



Town of Beaufort, NC

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Board of Commissioners Work Session Meeting 4:00 PM Monday, July 25, 2022 Train Depot, 614 Broad Street Minutes

Call To Order

Mayor Harker called the meeting to order at 4:00 pm

Roll Call

Town Clerk, Elizabeth Lewis, called the roll.

PRESENT:

Mayor Harker

Mayor Pro Tem Hagle

Commissioner Cooper

Commissioner Terwilliger

Commissioner Hollinshed

Commissioner Hagle made a motion to excuse Commissioner Oliver from the meeting.

The motion passed unanimously.

Agenda Approval

Commissioner Hollinshed requested the Beaufort Development Association Contribution, listed as number three under Items for Discussion and Consideration, be removed from the agenda.

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

The motion carried unanimously.

Public Comment

There was none.

Items for Discussion and Consideration

1. Minutes

There was a consensus to place the minutes on Items of Consent at the August 8th Board of Commissioners Regular Meeting.

2. Pirate Invasion Event Request

Rachel Johnson, PIO/Parks & Events Coordinator, presented the Pirate Invasion event request as provided in the meeting packet. She noted the application was submitted to the Town late, and the event coordinator was not present to answer questions about the event.

The consensus of the Board noted the application was confusing and somewhat incomplete. They suggested the request had potential to lead to a very large event that required multiple street closures and a large number of staff present to ensure Public Safety.

Commissioner Hagle made a motion to deny the event as requested.

The motion carried unanimously.

3. Beaufort Development Association Contribution

This item was removed from the agenda.

4. Dredging Update

Kyle Garner, Planning Director, gave an update on dredging which is recapped below.

Bulkhead Channel dredge to be delivered the week of August 1st.

Core samples have been taken from other locations in Bulkhead Channel for future dredging.

To dredge Beaufort Harbor and move Corp Setback Line, an Environmental Assessment (EA) is needed; additionally, to move the Corp Setback Line, Congressional authorization is required.

Commissioner Terwilliger made a motion to approve initiation by Town Staff to begin the process of obtaining an Environmental Assessment of Beaufort Harbor.

The motion carried unanimously.

5. ADA Transition Plan

Mr. Garner asked that the plan be considered for adoption at the August 8th Board of Commissioners Regular Meeting.

Commissioner Cooper made a motion to place the ADA Transition Plan under Items for Discussion and Consideration on the August 8th agenda.

The motion passed unanimously.

6. To approve or deny the rezoning of 312 Pollock Street from R-8 to TCA

Mr. Garner asked for a Public Hearing to be set to consider approval or denial of the rezoning request at 312 Pollock Street.

Mayor Harker deemed a consensus to set the Public Hearing as August 8, 2022.

7. To approve or deny the rezoning of 1809 Live Oak from PUD to TCA.

Mr. Garner asked for a Public Hearing to be set to consider approval or denial of the rezoning request at 1809 Live Oak.

Mayor Harker deemed a consensus to set the Public Hearing as August 8, 2022.

8. Voluntary Annexation Request

Ms. Lewis shared the Town received petitions for voluntary annexation from Beaufort Agrihood Development, LLC, included in the meeting packet. She explained the first step in the annexation process is for the board to adopt a resolution directing the clerk to investigate the sufficiency of the petitions requesting annexation. She noted the request was for the area associated with Phase 2 (proposed) of Salt Wynd Preserve.

Mayor Harker deemed a consensus to place the request under Items for Discussion and Consideration at the August 8th Board of Commissioners Regular Meeting.

9. Budget Amendment

USDA-Funded Utilities Project

Greg Meshaw, Town Engineer, explained staff was seeking the Board's approval of A Budget Amendment to fund additional professional services related to the USDA-funded water, sewer, and storm water improvements project; which would allocate \$39,000 to the project from the capital reserve fund to cover additional professional services that were not foreseen when the budget for those services was prepared. He shared the additional funding will cover the preparation of three easement acquisition maps encompassing 12 properties, as well as cover geotechnical evaluation of nine sewer manholes.

Commissioner Hagle made a motion to approve Capital Reserve Fund Budget Amendment #14 and Capital Project Budget Amendment #1 USSI- Utility Improvements.

The motion carried unanimously.

10. FY 2023 Budget Amendment 2

Todd Clark, Town Manager, explained FY 2023 Budget Amendment #2 requests the appropriation of grant funds received from Carteret County and Fund Balance to fund the two new School Resource Officer positions, totaling \$250,000.

Commissioner Hagle made a motion to approve the Budget Amendment as presented.

The motion carried unanimously.

11. FY 2023 Budget Amendment #3

Christi Wood, Finance Director, presented FY2023 Budget Amendment #3 as follows:

General Fund- This amendment requests the appropriation of fund balance for projects and professional services budgeted in FY22 but not completed prior to June 30, 2022. Projects and services include:

Fire- Pumper Truck (\$359,998), Station 2 Construction (\$29,975), PPE & Equipment (\$19,208)

Police – External Vest Carriers (\$1,700)

Planning – UDO Plan (\$65,000)

Non- Departmental – Seasonal Decorations (\$17,050) Harbor Management Plan (\$16,900)

Utility Fund- This amendment requests the appropriation of fund balance for equipment services that were budgeted in FY22 but not completed prior to June 30, 2022. These include:

Sewer – Bar Screen repair (\$7,738) HRIB Permitting and Flow Rate reduction (\$8,750)

Water- Fence (\$3,442)

Commissioner Hagle made a motion to approve FY 2023 Budget Amendment #3.

The motion carried unanimously.

12. Financial Notes

Ms. Wood shared financial notes from June 2022 as follows:

Sales and Use tax distribution for July is \$221,813 (April sales)

Local Option Sales Tax currently reports collections for 9 months. Staff is estimating sales tax revenue to be ~\$2.5 for FY 2022.

Ad Valorem Taxes collected during May and June total \$23,682. These funds were received from the county in July.

Staff is working on the FY 2022 audit and a line-item monthly report is not available for June. There are several entries that will be accrued (revenue and expenditures) and a report at this time would not reflect accurate, year-end totals.

Final audit filed work is scheduled for August 8-10, 2022.

Mayor/Commissioner Comments

There were none.

Closed Session

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

Commissioner Hollinshed made a motion to go into closed session, Pursuant to NCGS 143-318.11 (a) (3).

The motion carried unanimously.

Adjourn

Commissioner Hagle made a motion to adjourn the meeting at 6:07 pm

The motion carried unanimously.

Sharon Harker, Mayor

Elizabeth Lewis, Town Clerk