



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, March 09, 2020 - Train Depot, 614 Broad Street, Beaufort, NC 28516 Monthly Meeting

Call to Order

Roll Call

Agenda Approval

Calendar

Public Comment

Manager Report

Items of Consent

1. Draft minutes of the January 29, 2020 Work Session, the February 10, 2020 Regular Meeting, and the February 24, 2020 Work Session
2. Resolution Supporting the Maritime Heritage Foundation at Gallants Channel

Items for Discussion and Consideration

1. Sewer Plant Odor Control – Preston Development
2. Appointment to the Historic Preservation Commission
3. Request to NCDOT to Lower Speed Limit on Turner and Cedar Streets
4. FY 20 Budget Amendment #7
5. Spring Dredging of Bulkhead Channel
6. Capital Reserve Fund Amendment #2
7. Pirate Invasion
8. Lion's Club Bridge Run
9. Historic Beaufort Road Race
10. Crystal Coast Half Booty Triathlon

[11.](#) Wooden Boat Show

Commission / Board Comments

Adjourn



Town of Beaufort, NC

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Town of Beaufort Board of Commissioners Regular Meeting 6:00 PM Monday, March 9, 2020 – Train Depot, 614 Broad Street, Beaufort, NC

AGENDA CATEGORY: Items of Consent
SUBJECT: Draft minutes of the January 29, 2020 Work Session, the February 10, 2020 Regular Meeting, and the February 24, 2020 Work Session

BRIEF SUMMARY:

Draft minutes of the January 29, 2020 Work Session, the February 10, 2020 Regular Meeting, and the February 24, 2020 Work Session

REQUESTED ACTION:

Consider approval of the draft minutes as presented or as amended.

EXPECTED LENGTH OF PRESENTATION:

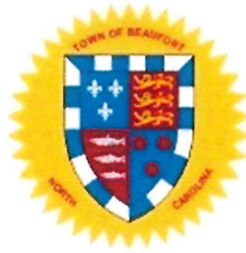
2 minutes

SUBMITTED BY:

Michele Davis, Town Clerk/HR Officer

BUDGET AMENDMENT REQUIRED:

No



Town of Beaufort, NC

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Town of Beaufort Board of Commissioner Work Session Meeting 4:00 PM Wednesday, January 29, 2020 - Town Hall Conference Room, 701 Front Street Minutes

Call to Order

Mayor Newton called the meeting to order.

Roll Call

Deputy Town Clerk Rachel Johnson called roll and declared a quorum present for the meeting.

PRESENT

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

ABSENT

Commissioner Ann Carter

Agenda Approval

Mayor Newton asked for the agenda to be amended by removing the Closed Session and to add an Item for Discussion of a Resolution Supporting Beaufort Middle School.

A motion was made to approve the agenda as amended.

Motion made by Commissioner Hagle,
Voting Yea: Commissioner Harker, Commissioner McDonald, Commissioner Hollinshed, Commissioner Hagle

Public Comment

No public comments were made.

Items for Discussion and Consideration

1.

1 Draft minutes of the January 13, 2020 Regular Monthly Meeting

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

2 Correction to Pay Plan – Engineering Intern

Town Manager Day indicated the Pay Classification plan needed to be amended to change the Engineer Intern position to a PE position. Mr. Day indicated the request was to change the pay grade from 20 to 22.

Commissioner Hollinshed asked why this change was not made at the time of the hiring phase. She indicated the request was coming after the fact and not at the time of hiring.

Town Manager Day indicated it was quicker to poll the board at the time of hiring than to go through this process and get the change made.

Mayor Newton indicated he remembered the discussion of the credentials and the level of experience. He indicated he did come in at a higher rate of pay than was anticipated.

Commissioner Harker indicated she understood that, but the agreement was for his to come in at the mid-range in Grade 20. She continued by asking how this would impact the budget since the taxes were raised to address the shortfall in the budget.

Town Manager Day indicated taxes were raised the first year for streets and last year taxes were raised to address the salaries. Commissioner Harker indicated that was to address the shortfall of the budget to increase salaries. Town Manager Day indicated he did not ask for a tax increase to address salaries but to increase the tax rate for the market adjustment. Commissioner Harker continued to ask how this change would impact the budget in the future.

Town Manager Day indicated all issues were discussed prior to his hiring, but the change was not made which is what should have happened. Commissioner Hollinshed indicated it did not look good it was being done after the fact.

Commissioner McDonald asked if we did nothing on salary change would the town lose this person? Commissioner Hagle indicated we probably would because there is not growth room for salary at the present grade.

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

3 Application for USDA Financing/Grants for Utilities Improvements – Contract with Rivers and Associates

Town Manager Day indicated the board had requested more discussion prior to approving the contracts and work to be performed. He reported the proposal is for Rivers & Associates, Inc. to do the preliminary engineering report and environmental assessment report. He indicated it could be done in house which would take twice as long than if done by Rivers. Rivers & Associates, Inc. can do the work in six months.

Commissioner Hagle stated he understood that mid-year 2022 would be the earliest any work could be completed.

Commissioner Hollinshed asked about going a different route to obtain the money which may be quicker. Town Manager Day indicated that was another project and indicated the engineering piece still needed to be done. Commissioner Hollinshed asked about going to a bank to get the funding for the project.

Town Manager Day indicated if the USDA route is taken then the interest rates are considerably lower because of the qualification of income ratios compared to borrowing the money from a conventional lender. Additionally, he indicated the term for a conventional loan is 15 to 20 years and with USDA funding repayment could be as long as 40 years. Town Manager Day reminded the board members there is a possibility 5 getting grant funding from USDA of \$2 million up to \$4 million.

Commissioner McDonald asked why it was being handled outside of staff since we have people that can handle the work. Town Manager Day indicated because the Rivers staff is larger, and our staff is limited due to other projects. Town Engineer, Greg Meshaw indicated he could do the work and has done so in the past but since he has been with the town he has been in catch up mode with projects that needed work and those that had been let go. 1.

Commissioner McDonald asked if one of the staff engineers would be required to spend time in the field watching the work. Mr. Meshaw indicated yes, an engineer would need to be in the field reviewing the work but there were staff members in Public Works and Public Utilities available to also reviewing the construction work as it is being completed.

Commissioner Hagle indicated our staff should be able to provide information to Rivers & Associates that will help to reduce the gathering of information by Rivers. He continued by saying he hoped the costs for the engineering and application submission would not cost as much as originally quoted. Mr. Meshaw indicated the staff would still need to oversee the information and work.

Commissioner Hagle asked about the cost difference for Rivers to complete the documentation. Town Manager Day indicated the \$87K would go away but the cost would be an additional year and a half.

Commissioner Hagle asked about the FY20 budget and if the \$15-18 million was included. Town Manager Day indicated the receipt of grant funding would help with the cost.

Commissioner Harker asked about the streets rated as failed and if the cost of the project would include upgrades for infrastructure. Mr. Meshaw indicated the cost included the failed streets and some of the streets identified as poor.

Mayor Newton indicated the USDA opened up more funding for grants and loans to help with the infrastructure replacements and paving. Town Manager Day indicated this was not enough money to make all of the repairs. He indicated if the board wished to fix all of the issues, then utility rates as well as taxes would need to be raised again.

The Mayor and Commissioners indicated a good timeline needed to be presented to the community about all projects and the stages of completion and/or work to be performed.

Commissioner Hollinshed asked about the boardwalk project. Town Manager Day indicated staff had applied for a grant but was not approved. He indicated staff did not reapply for funding because there seemed to be more pressing issues. Mr. Day indicated the bulkhead is settling on one end and the cap is deteriorating because of being exposed. He indicated there was no need to replace the boardwalk until the bulkhead is repaired.

Mr. Day indicated one of the discussions for the retreat will be the expiration of the lease for the docks in 2024. He also asked if the time of change in oversight would be the best time for dock work it will be a major undertaking.

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

4 Capital Reserve Fund Amendment #1

Finance Director Christi Wood indicated the board approved the Capital Reserve Fund for projects last May. She indicated the request was to move money out of the CRF to the Utility Fund for projects part of the utility line projects that must be completed prior to the street repairs and infrastructures can be started.

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

5 FY 20 Budget Amendment #5

Finance Director Wood indicated this budget amendment was for an infrastructure pipe on Professional Park Drive. Town Manager Day indicated this work needed to be completed prior to the big repair project.

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

1.

6 December Financial Report

Ms. Wood indicated the financial report does not include December tax collections due to a software issue at the county. She indicated she did not have any major concerns to bring to the attention of the commissioners.

Town Manager Day indicated the tax assessor's office has been working to establish the revaluation information and provided the property ad valorem average rate increase would be 30%.

7 Year End Parking Program Report

Scott Walker, Parking Supervisor for the Town of Beaufort, gave a presentation recap of the 2019 Paid Parking season. He indicated the 2019 goals were to create a friendly environment for residents and visitors, successfully manage the transition from contract services to in-house management, emphasize the safety for customers, residents, staff and visitors and to provide friendly and responsive customer service to residents and visitors.

Town Manager Day discussed the net revenues for 2018 and 2019 and why the 2019 figures were lower. He indicated the difference was due to reduced hours and fewer parking spaces.

Mr. Walker indicated that paid parking was a large revenue stream with the parking fees accounting for the majority and violations also being considered. He also reported in 2018 80% of the violations were paid with outstanding revenue at \$17K. In 2019 75% of violations were collected with \$11K still outstanding.

The method of payment by visitors and citizens were coins, credit at terminal and pay by phone. Town Manager Day indicated payment by coin decreased in 2019 and would possibly be removed in the future as a payment option.

Mr. Day also reviewed information comparing the actual revenues each by day, hour, street zone and parking lots. (The power point slides are included below.)

In closing their presentation, Town Manager Day and Parking Supervisor Walker made a recommendation to not make any changes for the 2020 paid parking season. Mr. Walker indicated some implications of policy change were the cost of new signage, additional operational charges, difficult to make comparisons each year and more difficult to analyze data and identify trends.

After discussion of different topics, the commissioners decided to keep the paid parking program for 2020 the same as 2019.

Commission / Board Comments

Mayor Newton asked for the commissioner's approval to draft a resolution supporting the Beaufort Middle School breezeway for safety precautions. The board agreed for the Mayor to draft a resolution.

Commissioner Harker thanked Scott Walker and Christi Wood for their work on the Paid Parking presentation. She also urged members of the community to participate in the ADA Online Survey.

Commissioner Hagle thanked Mr. Walker for his report and his work. He indicated he was looking forward to another good season. He indicated the discussion held during the meeting was good since the board was starting to look into the future for planning needs.

Commissioner Hollinshed urged fellow commissioners and staff to please make sure the citizens know about projects and information relevant to town. In response to a question regarding the Spouter Inn, Mr. Garner indicated the town was waiting the final decision from the county Fire Marshall.

Commissioner McDonald stated he felt the meeting was very good and hoped everyone would continue to look into the future and still move forward.

Mayor Newton indicated letters had been delivered to the fire departments and towns who helped with Spouter Inn fire. He continued by saying the board members and town staff needed to push out information regarding projects so everyone will have the correct information.

1.

Closed Session Pursuant to NCGS 143-318.11(a)(6) for the Permitted Purpose of Personnel

The Closed Session was removed from the agenda.

Adjourn

A motion was made to adjourn the meeting. The meeting adjourned at 6:00 pm.

Motion made by Commissioner Hagle.

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

Mayor Everette S. (Rett) Newton

Michele Davis, Town Clerk



Parking 2019

Parking in Downtown Beaufort

1



BACKGROUND INFORMATION

2

2019 Parking Goals

- Create a friendly environment for Beaufort residents and visitors
- Successfully manage the transition from contractor to in-house parking program
- Emphasize safety of customers, residents, staff, visitors and their vehicles
- Provide friendly and responsive customer service to residents and visitors

3

Considerations when Interpreting Parking Data

2017	2018	2019
<ul style="list-style-type: none"> • Season 5/26/17-9/5/17 • Monday-Sunday • 9am-6pm • 212 paid spaces 	<ul style="list-style-type: none"> • Season 6/1/18-9/10/18 • Monday-Sunday • 8am -8pm • 373 paid spaces • Managed by Lanier • Sold season and WBD passes 	<ul style="list-style-type: none"> • Season 5/20/19-9/2/19 • Monday-Sunday • 8am-5pm • 323 paid spaces • Managed in-house • Sold season, WBD, and weekly passes • Added golf cart spaces, didn't use church lot

4

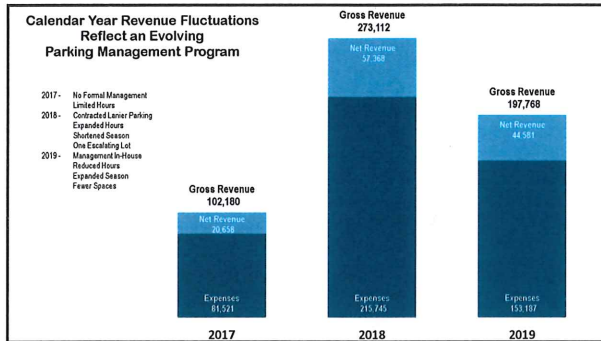


REVENUES

5

What were net revenues?

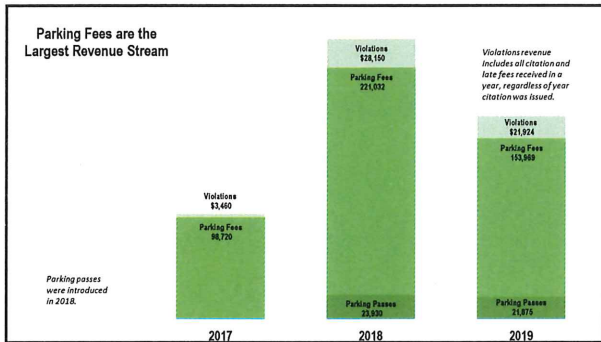
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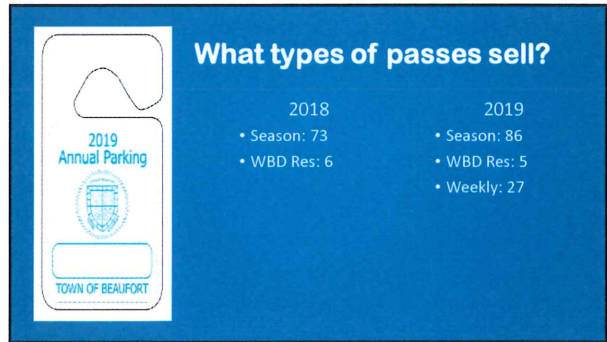
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How does revenue vary by channel?

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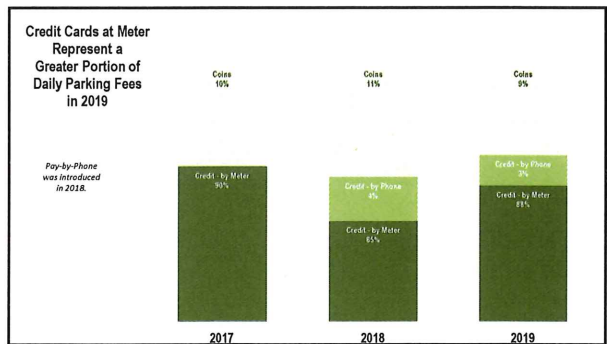
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10

How do people pay for parking?

11




12

How do violations affect revenue?

- Violations revenue includes all fines and late fees paid in a given calendar year, regardless of the year in which the citation was issued.
- 80% of 2018 citations were paid; outstanding revenue is \$17,071.
- 75% of 2019 citations were paid; outstanding revenue is \$11,472.
- On average, it takes 97 days for a citation to be paid in full.

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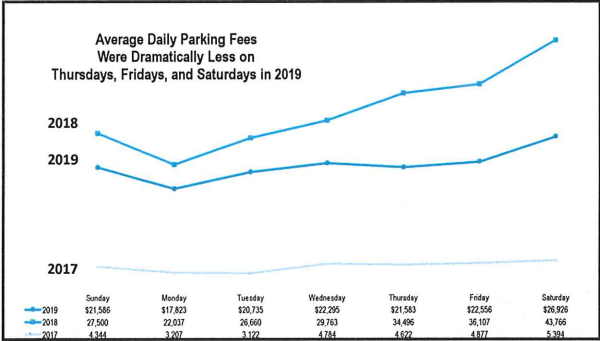


REVENUE PATTERNS

14

How do *actual* revenues vary by day?

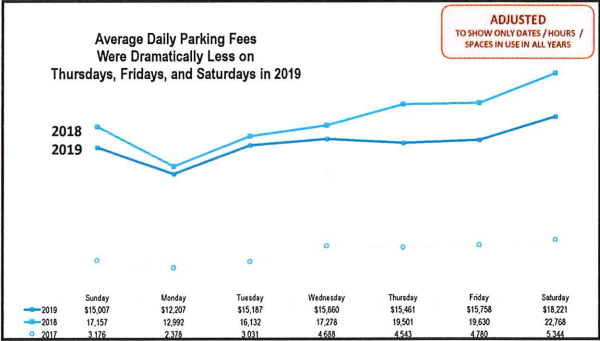
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16

How do *adjusted* revenues vary by day?

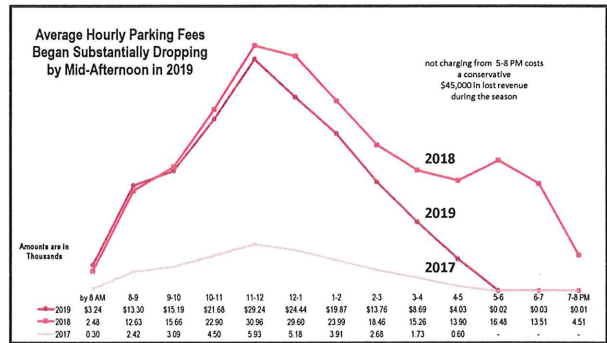
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18

How do *actual* revenues vary by hour?

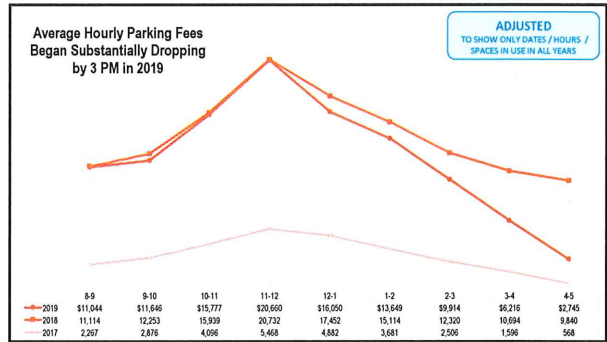
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20

How do *adjusted* revenues vary by hour?

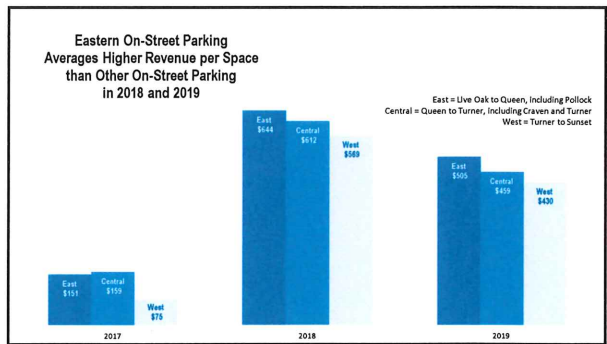
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22

How does actual revenue vary by on-street zone?

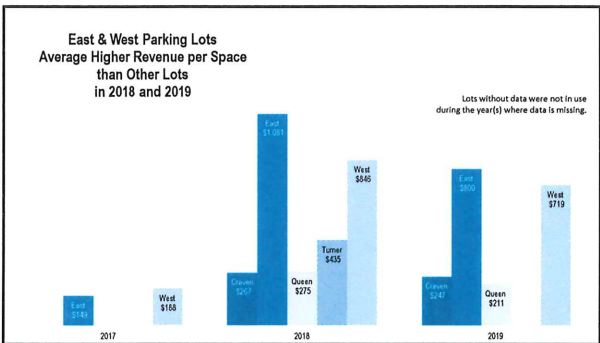
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24

How does actual revenue vary by parking lot?

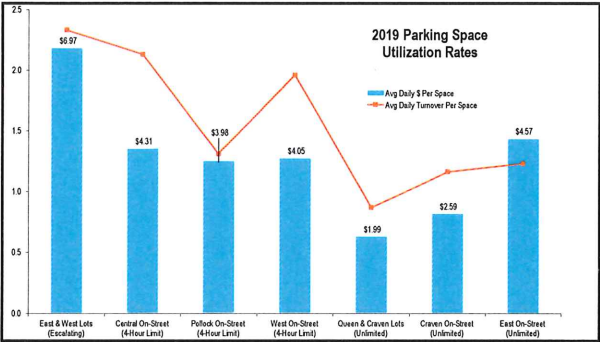
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26

How does turnover change by time limit?

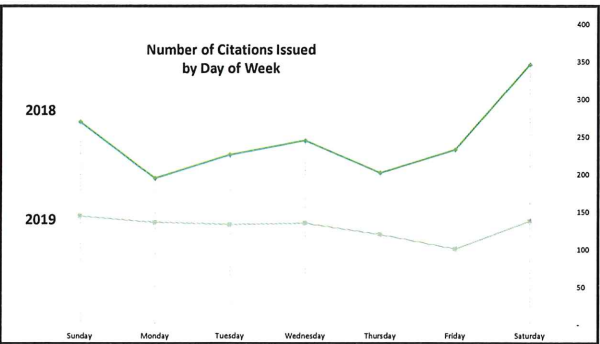
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28

How does enforcement vary by day of the week?

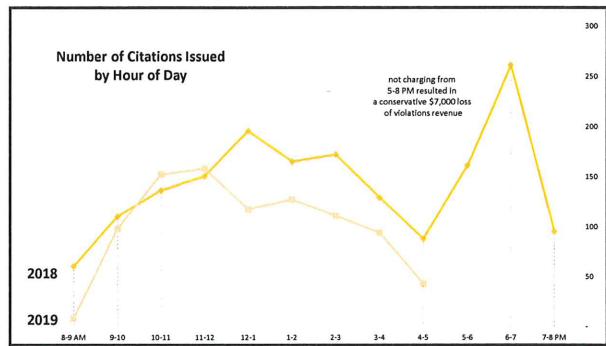
29




30

How does enforcement vary by hour of the day?

31



32



NEXT STEPS

33

Staff Does Not Recommend Any Policy Changes in 2020


Caveat: lost opportunity for additional revenue and management of scarce spaces for dinner visitors

34

Implications of Policy Changes

- New signs, etc.
- Implementation of operational changes
- Causes some confusion among those parking
- Difficult to make comparisons year over year
- Exponentially more difficult to analyze data and identify trends

35



QUESTIONS?

36



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

Call to Order

Mayor Newton called the meeting to order and asked all those in attendance to join him in the Pledge of Allegiance.

Roll Call

Town Clerk Davis called roll and declared a quorum present. She stated Commissioner McDonald was absent due to illness. Commissioner Hollinshed made a motion to excuse Commissioner McDonald. The vote was 4 to 0 in favor.

PRESENT

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

ABSENT

Commissioner Charles McDonald

Agenda Approval

A motion was made to approve the agenda as presented.

Motion made by Commissioner Hagle.

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

Calendar

Town Clerk Davis reviewed the calendar of events for February and March.

Project Update

Public Services Director/Town Engineer Greg Meshaw presented a power point presentation on projects.

In response to the presentation, Commissioner Hollinshed asked about the 100 block Turner Street project and the town's intention to work with the business owners. Mr. Meshaw indicated staff had received many good comments from the business owners and consideration was being given to all recommendations.

Commissioner Hagle indicated he appreciated all of the work done on the projects.

Commissioner Harker indicated she was also impressed by the work that had been completed and the progress of plans.

Commissioner Carter indicated she was glad to finally see projects getting completed.

1. Project Updates for Infrastructure and Randolph Johnson Park

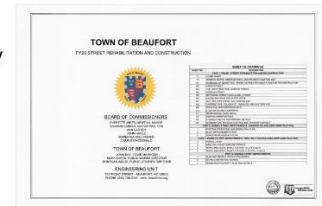
Project Updates



Town of Beaufort
February 10, 2020

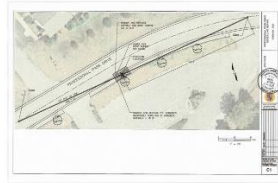
Street Rehabilitation & Construction

- Pre-Bid Meeting February 12th
- Bids due March 3rd
- Local Government Commission Approval April 7



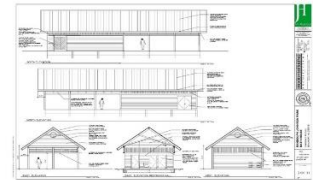
Professional Park Drive Sewer Repair

- Hole found via Television Inspection
- Replacing Section of Pipe
- Bids due February 20th



Randolph Johnson Park

- \$635,802 Contract Price
- February 27th Notice To Proceed
- July 9th Contractual Completion Date



Pedestrian Improvements

Randolph Johnson Park Access Improvements

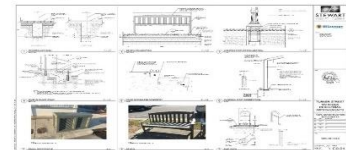
- FY20 Streets Project Sidewalk
 - Bid Pricing per Square Yard
- Starting Layout Plans/Sketches
 - In-House



Pedestrian Improvements

Turner Street 100 Block Street Improvements (West Side)

- Construction Drawings Complete
- Bid/Contract/Specification Documents Underway
 - In-House
 - February 14th Advertisement Goal
- Possible Revisions
 - Mid-Block ADA Crosswalk



Pedestrian Improvements

Live Oak Street – Campen Road Pedestrian Crossing

- Awaiting NCDOT
 - Crossing Funding Approved
 - Project on Hold
- Live Oak to Shopping Center
 - Plans at 25 Percent
 - NCDOT Termination Points Needed



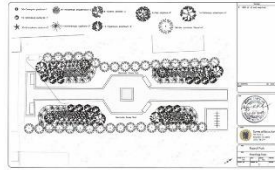
Cedar Street Park

- Construction Drawings Underway
 - Original Concept (with a few tweaks)
- Transfer of NCDOT Right-Of-Way Upcoming after:
 - Construction Drawings Complete
 - Street Resurfaced by NCDOT



Topsail Park

- Soil and Water Conservation District Grant – \$13,998 Award
- Bid/Contract Documents & Plans Complete
- Project Work Suspended
 - Demolition of Spouter Inn



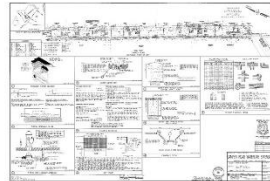
Cedar Street Water & Sewer Rehabilitation & Replacements

- TV Inspection of Sewers Complete
- 90% Design Review Meeting February 12th
- Intend to Coordinate Work with NCDOT Storm Pipe Replacement Project

LINE NO.	LINE TYPE	LINE SIZE	LINE MATERIAL	LINE DEPTH	LINE LENGTH	LINE STATUS	LINE NOTES	LINE DATE
1	SEWER	12"	CLAY	4'	100'	REPLACE	REPLACE WITH 12" CLAY	2/12/18
2	SEWER	12"	CLAY	4'	100'	REPLACE	REPLACE WITH 12" CLAY	2/12/18
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41	SEWER	12"	CLAY	4'	100'	REPLACE	REPLACE WITH 12" CLAY	2/12/18
42	SEWER	12"	CLAY	4'	100'	REPLACE	REPLACE WITH 12" CLAY	2/12/18
43	SEWER	12"	CLAY	4'	100'	REPLACE	REPLACE WITH 12" CLAY	2/12/18
44	SEWER	12"	CLAY	4'	100'	REPLACE	REPLACE WITH 12" CLAY	2/12/18
45	SEWER	12"	CLAY	4'	100'	REPLACE	REPLACE WITH 12" CLAY	2/12/18
46	SEWER	12"	CLAY	4'	100'	REPLACE	REPLACE WITH 12" CLAY	2/12/18
47	SEWER	12"	CLAY	4'	100'	REPLACE	REPLACE WITH 12" CLAY	2/12/18
48	SEWER	12"	CLAY	4'	100'	REPLACE	REPLACE WITH 12" CLAY	2/12/18
49	SEWER	12"	CLAY	4'	100'	REPLACE	REPLACE WITH 12" CLAY	2/12/18
50	SEWER	12"	CLAY	4'	100'	REPLACE	REPLACE WITH 12" CLAY	2/12/18

Campen Road Waterline Extension

- Replace 2-Inch Line with 6-Inch Line
 - Carraway Drive to Eastport Apartments
- Plans Complete
- Permits In Hand
- Bid/Contract/Specification Document Needed
- April/May Bid Advertisement



Public Comment

Jannine Facciola, Winding Wood Way, spoke about the need for spaces around town for artists to work and the importance of keeping options open for businesspeople. She spoke about one possible location being 400 Pollock Street and preservation. She asked the commissioners to please consider movement toward growth and not just change.

Presentations

1. Introduction of New Employees

Police Chief Paul Burdette introduced Lieutenant Joel Marion.

Fire Chief Tony Ray introduced Firefighters James Graham and Michael Linz.

Manager Report

Town Manager Day reported NCDOT projects in the district that have been approved such as the Round-a-bout at Hwy 101 and Live Oak have all been pushed out for a year. The right of way acquisition for the Hwy 101 and Live Oak project has been put on hold until further notice.

The Cedar Street project should have started last fall; although still funded, the funding is not available and is unknown when it will be. Currently, NCDOT does not know when any projects will be scheduled.

Mr. Day indicated that NCDOT had originally agreed to resurface the section of road closest to Cedar Street Park, but the confirmation of the resurfacing happening is not known at this time. He indicated he is reluctant to hold up the project at this time.

Items of Consent

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

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

Beaufort Middle School Breezeway Resolution

WHEREAS, our schools are vital to the health and prosperity of our community; and

WHEREAS, families move to Carteret County specifically because of our great schools; and

WHEREAS, there is clear return on investment in schools; and

WHEREAS, the dedicated people of our school system have been on the front lines of identifying significant needs of students, faculty, staff, and their families on a daily basis, but even more so after recent Hurricanes Florence and Dorian; and

1.

WHEREAS, our school buildings require constant maintenance, sustainment, and improvements; and

WHEREAS, Beaufort Middle School, for years, urgently needed an enclosed breezeway between separated buildings to enhance safety and security, and to greatly reduce distractions for classes as teachers have to constantly monitor the current doors; and

WHEREAS, to date, this safety and security concern has not been addressed.

Now, **THEREFORE BE IT RESOLVED, THE BOARD OF COMMISSIONERS OF THE TOWN OF BEAUFORT** requests the Carteret County Board of Education and Board of Commissioners allocate appropriate resources to address this specific safety and security need at Beaufort Middle School as soon as possible.

ADOPTED, this the 10th day of February, 2020.

1. Draft minutes of the January 13, 2020 Regular Monthly Meeting
2. Correction to Pay Plan – Engineering Intern
3. Resolution Supporting Beaufort Middle School Breezeway
4. Code Enforcement/Budget Amendment - 400 Pollock Street

Items for Discussion and Consideration

1. Capital Reserve Fund Amendment #1

Finance Director Wood indicated the amendment was for the Capital Reserve Fund to move monies to the Utility Fund operating budget to take care of the hole and placement of piping mentioned in Town Engineer Meshaw's presentation.

A motion was made to approve the amendment.

Motion made by Commissioner Hagle.

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

2. FY 20 Budget Amendment #5

Finance Director Wood indicated this budget amendment was to receive the \$30K for the repair project noted in the CRF Amendment #1 and allocating funds for costs incurred from Hurricane Dorian. She indicated a reimbursement would be turned into FEMA. She also indicated there was as the need to receive funds totaling \$21,000 into the General Fund from the sale of equipment.

A motion was made to approve Budget Amendment #5.

Motion made by Commissioner Hollinshed.

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

3. Application for USDA Financing/Grants for Utilities Improvements – Contract with Rivers and Associates

Town Manager Day indicated this was for a new project other than the ones discussed by Town Engineer Greg Meshaw. Mr. Day reported this project included streets that need utility work prior to resurfacing. He stated town staff had been discussing loans through USDA . He indicated Rivers and Associates, Inc. had provided contracts for consideration to help with the submittal process of the application for USDA grants and loans.

Commissioner Hagle indicated the USDA funds were only for the utilities and not the resurfacing of the streets. Town Manager Day confirmed this for the commissioners. He indicated the funding for the street resurfacing could be done by USDA funding or commercial loan depending on the interest rates available at the time. Commissioner Hagle indicated the time line was two years away by going this route rather than doing it in house which would increase the time approximately another year. 1.

Mayor Newton indicated for clarification purposes this is for work different from the six lane miles Town Engineer Meshaw spoke about previously.

Commissioner Carter asked if it would be two years before bids went out and the receipt of grant funding. Mark Garner with Rivers and Associates, Inc. reported it would be about two years until the bids are received. Mr. Garner stated the town should know in eight to twelve months what type of financing will be available through USDA and then the design phase will take approximately one year. Mr. Garner indicated at that point in time the bids will go out resulting in about 36 months before the dirt will go back in the hole.

Commissioner Carter asked if it would be to any advantage for the town to not go with the USDA funding. Mr. Garner indicated the USDA had indicated the town would receive significant funding for the sewer project and some funding for the water project. Mr. Garner indicated the town could be looking at 3 to 6 million dollars in grant funding. Commissioner Carter asked if the situation of the repair needs could possibly worsen prior to the beginning of the project. Mr. Garner indicated he did not believe there would be any great changes.

A discussion of expenses incurred before the actual project beginning was held. It was confirmed for all of the board members that any costs to make repairs to items listed in the scope of the project would be cash flowed by the town and then added into the financing documents for reimbursement.

A motion was made to approve the contracts.

Motion made by Commissioner Hagle.

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

Commission / Board Comments

Commissioner Hagle indicated it was great to see the new employees in the Fire and Police Departments. He also stated he was encouraged to see the progress being made on the streets, utilities and parks. He thanked the board for being supportive of the Board of Education regarding the resolution for Beaufort Middle School. Commissioner Hagle also offered thanks to the HPC for their work done during the approval of the Cedar Street parking lot for the hotel. For his safety message, he encouraged everyone to be aware of their surroundings when driving.

Commissioner Hollinshed reported the paid parking will be the same for downtown as it was for the past year. She asked for the delineation of spaces on Cedar Street to help increase the number of available spaces. She also asked for consideration to be given for the long-term storage of cars and boats on the streets. Commissioner Hollinshed indicated she appreciated the airport limiting flyovers of the Historic District with the exception of emergencies. She also asked for the town staff and board to consider regulations for VRBO properties.

Commissioner Harker thanked the staff for the work done to get the Town of Beaufort to this point. She thanked Rachel Johnson for getting the Citizen Academy together. She also thanked the Mayor for the resolution supporting school safety. Commissioner Harker indicated she was looking forward to the completion of the Randolph Johnson Park and improvements. She concluded by saying February is Black History month and she is having short videos on Facebook during the month.

Commissioner Carter welcomed the new staff members to the town.

Mayor Newton indicated incremental progress was made for the community on all of the projects.

Adjourn

1.

A motion was made to adjourn the meeting. The meeting adjourned at 7:00 pm.

Motion made by Commissioner Harker.

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

Mayor Everette S. (Rett) Newton

Michele Davis, Town Clerk



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 Commissioner Work Session Meeting 4:00 PM Monday, February 24, 2020 - Town Hall Conference Room, 701 Front Street, Beaufort Minutes

Call to Order

Mayor Newton called the meeting to order.

Roll Call

Town Clerk Davis called the meeting to order and declared a quorum present.

Agenda Approval

Mayor Newton asked for an item to be added to the agenda. The item 5 #13 is the Draft Resolution for Gallants Channel.

A motion was made to approve the amendment of the agenda.

Motion made by Commissioner Hollinshed.

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

Public Comment

No public comments were made.

Items for Discussion and Consideration

1 Sewer Plant Odor Control – Preston Development

Mr. Blackley provided an update on the Preston Development project. He indicated the project currently had 104 units built. He indicated future development plans were in the finalization phase for submittal to the town for approval. Mr. Blackley reported plans were being developed to construct more affordable housing on the western side of the property.

Mr. Blackley additionally asked for the town to consider allowing Preston Development to build the 8.5-acre infiltration pond in Beaufort Village. He asked for permission to build the pond at

the developer's expense of approximately \$85,000 in order to receive fill material for use in d areas of the development. McKim & Creed originally designed the infiltration pond.

1.

Mr. Baldwin of McKim & Creed indicated there was a strong odor that is impacted the marketability of the homes when there is a strong west wind. He indicated the proposal was to install an odor scrubber in the general vicinity of the administration building. He indicated the major problem was the in-fluent pump station to which all of the sewer lines in Beaufort flow. He indicated the scrubber was a large cylindrical building 10 feet wide and is operated manually when needed. The building contains two medias to remove the gases released as odor. Mr. Baldwin reported the media lifespan is approximately 5 to 8 years or longer depending on how often the fans are used or needed. The replacement costs for the media is approximately \$50,000. There are no chemicals involved in the scrubber and the product converts to a water-based compound thus being sent down into the wet well.

Commissioner Carter asked about the disposition of filters used. Mr. Baldwin reported the filters were typically not a problem and could be placed in the landfill.

Commissioner McDonald asked about the costs involved other than the replacement of filters. Mr. Baldwin indicated the cost would be electrical to run the fan and the fan replacement when needed. Mr. Baldwin indicated the cost to construct the odor scrubber was approximately \$235K to \$250K. In response to a question from Commissioner McDonald, Mr. Baldwin indicated there would not need to be any physical expansion of the scrubber as the plant increased the amount of wastewater processing.

Commissioner McDonald asked how the engineers had determined the best equipment for the issue. Mr. Baldwin indicated since the need for the scrubber was seasonal or intermittent this proposal was the best one since it was operated by manually switching the scrubber on and off. Mr. Baldwin also informed the members of the board other municipalities and authorities using the same type of equipment were Clayton, Charlotte and Orange Water and Sewer Authority (OWASA).

Mayor Newton asked Mr. Blackley to please consider a process for the need to run the odor scrubber instead of having every resident in the neighborhood call the Wastewater Treatment Plant.

In response to questions of capacity and whether or not another piece of equipment may be required, Mr. Blackley and Mr. Baldwin reported the size of the scrubber was appropriate for the wastewater plant at capacity. Mr. Baldwin indicated the larger amount of flow into the plant, the quicker the processing with less time for gas buildup.

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

Mr. Blackley indicated he would like to get the approval from the board on the construction of the infiltration pond so he could use the dirt from the pond. Mr. Blackley indicated he would like the decision for the odor scrubber and infiltration pond to be done simultaneously.

2 Draft minutes of the January 29, 2020 Work Session and the February 10, 2020 Regular Meeting

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

3 Appointment to the Historic Preservation Commission

Town Clerk Davis indicated two applications had been received but only one was eligible for consideration. Ms. Davis indicated the application from Barbara Francis-Heckman was valid for consideration.

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

4 Capital Reserve Fund Amendment #2

Finance Director Christi Wood indicated the Capital Reserve Fund amendment was for the contract approved with Rivers and Associates, Inc. for the work on the USDA application process. Ms. Wood indicated the funds would cover the cost of the utility repairs line item.

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

1.

5 FY 20 Budget Amendment #7

Finance Director Wood reported the budget amendment is to receive the transfer from the Capital Reserve Fund into the Utility Fund and to also appropriate \$1M dollars from Fund Balance for the repayment of the loan that was borrowed as a result of Hurricane Florence.

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

6 January Financial Report

Ms. Wood reported we had received the December and January collection numbers from the County for ad valorem taxes.

Commissioner Carter asked about the Z Smith Reynolds and how that was going. Town Manager Day indicated the town only manages the funds which are separate from the town's business. He indicated the auditors have worked with Ms. Wood on setting up an entirely different account.

7 Historic Beaufort Road Race

Events Coordinator Rachel Johnson reported the request was the same as it had been in previous years. The Police Chief and Fire Chief have both been vetted for information and approval of the event. Chief Ray indicated the Fire Department would be more involved in the event this year.

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

8 Wooden Boat Show

Ms. Johnson reported the Wooden Boat Show organizers are asking for the same set up as in previous years with the street closure, 300 block of Front Street, from 6 am to 8 pm.

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

9 Pirate Invasion

Ms. Johnson reported the Pirate Invasion will be held on August 6 - 10, 2020. They have asked for the closure of Front Street beginning at the Town Hall parking lot to Craven Street moving their large tent to the east parking lot. In response to a question from Commissioner Hagle, Ms. Johnson indicated the road closure would be Friday, Saturday and Sunday. The closure is a total of 75 parking spaces for the event. The alternate plan is to ask for the closure of the west parking lot and a closure of Front Street from the parking area at town hall to Queen Street. Ms. Johnson indicated that closure posed some challenges for people/vehicles since Queen Street is one-way.

Commissioner Harker asked for Ms. Johnson have the event organizers to please talk with the business owners. Commissioner Carter also asked for the National Park Service (NPS) to be consulted since parking for the ferry services will be impacted. Ms. Johnson indicated the NPS has always had a good working relationship with the event organizers.

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

10 Lion's Club Bridge Run

Ms. Johnson reported the annual 5K for the Lions Club request was to use the same route as last year and running across the new bridge. She indicated the Lions Club and the Farmers Market organizers worked well with each other.

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

11 Crystal Coast Half Booty Triathlon

Ms. Johnson reported the request was for the closure of Middle Lane for the finish lane from 6 am to 8 pm the day of the race. The running part will be in Beaufort with the biking being through

Morehead City and Newport. The swimming portion will begin at the Gallants Channel site with biking starting and ending at the same location.

1.

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

12 Request to NCDOT to Lower Speed Limit on Turner and Cedar Streets

Town Manager Day reported the NC Department of Transportation (NCDOT) assessed the request for the reduction of the speed limit on Turner Street and Cedar Street. He indicated the request was not approved to lower the speed limit below 35. The decision for Cedar Street was to set the speed limit to 30 miles per hour. Town Manager Day was asked to talk with them about the reduction of speed on Front Street and to also consider the reduction of speed to 25 on Cedar Street from Turner Street west to the new hotel location.

Commissioner Hollinshed asked for consideration to please be given to putting up signs at the intersection of Highway 101 and Highway 70. Mr. Day indicated that could be an option.

Item for Discussion and Consideration

13. Gallants Channel Resolution

Mayor Newton provided an updated resolution for the board to consider for approval at the next meeting. The board members placed the item on the agenda under Items of Consent.

Commission / Board Comments

Commissioner Harker thanked the Mayor and for putting Beaufort on the map regarding the Marine Debris project. She also thanked Fire Chief Ray and his staff for the compassion shown to Mr. Coffey and his family in his time of need.

Commissioner Hagle indicated it would be a busy summer again with all of the activities. He thanked the staff for the work they are doing for the retreat later in the week.

Commissioner Hollinshed indicated she believed Karl Blackley showed the town how important it was to have partnerships here in town.

Commissioner Carter echoed Commissioner Hollinshed's comments regarding partnerships.

Commissioner McDonald was also in agreement. He did ask for the board to consider looking at all options before making a full commitment.

Mayor Newton stated he was impressed with how the town staff takes care of each other in times of need.

Closed Session

Mayor Newton asked for a motion to enter Closed Session Pursuant to NCGS 143-38.11(a)(6) for the permitted purpose of Personnel.

Commissioner Hagle made the motion with the vote being unanimous.

After all discussion was held, being no further business to discuss, Commissioner Harker made a motion to return to Open Session. The vote was unanimous.

Adjourn

Mayor Everette S. (Rett) Newton

Michele Davis, Town Clerk



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, March 9, 2020 – Train Depot, 614 Broad Street, Beaufort, NC

AGENDA CATEGORY: Items of Consent
SUBJECT: Resolution Supporting the Maritime Heritage Foundation at Gallants Channel

BRIEF SUMMARY:

Resolution to support the efforts for the Maritime Heritage Foundation for Gallants Channel

REQUESTED ACTION:

Approval of Resolution Supporting the Maritime Heritage Foundation at Gallants Channel

EXPECTED LENGTH OF PRESENTATION:

5 minutes

SUBMITTED BY:

Mayor Everette S. "Rett" Newton

BUDGET AMENDMENT REQUIRED:

None



Resolution Supporting The Maritime Heritage Foundation

WHEREAS, The Maritime Heritage Foundation of Beaufort, NC was established to greatly expand the facilities and capabilities on a beautiful 31-acre property along Gallants Channel; and

WHEREAS, the location is already a great asset to the Town of Beaufort with docks, marina, living shoreline, nature trail, junior sailing, and a strong partnership with the adjacent Bonehenge Whale Center; and

WHEREAS, the location has already hosted successful large-scale events in our community to include the Beaufort Music Festival and an Ironman triathlon; and

WHEREAS, the Foundation is fund-raising for a 4,000 square foot Maritime Center and preparation for a 80,000 square foot North Carolina Maritime Museum expansion; and

WHEREAS, the tireless efforts of the Foundation are clearly in line with Town goals to improve the health and prosperity of our community; and

WHEREAS, the site and Foundation are well-postured to partner with the spectacular marine science capabilities in Carteret County and surrounding areas to expand and lead research on climate change and water quality;

Now, THEREFORE BE IT RESOLVED, THE BOARD OF COMMISSIONERS OF THE TOWN OF BEAUFORT supports the efforts of the Maritime Heritage Foundation as they continue this important work that will greatly strengthen our community and eastern North Carolina.

ADOPTED, this the 9th day of March, 2020.

Everette S. "Rett" Newton, Mayor

Attest:

Michele Davis, Town Clerk



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, March 9, 2020 – Train Depot, 614 Broad Street, Beaufort, NC**

AGENDA CATEGORY: Items for Discussion and Consideration
SUBJECT: Sewer Plant Odor Control – Preston Development

BRIEF SUMMARY:

Karl Blackley, of Preston Development, has requested the Board to authorize the installation of odor control measures at the sewer plant at the expense of Preston Development (approximately \$250,000).

If the Board approves Mr. Blackley’s request, then the Town would be responsible for maintenance of the equipment, which includes the replacement of filter media every five to ten years at a cost of approximately \$50,000.

Mr. Blackley has also requested that the town allow Preston Development to excavate fill material from property previously donated to the Town by Blue Treasure LLC. This property was donated with the intended purpose of serving as a high infiltration rate settling basin for the sewer plant. Preston development has offered to construct the basin after the fill material has been removed.

REQUESTED ACTION:

Consider Mr. Blackley’s request.

EXPECTED LENGTH OF PRESENTATION:

10 minutes

SUBMITTED BY:

John Day, Town Manager

BUDGET AMENDMENT REQUIRED:

No



Town of Beaufort, NC

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252-728-2141 - 252-728-3982 fax - www.beaufortnc.org

**Town of Beaufort Board of Commissioners Regular Meeting
6:00 pm, Monday, March 9, 2020 – Train Depot, 614 Broad Street, Beaufort, NC**

AGENDA CATEGORY: Items for Discussion and Consideration
SUBJECT: Appointment to the Historic Preservation Commission

BRIEF SUMMARY:

There is one vacancy for an unexpired term on the Historic Preservation Commission. The term will expire on January 31, 2021.

REQUESTED ACTION:

Appointment to Historic Preservation Commission to fill one unexpired term ending January 31, 2021.

EXPECTED LENGTH OF PRESENTATION:

10 minutes

SUBMITTED BY:

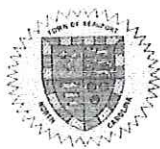
Michele Davis, Town Clerk/HR Officer

BUDGET AMENDMENT REQUIRED:

No

RECEIVED
1.24.2020

2.



TOWN OF BEAUFORT APPLICATION FOR VOLUNTEER BOARD

Name: Dr. Barbara Francis-Heckman

Address: 1713 Lennoxville Rd

Telephone: (252) 732-4938 Email: heckmanbl@gmail.com

Employer: Beaufort Pet Provisions Occupation: Owner

Board, Committee, or Commission Interested In (please check all that apply):

- Planning Board Board of Adjustment Historic Preservation Commission
- Airport Authority Oceanview Cemetery Parks & Recreation
- Other: _____

NEW APPOINTMENT **REAPPOINTMENT**

Please outline or attach your qualifications (including education, employment history and any special skills) you are applying for and how you feel you would contribute to the board, committee, or commission that you are applying:

Preserving historical Beaufort is essential. Nancy and I came here because this community has such a rich history with caring people committed to maintaining its vital elements that make it unique.

Nancy's passion for history exemplified our family's values. Her sudden death leaves an emptiness ~ in our hearts and in her work. She and I have been a team for almost 30 years. I stood by her through all her work ~ from building our earlier home to her community engagement here in Beaufort. I am very interested and motivated to fill her remaining term on the Historic Preservation Commission. I believe my skills and education are such that I'd add value to the commission's work.

Have you ever served on a Board, Committee, or Commission in Beaufort or elsewhere?

YES NO

If yes, please state the name of the Board, Committee, or Commission:

Snart Start (Partnership for Children in 4 local counties), CCA Policy Council, Jr. Sailing, BWSC

If this is a reappointment, please list the number of meetings attended during the last 12 months: _____.

Do you attend regular town meetings? YES NO

I understand this application is a public record and I certify that the facts contained in this application are true and correct to the best of my knowledge. The form will remain on file in the office of the Town Clerk and requests for updates may be sought prior to any consideration for reappointment (or future appointment) to any board, committee, or commission.

Print Name: Dr. Barbara Francis-Heckman Date: 1/16/20

Signature: 

Date received _____ Received by: _____ Date Reviewed by BOC: _____

Dr. Barbara Francis-Heckman
1713 Lennoxville Road
Beaufort, NC 28516
heckmanbl@gmail.com
252-732-4938 (cell)

2.

EDUCATION

North Carolina State University, Raleigh, NC – Doctor of Education, Higher Education Administration.
Honors: Phi Kappa Phi, May 2008.

Union Presbyterian Seminary, Richmond, VA – Master of Arts, Christian Education, May 1985

Westminster College, New Wilmington, PA – Bachelor of Arts, Christian Education, May 1981.

DISSERTATION RESEARCH

Co-journeying: Fostering Student Faith Development in College

As a qualitative case study, this research explored student, faculty, and administrator views of college activities and faith development processes at two Protestant-related colleges. Literature review included historical analysis of Church/College development in America and theories of student development. Emergent research revealed a concept of co-journeying for fostering development: exposure to safe, supportive environments, rich with opportunities for students who are open to growth and who actively seek out and engage in exploration.

CAREER SUMMARY

Leader who inspires and motivates team members and program participants to engage in activities that advances organizational mission and individual interests. As a leader, I have created new programs, leveraging community and agency resources designed to meet emerging or unmet needs. Successes include programs for children, youth outreach programs, senior citizen programs, emergency foster care, transitional housing for women with children, aftercare for troubled youth, recreational outreach, parent-led support groups and case management services.

An administrator who assumes accountability and responsibility for risk assessment, fiscal oversight, compliance, quality assurance and complete programmatic administration including program design, development, implementation, and assessment. These activities include supervision of staff, compliance with funding authorities, management of operational expenses, procurement of grant revenues and partnership building.

Teacher who integrates a variety of methodologies into training workshops and classroom environments designed to meet the educational needs of learners. As a teacher, integrate web-based and social media outlets into the course design. Methods include use of video conferencing, discussion boards, hand-on experiential learning activities, on-line chat, blogs, on-line quizzes, as well as more traditional classroom presentations based on the use of Microsoft Office Software, document writers and projectors.

TEACHING EXPERIENCE

College course instruction includes course development for traditional and non-traditional students, teaching Old Testament, New Testament, World Religions, Public Speaking and a college introduction program. Instruction includes seated classes and on-line learning environments using either Blackboard or Moodle web-based software

Craven Community College, New Bern & MCAS Cherry Point, NC *08/2008 to 2013*

Adjunct, Instructor of Religion

Mount Olive College, Multiple Sites in NC *08/2003 to 2013*

Adjunct, Instructor of Religion

Louisburg College, Louisburg, NC *03/1999 – 08/2002*

Instructor of Religion, Part-time

North Carolina State University, Raleigh, NC *01/1999 – 5/2000*

Graduate Teaching Assistant, Higher Education Administration

WORK EXPERIENCE***Beaufort Pet Provisions******04/2014 to Present***

President and Chief Executive Officer

Founder of family owned and operated pet food and supply store in Historic Beaufort. This business is based on four guiding principles, from which decisions are based: health, safety, education and community. Responsibilities include general operations, marketing, sales, inventory, merchandising, staffing and financial activities of store. Community involvement includes fundraising activities for local groups such as Austin Veterinary Outreach and Rescue, Beaufort Community Cats, and Leader Dog.

Coastal Community Action, Inc., Newport, NC***11/2004 to 04/2014***

Family and Community Partnership Manager

Ensured compliance and regulatory oversight for a multimillion dollar, federally-funded division related to eligibility, recruitment, selection, enrollment and attendance [ERSEA] for Head Start and Early Head Start children. Program spans four counties and includes nine sites within eastern North Carolina. All work was found fully compliant with federal standards during triennial federal reviews.

Brokered new and maintained existing partnerships with community agencies, county and state government programs, and medical providers to enhance program options by securing new revenue sources, creating program linkages and developing new collaborative enterprises. Successes include aligning Head Start with the state's pre-kindergarten initiative resulting in \$750,000 dollars in additional resources.

Trained program staff through small group instruction (up to 15 members), large groups (50-175 members) or video conferencing (up to four remote sites) on family service components or data-base maintenance/processes. Topics include effective communication, internal policies and procedures, customer service, goal setting, records management, family services, poverty simulations and ERSEA.

Senior member of multidisciplinary team that coached and mentored junior team members in their roles and responsibilities; work included daily operations, long-range planning, annual goal setting, and assessment. As a project leader and initiator, I led the team in creating a system for requesting and tracking programmatic support within and across area components.

Volunteer Families for Children of NC, Raleigh, NC***01/1999 - 10/2004***

Executive Director

Directed daily operations of a private, not-for-profit service agency that specialized in short-term and emergency foster care. Organization was based in Raleigh with operations extending in 14 different counties strategically located throughout the state.

Supervised management and administrative support staff with an employee base of 18 social workers. Created employee performance review procedures and staff development processes. Established employee training model for peer mentoring, incorporating reflective supervision and coaching.

Devised marketing strategies for fund development and program awareness. Donor based broadened through targeted mail campaign. Individual commitments secured through direct appeals. Program visibility increased through advertisements, speakers' bureau, and participating in or hosting community events. Created ancillary literature such as agency brochures and event fliers. Secured public service announcements for events and media coverage for program developments.

Bethlehem Community Center, Richmond, VA***06/1991 - 01/1998***

Executive Director

Directed operations of a United Methodist affiliated, multi-service agency that included three sites with four Program Directors, 18 full time and 26 part time employees, and a volunteer base of over 50 adults. Programs included: Child Care, Adult Day Care, Senior Center, Youth Outreach, Food Pantry, and Transitional Housing.

Established accounting practices and compliance with OMB circular and grant authorities. Crafted fiscal policies and procedures, established internal controls and balanced budget. Increased agency revenue by 50% over a three-year period through standardization of internal controls and solicitation of new and increased levels of funding.

Spearheaded and managed merger of two non-profit corporations; maximizing funding base, enhancing service delivery, implementing new organizational structure, and marketing to constituency. Maximized resources through leveraging grants and matching funds, including diversifying resources to strengthen organizational operation.

Active community leader within collaborative projects such as creating a neighborhood alliance for economic development of low-income, minority neighborhoods and spearheading a non-profit network to advance technology resources for agencies working with low-income families.

St. Joseph's Villa, Richmond, VA

06/1983 - 05/1991

Program Director 12/89 – 5/91

Managed project activities, completed monthly statistical and progress reports, developed and maintained department budget, scheduled, supervised and trained employees and volunteers, coordinated space utilization.

Researched and identified perspective organizations for ownership of Senior Adult Services and coordinated the transfer to identified organization.

Created scheduling system for recreation facility as a cost saving measure by minimizing personnel requirements.

Researched models of After Care Services, tailoring and authoring a recommendation appropriate for incorporation into the Residential Services Department.

Assistant Program Director 5/89-12/89

Assisted the program director in the development and delivery of overall program, to include the direction and management of the Family Nutrition Program and Senior Center activities for older adults. Programming included trips, arts and crafts, educational seminars and social activities.

Program Aide – Part Time 5/83 – 1/84 and 6/85 – 5/89

Implemented activities providing direct service to clients; assisted in scheduling and transportation requirements, increased level of senior adult involvement, encouraging leadership in adult-led activities.

Designed and implemented activities for hyperactive children, minimizing classroom disruptions, and provided outstanding leadership to peers for summer day camp activities.

Relief Child Care Worker – Hourly 9/84 – 7/85 and Child Care Worker, FT 1/84 – 9/84

Provided shift coverage for residential treatment facility for troubled adolescents, to include counseling/training in life skills development, managing daily activities and monthly progress reports. Assisted in the development of new shift structure, reducing total hours of excess coverage.

PROFESSIONAL AND COMMUNITY ACTIVITIES

- Volunteer and member of Friends of Beaufort Maritime Museum
- Leadership Carteret, March 2008.
- NC Empowerment Skills for Leaders Credential, May 2007, Duke University.
- Stephen Covey's Seven Habits of Highly Effective People Leadership Series.
- Poverty Simulation Trainer
- Past Board member for Craven Smart Start and Jones County Partnership for Children; NC Pre-K Task Force member for Craven County, Carteret County, and Pamlico County.

OTHER PUBLICATIONS AND PRESENTATIONS

Department of Adult and Higher Education 2008 Annual Research Poster Session, Co-journeying: Fostering Student Faith Development in College.

“Spirituality in the Work Place”, Children and Family Services Association of NC, 2004 Spring Conference.

“Intergenerational Program Thrusts and Planning” Boone Beard Gerontological Center 1995 Spring Conference.

Co-authored “What’s Shaking up the Church,” Program Booklet of Celebrate: A curriculum of the PCUSA.



TOWN OF BEAUFORT APPLICATION FOR VOLUNTEER BOARD

Name: Kathy Davis, Dale Davis

Address: 133 Piver Road, Beaufort, NC 28516

Telephone: 607-377-6174 Email: Kathydavis579@gmail.com

Employer: Currently looking Occupation: _____

Board, Committee, or Commission Interested In (please check all that apply):

- Planning Board Board of Adjustment Historic Preservation Commission
- Airport Authority Oceanview Cemetery Parks & Recreation
- Other: Any Board that I am needed

NEW APPOINTMENT **REAPPOINTMENT**

Please outline or attach your qualifications (including education, employment history and any special skills) you are applying for and how you feel you would contribute to the board, committee, or commission that you are applying:

My husband and I have just relocated from Upstate NY to beautiful Beaufort. I am currently looking for employment. I have a Bachelor's Degree in General Studies and a minor in Human Services. I have a Master's certificate in Training for Trainers. I had a home-based baking business in NY and my specialty is cupcakes and my mom's Italian Cookies. My husband is newly retired from Corning Inc. and very handy. He is a 20 year Marine Corp. Veteran.

I could contribute to any clerical, bookkeeping, collections, crafty, baking, planning, organizing that you may need. My husband is very handy and mechanically smart and can work and fix almost anything.

We are very excited to be part of Beaufort and would love to become involved in any place that we are needed.

Have you ever served on a Board, Committee, or Commission in Beaufort or elsewhere?

YES NO

If yes, please state the name of the Board, Committee, or Commission:
Organized and ran Project Graduation

If this is a reappointment, please list the number of meetings attended during the last 12 months: _____.

Do you attend regular town meetings? YES NO

I understand this application is a public record and I certify that the facts contained in this application are true and correct to the best of my knowledge. The form will remain on file in the office of the Town Clerk and requests for updates may be sought prior to any consideration for reappointment (or future appointment) to any board, committee, or commission.

Print Name: Kathy Davis Date: 11/16/2020

Signature: Kathy Davis

Date received _____ Received by: _____ Date Reviewed by BOC: _____



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, March 9, 2020 – Train Depot, 614 Broad Street, Beaufort, NC**

AGENDA CATEGORY: Items for Discussion and Consideration
SUBJECT: Request to NCDOT to Lower Speed Limit on Turner and Cedar Streets

BRIEF SUMMARY:

At its December, 2019 Regular Meeting, the Board adopted a resolution requesting that NCDOT lower the speed limit on Turner and Cedar Streets to 25mph.

Notice was received from NCDOT that its review concluded that the appropriate speed limit on Turner Street north of Cedar Street is 35 mph, and that Cedar Street should be reduced from 35 mph to 30 mph.

An email from NCDOT is attached, as well as a municipal certification permitting the lowering of the speed limit on Cedar Street to 30 mph.

REQUESTED ACTION:

Approve municipal certification.

EXPECTED LENGTH OF PRESENTATION:

5 minutes

SUBMITTED BY:

John Day, Town Manager

BUDGET AMENDMENT REQUIRED:

No

John Day

From: Hamilton, Steven J <shamilton@ncdot.gov>
Sent: Monday, February 3, 2020 5:25 PM
To: John Day
Cc: Hunter, Robert P; Cabaniss, Jeffrey D; Evans, James F
Subject: Request for lower speed limit in Beaufort
Attachments: Beaufort 30 mph on Cedar St SR1493.pdf

John,
 I am writing to advise that I have completed our site review of Turner Street and Cedar Street for requested speed limit reductions and have the following recommendations.

With Regards to Turner Street (SR1174): based on the conditions along the roadway and roadway geometry we have determined that the reasonable and prudent speed limit should be 35 mph between US70 and Cedar Street. Once traffic crosses over Cedar Street the roadway narrows and is more constrictive so the current 25 mph on that section is reasonable. Based on this we will be revising the current signing to advise motorist turning off US70 that the speed limit is 35 mph and relocate the existing 35 mph sign for northbound traffic closer to Cedar Street. This should be completed by the end of this week.

Regarding Cedar Street (SR1493): as you are aware a road diet was conducted along Cedar Street between Gallants Channel and Live Oak Street. The travel way was reduced to 2 lane 2 way roadway. Conditions along this section of roadway would support a reduction from 35 mph to 30 mph. During our site review, free flow traffic (that we followed) tended to travel less than the current 35 mph limit. Typically the traffic traveled around 30 mph which supports our findings of the roadway conditions. Based on this information we recommend a 30 mph speed limit along Cedar Street. Attached for Town Council adoption is a municipal certificate to reduce the current 35 mph limit to 30 mph. Once council has approved this speed limit, have the attached form completed, sealed, and return the original signed document to me for further processing. Please mail the original to my address below.

Sincerely,

Steven J. Hamilton, PE, CPM
 Division Traffic Engineer
 Division Two

252 439 2816 office

NC Dept of Transportation
 1037 W. H. Smith Blvd.
 Greenville, NC 27834



Email correspondence to and from this address is subject to the North Carolina Public Records Law and may be disclosed to third parties.

From: John Day <j.day@beaufortnc.org>
Sent: Friday, December 20, 2019 3:38 PM

To: Hamilton, Steven J <shamilton@ncdot.gov>

Cc: Hunter, Robert P <phunter@ncdot.gov>; Cabaniss, Jeffrey D <jcabaniss@ncdot.gov>

Subject: [External] RE: Request for lower speed limit in Beaufort

CAUTION: External email. Do not click links or open attachments unless you verify. Send all suspicious email as an attachment to report.spam@nc.gov

Thank you, Steven. I look forward to hearing back from you next month.

Merry Christmas!

John

John Day

Beaufort Town Manager

252-728-2141, office

252-528-5623, mobile

www.beaufortnc.org

From: Hamilton, Steven J [<mailto:shamilton@ncdot.gov>]

Sent: Friday, December 20, 2019 3:36 PM

To: John Day <j.day@beaufortnc.org>

Cc: Hunter, Robert P <phunter@ncdot.gov>; Cabaniss, Jeffrey D <jcabaniss@ncdot.gov>

Subject: Request for lower speed limit in Beaufort

John,

Preston Hunter has forwarded the Town's request for 25 mph speed limits on Cedar and Turner Streets in Beaufort and asked for us to review. I plan to investigate this request in mid January and will advise of our findings and recommendations.

Sincerely,

Steven J. Hamilton, PE, CPM

Division Traffic Engineer

Division Two

252 439 2816 office

NC Dept of Transportation

1037 W. H. Smith Blvd.

Greenville, NC 27834



Email correspondence to and from this address is subject to the North Carolina Public Records Law and may be disclosed to third parties.

Email correspondence to and from this sender is subject to the N.C. Public Records Law and may be disclosed to third parties.

**Certification of Municipal Declaration
To Enact Speed Limits and Request for Concurrence**

Concurring State Ordinance Number: 1077233

Division: 2 **County:** CARTERET

Municipality: BEAUFORT

Type: Municipal Speed Zones

Road: SR 1493

Car: 30 MPH

Truck: 30 MPH

Description: Between 0.282 mile west of SR 1174 (Turner Street) and 0.412 mile east of SR 1174 (Turner Street).

Municipal Certification

I, _____, Clerk of _____, do hereby certify that the municipal governing body, pursuant to the authority granted by G.S. 20-141(f), determined upon the basis of an engineering and traffic investigation and duly declared, on the _____ day of _____, 20_____, the speed limits as set forth above on the designated portion of the State Highway System, which shall become effective when the Department of Transportation has passed a concurring ordinance and signs are erected giving notice of the authorized speed limit.

The said municipal declaration is recorded as follows:

Minute Book: _____ Page: _____ Ordinance Number: _____

In witness whereof, I have hereunto set my hand and the municipal seal this _____ day of _____, 20_____.

(signature)

(municipal seal)

Department of Transportation Approval

Division: _____ Title: _____ Date: _____

Region: _____ Title: _____ Date: _____



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, March 9, 2020 – Train Depot, 614 Broad Street, Beaufort, NC

AGENDA CATEGORY: Items for Discussion and Consideration
SUBJECT: FY 20 Budget Amendment #7

BRIEF SUMMARY:

General Fund -This amendment requests the appropriation of fund balance for the repayment of the NCORR loan. The loan was used to supplement cash flow, while awaiting the reimbursements from FEMA for Hurricane Florence. The loan requires repayment as the reimbursements are received from FEMA.

Utility Fund - This amendment requests the appropriation of the transfer from the Capital Reserve Fund to the Utility Fund for the contracts with Rivers and Associates for the wastewater and water rehab projects. The contracts were approved at the February 10, 2020 meeting.

REQUESTED ACTION:

Approve Budget Amendment #7

EXPECTED LENGTH OF PRESENTATION:

5 minutes

SUBMITTED BY:

Christi Wood – Finance Director

BUDGET AMENDMENT REQUIRED:

Yes



**TOWN OF BEAUFORT
FY 2020 BUDGET AMENDMENT #7**

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 an appropriation of Fund Balance for the repayment of the NCORR loan.

A. REVENUE

INCREASE	
APPROPRIATED FUND BALANCE	\$ 1,000,000
TOTAL INCREASE	\$ 1,000,000

B. EXPENDITURES AUTHORIZED BY DEPARTMENT

INCREASE	
NON- DEPARTMENTAL	\$ 1,000,000
TOTAL INCREASE	\$ 1,000,000

SECTION III: UTILITY FUND

This amendment requests the appropriation of the transfer from the Capital Reserve Fund to the Utility Fund for the contracts with Rivers and Associates for the wastewater and water rehab projects. The contracts were approved at the February 10, 2020 meeting.

A. REVENUE

INCREASE	
TRANSFER IN FROM CAPITAL RESERVE FUND.....	\$ 87,000
TOTAL INCREASE	\$ 87,000

B. EXPENDITURES AUTHORIZED BY DEPARTMENT

INCREASE

SEWER DIVISION	\$ 44,000
WATER DIVISION	\$ 43,000
TOTAL INCREASE	\$ 87,000

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 9th day of March 2020.

ATTEST:

Michele Davis
Town Clerk

Everette S. Newton
Mayor



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, March 9, 2020 – Train Depot, 614 Broad Street, Beaufort, NC

AGENDA CATEGORY: Items for Discussion and Consideration
SUBJECT: Spring Dredging of Bulkhead Channel

BRIEF SUMMARY:

At the Annual Retreat on February 27, the Board indicated that in addition to the normal dredging performed at Bulkhead Channel, it also desires to have a 50 foot “box” that is adjacent to the east side of the existing channel dredged as well. This additional dredging is expected to prolong the period in which Bulkhead Channel is free of significant shoaling.

The Army Corps of Engineers (ACE) estimates the cost of this dredging project at \$384,000. The town has approximately \$74,400 available for dredging that remains unspent from work performed by ACE last year, leaving a balance of \$309,600. A state matching grant will provide \$206,400, leaving a balance of 103,200. The current budget has \$85,000 available for dredging, leaving an unfunded balance of \$18,200.

The attached budget amendment appropriates \$18,200 from general fund balance to bridge the funding gap so that this dredging project can proceed. The dredging is scheduled for April.

REQUESTED ACTION:

Approve Budget Amendment #8

EXPECTED LENGTH OF PRESENTATION:

5 minutes

SUBMITTED BY:

Christi Wood – Finance Director

BUDGET AMENDMENT REQUIRED:

Yes



**TOWN OF BEAUFORT
FY 2020 BUDGET AMENDMENT #8**

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 an appropriation of Fund Balance for the spring dredging at Bulkhead Channel.

A. REVENUE

<u>INCREASE</u>	
APPROPRIATED FUND BALANCE	\$ 18,200
TOTAL INCREASE	\$ 18,200

B. EXPENDITURES AUTHORIZED BY DEPARTMENT

<u>INCREASE</u>	
PUBLIC WORKS	\$ 18,200
TOTAL INCREASE	\$ 18,200

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 9th day of March 2020.

ATTEST:

Michele Davis
Town Clerk

Everette S. Newton
Mayor



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, March 9, 2020 – Train Depot, 614 Broad Street, Beaufort, NC

AGENDA CATEGORY: Items for Discussion and Consideration
SUBJECT: Capital Reserve Fund Amendment #2

BRIEF SUMMARY:

This amendment request approval to decrease the revenue from the Utility Fund and expenditures of future capital outlay of the Utility Line Project by \$87,000. This amendment transfers the funds out of the Capital Reserve Fund back to the Utility Fund.

REQUESTED ACTION:

Approve Amendment #2

EXPECTED LENGTH OF PRESENTATION:

5 minutes

SUBMITTED BY:

Christi Wood – Finance Director

BUDGET AMENDMENT REQUIRED:

Yes



TOWN OF BEAUFORT CAPITAL RESERVE FUND AMENDMENT #2

WHEREAS, the Town of Beaufort adopted a Capital Reserve Fund Ordinance for Bulkhead/Board Walk Project, Utility Line Improvement Project, and Street Resurfacing Project on May 13, 2019, and

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

BE IT THEREFORE ORDAINED that the Board of Commissioners of the Town of Beaufort amend the Capital Reserve Fund for the Bulkhead/Board Walk Project, Utility Line Improvement Project, and Street Resurfacing Project as follows:

SECTION I: REVENUE

DECREASE

TRANSFER IN FROM UTILITY FUND.....	\$ 87,000
TOTAL DECREASE.....	\$ 87,000

SECTION II: EXPENDITURES

DECREASE

FUTURE CAPITAL OUTLAY FOR UTILITY LINE PROJECT.....	\$ 87,000
DECREASE FUTURE CAPITAL OUTLAY.....	\$ 87,000

SECTION III: DISTRIBUTION

Copies of this ordinance shall be furnished to the Town Manager/Finance Officer, Assistant Town Manager, and the Deputy Finance Officer to be kept on file by them for their direction in the disbursement of funds for carrying out this project:

Adopted this 9th day of March, 2020

ATTEST:

Michele Davis
Town Clerk

Everette S. Newton
Mayor



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 p.m. Monday, March 9, 2020 – Train Depot, 614 Broad Street, Beaufort, NC

AGENDA CATEGORY: Items for Discussion and Consideration

SUBJECT: Pirate Invasion

BRIEF SUMMARY: (Still in process of staff review)

The Beaufort Pirate Invasion submitted an application to host their annual event with set-up beginning Aug. 6 and ending on Aug. 10.

Friday Activities:

Events kick-off at 12 p.m.

Late afternoon Invasion

Activities throughout the day in the parks and at BHA

Evening Parlay

Saturday Activities:

5K run – 7-9 a.m.

Invasion – afternoon

Parlay – evening

All day tent activities/parks & BHA

Sunday Activities:

Pirate Breakfast

Mid-day activity (still being planned)

Activities and demonstrations throughout the day

Planned activities over by 5 p.m.

The current list of closures requested include Front Street from the Town Hall parking lot entrance to Craven Street, the East Parking Lot, John Newton Park, Lynn Eury Park, Grayden Paul Park, Topsail Marine Park.

Option A:

Front Street closed from 6 a.m. Friday, Aug. 7, 2020 – 10 p.m. (likely earlier) Sunday, Aug. 9, 2020 – Large tent would be set up in the East Parking Lot – The entire area from the battle site to the tent would be pedestrian friendly with no vehicle traffic. This also enables traffic to flow smoothly at the detour site to make a right-hand turn onto Craven.

Vendors would not be allowed to set up past the area of Front Street near the Inlet Inn.

The parking spaces would be used by Pirate Invasion reenactors that typically park in other areas of town for the duration of the event thus freeing those spaces up.

They are also willing to allow businesses to park in this area if needed if they are not moving vehicles between 8 a.m.-5 p.m.

Willing to offer a traditional private property vending area for employee/business parking if necessary.

Option B:

Front Street closure from Town Hall entrance to Queen Street.

This is the set-up for the 2019 event. The tent was set-up in the West parking lot and the East parking lot was utilized to turn traffic around as Queen Street is a one-way street with no left turn from Front Street. This created safety issues and traffic disturbances in 2019. A barricade was set up on the West side of the East parking lot to route traffic through the parking lot. Most thought this area was closed due to the traffic pattern.

REQUESTED ACTION:

Consideration & Discussion

EXPECTED LENGTH OF PRESENTATION:

10 Minutes

SUBMITTED BY:

Rachel Johnson, PIO/Parks & Events Coordinator

BUDGET AMENDMENT REQUIRED:

No

Date Application Received

7.

Feb. 3, 2020

Permit Number:



APPLICATION FOR SPECIAL EVENT PERMIT

Please return completed application form with permit fee and paperwork to:

Events Coordinator, Town of Beaufort
701 Front Street
P.O. Box 390
Beaufort, NC 28516
Phone: (252) 728-2141 Email: r.johnson@beaufortnc.org

Applications submitted late or incomplete may not receive approval and may not be issued a permit.

EVENT BASICS

Event Name: BEAUFORT PIRATE INVASION 2020

Location of Event Site: EURY/GRAYDEN PAUL PARKS / BPT. HISTORIC SITE

(If more than one site is being requested please be specific and list each one individually below)

EURY PARK / GRAYDEN PAUL PARK / ~~BEAUFORT~~ JOHN NEWTON PARK / TOPSAIL PARK / EAST PARKING LOT + GRAVENST. TO POLLOCK ST. HARBORSIDE PARK (MUSEUM) BEAUFORT HISTORIC SITE.

Run by: BEAUFORT PIRATE INVASION INC. 501 C3 CHARITABLE ORG.

Applicant (Organizer) Name: CAPT. CARL CANNON Contact # 252-241-9049

Day of Event Contact #: SAME Email: CARLCANNONJR@YAHOO.

Type of Event:

- INVASION!
- Festival
- Parade
- 5K Race
- 10K Race

- Music Event
- Other _____

Actual Event Date(s): AUGUST 7-9TH 2020 Time of Event: 10:AM - 11PM

Set-Up Date: AUGUST 6, 2020 Start Time: 8 AM

Tear Down Date: SUN 9TH & MON 10TH End Time: 11: PM

Estimated Attendance: 1500+ Admission Fees: N/A

Event Description:
ANNUAL PIRATE INVASION. LIVING HISTORY, ENTERTAINMENT
PARADE, RACE, VENDORS, 2 INVASIONS, MUSIC, FOOD,
FUN FOR ALL FAMILY.

Name of Organization: BEAUFORT PIRATE INVASION INC.

ORGANIZER/APPLICANT INFORMATION

Primary Contact Person: CAPT. CARL CANNON

Mailing Address: 103 LOFTIN LN, BFT. N.C. 28514

Email: CARL CANNON SR @ YAHOO . COM

Daytime Phone #: 252-247-9049 Cell Phone #: -

Alternate Contact Person: JO CANNON Phone #: 252-269-9191

Is your group a non-profit organization? YES If yes, please provide documentation with your application.

Site Plan Attached

SITE PLAN

- Yes
- No

(If you need help, please set up a meeting with the Town of Beaufort's Events Coordinator)
 A detailed site plan must be included with your event application. The following, should they be relevant, must be included in your Site Plan.

OTHER EVENT DETAILS

- Location of all tents and temporary structures
- Location of requested barricades and road closures
- Emergency exits
- Fire extinguishers, propane storage
- Location of command post, medical & first aid station, emergency vehicle access points and all exits and entrances (both emergency and for the public)
- Fencing, staging, bleachers, stages, inflatables, etc.
- Food/refreshment tent vendors, refreshment tents
- Food Trucks
- Location of Restrooms
- 5K/10K race routes

If the Site Plan is not submitted with the event application, the deadline is 45 days before the event, otherwise a permit will not be issued.

PARKS & PARKING LOTS REQUESTED

Please mark all that apply:

- East Parking Lot
- West Parking Lot
- Craven Street Parking
- Middle Lane
- John Newton Park
- Lynn Eury Park
- Grayden Paul Park
- Topsail Marine Park
- Other Please list: _____

Specific Requirements: (Extra trash cans/recycling/electrical etc.) Please be specific and include each item on the Site Plan for the desired location. Please note extra charges may apply in accordance to the fee schedule. (Trash/Recycling Carts: \$10 each, Electricity: \$50)

TO BE DETERMINED WITH COORDINATION WITH TOWN.

Please provide the name and contact information of all outside companies who are providing services during your event. IE: Tent Rentals, Inflatable Rentals, Port-A-Pottie Rentals, etc.

Will there be canon/re-enactment fire during your event? YES If yes, please coordinate with the Beaufort Fire Department for safety procedures.

Does your event require a road closure? YES NO

Please provide specifics below:
FOR PIRATE PARADE FRIDAY AND POSSIBLE STREET CLOSURE FOR VENDORS AND FESTIVAL.

ALCOHOL

Alcohol at the event YES NO Attach all required paperwork. Applicant is responsible for obtaining applicable ABC License and Liquor Liability Insurance. Applicant must provide a clearly marked and contained area for alcohol consumption and hire two Town of Beaufort police officers at a rate of \$32.50 per hour for the duration. At the discretion of the Police Chief, modifications may be made to staffing requirements. All local, state and Federal laws must be adhered to.

I/we have read, understand and will comply with the rules outlined by the Town of Beaufort in the Town Code of Ordinances as well as in the Event Procedures.

X  (Applicant's Signature)

ROAD CLOSURES

Road	Set-Up Time	Event Start Time	Finish Time	Tear Down Time
7-20 TURNER TO POLLOCK	11:45 AM	12:00	12:15	←
7-9 CRAVEN TO RD		12, 7-20	5 PM, 9-20	—
POLLOCK				

If a road closure has any impact on area businesses and/or residents, the applicant will be required to inform all residents and/or businesses in the area of the road closure, by letter or hand-delivered flyer at least 14 days in advance of the event, of the particulars of the approved temporary road closure and any detour route available.

Emergency Vehicle Access Requirements: A road may be closed to regular traffic during an event, but an unobstructed fire lane must be left open at all times for emergency vehicles.

Parking lots required for Event set-up: (Please mark on the site map if applicable) (Please note charges may apply. The rate is \$10 per parking space per day for special event closure during Pay-To-Park season).

Please list all parking lots and spaces you are requesting. Spaces are numbered so please be specific. Also please note that parking space closures MUST be approved by the Board of Commissioners. Event organizers are not permitted to acquire additional spaces without Town permission prior to an event.

TBD

Please list off-site Parking Location for Vendors & Event Staff: A letter of permission is required for the use of private property per the event procedures. Please include this with your event application.

GALLANTS CHANNEL PARKING LOT.

Bicycle Parking: Yes _____ No _____

Additional Handicap Parking: Yes _____ No Location: _____

Event Parking: (Please outline your plan for day of parking for event attendees. Please include parking lot locations and the name/contact information for any shuttle/trolley service):

SAME AS LAST YEAR.

PARADE/WALK INFORMATION

Parade Assembly Area: BFT HISTORIC SITE Time: 11:45 AM

Parade Dismissal Area: TOWN HALL Time: 12:15

Parade Start Time: 12:00

Route Map Attached: _____ YES _____ NO (Please note a route map is required)

EMERGENCY MANAGEMENT

Designated Emergency personal/liaison (onsite): BFT. RESCUE / FIRE

Cell #: _____ Other Contact: _____

How will your event staff react to severe weather?
SOME PRECAUTIONS AS USUAL. WARN VISITORS IF DANGEROUS CONDITIONS ARISE.

How will you alert visitors to the event to evacuate the site? (If multiple sites are being requested, a plan must be submitted for each location)

PA. SYSTEMS AT EACH STAGE. ROAMING WARNING ON GOLF CARTS BY STAFF.

RISK ASSESSMENT

It is important for Event Organizers to identify risks and hazards associated with their event and know how to prevent these risks. Please identify possible risks for your event and list below (weather, food, fire, etc.) Please provide details.

WILL MEET WITH FIRE, POLICE, & EMERGENCY STAFF
TO UPDATE ANY CONCERNS OR NEW POLICY.

What training will you provide to your volunteers/staff/participants regarding emergencies?

SAFETY MEETINGS

TENTS

Will you have tents at your event? YES NO

Please list the tent sizes: MAIN TENT WILL BE SAME AS BEFORE, 40' X 120'
If your event includes tents, you must make arrangements with the Beaufort Fire Department for a tent permit. There is a \$50 fee. Please contact Tammy Turek at (252) 728-4325 to make arrangements. The Tent Permit Application and a list of requirements are available online at www.beaufortnc.org.

FOOD

Will there be food served at your event? YES NO

If yes, please provide a detailed list of all food vendors.

If yes, have you contacted the Carteret County Health Department to set up inspections? YES NO

All food vendors must have proper licensing, inspections, etc

* WILL ADVISE HEALTH DEPARTMENT AND COORDINATE WITH ALL VENDORS

VENDORS

Will there be vendors selling items at your event? Yes No

Please note vendors are only permitted to sell during the event hours listed on this application. Any vendor selling before or after the listed hours is in violation and subject to being shut-down.

All vendors must have proper certifications and licenses. They must display the required state sales and use tax information and the event organizer must keep all of this information on file pursuant to North Carolina State laws.

CHECKLIST

Please submit the following documents with your event application. Once all forms (if applicable) are received and the event is approved an Event Permit will be issued.

- Tent Permit
- Detailed Site Plan
- Detailed Route Map (Parade/5K/10K)
- Map of Road Closures
- ABC Permit
- Health Inspection Documentation
- Insurance
- Non-profit documentation
- Private property parking permission letter
- List of food vendors
- List of vendors
- Application Fee
- Application Signature

I/We the event organizer Carl Cameron Jr, on behalf of Beaufort Pirate Invaders Inc., the party requesting the use of the Town of Beaufort facilities noted in the above application do hereby hold and save harmless and agree to indemnify the Town of Beaufort and its elected officials, directors, officers, employees, servants, agents, contractors and their respective heirs, executors, successors with respect to any and all liability, actions, debts, suits, demands, costs, damages and expenses whatsoever arising wither directly or indirectly as a result of the use of the Town of Beaufort's facilities, park, road or other and in accordance with the provisions contained in this policy. I/We have read and understand this application, the event procedures and the requirements placed upon this applicant and organization. I agree to abide by the Town of Beaufort rules, regulations and ordinances.

Applicant's Signature Carl M. Cameron Jr Date 2-1-2020

Application Fee: \$25

Tent Inspection Fee: \$50 (Payable to the Beaufort Fire Department)

Hire Public Safety: \$32.50/hour

Electricity: \$50 per event

Town Parking Spaces: \$10 per space per day during Pay-to-Park season (not to be used for event organizers/vendor parking)

Public Works Service Fee: \$68/hour includes 2 employees for 1 hour

Trash/Recycling Containers: \$10 per cart

Electrician Fees: Subject to Electrician fees

Section 23: Application Checklist

23.1 Incomplete applications will not be considered. Please make sure the following documents are included with your special event application.

1. Event Application
2. Insurance
3. Site Plan
4. ABC Permits
6. 5K/10K Race Route
7. Hire a Police Officer Request Form
8. Non-profit documentation
9. Road Closure Map/Parade Route Map
10. Food vendor list
11. Vendor List
12. Tent Permit
13. Health Dept. Permit

MARSH

* ROAD CAN BE BLOCKED EITHER WAY TO ALLOW PRIVATE USE

* 5K RUN WILL START AT TOWN HALL IN FRONT OF FLAG.
* PIRATE PARADE WILL START AT HISTORIC SITE AND END AT TOWN HALL FLAG POLE.

FOOD TRUCKS + VENDORS

PLEASE

COOPERATION DUMPSTER

TOWN HALL

EURK PARK

GO PARK

POLLOCK

GRAT PARKING LOT

EMS

VENUE ST

59

LOADING ST

59

CRAB



INLET INN

QUEEN



* WEST SIDE ROAD CLOSURE

* REAREST TO MOVE ROAD CLOSURE TO GRAVES ST. ALL ELSE IS SAME AS LAST YEAR.

← PARADE ROUTE

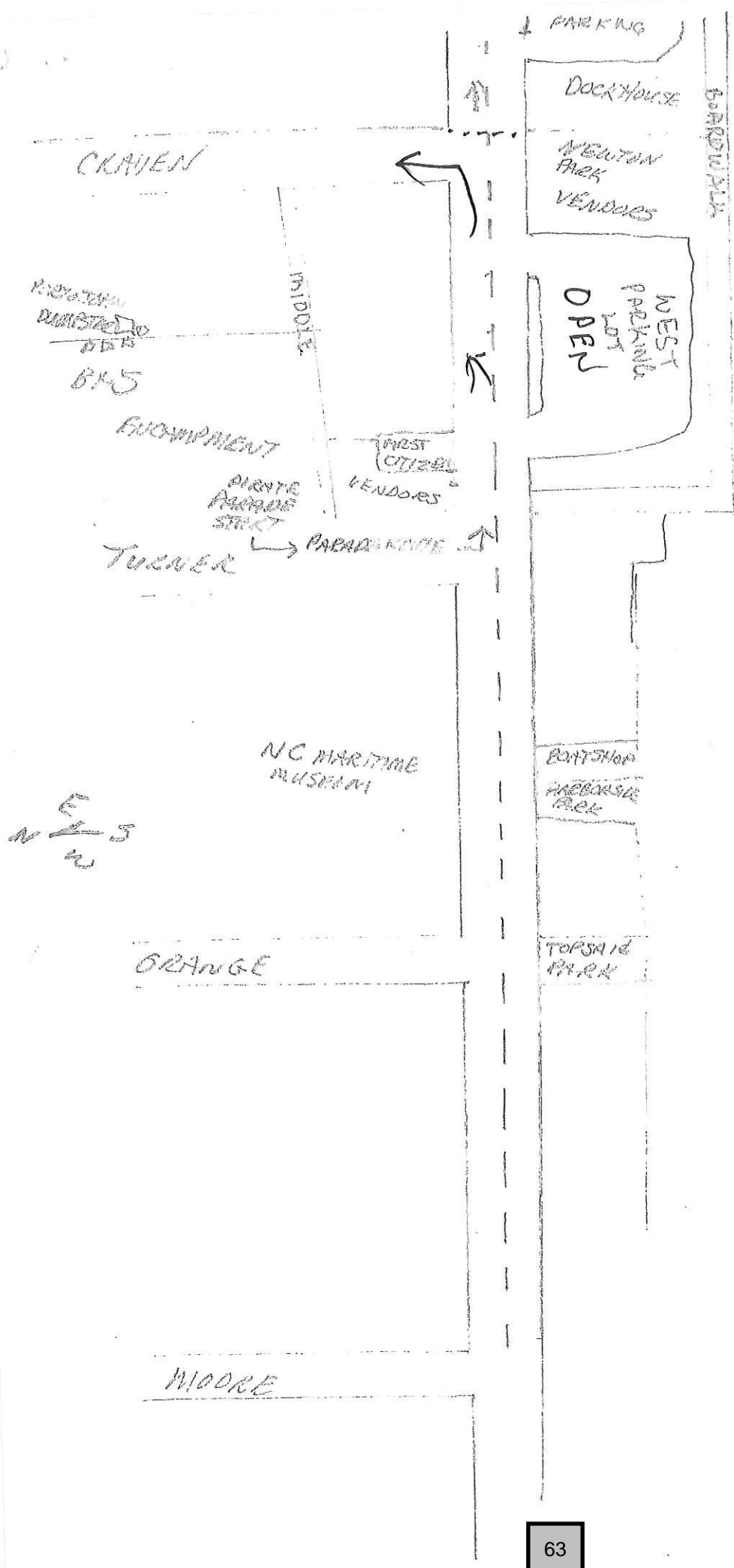
EAST PARKING LOT MAINTENANCE

BOARDWALK

LOCK ROUTE

CRAVEN







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 p.m. Monday, March 9, 2020 – Train Depot, 614 Broad Street, Beaufort, NC**

AGENDA CATEGORY: Items for Discussion and Consideration
SUBJECT: Lion’s Club Bridge Run

BRIEF SUMMARY:

Event organizers have submitted an application to host the annual Lion's Club 5K run in the same manner as the 2019 event using the Bridge Route. Permission will need to be obtained from NCDOT for the bridge. The proposed date is Nov. 7, 2020. This coincides with the Beaufort Farmers Market. In 2019 event organizers worked closely with the Farmers Market to ensure things went smoothly. The feedback was very positive from the Farmers Market.

REQUESTED ACTION:

Discussion/Consideration

EXPECTED LENGTH OF PRESENTATION:

Five minutes

SUBMITTED BY:

Rachel Johnson, PIO/Parks & Events Coordinator

BUDGET AMENDMENT REQUIRED:

No

Needs updated
INS.

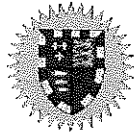
19-01853

Date Application Received:

8.

1/6/20

Permit Number:



TOWN of
BEAUFORT
NORTH CAROLINA

APPLICATION FOR SPECIAL EVENT PERMIT

Please return completed application form with permit fee and paperwork to:

Events Coordinator, Town of Beaufort

701 Front Street

P.O. Box 390

Beaufort, NC 28516

Phone: (252) 728-2141 Email: r.johnson@beaufortnc.org

Applications submitted late or incomplete may not receive approval and may not be issued a permit.

EVENT BASICS

Event Name: BEAUFORT BRIDGE RUN 5K AND 1+ MILE DOG STRUT

Location of Event Site: TURNER STREET TO GRAYDEN PAUL BRIDGE

(If more than one site is being requested please be specific and list each one individually below)

Run by: BEAUFORT NC LIONS CLUB

Applicant (Organizer) Name: DAVID DALY Contact # 919-270-8071

Day of Event Contact #: 919-270-8071 Email: DAVIDRDALY@GMAIL.COM

Type of Event:

- Festival
- Parade
- 5K Race
- 10K Race

- Music Event
- Other _____

Actual Event Date(s): 11-7-20 Time of Event: 8:00AM
 Set-Up Date: 11-7-20 Start Time: 6:00AM
 Tear Down Date: 11-7-20 End Time: 9:30AM
 Estimated Attendance: 250-300 Admission Fees: \$30.00 - \$35.00

Event Description:
THE BEAUFORT BRIDGE RUN 5K + 4 MILE DOG STRUT ARE THE PRIMARY
FUNDRAISING EVENTS FOR THE BEAUFORT NC LIONS CLUB. FUNDS RAISED ARE
DISTRIBUTED TO LOCAL CHARITABLE GROUPS IN BEAUFORT AND
CARTER COUNTY.

ORGANIZER/APPLICANT INFORMATION

Name of Organization: BEAUFORT NC LIONS CLUB
 Primary Contact Person: DAVID DALY
 Mailing Address: 218 GORDON STREET, BEAUFORT, NC 28576
 Email: DAVIDRDALY@GMAIL.COM
 Daytime Phone #: 919.270.8071 Cell Phone #: 919.270.8071
 Alternate Contact Person: DOUG DOUBLEDAY Phone #: 607.761.0727
 Is your group a non-profit organization? YES If yes, please provide documentation with your application.

SITE PLAN

Site Plan Attached

- Yes
- No

(If you need help, please set up a meeting with the Town of Beaufort's Events Coordinator)

A detailed site plan must be included with your event application. The following, should they be relevant, must be included in your Site Plan.

- Location of all tents and temporary structures
- Location of requested barricades and road closures
- Emergency exits
- Fire extinguishers, propane storage
- Location of command post, medical & first aid station, emergency vehicle access points and all exits and entrances (both emergency and for the public)
- Fencing, staging, bleachers, stages, inflatables, etc.
- Food/refreshment tent vendors, refreshment tents
- Food Trucks
- Location of Restrooms
- 5K/10K race routes

If the Site Plan is not submitted with the event application, the deadline is 45 days before the event, otherwise a permit will not be issued.

PARKS & PARKING LOTS REQUESTED

Please mark all that apply:

- East Parking Lot
- West Parking Lot
- Craven Street Parking
- Middle Lane
- John Newton Park
- Lynn Eury Park
- Grayden Paul Park
- Topsail Marine Park
- Other Please list: _____

Specific Requirements: (Extra trash cans/recycling/electrical etc.) Please be specific and include each item on the Site Plan for the desired location. Please note extra charges may apply in accordance to the fee schedule. (Trash/Recycling Carts: \$10 each, Electricity: \$50)

1-2 TRASH CANS

OTHER EVENT DETAILS

Please provide the name and contact information of all outside companies who are providing services during your event. IE: Tent Rentals, Inflatable Rentals, Port-A-Pottie Rentals, etc.

PSG TRAFFIC SERVICES, 2821 N. KERR AVENUE, WILMINGTON, NC 28405
SALES@PSGTRAFFICSERVICES.COM 910.821.1720

Will there be canon/re-enactment fire during your event? NO If yes, please coordinate with the Beaufort Fire Department for safety procedures.

ALCOHOL

Alcohol at the event YES ___ NO Attach all required paperwork. Applicant is responsible for obtaining applicable ABC License and Liquor Liability Insurance. Applicant must provide a clearly marked and contained area for alcohol consumption and hire two Town of Beaufort police officers at a rate of \$35 per hour for the duration. (The Police Chief will review the application for exceptions.) All local, state and Federal laws must be adhered to.

I/we have read, understand and will comply with the rules outlined by the Town of Beaufort in the Town Code of Ordinances as well as in the Event Procedures.

X  (Applicant's Signature)

ROAD CLOSURES

Does your event require a road closure? YES NO

Please provide specifics below:

Road	Set-Up Time	Event Start Time	Finish Time	Tear Down Time
TURNER STREET	7:00 - 8:00 AM	8:00 AM	9:30 AM	9:30 AM
MIDDLE LANE	7:00 - 8:00 AM	8:00 AM	9:30 AM	9:30 AM

If a road closure has any impact on area businesses and/or residents, the applicant will be required to inform all residents and/or businesses in the area of the road closure, by letter or hand-delivered flyer at least 14 days in advance of the event, of the particulars of the approved temporary road closure and any detour route available.

Emergency Vehicle Access Requirements: A road may be closed to regular traffic during an event, but an unobstructed fire lane must be left open at all times for emergency vehicles.

PARKING/PARKING LOTS

Parking lots required for Event set-up: (Please mark on the site map if applicable) (Please note charges may apply. The rate is \$18 per day per space in the East & West parking lots and \$9 per on street parking space per day for special event closure during Pay-To-Park season).

Please list all parking lots and spaces you are requesting. Spaces are numbered so please be specific. Also please note that parking space closures MUST be approved by the Board of Commissioners. Event organizers are not permitted to acquire additional spaces without Town permission prior to an event.

Please list off-site Parking Location for Vendors & Event Staff: A letter of permission is required for the use of private property per the event procedures. Please include this with your event application.

Bicycle Parking: Yes _____ No

Additional Handicap Parking: Yes _____ No Location: _____

Event Parking: (Please outline your plan for day of parking for event attendees. Please include parking lot locations and the name/contact information for any shuttle/trolley service):

EVENT ATTENDEES WILL PARK ON THEIR OWN IN TOWN LOTS AND SPACES

PARADE/WALK INFORMATION

Parade Assembly Area: TURNER ST. + MIDDLE LANE Time: 7:45AM

Parade Dismissal Area: TURNER ST. + MIDDLE LANE Time: 9:00-9:30AM

Parade Start Time: 8:00AM

EMERGENCY MANAGEMENT

Route Map Attached: YES _____ NO (Please note a route map is required)

Designated Emergency personal/liaison (onsite): DOUG DOUBLEDAY

Cell #: 607.761.0727 Other Contact: DAVID DAW

How will your event staff react to severe weather?

IN THE EVENT OF HAZARDOUS OR DANGEROUS WEATHER, THE SE/DOG STRUT WILL BE RESCHEDULED OR CANCELLED

How will you alert visitors to the event to evacuate the site? (If multiple sites are being requested, a plan must be submitted for each location)

A SOUND SYSTEM - MICROPHONE + SPEAKERS - WILL BE USED TO ALERT PARTICIPANTS, VOLUNTEERS AND SPECTATORS

RISK ASSESSMENT

It is important for Event Organizers to identify risks and hazards associated with their event and know how to prevent these risks. Please identify possible risks for your event and list below (weather, food, fire, etc.) Please provide details.

WEATHER IS OUR PRIMARY RISK. FORTUNATELY, NOVEMBER IS USUALLY MILD AND HAS BEEN FOR OUR PREVIOUS EVENTS. TRAFFIC IS ALSO A CONCERN. WE WILL HAVE PROFESSIONAL TRAFFIC CONTROL THROUGHOUT THE COURSE.

What training will you provide to your volunteers/staff/participants regarding emergencies?

DETAILED TRAINING WILL BE PROVIDED TO ALL LINN COUB MEMBERS AND VOLUNTEERS. THOSE TRAINED WILL BE READY TO INFORM ALL IN ATTENDANCE OF EVACUATION ROUTES AND SAFE HAVENS SHOULD AN EMERGENCY ARISE.

TENTS

Will you have tents at your event? YES NO

Please list the tent sizes: _____

If your event includes tents, you must make arrangements with the Beaufort Fire Department for a tent permit. There is a \$50 fee. Please contact Tammy Turek at (252) 728-4325 to make arrangements. The Tent Permit Application and a list of requirements are available online at www.beaufortnc.org.

FOOD

Will there be food served at your event? YES NO

If yes, please provide a detailed list of all food vendors.

If yes, have you contacted the Carteret County Health Department to set up inspections? YES NO

All food vendors must have proper licensing, inspections, etc.

VENDORS

Will there be vendors selling items at your event? _____ Yes No

Please note vendors are only permitted to sell during the event hours listed on this application. Any vendor selling before or after the listed hours is in violation and subject to being shut-down.

All vendors must have proper certifications and licenses. They must display the required state sales and use tax information and the event organizer must keep all of this information on file pursuant to North Carolina State laws.

CHECKLIST

Please submit the following documents with your event application. Once all forms (if applicable) are received and the event is approved an Event Permit will be issued.

- Tent Permit
- Detailed Site Plan
- Detailed Route Map (Parade/5K/10K)
- Map of Road Closures
- ABC Permit
- Health Inspection Documentation
- Insurance
- Non-profit documentation
- Private property parking permission letter
- List of food vendors
- List of vendors
- Application Fee
- Application Signature

I/We the event organizer DAVID DALY, on behalf of BEAUFORT NC LIONS CLUB, the party requesting the use of the Town of Beaufort facilities noted in the above application do hereby hold and save harmless and agree to indemnify the Town of Beaufort and its elected officials, directors, officers, employees, servants, agents, contractors and their respective heirs, executors, successors with respect to any and all liability, actions, debts, suits, demands, costs, damages and expenses whatsoever arising wither directly or indirectly as a result of the use of the Town of Beaufort's facilities, park, road or other and in accordance with the provisions contained in this policy. I/We have read and understand this application, the event procedures and the requirements placed upon this applicant and organization. I agree to abide by the Town of Beaufort rules, regulations and ordinances.

Applicant's Signature David Daly Date 12-23-19

Internal Use Only

Permission is granted to the applicant and/or sponsoring organization to use the streets/facilities/parks as listed in the application for the special event described.

Permit Issue Date: _____
 Authorized Signature: _____

Insurance Certificate: Yes _____ No _____
 Permit Fee: Yes No _____
 BOC Approval Date: _____
 Police Chief Approval: _____
 Fire Chief Approval: _____

SOSID: 1446464
Date Filed: 5/19/2015 2:11:00 PM
Elaine F. Marshall
North Carolina Secretary of State
C2015 121 02071

State of North Carolina
Department of the Secretary of State

ARTICLES OF INCORPORATION
NONPROFIT CORPORATION

Pursuant to §55A-2-02 of the General Statutes of North Carolina, the undersigned corporation does hereby submit these Articles of Incorporation for the purpose of forming a nonprofit corporation.

1. The name of the nonprofit corporation is: Beaufort Lions Club

2. (Check only if applicable.) The corporation is a charitable or religious corporation as defined in NCGS §55A-1-40(4).

3. The name of the initial registered agent is: Dot Crumley

4. The street address and county of the initial registered agent's office of the corporation is:

Number and Street: 108 Ricks Ave
City: Beaufort State: NC Zip Code: 28516 County: Carteret

The mailing address *if different from the street address* of the initial registered agent's office is:

Number and Street or PO Box: PO Box 876
City: Beaufort State: NC Zip Code: 28516 County: Carteret

5. The name and address of each incorporator is as follows:

Dot Crumley 108 Ricks Ave Beaufort NC 28516

6. (Check either a or b below.)
a. The corporation will have members.

b. The corporation will not have members.

7. Attached are provisions regarding the distribution of the corporation's assets upon its dissolution.

8. Any other provisions which the corporation elects to include are attached.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)	12/23/20	8.
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THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER DSP Insurance 1900 E. Golf Road, Suite 650 Schaumburg, IL 60173	CONTACT NAME: John Adams PHONE (A/C, No, Ext): 1-800-316-6705 FAX (A/C, No): 847-934-6186 E-MAIL ADDRESS: lionsclubs@dspins.com																				
	<table border="1"> <tr> <th colspan="2">INSURER(S) AFFORDING COVERAGE</th> <th>NAIC #</th> </tr> <tr> <td>INSURER A:</td> <td>ACE American Insurance Company</td> <td>22667</td> </tr> <tr> <td>INSURER B:</td> <td></td> <td></td> </tr> <tr> <td>INSURER C:</td> <td></td> <td></td> </tr> <tr> <td>INSURER D:</td> <td></td> <td></td> </tr> <tr> <td>INSURER E:</td> <td></td> <td></td> </tr> <tr> <td>INSURER F:</td> <td></td> <td></td> </tr> </table>	INSURER(S) AFFORDING COVERAGE		NAIC #	INSURER A:	ACE American Insurance Company	22667	INSURER B:			INSURER C:			INSURER D:			INSURER E:			INSURER F:	
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INSURER D:																					
INSURER E:																					
INSURER F:																					
INSURED Beaufort NC Lions Club Beaufort North Carolina																					


COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

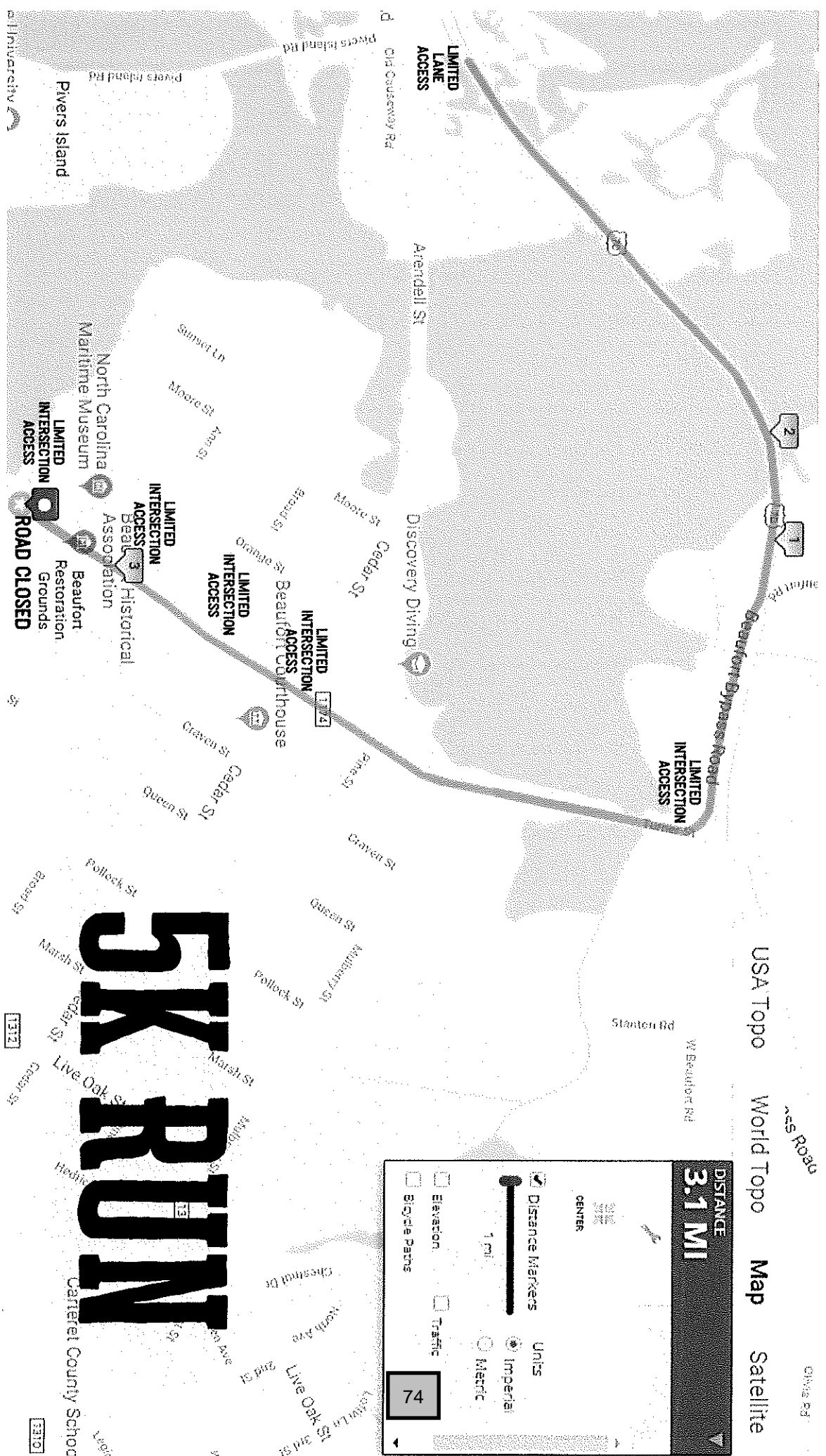
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Agg. Per Named Insured is \$2,000,000 GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC			HDOG71573448	09/01/2019	09/01/2020	EACH OCCURRENCE § 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) § 1,000,000 MED EXP (Any one person) § 5,000 PERSONAL & ADV INJURY § 1,000,000 GENERAL AGGREGATE § 10,000,000 PRODUCTS - COMP/OP AGG § 2,000,000
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS <input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$			ISAH25301754	09/01/2019	09/01/2020	COMBINED SINGLE LIMIT (Ea accident) § 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ EACH OCCURRENCE \$ AGGREGATE \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y/N If yes, describe under DESCRIPTION OF OPERATIONS below		N/A				WC STATU-TORY LIMITS OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

Provisions of the policy apply to the named insured's participation in the following activity during the policy period shown above: Beaufort Bridge Run 5K & 1+ Mile Dog Strut, 11-07-2020
 PROVISIONS OF THE POLICY DO NOT APPLY TO THE SALE OR SERVING OF ALCOHOLIC BEVERAGES.

CERTIFICATE HOLDER Town of Beaufort 701 Front Street Beaufort North Carolina 28516	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 
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USA Topo World Topo Map Satellite

DISTANCE
3.1 MI

Distance Markers 1 mi

Units Imperial Metric

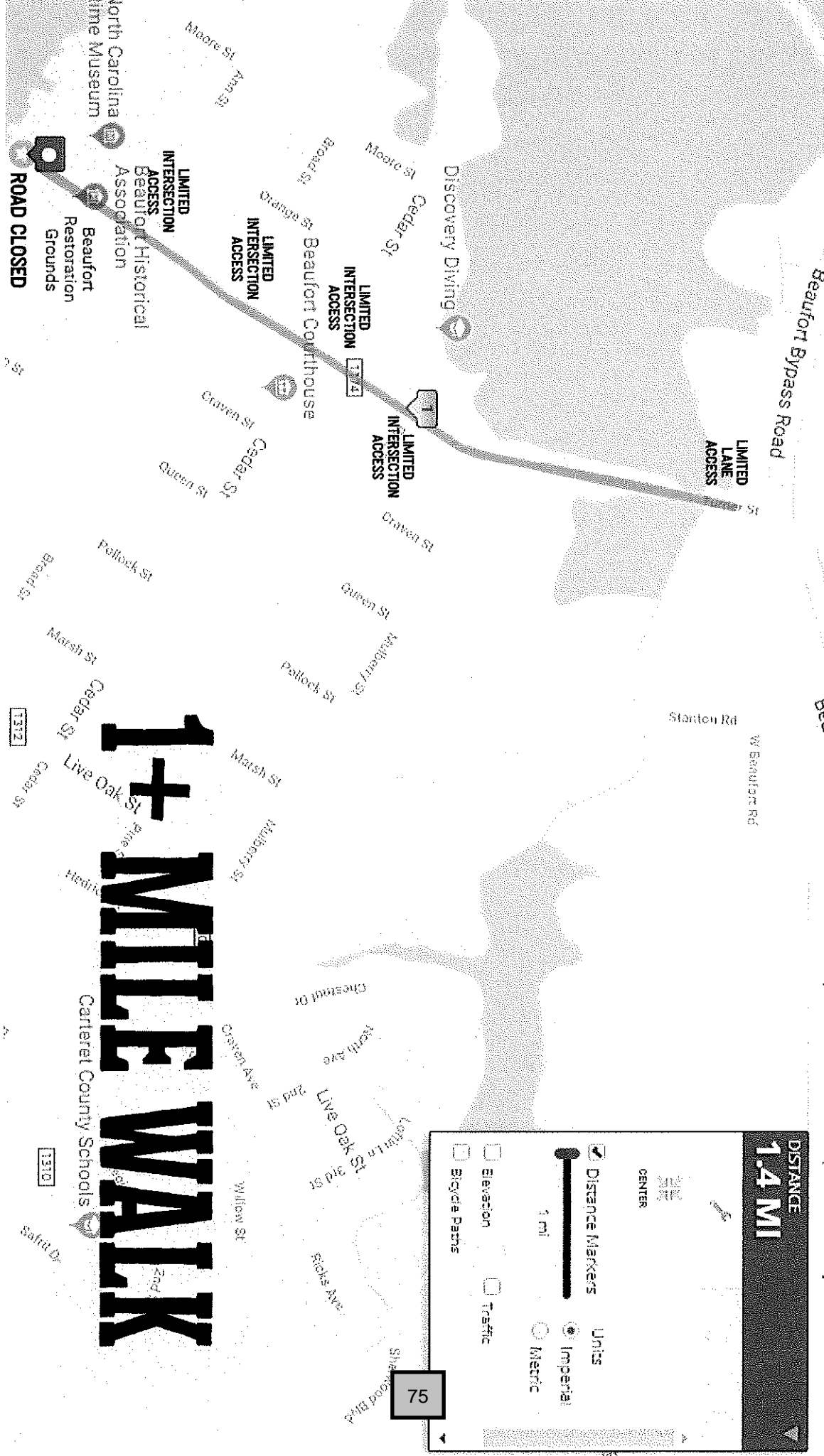
Elevation Traffic

Bicycle Paths

74

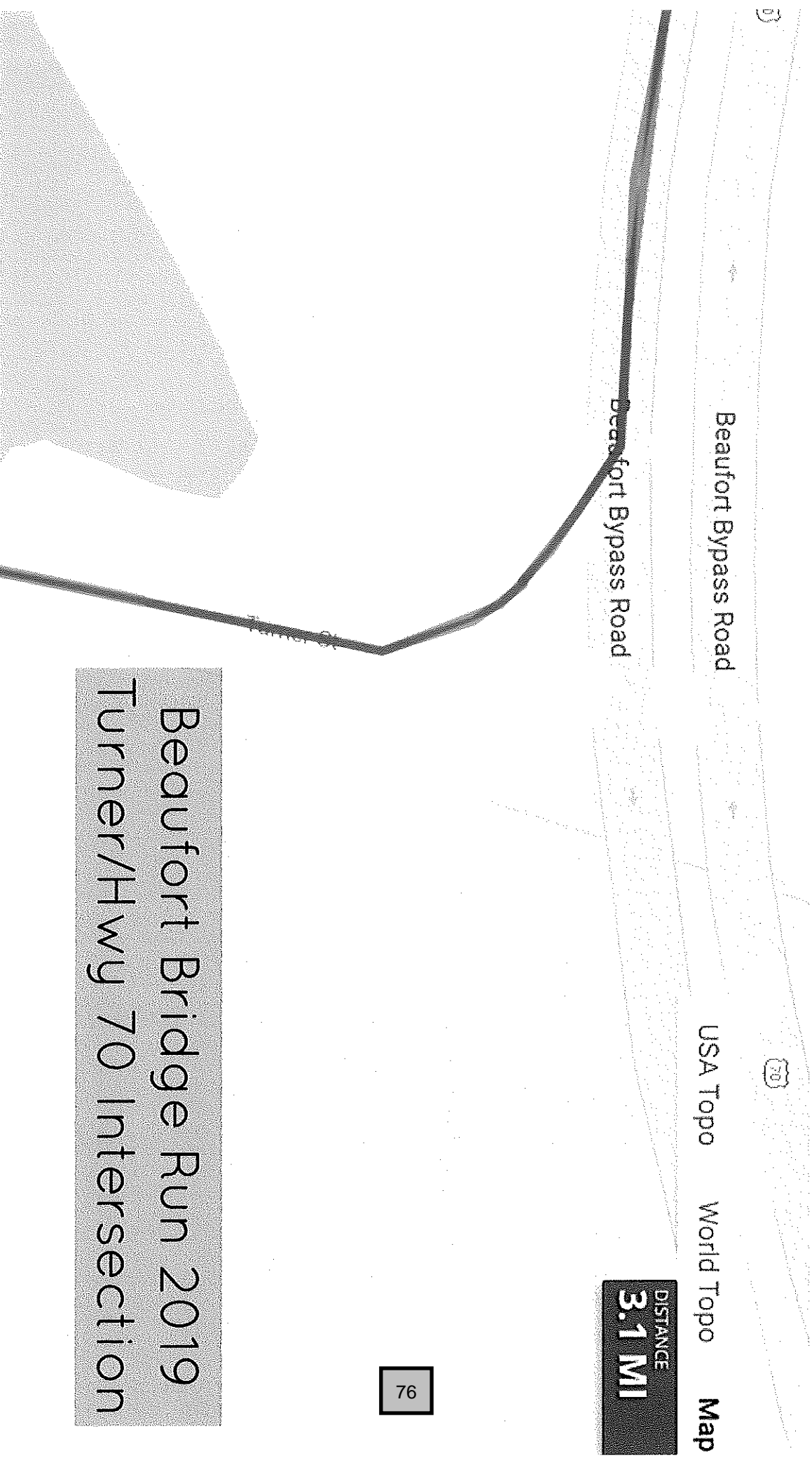
SKRUM

Carroll County School



1+ MILE WALK

Carverel County Schools



Beaufort Bridge Run 2019
Turner/Hwy 70 Intersection

DISTANCE
3.1 MI

Sea Witch Traders

Cru wine bar, 1 Shop & Wine S

Beaufort Realty

Beaufort Linen Co

Run The East
Trailer Turner St

Start/ Finish Line
Public Address

Lions Club (3)

Registration T-Shirts (4,5,6)

Sponsor Banners

Prizes Awards (7) (Backstreet)

Road Closed

Dogs Registration Live Oak (1)

Leader Dog (2)

Water/ Fruit

Break- through Carteret Vision Beaufort Vision

First Citizens Bank

SITE MAP

Finz Grill

Public Restroom

Fudge Factory

Front St

Fabricate

Tierra Fina



2020
Beaufort Bridge
Run
NOVEMBER 7, 2020



Beaufort Lions Club
Beaufort NC Lions Foundation (501c3)
BEAUFORT BRIDGE RUN/WALK 5K & 1+ MILE DOG STRUT
A Fundraiser for Lions Club International Diabetes for Awareness
November 2, 2019 | 8:00 am



TESTIMONIALS & FEEDBACK

“Seriously, y’all did so well with setup, volunteers, the course, awards, shirts, and after party that it became the best 5K in the area! Looking forward to seeing it grow more.”

-Tyler Pake, 2019 Beaufort Bridge Run 5K Winner

“THANK YOU for putting together such a well coordinated event from your volunteers to the cone company. While the route has its challenges, you did an amazing job coordinating and making sure everything was done properly. The Farmers Market expressed thanks to the Lions Club for helping promote them as well. While they experienced a few hiccups, they are supportive of future races during the off season months. I can’t even begin to express my deep gratitude for this. I’m going to have you teach others!”

-Rachel Johnson, Town of Beaufort Public Information Officer

“I am glad it was such a successful event and you received the service we expect from our staff. That new route is fun and new and I hope others follow your lead to change things up a bit!”

-Paul Burdette, Town of Beaufort Chief of Police

“This 79-year-old placed 70th in the 5K. My time was 32:20:36. Happy to see that young guy, Clinton Hasty at 82 (years old), finishing in 93rd place, 36:12.12. This always gives us older guys hope. Congratulating and wishing him the best also in future endeavors. My reward is motivating others to run, which encompasses many health benefits, etc. Couldn’t help but notice number of photographers during the race and Facebook photos are great. Good promotion for Lions Club 2020 race.”

-Jim Murray, 2019 Beaufort Bridge Run 5K 70+ Age Group Winner

“The Bridge Run 5K was fabulous! I was, surprisingly, the only runner constantly stopping to take photos! Will do 2020 absolutely! Thanks for all you do for the community.”

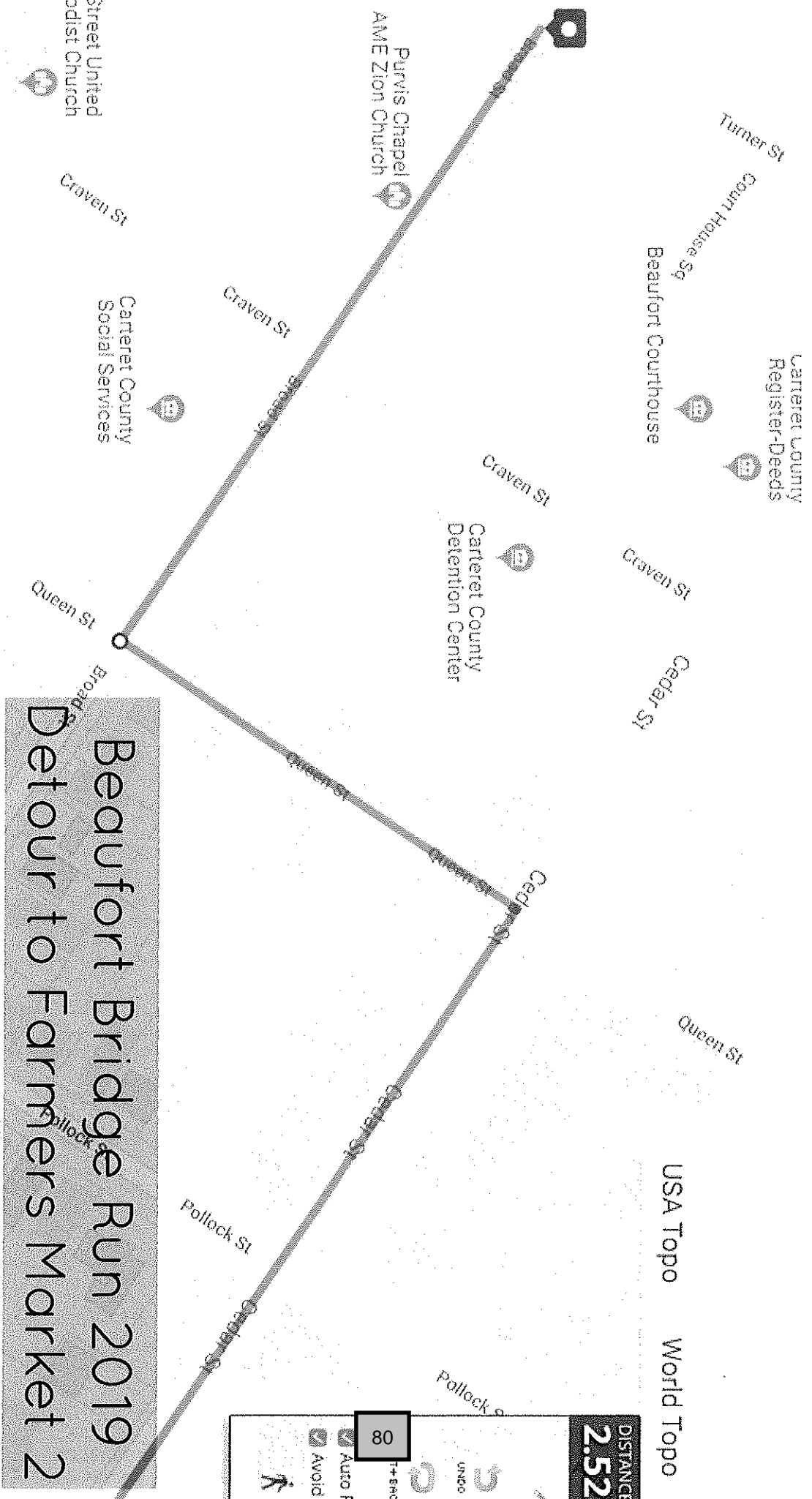
-Downton Antiques, Beaufort, NC

“I am so glad to hear that the event was a success and that our team did a good job for you. We were honored to be a part of it, and grateful for the chance to support the Beaufort Lions Club.”

-Jaime Alberti, PSG Traffic Services

“Thanks for your reply to my concerns about the road closures to accommodate the Lions Club road race. The timing as you explained it should not have a big impact on the market and we do appreciate all the efforts you are making to mitigate the situation. The Lions Club is a very important organization and we appreciate our partnership with them all during the market season. In fact, they will be with us at the market this coming Saturday! Best of luck with your race and with the fundraising associated with it.”

-Cindy Bunch, Olde Beaufort Farmers’ Market



Beaufort Bridge Run 2019
 Detour to Farmers Market 2

USA Topo World Topo

DISTANCE 2.52

80

UNDO

Auto F

Avoid t

Old Burying

Street United
 odist Church

Purvis Chapel
 AME Zion Church

Craven St

Carteret County
 Social Services

Craven St

Craven St

Carteret County
 Detention Center

Craven St

Cedar St

Queen St

Broad St

Cedar St

Queen St

Pollock St

Cedar St

Pollock St



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 p.m. Monday, March 9, 2020 – Train Depot, 614 Broad Street, Beaufort, NC

AGENDA CATEGORY: Items for Discussion and Consideration
SUBJECT: Historic Beaufort Road Race

BRIEF SUMMARY:

Event organizers for the Historic Beaufort Road Race run by the Beaufort Ole Towne Rotary have submitted an event application to host the annual event on Saturday, July 18, 2020.

- * July 18, 2020
- * Set-up 6 a.m. - Finished by 10 a.m.
- * Request traditional 10K route
- * Request Turner Street be closed from Middle Lane to Front Street from 6 -10 a.m.
- * Request Front Street be closed from Orange to Queen Streets during race
- * Request closure of the West Parking lot to reopen by 10 a.m.
- * Request paid parking be suspended until 10:30 a.m.
- * Event will provide volunteers to help supplement public safety personnel at intersections along Front Street

REQUESTED ACTION:

Consideration & Discussion

EXPECTED LENGTH OF PRESENTATION:

5 Minutes

9.

SUBMITTED BY:

Rachel Johnson, PIO/Parks & Events Coordinator

BUDGET AMENDMENT REQUIRED:

No

Date Application Received:

11/10/20

9.

Permit Number:



APPLICATION FOR SPECIAL EVENT PERMIT

Please return completed application form with permit fee and paperwork to:

Events Coordinator, Town of Beaufort

701 Front Street

P.O. Box 390

Beaufort, NC 28516

Phone: (252) 728-2141 Email: r.johnson@beaufortnc.org

Applications submitted late or incomplete may not receive approval and may not be issued a permit.

EVENT BASICS

Event Name: HISTORIC BEAUFORT ROAD RACE

Location of Event Site: FRONT STREET

(If more than one site is being requested please be specific and list each one individually below)

RACES WILL START/END AT CORNER OF FRONT ST. AND TURNER STREET.

Run by: BEAUFORT OCE TOWNE ROTARY

Applicant (Organizer) Name: BOB TERWILLIGER Contact # 571-212-9345

Day of Event Contact #: 571-212-9345 Email: RTERWILLIG @ GMAIL. COM

Type of Event:

- Festival
- Parade
- 5K Race
- 10K Race
- 1 MILE RACE/WALK

9/2/11

- Music Event
- Other _____

Actual Event Date(s): July 18, 2020 Time of Event: 6 - 10 AM

Set-Up Date: July 28 Start Time: 6 AM

Tear Down Date: July 18 End Time: 10 AM

Estimated Attendance: 500-600 Admission Fees: N/A

Event Description:
CHARITY ROAD RACES
5K + 10K RACES
1 MILE RUN/WALK

ORGANIZER/APPLICANT INFORMATION

Name of Organization: BEAUFORT OLE TOWNE ROTARY

Primary Contact Person: BOB TERWILLIGER

Mailing Address: 815 ANN ST. BEAUFORT N.C. 28516

Email: BTERWILLIG @ GMAIL. COM

Daytime Phone #: 571-212-9345 Cell Phone #: 571-212-9345

Alternate Contact Person: _____ Phone #: _____

Is your group a non-profit organization? Yes If yes, please provide documentation with your application.

SITE PLAN

Site Plan Attached

- Yes
- No

(If you need help, please set up a meeting with the Town of Beaufort's Events Coordinator)

OTHER EVENT DETAILS

Please provide the name and contact information of all outside companies who are providing services during your event. IE: Tent Rentals, Inflatable Rentals, Port-A-Pottie Rentals, etc.

RUN THE EAST (RACE MANAGEMENT) JAMIE ORR (252) 902-9717

Will there be canon/re-enactment fire during your event? If yes, please coordinate with the Beaufort Fire Department for safety procedures.

ALCOHOL

Alcohol at the event YES ___ NO Attach all required paperwork. Applicant is responsible for obtaining applicable ABC License and Liquor Liability Insurance. Applicant must provide a clearly marked and contained area for alcohol consumption and hire two Town of Beaufort police officers at a rate of \$35 per hour for the duration. (The Police Chief will review the application for exceptions.) All local, state and Federal laws must be adhered to.

I/we have read, understand and will comply with the rules outlined by the Town of Beaufort in the Town Code of Ordinances as well as in the Event Procedures.

X Robert Terry (Applicant's Signature)

ROAD CLOSURES

Does your event require a road closure? YES ___ NO

Please provide specifics below:

Road	Set-Up Time	Event Start Time	Finish Time	Tear Down Time
* TURNER ST.	0600	0730	0900	1000
FRONT ST.	0600	0730	0900	1000

If a road closure has any impact on area businesses and/or residents, the applicant will be required to inform all residents and/or businesses in the area of the road closure, by letter or hand-delivered flyer at least 14 days in advance of the event, of the particulars of the approved temporary road closure and any detour route available.

Emergency Vehicle Access Requirements: A road may be closed to regular traffic during an event, but an unobstructed fire lane must be left open at all times for emergency vehicles.

- * TURNER STREET CLOSED FROM MIDDLE LANE TO FRONT STREET
- ** FRONT STREET CLOSED FROM ORANGE STREET TO QUEEN STREET

A detailed site plan must be included with your event application. The following, should they be relevant, must be included in your Site Plan.

- Location of all tents and temporary structures
- Location of requested barricades and road closures
- Emergency exits
- Fire extinguishers, propane storage
- Location of command post, medical & first aid station, emergency vehicle access points and all exits and entrances (both emergency and for the public)
- Fencing, staging, bleachers, stages, inflatables, etc.
- Food/refreshment tent vendors, refreshment tents
- Food Trucks
- Location of Restrooms
- 5K/10K race routes

If the Site Plan is not submitted with the event application, the deadline is 45 days before the event, otherwise a permit will not be issued.

PARKS & PARKING LOTS REQUESTED

Please mark all that apply:

- East Parking Lot
- West Parking Lot
- Craven Street Parking
- Middle Lane
- John Newton Park
- Lynn Eury Park
- Grayden Paul Park
- Topsail Marine Park
- Other Please list: _____

Specific Requirements: (Extra trash cans/recycling/electrical etc.) Please be specific and include each item on the Site Plan for the desired location. Please note extra charges may apply in accordance to the fee schedule. (Trash/Recycling Carts: \$10 each, Electricity: \$50)

TRASH CANS	X 2	(\$20.00)
RECYCLE CARTS	X 2	(\$20.00)

PARKING/PARKING LOTS

9.

Parking lots required for Event set-up: (Please mark on the site map if applicable) (Please note charges may apply. The rate is \$18 per day per space in the East & West parking lots and \$9 per on street parking space per day for special event closure during Pay-To-Park season).

Please list all parking lots and spaces you are requesting. Spaces are numbered so please be specific. Also please note that parking space closures MUST be approved by the Board of Commissioners. Event organizers are not permitted to acquire additional spaces without Town permission prior to an event.

* WE ARE REQUESTING THAT PARKING FEE COLLECTION BE DELAYED UNTIL 10:30 THAT MORNING.

Please list off-site Parking Location for Vendors & Event Staff: A letter of permission is required for the use of private property per the event procedures. Please include this with your event application.

N/A

Bicycle Parking: Yes _____ No

Additional Handicap Parking: Yes _____ No Location: _____

Event Parking: (Please outline your plan for day of parking for event attendees. Please include parking lot locations and the name/contact information for any shuttle/trolley service):

EVENT ATTENDEES WILL PARK ON TURNER ST., ANN ST. AND SIDE STREETS ADJACENT TO FRONT ST.

PARADE/WALK INFORMATION

N/A

Parade Assembly Area: _____ Time: _____

Parade Dismissal Area: _____ Time: _____

Parade Start Time: _____

EMERGENCY MANAGEMENT

Route Map Attached: YES _____ NO (Please note a route map is required)

Designated Emergency personal/liaison (onsite): BOB TERWILGER

Cell #: 571-212-9345 Other Contact: _____

How will your event staff react to severe weather?

EVENT WILL BE CANCELED IN THE ADVENT OF SEVERE WEATHER.

How will you alert visitors to the event to evacuate the site? (If multiple sites are being requested, a plan must be submitted for each location)

LOCAL ANNOUNCEMENTS VIA MEGAPHONE.

RISK ASSESSMENT

It is important for Event Organizers to identify risks and hazards associated with their event and know how to prevent these risks. Please identify possible risks for your event and list below (weather, food, fire, etc.) Please provide details.

PRIMARY RISKS: EXTREME HAZARDOUS WEATHER CONDITIONS
PARTICIPANT MEDICAL EMERGENCIES

What training will you provide to your volunteers/staff/participants regarding emergencies?

MOST STAFF HAVE BEEN SUPPORTING RACE FOR SEVERAL YEARS AND ARE EXPERIENCED. ADDITIONAL SAFETY TRAINING WILL BE CONDUCTED PRIOR TO RACE.

TENTS

Will you have tents at your event? YES NO

Please list the tent sizes: _____
If your event includes tents, you must make arrangements with the Beaufort Fire Department for a tent permit. There is a \$50 fee. Please contact Tammy Turek at (252) 728-4325 to make arrangements. The Tent Permit Application and a list of requirements are available online at www.beaufortnc.org.

FOOD

Will there be food served at your event? YES NO

If yes, please provide a detailed list of all food vendors.

If yes, have you contacted the Carteret County Health Department to set up inspections? YES NO

All food vendors must have proper licensing, inspections, etc.

VENDORS

Will there be vendors selling items at your event? _____ Yes X No

Please note vendors are only permitted to sell during the event hours listed on this application. Any vendor selling before or after the listed hours is in violation and subject to being shut-down.

All vendors must have proper certifications and licenses. They must display the required state sales and use tax information and the event organizer must keep all of this information on file pursuant to North Carolina State laws.

CHECKLIST

Please submit the following documents with your event application. Once all forms (if applicable) are received and the event is approved an Event Permit will be issued.

- Tent Permit
- Detailed Site Plan
- Detailed Route Map (Parade/5K/10K)
- Map of Road Closures
- ABC Permit
- Health Inspection Documentation
- Insurance
- Non-profit documentation
- Private property parking permission letter
- List of food vendors
- List of vendors
- Application Fee
- Application Signature

I/We the event organizer BEAUFORT OLE TOWNE ROTARY, on behalf of _____, the party requesting the use of the Town of Beaufort facilities noted in the above application do hereby hold and save harmless and agree to indemnify the Town of Beaufort and its elected officials, directors, officers, employees, servants, agents, contractors and their respective heirs, executors, successors with respect to any and all liability, actions, debts, suits, demands, costs, damages and expenses whatsoever arising wither directly or indirectly as a result of the use of the Town of Beaufort's facilities, park, road or other and in accordance with the provisions contained in this policy. I/We have read and understand this application, the event procedures and the requirements placed upon this applicant and organization. I agree to abide by the Town of Beaufort rules, regulations and ordinances.

Applicant's Signature Robert Taylor Date 1/10/2020

Internal Use Only
 Permission is granted to the applicant and/or sponsoring organization to use the streets/facilities/parks as listed in the application for the special event described.

Permit Issue Date: _____
 Authorized Signature: _____

Insurance Certificate: Yes _____ No _____
 Permit Fee: Yes _____ No _____
 BOC Approval Date: _____
 Police Chief Approval: _____
 Fire Chief Approval: _____



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Handwritten notes or signatures at the bottom of the page.

Additional faint, illegible text at the bottom of the page.

Beaufort Waterfront 1 Mile 2019

Beaufort, NC

Brandon Wilson

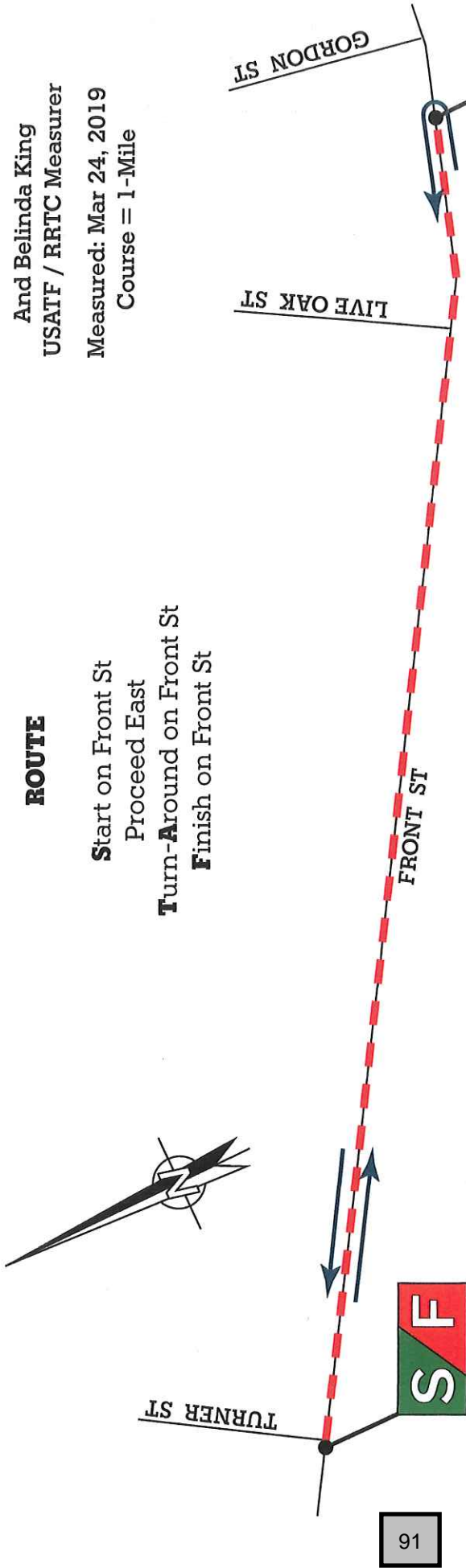
Measured By: Brandon Wilson
 USATF / RRTC Certifier
 IAAF / AIMS Grade A

And Belinda King
 USATF / RRTC Measurer

Measured: Mar 24, 2019
 Course = 1-Mile

ROUTE

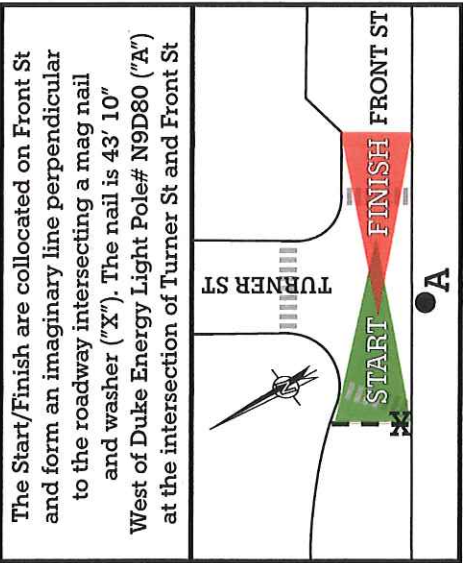
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 Proceed East
Turn-Around on Front St
Finish on Front St



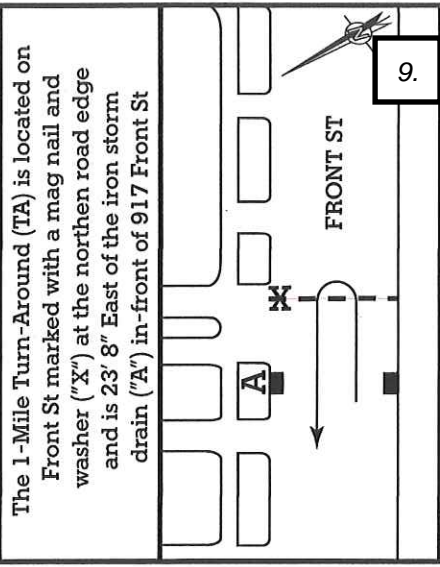
USATF Certificate #NC19004BW
 Effective Apr 2, 2019 to Dec 31, 2029



START FINISH DETAIL



TURN-AROUND DETAIL



Historic Beaufort Road Race 5k

Brandon Wilson

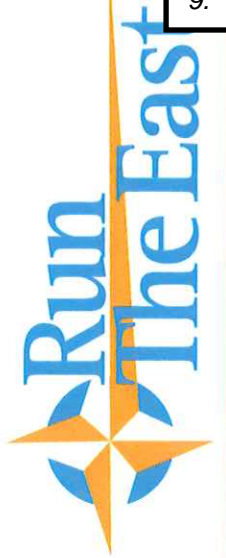
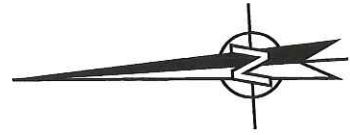
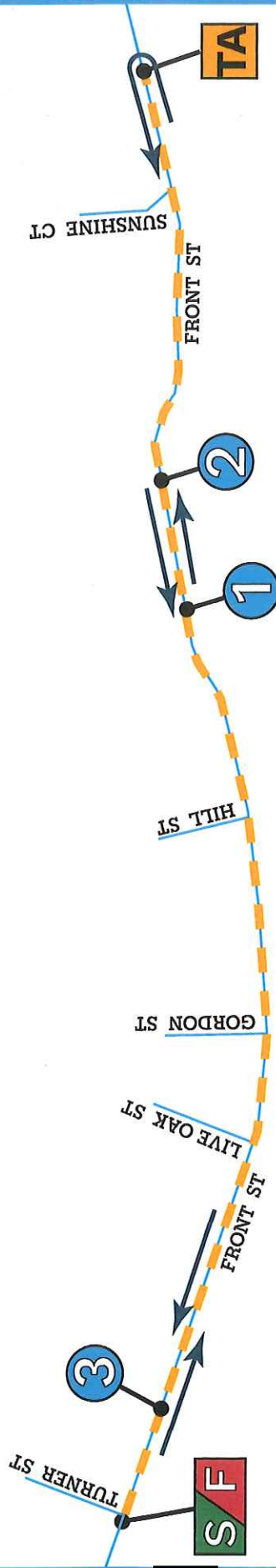
Measured By: Brandon Wilson
USATF / RRTC Certifier
IAAF / AIMS Grade A

And Belinda King
USATF / RRTC Measurer

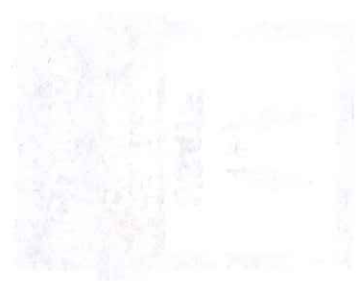
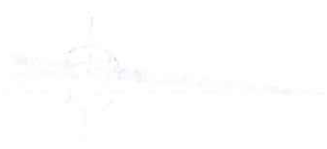
Measured: Mar 24, 2019
Course = 5km

ROUTE

S Start on Front St
Proceed East
T Turn-Around on Front St
F Finish on Front St



ALPHABET



ALPHABET
A-Z
A-Z
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ALPHABET

Beaufort Waterfront 10k 2019

Beaufort, NC

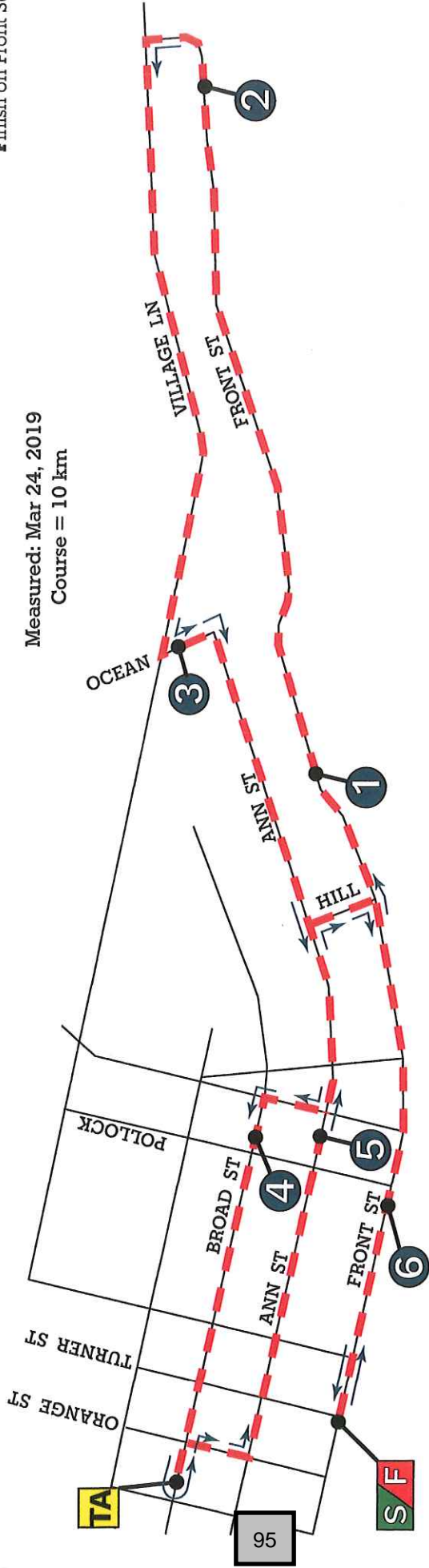
Brandon Wilson

SPLITS

- Mile 1 - At 1506 Front St
- Mile 2 - 30' East of mailbox# 2505 Front St
- Mile 3 - On Ocean St 40' South of Village Ln
- Mile 4 - On Broad St 140' East of Pollock St
- Mile 5 - At Intersection of Ann St and Marsh St
- Mile 6 - on Front St 130' West of Pollock St

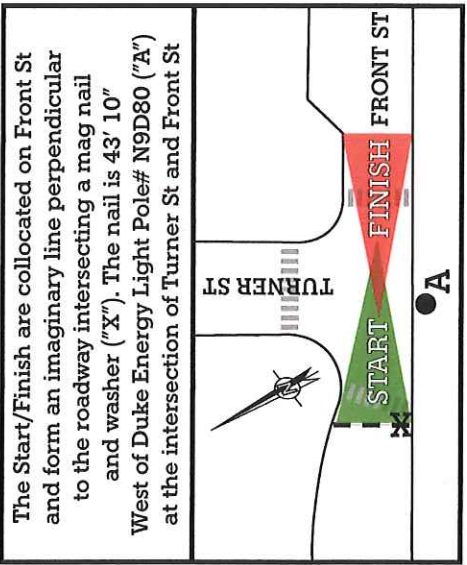
Measured By: Brandon Wilson
 USATF / RRTC Certifier
 IAAF / AIMS Grade A
 And Belinda King
 USATF / RRTC Measurer

Measured: Mar 24, 2019
 Course = 10 km



- ROUTE**
- Start on Front St
 - Proceed East
 - Left on Village Ln
 - Left on Ocean
 - Right on Ann
 - Right on Live Oak
 - Left on Broad
 - Turn-Around on Broad
 - Right on Orange
 - Left on Ann
 - Right on Hill
 - Right on Front St
 - Finish on Front St

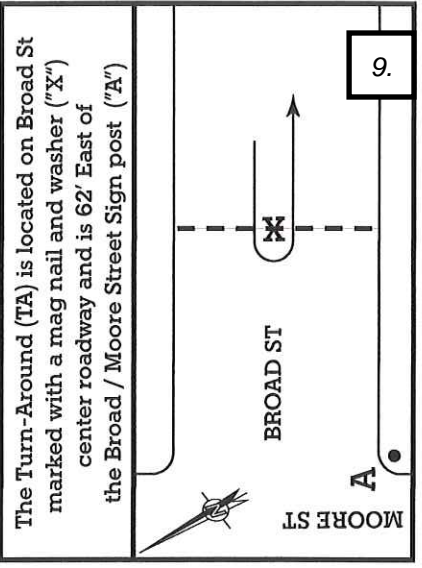
START FINISH DETAIL

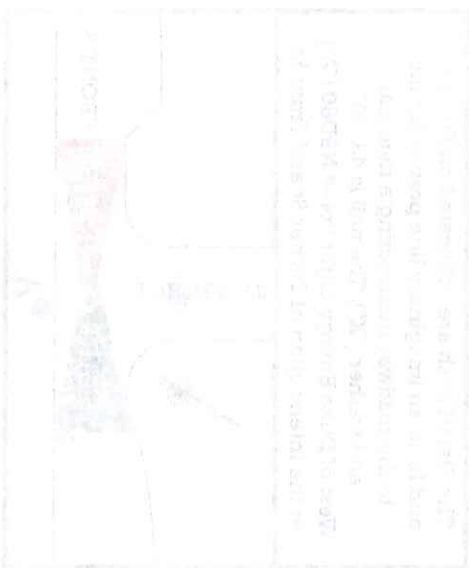


USATF Certificate #NC19006BW
 Effective Apr 2, 2019 to Dec 31, 2029



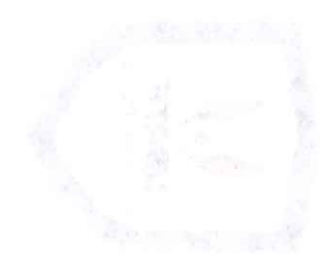
TURN-AROUND DETAIL





LAKEN BAKKER DELFT

De afgebeelde kaart is een plan van de afgebeelde terreinen, welke zijn afgebeeld op een schaal van 1:1000. De afgebeelde terreinen zijn de afgebeelde terreinen, welke zijn afgebeeld op een schaal van 1:1000.



LAKEN BAKKER DELFT

De afgebeelde kaart is een plan van de afgebeelde terreinen, welke zijn afgebeeld op een schaal van 1:1000. De afgebeelde terreinen zijn de afgebeelde terreinen, welke zijn afgebeeld op een schaal van 1:1000.



LAKEN BAKKER DELFT

De afgebeelde kaart is een plan van de afgebeelde terreinen, welke zijn afgebeeld op een schaal van 1:1000. De afgebeelde terreinen zijn de afgebeelde terreinen, welke zijn afgebeeld op een schaal van 1:1000.



LAKEN BAKKER DELFT

De afgebeelde kaart is een plan van de afgebeelde terreinen, welke zijn afgebeeld op een schaal van 1:1000. De afgebeelde terreinen zijn de afgebeelde terreinen, welke zijn afgebeeld op een schaal van 1:1000.

PLAN VAN DE TERREINEN



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, March 9, 2020 – Train Depot, 614 Broad Street, Beaufort, NC

AGENDA CATEGORY: Items for Discussion and Consideration
SUBJECT: Crystal Coast Half Booty Triathlon

BRIEF SUMMARY: (Still in process of staff review)

Triathlon organizers have submitted an updated request to move the finish line for the 2020 event on Saturday, May 9. The original application requested the closure of the West Parking lot for the finish line activities. The amended application moves the finish line to Middle Lane. The BHA grounds will be used for activities.

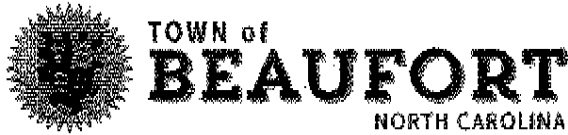
The organizers request closing Middle Lane from 6 a.m. on May 9 until 8 p.m.

REQUESTED ACTION:
Consideration & Discussion

EXPECTED LENGTH OF PRESENTATION:
5 Minutes

SUBMITTED BY:
Rachel Johnson, PIO/Parks & Events Coordinator

BUDGET AMENDMENT REQUIRED:
No



Date Application Received: 10.

Permit Number:

APPLICATION FOR SPECIAL EVENT PERMIT

Please return completed application form with permit fee and paperwork to:

Events Coordinator, Town of Beaufort
 701 Front Street
 P.O. Box 390
 Beaufort, NC 28516
 Phone: (252) 728-2141 Email: r.johnson@beaufortnc.org

Applications submitted late or incomplete may not receive approval and may not be issued a permit.

EVENT BASICS

Event Name: Crystal Coast Half Booty Triathlon

Location of Event Site: Maritime Museum Annex and Middle Lane/Turner St.
Beaufort Historic Site
 (If more than one site is being requested please be specific and list each one individually below)

Maritime Museum Annex = Swim Course and Transition Area
Middle Lane = Finish Line

Turner Street -
Beaufort Historic Site - POST RACE PARTY and Event Expo (May 8th)

Run by: Crystal Coast Triathlon Board of Directors

Applicant (Organizer) Name: Kaz Yahyapour Contact # 919-280-9737

Day of Event Contact #: 919-280-9737 Email: yahyapour5@aol.com

Type of Event:

- Festival
- Parade
- 5K Race
- 10K Race

- Music Event
- Other Half Triathlon

Actual Event Date(s): May 9, 2020 Time of Event: 4:00 AM to 6:00 PM

Set-Up Date: May 9, 2020 12:00A to 5:00A Start Time: 7:00 AM

Tear Down Date: May 9, 2020 End Time: 8:00 PM

Estimated Attendance: 1,000 to 2,000 Admission Fees: Entry Free

Event Description: 1.2 mile SWIM 56 MILE BIKE RIDE 13.1 MILE RUN

ORGANIZER/APPLICANT INFORMATION

Name of Organization: Crystal Coast Half Booty Triathlon

Primary Contact Person: Kaz Yahyapour

Mailing Address: 6100 Crescent Knoll Dr. Raleigh, NC 27614

Email: yahyapour5@aol.com

Daytime Phone #: 919 280 9737 Cell Phone #: 919-280-9737

Alternate Contact Person: Steve Tulavech Phone #: 252-211-3891

Is your group a non-profit organization? Yes If yes, please provide documentation with your application.

SITE PLAN

Site Plan Attached

- Yes
- No

(If you need help, please set up a meeting with the Town of Beaufort's Events Coordinator)

A detailed site plan must be included with your event application. The following, should they be relevant, must be included in your Site Plan.

- Location of all tents and temporary structures
- Location of requested barricades and road closures
- Emergency exits
- Fire extinguishers, propane storage
- Location of command post, medical & first aid station, emergency vehicle access points and all exits and entrances (both emergency and for the public)
- Fencing, staging, bleachers, stages, inflatables, etc.
- Food/refreshment tent vendors, refreshment tents
- Food Trucks
- Location of Restrooms
- 5K/10K race routes

If the Site Plan is not submitted with the event application, the deadline is 45 days before the event, otherwise a permit will not be issued.

PARKS & PARKING LOTS REQUESTED

Please mark all that apply:

- East Parking Lot
- West Parking Lot
- Craven Street Parking
- Middle Lane
- John Newton Park
- Lynn Eury Park
- Grayden Paul Park
- Topsall Marine Park
- Other Please list: _____

Specific Requirements: (Extra trash cans/recycling/electrical etc.) Please be specific and include each item on the Site Plan for the desired location. Please note extra charges may apply in accordance to the fee schedule. (Trash/Recycling Carts: \$10 each, Electricity: \$50)

OTHER EVENT DETAILS

Please provide the name and contact information of all outside companies who are providing services during your event. IE: Tent Rentals, Inflatable Rentals, Port-A-Pottie Rentals, etc.

Grand Station Rentals
Blv Site Solutions

Will there be canon/re-enactment fire during your event? Yes If yes, please coordinate with the Beaufort Fire Department for safety procedures.

ALCOHOL

Alcohol at the event YES NO Attach all required paperwork. Applicant is responsible for obtaining applicable ABC License and Liquor Liability Insurance. Applicant must provide a clearly marked and contained area for alcohol consumption and hire two Town of Beaufort police officers at a rate of \$35 per hour for the duration. (The Police Chief will review the application for exceptions.) All local, state and Federal laws must be adhered to.

I/we have read, understand and will comply with the rules outlined by the Town of Beaufort in the Town Code of Ordinances as well as in the Event Procedures.

x [Signature] (Applicant's Signature)

ROAD CLOSURES

Does your event require a road closure? YES NO

Please provide specifics below:

Road	Set-Up Time	Event Start Time	Finish Time	Tear Down Time
CRAVEN ST.		10:00 AM	6:00 PM	6:00 P to 7:00 PM
MIDDLE LN	12:01 AM	12:00 AM	6:00 PM	6:00 P to 7:00 PM
TURNER ST. (Front St to Ann St)		10:00 AM	6:00 PM	6:00 P to 7:00 PM

If a road closure has any impact on area businesses and/or residents, the applicant will be required to inform all residents and/or businesses in the area of the road closure, by letter or hand-delivered flyer at least 14 days in advance of the event, of the particulars of the approved temporary road closure and any detour route available.

Emergency Vehicle Access Requirements: A road may be closed to regular traffic during an event, but an unobstructed fire lane must be left open at all times for emergency vehicles.

PARKING/PARKING LOTS

10.

Parking lots required for Event set-up: (Please mark on the site map if applicable) (Please note charges may apply. The rate is \$18 per day per space in the East & West parking lots and \$9 per on street parking space per day for special event closure during Pay-To-Park season).

Please list all parking lots and spaces you are requesting. Spaces are numbered so please be specific. Also please note that parking space closures MUST be approved by the Board of Commissioners. Event organizers are not permitted to acquire additional spaces without Town permission prior to an event.

Please list off-site Parking Location for Vendors & Event Staff: A letter of permission is required for the use of private property per the event procedures. Please include this with your event application.

Bicycle Parking: Yes _____ No

Additional Handicap Parking: Yes _____ No Location: _____

Event Parking: (Please outline your plan for day of parking for event attendees. Please include parking lot locations and the name/contact information for any shuttle/trolley service):

Satellite Parking at Beaufort Middle School and
ACE Hardware

PARADE/WALK INFORMATION

Parade Assembly Area: _____ Time: _____

Parade Dismissal Area: _____ Time: _____

Parade Start Time: _____

EMERGENCY MANAGEMENT

Route Map Attached: YES _____ NO (Please note a route map is required)

Designated Emergency personal/liason (onsite): Kaz Yahyapour

Cell #: 919 - 280 - 9737 Other Contact: _____

How will your event staff react to severe weather?

Event will be cancelled if severe weather is predicted...

How will you alert visitors to the event to evacuate the site? (If multiple sites are being requested, a plan must be submitted for each location)

Announcements made on site at both Transition Area and FINISH LINE / POST RACE PARTY to evacuate the area.

RISK ASSESSMENT

It is important for Event Organizers to identify risks and hazards associated with their event and know how to prevent these risks. Please identify possible risks for your event and list below (weather, food, fire, etc.) Please provide details.

Risk of severe weather - actions as above.

What training will you provide to your volunteers/staff/participants regarding emergencies?

All will know in advance that they are to seek cover in event of severe weather.

TENTS

Will you have tents at your event? X YES NO

Please list the tent sizes: 30x100

If your event includes tents, you must make arrangements with the Beaufort Fire Department for a tent permit. There is a \$50 fee. Please contact Tammy Turek at (252) 728-4325 to make arrangements. The Tent Permit Application and a list of requirements are available online at www.beaufortnc.org.

FOOD

Will there be food served at your event? X YES NO

If yes, please provide a detailed list of all food vendors. Papa Johns Pizza for participants

If yes, have you contacted the Carteret County Health Department to set up inspections? YES X NO

All food vendors must have proper licensing, inspections, etc.

Will there be vendors selling items at your event? _____ Yes X No

Please note vendors are only permitted to sell during the event hours listed on this application. Any vendor selling before or after the listed hours is in violation and subject to being shut-down.

All vendors must have proper certifications and licenses. They must display the required state sales and use tax information and the event organizer must keep all of this information on file pursuant to North Carolina State laws.

CHECKLIST

Please submit the following documents with your event application. Once all forms (if applicable) are received and the event is approved an Event Permit will be issued.

- Tent Permit
- Detailed Site Plan
- Detailed Route Map (Parade/5K/10K)
- Map of Road Closures
- ABC Permit
- Health Inspection Documentation
- Insurance
- Non-profit documentation
- Private property parking permission letter
- List of food vendors
- List of vendors
- Application Fee
- Application Signature

I/We the event organizer Kaz Yahyapour, on behalf of Crystal Coast Half Booty Triathlon the party requesting the use of the Town of Beaufort facilities noted in the above application do hereby hold and save harmless and agree to indemnify the Town of Beaufort and its elected officials, directors, officers, employees, servants, agents, contractors and their respective heirs, executors, successors with respect to any and all liability, actions, debts, suits, demands, costs, damages and expenses whatsoever arising wither directly or indirectly as a result of the use of the Town of Beaufort's facilities, park, road or other and in accordance with the provisions contained in this policy. I/We have read and understand this application, the event procedures and the requirements placed upon this applicant and organization. I agree to abide by the Town of Beaufort rules, regulations and ordinances.

Applicant's Signature [Signature] Date 2-5-2020

Internal Use Only
 Permission is granted to the applicant and/or sponsoring organization to use the streets/facilities/parks as listed in the application for the special event described.
 Permit Issue Date: _____
 Authorized Signature: _____

Insurance Certificate: Yes _____ No _____
 Permit Fee: Yes _____ No _____
 BOC Approval Date: _____
 Police Chief Approval: _____
 Fire Chief Approval: _____

Town of Beaufort Tent Permit Application

10.

The NC Fire Prevention Code requires tents **in excess of 800 square feet** and other membrane structures to be evaluated for fire and life safety and a permit issued prior to the event. Applicants must submit completed application, attachments and permit fee to the Town of Beaufort Fire Department **three (3)** days prior to event.

Submit Permit Application, Attachments and Tent Permit Fee of **\$50.00** to:

- Town of Beaufort Fire Department, Attention: Tammy Turek
- Located at: 506 Live Oak Street, Beaufort, NC 28516
- Fax: 252-728-2382
- Email: t.turek@beaufortnc.org

A Tent Permit is not required if all of the following conditions are meant:

- 1) **Tent is less than 1,800 square feet**
- 2) **Tent is open on all sides**
- 3) **Tent has a minimum clearance of 12 feet from all structures.**

If you have any questions regarding your tent, please contact Tammy Turek, Beaufort Fire Department: 252-728-4325

SECTION I. EVENT INFORMATION

APPLICANT'S NAME: <u>Crystal Coast Half Booty Triathlon</u>		
PHONE NUMBER: <u>919-280-9737</u>	E-MAIL ADDRESS: <u>yahyapour5@aol.com</u>	
NAME OF PERSON HOLDING EVENT: <u>Kaz Yahyapour</u>	PHONE NO. <u>919-280-9737</u>	
EVENT ADDRESS/LOCATION: <u>Beaufort Historic Site</u>		
NAME/TYPE OF EVENT: <u>Expo and Post-Race Party - Crystal Coast Triathlon</u>		
TENT SET UP DATE: <u>May 7, 2020</u>	EVENT DATE(S): <u>May 8 + May 9, 2020</u>	TIME OF EVENT: <u>5/8 - 10A-8P 5/9 7A-7P</u>

SECTION II. TENT INFORMATION

Size of tent: 100 x 30 Sides? YES NO Estimated number of attendees: 400-600
(NOT ALL at ONE TIME)

Will there be electricity? YES NO / If so, Electrical Source: Existing power supply or Temporary power pole
**The Town's Building Inspector is required to inspect a new temporary power pole prior to the power company turning on the electricity. Existing power supplies, such as a residential or commercial outlet, have previously been inspected, and therefore do not require an inspection.*

Will there be heaters? YES NO
**Open flames or flammable liquids are not allowed in the tent, and all other heaters shall be approved by the Fire Inspector. Please contact Fire Inspector for approved heating devices.*

Will you be cooking? YES NO
**Warming trays and other similar devices shall be approved by the Fire Inspector. Cooking tents with sides shall be separated from the other tents by 20'.*

SECTION III. REQUIRED ATTACHMENTS

If there is not a permanently affixed National Fire Protection Association (NFPA) 701 label located on the tent, the tent company will provide a Certificate of Flame Resistance to the Fire Inspector.

Site Plan showing the tent's location on the property. Beaufort Historic Site
The site plan is used to review whether there is adequate and safe access for fire trucks. Detailed site and floor plans are required for tents with an occupant load of 50 or more

Floor plan showing seating arrangements, exits, equipment being used, stage, etc.
Floor plans are used to determine the maximum number of people allowed in the tent and plans are reviewed for safety.

SECTION VI. FOR OFFICE USE BELOW THIS LINE:

Permit Fee Received: YES NO INV.# <u>105</u>	Date: _____
Approved by: _____ FIRE INSPECTOR SIGNATURE	Date: _____



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 p.m. Monday, March 9, 2020 – Train Depot, 614 Broad Street, Beaufort, NC

AGENDA CATEGORY: Items for Discussion and Consideration

SUBJECT: Wooden Boat Show

BRIEF SUMMARY:

The NC Maritime Museum Wooden Boat Show is requesting the closure of the 300 block of Front Street from 6 a.m.-8 p.m. on Saturday, May 2, 2020 for the purpose of hosting their annual Wooden Boat Show.

This event occurs at the same time the Annual Boat Building Challenge takes place in the West parking lot.

REQUESTED ACTION:

Consideration

EXPECTED LENGTH OF PRESENTATION:

5 Minutes

SUBMITTED BY:

Rachel Johnson, PIO/Parks & Events Coordinator

BUDGET AMENDMENT REQUIRED:

No



TOWN of
BEAUFORT
NORTH CAROLINA

APPLICATION FOR SPECIAL EVENT PERMIT

Please return completed application form with permit fee and paperwork to:

Events Coordinator, Town of Beaufort

701 Front Street

P.O. Box 390

Beaufort, NC 28516

Phone: (252) 728-2141 Email: r.johnson@beaufortnc.org

Applications submitted late or incomplete may not receive approval and may not be issued a permit.

EVENT BASICS

Event Name: **NC Maritime Museum Wooden Boat Show**

Location of Event Site: **Watercraft Center, Museum, and 300 block of Front Street**

(If more than one site is being requested please be specific and list each one individually below)

Run by: **NC Maritime Museum & Friends of the Museum**

Applicant (Organizer) Name: **Brent Creelman**

Contact #: **252 728-2762**

Day of Event Contact #: **Grant Caraway** Contact # **910 934-3792** Email: grant.caraway@ncdcr.gov

Type of Event:

- Festival
- Parade
- 5K Race
- 10K Race
- Music Event
- Other: Exhibition**

Actual Event Date(s): **May 2, 2020**

Time of Event: **10 a.m. – 6 p.m.**

Set-Up Date: **May 2, 2020**

Start Time: **6 a.m.**

Tear Down Date: **May 2, 2020**

End Time: **8 p.m.**

Estimated Attendance: **2,000-3,000**

Admission Fees: **\$0**

Event Description:

Display of wooden boats, demonstrations

ORGANIZER/APPLICANT INFORMATION

Name of Organization: **Friends of the Museum**

Primary Contact Person: **Brent Creelman**

Mailing Address: **315 Front Street, Beaufort**

Email: **brent@maritimefriends.org**

Daytime Phone #: **252 728-2762**

Cell Phone #: **252 422-6452**

Alternate Contact Person: **Grant Caraway**

Contact # **910 934-3792**

Is your group a non-profit organization? **Yes** If yes, please provide documentation with your application.

Site Plan Attached

SITE PLAN

Yes

No

(If you need help, please set up a meeting with the Town of Beaufort's Events Coordinator)

A detailed site plan must be included with your event application. The following, should they be relevant, must be included in your Site Plan.

- Location of all tents and temporary structures
- Location of requested barricades and road closures

OTHER EVENT DETAILS

11.

- Emergency exits
- Fire extinguishers, propane storage
- Location of command post, medical & first aid station, emergency vehicle access points and all exits and entrances (both emergency and for the public)
- Fencing, staging, bleachers, stages, inflatables, etc.
- Food/refreshment tent vendors, refreshment tents
- Food Trucks
- Location of Restrooms
- 5K/10K race routes

If the Site Plan is not submitted with the event application, the deadline is 45 days before the event, otherwise a permit will not be issued.

Please mark all that apply:

PARKS & PARKING LOTS REQUESTED

- East Parking Lot
- West Parking Lot
- Craven Street Parking
- Middle Lane
- John Newton Park
- Lynn Eury Park
- Grayden Paul Park
- Topsail Marine Park
- Other** Please list: **300 block of Front Street**

Specific Requirements: (Extra trash cans/recycling/electrical etc.) Please be specific and include each item on the Site Plan for the desired location. Please note extra charges may apply in accordance to the fee schedule. (Trash/Recycling Carts: \$10 each, Electricity: \$50)

Please provide the name and contact information of all outside companies who are providing services during your event. IE: Tent Rentals, Inflatable Rentals, Port-A-Pottie Rentals, etc.

Will there be canon/re-enactment fire during your event? **NO** If yes, please coordinate with the Beaufort Fire Department for safety procedures.

Does your event require a road closure? ___Yes___ **YES** _____NO

Please provide specifics below: **300 block of Front Street between the Museum's east driveway and Orange Street with an access lane open for the Elizabeth Inn at 307 Front Street.**

ALCOHOL

Alcohol at the event YES ___ NO **X** Attach all required paperwork. Applicant is responsible for obtaining applicable ABC License and Liquor Liability Insurance. Applicant must provide a clearly marked and contained area for alcohol consumption and hire two Town of Beaufort police officers at a rate of \$32.50 per hour for the duration. At the discretion of the Police Chief, modifications may be made to staffing requirements. All local, state and Federal laws must be adhered to.

I/we have read, understand and will comply with the rules outlined by the Town of Beaufort in the Town Code of Ordinances as well as in the Event Procedures.

X _____ (Applicant's Signature)

ROAD CLOSURES

Road	Set-Up Time	Event Start Time	Finish Time	Tear Down Time
300 block Front St	6-10 a.m.	10 a.m.	6 p.m.	6-8 p.m.

If a road closure has any impact on area businesses and/or residents, the applicant will be required to inform all residents and/or businesses in the area of the road closure, by letter or hand-delivered flyer at least 14 days in advance of the event, of the particulars of the approved temporary road closure and any detour route available.

Emergency Vehicle Access Requirements: A road may be closed to regular traffic during an event, but an unobstructed fire lane must be left open at all times for emergency vehicles.

Parking lots required for Event set-up: (Please mark on the site map if applicable) (Please note charges may apply. The rate is \$10 per parking space per day for special event closure during Pay-To-Park season).

Please list all parking lots and spaces you are requesting. Spaces are numbered so please be specific. Also please note that parking space closures MUST be approved by the Board of Commissioners. Event organizers are not permitted to acquire additional spaces without Town permission prior to an event.

300 block of Front Street to include parking spaces 173-183

Please list off-site Parking Location for Vendors & Event Staff: A letter of permission is required for the use of private property per the event procedures. Please include this with your event application.

BB&T parking lot – Front & Pollock Streets

Bicycle Parking: **Yes** No

Additional Handicap Parking: Yes _____ No _____ Location: _____

Event Parking: (Please outline your plan for day of parking for event attendees. Please include parking lot locations and the name/contact information for any shuttle/trolley service):

Parade Assembly Area: _____ Time: _____

PARADE/WALK INFORMATION

Parade Dismissal Area: _____ Time: _____

Parade Start Time: _____

Route Map Attached: _____ YES _____ NO (Please note a route map is required)

EMERGENCY MANAGEMENT

Designated Emergency personal/liaison (onsite): **Grant Caraway**

Cell #: **910 394-3792** Other Contact: **Brent Creelman 252 422-6452**

How will your event staff react to severe weather? **__Gather in the Watercraft Center & Museum**

How will you alert visitors to the event to evacuate the site? (If multiple sites are being requested, a plan must be submitted for each location)

Bullhorn

RISK ASSESSMENT

It is important for Event Organizers to identify risks and hazards associated with their event and know how to prevent these risks. Please identify possible risks for your event and list below (weather, food, fire, etc.) Please provide details.

Severe weather – thunderstorms/high winds/lightening

What training will you provide to your volunteers/staff/participants regarding emergencies?

Event volunteers & staff are seasoned. Volunteer orientation addresses pending threats.

TENTS

Will you have tents at your event? YES NO

Please list the tent sizes: _____

If your event includes tents, you must make arrangements with the Beaufort Fire Department for a tent permit. There is a \$50 fee. Please contact Tammy Turek at (252) 728-4325 to make arrangements. The Tent Permit Application and a list of requirements are available online at www.beaufortnc.org.

FOOD

Will there be food served at your event? YES NO

If yes, please provide a detailed list of all food vendors.

If yes, have you contacted the Carteret County Health Department to set up inspections? YES NO

All food vendors must have proper licensing, inspections, etc

VENDORS

Will there be vendors selling items at your event? Yes No

Please note vendors are only permitted to sell during the event hours listed on this application. Any vendor selling before or after the listed hours is in violation and subject to being shut-down.

All vendors must have proper certifications and licenses. They must display the required state sales and use tax information and the event organizer must keep all of this information on file pursuant to North Carolina State laws.

Please submit the following documents with your event application. Once all forms (if applicable) are received and the event is approved an Event Permit will be issued.

- Tent Permit
- Detailed Site Plan
- Detailed Route Map (Parade/5K/10K)
- Map of Road Closures
- ABC Permit
- Health Inspection Documentation
- Insurance
- Non-profit documentation
- Private property parking permission letter
- List of food vendors
- List of vendors
- Application Fee
- Application Signature

I/We the event organizer BRETT CRESLUMPO

on behalf of HUNTING MUSEUM, the party requesting the use of the Town of Beaufort facilities noted in the above application do hereby hold and save harmless and agree to indemnify the Town of Beaufort and its elected officials, directors, officers, employees, servants, agents, contractors and their respective heirs, executors, successors with respect to any and all liability, actions, debts, suits, demands, costs, damages and expenses whatsoever arising wither directly or indirectly as a result of the use of the Town of Beaufort's facilities, park, road or other and in accordance with the provisions contained in this policy. I/We have read and understand this application, the event procedures and the requirements placed upon this applicant and organization. I agree to abide by the Town of Beaufort rules, regulations and ordinances.

Applicant's Signature [Signature] Date 2.13.2020