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 Monthly Meeting
6:00 PM Monday, December 09, 2019 - Train Depot, 614 Broad Street, Beaufort, NC 28516
Monthly Meeting

Call to Order

Roll Call

Agenda Approval

Presentations

1. Resolution Recognizing Carteret County School Superintendent Matt Bottoms for His Retirement on December 31, 2019
2. Presentation of Grant Funding from Duke Energy

Calendar

Public Comment

Manager Report

Items of Consent

1. Draft Minutes of the October 28, 2019 Work Session
2. Amend FY 19 Audit Contract
3. Board of Commissioner 2020 Meeting Dates

Items for Discussion and Consideration

1. FY 20 Budget Amendment #3
2. Speed on Ann Street

Commission / Board Comments

Adjourn

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Town of Beaufort Board of Commissioners Regular Meeting
6:00 PM Monday, December 9, 2019 – Train Depot, 614 Broad Street, Beaufort, NC

AGENDA CATEGORY:	Presentations
SUBJECT:	Resolution Recognizing Carteret County School Superintendent Matt Bottoms for His Retirement on December 31, 2019

BRIEF SUMMARY:

Resolution Recognizing Carteret County School Superintendent Matt Bottoms

REQUESTED ACTION:

Reading of Resolution

EXPECTED LENGTH OF PRESENTATION:

10 minutes

SUBMITTED BY:

Everette S. (Rett) Newton, Mayor

BUDGET AMENDMENT REQUIRED:

No

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Town of Beaufort Board of Commissioners Regular Meeting
6:00 PM Monday, December 9, 2019 – Train Depot, 614 Broad Street, Beaufort, NC 28516

AGENDA CATEGORY:	Presentations
SUBJECT:	Presentation of Grant Funding from Duke Energy

BRIEF SUMMARY:

The Town of Beaufort applied for Grant Funding through Duke Energy for Emergency Communications Equipment. The request was for funding to purchase satellite phones for use in emergency events. Mille Chalk of Duke Energy will present a check in the amount of $4500 to town officials.

REQUESTED ACTION:

Acceptance of Grant Funding Award

EXPECTED LENGTH OF PRESENTATION:

10 minutes

SUBMITTED BY:

Everette S. (Rett) Newton, Mayor

BUDGET AMENDMENT REQUIRED:

No

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Town of Beaufort Board of Commissioners Regular Meeting
6:00 PM December 9, 2019– Train Depot, 614 Broad Street

AGENDA CATEGORY: Items of Consent

SUBJECT: Draft Minutes of the October 28, 2019 Work Session

BRIEF SUMMARY:

Draft Minutes of the October 28, 2019 Work session

REQUESTED ACTION:

Approval of the draft minutes as presented or with recommended changes

EXPECTED LENGTH OF PRESENTATION:

2 minutes

SUBMITTED BY:

Michele Davis, Town Clerk

BUDGET AMENDMENT REQUIRED:

No

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Town of Beaufort Board of Commissioners Monthly Worksession
4:00 PM Monday, October 28, 2019 - Train Depot, 614 Broad Street
Minutes

Call to Order

Mayor Newton called the meeting to order.

Roll Call

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

Agenda Approval

Mayor Newton indicated the agenda needed to be amended by removing the Preston Development Request item. A motion was made to approve the agenda as amended.

Motion made by Commissioner Hollinshed.

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

Public Comment

Dick DeButts of Orange Street spoke regarding the proposed Compass Hotel. His concerns were the ingress/egress of traffic out of the parking lot onto Orange Street creating a hazard for pedestrians and increased traffic in a residential area since it was also being considered for a construction entrance. He asked for the entrance to be closed permanently. Additionally, he indicated he felt the information presented for the parking spaces was being grossly misrepresented when taking into consideration all of the types of business to be located in area. Mr. DeButts also indicated he felt the stormwater plan for the entire project needed some work.

John Flowers of Orange Street also spoke regarding the impacts of the proposed Compass Hotel and the infiltration area to be located in the Historic District. His concern was the large amount of bugs or pests and the possible flooding that could occur during a particularly large storm event. Mr. Flowers also asked for the board to consider asking the developer to close the enter/exit from the parking lot onto Orange Street. Additionally, Mr. Flowers also requested the proposed fencing for the parking lot be representative of fencing currently in the historic neighborhood.

Richard Tuttle of Orange Street also expressed concerns over the possible flooding issues with a rete pond being located so close to the residential community. Additionally, Mr. Tuttle stated he believed th proposed impervious surface would eventually become a pervious surface.

Items for Discussion and Consideration

1. Presentation of 2020 Real Property Reappraisal by Sarah Davis, Carteret County Tax Administrator

   Sarah Davis, Carteret County Tax Assessor, spoke about the appraisal currently being performed for 2020. Instead of the standard four year appraisal, Carteret County is having a five year appraisal due to the impacts from Hurricane Florence. The purpose of the appraisal is to help eliminate assessment inequities that may have occurred from the last appraisal in 2015.

2. Draft Minutes of the September 23, 2019 Worksession and the October 14, 2019 Regular Meeting

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

3. Case No. 19-20 Rezone 2.67 acres from R-8 to TCA

   Town Planner Kate Allen indicated the a Public Hearing needed to be set for the November meeting.

   A motion was made to set the public hearing for the November 18, 2019 meeting.

   Motion made by Commissioner Hagle.
   Voting Yea: Commissioner Harker, Commissioner Carter, Commissioner Hollinshed, Commissioner Hagle

4. Case No. 19-21 Rezone 1113 Lennoxville Road from R-8 to B-1

   Planning Director, Kyle Garner indicated a public hearing needed to be set for the rezoning request of the property located on 1113 Lennoxville Road. He indicated the property is located along Leonda Drive and Lennoxville Road.

   Motion was made to set the public hearing for November 18, 2019.

   Motion made by Commissioner Hollinshed.
   Voting Yea: Commissioner Harker, Commissioner Carter, Commissioner Hollinshed, Commissioner Hagle

5. Case No. 19-22 ZTA - Micro Distillery

   Planning Director, Kyle Garner informed the board members a public hearing needed to be set for the Zoning Text Amendment to include a Micro Distillery.

   A motion was made to set the public hearing for the November 18, 2019 regular meeting.

   Motion made by Commissioner Hollinshed.
   Voting Yea: Commissioner Harker, Commissioner Carter, Commissioner Hollinshed, Commissioner Hagle

6. Compass Hotel Site Plan Request

   Planning Director Kyle Garner indicated the item would be for discussion and consideration and not a public hearing. Mr. Garner indicated the only information to complete the packet is a letter from NCDOT referencing the conveyance of the right of way for the project; they have also asked for some minor modifications. Additionally, W K Dickson has been asked to evaluate the storm water system with a report expected to be submitted prior to the November monthly meeting.

Commissioner Hollinshed asked about the plans for review by the HPC. Mr. Garner indicated there was currently not an application for the HPC regarding the plans for the south parking lot. Further Mr. Garner indicated the HPC had requested the Planning Board review the site plan prior to application be made to the HPC. Mr. Garner indicated even though the board was reviewing the information today and at the next monthly meeting, the requirement for application to be made to the HPC for the south parking lot will still need to take place and the process completed.

Commissioner Harker asked about the loading/unloading zones for the hotel. Mr. Garner indicated the loading/unloading zones would be in front of the hotel and the required number of zones is based on the square footage of the hotel.

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

7. Property Conveyance Request – Preston Development

   This item was removed from the agenda for further work before being presented.

8. Request to Lower Speed Limit on Turner Street

   Town Manager Day informed the board members emails had been received from residents requesting a reduction in the speed limit to 25 mph on Turner Street all the way down to Front Street. Mayor Newton asked for the board to also consider including the western part of Cedar Street from Turner Street.

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

9. Resolution Designating Applicant's Agent required by NC Department of Emergency Services

   Finance Director, Christi Wood indicated the resolution was needed in order to proceed with the submittal of reimbursement for the expenses incurred during Hurricane Dorian. She asked the board members to please consider approval during this meeting in order to submit the reimbursement claim in a timely manner.

   A motion was made to approve the Resolution Designating Applicants Agents.

   Motion made by Commissioner Hagle.
   Voting Yea: Commissioner Harker, Commissioner Carter, Commissioner Hollinshed, Commissioner Hagle

10. FY 20 Budget Amendment #2

   Finance Director, Christi Wood indicated the budget amendment was for the $75K+ funds rolled into the General Fund when the Fire Fund was added. The funds are tax receipts from the county for fire districts. The funds will be used for coverage of personnel costs resulting from Hurricane Dorian, training and equipment as well as facility uplifts and truck uplifts. This item was placed on the agenda under Items of Consent.

11. September Financial Report

   Ms. Wood indicated the financial reports provided were for the month of September and showed the property tax collection rate percentages from 2014 to present. Additionally, she indicated a two year parking plan report will be provided in January 2020 in order for comparison purposes. Ms. Wood indicated the town had recently had the Workers Compensation audit and was found to owe additional monies due to the increase in employee salaries. She explained the increase in salaries were not included in the renewal since there was not a firm decision made prior to the renewal submittal date. Ms. Wood reported she had requested the NCLM to please consider allowing the town to make adjustments for the salary increases in hopes of getting the additi premium due reduced.

Commission / Board Comments

Mayor Newton indicated Town Manager Day had requested an opportunity to make a report on the recent meeting with the USDA regarding funding opportunities.

Mr. Day indicated it appears the town has an opportunity to receive some funding for projects already identified in our budget and over the next five years. He reported he believed the town could through grants and low interest loans receive an additional fifteen to twenty million dollars for road projects and utility projects. Mr. Day indicated the process would probably take a minimum of six months.

Commissioner Hagle had no comments.

Commissioner Hollinshed indicated the Craftsman Cottage tour hosted by the Beaufort Women's Club was a success and enjoyable.

Commissioner Harker echoed Commissioner Hollinshed's comments regarding the tour. She asked everyone to please be mindful of the upcoming Halloween festivities and be safe.

Commissioner Carter commented at least the weather was supposed to be nice for Halloween festivities.

Adjourn

Mayor Newton called for a motion to adjourn the meeting.

A motion was made to adjourn the meeting.

Motion made by Commissioner Harker.
Voting Yea: Commissioner Harker, Commissioner Carter, Commissioner Hollinshed, Commissioner Hagle

The meeting adjourned at 4:41 pm.

____

Mayor Everette S. (Rett) Newton

____

Michele Davis, Town Clerk

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Town of Beaufort Board of Commissioners Regular Meeting
6:00 PM Monday, December 9, 2019 – 614 Broad Street, Beaufort, NC

AGENDA CATEGORY: Items of Consent

SUBJECT: Amend FY 19 Audit Contract

BRIEF SUMMARY:

The comprehensive annual financial review is due by October 31st for the preceding fiscal year. As a result of Hurricane Florence and Dorian additional time is being requested to complete the audit. The LGC is aware of this request. There are not any changes in the fees. The new due date is February 28, 2020 per the amendment.

REQUESTED ACTION:

Approve Amendment to the FY 19 Audit contract

EXPECTED LENGTH OF PRESENTATION:

5 minutes

SUBMITTED BY:

Christi Wood – Finance Director

BUDGET AMENDMENT REQUIRED:

No

Whereas	Primary Government Unit Town of Beaufort, NC
and	Discretely Presented Component Unit (DPCU) (if applicable) NA
and	Auditor Martin Starnes & Associates, CPAs, P.A.

entered into a contract in which the Auditor agreed to audit the accounts of the Primary Government Unit and DPCU (if applicable)

for Fiscal Year Ending 06/30/19 and originally due on Audit Report Due Date 10/31/19

hereby agree that it is now necessary that the contract be modified as follows.

☑ Modification to due date:	Original due date 10/31/19	Modified due date 02/28/20
☐ Modification to fee:	Original fee	Modified fee

EXPLANATION OF MODIFIED CONTRACT TERMS

Please provide an explanation for the modification to due date and/or fees.

The Town has experienced two hurricanes within the last 12 months. Our staff is small and the additional workload required for federal and state reimbursements has taken time away from completing audit requirements.

If the amendment is submitted to extend the due date, please indicate the steps the unit and auditor will take to prevent late filing of audits in subsequent years.

The Town will work towards timely completion and being better prepared going forward.

By their signatures on the following pages, the Auditor, the Primary Government Unit, and the DPCU (if applicable), agree to these modified terms.

2.

SIGNATURE PAGE

AUDIT FIRM

Audit Firm* Martin Starnes & Associates, CPAs, P.A.	
Authorized Firm Representative* (typed or printed) Amber McGhinnis,	Signature* Amber G. McGhinnis
Date* 11/15/19	Email Address amcghinnis@martinstarnes.com

GOVERNMENTAL UNIT

Governmental Unit* Town of Beaufort, NC	
Date Primary Government Unit Governing Board Approved Amended Audit Contract* (If required by governing board policy)	
Mayor/Chairperson* (typed or printed) Everette S. Newton, Mayor	Signature*
Date	Email Address e.newton@beaufortnc.org

Chair of Audit Committee (typed or printed, or "NA") NA	Signature
Date	Email Address

GOVERNMENTAL UNIT – PRE-AUDIT CERTIFICATE
ONLY REQUIRED IF FEES ARE MODIFIED IN THE AMENDED CONTRACT

(Pre-audit certificate not required for charter schools or hospitals)

Required by G.S. 159-28(a1) or G.S. 115C-441(a1)

This instrument has been pre-audited in the manner required by The Local Government Budget and Fiscal Control Act or by the School Budget and Fiscal Control Act.

Primary Governmental Unit Finance Officer*	Signature*
Date of Pre-Audit Certificate*	Email Address*

SIGNATURE PAGE – DPCU
(complete only if applicable)

DISCRETELY PRESENTED COMPONENT UNIT

DPCU NA	
Date DPCU Governing Board Approved <u>Amended</u> Audit Contract (If required by governing board policy)	
DPCU Chairperson (typed or printed)	Signature
Date	Email Address

Chair of Audit Committee (typed or printed, or "NA") NA	Signature
Date	Email Address

DPCU – PRE-AUDIT CERTIFICATE
ONLY REQUIRED IF FEES ARE MODIFIED IN THE AMENDED CONTRACT

(Pre-audit certificate not required for charter schools or hospitals)

Required by G.S. 159-28(a1) or G.S. 115C-441(a1)

This instrument has been pre-audited in the manner required by The Local Government Budget and Fiscal Control Act or by the School Budget and Fiscal Control Act.

DPCU Finance Officer (typed or printed) NA	Signature
Date of Pre-Audit Certificate	Email Address

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Town of Beaufort Board of Commissioners Regular Meeting
6:00 PM Monday, December 9, 2019 – Train Depot, 614 Broad Street, Beaufort, NC

AGENDA CATEGORY:	Items of Consent
SUBJECT:	Board of Commissioner 2020 Meeting Dates

BRIEF SUMMARY:

Proposed calendar for the work sessions and the regular meetings for 2020.

REQUESTED ACTION:

Approval of the meeting calendar dates as presented or as amended

EXPECTED LENGTH OF PRESENTATION:

5 minutes

SUBMITTED BY:

Michele Davis, Town Clerk

BUDGET AMENDMENT REQUIRED:

No

TOWN OF BEAUFORT
BOARD OF COMMISSIONER
2020 MEETING DATES

Regular Monthly Meeting **2nd Monday unless otherwise noted**	**Monthly Work Session** **4th Monday unless otherwise noted**
January 13, 2020	January 27, 2020
February 10, 2020	February 24, 2020
March 9, 2020	March 23, 2020
April 13, 2020	April 20, 2020
May 11, 2020	May 26, 2020 (Tues. due to Memorial Day)
June 8, 2020	June 22, 2020
July 13, 2020	July 27, 2020
August 10, 2020	August 24, 2020
September 14, 2020	September 28, 2020
October 12, 2020	October 26, 2020
November 9, 2020	November 23, 2020
December 14, 2020	December 21, 2020 (3rd Monday due to holidays)
Meeting time is 6 pm in the Train Depot	**Meeting time is 4 pm in Town Hall**

Town of Beaufort, NC

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Town of Beaufort Board of Commissioners Regular Meeting
6:00 PM Monday, December 9, 2019 – Train Depot, 614 Broad Street, Beaufort, NC

AGENDA CATEGORY: Items for Discussion and Consideration

SUBJECT: FY 20 Budget Amendment #3

BRIEF SUMMARY:

This amendment requests the appropriation of fund balance for the lifting, towing, dismantling, and disposal of the sailboat that sank in Taylor's Creek. The Police Department and Town Attorney are working together to determine the owner of the vessel and recover the cost.

REQUESTED ACTION:

Approve Budget Amendment #3

EXPECTED LENGTH OF PRESENTATION:

5 minutes

SUBMITTED BY:

Christi Wood – Finance Director

BUDGET AMENDMENT REQUIRED:

Yes

TOWN OF BEAUFORT
FY 2020 BUDGET AMENDMENT #3

WHEREAS, the Town of Beaufort adopted its Fiscal Year 2020 Budget through Ordinance on June 10, 2019, and

WHEREAS, the Board of Commissioners recognizes that periodic modifications to the estimated revenues and expenditures for the fiscal year may be necessary for fiscal management purposes and to implement decisions of the Board of Commissioners;

BE IT THEREFORE ORDAINED that the Board of Commissioners amends the Fiscal Year 2020 Budget as follows:

SECTION I: GENERAL FUND

This amendment requests the appropriation of fund balance for the lifting, towing, dismantling, and disposal of the sailboat that sank in Taylor's Creek. The Police Department and Town Attorney are working together to determine the owner of the vessel and recover the cost.

A. REVENUE

INCREASE

APPROPRIATED FUND BALANCE	$ 13,125
TOTAL INCREASE	**$ 13,125**

B. EXPENDITURES AUTHORIZED BY DEPARTMENT

INCREASE

POLICE DEPARTMENT	$ 13,125
TOTAL INCREASE	**$ 13,125**

SECTION VI: DISTRIBUTION

Copies of this ordinance shall be furnished to the Town Manager and Finance Officer to be kept on file for their direction in the disbursement of funds.
Adopted this 18th day of November, 2019
ATTEST:

Michele Davis
Town Clerk

Everette S. Newton
Mayor

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Town of Beaufort Board of Commissioners Regular Meeting
6:00 PM Monday, December 9, 2019 – 614 Broad Street, Beaufort, NC

AGENDA CATEGORY: Items for Discussion and Consideration

SUBJECT: Speed on Ann Street

BRIEF SUMMARY:

There are no sidewalks in the area of Ann Street between Bel Aire Street and Ocean Street. Many of the residents in this area walk and bike in the street. There is only on speed limit sign, 25 MPH, at the wester end of the long straightway and there could be another one near the east junction with Ocean Street. Signage needs to be improved as well as considering adding calming devices. One suggestion may be for signage indicating “Drive like your kids live here” which has been seen around town.

REQUESTED ACTION:

Discussion of improving the speed issues in this area of Ann Street.

EXPECTED LENGTH OF PRESENTATION:

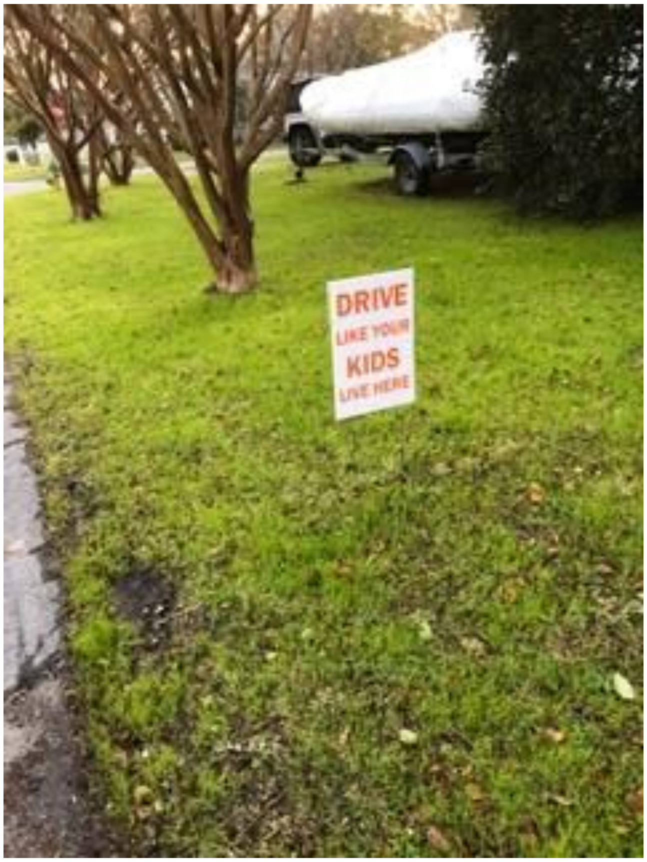
15 minutes

SUBMITTED BY:

Marianna Hollinshed, Commissioner

BUDGET AMENDMENT REQUIRED:

None


DRIVE
LIKE YOUR
KIDS
LIVE HERE