



Town of Beaufort, NC

701 Front St. - P.O. Box 390 - Beaufort, N.C. 28516
252-728-2141 - 252-728-3982 fax - www.beaufortnc.org

Town of Beaufort Board of Commissioners Regular Meeting 6:00 PM Monday, August 10, 2020 - Train Depot, 614 Broad Street, Beaufort, NC 28516 Minutes

Call to Order

Mayor Newton called the meeting to order.

Roll Call

PRESENT

Mayor Everette Newton
Commissioner Sharon Harker
Commissioner Charles McDonald
Commissioner Ann Carter
Commissioner Marianna Hollinshed
Commissioner John Hagle

Agenda Approval

A motion was made to approve the agenda as presented.

Calendar

Town Clerk Davis reported all events for August and September had been cancelled with the exception of the Farmer's Market. She also stated all meetings of the various boards will continue to be held through Zoom due to COVID-19.

1. August 2020 and September 2020 Calendar

Public Comment

Janet Woodward, Lennoxville Road, asked for the board members to please consider amending the zoning ordinance to not allow gated communities. She indicated she felt this may be an issue in the future with all of the development in the town.

Manager Report

Town Manager Day reported on the proposed use of CARES Act Relief Funds. These funds can be used for expenses that are unbudgeted and allow for compliance with COVID-19

recommendations for social distancing, and/or teleworking. The Town of Beaufort allocation is \$ 94,768 from Carteret County.

- **Pubic Information**

Total Requested: \$2,000

High quality camera/video camera

Microphone for camera

Lapel microphone – Would like to purchase several to also assist with BOC meetings in the future as the sound is an issue

Video Editing Software

Large moveable logos – Town, Police and Fire

Memory Cards

Possibly a computer dedicated to video

Photoshop or other photo editing software

These items would be used to film updates, virtual newsletters, make important public announcements etc. Additionally, these items to produce a virtual Citizen's Academy as well as other programs that can no longer be held in person due to the pandemic.

- **Finance**

Up to 10 laptops for teleworking -\$12,000

Edmunds Enterprise Software Upgrade \$53,800 – allows for remote time sheet entry (currently a paper process), move Edmunds to the cloud for security, includes HR and Payroll modules, includes conversion fees.

Data Entry Clerk (Temp position) \$18.00/hr. for 6 months \$18,700 may be needed to assist with migration to new HR/PR system.

- **Planning and Inspections**

Equipment to support inspectors working remotely

Two 10.2" iPad Wi-Fi 128GB (space gray) - \$920. Interfaces with Edmunds inspections software – allows inspectors to download daily inspections from system and upload inspection reports remotely.

Drone: Parrot Anafi Extended - \$961. NC Dept of Insurance has authorized use of any technology for live remote inspections. More importantly, during these times NCDOT advises all inspectors to minimize contact with others. This drone will serve a two-fold purpose; First, it allows us to conduct remote inspections of exterior work without coming into contact with any one. Secondly, it will serve as an important damage assessment tool during post storm response. This would help us get more accurate numbers when reporting total damage. Another use is for code enforcement. We can perform remote site visits without coming into contact with anybody.

All commissioners indicated the list was comprehensive and asked if the requests would be used after the COVID19 pandemic has subsided. Mr. Day indicated all of the requests were able to be used after the pandemic. Additionally, he confirmed training would be received for the operation of the drone.

Items of Consent

A motion was made to approve the Items of Consent as presented.

In regards to the collection of taxes by Carteret County, Commissioner Carter asked if it would be more cost effective to collect in house rather than contracting out to the county. Town Manager Day indicated a cost analysis could be done. Commissioner Hagle indicated the analysis would need to make sure it included all costs related to personnel, software, processing and mailings.

Motion made by Commissioner Harker.

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

2. Draft Minutes for June 8, 2020 Regular Meeting, June 15, 2020 Budget Work Session, June 22, 2020 Work Session/Budget Work Session
3. FY 21 Budget Amendment #1
4. Order for Carteret County to Collect Taxes for 2020

Items for Discussion and Consideration

5. Cedar Street Park

Town Manager Day reported two adjoining property owners to the site of the future Cedar Street Park have requested the Town to support the abandoning of NCDOT right-of-way (ROW) in front of their properties. The owner of Homer Smith Seafood has requested that the town support NCDOT abandoning 19,409 square feet of ROW, which will be used for parking for an expansion of the marina. In exchange, the owner has offered to contribute \$75,000 toward the construction of the restroom/kiosk at the new Cedar Street Park.

The other adjoining property owner would like the portion of the ROW abandoned as outlined in red on the attached survey labeled "100 Cedar Survey". Note, however, that the Carteret County Property Tax Maps show that same portion of property as being owned by Irma Wiggins. Staff has not researched this conflict.

NCDOT has agreed to give the Town the Cedar Street ROW, beginning at the intersection of Moore Street and extending west to Gallants Channel. NCDOT has also agreed to resurface Cedar Street from the intersection of Moore Street to its western terminus prior to turning over the ROW. Due to current budgetary constraints, however, funding for resurfacing is not currently available. The cost of simply resurfacing that portion of Cedar Street is approximately \$60,000. If NCDOT is willing to add a cul-de-sac and entryway, that would cost an additional \$38,000; and if NCDOT was instead willing to complete the road and parking as designed, then the total cost would be about \$87,000.

Mayor Newton indicated he understood there were three parts to the request and indicated the decisions should be made individually. The first question is regarding the south property, the second question is regarding the north property and the third question is regarding paving. Town Manager Day indicated the paving did not require an immediate decision.

Mayor Newton indicated the first component was the southern property and whether or not the board supports the abandonment of the ROW. Mr. Day remarked the process that would need to be taken is the notification to NCDOT the town does not have an interest in the property.

Commissioner Hollinshed asked if the property could be used for additional parking. Mr. Day reported the designers recommended having just an entrance into the park. He also stated the property owners are not asking for any of the area except for the piece on the south side of the sidewalk.

Commissioner Hagle asked about the trapezoid shaped property and if that was the area being asked for from the NCDOT. Mr. Day indicated the issue relating to the ownership of the property would be for NCDOT to work through and not the Town of Beaufort.

Commissioner Carter expressed concern over the ownership of the property and whether or not the town should wait until the rightful owners are identified. Mr. Day reported the town would just be letting the NCDOT know there is no interest in receiving that part of the ROW.

Commissioner Hagle made a motion notify NCDOT the town has no interest in the property on the south side of Cedar Street. The vote was 5 to 0 in favor.

The second decision to be made is regarding the north property.

Commissioner Hollinshed she had questions regarding the design of the park.

Commissioner Harker indicated she had questions also about the design. She also asked for clarification on the restroom structure that was to be located on the north side of the park. Town Manager Day indicated the designers recommended the location to be in the park area. He

continued by saying the original concept in 2016 showed the restroom in the northern property area. He also stated there was a concern of the distance of the structure in relation to the park. Commissioner Harker also asked about the ramps that were in the original design for handicapped citizens and visitors. Town Manager Day reported the town did not own that piece of property so it would be hard to place ramps in the area. He did inform the board members the town was going to be applying for grant funding for ADA accessibility for Cedar Street Park.

Commissioner Hagle expressed concern about the appraised price and how that was completed. He stated the proposed restrooms will be better for use by the park patrons.

Commissioner Carter asked about if the ROW was turned into parking it is adjacent to park parking and so would overflow from the marina be in the park parking area. She continued by saying the original agreement for the restrooms was for Mr. Frost to maintain the restrooms and keep them cleaned; by moving them it is now the responsibility of the town and a larger cost. Town Manager Day indicated signage would be put up stating parking is for park patrons only with enforcement being a challenge. In regards to the maintenance of the restroom, Mr. Day indicated he did not see that as a terrible problem for the town to undertake. He also continued by saying the location is better for serving the public. Mr. Day indicated he suspected Mr. Frost would put in a similar structure closer to his operation.

Commissioner Hagle indicated he hoped Mr. Frost would understand the town's purpose for the restroom and would make his patrons aware of the purpose. Commissioner Carter also asked if the property could be used for the park. Mr. Day reported the proximity to the marina might limit the usefulness for the park. The farther away from the marina the better it would be. He suggested some type of barrier would need to be put in place. Commissioner Hagle stated the park needed to be kept as simple as possible for maintenance purposes.

Commissioner Harker asked if the barrier was to separate the properties. Mr. Day reported it could be some type of fence or some type of vegetative barrier.

Town Manager Day indicated if the town kept the property there would be more parking available for the park. Commissioner Carter commented if Mr. Frost wants the land then give us the restroom.

Commissioner Harker asked about the offer of \$75K and whether or not it was still in play. Town Manager Day indicated he understood that to be the proposal. Town Manager Day indicated if the board so chose he and the Town Attorney could negotiate with Mr. Frost to finalize the details. Commissioner Harker indicated she was good with the negotiations taking place. She also expressed concern about how the property would be separated. She stated she would prefer it not be a fence but a natural barrier. She asked for a full scope of what is going to be done.

Commissioner Hagle indicated he preferred the driveway be moved as far east as possible then more open space might be gained. He also stated he felt the offer was too low.

Mayor Newton indicated he heard the board indicating they would like the Town Manager and Town Attorney to negotiate with Mr. Frost.

Commissioner Hollinshed asked for parking restrictions to also be worked out in order to prevent the parking being pushed into the neighborhood. She also asked about the amount of funding still remaining for the park from the \$2 million dollars. Mr. Day indicated the expected amount for Cedar Street Park is \$500K. Commissioner Hollinshed also indicated she did not like the idea of a kiosk with paper products available. Mr. Day reported there is no intention to have paper out there but more of an interpretive display.

Commissioner Hagle also expressed concern over parking spilling over into the neighborhood. Commissioner Carter also expressed concern over parking in the area. Town Manager Day recommended asking Mr. Frost to have some type of parking decal for his patrons for identification.

Commissioner McDonald expressed concerns over the money spent on Randolph Johnson Park (RJP) and the limited amount still available for Cedar Street Park. He continued to say it was his understanding the \$2 million would be divided equally among the parks. Commissioner Carter

indicated that was not the understanding she had for the donated funds. Town Manager Day reported the board had decided to make RJP the primary project with Cedar Street being secondary project for the funds.

Commissioner Hagle indicated the board was asking for the Manager and Town Attorney speak with Mr. Frost and then come back with additional information.

6. Amendments to the Personnel Policy

Town Clerk Davis reported the Town Attorney had worked on a more defined process for the time frame, how the grievance/allocation is to be presented, who is to see the information first and then how the decision should be made.

Town Attorney Quattlebaum indicated there are discretionary areas for each stage in the process. She stated the decision could be made on the documents alone or could have interviews if needed. All of that is to be done within 10 calendars and ready for decision to be made at the next board meeting. The final decision must be rendered in writing to the complainant within 30 days.

Commissioner Harker asked about forms and whether or not they are needed. Town Clerk Davis indicated the complaint would not necessarily need to be on a form but definitely put in writing in order to start the process.

Commissioner McDonald asked about when the 30 day period would begin. Attorney Quattlebaum indicated the 30 days would begin when the Mayor receives the documentation.

A motion was made to approve the amendments as presented.

Motion made by Commissioner Hagle.

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

Mayor/Commission Comments

Commissioner McDonald had no comments.

Commissioner Hollinshed asked about the mask policy which is an executive order. She indicated she would like some emphasis to be placed on the executive order without coming to a police state.

Commissioner Harker had no comments.

Commissioner Hagle indicated his safety message was to drive defensively since school was getting ready to start. He also urged everyone to observe the three Ws.

Commissioner Carter indicated she agreed with Commissioner Hollinshed that masks needed to be worn and to not do so was foolhardy.

Mayor Newton indicated the CARES act could be used for enforce the executive order without being draconian. He stated lessons were learned from Hurricane Isaias as a result of what happened in the Oak Island and Southport areas. He stated looking at categories was not enough but more understanding of storm surge was needed.

Adjourn

Commissioner Hagle made a motion to adjourn the meeting. The vote was 5 to 0 in favor. The meeting adjourned at 7:09 pm.

Mayor Everette S. (Rett) Newton

Michele Davis, Town Clerk