



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

Board of Commissioners Work Session
4:00 PM Monday, April 28, 2025
Train Depot, 614 Broad Street

Call To Order

Roll Call

Agenda Approval

Items for Discussion and Consideration

- [1.](#) FY 2026 Budget Overview
- [2.](#) 2025 Parking Season – Golf Cart Spaces; Customer Surveys
- [3.](#) IPS FV Invoice
- [4.](#) Beaufort Waterfront Consultation with Charles Burgess

Staff Comments

Adjourn



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**Board of Commissioners
Work Session Meeting
4:00 PM – Monday, April 28, 2025
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Beaufort, NC 28516**

AGENDA CATEGORY: Items for Discussion and Consideration

SUBJECT: FY 2026 Budget Overview

BRIEF SUMMARY:

Staff will compare property values, tax rates, FY 2025 budget and the proposed FY 2026 budget totals. Additionally, a list will be provided of notable items included in the proposed budget for the Board’s consideration. Please note, the numbers provided for this presentation are the best projections and estimates available at this time, but the values continue to be adjusted by Carteret County.

REQUESTED ACTION:

Provide staff with directions on the items to be funded in the FY 2026 budget.

EXPECTED LENGTH OF PRESENTATION:

20 minutes

SUBMITTED BY:

Christi Wood- Finance Director

BUDGET AMENDMENT REQUIRED: No



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AGENDA CATEGORY: Items for Discussion and Consideration
SUBJECT: 2025 Parking Season – Golf Cart Spaces; Customer Surveys

BRIEF SUMMARY:

The quote for the signs is \$2,132.92. This includes 11 new signs and updating 42 existing signs with larger QR codes and dates for the season.

(No Action on this item- for informational purposes only).

Pivot Parking recommends no more than 6 spaces be converted to “share a space”, 3 on the north and 3 on the south end but not within the premium lots. This will allow 12 golf carts to park.

(Action- Does the Board approve of marking 6 spaces as “share a space”?)

Customer Survey – If the Board decides to move forward with the surveys, Pivot suggest asking the following questions:

- Did you find parking easily accessible when you visited Beaufort, NC?
- How would you rate the texting payment option?
- How likely are to return to Beaufort, NC for a visit?

The survey will be sent to the number used for the text2park system.

(Action- Does the Board want to move forward with sending a survey and paying the survey fee of \$.05, for parkers using the text2park system? If yes, do you agree with the questions suggested?)

REQUESTED ACTION:

See items above

EXPECTED LENGTH OF PRESENTATION:

5 minutes

SUBMITTED BY:

Christi Wood – Finance Director

BUDGET AMENDMENT REQUIRED: No



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AGENDA CATEGORY: Items for Discussion and Consideration
SUBJECT: IPS FV Invoice

BRIEF SUMMARY:

At the Board of Commissioners April 14, 2025, it was determined the Town would cease association with IPS FV regarding the design/build project for the Beaufort Town Docks fuel tanks. IPS FV was notified of this decision and ceasing the project was mutually agreed upon on April 15, 2025. IPS FV is seeking reimbursement for work performed on the project in the amount of \$14,815. Please see the attached invoice.

A Notice to Proceed/Intent was provided by The Board of Commissioners and the Interim Town Manager notified IPS FV of the action by letter, dated March 5, 2025.

IPS FV commenced their due diligence work on the first phase of the programming of the project and presented an “up to” invoice for costs incurred for this initial phase of the project design. At this point conversations ensued as to the need for a contractual agreement between IPS FV and the Town of Beaufort. Documents were provided by IPS FV, but none were satisfactory for the Beaufort Town Staff. In the last days of our relationship with IPS FV, I believe we were close to having a suitable contract document.

Interestingly enough, staff had a conversation on April 23, 2025 with the number two responding firm and they requested a Notice to Proceed/Intent from the Town to enable them to commence their due diligence on the project. They would in turn document their itemized expenses. The short response was that only the Board of Commissioners could authorize the project start up through issuing the Notice to Proceed/Intent. The takeaway from this is, no matter what the contractor/company, compensation will be sought for the due diligence work.

In the same conversation, the question of the advantage of acquiring the Engineer stamped drawings was asked. The answer was “no”, these drawings are not necessary. The “deliverable” (what you are receiving for the money) is the itemized list of the components of the fuel tank system. This information will be used when analyzing the “next” design and provide the basis of “value engineering” of the project

REQUESTED ACTION:

Direction on authorization to pay the attached invoice for work to date with IPS FV in the amount of \$14,815.00

EXPECTED LENGTH OF PRESENTATION:

5 minutes

SUBMITTED BY:

Charlie Burgess

BUDGET AMENDMENT REQUIRED: No

IPS FV, Inc.

4101 Hilltop Needmore Road
Fuquay Varina, NC 27526

Invoice 3

Date	Invoice #
4/16/2025	600

Bill To
25-011 Town of Beaufort Town of Beaufort 701 Front Street Beaufort, NC 28516

P.O. No.	Terms	Project
Charlie	Due on receipt	

Quantity	Description	Rate	Amount
	Based on Letter of Intent issued to IPS FV by the City Of Beaufort IPS FV has begun to proceed with the following.		0.00
15	Ricky Weaver, Owner of IPS FV	180.00	2,700.00
12	Cameron Pratt, Project Manager Site Visit to Beaufort from Outer Banks, Onsite and drive back to Outer Banks NC	120.00	1,440.00
1	Truck and Fuel	250.00	250.00
1	Hotel	200.00	200.00
30	Paul Doyle, Estimating and Consulation	150.00	4,500.00
2	Two Site Visits to Beaufort (Hotel, Travel and Mileage)	1,100.00	2,200.00
15	Terry Perry, Senior Project Manager	135.00	2,025.00
2	Site Visits to meet with town	750.00	1,500.00
	*** NOTE*** IPS FV CAN PROVIDE THE TOWN OF BEAUFORT THE ENGINEERED STAMPED DRAWING FOR \$10,925.00.		
		Total	\$14,815.00



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AGENDA CATEGORY: Items for Discussion and Consideration
SUBJECT: Beaufort Waterfront Consultation with Charles Burgess

SUMMARY:

The following agreement formalizes a volunteer relationship between the Town of Beaufort, North Carolina and Charles Burgess, who has offered to provide unpaid consultation services in support of the Beaufort Waterfront and Marina Project.

If approved by the Board, Mr. Burgess will serve in an official volunteer capacity, reporting to Town Manager Matt Zapp, and will assist with project-related tasks and other assignments as needed. While no wages or salary will be paid, Mr. Burgess will be eligible for travel reimbursement at the current IRS mileage rate for authorized Town-related travel.

The agreement begins on May 1, 2025, and will remain in effect through December 31, 2025, unless terminated earlier by either party.

Mr. Burgess would be recognized as an official Town volunteer, granting him liability protection under the Town’s insurance policies. The agreement includes confidentiality and indemnification clauses to safeguard both parties and reinforce responsible service to the community.

REQUESTED ACTION:

The Board is asked to consider (1) approval of the draft agreement as presented and (2) provide Town Manager Matt Zapp authority to execute the same.

EXPECTED LENGTH OF PRESENTATION:

15-minutes or less

SUBMITTED BY:

Town Manager Matt Zapp

BUDGET AMENDMENT REQUIRED:

No

VOLUNTEER EMPLOYMENT AGREEMENT
Between the Town of Beaufort, North Carolina and Charles Burgess

This Volunteer Employment Agreement (“Agreement”) is entered into this ___ day of _____, 2025, by and between the **Town of Beaufort, North Carolina** (the “Town”) and **Charles Burgess** (“Volunteer”).

1. Purpose

The purpose of this Agreement is to outline the terms under which Volunteer shall provide professional guidance and consultation services to the Town in support of the **Beaufort Waterfront and Marina Project** and other related initiatives, as needed.

2. Volunteer Status

Volunteer affirms and acknowledges that he is providing services **without expectation of compensation** and is not a paid employee or independent contractor. The Town hereby recognizes Volunteer as an **official volunteer** under the Town’s volunteer program, and as such, Volunteer shall be entitled to liability protections and coverage under the Town’s insurance policies applicable to registered volunteers, as allowed under North Carolina law.

3. Scope of Services

Volunteer agrees to provide consultation and advisory services to the **Town Manager, Matt Zapp**, and to assist the Town in matters related to the **Beaufort Waterfront and Marina Project** and other duties as reasonably requested by the Town Manager or his designee.

4. Reimbursement

While no wages or salary shall be paid, the Town agrees to reimburse Volunteer for **approved travel-related expenses**, including mileage at the current **IRS standard mileage rate**, for official Town-related business.

5. Term

This Agreement shall take effect on **May 1, 2025**, and shall remain in effect until **December 31, 2025**, unless terminated earlier by either party with written notice.

6. Supervision and Oversight

Volunteer shall report directly to **Town Manager Matt Zapp** and perform all duties under the direction and coordination of the Town Manager or his designee.

7. Confidentiality

Volunteer agrees to maintain in strict confidence all non-public, sensitive, or proprietary information obtained through their service to the Town. Disclosure of such information to unauthorized parties is prohibited unless required by law or approved in writing by the Town.

8. Indemnification

To the extent permitted by law, Volunteer agrees to indemnify and hold harmless the Town, its officers, agents, and employees from and against any claims, liabilities, losses, or expenses arising out of Volunteer’s acts or omissions in connection with this Agreement, except where resulting from the gross negligence or willful misconduct of the Town.

9. Volunteer Protections

As an officially recognized volunteer, Mr. Burgess shall be considered an agent of the Town solely for the limited purpose of being covered under the Town’s liability insurance policy while performing authorized duties in good faith.

10. General Provisions

- **Amendments:** This Agreement may only be modified in writing signed by both parties.
- **Governing Law:** This Agreement shall be governed by the laws of the **State of North Carolina**.

- **Entire Agreement:** This document constitutes the entire understanding between the parties with respect to the subject matter herein.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the date first written above.

Town of Beaufort, North Carolina

By: _____

Matt Zapp, Town Manager

Date: _____

Charles Burgess

By: _____

Date: _____