



Town of Beaufort, NC

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Town of Beaufort Board of Commissioners Work Session Meeting 4:00 PM Monday, April 26, 2021 - Virtual Minutes

Call To Order

Mayor Newton called the meeting to order.

Roll Call

Town Clerk Allen Coleman called roll and declared a quorum present for the meeting.

PRESENT

Mayor Everette Newton

Commissioner McDonald

Commissioner Ann Carter

Commissioner John Hagle

Commissioner Sharon Harker

Commissioner Marianna Hollinshed

Agenda Approval

Mayor Newton: There is an amendment to the agenda. The last discussion item will be Beaufort Harbor and Waterways Master Plan Advisory Committee and we will remove item #9 by request of the applicant, Tony Frost.

Commissioner Hagle: Move approval as amended.

Amended agenda approved unanimously.

Public Comment

Logan Louis, 900 Cedar Street, Beaufort, NC : Expressed concern about outside residents being on the Harbor and Waterways committee. Kindly suggest appointing only Beaufort residents. Commissioners should agree that no family members of any commissioners be appointed to the harbor and waterways commission. The

board needs to ensure the activities surrounding the \$10,000 donation be transparent and visible to the residents of Beaufort.

Susan Sanders, 437 Front Street, Beaufort, NC : I really am speaking for Steve Bishop. He is concerned that the 4-hour time limit on parking spaces is too long and would like it considered being lowered to 2 hours.

Project Updates

Town Engineer Greg Meshaw: Nothing in terms of the number of projects that we have as far as capital projects has changed. We aren't as far along on the Cedar St project as we wanted to be. We have yet to be dedicated to NCD T right away. We are close to being done with the street rehab. Orange St is complete. Turner St is pretty much done on the upper portion of the project. We still have to put pavers down and we have to put the bike racks and pavement markings. Hoping to be done with this project by the end of next week. We will be starting the elevated crosswalks using a different contractor. Marking the street with loading zone marks and should be done fairly quickly. They will start the sidewalk work along Cedar St this week. He is continuing on with connecting or connecting services to the houses and the businesses to the new water line. We are going to do some maintenance on Charles St regarding the flooding problems. We are waiting on some signatures from homeowners, but that should be started within the next week. The railing at Town Hall is continuing as a project. The bent piece has been fixed and put back up but we are waiting on another piece to come in to finish this project. It will probably be a couple of weeks before the office can reopen due to this piece of railing.

Commissioner Hagle: Could we use a temporary railing fix like a piece of wood?

Town Engineer Greg Meshaw: We can look into that but it might not work.

Commissioner Holinshed: When is the splash pad expected to open?

PIO/Parks & Events Coordinator Rachel Johnson: It is weather permitting and probably won't be on regularly until later in May.

Commissioner Harker: Do you use foresee any difficulty with a passenger being able to open their door on that side to get out comfortably on Turner St.?

Town Engineer Greg Meshaw: If you leave your car just a little bit off the curb, I think you can get out without any issues.

Commissioner Hagle: When will NCDOT start on Cedar St.?

Town Manager John Day: Either by June or in the fall.

Items for Discussion and Consideration

- 1. Resolution Honoring and Remembering the Life of Joyce Fulford Former Mayor of the Town of Beaufort N.C.**

Mayor Newton: Resolution honoring and remembering the life of Joyce Fulford, former mayor of the Town of Beaufort. We the Board of Commissioners, the Town of Beaufort, on behalf the town residents, officials and employees honor and remember Joyce fall Fulford for her spirit, her energy in her innumerable contributions to Beaufort and beyond. The board extends condolences to her children, Terry, and Kay and all of Joyce's family and friends. Adopted this the 26th day of April 2021.

Approved unanimously with changing the date to the BOC meeting in May and reading it again at that meeting.

- 2. Minutes**

Town Clerk Allen Coleman: March 2, March 8, March 11, March 12, will be included on the May 10 agenda. I just ask that you consider those at that time.

Mayor Newton: What is the pleasure of the board? Would you want this on the Consent Agenda pending your review?

Approved Unanimously to be placed on the Consent Agenda for the May meeting.

3. Water Quality Research Proposal

Town Manager John Day: Dr. Rachel Noble submitted this proposal. She has a proposed a water analysis of Town Creek that will help the town prioritize repair of specific sewer and stormwater conduits that dump there. This proposal starts off with an overall cost estimate of \$35,000. And that's for the Town Creek portion of the study. There's also a proposal to sample again at the Orange Street stormwater outfall to ensure that the issue was addressed, and there aren't any problems elsewhere down the line, that would cost about \$6,000.

Mayor Newton: They were able to identify the Orange Street outfall and other outfalls and detect this fecal indicator bacteria.

Dr. Rachel Noble: Town Creek is really the focal point for the project, we can address Orange Street, but let's have the conversation at first as if Town Creek is of our particular interest.

Mayor Newton: Let's put this on discussion and consideration for the next meeting.

Commissioner Holinshed: I would also suggest it going on the budget as an item for consideration on the new budget.

Mayor Newton: Okay so let's discuss this as a line item in the budget.

Approved unanimously to add as a line item for the upcoming budget.

4. Sewer Allocation Request

201 Rudolph Dr., Beaufort NC (Deerfield Shores Subdivision)

Town Engineer Greg Meshaw: This particular request is to reserve allocation. It is being made by Daniel and Amy Perry of Raleigh, NC who have recently purchased 201 Rudolph Drive. They are requesting reserve in the amount of 480 gallons per day which is representative of a four-bedroom home. They will have two years to basically get everything done and be connected otherwise, the allocation and the reservation fee that they will have to pay will revert back to the Town.

Approved unanimously for a consent agenda.

5. Fourth of July Parade Event Application Request

PIO/Parks & Events Coordinator Rachel Johnson: Beaufort Development Association has submitted an application to host the annual Fourth of July parade with the town's assistance. This is usually an event we do together to help offset staffing cost as it requires extra PD staff and an additional 8 town employees. The parade request is for 4 pm since the holiday falls on a Sunday. They are also asking to suspend paid parking starting at 3 pm that day.

Approved unanimously

6. Big Rock Event Request to Close Off Two Parking Spaces

PIO/Parks & Events Coordinator Rachel Johnson: Request to close two parking spaces adjacent to John Newton Park, in order to pull a food truck parallel to the park and create a pedestrian safe area for patrons participating in Big Rock to receive a meal and to use the park space for a one-way entry and exit/access to the food window while using the park for distancing. It is during paid parking season and the rate is \$18 per day so it would be \$18 per parking space if approved.

Commissioner Holinshed: That includes a handicap space so I would recommend moving it over a space.

Mayor Newton: Do we want to put this on discussion and consideration to further listen to the handicapped parking spot solution?

Approved unanimously to move to further discussion regarding the handicap spot.

7. Carteret County Art & Crafts Event Request to Close Off Three Parking Spaces

PIO/Parks & Events Coordinator Rachel Johnson: Carteret County Arts and Crafts event, they typically have an event Memorial Day weekend at the historic grounds. They have actually since I've submitted this application reduced the request to two parking spaces. For Friday through Sunday, they would be closed to allow their vendors to unload and load. And then used during the event for seniors for parking. The rate for those spaces is \$9 per day in the past, we have waived those fees. So that was a question that I would have is if we charge the \$9 or to waive those fees as we have in the past.

Approved unanimously for the two spaces and waiving the fee.

8. Navigable Water Ordinance Amendment

Town Manager John Day: Currently, the navigable waters ordinance requires that vessels may only remain anchored for 10 days in a 30-day period. We're recommending, to avoid gaming of the system, an amendment that would increase the 30-day period to 75 days.

Commissioner Holinshed: Why would it be the Town's responsibility to remove these vessels?

Town Manager John Day: The owners are not willing to do it. And we also contacted NCDOT, and they were not willing to do it either. So, I guess the Town's not obligated to remove it. It's just that if the Town would like it to be removed, then in some cases, the Town is the only entity that is willing to remove it. We could look at a penalty for offenders, as was suggested and saying that this new 75-day period only applies under certain circumstances, and I suppose that could probably be written.

Mayor Newton: Shall we place this on discussion and consideration?

Approved unanimously to be put on discussion.

9. Amendment to Homer Smith Marina Covenant

Item removed from the agenda via agenda amendment.

10. March 2021 Financial Report-Notes

Finance Director Christi Wood: I would like to bring up to you that I have failed to mention to you over the past few months, but there is a concern in the sanitation department. And that is the cost of the recycling fees. So we've gone from \$10.34 a ton in July of 2019, which is what in the past the cost from Waste Industries was to the Town to \$131 a ton. I do want to note that the CPI increase though, that you recently approved is just for the collection costs that GFL charges us so that's just them dumping the cans that doesn't have anything to do with this charge that we're talking about.

11. FY 2021 Budget Amendment No. 9

Finance Director Christi Wood: Tax collections are higher than budgeted; therefore, tax collection expense is more than budgeted. An additional appropriation is requested of \$17,000. There are some items that are requesting fund balance appropriations. One of those is the grants that the police department has, there are two of those that are currently open that are funded by a reimbursement request. I'm requesting an appropriation to cover those, but this money will be reimbursed. It's just a timing based on when the items are received and the close of year end. That's the first \$35,000. The first principal payment was made this year on the street and pedestrian improvement loan, the preliminary payment schedule that we were given. And that was used for budgeting purposes varied from the final schedule. We had budgeted \$230,000 and the actual principal payment was \$245,000. So, \$15,000 is requested for that line item. Legal Services, requesting an additional \$40,000 due to current litigation and not being quite sure

where we will end up at the end of the year. As year-end approaches, \$60,000 is requested for any unforeseen expenditures that may arise. In your January meeting, you approved that the dump truck be purchased with cash instead of it being financed. I failed to provide the amendment that would decrease the loan proceeds. So we need to reduce the loan proceeds by \$90,000.

Approved unanimously for consent agenda.

12. Police Department Body Cameras

Police Chief Paul Burdette: This request would fund a police body camera program that would complement the in car video camera program that we currently have in place, the systems that we have now, as far as interactions and recording, we have an audio recording, and there is video, but only that which can be captured by the in-car, the car camera, and most law enforcement interactions happen outside the realm of the front windshield, which is what, the car camera essentially sees.

Commissioner Hagle: Motion made to approve.

Approved unanimously for approval.

13. Capital Reserve Fund Budget Amendment No.9 & Capital Project Fund Street & Pedestrian Improvement Budget Amendment No. 2

Finance Director Christi Wood: Requesting a transfer from the Capital Reserve Fund to the Capital Project Fund Street and Pedestrian Improvement to replace the curb and gutter on the west side of the 100 block of Turner Street. The amount of the request is \$7,000.

Commissioner Hagle: Motion to put it on consent agenda

Approved unanimously

14. Appointment to the Parks and Recreation Advisory Board

Town Clerk Allen Coleman: One vacant position on the Parks and Recreation board, this would be filling a partial term that's set to expire in 2024. So, at this point we're just looking for if the board would like to recommend an individual to fill this slot, then we can move forward with the final approval on the May 10 agenda.

Mayor Newton: I recommend we just keep with the normal routine and do this in our May meeting.

Approved unanimously

15. Manager Evaluation Proposal

Commissioner Harker: Donna Warner and Peg Carlson of the UNC School of Government worked with Commissioner Harker, Mayor Newton, and the Town Manager to develop a process for manager and board evaluations. So, at the last meeting, we were supposed to send all that information to Allen. And he got all that information and compiled it into what's presented in front of us today, we have two things to look at is a process that goes over your goals, your objectives, and your outcomes. And then we have the evaluation template to review. I think we should probably break that up and talk about each one of those and see if we have any concerns or suggestions as to where the board is leaning.

Mayor Newton: I want to talk about two statements that have been made. The first one is that the evaluations are to look for weaknesses and then provide guidance. It's evaluated strengths and weaknesses, not just weaknesses. The second thing I heard was, the truth will be brutal. Well, the truth doesn't have to be brutal. It just needs to be honest. And the truth can also be a very positive thing. So, we need to come to consensus on the evaluation, not as individuals, there needs to be a consensus. I would strongly recommend that we use a facilitator for the first time that we go through this as well, to help guide us through this this process.

Commissioner Harker: All right, Mayor what else would you like to have from us? It seems like the consensus that we're going to work with the materials that has been presented in our packet. We're going to start an informal evaluation in July of this year.

Mayor Newton: Okay that sounds great, we will work with that.

Approved unanimously to start evaluation process in July.

16. Beaufort Harbor and Waterways Master Plan Advisory Committee

Town Manager John Day: On several occasions the board has talked about forming this committee and again at the last meeting on April 12. The board agreed to add a seat for a commissioner on the committee. And to require monthly progress reports also suggested that there be a prioritization of the scope elements. And there seemed to be consistency around having the task completed by the fiscal year 22. Those changes were incorporated into the background charge document that had been provided previously, and they're highlighted in yellow. So, we provided the information, and we'll just wait the board's direction.

Commissioner Carter: It was recommended that it be an ongoing committee. This was a board initiative, and yet the board's had not a whole lot of input in it. It concerns me a bit there, because I do think the docks and the boardwalk and bulkhead, are number one on the list. And that's critical for the economics of downtown and the town. But I don't think you need an ending date on here, because I don't think it's going to end. We can't make a plan and just put it on the shelf and walk off and forget it.

Mayor Newton: How about if you say that this committee will stay intact until approval by the Board of Commissioners and then it will disband?

Commissioner Carter: Well, it can just be that it will serve at the pleasure of the board and let it go that.

Commissioner Harker: Timeframe would be nice this way, you know, that they're going to have work to do and how it needs to be done.

Commissioner Hagle: I think we need a recommendation on the timeline when we expect the final report of this work.

Mayor Newton: The end of FY 22 gives you one year one fiscal year to incorporate this into the five-year plan to execute in FY 24. So that makes perfect sense that you would want to have at least a stake in the ground and say we'd like to have some form of results by the end of FY 22. So, what is the consensus of the board? Regular Meetings? Timeframe? Out of town people on the board?

Unanimously the board agrees to regular meetings, timeframe FY22 and only out of town if they bring an abundance of knowledge to the committee.

Adjourn

Commissioner Hagle: *Motion to adjourn.*

Approved motion unanimously.

Mayor

Deputy Clerk