



Town of Beaufort, NC

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Board of Commissioners Work Session Meeting 4:00 PM Monday, May 23, 2022 Beaufort Fire Department, 506 Live Oak Street Minutes

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 Hagle
Commissioner Cooper
Commissioner Oliver
Commissioner Terwilliger
Commissioner Hollinshed

Agenda Approval

Commissioner Hagle made a motion to approve the agenda.

The motion carried unanimously.

Commissioner Hagle made a motion to go into closed session, pursuant to NCGS 1430318.11 (a) (3), to consult with Town Attorney's regarding the *O'Neal vs. Beaufort* case.

Closed Session

1. Pursuant to NCGS 143-318.11 (a) (3)

Commissioner Hollinshed made a motion to exit closed session.

The motion carried unanimously.

Public Comment

There was none.

Items for Discussion and Consideration

1. Rezone 801 Mulberry Street totaling 15.87 acres from TR to PUD With Master Plan & Special Use Permit

Mayor Harker deemed a consensus to set a Public Hearing to consider the Rezoning Request and set an evidentiary hearing for the Special Use Permit to be conducted at the June 13th Regular Board of Commissioners Meeting.

Commissioner Terwilliger requested staff have a discussion with developers regarding the “trestle walk” topic; to determine if and how it could be incorporated in the project.

2. Sewer Allocation Request- Proposed Salt Wynd Preserve Subdivision

Mayor Harker deemed a consensus the Salt Wynd Preserve Subdivision Sewer Allocation Request be placed on the agenda under items of discussion and consideration for the June 13th Regular Board of Commissioners Meeting.

3. Grant Funding Assistance Resolution- Cedar Street Pervious Pavement Parking Lane Construction

Todd Clark, Town Manager, explained staff needed direction from the board regarding the Cedar Street Resurfacing Project, specifically in the area of impervious concrete, pavers, or asphalt. He noted that Greg Meshaw, Town Engineer, had been in contact with NCDOT and also exploring possible grant funding assistance that would require a resolution be adopted.

Mr. Meshaw gave background on the project and explained the bioretention cell portion of the project should be bid in July and the construction process should start late fall, with paving to follow. Mr. Meshaw asked the board to consider pervious pavement in the parking spaces, which would help with stormwater runoff. He explained this grant opportunity would be a 50/50 match between the Town and State, with additional contributions from Coastal Federation.

After discussion amongst the Commissioners, the consensus was to place the Grant Funding Resolution on the June 13th agenda under items of discussion and consideration; Commissioner Oliver requested staff be in contact with NCDOT to request their participation on a cost difference of the project, assuming the grant was obtained.

4. Fourth of July Parade Event Request

Rachel Johnson, Parks & Events Coordinator/PIO, presented the application as submitted by the Beaufort Development Association regarding the Annual Fourth of July Parade. She explained the staff that would be required and the specific street closures and times the event would take place.

Commissioner Hollinshed suggested waving parking fees for the entire day of July 4th.

Commissioner Terwilliger made a motion to approve the event request with the additional of no paid parking on July 4th.

The motion carried unanimously.

5. Minutes

Mayor Harker deemed a consensus to place the May 9, 2022 Regular Meeting minutes on the agenda under items of consent for the upcoming meeting.

6. Personnel Policy

Barbara Cooper, Human Resources Manager, discussed the proposed Personnel Policy and ask that it be adopted.

Commissioner Hollinshed suggested adding a section that addressed working remotely but noted it could be done at a later date.

The other board members agreed it was a good idea and commended Ms. Cooper on her efforts preparing the policy.

Commissioner Terwilliger made a motion to approve the Personnel Policy.

The motion carried unanimously.

7. Residential Solid Waste Fee Increase

Christi Wood, Finance Director, explained there was an increase in residential solid waste fees per the agreement with Waste Industries (GFL) and requested board approval to change the fee from \$19.44 to \$20.88 (an increase of \$1.44 per month).

Commissioner Hagle made a motion to approve the change.

The motion carried unanimously.

8. FY 2022 Budget Amendment 10

Ms. Wood explained the amendment requests transfer of funds from the General Fund to the Capital Reserve Fund for a future debt service payment on the Fire Pumper for Station 2; the amendment will reserve the funds for the debt payment in the last year of the loan term.

Commissioner Terwilliger made a motion to approve FY 2022 Budget Amendment #10 and Capital Reserve Fund #11.

The motion carried unanimously.

9. FY 2022 Budget Amendment 11

Ms. Wood explained the amendment requests the appropriation of funds from Carteret County Reserve (Fire Tax) of \$19,800 to outfit the new Pumper Truck that will be housed at Station 2. She noted the County Commissioners approved the item Monday, May 16, 2022.

Commissioner Terwilliger made a motion to approve FY 2022 Budget Amendment #11.

The motion carried unanimously.

10. Financial Notes

Ms. Wood reported tax balances for March and April, as well as the sales and use tax distribution for May, noting the amount of \$172,209.

11. Budget Work Session

Mr. Clark initiated a continued discussion on the proposed FY 2023 Budget, noting here were certain areas that required a follow-up, such as the Parking Manager/Special Projects Assistant job description.

Ms. Cooper provided a copy of the job description to the board and explained it.

Mr. Clark reported additional funds had been added to the Governing Bodies line for the Annual Board Retreat, as requested by the Mayor in a prior budget meeting; this amount was noted to be \$6,000.

Ms. Wood gave an overview of the 5-year plan, explaining how expenditure and revenue numbers were generated.

Commissioner Terwilliger suggested at having a future discussion on the Town financial policy that requires the General Fund to keep unassigned funds equal to 20% of its anticipated expenses for the fiscal year, noting that target number may need to be raised.

Commissioner Oliver asked some questions regarding the 5-year plan, specifically if it was adjusted from year to year.

Ms. Wood explained there were some adjustments, but the Town tries to hold to the forecasted numbers as much as possible.

Commissioner Oliver discussed his desire to see fund balance reserved for use only, as needed.

Commissioner Terwilliger asked a few questions regarding the capital outlay fund.

Mayor Harker shifted the conversation to address the question regarding the sewer transfer amount.

Mr. Clark reiterated the method for calculating the transfer had been shared with the board. He explained the proposed transfer amount, \$454,361.00, was recommended by staff, specifically based off finance and engineering expenses.

Commissioner Oliver said he was comfortable with \$350,000 as the reimbursement amount from the utility fund to the general fund.

Commissioner Hagle indicated that he supported staff's recommendation but suggested there needed to be a process or policy put in place for calculating the number each year.

Commissioner Hollinshed noted staff had justifications for the recommended number and pointed out it could be changed through a budget amendment if numbers were not on track throughout the year.

Commissioner Terwilliger shared he was comfortable with a number around \$350,000-375,000 and agreed it could always be corrected later.

Commissioner Cooper asked for clarification on the methodology.

Mayor Harker suggested revisiting the topic during the next budget work session, on June 6, 2022.

Commissioner Oliver asked Mr. Clark his opinion on the Town's fund balances, if he felt they were adequate at the present time.

Mr. Clark suggested it was an adequate amount for a normal year but not in the event of a natural disaster such as a hurricane.

Commissioner Oliver spoke on the topic of lowering sewer rates and asked the Town Manager to evaluate how funds could be allocated to do so.

Commissioner Terwilliger confirmed that there would be money budgeted for maintenance and repair of the water/sewer system in the upcoming years.

After more discussion between the Board of Commissioners and staff, Mayor Harker suggested continuing the conversation at the next scheduled budget work session on June 6, 2022.

Mayor/Commissioner Comments

Commissioner Terwilliger thanked Ms. Cooper for her work in preparing the personnel policy and commended the staff for their work on the budget preparation.

Mayor Harker echoed the Commissioner Terwilliger's praise and commended staff on being prepared for each meeting.

Adjourn

Commissioner Hagle made a motion to adjourn the meeting at 6:36 p.m.

The motion carried unanimously.

Sharon Harker, Mayor

Elizabeth Lewis, Town Clerk