



## **Town of Beaufort, NC**

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### **Town of Beaufort Board of Commissioners Work Session Meeting 4:00 PM Monday, March 30, 2020 - Town Hall Conference Room, 701 Front Street, Beaufort, NC Minutes**

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#### **Call To Order**

Mayor Newton called the meeting to order. Due to the COVID-19 pandemic the meeting was held electronically through the Zoom meeting platform.

#### **Roll Call**

Town Clerk Davis called roll and declared a quorum present.

#### **Agenda Approval**

Mayor Newton asked the commissioners to please consider moving Item 15 under Items for Discussion and Consideration to first item for discussion.

A motion was made to approve the agenda as amended.

Motion made by Commissioner Hagle.

Voting Yea: Commissioner Harker, Commissioner McDonald, Commissioner Carter, Commissioner Hollinshed, Commissioner Hagle

#### **Public Comment**

No public comments were made.

#### **Presentation**

##### **1 FY 19 Audit Presentation**

Ko-Tang Moses of Martin Starnes, CPA presented the audit report with an unmodified opinion. She indicated the audit had been presented to the Local Government Commission (LGC) and had been accepted.

## Items for Discussion and Consideration

1 Draft Minutes of the March 9, 2020 Regular Meeting

This item was placed on the agenda under Items of Consent.

2 Voluntary Annexation Request for Old Seaport Development, LLC (153 Aqua 10 Road and 103 Aqua 10 Road) Doug Brady

Town Clerk Davis reported the developers, Old Seaport Development, LLC had petitioned the town for voluntary annexation in order to receive water and sewer services. Town Clerk Davis indicated the board needed to approve the Resolution Directing the Clerk to Certify the Sufficiency of the Petition.

This item was placed on the agenda under Items of Consent.

3 Adoption of Carteret County Emergency Operations Plan

Chief Tony Ray reported the Carteret County Emergency Operations Plan needed to be adopted by the town in order to receive points for the Community Rating System (CRS). The CRS program is part of the National Flood Insurance Program (NFIP). By adopting the plan, the Town of Beaufort will be in line with all other municipalities in Carteret County.

This item was placed on the agenda under Items of Consent.

4 Case No. 20-01: Zoning Map Update & Request to Rezone 16 Parcels

Planning and Inspections Director, Kyle Garner indicated the request was for parcels currently not consistent with the CAMA Land Use Plan. He continued by informing the board members the Planning Board had unanimously recommended moving forward with the rezoning. Mr. Garner did also inform the board members Gene Foxworth of Carteret County Government expressed concerns over the rezoning of property adjacent to the courthouse and jail. He indicated Mr. Foxworth believed the rezoning could impact what Carteret County had planned for the vacant properties.

Commissioner McDonald expressed concern over the implications of the county not being able to use the property for planned expansions. He asked the board members to please seriously consider the request and the future plans of the county. Mr. Garner indicated the staff believed the rezoning would bring more consistency to the selected parcels. In response to a question from Commissioner Hagle regarding the impacts of the rezoning, Mr. Garner indicated the changes would go from B-1 to Transitional which provided more opportunities for development.

This item was set for a public hearing on Monday, April 13, 2020.

5 Case 19-12 Text Amendment - Lower Live Oak Overlay District

Planning Director Garner indicated the text amendment would incorporate specific features for the lower portion of Live Oak Street just had been done for the Cedar Street Mixed Use District. He reported the Planning Board with some slight modifications had recommended approval by the Board of Commissioners.

Commissioner Hagle expressed concern over having a public hearing on a contentious subject as this through an electronic meeting.

During discussions, the board members agreed to table the request for a public hearing until the May 2020 meeting.

6 Case 19-13 Lower Live Oak Corridor Overlay District

Due to concerns over holding a public meeting for an item of this magnitude, the board members agreed to table until the May 2020 meeting.

7 FY 20 Budget Amendment #10

Finance Director, Christi Wood indicated the budget amendment was for the completion of the renovations on the police department annex, install security cameras and to outfit the training room. In addition to those items, Ms. Wood indicated funds were available from the sale of surplus equipment in order to purchase an aging truck for Public Works so the request included \$12K with the third item for additional legal services. The request totaled \$92K and would be taken out of General Fund.

This item was placed on the agenda under Items of Consent.

8 Residential Solid Waste Fee Increase

Finance Director Wood indicated the contract with Waste Industries allowed for a fee increase which was built into the contract. The fee increase is based on the CPI. This year the amount of increase by 2.1% per household and will be on the April billing received in May. The actual increase per household is .39 cent per household per month.

This item was placed on the agenda under Items of Consent.

9 Amending Code of Ordinances Chapter 52 Water Billing

Town Manager Day asked the board members to please consider amending Chapter 52 of the Town of Beaufort Code of Ordinances. He indicated the ordinance needed to be amended to allow the town the ability to decide whether to charge a late fee during times of need.

In response to questions from board members regarding the consistency of the application of the decision, Town Manager Day indicated the decision would be based on circumstances for each citizen and for hardships.

A motion was made to approve the amendment to Chapter 52 Water Billing of the Town of Beaufort Code of Ordinances for immediate implementation.

Motion made by Commissioner Hagle.

Voting Yea: Commissioner Harker, Commissioner McDonald, Commissioner Carter, Commissioner Hollinshed, Commissioner Hagle

10 FY 21 Budget Calendar

This item was placed on the agenda for Items of Consent.

11 FY 20 Audit Contract

Finance Director Christi Wood indicated the contract would be with Martin Starnes, CPA again and is the same as it has been in the prior years. This item was placed on the agenda under Items of Consent.

12 BDA Funding Request

Rachel Johnson indicated the Beaufort Development Association had submitted request for items to be purchased with the parking funds of which \$6100 was available for the request. Mayor Newton indicated the full request was for \$7500 and he asked the board members to please consider finding the funding for the entire amount.

Ms. Johnson indicated the BDA had also requested funding for wreaths to be used uptown totaling near \$10K. Town Manager Day recommended consideration for the wreaths to be done during the budgeting process and meetings.

The board decided to request the budget amendment to include the additional \$1400 in the total of the amendment for the regular meeting.

13 February Financial Report

Ms. Wood indicated she did not have any concerns with the financial report at this time. She indicated the tax collection was still being done for the past couple of years and the collection rate is currently at 95.87% for 2019.

Commissioner Harker asked about the expenses being reimbursed for the COVID-19 event. Ms. Wood indicated FEMA had been approved and the town has already completed the application for consideration.

14 Crystal Coast Half Booty Triathlon

Rachel Johnson indicated the request is to reschedule the triathlon for Sunday, October 11, 2020.

This item was placed on the agenda under Items of Consent.

15 Extension of Sewer Service to House of Silk Flowers/ Channine Business Park and Sewer Allocation

Don Kirkman thanked the board members for allowing him to present this proposal on behalf of the Economic Development Department of Carteret County. Mr. Kirkman indicated the proposal was for consideration of water and sewer utilities extension to the House of Silk Flowers located just north of Parker Boats on Hwy 101. He further indicated there was also the request for consideration of sewer allocation for a proposed business park for proposed light manufacturing type space. He also indicated the request was for the town to please consider being a grant applicant for one or more grants for the infrastructure inside the business park.

Town Manager Day indicated the staff recommended approval of the request with some specifics as identified in the summary provided in the packet outlining the proposed allocations needed. Town Engineer Greg Meshaw indicated the recommendation for sewer allocation was 28,000 gallons for the proposed business park. He further indicated the agreement was to allow an extension by staff of the allocation if after 18 months the business park had not used all the allocation. Any other extensions past the first six-month extension would have to be approved by the board members. Mr. Meshaw indicated this was a preview of the overall allocation policy that will be provided later. The potential agreement also included a requirement for voluntary annexation into the town.

Town Manager Day asked Mr. Kirkman to please provide the potential for additional requests from businesses in the same area. Mr. Kirkman indicated there were three additional properties between House of Silk Flowers and Parker Boats for which the owners may be interested in also connecting to the water and sewer services from the town.

In response to a question from Commissioner Carter, Mr. Meshaw indicated the amount of sewer allocation per business would be based on the type of business as well as the number of employees. He indicated the State of NC had guidelines and regulations which must be followed.

In response to a question from Commissioner Harker regarding the annexation of the property, Town Manager Day indicated the town would require a voluntary annexation application be submitted but not before the properties have been developed. He reported the Fire Department already served the area, but upon annexation, the property would also begin receiving police service protection.

Commissioner McDonald asked if residential requests would also be considered to tap into the line. Mr. Day indicated that would be up to the board members but there were already agreements in place with subdivisions in the general area. He continued by saying there is always the option people could ask for consideration on a case by case basis.

Commissioner Hollinshed stated she was concerned about tying up allocation and voluntary annexation for satellite areas. She also mentioned the solid waste transfer collection site and the value of the project for the town. Mr. Day indicated the county property would not be part of the annexation petition. Mr. Kirkman indicated he did not see any adverse impacts on the requests being discussed.

Commissioner Hagle indicated he thought the transfer station was being relocated. He also indicated he was concerned about the sewer allocation and the town's need to track it as we look down the road. He also expressed concern over the annexation and as to whether Eastman Creek would also ask for annexation. Town Manager Day indicated it would be harder for

Eastman Creek to request annexation since every single property owner would have to sign for the annexation process to begin. Additionally, Commissioner Hagle asked about the cost and effort of the town being involved with the grant. Town Manager Day and Mr. Kirkman indicated the work for the grant would be completed by the Economic Development department and the town would only be the signer. Commissioner Hagle indicated he did not want any further expenses paid by the town for the grant processing and application.

In response to a question regarding who would manage the grant, Mr. Kirkman indicated there were options for the grant to be managed by a third party. The developer would be responsible for any associated fees of the third party.

In response to a question from Commissioner McDonald, Town Manager Day indicated the water rate would be the same as if the property was not annexed into the limits.

Mayor Newton indicated the item would be on discussion and consideration at the next board meeting.

#### 16 Purchase of Ladder Truck for Fire Department

Chief Ray indicated the request was for approval of a financing rate with Branch Banking and Trust (Truist) for up to an amount of \$1.1 million. The estimated annual payment would be \$86K per year for 15 years at 2.9%.

Town Manager Day indicated this request was for approval of the resolution for financing with BB&T/Truist. He further stated the actual financing would have to come back to the board of commissioners for final approval.

This item was placed on the agenda under Items for Discussion and Consideration.

#### 17 Painting of Parking Space Lines

Commissioner Hollinshed asked the board members to please consider better identification of available parking spaces without blocking drive ways and parking only on one side of the street. Commissioner Harker indicated she supported the idea since the town would be able to better micromanage the parking opportunities.

Commissioner Harker also asked the board members to please consider exploring one way streets in town.

### **Mayor/Commission Comments**

Commissioner Carter commented the town should consider suspending paid parking this season.

Commissioner Harker also indicated she believed the paid parking needed to be considered. She gave Town Manager Day accolades for getting information out and she thanked the Mayor for his videos. She encouraged everyone to be careful during this COVID-19 event.

Commissioner McDonald indicated he had enjoyed the meeting and it was a good meeting. However, he was not able to pull up the agenda today.

Commissioner Hollinshed indicated everyone would have a hardship one way or another during these uncertain times.

Commissioner Hagle indicated it had been frustrating times for many people. He thanked staff for all the work being done. He also thanked folks working in the health care industry.

Mayor Newton indicated 1307 cases in the state, 11 cases in Carteret County with 6 deaths in the state from the Coronavirus. He further indicated he appreciated all the work being done by the community and town staff.

## **Adjourn**

A motion was made to adjourn the meeting.

Motion made by Commissioner Hagle.

Voting Yea: Commissioner Harker, Commissioner McDonald, Commissioner Carter, Commissioner Hollinshed, Commissioner Hagle

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Mayor Everette S. (Rett) Newton

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Michele Davis, Town Clerk