. She added that Public Safety has reviewed the application and do not have any issues.

Commissioner Cooper made a motion to approve the event application as presented.

The motion carried unanimously.

### **Manager Report**

Mr. Clark provided a monthly Manager's Report. The full detailed report can be viewed at: <https://www.beaufortnc.org/boardofcommissioners/page/managers-report>

### **Mayor/Commissioner Comments**

Commissioner Cooper shared that public school would be starting soon and reminded others to be cautious of the buses. He noted the newly painted mural from Arts in Beaufort looked good.

Commissioner Oliver commended the Town Manager on the positive job he was doing for Beaufort.

Commissioner Hagle commented on the many projects going on around Town. He provided a safety message to the residents.

Commissioner Terwilliger spoke on the Waterfront Project and thanked those involved in the process thus far.

Commissioner Hollinshed thanked the Town staff for facilitating meetings that ran smoothly.

Mayor Harker also praised the Town staff for their daily efforts to make Beaufort a great place.

### **Adjourn**

Commissioner Hagle made a motion to adjourn the meeting at 7:40 p.m.

The motion carried unanimously.