



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 Work Session Meeting 4:00 PM Monday, September 28, 2020 - Held Electronically Through Zoom Due to COVID19 Pandemic Monthly Meeting

Call To Order

Roll Call

Public Comment

Project Updates

Items for Discussion and Consideration

- [1.](#) Renewal of Permit for Hungry Town Tours
- [2.](#) Draft Minutes for the August 24, 2020 Work Session and the September 14, 2020 Regular Meeting
- [3.](#) Upcoming Events and Activities
- [4.](#) Resolution Amending the Personnel Policy Chapter 4 Employment Section B Compensation Item 6 Salary Changes Promotions
- [5.](#) Appointments to Historic Preservation Commission, Parks and Recreation Advisory Board and Board of Adjustment
- [6.](#) August Financial Report/Notes
- [7.](#) Capital Reserve Fund Amendment #4
- [8.](#) Capital Project- Community Improvement Projects Budget Amendment #1
- [9.](#) Turner Street 100 Block Pedestrian Improvements
- [10.](#) Cedar Street Park/Homer Smith Marina
- [11.](#) Noise Ordinance Revisions
- [12.](#) Short Term Rental Regulations

Mayor/Commission Comments

Closed Session

Adjourn



Town of Beaufort, NC

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**Town of Beaufort Board of Commissioners Regular Monthly Meeting
6:00 PM Monday, September 14, 2020 – Held Through Zoom Due to COVID19 Pandemic**

AGENDA CATEGORY: Items for Discussion and Consideration
SUBJECT: Renewal of Permit for Hungry Town Tours

BRIEF SUMMARY:

Mr. and Mrs. Cartier are requesting a renewal of the permit for Hungry Town Tours. The permit renewal will be for a two-year period. The permit application document and other supporting documentation are included in this file.

The Public Hearing was held during the September 14, 2020 Regular Monthly Meeting. Due to the COVID19 Pandemic the comment period for Public Hearings must be held open for an additional 24 hours after the close of the public hearing. There were no public comments received during the meeting nor during the 24-hour time period.

REQUESTED ACTION:

Approval or Denial of the renewal of the permit.

EXPECTED LENGTH OF PRESENTATION:

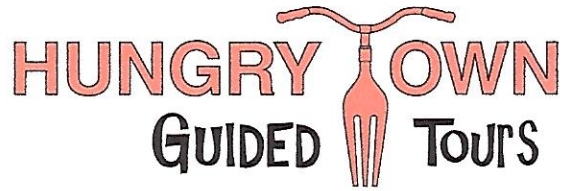
5 minutes

SUBMITTED BY:

Michele Davis, Town Clerk

BUDGET AMENDMENT REQUIRED:

No



406 Live Oak Street • Beaufort, North Carolina
252.648.1011 • info@hungrytowntours.com • hungrytowntours.com

August 10, 2020

Board of Commissioners
Town of Beaufort
Town Hall
701 Front Street
Beaufort, North Carolina 28516

Dear Town Commissioners:

We are pleased to submit our application renewal for a walking tour permit for Hungry Town Tours.

For your review, I have included a copy of the application and supporting documents to show that we meet the approval for another two-year walking tour permit.

A copy of our current Certificate of Liability Insurance is on file with the town. In accordance with the application requirements, we have also made payment to the town for the \$50 application fee.

If you have any questions, I can be reached at 252-503-7449 on my mobile phone.

Thank you, in advance, for your consideration.

Sincerely,

HUNGRY TOWN TOURS

David R. Cartier
Co-Owner

Application Renewal for Walking Tour Permit in Beaufort, North Carolina



Presented to:

**Board of Commissioners
Town of Beaufort, North Carolina**

**Public Hearing
September 14, 2020**

Hungry Town Tours
406 Live Oak Street • Beaufort, North Carolina 28516
hungrytowntours.com • 252-648-1011
info@hungrytowntours.com

About the Applicant – Hungry Town Tours

Hungry Town Tours offers several unique award-winning tours by bicycle and foot in Beaufort, North Carolina. While each tour is different, the underlying goal remains the same. They provide environmentally friendly options to those who love the outdoors and are keenly aware that preserving nature is essential to their travel experience today and for years to come.

Founded:

Hungry Town Bike Tours was founded in 2011 by a local personal chef who wanted to create a tour for people to hear some unusual stories about Beaufort that they might not hear on a typical tour.

In May 2013, the company was sold to David & Betsy Cartier with an extensive background in the hospitality and restaurant business. Their experience includes tourism destination marketing. In 2014, the name was changed to Hungry Town Tours to reflect both walking and bicycle tours.

About our Name – Hungry Town Tours:

“Hungry Town” and “Fish Towne” were some of the early names for Beaufort, North Carolina.

The name “Hungry Town” was noted on the only surviving 1713 plat of Beaufort. This draft is the only documentation that the newly laid-out town may have been casually called “Hungry Town.”

Architectural historian Tony P. Wrenn, who did the 1970 study for Beaufort’s nomination to the National Register of Historic Places, had his theory concerning “Hungry Town.” Wrenn believes that surveyor Richard Graves spilled ink but continued to use the sheet as he practiced with his ink and quill. Graves’ “Hungry Town” scribbles may have referred to the new town full of lots “hungry” for buyers, or to a few struggling settlers in the area.

Today, the name “Hungry Town” is a natural tie-in with Beaufort’s history and bountiful culinary offerings.

Customer Reviews:

Hungry Town Tours has received the 2020 TripAdvisor® Travelers Choice Award. This is the sixth year in a row that the Beaufort-based tour company has received TripAdvisor® Certificate of Excellence award.

Currently, Hungry Town Tours is rated on *TripAdvisor* as:

- #1 Activity on the Crystal Coast.
- #5 Activity on the North Carolina Coast.

TripAdvisor.com is the world's largest travel site with more than 60 million reviews and opinions by travelers around the world.

About the Applicant – Hungry Town Tours

Green Travel Recognition:

Hungry Town Tours is the first business in Carteret County to be accepted into the NC Green Travel Initiative. We promote green from “spoke to fork” by combining nature-based travel with culinary tourism through bicycle and walking tours.

Giving Back:

Hungry Town Tours believes in giving back to the community and participates as a member of the following organizations:

- Beaufort Development Association
- Beaufort Historical Association
- Friends of the North Carolina Maritime Museum
- Friends of Beaufort Wine & Food
- Carteret Catch
- Core Sound Heritage Museum
- Carteret County Chamber of Commerce

Hungry Town Tours has donated in-kind donations to several local organizations including:

- Beaufort Historical Association
- Friends of the North Carolina Maritime Museum
- Beaufort Wine & Food
- Beaufort Women’s Club
- Beaufort Garden Club
- Beaufort Lion’s Club
- Loaves and Fishes of Beaufort
- Carteret County Chamber of Commerce

Supporting Local Fishermen & Farmers

Hungry Town Tours prides themselves in working with restaurants offering fresh, local products that support our local fishermen and farmers. They also promote three Beaufort-based organizations:

- **Carteret Catch**
Their mission is to sustain the livelihood and heritage of the Carteret County fishing industry through public marketing and education. Hungry Town Tours is a member of Carteret Catch. www.carteretcatch.org
- **Walking Fish**
An award-winning community supported fishery (CSF) that links fishermen on the coast of North Carolina to consumers in the Triangle. www.walking-fish.org
- **Olde Beaufort Farmers’ Market**
They provide high quality local food to Beaufort and the surrounding area, show support for small farmers, held weekly, April thru November. Hungry Town Tours has been a market sponsor. www.beaufortfarmersmarket.com

About the Applicant – Hungry Town Tours

Local Seafood Partners:

- Carolina Mariculture Co.**
 Owned and operated by Jay and Jennifer Styron, Carolina Mariculture Co. is a small, family-owned, North Carolina oyster farm located on Cedar Island. They raise oysters using mariculture practices: buying seed from a hatchery and raising them to market size in floating cages on our lease in Core Sound. Available year-round at Salty Catch Seafood Co. ww.carolinamariculture.com.

Hungry Town Tours promotes seafood availability to consumers looking for fresh local fish.

- North Carolina Sea Grant**
 Utilizing collateral materials provided by NC Sea Grant, Hungry Town Tours provides seasonal availability guides on the food tours. www.ncseagrant.org

Recent Press:

In the last seven years, Hungry Town Tours has been featured or mentioned in more than seventy-five (75) regional and national publications, magazines, newspapers, and online articles.

Forbes magazine featured Hungry Town Tours in August 2019 with an article “They Ditched Their Jobs to Live in their Dream Destination.”

Hungry Town Tours was featured of a story in the May 2019 issue of *Southern Living* magazine.

In July 2018, *Our State* magazine launched a new video series, 'Around Town!' where they visit small towns across North Carolina and let locals show you “around town”. First in the series was Beaufort guided by Betsy Cartier of Hungry Town Tours.

Our State magazine featured 22-pages of stunning photography of Historic Beaufort, NC and Hungry Town Tours. The photo essay ‘Beaufort by Bike’ was one of the highlights of their annual Coastal Issue (June 2017).

North Carolina Weekend, UNC-TV

The Beaufort Culinary Bike Tour by Hungry Town Tours has been featured on UNC-TV’s popular television program, North Carolina Weekend.

Safety

Safety is the utmost importance to Hungry Town Tours. We have created a brochure “Bicycling in Beaufort” that includes the bicycle routes in Beaufort. These will be distributed to Inns and B&B’s to promote safe biking in Beaufort. See Addendum.

Walking Tour Application Renewal Request

By offering walking tours, the permit has allowed Hungry Town Tours to:

Offer year-round tours

Walking tours have allowed Hungry Town Tours to operate year-round. It has provided Beaufort and The Crystal Coast with another activity for people to do in the off-season - especially November thru March - when many of the activities are not available such as boat tours. Since 2017, we offered holiday walking culinary tours.

Add an option for non-bike riders

Some people would like to take a bicycle tour but cannot ride a bike. Hence, walking tours have filled that desire.

Weather-proofs our tours

Well, not exactly. But Hungry Town Tours offers walking tours in light rain rather than riding bicycles. We also provide umbrellas for participants in inclement weather.

Allow more families

Families with children are be able to participate. Several families with infants have taken walking tours. There are no age requirements for walking tours. Bicycle tours are only offered for ages 15 and older unless families provide bicycles for children. Food tours are offered for ages 21 and over. Younger adults and children can be accommodated. Limited availability. Private tours, at no additional fee, can be arranged for groups or families.

In doing so, the walking tour permit has allowed Hungry Town Tours to:

Increase the number of participants

Hungry Town Tours can increase the number of participants to 15 on the walking tours. This is currently allowed under the code for walking tour permits. We offer bicycle tours for 8 people.

90.28, Minimum Requirements for Permit

Hungry Town Tours meets the minimum requirements for a walking tour permit:

A. Office within a fixed structure in the town

Hungry Town Tour’s office is located at 406 Live Oak Street in Beaufort. It is referred to as a Welcome Center. Bicycle tours depart from the Welcome Center and walking tours depart from Front Street in front of Clawson’s 1905 Restaurant & Pub.

B. General Liability Insurance minimum amount of \$100,000

Hungry Town Tours has a liability policy on file with the Town of Beaufort for \$1,000,000 and exceeds the requirement of \$100,000. The policy specifically provides the clause that the coverage may not be cancelled without notice to the town.

C. Proposed Tour follows handicapped accessible right away.

All proposed walking tours follow handicapped accessible right away. Our Welcome Center has a handicapped accessible ramp.

Hungry Town Tours has done several walking tours with multiple wheelchairs

Hungry Town Tours is submitting our request, in writing, as part of the application process presented to the Board of Commissioners, Town of Beaufort, to receive a renewal of our walking tour permit.

A. Owner and Operator of the Business

The name, address & telephone (and emergency number) for the owners are listed below:

David R. Cartier and Elizabeth H. Cartier
130 Jefferson Street
Beaufort, North Carolina 28516

Telephone: 252-503-7449 (mobile)
Emergency Telephone Number: 252-503-7449 (mobile)

B. Address of the Office

Hungry Town Tours relocated to Live Oak Street in October 30. The address is:

406 Live Oak Street
Beaufort, North Carolina 28516

Telephone: 252-648-1011

C. Description of Tour Route(s)	(Pages 7)
D. Description of the Time of Operation for Each Tour	(Pages 8)
E. Detailed Description of Tour Information	(Page 8 - 12)
F. Schedule of Rates & Charges	(Page 12)
G. Hearing / Approval	(Page 13)
H. General Requirements for Walking Tours	(Page 14 – 15)
I. Certificate of General Liability Insurance	On File
J. Application Fee, \$50	Paid
K. Criminal Background Check	Approved

ADDENDUM

- **Hungry Town Tours COVID-19 Safety Guidelines**
- **Map of Route Boundaries - Bicycle Route (Yellow) Walking Route (Orange)**
- **Description of Time of Operation for Each Tour**
- **Bicycling in Beaufort Brochure**

90.29, C., Description of Tour Route

All walking tours are bound by the following streets. The streets used and stops will vary within the designated boundaries:

Current Walking Tour Boundaries:

The point of origin and point of return will be Hungry Town Tours at 400 Front Street. The boundaries for the walking tours will include:

- West on Front Street to the Duncan House.
- East on Front Street to Gordon Street
- South from Marsh Street to Broad Street
- North from Broad Street to Front Street

(Within the above boundaries, Hungry Town Tours has been approved to take groups down every street, if needed, within the historic district).

Map of Tour Boundaries

See Addendum. The map outlines the boundaries of the approved walking tour. In addition, the map illustrates the boundaries of the bicycle tours.

90.29, D., Description of the Time of Operation for Each Tour

See Addendum

90.29, E., Detailed Description of Tour Information

Hungry Town Tours offers several walking versions of their popular bicycle tours:

Hidden Beaufort Tour

It's the perfect tour to see a unique side of historic Beaufort. Participants will travel along the waterfront and make their way through historic streets – all while their local guide reveals a side of history, they won't get anywhere else. They will get an insider's perspective on where the locals go to eat and play.

Historic Beaufort Walking Tour

Please note: This is a walking tour version of Hidden Beaufort Tour and does not include Fulford Street. Currently, the bicycle tours stop at the Hammock House. Since walking tours must use sidewalks, this walking tour has been modified not to include the Hammock House.

Early Morning Risers Tour

Get an early start on your day with our early morning tour. Participants travel along the waterfront for a breath of salty fresh air. Enjoy the sights, sounds and smells of our seaport town as we pedal down the tree-lined streets and past the historic homes and buildings.

Please note: Due to the time of day, a walking tour version of this bicycle tour is not offered since the starting time is 8 a.m.

Ride with the Bride

Hungry Town Tours offers a unique outing for your bridal parties. Brides-to-Be can book any one of our bicycle or walking tours for their group outing - even with or without food options. Customized tours are available. Minimum of eight people.

Please note: This tour is offered as either a walking or bicycle tour.

A Ride to Remember

This tour features places in Beaufort that were inspired by Nicholas Sparks and referenced in his books, *A Walk to Remember* and *The Choice*. The tour serves as a memorable way for people to get to know Beaufort, as visitors take in the unique setting for the story of each novel, and the movie adaptation of *A Walk to Remember*.

Hungry Town Tours signed a partnership agreement with the Nicholas Sparks Foundation in 2014.

90.29, E., Detailed Description of Tour Information

To support the organization, Hungry Town Tours gives back 100% of the proceeds from autographed books and tee shirts directly to the Foundation. These are considered a donation to the organization.

Beaufort gained from international exposure in February 2016 with the premiere of the feature film, *The Choice*. Although the movie was produced in Wilmington, the inspiration for the book is Beaufort.

Beaufort Lifestyle & Living Tour

This is the ideal tour for first time visitors, long time tourists, people relocating to the Crystal Coast, and couples looking to retire here. People who have recently moved to Beaufort have found this tour to be a wonderful orientation. Think of it as “Beaufort 101.”

See why *Coastal Living* magazine named Beaufort one of the “20 Best Places to Live on the Coast in 2018.”

From the new residential community at Beau Coast to the golf course community at The Beaufort Club, we’ll talk about the advantages of living in Beaufort and The Crystal Coast.

In addition to our Hidden Beaufort Tour, participants receive a welcome kit with information on where to go, what to do, and where to dine in Beaufort. We’ve partnered with the Crystal Coast Tourism Development Authority and the Carteret County Chamber of Commerce to help educate them on everything here at the Crystal Coast with their visitor’s guide and business directory.

Please note: This tour is offered as part of the Hidden Beaufort Tour during the same times.

Culinary Tours

Please note: All culinary tours have been suspended since March 2020 due to COVID-19 since our restaurant partners are operating at 50% capacity.

Hungry Town Tours promotes restaurants with locally sourced food that allow for an enhanced experience with their walking and bicycle culinary tours. These tours include:

Beaufort Culinary Bike Tour

Participants travel along the waterfront and through beautiful historic streets, stopping at several of Beaufort’s best culinary treasures. Inside, they’ll nosh and sip on some of the most delicious flavors on the Crystal Coast. Participants will enjoy delicious seafood appetizers, wine tastings, and more. We make five culinary stops on this tour - all are within close proximity to each other. This tour is built around a three-course progressive dining experience.

Participating Restaurants:

The three restaurant stops vary based on the season and their operating days of the week. These include any of the following:

- Finz Grill
- Front Street Grill at Stillwater
- Clawson's Restaurant & 1905 Pub
- Moonrakers
- Black Sheep
- Beaufort Grocery Company
- Mezcalito Grill & Tequila Bar
- Cru Wine & Coffee Shop

Participating Merchants:

- Beaufort Olive Oil (Olive Oil Tastings & Pairings)
- Fishtowne Brew House

Food by Foot Culinary Walking Tour

Please note: The walking tour version of this Beaufort Culinary Bike Tour and does not include Fulford Street. Currently, the bicycle tour stops at the Hammock House. Since walking tours must use sidewalks, this walking tour has been modified not to include the Hammock House.

Bike, Brunch & Bubbles

Participants enjoy Sunday Brunch at Beaufort Grocery Company, one of the region's most renowned dining establishments. Each person will select an entrée from a number of culinary features and enjoy a mimosa or Bloody Mary, or other non-alcoholic beverages. Before brunch, participants will go on a bicycle tour through Beaufort's historic district and along the waterfront.

Participating Restaurants:

- Beaufort Grocery Company

Sunday Brunch Walkabout

Please note: The walking tour version of Bike, Brunch & Bubbles tour and does not include Fulford Street. Currently, the bicycle tours stop at the Hammock House. Since walking tours must use sidewalks, this walking tour has been modified not to include the Hammock House.

Please note: Due to the distance, a walking tour version of this bicycle tour has not been offered.

90.29, E., Detailed Description of Tour Information

Holiday Stroll & Food Tour

Participants travel along the waterfront and through beautiful historic streets, stopping at several of Beaufort’s best culinary treasures. Inside, they will nosh and sip on some of the most delicious flavors on the Crystal Coast. Participants will enjoy delicious seafood appetizers, holiday wine tastings, and more. We make six culinary stops on this tour - all are within proximity to each other. This tour is built around a three-course progressive dining experience.

Participating Restaurants:

The three restaurant stops vary based on the season and their operating days of the week. These include any of the following:

- Finz Grill
- Front Street Grill at Stillwater
- Black Sheep
- Clawson’s Restaurant & 1905 Pub
- Beaufort Grocery Company
- Mezcalito Grill & Tequila Bar
- Cru Wine & Coffee Shop

Participating Merchants:

- Beaufort Olive Oil (Olive Oil Tastings & Pairings)
- Fishtowne Brew House

Sunday Brunch Holiday Walkabout

Participants enjoy Sunday Brunch Holiday Walkabout at Beaufort Grocery Company, one of the region's most renowned dining establishments. Each person will select an entrée from a number of culinary features and enjoy a mimosa or Bloody Mary, or other non-alcoholic beverages. After brunch, participants will go on a walking tour through Beaufort's historic district and along the waterfront.

Participating Restaurants:

- Beaufort Grocery Company

90.29, E., Detailed Description of Tour Information

The bicycle and walking tour durations vary by tour. The following tours run approximately 1 to 1 ¼ hours.

- Hidden Beaufort Tour
- Historic Beaufort Walking Tour
- A Ride to Remember
- Early Morning Risers Tour
- Ride with the Bride
- Beaufort Lifestyle & Living Tour

The following food tours typically run 3 to 3 ¼ hours. Those noted with an asterisk run approximately 2 hours.

- Beaufort Culinary Bike Tour
- Food by Foot Culinary Walking Tour
- Bike, Brunch & Bubbles *
- Sunday Brunch Walkabout *
- Holiday Stroll & Food Tour
- Sunday Brunch Holiday Walkabout *

Hungry Town Tours accepts the general requirements for Walking Tours as outlined in Sections D through I.

90.29, F., Schedule of Rates and Charges

The following food tours cost \$20 per person.

- Hidden Beaufort Tour
- Historic Beaufort Walking Tour
- A Ride to Remember
- Early Morning Risers Tour
- Ride with the Bride
- Beaufort Lifestyle & Living Tour

The following food tours cost \$69 per person.

- Beaufort Culinary Bike Tour
- Food by Foot Culinary Walking Tour
- Bike, Brunch & Bubbles *
- Sunday Brunch Walkabout *
- Holiday Stroll & Food Tour
- Sunday Brunch Holiday Walkabout *

90.30, Hearing / Approval

In accordance with 90.30, Hearing Approval, the owners of Hungry Town Tours have met the code requirements.

Section A, 1.

The applicants are fit, willing, able, and sufficiently knowledgeable about the history of the town to perform the proposed service.

Professional Training

The owners of Hungry Town Tours continue on-going learning about the history of Beaufort. They have participated in the following:

- **Beaufort Historic Site Volunteer Orientation**
Completed Volunteer Orientation provided by the Beaufort Historical Association for volunteers at the Beaufort Historic Site.
- **Beaufort Old Homes & Garden Tour**
Visited and toured the inside over 70 different historic homes, historic churches and gardens in Beaufort over the last five years by participating in the annual Beaufort Old Homes and Garden Tour hosted by the Beaufort Historical Association.
- **Open Houses**
Participated at several open houses for both Duke Martine Lab and NOAA.
- **Research**
In addition, the owners of Hungry Town Tours have worked with local researchers to ensure that all tours offered are based on facts rather than filled with folklore and hearsay.
- **Social Media**
The owners of Hungry Town Tours own several social media platforms including the Historic Beaufort, NC Facebook Page, Twitter and Pinterest.

90.31, General Requirements for Walking Tours

Under 90.31, General; Requirements for Walking Tours, Hungry Town Tours agrees to the following:

Section A

Walking tours shall be operated only during the following hours:

- 1.) Between 9 a.m. and 9 p.m. from May 1 to October 31; and
- 2.) Between 9 a.m. and 8 p.m. from November 1 to April 30

Please note: To meet the general requirements for walking tours, the Early Morning Risers Tour is the only bicycle tour that is not offered as a walking tour since the starting time is 8 a.m. daily.

All other bicycle tours fall within the code for operating hours for conducting a walking tour.

Section B

Walking tours are limited to not more than 15 persons per tour group, excluding the tour guide.

Section C

No more than one (1) walking tour will be conducted within a city block each 30 minutes.

Section D

Walking tours will be conducted from sidewalks except when the group is crossing a street

Section E

Participants in a tour will not move on sidewalks in excess of a column of 2 persons abreast.

Section F

No amplifying device will be used during a tour

Section G

Flash photography will not be permitted during a walking tour.

Section H

No participant in a walking tour will enter private property without the express consent of the owner.

Section I

Tour groups will not move or congregate in a manner that blocks entrances to store homes, or driveways, or interferes with street traffic.

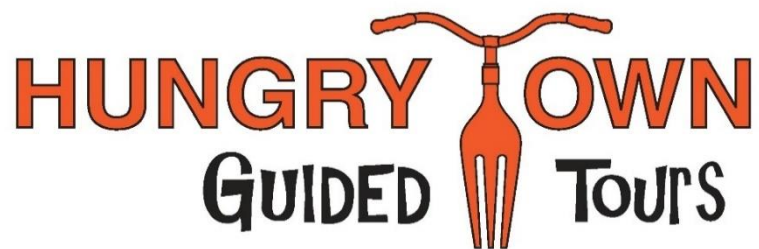
Please Note:

Hungry Town Tours will communicate the general requirements for walking tours to our participants in two (2) ways:

- 1.) At the start of each bicycle tour, the tour guide reviews the state requirements for helmets and rules of the road. For walking tours, Hungry Town Tours has incorporated Sections D through I into our presentation.
- 2.) Hungry Town Tours has added a section to their website (www.hungrytowntours.com) that incorporates Sections D through I into the Conditions & Terms for people participating in the walking tours.

Participants will know when they sign a liability release form, they agree to the Terms & Conditions of the walking tours.

Addendum



Hungry Town Tours COVID-19 Safety Guidelines

We're in the hospitality business. So, we take fun seriously.

We know you are ready for a trip to the coast and many of you are planning a Beaufort getaway.

For eight years, hospitality has been the cornerstone of our business. That core piece of our business has not changed.

We have pivoted our business with the addition of a complete line of bicycle rentals. We offer the same style adult-size Huffy cruiser bicycles that we use on our tours. With Beaufort becoming more bike friendly, we planned this expanded service prior to the COVID-19 pandemic.

We have implemented some procedural changes necessary during the COVID-19 pandemic. Your health and safety are our utmost concern.

Thank you for your calls and emails. We genuinely appreciate you making Hungry Town Tours a part of your coastal vacation experience. We look forward to taking you through 300 years of Beaufort's history.

We appreciate your patience and understanding.

— Betsy and David

Our New Process

- All tours and bicycle rentals are by advanced reservations only. As always, we take telephone reservations daily from 7 am – 9 pm.
- Walk-ins for tours and rentals are not currently available. If it is a spur of the moment idea, just call ahead so we can accommodate you. It's not an inconvenience for us so please call 252-648-1011.
- Our Welcome Center is only staffed for pre-booked tours.
- Waiver forms for each participant are now done electronically and in advance of the tour or rental.
- All payments are done by credit card. For your convenience, we will send you a link for payment after we take your reservation over the telephone. Telephone reservations give us the opportunity to help you plan the right tour.
- Tour confirmations will be sent via email once your payment had been processed.
- If you prefer to ride using a helmet, we advise you to bring your own. In North Carolina, helmets are required for riders under the age of 16.
- All bicycles and touch points are sanitized before and after each use.
- CDC guidelines for social distancing will be required.

- We are limiting the number of people on each tour. Tours are currently limited to 8 people or less and must be comprised of one singular group of friends or family. We will not be combining groups on tours.
- All culinary tours have been suspended at this time so that our restaurant partners have time to get back into operation.

We are in the hospitality business, so this different environment is new for us! Please do not be offended if we do not shake hands or hug our regulars! (If you have been on a tour with us before, you know Betsy is a hugger).

What We Need You to Do

- When you arrive at our Welcome Center, please stay in your car, call us (252-648-1011), and we will let you know when your bicycles are ready. We have free on-site parking at our new location at 406 Live Oak Street.
- Wear a mask while on site at our Welcome Center.
- Follow CDC guidelines for safety.
- If you have been sick, feel sick, feverish, a cough, please stay home. We will gladly give you a 100% refund.
- Stay with your group.
- Use the restroom and wash your hands prior to arriving for your tour or rental. There are no public restrooms at our Welcome Center.
- Bring proper footwear and water along with other essential supplies including hand sanitizer and sunscreen. We do not have bottled water available.
- Relax and enjoy your time with us as we continue to provide you with the best possible experience during this unprecedented time.

Social Responsibility.

The best time to visit is the right time. When you are ready to travel, we'll be here!

Have you planned your 2020 Travel Bucket List for this summer? There's no better place to go than Beaufort for your Southern Outer Banks vacation or getaway.

Real Simple magazine ranked Beaufort #1 on their short list of "5 Small U.S. Towns Worthy of Your 2020 Destination Bucket List." We're proud that Hungry Town Tours was featured in the article.

We encourage you to support our local restaurants and businesses in Beaufort. It will truly make a difference.

Bicycling in Beaufort

-  Signed route
-  Connector routes
-  Busy streets
-  Railroad tracks
-  Points of interest 1 2 3 4
-  Shopping areas
-  Parks
-  Schools
-  Recommended areas to ride
-  Walking Route
-  Beaufort Hotel & 34° North Restaurant



HUNGRY TOWN GUIDED TOURS

Walking • Bike • Culinary • History

252-648-1011

www.HungryTownTours.com

406 Live Oak Street Beaufort, NC

Bicycle Rentals Available



Walking • Bike • Culinary • History

1.

Featured in *Our State* magazine
#1 Activity on The Crystal Coast
—TripAdvisor.com

2020 Hungry Town Tours Schedule

Open Year-Round • 7 Days A Week

Call for Advance Reservations 252-648-1011 • 7 a.m. to 9 p.m. Daily

During certain times of the year, you can "Create Your Own Tour" by picking the tour, time and day you prefer. Call today for advance reservations.

MONDAY, WEDNESDAY & FRIDAY

- 8 a.m. Early Morning Risers Tour (Bike)
- 9 a.m. Historic Beaufort Walking Tour
- 10 a.m. A Ride to Remember (Bike)
- Noon Beaufort Culinary Bike Tour or Food by Foot Culinary Walking Tour
- 2 p.m. Hidden Beaufort Tour (Bike)
- 4 p.m. Hidden Beaufort Tour (Bike)

TUESDAY, THURSDAY & SATURDAY

- 8 a.m. Early Morning Risers Tour (Bike)
- 9 a.m. Historic Beaufort Walking Tour
- 10 a.m. Hidden Beaufort Tour (Bike)
- Noon Beaufort Culinary Bike Tour or Food by Foot Culinary Walking Tour
- 2 p.m. Hidden Beaufort Tour (Bike)
- 4 p.m. A Ride to Remember (Bike)

SUNDAY

- 8 a.m. Early Morning Risers Tour (Bike)
- 9 a.m. Historic Beaufort Walking Tour
- 10 a.m. Bike, Brunch & Bubbles or Sunday Brunch Walkabout
- 2 p.m. Hidden Beaufort Tour (Bike)
- 4 p.m. A Ride to Remember (Bike)

Tour descriptions on reverse side

All Occasion
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www.hungrytowntours.com
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2020 HOLIDAY TOURS

See why *Coastal Living* magazine named Beaufort one of "America's 10 Best Beach Towns for Christmas." Choose one of our holiday tours and see some of the beautiful homes with festive holiday decorations in Beaufort's Historic District.

HOLIDAY STROLL & FOOD TOUR

December 1st-30th, – 2020
Tuesday – Saturday, 11:30 a.m.

Join us for our Holiday Stroll & Food Tour as you nosh, sip, and stroll your way through 300 years of Beaufort's history this holiday season. We will make five culinary stops including three restaurants, holiday wine tasting, and olive oil pairings at a chef-inspired kitchen store. \$69 per person includes tour, local guide, food samples, holiday wine tasting, non-alcoholic beverages, taxes, and restaurant gratuity. Duration 3 -3 ¼ hours.

SUNDAY BRUNCH HOLIDAY WALKABOUT

December 6, 13, 20, 27 – 2020 • Sundays, 10 a.m.
Take a leisurely stroll through Beaufort's Historic District with your guide to see some of the beautiful homes with festive holiday decorations. Relax and enjoy Sunday Brunch at Beaufort Grocery Company, one of the region's most renowned dining establishments. Choose your entrée from several breakfast or lunch culinary features on their restaurant menu. Enjoy a mimosa, Bloody Mary, or a holiday drink, and non-alcoholic beverages. \$69 per person includes tour, local guide, brunch, some alcoholic beverages, taxes, and restaurant gratuity. Duration 2 ½ hours.

Ages: 21 yrs. old & up. Younger adults and children can be accommodated. Private tours, at no additional fee, can be arranged for groups or families. Two-person minimum. Available rain or shine! Limited availability. Call for advanced reservations at 252-648-1011 from 7 a.m. to 9 p.m.

Give the family a
memorable experience
with a holiday gift
certificate.



Award-Winning Guided History & Culinary Tours

Pedal or walk through 300 years of Beaufort's history...

Hidden Beaufort Tour (Bike)

It's the perfect tour to see a unique side of historic Beaufort, North Carolina. From the pirate, Blackbeard to shipbuilders and historic homes, your local guide will reveal a side of history you won't get anywhere else. We'll ride from the waterfront through historic district. You'll get an insider's perspective on where the locals go to eat and play.

Historic Beaufort Walking Tour

Discover the historic homes in Beaufort that once belonged to the town's earliest sea captains, seafarers, and merchants. You'll learn about many of the 18th and 19th century homes as you step back into 300 years of history in Beaufort's historic district. *This is a walking version of the Hidden Beaufort Tour.*

A Ride to Remember inspired by Nicholas Sparks (Bike only)

This bicycle tour features places in Beaufort that were inspired by Nicholas Sparks and referenced in his books, "The Choice" and "A Walk to Remember." The tour serves as a memorable way for people to get to know Beaufort, as visitors take in the unique setting for the story of each novel. *Hungry Town Tours works in partnership with the Nicholas Sparks Foundation.*

Early Morning Risers Tour (Bike only)

Get an early start on your day with our early morning tour. Enjoy the sights, sounds and smells of our seaport town as we pedal down the tree-lined streets and past the historic homes.

Beaufort's Lifestyle & Living Tour (Bike only)

The ideal tour for first time visitors, prospective homeowners and people relocating to the Crystal Coast. People who have recently moved to Beaufort have found this tour to be a wonderful orientation. Think of it as "Beaufort 101." You'll get an insider's perspective on living in "America's Favorite Town."

Ride with the Bride

Getting married on the Crystal Coast? Hungry Town Tours offers a unique outing for your bridal party. Take the bride on any one of our tours or we can customize one for the group. Four-person minimum. Many options with or without food. Price varies.

The above tours are \$20, per person, all-inclusive. Bike Tours: Ages 15 & up. Walking Tours: All ages welcome. Family tours available for all ages.

Choose from several guided bicycle and walking culinary tours...

Beaufort Culinary Bike Tour

Participants will ride along the waterfront and through beautiful historic streets, stopping at several of Beaufort's best culinary treasures. We'll make five culinary stops on this tour - all are within close proximity to each other. Our restaurant partners vary according to day of week and by season. This tour is built around a three-course progressive dining experience, so you definitely won't leave hungry.

Food by Foot Culinary Walking Tour

We'll take a leisure walk through the historic streets, stopping at several of the best local culinary treasures. Inside, you'll nosh and sip on some of the most delicious flavors on the Crystal Coast. *This is a walking version of the Beaufort Culinary Bike Tour.*

Bike, Brunch & Bubbles

Enjoy Sunday Brunch at Beaufort Grocery Company, one of the area's most renowned dining establishments. Select an entrée from a number of culinary features. Enjoy a mimosa, Bloody Mary, or non-alcoholic beverage. We'll take a bicycle tour through Beaufort's historic district.

Sunday Brunch Walkabout

After walking through the historic district, you'll enjoy Sunday Brunch at Beaufort Grocery Company, one of the area's most renowned dining establishments. Select an entrée from a number of culinary features. Enjoy a mimosa, Bloody Mary, or non-alcoholic beverage. *This is a walking version of Bike, Brunch & Bubbles.*

All culinary tours are \$69, per person, all-inclusive. Ages 21 & up. Younger adults and children can be accommodated. Limited availability. Private tours, at no additional fee can be arranged for groups or families.

Hourly and Daily Bicycle Rentals Available

As featured in...



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Hungry Town Tours • 406 Live Oak St • Beaufort, North Carolina 28516

Beaufort's Most "Instagrammable" Places

Beaufort, North Carolina is the perfect coastal destination for snapping Instagram shots. From the historic district, to the waterfront and local attractions, below is a list of some of the favorite, photogenic spots in "America's Favorite Town."

Beaufort Boardwalk From sailboats to mega-yachts, Beaufort's waterfront is picture perfect for those lasting memories. A photo of the nautical flags is a visitor favorite. *Front Street*

Harvey W. Smith Watercraft Center Beaufort's maritime history comes to life at an authentic boat shop. Watch wooden boats being built by local boat builders. *308 Front Street*

Old Burying Ground Military heroes, star-crossed lovers, privateers and noted Beaufort residents are buried under a canopy of live oaks. Weathered tombstones date back to the 1700s including the grave of the little girl in the rum barrel. *400 Block of Ann St*

Beaufort Historic Site The Beaufort Historical Association's 2-acre site includes the original Carteret County Courthouse, the Old Jail, the Apothecary, and Doctor's Office. *100 Block of Turner Street*

Menhaden Net Reel The Beaufort Hotel is located on the former site of the last operating menhaden processing plant in North Carolina. The net reel is a lasting icon of Beaufort's menhaden industry. *2440 Lenoxxville Road*

Taylor's Creek It's not uncommon to see wild horses on Rachel Carson Reserve while riding along the waterfront. Also, you may see dolphins swimming or even a shrimp trawler. *Front Street*

Beaufort Historic District Pedal through more than 300 years of Beaufort's history. See the historic homes that once belonged to the town's earliest sea captains. *These homes are private property so please respect their privacy.*

North Carolina Maritime Museum The museum features artifacts from Blackbeard's flagship, *Queen Anne's Revenge*. In 1718, the notorious pirate ran his ship aground in Beaufort Inlet. *315 Front Street*

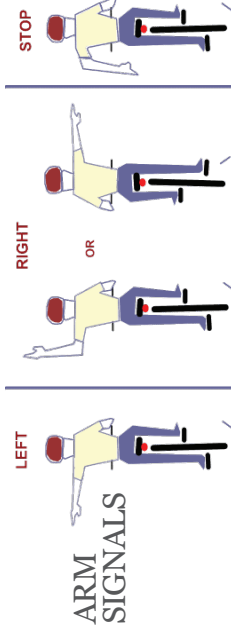
Bicycle Laws & Safety Tips

In North Carolina, the bicycle has the legal status of a vehicle. Thus bicyclists have full rights and responsibilities on the roadway and are subject to the regulations governing the operation of a motor vehicle.

North Carolina Traffic Laws:

- Ride on the right in the same direction as other traffic.
- Obey all traffic signs and signals.
- Use hand signals to communicate intended movements.
- Wear a bicycle helmet on public roads, public paths and public rights-of-way.
- Helmets are mandatory for those under 16 years old.
- No riding on sidewalks.
- Yield to pedestrians and stop for people at crosswalks.
- Drinking and driving laws apply to bicyclists.
- Bicyclists must obey all stop signs and red lights.

Remember, the bicyclist always loses in a conflict with a motor vehicle. Ride defensively in a predictable manner to avoid accidents. Be courteous to other drivers.



Recommended Safety Precautions:

- Always wear a helmet.
- Use a backpack or bicycle bag to carry goods.
- Avoid biking at night.
- When riding with a group, ride single file.
- Wear bright clothes to increase visibility; be sure your bicycle is the right size and keep it in good repair.

Local Guidelines & Tips:

- Do not ride bicycles on the Beaufort Boardwalk.
- Riders should respect their surroundings when riding through the historic district and residential areas.
- Be aware of cars backing up from diagonal parking spaces on Front Street and parking lots. Watch for backup lights. Drivers may not see you.
- Use extreme caution when passing parallel parked cars as car doors may open into the street.
- Bring plenty of water and sunscreen.
- Make sure your shoelaces are tied tight so they do not wrap around the pedals.

Bicycling in Beaufort

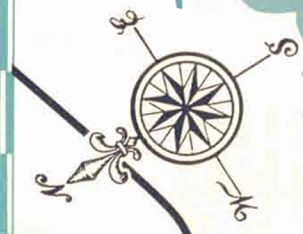


One of the best ways to explore Beaufort, North Carolina is by bicycle. The leisurely pace of life and flat topography make the seaport an ideal place for getting around by bicycle.

Beaufort possesses an old-world, southern charm, steeped in maritime history and the adventure brought by its proximity to the Atlantic Ocean. Discover why Beaufort has been named "Best Small Town for Adventure" by USA Today.

Bicycling in Beaufort

- Signed route
- Connector routes
- Busy streets
- Railroad tracks
- Points of interest 1 2 3 4
- Shopping areas \$
- Parks
- Schools
- Recommended areas to ride



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Town of Beaufort, NC

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**Town of Beaufort Board of Commissioners Work Session
4:00 PM Monday, September 28, 2020 – Held Through Zoom Due to COVID19 Pandemic**

AGENDA CATEGORY: Items for Discussion and Consideration
SUBJECT: Draft Minutes for the August 24, 2020 Work Session and the September 14, 2020 Regular Meeting

BRIEF SUMMARY:
Draft minutes for the August 24, 2020 Work Session and the September 14, 2020 Regular Meeting

REQUESTED ACTION:
Approve minutes as presented or amended.

EXPECTED LENGTH OF PRESENTATION:
2 minutes

SUBMITTED BY:
Michele Davis, Town Clerk

BUDGET AMENDMENT REQUIRED:
No



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

Call To Order

Mayor Newton called the meeting to order.

Roll Call

Mayor Newton called roll. There was a quorum present for the meeting.

PRESENT

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

Agenda Approval

A motion was made to approve the agenda as presented.

Motion made by Commissioner Hagle.

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

Public Comment

No public comments were made.

Project Updates

Town Engineer Greg Meshaw provided updates on several of the fifteen projects being undertaken by the Town.

He reported the Randolph Johnson Park work is continuing with the parking area paved and the building primed and painted. He noted the contractor believes he would be finished with the project by September 4, 2020. Items remaining to be done and the placement of sod and fixtures for the bathrooms. The splash pad will then need to be started up and tested.

The street rehabilitation is progressing with many of the streets being paved. The cement stabilization of the base of the streets has been completed and then two lift of pavement down. On some of the streets he replaced some broken curbing. He is beginning to work on the utility work on Howard Jr. Lane and then work on Orange Street.

Tiller School crosswalk is finished. The stripping is thermoplastic since it will last longer.

Topsail Park is back on track after being stopped by a request from an adjacent property owner to possibly gain a portion of the land. The plan has been re-worked and the advertisement has been placed to receive bids on or by September 10, 2020.

Cedar Street Park development is moving forward but at a slower pace than was anticipated. He noted the consultant is working on the plans and the town has been in conversations with adjacent property owners over Right-of-Way (ROW) acquisition. The anticipated date for cost estimates is September 18, 2020.

The Sludge Handling Facility sandblasting and repainting project has been awarded with anticipated work to begin soon.

The USAD funding application is still moving forward. The requested environmental reports for water and sewer have submitted. In all total so far, the project cost is \$20.1 million dollars for water and sewer. He reported the next step was to have a public meeting in September to inform the public and allow for public comment. The next steps are to have a Request for Qualifications (RFQ) and the Statement of Qualifications.

Lastly, the Meeting Street drainage issue clearing has been completed downstream by the Public Works Department. Through the process ditches were found to be completely grown in and a couple of beaver dams. Once that was completed the water level in the ditches fell several feet. During a recent rain event, there was some measured improvement in the flooding issues along Meeting Street. It is not perfect but the severity is less than it would have been. It cleared much quicker than what has typically been seen in the past. The large pump in the pond was also pumping during the rain event which helped with the drainage. He continued by saying in order to completely eliminate the issue, the town will need to complete a topographic survey to evaluate steps that need to be taken if this becomes a project in the future.

Commissioner Carter asked about the sludge shed and why it had not been maintained all along to avoid the need of repair work. Mr. Meshaw commented there has been nothing all along that has caused the loss of metal. He reported the town could have done some work along the way such as routine maintenance. Commissioner Hagle asked if the coatings being used for this project would be better than the original. Mr. Meshaw indicated it should last a bit longer but in this environment longer will not be significantly longer.

Commissioner McDonald asked about Randolph Johnson Park and once that is completed what will happen after September 4th. Mr. Meshaw indicated he did not anticipate the splash pad being opened at that time since the Governor's order allowed for a splash pad to open but not a playground. There is also a concern of opening the use of the picnic shelter due to the COVID19 pandemic.

Town Manager Day indicated in addition to work being completed on Randolph Johnson Park there will be sidewalks installed during the street habilitation project around the park and down to the tennis and basketball courts.

Commissioner Hollinshed asked about what is involved in the Orange Street rehabilitation project. Mr. Meshaw indicated the water line along with services to the houses will be replaced. He also stated the sewer lines are also being replaced. During the r placement of the lines, by-passing pumping will occur.

Once the utility work is completed a new base will be put down with asphalt paving for the travel lanes and on one side of the street pervious concrete for parking spaces. Mr. Meshaw indicated the project is just for the 100 block of Orange Street. He reported a portion of this project is funded by a Clean Water Management grant for the pervious concrete surface for parking. This is the project that was bid out at the same time as Hurricane Florence and was pushed back due to the cost of the one bid that was received.

Commissioner Hagle thanked Mr. Meshaw for his hard work on the projects. He indicated the Meeting Street presentation was interesting and was please with what had been done in the area.

Mayor Newton thanked Mr. Meshaw for his comprehensive reports and attention to detail. Mr. Meshaw indicated Public Works was instrumental in making sure all of the work got done in a timely manner.

Items for Discussion and Consideration

- 1. Draft Minutes of the July 13, 2020 Regular Meeting and July 27, 2020 Work Session

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

- 2. Renewal of Permit for Hungry Town Tours

Town Clerk Davis indicated she had received the renewal application for the Hungry Town Tours Walking permit. She indicated there were no changes in the walking tours from what has been presented in the past. The permit renewal will be for a two year period. Ms. Davis reported there will need to be a public hearing during the September 14, 2020.

The board members directed Ms. Davis to advertise for the public hearing. This item was placed on the agenda under Public Hearing.

- 3. Appointment to Airport Authority

Town Clerk Davis reported two applications had been received for the appointment to the Airport Authority. She continued by saying since one of the applicants did not live within the town limits the application could not be considered for appointment. She informed the board members applications could be submitted through August 31, 2020.

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

- 4. FY 21 Budget Amendment #2

Finance Director Christi Wood gave the following report for FY21 Budget Amendment #2.

General Fund

Utility Fund

Additionally, the revenue and expenditures associated with the Wastewater AIA grant (\$150,000) are included in this amendment. The Town match amount of \$22,000 was budgeted for in FY 2021.

Commissioner Carter asked for a copy of the promotional plan presented by the BDA. Ms. Wood indicated Rachel Johnson received the plan and would forward it to all board members.

Commissioner Harker indicated she also would like to see the outline for the plan.

Town Manager Day indicated it was forwarded in June along with a video ad.

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

- 5. FY 21 Budget Amendment #3

Finance Director Wood gave the following presentation. She asked for the budget amendment to be approved during this meeting.

General Fund

• **Pubic Information**

Total Requested: \$2,000

High quality camera/video camera

Microphone for camera

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

Video Editing Software

Large moveable logos – Town, Police and Fire

Memory Cards

Possibly a computer dedicated to video

Photoshop or other photo editing software

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

• **Finance**

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

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

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

• **Planning and Inspections**

Equipment to support inspectors working remotely

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

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

Commissioner Hagle asked if the software upgrade would allow for accounts payable electronically. Ms. Wood indicated the town currently had that availability the files just needed to be compiled.

A motion was made to approve the FY21 BA#3 as presented.

Motion made by Commissioner Hagle.

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

6. July Financial Report/Notes

Ms. Wood reported there was not much to report for the month of July.

Mayor Newton asked about the sales tax revenue for March and April. Ms. Wood reported the numbers have been received and she would provide a comparison from this year to last year.

7. Preliminary Plat for Live Oak Commons

Town Planning Director Kyle Garner the request was for Live Oak Commons which is an eight lot subdivision on the corner of Live Oak Street and Loftin Lane. Mr. Garner indicated the plan had been revised from the original submission to include a hammerhead design for a turn around area. He reported concerns expressed by the Planning Board resulted in the redesign for the turn around. He reported the staff is recommending approval based on the design changes. Staff was

concerned about going from a paved surface to a dirt road since Loftin Lane was a dirt road and not a part of the town street network.

Commissioner Carter asked if the lots backing up to Loftin Lane would have access to Loftin Lane or would they only have access to Hwy 70. Mr. Garner reported they will have access to Loftin Lane if they chose to do so.

Commissioner McDonald asked about the 24 feet minimum for street width and the plan only showing 19 feet. Mr. Garner indicated the proposed street width is at 20 feet and will remain as a private street and not maintained by the Town of Beaufort. Commissioner McDonald indicated he understood the Planning Board had turned it down based on those actions. Mr. Garner confirmed for Commissioner McDonald. Commissioner McDonald also asked about the flow of traffic in regards to the hammerhead for a turn around. He continuing by asking if the Planning Board had any additional discussion since the adjustments had been made. Mr. Garner responded the Planning Board had not seen the amended plat. Commissioner McDonald asked would it not be better for the Planning Board to review. Mr. Garner indicated that would be a Board of Commissioner decision. He also stated the applicant and developer ask for the item to move forward for review by the commissioners. Commissioner McDonald indicated he would like for the adjustments to be considered by the Planning Board before a decision is made.

Commissioner Hollinshed stated she had listened to the Planning Board meeting regarding the project. She reported her understanding was their concern was for emergency vehicles to be able to get in and turn around as well as the Waste Industries vehicles. She continued by saying it appears the adjustment with the hammerhead has accommodated concerns of the Planning Board.

Commissioner Hagle echoed Commissioner Hollinshed's comments. He stated he had also had a personal concern of backing out onto Hwy 70 and the hammerhead will be a better option. He also stated he believed access to Loftin Lane would also be a good option.

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

8. Soil Mining Request/Proposed High Rate Infiltration System Basin

Town Engineer Meshaw reported the town has received a request from Blue Treasure LLC the developer of BeauCoast to mine soils from a town owned tract. The tract was transferred to the town back in 2006/2007 for the purpose of future wastewater effluent capacity of 350,000 gallons per day. The proposal is to clear the site and mine the soils within their development for use as fill while at the same time mining it for the infiltration system. The developer is also proposing to fund the construction of an odor control system at the WWTP to the tune of approximately \$263,000. The Town has commissioner a preliminary investigation if the site to make sure it can infiltrate 350,000 gallons a day and if so have the hydrogeologist to look at the site and allow us to mine the soils now realizing it may be some time before the use is needed. The hydrogeologist confirmed the site could handle 350,000 gallons per day and it was reasonable to allow Blue Treasure to mine the site. The request is for permission to mine the site to the grades for the infiltration basin and abide by any requirements imposed by the town.

Commissioner Carter asked about the association with the mining and the previously approved odor control project. Mr. Meshaw indicated it was one of the things the developer indicated he was funding as part of the compensation he is willing to provide to the town as a right to mine the soils. Commissioner Carter indicated that was not her understanding when the odor control project was approved. Commissioner Carter also asked about the status of the approval for the reinstatement of the permit. Mr. Meshaw indicated the preliminary work has been completed to make efforts to indicated it was worth moving forward to get the permit. He continued by saying the hydrogeologist indicated the mining could be done in conjunction with the permit process or afterward. Commissioner Carter also asked about the notation the pond would not need to be used as a holding pond. She indicated the holding pond was need during a time of large rain and for hurricane. Mr. Meshaw reported the

by saying there was mention in the original permit of a five day upset pond due to the package plant that was going to be used by the development and the infiltration pond as the only means of discharge. So, a holding pond was needed. Mr. Meshaw reported the town has an authorized discharge permit so the town would not need a holding pond in order to help with discharge. Mr. Meshaw indicated that portion of the permit would be going away. Mr. Meshaw also reported the town has been looking at the expansion of the NDPS permit for the future.

Commissioner Harker asked for clarification about the 5 day upset plan and it was not necessary for the permit to be issued. Mr. Meshaw confirmed for her. She continued by asking if the mining of the soils would cause any issues down the road. Mr. Meshaw indicated there would be not problem. She also asked about more of the deal with this scrubber. Commissioner Harker indicated she like Commissioner Carter understood it to be an independent deal and not associated with this request.

Commissioner McDonald indicated he also questioned the odor control and how it was going to be given to the town and no bearings on the property he needed. He asked about the status of the odor control project promised to the town. Mr. Meshaw indicated the developer was about to write a check for the equipment. He asked if the only hold up to writing the check was depending on being able to use the soils for fill in the subdivision.

Commissioner Hollinshed indicated she also recollected the area is an insurance policy for the town and given during 2008. She continued by saying she understood discharge could not continue unless the town had the availability. She stated the tract has remained fallow and more angst would be caused when the actually mining will begin. She stated it was part of the overall plan that had been in place for a long time. Commissioner Hollinshed continued by saying it was a win win situation.

Commissioner Hagle asked about an inferred belief that an infiltration basin would not be needed and the site would need to be redeveloped. He asked Mr. Meshaw if his opinion would be the current waste treatment capacity would enable handling of 350,000 gallons without the pond. Mr. Meshaw responded his sense of having the site dedicated for what it was intended is what the town needs. He continued by saying NDPS discharges are hard to get and increase. He continued saying the town had a bird in the hand and if they town decided it did not want to pursue the site for a basin then it could be redeveloped for something else not that is was not needed. Mr. Meshaw also reminded the board members that a change was made in the middle of the construction of the WWTP to allow for a side stream distribution into this infiltration basin. Commissioner Hagle also asked about the excavation and the time period for which it will not be used if the soils will compact from water over time and cause infiltration problems. He asked if there would be some sort of cover protection. Mr. Meshaw indicated that was the purpose of not excavating down to lines and grades leaving some vegetation. He continued by saying the town would need to maintain the vegetation and not be allowed to grow unrestricted.

Developer Karl Blackley of Preseton Development and Blue Treasure, LLC. Mr. Blackley indicated the discussion was held to have an access into the infiltration pond. He indicated a discussion was held at the same meeting the town did not have the funds to go in and install an odor control system at the WWTP. Mr. Blackley indicated the odor was not specific just for BeauCoast but for other areas of Beaufort. He continued the odor was predominantly during the winter months when there is a dominate west wind and not a southwest wind. Mr. Blackley continued by saying is approximately \$300,000 committed to the odor control project. Continuing on Mr. Blackley stated during the first meeting to discuss the odor control indication was made the developer would like to have access to mine the sands out of the infiltration basin. He also stated the developer would leave it in condition so the town would not have as much work to do. Mr. Blackley reported the access would be controlled by a locked gate with the town having a key. He continued by saying the developer had a need for the soil and then the town will have it for use by the town without a great deal of cost to the citizens of Beaufort.

Commissioner Carter stated her main concern was the soil mining would not interfere with being able to get a permit.

Commissioner Harker indicated she was glad the 5 day upset would not be impacted and the scrubber device was going to be put in with no issues.

Commissioner McDonald indicated his concerns were the odor control system not being put in if the soil mining request was not approved.

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

9. Navigable Waters Ordinance Amendment

Town Manager Day reported this request was to change the ordinance relating to the evacuations of the town waters with exception of Town Creek. He reported the evacuation would be changed from hurricanes to named storms.

Mayor Newton about how should the town differentiate from named winter storms and named hurricane storms. Town Manager Day responded it could be changed to read named tropical storms.

Commissioner Carter asked how the town would make sure the vessels moving to Town Creek would be properly anchored. Mr. Day reported the Police Department would enforce those regulations.

Commissioner Harker asked about storms that are not during hurricane season and if the police would go out and let them know about the storm and whether or not 4 hours is sufficient time. Secondly she asked about boats coming into Beaufort for provisions just a few hours before the warning. Mr. Day reported no marinas allow them to be docked during an impending storm. The police will enforce the ordinance once a warning has been issued. Commissioner Harker asked about the 4 hours and a warning in this area not for just any area. Mr. Day reported the four hours pertains to once a warning is issued.

Commissioner Hollinshed expressed she was concerned about the enforcement portion when the police may need to be in other areas for more pressing issues rather than making someone's boat is securely anchored. She also stated some of the nor'easters can be quite fierce and named.

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

10. Emergency Management Ordinance

Commissioner Carter stated the request was to amend the existing ordinance. She indicated Town Attorney Arey Grady suggested the change to reflect if there is a longer term emergency action then the board must be involved. It does not change anything for the mayor for a short term action. If it is a short term issue and none of the board members are available for longer term decisions then another seven days can be granted until the board members can meet.

Mayor Newton indicated the commissioners could currently ask for a special meeting in an emergency situation. Mr. Grady confirmed the statement. Mayor Newton asked that currently the board can with consensus can rescind any orders made by the Mayor. Mr. Grady confirmed. He asked for a clarification of the seven to fourteen day window the commissioners could not reverse the Mayor's decision. Mr. Grady reported that was not the intent when drafting the ordinance. He reported his intent was to limit the time horizon of the order. Mayor Newton stated he believed the board members had super powers such as calling meetings, the ability to rescind the Mayor's orders and the ability to vote. He commented he did not want a seven to fourteen day window. He indicated the board with the right circumstances should be able to question the Mayor order. He continued by saying the window time was not good for transparency and did not think the super powers of the commissioners should be chipped away.

The commissioners indicated they did not see the change in the amendment as described by the Mayor. Commissioner Hagle indicated t

moment. Mayor Newton then asked why the change was needed. Commissioner Hagle commented the purpose was not have to rescind something. Mayor Newton indicated he wanted the commissioners to do their job. He continued by saying that if there is ever a time when a conflict occurs then the commissioners need to come up with a consensus and make the changes.

Commissioner Harker indicated she did not see it reading that way either. She stated it read that if they were not all available to make the decision then the Mayor had the authority to make the decision and start the process until everyone can get together up to seven days.

Town Attorney Grady indicated the suggested amendment does not call for any pre-approval requirement. He reported the action of the Mayor would only be active for seven days without board input and decision. He stated it is an outside window so the Mayor can issue proclamations without having the board approval.

Commissioner Harker indicated he could still move forward but there should be some form of communication after the seven days for the board assessment. Mr. Grady confirmed this understanding for Commissioner Harker and stated the proclamation is no longer active after the seven days if the board does not meet. Mr. Grady stated the seven day time frame is arbitrary.

Mayor Newton asked what had precedent if this amendment was approved; did the seven days come first or the board powers for reversal. Mr. Grady reported the board always has the power. Mr. Grady also stated the powers of the board are not changed by this amendment.

Commissioner Harker stated that when the Mayor makes decisions it is not totally in a bubble because a reasoning has to be provided to support the decision. She asked if there was a crisis communication plan to help guide the mayor and the board. Town Manager Day indicated the Public Safety folks advised the Mayor on situations.

Commissioner McDonald indicated in his previous life of Police Chief the staff along with the Mayor made decisions based on recommendations made by the staff. He continued by saying he hoped the staff recommendations would still continue to be highly relied upon.

Commissioner Hollinshed stated she thought it was coming down to the golden hour with trying to get the communication after the known event is going to occur. She continued by saying they needed to be advised. She continued by saying she thought it came down to the essence of timing.

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

Mayor Newton asked the commissioners to please not let politics get involved during an emergency.

11. USDA Project Financing

Town Manager Day indicated the USDA project financing requires a general public meeting held within sixty days of the application. He reported this will need to be on the agenda as a presentation at the September 14, 2020 meeting.

This item was placed on the agenda under Presentation.

Mayor/Commission Comments

Commissioner Carter asked about the sewer allocation currently and the status on 400 Pollock Street. Town Manager Day asked Engineer Meshaw if he had any information for the usage allotted. Mr. Mewshaw indicated he did not have the numbers in front of him but would check the number and get the information out. Mr. Day reported the Mayor had emailed the representatives of Preservation NC (PNC) and was informed the closing was on schedule.

Commissioner Harker indicated she hoped PNC met the deadline for closing on the property at 400 Pollock Street. She stated today was the first day of in person school in the county and hoped everyone enjoyed their day. She thanked the staff and teachers for what has been done to get ready for the first day

of school. She reminded everyone it is hurricane season and to please be aware. She also urged everyone to remember the three Ws; wash, wait and wear. She thanked the town for their hard work and the ownership the Public Works department has taken. She also stated she has been a member of the Beaufort Women's Club for five years and they have been in existence for 99 years this year.

Commissioner McDonald had no comments.

Commissioner Hollinshed urged everyone to please get out and vote.

Commissioner Hagle urged everyone to please pay attention on the roads since kids are back in school and school buses are on the roads. He indicated he was glad to have two engineers on staff.

Adjourn

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

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

Mayor Everette S. (Rett) Newton

Michele Davis, Town Clerk



Town of Beaufort, NC

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**Town of Beaufort Board of Commissioners Regular Meeting
6:00 PM Monday, September 14, 2020 - Held Electronically Through Zoom Due to the COVID19
Pandemic
Minutes**

Call to Order

Mayor Newton called the meeting to order.

Roll Call

Mayor Newton called roll and declared a quorum present for the meeting.

PRESENT

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

Agenda Approval

A motion was made to approve the agenda as presented.

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

Calendar

Town Clerk Davis reviewed the calendars for September and October. She noted all meetings will continue to be held virtually through Zoom due to the COVID19 pandemic. All events have been cancelled with the exception of the Beaufort Farmers Market which is held each Saturday.

She did reminded everyone that early voting began on October 15, 2020.

Mayor Newton added other information. Gallants Channel will start a drive in with the first movie taking place on October 3, 2020. Halloween is October 31st. He also indicated the Christmas Flotilla is on December 5th and Race to the North Pole is December 12th.

Public Comment

No public comments were made.

Presentations

1. USDA Project Financing

Mark Garner of Rivers & Associates, Inc. gave the following report regarding the Town of Beaufort's application for USDA funding through grants and/or loans.

TOWN OF BEAUFORT

USDA SEWER, WATER & STORMWATER PROJECTS

PRESENTATION TO BOARD OF COMMISSIONERS

September 14, 2020

OVER-ARCHING PROJECT PURPOSE:

- 1. The Town desires to improve certain City-owned streets.
- 2. Prior to doing so, the Town also desires to improve previously targeted wet infrastructure underlying its
- 3. Town staff met with USDA in October 2019 to discuss potential funding opportunities for wet infrastructure improvements.
- 4. Early in 2020, Town staff engaged in the process of prioritizing previously identified specific projects for water distribution, sewer collection and stormwater drainage improvements as related to future street improvements.

SEWER PROJECT:

- 1. Groundwater infiltration and surface water inflow into the sewer collection system is an ongoing concern.
- 2. Over the years, documented sanitary sewer overflows have occurred at various locations at least partially attributed to extraneous flows.
- 3. Infiltration & Inflow increases pumping & treatment costs as well as occupying hydraulic capacity in the WWTP better utilized for treatment of wastewater.
- 4. Leaking pipelines can lead to surface settlement and failure.
- 5. Failed pipelines can lead to blockage, overflows & disruption of service.

6. Various surface water quality studies have identified pollutant markers which may be affiliate with

direct or indirect cross connection contamination from wastewater via stormwater drainage.

7. After the mid-2000s sewer rehab project, a follow-up study of the sewer collection system was performed

in 2010. The study indicated positive results for reduction of infiltration / inflow.

8. The study also indicated that of 25+ miles of gravity sewer main, approx. 10 miles of sewer main not

previously rehabbed now exhibited infiltration measured at a rate in excess of 1,500 GPD/in-mi.

9. Those pipeline locations are fairly well scattered throughout the community.

10. The proposed project intends to address pipelines exceeding 1,500 GPD/in-mi.

11. Alternatives considered:

- No Action - not a viable solution to meet project goals
- Complete Pipeline Replacement - most disruptive to surface conditions, most environmental impacts, by far the most expensive option to implement
- Sewer Line Rehabilitation - meets project goals, least disruptive to surface conditions with only "spot" excavations, least environmental impacts, least expensive option to implement

12. Project includes approximately:

- 32,000 LF 8" & 10" pipe liner.
- 4,700 LF replace/point repair pipe.
- 49 EA manhole rehab/replacement.
- 623 EA 4" & 6" service lateral replacement.

13. Preliminary Opinion of Project Cost = \$12,041,000

14. Negative impacts:

- Block-by-block traffic detours during construction.
- Short-term noise from construction activity.
- Short-term interruptions of sewer service.
- Surface disruption (streets, sidewalks) during construction.

15. Positive impacts:

- Construction mainly on public rights-of-way.
- Reduction in infiltration/inflow volume.
- Flow reduction at PS & WWTP (saves annual cost & increases available capacity).
- Improvement to aging infrastructure.
- Restore integrity of sanitary sewer infrastructure, mitigating potential for direct /

indirect cross connection with stormwater infrastructure.

- Facilitates future street improvements.

WATER PROJECT:

1. Town received a State grant to inventory & assess current condition of water system assets.
2. Water System Assessment Project completed in 2019 identified multiple distribution system needs.
3. The older portions of the water system were constructed 70-100 years ago.
4. Approx. 48 miles of distribution system.
5. Older parts of the system include:
 - 4.1% (10,000 LF) is Asbestos Cement Pipe
 - 3.1% (7,800 LF) is small diameter Galvanized Steel Pipe
 - 9.9% (25,000 LF) is unlined Cast Iron Pipe
6. As part of the asset assessment process, staff reported:
 - Re-occurring repair of breaks (leaks) in Abestos Cement, Galvanized and Cast Iron pipes.
 - Numerous non-functioning valves in the older portions of the system.
 - Parts no longer available for certain older components (i.e. valves, hydrants).
 - Several areas served by small diameter dead-end galvanized water mains.
7. Leaking pipelines contribute to unaccounted for water loss, increasing annual cost of service.
8. Leaking pipelines can lead to surface settlement and failure.
9. Non-functional valves contribute to large area service disruption for repairs.
10. Hydrants in disrepair are unavailable for service if needed.
11. Proposed project intends to:
 - Replace ACP, GIP and CIP mains in areas targeted by Town staff.
 - Replace associated hydrants and valves.
 - Replace associated service laterals.
 - Eliminate various small diameter dead-end water mains.
 - Begin upgrade of water delivery to the older residential and downtown commercial area.
12. Project locations are mostly concentrated in the older portion of the system (older sections of Town).
13. Alternatives considered:
 - No Action - not a viable solution to meet project goals
 - Pipeline Bursting - requires long & impractical periods of service disruption, tends to be a more expensive option to implement
 - Water Main Replacement - meets project goals, implemented with various short-term

disruptions to service, least expensive option to implement

14. Project includes approximately:

- 24,000 LF 6", 8" & 12" water main replacement.
- 38 fire hydrants replacement.
- 65 new valve replacement.
- 422 EA service lateral replacement.

15. Preliminary Opinion of Project Cost = \$8,302,000

16. Negative impacts:

- Block-by-block traffic detours during construction.
- Short-term noise from construction activity.
- Short-term interruptions of water service.
- Surface disruption (streets, sidewalks) during construction.

17. Positive impacts:

- Construction mainly on public rights-of-way.
- Reduction in unaccounted for water loss due to leaks.
- Reduction at WTP (saves annual cost & increases available water capacity).
- Improvement to aging infrastructure.
- Eliminate several small diameter mains, increasing flow and potentially pressure.
- Improved water distribution circulation in certain areas.
- Facilitates future street improvements.

STORMWATER PROJECT:

1. Town has had performed several studies of the drainage network as far back as 2005.
2. Three main watersheds are: Taylor Creek, Town Creek & Davis Bay (Turner Creek & Gibbs Creek).
3. Taylor Creek & Town Creek are the most developed watersheds.
4. Increased density of impervious area has contributed to undersized existing conveyances.
5. Most area soils are either partially or fully hydric soils w/ high moisture content & limited absorption / retention capability.
6. Topographic relief is minimal translating to slow movement of surface runoff.
7. Within the Town, the drainage network includes approx.:
 - 36.5 mile of open channel.
 - 10.7 miles of closed conveyances (6" - 84").
 - 600+ drainage structures
8. Thirteen "hotspots" were previously identified as areas of frequent flooding, potentially due to:

- Extreme high tides.
- High levels of impervious area.
- Mis-management of privately-owned Stormwater Control Measures.
 - Inadequate or failed infrastructure.
 - Infrequent maintenance.

9. Various surface water quality studies have identified pollutant markers which may be affiliated with

direct or indirect cross connection contamination from wastewater via stormwater drainage.

10. In 2020, Town staff identified six priority areas of problematic infrastructure.

11. Project proposes to:

- Upgrade existing failed or undersized drainage infrastructure.
- Replace associated drainage structures.
- Re-route drainage conveyance from under existing an home.
- Re-route drainage to remove flow from certain overburdened existing infrastructure.
- Relocate / realign certain water / sewer utilities in conflict with proposed improvements.

12. Locations are mostly concentrated in the older portion of the system, drain to Taylor Creek & address

several "hotspots".

13. Alternatives considered:

- No Action - not a viable solution to meet project goals
- Stormwater Pipeline Replacement - meets project goals, implemented with least disruption
- to private property, least expensive option to implement

14 Project includes approximately: - 3,100 LF remove existing drainage culverts.

- 5,100 LF 15", 18", 24", 30" & 36" drainage culvert replacement.
- 84 EA new drainage structures.
- Associated utility relocations.

15. Preliminary Opinion of Project Cost = \$3,507,000

16. Negative impacts:

- Block-by-block traffic detours during construction.
- Short-term noise from construction activity.
- Some construction activity on private property.
- Short-term interruptions of utility service.
- Surface disruption (streets, sidewalks) during construction.

17. Positive impacts:

- Construction mostly on public rights-of-way.
- Upgrade to aging infrastructure.
- Increased capacity mitigate flood potential.

- Address Town targeted areas of concern.
- Addresses several "hotspots".
- Restore integrity of drainage infrastructure, mitigating potential for direct /indirect cross connection with sanitary sewer infrastructure.
- Facilitates future street improvements.

GENERAL:

1. Three separate projects will mostly happen in parallel.
2. Anticipated timeline for project completion is 3 - 3.5 years after funding is secured.

Commissioner Harker asked about the application process and the time line and whether or not COVID19 has impacted the submittal. Mr. Garner reported the process had not been impacted by COVID19. All environmental reports and preliminary engineering reports have been approved by USDA for water and sewer.

Commissioner McDonald asked how long the drainage studies had been done. Mr. Garner indicated the drainage study he knew about was done in 2005. The Water Project is based on the Asset Inventory Assessment completed in 2019. He reported a comprehensive water system study was completed by Rivers in 2005. As far as the sanitary sewer project the first studies started in 1999. During the mid 2000s some repairs were made to lower leakage into the system. Commissioner McDonald asked Mr. Garner to identify target areas. Mr. Garner indicated the water system target areas were mainly in the older section of town in the historic district. The sewer system target is all over the town.

Commissioner McDonald asked if the areas noted are the ones being recommended for repair. Mr. Garner reported his firm along with town staff were recommending the areas outlined in the presentation. Commissioner McDonald asked if the repairs would cause an impact on other areas needing repair. Mr. Garner indicated that should not be the case. Commissioner McDonald asked if the repairs would impact the quality of the water or impact the water tower. Mr. Garner indicated the repairs would help fix water that is being lost through leakage and going into the ground. The upgrade in lines should provide a more efficiently operating treatment plant. On the sewer side if you have leakage into the lines, then water is treated that does not need treatment.

Mr. Garner also spoke about the target areas for the storm water drainage system infrastructure repairs. He reported the goal was to keep the cost under \$4 million dollars so the storm water fee could support the project. Commissioner McDonald asked when the projects would begin. Mr. Garner indicated once a funding package is received then the total process time would be approximately 3 to 3 1/2 years.

Commissioner Hagle asked about the original schedule was for construction to begin sometime next year and if that was still in line. Mr. Garner stated it would all depend on when the funding agency offered a funding package (loan and grant funding) the town could accept. Once the funding has come forth then it should take about a year in order to obtain permits and put the project out for bid. Mr. Garner indicated it would most likely be early 2022 before construction would begin.

Commissioner Hollinshed asked if the funding was not as robust would the projects be cut back in parallel or would the worst areas be isolated and leave the other areas for another time. Mr. Garner indicated if the loans and grants offered were not enough to be supported by the current rate structures and revenue streams in place, then discussions would need to be held to address the adjustment of the projects. He stated he believed the three projects would still run in parallel since there are three different rates. Commissioner Hollinshed asked if the burden was too great the town could either back out of the funding or raise rates. He confirmed this for Commissioner Hollinshed.

Town Manager Day indicated the timing is pretty much as expected which is based on the financing offer from USDA. Mr. Day reported the expectation was to have an offer during the month of October. Mr. Day stated the project maximizes the grant funding.

Commissioner McDonald asked at what point from taxes will the town have enough money to move forward along with the grant. Mr. Day reported the funding is already available. He informed Commissioner McDonald the taxes collected are only for streets. The revenues from fees for utilities will help pay for the water, sewer and storm water projects. Mr. Day reported there were no rate changes provided the full amount of funding is received.

Mayor Newton asked if the storm water outfalls would be refurbished or new ones placed. Mr. Garner indicated there would be new outfall lines in two areas.

Town Manager Day reported no one had signed up for public comments regarding the proposed financing/funding for the project.

Manager Report

Town Manager Day reported the sales tax revenues are actually 34% higher than last year, so a significant rebound occurred. He stated he did not expect that trend to continue. He also reported Randolph Johnson Park may very well be finished next week with training for operation of the splash pad also scheduled for the next week. Finally, there was discussion about the Right of Way (ROW) in front of Homer Smith Seafood some meetings ago and we should be able to come back with information in the near future after a meeting being held next week.

Commissioner Harker asked about the time frame of when to turn the waterpark off. Mr. Day reported that would be up to the engineers and the public works supervisor. Once the park is finished it will be opened. If the weather is still good, then the splash pad will also be opened as long as the weather is good.

Commissioner Hagle asked about the Godette Hotel and the gym on Ann Street. Mr. Day reported the Mayor had contact with representatives of Preservation NC but indicated he had not received a response from Maggie Gregg. Mr. Day reported a complaint was received that daily drop ins were being allowed at the gym. Mr. Day called the owner and was informed that was not the case in the Beaufort location.

Commissioner Hollinshed asked if the opening of the park would be mutually exclusive if the splash pad was not able to be opened due to the time of the year. Mr. Day indicated it would be opened. She also asked about the time frame for opening town hall. Mr. Day reported one of the things being worked on is the redesign of the lobby for security changes in Town Hall. He indicated there was also a ramp to be installed on the Pollock Street side of the building. He indicated some areas of town hall are very small and are not feasible to create a six foot distance. She asked how many were in town hall working on a daily basis. Mr. Day indicated it varies on a daily basis. He reported the move to upgraded software will help with the inspectors being out of the office instead of having to come to the office. One planner works remotely three days a week. The positions upstairs are in and out since most of them can work remotely. There is not a hard fast schedule.

Commissioner Carter indicated she tried to call the water department today and got no answer. She indicated she left a message and still had not received a call back. She asked why Town Hall could not be reopened and limiting the number of people that can come in. Commissioner Carter indicated the building needed to be opened so that we could get back to functioning. Town Manager Day reported the lobby was not sufficient for more than two people. She indicated she was hearing complaints daily.

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 McDonald, Commissioner Carter, Commissioner

- 2. Draft Minutes of the July 13, 2020 Regular Meeting, July 27, 2020 Work Session, and August 10, 2020 Regular Meeting
- 3. Navigable Waters Ordinance Amendment
- 4. FY 21 Budget Amendment #2
- 5. Emergency Management Ordinance

Public Hearing

- 6. Renewal of Permit for Hungry Town Tours

Town Clerk Davis reported the request was for the renewal of the Walking Tour Permit for Hungry Town Tours. Ms. Davis stated the application was complete with no new changes being made to the tours. The renewal permit will be for a two year time period. Ms. Davis informed the board members both Mr. and Mrs. Cartier were available for questions or comments if the board so desired.

Commissioner Harker indicated she was glad the Cartiers were asking for a tour renewal since they have been so successful with this venture.

Mr. Cartier reported they are only taking one family or group at a time due to the COVID19 pandemic. Additionally, he reported there were not changes to the routes/tours and running only be appointment at this time. He indicated they closed down the third week in March and did not reopen until after Memorial Day. He indicated the starting locations have been pivoted.

Commissioner Hollinshed recommended approval of the renewal permit.

Commissioner Carter indicated the tours are a positive approach for the town.

Commissioner Harker made a motion to open the public hearing. The vote was 5 to 0 in favor.

Being no comments made, Commissioner Hollinshed made a motion to close the public hearing. The vote was 5 to 0 in favor.

Mayor Newton reminded everyone since this was a public hearing the public comment time period would be extended for a 24 hour period after the meeting. He stated the final decision would be made during the September 28, 2020 work session.

Items for Discussion and Consideration

- 7. Preliminary Plat for Live Oak Commons

Town Planning Director Kyle Garner gave the following presentation.

The applicant wishes to Subdivide a 1.279 Acre Tract into 8 Single-Family Lots. In addition to Planning Staff the Town Engineer and applicants Engineer will also be available to answer questions regarding the proposed infrastructure. During the August 24 BOC Workshop the applicants engineer provided a revised plan showing a turn around (hammerhead between lots 6 and 7) to address some of the Planning Boards concerns regarding service and safety vehicles.

At the August 17th meeting the Planning Board unanimously recommended denial of the Preliminary Plat based on:

The design having 20 foot wide pavement width when section 9.11 of the Subdivision Ordinance has a Minimum of 24 foot pavement width;

The need for better vehicular circulation found in Section 10.01 of the Subdivision Ordinance.

The location is at the intersection of Live Oak Street and Loftin Lane. The street will be private and not dedicated to the town. This subdivision will have grass swales instead of curb and gutter. Sidewalks will not be included on the internal street but there will be a sidewalk along Live Oak Street. Finally, on each deed when the property is sold, there will be a requirement for a notation the owner is aware the street in the subdivision is not a town owned street and the HOA is required to maintain the street.

Commissioner Harker asked about the hammerhead turn around and what could be done if there is parking in the turn around area. Mr. Garner indicated he believed the turn around area would still be able to accommodate the area needed for safety vehicle. She also asked about the width of the street and the minimum required. Mr. Garner indicated the 24 width is required if the street is going to be dedicated to the town. Chief Ray commented when the proposal for the turn around was presented it was noted that parking was not to be allowed in the area. The HOA would be responsible to enforce the no parking area.

Commissioner McDonald asked why it was be a private road. Town Planning Director Garner indicated the developer was asking for the road to be private. Ron Cullipher reported the primary reason for the private road was due to it being such a small community and trying to limit the impacts in such a small subdivision. Commissioner McDonald also asked about public services. Mr. Garner indicated the town would serve the homes in the subdivision for utilities and trash collection.

Commissioner Hagle indicated he thought of the street as more a common driveway for the eight lots in the subdivision.

Commissioner Hollinshed asked if the clearance of the hammerhead could be a condition of approval. Mr Garner and Town Attorney Grady confirmed it could be a condition for approval.

A motion was made to approve the subdivision with the hammerhead clearance and signage a condition of approval.

Motion made by Commissioner Carter.

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

Voting Nay: Commissioner McDonald

8. Soil Mining Request

Proposed High Rate Infiltration System Basin

Town Engineer Greg Meshaw gave the following report.

Blue Treasure LLC, the developer of the Beau Coast subdivision, has requested permission to mine the soils from a tract that it transferred to the Town in 2014. More specially, Blue Treasure LLC has proposed to excavate soil from the tract to within 12+ inches of the future, finished lines and grades needed to form a wastewater effluent high rate infiltration basin (HRIB). This basin once complete, will be available for future expansion of the Town’s wastewater disposal capacity, subject to permitting by the NC Department of Environmental Quality.

Blue Treasure will benefit if the request is granted because there will be a close source of fill material during the construction of the next phase of Beau Coast. The Town will benefit because the HRIB will be constructed to near the future, finished grades at no cost to the Town.

A geotechnical study was completed with the geotechnical engineer indicating the design and layout of the proposed HRIB should be able to accommodate the 350,000 gallons per day. The basin will not need to be used right away. The geotechnical engineer provided suggestions on how to keep the area maintained until the time came for use.

Currently the permit has expired for this HRIB. He reported the process for the re-permitting can be done concurrent with the excavation or after the excavation. A recommendation was made to put some small wells in the area which is being done before the excavation begins.

Staff recommendation is to approve the request.

Commissioner Harker commented that the re-permitting be completed and stated as long as the dirt being removed does not have an impact on the permit process then she is in favor of the request.

Commissioner McDonald asked approximately how much would be removed? Mr. Meshaw indicated he did not have the exact figure but would be the information out.

Commissioner Hagle asked about the time limit on the permit. Mr. Meshaw indicated it would be for a number of years and will require renewal. Commissioner Hagle also asked about the safety around the pond. Mr. Meshaw indicated at the very least a gate will be put at the vehicular entrance. Commissioner Hagle asked if a fence could be put around the pond. Mr. Meshaw indicated that could be considered.

Commissioner Carter asked about the proposed wells that will be placed around the pond. Mr. Meshaw indicated the wells will monitor the ground level around the site.

A motion was made to approve the request by Blue Treasure LLC to allow mining of the soils from the Town's tract subject to Blue Treasure LLC agreeing to mine the soils to near the future, finished lines and grades needed to form a permittable HRIB and in accordance with the guidelines and recommendations of a recently completed geotechnical report commissioned by the Town.

Motion made by Commissioner Hollinshed.

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

9. Appointment to Airport Authority

Town Clerk Davis reported the Town of Beaufort appoints one in town resident to serve on the Airport Authority. Currently Gerard Currier serves on the board with his term expiring on August 31, 2020. The appointment to the board will become effective immediately and will be for a two year term. Three citizens have expressed interest in serving on the board. Those citizens are Gerard Currier, Scott Evans and James Taylor.

Commissioner Harker made a motion to open the nomination period. The vote was 5 to 0 in favor.

Commissioner Carter made nominated Scott Evans.

Commissioner McDonald nominated Gerard Currier.

Being no further nominations, Commissioner Hagle made a motion to close the nominations. The vote was 5 to 0.

Scott Evans received four votes. Gerard Currier received one vote.

10. Human Resources Officer

Town Manager Day gave the following report.

The recently adopted Five Year Financial Plan includes a new Human Resources Officer position in FY 2022, separating the human resources functions from the current, combined Town Clerk/Human Resources Officer position.

Due to the upcoming departure of the current Town Clerk/Human Resources Officer, recruitment and hiring of an HR Officer now, rather than waiting until next July, is requested.

With the current tax rate, sufficient funds are available for the HR Officer position in the FY21 adopted budget. Additionally, based on the most recent sales tax receipts (May – a 9% increase

over last year, and June, a 34% increase) and robust tourist and building activity this fiscal year appears we will exceed the budgeted sales tax revenue for FY21.

The current Town Clerk/Human Resources Officer position will become the Town Clerk/Assistant to the Town Manager position and remain at salary grade 22 (minimum salary of \$57,151). In its new form this position will assist the Town Manager with various projects and issues as the incumbent is available.

Commissioner Harker stated the position had been looked at for FY22 and this is an opportunity to separate the two positions. She continued by saying the HR requirements due to the COVID19 situation are numerous and someone is needed who is skillful to make sure employees are taken of. Also we need someone that can help diversity. She concluded by saying she was for moving the time line forward to hire a Human Resources Officer because we have a growing staff and need some more diversity in the administrative area.

Commissioner McDonald indicated he hoped the person would be able to work with people and have the skills needed for the position. He asked if the position was needed now. He commented he suggested moving forward now instead of waiting until later. Town Manager Day indicated the timing is due to a departure and over the past couple of years the bar has been raised and now is the time to continue moving forward.

Commissioner Hagle stated he understood the need for HR as well as the clerk job being a full-time position. He asked if the organization at a point in history a full-time HR person is needed. He agreed we have had continued growth in staff but could it be contracted out until the organization is at a point a full-time HR person is needed.

Town Manager Day stated as with other functions we do there are limitations that occur due to staffing but HR is an essential function of the organization tasked with making sure legislative requirements are met and followed. He further indicated as being a previous HR Manager, he understood all that needed to be done as well as how a well developed HR Department looked and operated. Mr. Day also commented progress has been made, but there are many issues that have not been able to be addressed because of the lack of time to put forward with one person doing both jobs.

Commissioner Hollinshed stated she was opposed to hiring an additional staff member for HR at this time. As just mentioned it has gotten so specialized and Commissioner Hollinshed she was sure there were organizations that could handle the outsourcing. She continued by saying a clerk can do both functions for a very short time until and HR person can take on the job. Additionally, she indicated the funding was not in the budget until next year, there is no space in Town Hall for another person, people are not coming into the office, so cross training for several months could take place. She concluded by saying she did not want to see staff grow in the higher levels.

Commissioner Carter indicated she agreed with Commissioner Hollinshed at the time and further stated the biggest single item in the budget is personnel. Hiring new personnel has escalated every year as far as costs. She stated Town Hall was not open and no place for them to be housed. She questioned the salary which was close to \$1000 per employee and that was not easy to overcome. She continued by saying this position could be contracted out.

Mayor Newton asked what was meant by building too much admin staff. Commissioner Carter indicated there were a lot of admin staff and she understood they were needed, but we do not need to keep adding. She stated people in town were not happy about having so many people working in town hall and not being able to get into town hall at this time.

Commissioner Harker stated she did not understand when exactly would be the right time. She indicated the size of the organization should not be taken into consideration but how the employees are being treated. She stated the connection with employees is key and not something that could be fostered with contracting out the services. She continued by saying she advocated for adding in the new HR position.

A motion was made to approve the hiring of a new HR Director. Commissioner Hagle commented a supervisor can also help out with the HR function and help support the employees. He further stated the supervisor is key to employee relations also.

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

Mayor/Commission Comments

Commissioner Harker thanked the Mayor, Chief Ray, Chief Burdette and Rachel Johnson for participating in the Hurricane Community Forum. With fall approaching please make sure you get your flu shot. She also thanked the commissioners for an open robust conversation. Commissioner Harker also thanked Michele Davis for her work.

Commissioner McDonald thanked Michele Davis for her work and wished her the best.

Commissioner Hagle thanked all those citizens who volunteered time to serve on boards. He wished Michele Davis the best. His safety message was to focus on driving since it was getting dark earlier.

Commissioner Hollinshed commented two years ago tonight we were waiting for Hurricane Florence. She urged everyone to stay aware of the weather issues. She wished Michele Davis the best in her new position.

Commissioner Carter thanked Michele Davis for her help over the years.

Mayor Newton thanked Michele Davis for the work she has done. On the COVID19 front there is a reduction in the number of cases for the county.

Adjourn

A motion was made to adjourn. The meeting the adjourned at 8:35 pm.

Motion made by Commissioner Hagle.
Voting Yea: Commissioner Harker, Commissioner McDonald, 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 Commissioners Work Session
4:00 PM Monday, September 28, 2020 – Held Through Zoom Due to COVID19 Pandemic**

AGENDA CATEGORY: Items for Discussion and Consideration
SUBJECT: Upcoming Events and Activities

BRIEF SUMMARY:

Upcoming Events and Activities

Halloween, Lions Club Bridge Run-Nov. 7, Pirate Invasion-Nov 21, Santa House/Tree Lighting-John Newton Park, Christmas Parade, Flotilla, New Years Eve-Pirate Drop

REQUESTED ACTION:

Discussion

EXPECTED LENGTH OF PRESENTATION:

10 minutes

SUBMITTED BY:

Rett Newton, Mayor

BUDGET AMENDMENT REQUIRED:

No

Pirate Invasion Requests:

John Newton Park - Set-up of two outside vendors who sell pirate clothing and jewelry On Saturday, Nov. 21

GraydenPaul/Eury Park - Set-up a living history encampment with one crew of less than 20 people with a firing line. This area would be blocked off so the public could not enter the encampment but rather view from behind a safety line at least 6 feet from the reenactors.

Set-up of a station to sell t-shirts and face masks on the side of Grayden Paul away from the encampment

Friday evening: a mini water flotilla from Gallants Channel to the Boathouse and back with canon fire

Saturday: living history display, canon fire demonstrations, two vendors in John Newton and a water battle at 3 pm. The water battle would start at Gallants Channel and run along Front Street on Taylor’s Creek to the Boathouse and back.

Camp set up would begin on Thursday at Eury Park and camp would be broken down on Sunday.

This event would only be advertised locally as the intent is to be a community activity that does not draw a large number of people.

Let me or Carl know if there are any questions we can answer prior to Monday.



Town of Beaufort, NC

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**Town of Beaufort Board of Commissioners Work Session
4:00 PM Monday, September 28, 2020 – Held Through Zoom Due to COVID19 Pandemic**

AGENDA CATEGORY: Items for Discussion and Consideration
SUBJECT: Resolution Amending the Personnel Policy Chapter 4
Employment Section B Compensation Item 6 Salary
Changes Promotions

BRIEF SUMMARY:

A recent evaluation of the salary/grades and promotions has revealed a discrepancy in the Personnel Policy and the Salary/Grade Schedule. The Salary/Grade Schedule is based on a 5% increase between each Grade level. The Personnel Policy indicates employees promoted should be given a 10% pay increase which is not in line with the Salary/Grade Schedule.

REQUESTED ACTION:

Approval of the Resolution Amending the Personnel Policy Chapter 4 Employment Section B Compensation Item 6 Salary Changes Promotions

EXPECTED LENGTH OF PRESENTATION:

5 minutes

SUBMITTED BY:

Michele Davis, HR

BUDGET AMENDMENT REQUIRED:

No



**RESOLUTION AMENDING THE TOWN OF BEAUFORT PERSONNEL POLICY
CHAPTER 4 EMPLOYMENT SECTION B COMPENSATION ITEM 6 SALARY
CHANGES PROMOTIONS**

WHEREAS, the Town of Beaufort values its employees and has established the Personnel Policy to treat employees and prospective employees in a manner consistent with all applicable employment laws and regulations: and

WHEREAS, there is a need to amend Chapter 4 Employment Section B Compensation Item 6 Salary Changes Promotions to reflect the pay level percentage increase between grades.

NOW, THEREFORE, BE IT RESOLVED, the Town of Beaufort Personnel Policy is amended in the following manner:

Omit: When an employee is promoted, the employee's salary shall normally be advanced to the minimum rate of the new position, or to a salary which provides an increase of 10%, whichever is greater.

Replace with: When an employee is promoted, the employee's salary shall normally be advanced to the minimum rate of the new position, or to a salary which provides an increase of 5%, whichever is greater.

Adopted 24th day of September 2020.

Everette S. (Rett) Newton, Mayor

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 Work Session
4:00 PM Monday, September 28 , 2020 – Held Through Zoom Due to COVID19 Pandemic**

AGENDA CATEGORY: Items for Discussion and Consideration
SUBJECT: Appointments to Historic Preservation Commission, Parks and Recreation Advisory Board and Board of Adjustment

BRIEF SUMMARY:

The Town of Beaufort has the following vacancies on the Historic Preservation Commission, Board of Adjustment and Parks and Recreation Advisory Board:

- HPC—one position to fill an unexpired term ending in January 2021
- BOA—one position for an in-town alternate unexpired term ending in January 2022
- P&R—three positions for three-year terms

REQUESTED ACTION:

Consider applicants for appointment to serve on Volunteer Boards.

EXPECTED LENGTH OF PRESENTATION:

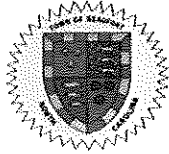
5 minutes

SUBMITTED BY:

Michele Davis, Town Clerk

BUDGET AMENDMENT REQUIRED:

No



TOWN OF BEAUFORT APPLICATION FOR VOLUNTEER BOARD

Name: C. Brian O'Haver

Address: 509 Carteret Avenue Beaufort, NC

Telephone: 9198802179 Email: bohaver@stewartinc.com

Employer: Stewart Occupation: Landscape Architect

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:

Successful Landscape Architect with 25+ years of experience in all phases of project development. Extensive experience in both the public and private sectors. I have lead multi-discipline teams through complex projects from conception to completion. I am active in the community and experienced and engaged in commissions, non-profit organizations and industry groups. .I just completed my first term on the Beaufort P&RAB and believe my experience and expertise brought value to the board's efforts. (Resume Attached)

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:

Beaufort Parks & Rec Advisory Board; City of Raleigh Planning Commission

If this is a reappointment, please list the number of meetings attended during the

last 12 months: 7 out of 8

SEPT 2019 CANCELED FOR HURRICANE DORIAN
FEB 2020 CANCELED
APR, MAY, JUNE CANCELED DUE TO COVID 19

Do you attend regular town meetings?

YES

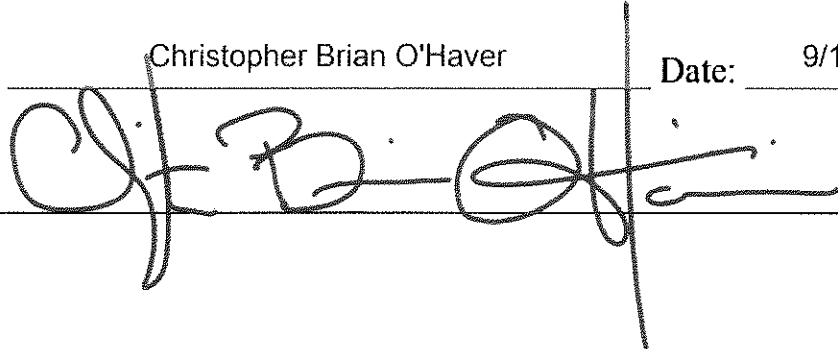
NO

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: Christopher Brian O'Haver

Date: 9/10/20

Signature: _____



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

C. BRIAN O'HAVER, PLA
bohaver@stewartinc.com
919.880.2179
www.linkedin.com/in/c-brian-o

DIRECTOR, BUSINESS DEVELOPMENT // VICE PRESIDENT // REGISTERED LANDSCAPE ARCHITECT

Successful landscape architect with 25+ years experience and outstanding qualifications in organizational management and in all phases of project development. Extensive experience in the public and private sectors of business. Capable leader of multi-disciplinary teams through complex projects from conception to completion. Accomplished in building client relationships and maintaining client confidence from pursuit through project completion. Active in the community, engaged in commissions, non-profit organizations and industry groups.

CORE STRENGTHS + SKILLS

- Comprehensive site development experience
- Team-first attitude
- Solutions oriented
- Well respected
- Extensive and diverse relationships
- Works well under pressure
- Strategic
- Community minded
- Understands value of successful public spaces
- Resourceful
- Ambitious
- Competitive

PROFESSIONAL EXPERIENCE

- Leads business development efforts in the Triangle for Stewart across all Practice Areas
- Managed 60+ person studio; responsibilities focused on culture, growth, strategic initiatives, client satisfaction, profitability, staffing, billing/AR, forecasting, training and human resources
- Served as principal-in-charge on dozens of high-profile, complicated projects that were completed on time and on schedule
- Responsible for business development strategies
- Created LLT (Land Leadership Team) to assist in running studio efficiently and profitably
- Responsible for maintaining client relationships and expectations
- Identified need and orchestrated organizational restructuring to accomodate 200% growth
- Initiated CRM (Customer Relationship Management) development and implementation
- Opened regional office in new market
- Instituted monthly financial meetings with metrics for reporting and accountability
- Strategized and influenced RFP/RFQ submittals, proposals and presentations
- Developed agenda and led quarterly LLT Strategic Retreats + annual strategic meetings
- Developed organizational structure to ensure desired level of excellence achieved on all projects
- Maintained rigorous one-on-one monthly meeting with direct reports resulting in career advancement
- Established strong rapport and continued trust of clients
- Worked to coach, develop, and train team members
- Built satellite office into successful, profitable practice
- Chaired and represented City Council appointed commission
- Prepared and led presentations to community, council and clients
- Active member and leader in multiple industry organizations
- Commitment and involvement in multiple non-profit organizations

CAREER HISTORY

Current - 2014 // Stewart

Director, Business Development & Vice President

- Managing Studio Leader
- Manager of Landscape Architecture

2014 - 1997 // ColeJenest & Stone

Studio Leader

- Raleigh Manager
- Team Manager
- Project Manager
- Project Landscape Architect
- Site Designer

1997 - 1994 // El Paso Patriots Professional Soccer Team

Player and team member

- Finalist 1995 US Open Cup – Runner-up

COMMUNITY AND PROFESSIONAL ENGAGEMENT

- Member, Town of Beaufort Parks and Recreation Advisory Board
- Member, City of Raleigh Planning Commission
- Board of Directors, Downtown Raleigh Alliance
- Member, American Society of Landscape Architects
- Member, Urban Land Institute
- Member, Greater Raleigh Chamber of Commerce, Government Affairs Committee
- Member, Triangle Community Coalition
- Member, City of Raleigh Development Services Advisory Committee
- Mentor, NC State Landscape Architecture Program
- Graduate, Leadership Raleigh Class 34
- Former Chair + Member, City of Raleigh Appearance Commission
- Former Member, Advisory Group City of Raleigh Unified Development Ordinance
- Former Member, Board of Directors, Rebuilding Together of the Triangle – Executive Committee
- Former Task Force Chair, City of Raleigh Outdoor Dining Ordinance
- Former Task Force Member, City of Raleigh Sign Ordinance

EDUCATION

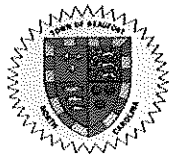
Bachelor of Landscape Architecture, University of Rhode Island

D-1 Athlete, recipient of four year soccer scholarship

REFERENCES

Available upon request

9.3.20
mdavis 5.



TOWN OF BEAUFORT APPLICATION FOR VOLUNTEER BOARD

Name: Melvin Cooper

Address: 304 Cedar Street

Telephone: 252-259-1599 Email: cvmcoope_2000@hotmail.com

Employer: _____ Occupation: Retired

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:

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:
NC Board of Social Services

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: _____ Melvin Cooper _____ Date: _____ 09/03/2020 _____

Signature: _____

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

Melvin Cooper
313 Scott Street
New Bern, North Carolina 28560
(252)259-1599

OBJECTIVE: To obtain an entry-level position with growth through merit and achievement. As well as to acquire more knowledge, use the experience to lead and inspire those under my supervision.

QUALIFICATIONS

In the past have used my skills and technical knowledge to perform difficult tasks. My responsibilities have included many under my supervision; I have supervised, skilled, semi-skilled and unskilled.

EDUCATION

2011-2012 *University of Phoenix*
2010-2011 *Craven Community College*
1987-88 *Craven Community College*

EMPLOYMENT

Aug.2010-2015 H.J. MacDonald Middle School
Aug 2005-2010 Craven County School (P.R.I.D.E.)
Aug 2003-2005 Trent Park Elementary School
Oct.2002-2003 Coastal Carolina Red Cross
Dec.1998-2002 J.T. Barber Elementary School
Feb.1991-1998 Craven Regional Airport

Business

1997-2007- The Citizen Newspaper
2005-2010- 3C's Landscaping and Mowing
2000-2009- Medical Record Courier
1995-1998- Private Investigator for Law Firm

Organization

Elks
Community Black Council
Jones City, Hwy 70 Committee
Craven County NAACP
African-American Men Alliance
Coastal Empowerment Network
Craven Co. Hispanic Council
Fatherhood Initiative

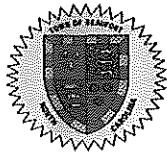
James City Historic Society
Martin L King Jr Committee

Appointment

Jan. 2002-2012 Commissioner of NC Dept. of Social Services (appointed by Governor Easley,
Governor Purdue)
Feb. 2001-2004 Fatherhood Initiative Program (appointed by Governor Hunt)

Awards

1998 State of North Carolina Governor Award for Volunteer Service



TOWN OF BEAUFORT APPLICATION FOR VOLUNTEER BOARD

Name: John C. Bunting

Address: 136 D Glenda Drive

Telephone: (910) 308-2831 Email: jbunting365@gmail.com

Employer: St. Egbert Catholic Church Occupation: Pastoral Associate

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:

I lived here in Beaufort from 1995-2003 and returned in 2018. While here those first 8 years, I served as Athletic Coordinator for the Carteret County Parks and Recreation Department, organizing and running Athletic programs throughout the county. I also spent 4 years as President of the Down East Girls Softball Program and upon my return, am currently their Treasurer.

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:
Board of Directors of my Homeowners Association in Fayetteville

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: John C. Bunting Date: 8/26/20

Signature: 

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



TOWN OF BEAUFORT APPLICATION FOR VOLUNTEER BOARD

Name: Julie Arthur

Address: 205 Sycamore Dr., Beaufort, NC 28516

Telephone: (252) 241-6325 Email: julie28516@gmail.com

Employer: Department of Defense Occupation: Industrial Hygienist

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:

For the past several years I have been an active member of the Beaufort Parks & Recreation board, attending and participating in our regularly scheduled meetings. I enjoy being outdoors and use town park facilities regularly when I am out running, walking, or biking. My background in coastal and natural resource management allows me to provide a different perspective in regards to park management. I have enjoyed serving on the Parks & Rec board and hope to continue working on the exciting projects we have planned!

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:
Parks & Rec Board - Beaufort; National Scenic Byway Committee

If this is a reappointment, please list the number of meetings attended during the last 12 months: 10.

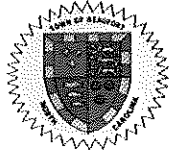
Do you attend regular town meetings? YES NO

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: Julie Arthur Date: 9/21/20

Signature: *Julie Arthur*

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



TOWN OF BEAUFORT APPLICATION FOR VOLUNTEER BOARD

Name: James Taylor

Address: 201 Ann St. Beaufort NC 28516

Telephone: (252) 725-7237 Email: jt966726@gmail.com

Employer: N/A Occupation: Retired

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:

BS in business administration from the UNCW 1988.
 15 years at General Electric in purchasing
 15 years at Cameron and Barkley in sales
 President Beaufort Lions Club 2019-2020
 Leader of the Farmers market committee
 Leader of the safety committee
 Member of the board of directors

My stepfather, John Costlow and mother have been extremely involved in Beaufort for many years and i would like to participate and help as well. Please let me know if there is any additional information you need.

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:
Beaufort Lions Club as President and now as past president.

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: james taylor Date: 8/26/20

Signature: 

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



TOWN OF BEAUFORT APPLICATION FOR VOLUNTEER BOARD

Name: Heather Walker

Address: 1013 Cedar Street Beaufort, NC

Telephone: (252) 622-5894 Email: heatherray1216@gmial.com

Employer: N/A Occupation: Automotive Technician

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:

- * I attended Carteret Community College's Automotive Technology Program and hold 6 certifications in the Automotive field
- * 15 years experience researching vital records, deeds/land descriptions, antique maps and artifacts
- * 20 years experience restoring and refinishing antique furniture
- * 15 years experience restoring/repairing/renovating 100+ year old homes with my parents
- * Previously worked as a Licensed (expired 2012) Real Estate Broker in the state of Virginia at Keller Williams-Virginia Beach

I am passionate about history, detail-oriented, and eager to learn. I believe in considering all perspectives and opinions in order to make fair and equitable decisions and maintain transparency. I currently do not work outside of the home in order to care for my three children but I spend most of my free time researching the OceanView Cemetery, the people that established it, and the people buried there.

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:

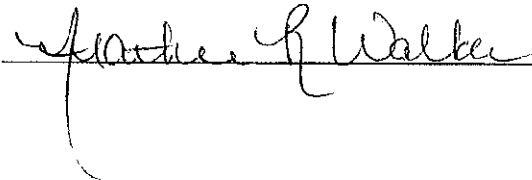
If this is a reappointment, please list the number of meetings attended during the last 12 months: _____.

Do you attend regular town meetings?

YES ~~Facebook Live~~ 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: Heather R. Walker Date: 8/31/20

Signature: 

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



TOWN OF BEAUFORT APPLICATION FOR VOLUNTEER BOARD

Name: Johnna Davis

Address: 322 Orange St.

Telephone: 615.419.9663 Email: johnnadbythesea@gmail.com

Employer: Learn Ethos Occupation: writing & design specialist

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:

Please see attached resume. I have a Master's in Rehabilitation Counseling as well as in Recreation and Leisure. I have worked in several organizations, the majority of which have been non-profit, including the YMCA of Middle Tennessee, The Leukemia & Lymphoma Society/Team In Training, and Wounded Warrior Project. I have a passion for health and wellness - sharing it with others and participating in it myself. I love trying new activities to include kayaking, SUPing, rock climbing, cycling, trail running, triathlon, and most recently crossfit. The area that brings me the most joy is working with people with challenges - physical or mental. I'm currently helping coach the Bonfit program at IronTide Crossfit which is a specialized program for people with osteoporosis. I grew up in Morehead City and have returned to make my home in Beaufort after 20+ years of living in different areas of the county. I am SO happy to be home and would love to do my part to make our area the best it can be.

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:

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

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: Johnna Davis Date: 9/23/2020

Signature: *Johnna Davis*

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

JOHNNA DAVIS

Beaufort, NC • Johnnadbythesea@gmail.com • (615) 419 - 9663

PROFESSIONAL SUMMARY

Progressive, hands-on leader in the **Health/Wellness** and **Social Services** fields with over 18+ years of experience in the Program Management and Social Services fields. In-depth knowledge of recreation and leisure issues. Comfortable and experienced in speaking to large groups of people. Passionate about service integrity and the growth of an organization while assisting in meeting and exceeding current expectations. Looking to utilize experiences with a variety of populations and skill set in outreach and social services to contribute to a positive work environment where teamwork and office culture are valued. Highly experienced in the following areas:

- Organizational Leadership
- Strategic Planning
- Experiential Based Learning
- Psycho-Educational Materials
- Event Planning/Logistics
- Data Analysis & Metrics
- Outreach Assessments
- SafeTalk & Mental Health Issues
- Veteran Outreach & Engagement

PROFESSIONAL EXPERIENCE

Learning and Development Specialist 2016-present
Learn Ethos – Beaufort, NC

Coordinates instructional design in the areas of learning strategy. Develops learning strategies, assessment-based certificate programs, along with eLearning and continuing education programs. Completes needs and gap analyses and supports content and curriculum strategy and development.

Physical Health and Wellness Coordinator 2013 - 2016
Wounded Warrior Project – Various Locations

Successfully develop and plan health and wellness programs and events for Warriors and Family Support Members so that they have the tools to be empowered to incorporate these skills and knowledge into everyday life in support of their readjustment goals, recovery process, and well-being. Coordinate logistics to ensure successful programmatic events including location scouting, scheduling activities, preparing and revising contracts, and coordinating Alumni’s travel which requires the ability to build effective relationships with external vendors and community partners. Assess Alumni’s needs and provide resources/referrals so they are engaged with appropriate programs and resources while adhering to the standards of Wounded Warrior Project’s strategic plan.

- Served as the Point of Contact for the North Central PH&W Expo to include coordinating the recruitment of 30 Warriors, communicating and coordinating with Travel & Events team, working with external vendors, as well as program development and implementation.
- Led the 2015 Run 2 Somewhere national program managing 19 coordinators nationwide which led to 180+ Alumni served and an increased number of races from 2 to 9.
- Co-led the 2014 Run 2 Somewhere West program which included developing and implementing the marathon training program, facilitating weekly communication to Warriors, and event management for 2 races.
- Have served over 1,420+ Warriors and 1,020+ Family Support Members through programs and events and collaborated with teammates to gather and maintain referral information to increase Alumni awareness while also providing programmatic briefings in support of the organization’s mission.

Physical Therapy Technician 2011 - 2013
Elite Sports Medicine and Orthopedic Center – Nashville, TN

Supported patients with their exercise programs to ensure proper technique and performed necessary modalities including ultrasound, traction, iontophoresis, and several types of e-stim. Provided education, support, and encouragement to patients so that their recovery and transition process was successful.

- Supported physical therapist in managing a case load of an average of 18 patients per day.
- Provided updates to physical therapist and doctors on an as needed basis regarding patient progress.

Campaign Manager

2009 - 2011

The Leukemia and Lymphoma Society – Nashville, TN

Achieved fundraising goals for the area of operations by carrying out strategic planning, financial analysis, recruitment and staffing, and the successful development of marketing and sponsorship plans. Managed Team In Training programmatic elements which included event planning, volunteer recruitment and management, logistics, lead generation, and conversion goals. Cultivated volunteer relationships and provided training and management for Team In Training coaches and mentors. Developed partnerships with local merchants and YMCAs to offer discounts and benefits to participants as well as different clinics throughout the season.

- Provided leadership by serving as the point person for the Country Music Marathon which included managing volunteers, staffing the expo booth, developing community sponsorships, working with the race management team, and maintaining the finish line Team In Training tent.
- Maintained high level of retention rates for program participants; positive efforts resulted in a 50% growth in participants for the cycle and triathlon teams in FY11.
- Added the first international event (Dublin Marathon) to the event line up with 12 participants including 3 fundraising coaches and 3 fundraising mentors and recruited 6 new coaches.

Personal Trainer/Wellness Specialist

2006 - 2009

YMCA – Nashville, TN

Developed individualized fitness programs for members; led workouts and demonstrated appropriate lifting techniques; provided education and support to members in setting and achieving their health and wellness goals. Recruited, trained, and provided leadership for the Personal Training and Wellness staff. Developed and implemented Personal Training and Wellness Programs to include TechnoGym, Self-Defense, HydroRider, Treadwall Challenge, Tour de Y, TRX, Boot Camp, and 8 Week Transformation. Developed and organized the Masters Swim Team.

- Increased revenue from \$14,900 to \$48,453 and collaborated and contributed on the development of the 2008 program budget.
- Partnered with Team In Training and Team Magic Triathlon team to produce the Multisport Expo and Indoor Triathlon, 2009.
- Supported the development, marketing, and implementation of the 1st Annual Try-a-Tri at the Downtown YMCA.

Recreational Therapist

2002 - 2006

Parthenon Pavilion – Nashville, TN

Completed psychosocial assessments including identifying psychological triggers which provided basis for patient programs and treatment plans for case management. Established goals and objectives for group therapy in the areas of recreation and leisure and tracked progress/monitored outcomes in support of goals. Facilitated multidisciplinary patient treatment team including physicians, nurses, and social workers and also assisted in the design and implementation of HCA’s ICARE program.

- Worked 1:1 with patients diagnosed with a wide range of mental and physical illnesses. Planned and implemented resources to support patient’s needs, recovery, and psychological well-being which required knowledge and expertise on mental health issues and diagnostics.
- Led five group sessions on a daily basis focused on developing appropriate coping skills in areas such as assertiveness, positive self- image, and fitness for the adult psychiatric unit which assisted in overcoming mental well-being barriers.

EDUCATION

University of Georgia - Athens, GA

Master of Education, Recreation and Leisure Studies

University of North Carolina at Chapel Hill – Chapel Hill, NC

Master of Science, Rehabilitation Counseling

Bachelor of Arts, Psychology



Town of Beaufort, NC

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**Town of Beaufort Board of Commissioners Worksession Meeting
4:00 PM Monday, September 28 – 701 Front Street Town Hall Conference Room**

AGENDA CATEGORY: Items for Discussion and Consideration
SUBJECT: August Financial Report/Notes

BRIEF SUMMARY:

- Tax collections for July and August are listed below

July		
Tax Year	Balance Remaining	Collection Rate to Date
2014	\$3,639	99.86%
2015	\$10,000	99.61%
2016	\$22,908	99.13%
2017	\$28,976	99.82%
2018	\$36,498	98.89%
2019	\$91,635	97.62%
2020	\$4,789,750	0.00%

August		
Tax Year	Balance Remaining	Collection Rate to Date
2014	\$2,420	99.87%
2015	\$9,616	99.62%
2016	\$21,818	99.17%
2017	\$27,741	99.86%
2018	\$35,599	98.91%
2019	\$86,998	97.74%
2020	\$4,308,523	9.52%

REQUESTED ACTION:

No action requested/ review notes above.

EXPECTED LENGTH OF PRESENTATION:

5 minutes

SUBMITTED BY:

Christi Wood – Finance Director

BUDGET AMENDMENT REQUIRED:

No

Account Id	Account Description	Prior Rev/Expd	Anticipated/Budgeted	Current Rev/Expd	YTD Rev/Expd	Encumbered (Expend Accounts)	Balance/Excess/Deficit	%Used/%Real
10-301-0000	AD VALOREM TAX - CURRENT YEAR	-11,085.01	4,682,759.00	0	3,110.08	0	-4,679,648.92	0.0700
10-301-0001	AD VALOREM TAX PRIOR YEAR	26,327.51	70,000.00	7,036.16	11,114.35	0	-58,885.65	15.8800
10-301-0002	PENALTIES AND INTEREST	1,776.33	10,000.00	1,111.90	1,225.59	0	-8,774.41	12.2600
10-301-0004	MOTOR VEHICLE TAX	15,563.06	168,158.00	0	0	0	-168,158.00	0.0000
10-301-0006	PAYMENT IN LIEU OF TAXES	0	32,000.00	0	0	0	-32,000.00	0.0000
10-303-0001	LOCAL OPTION SALES TAX	0	1,239,000.00	0	0	0	-1,239,000.00	0.0000
10-303-0002	UTILITIES FRANCHISE TAX	0	385,000.00	0	0	0	-385,000.00	0.0000
10-303-0003	BEER AND WINE TAX	0	18,872.00	0	0	0	-18,872.00	0.0000
10-303-0004	POWELL BILL	0	120,000.00	0	0	0	-120,000.00	0.0000
10-303-0014	FEMA MITIGATION GRANT	0	84,650.00	0	0	0	-84,650.00	0.0000
10-303-0015	FEMA HURRICANE REIMBURSEMENT	536,252.09	0.00	11,508.09	11,508.09	0	11,508.09	0
10-303-0016	GRANTS - SRO, CAD	0.00	56,000.00	0	0	0	-56,000.00	0.0000
10-303-0019	CARES RELIEF FUNDS	0	94,768.00	0	0	0	-94,768.00	0.0000
10-304-0001	COUNTY ABC PROFIT DISTRIBUTION	0.00	170,000.00	0.00	0.00	0	-170,000.00	0.0000
10-304-0002	FIRE DISTRICT AD VALOREM TAX	26,911.67	334,081.00	27,840.09	55,680.18	0	-278,400.82	16.6700
10-304-0003	FIRE DISTRICT SALES TAX	9,166.67	105,000.00	8,750.00	17,500.00	0	-87,500.00	16.6700
10-304-0004	HARLOWE DIST AD VALOREM TAX	5,269.55	68,096.00	5,674.45	11,348.90	0	-56,747.10	16.6700
10-304-0005	HARLOWE FIRE DISTRICT SALES TAX	1,769.54	20,033.00	1,669.37	3,338.74	0	-16,694.26	16.6700
10-305-0001	SOLID WASTE USER FEE (RES)	45,891.01	555,000.00	47,609.90	94,084.80	0	-460,915.20	16.9500
10-305-0002	SOLID WASTE USER FEES (COMM)	1,145.58	13,500.00	1,128.58	2,274.16	0	-11,225.84	16.8500
10-305-0003	STORMWATER RESIDENTIAL	641.28	136,000.00	506.25	981.13	0	-135,018.87	0.7200
10-305-0004	SOLID WASTE USER FEE -WBD	2,927.47	35,000.00	2,847.14	5,635.52	0	-29,364.48	16.1000
10-305-0005	BUILDING PERMITS	13,174.89	175,000.00	25,697.40	44,220.64	0	-130,779.36	25.2700
10-305-0006	PARKING METER	40,647.52	180,000.00	0	0	0	-180,000.00	0.0000
10-305-0007	PARKING VIOLATIONS/PENALTIES	4,470.00	20,000.00	300.00	918.00	0	-19,082.00	4.5900
10-305-0008	COURT COSTS, FEES, CHARGES	99.00	750.00	72.00	153.00	0	-597.00	20.4000
10-305-0009	ROAD RACE REGISTRATION	0	1,500.00	0	0	0	-1,500.00	0.0000
10-305-0010	LATE FEES - SOLID WASTE	3.76	0.00	0	0	0	0.00	0
10-305-0011	SPECIAL EVENT FEES	25.00	0.00	0	0	0	0.00	0
10-305-0013	TRAIN DEPOT RENTAL	-25.00	0.00	0	0	0	0.00	0
10-306-0001	PROPERTY LEASES	14,861.34	224,301.00	16,684.94	53,945.64	0	-170,355.36	24.0500
10-306-0002	ANTENNA CONTRACT REVENUE	17,490.06	54,000.00	17,490.06	44,105.37	0	-9,894.63	81.6800
10-306-0003	CEMETERY LOT SALES	425.00	3,500.00	1,201.78	1,251.78	0	-2,248.22	35.7700
10-306-0005	SALE OF PROPERTY	474,000.00	0.00	0	0	0	0.00	0
10-306-0010	SURETY BOND	12,320.00	0.00	0	0	0	0.00	0
10-307-0001	INVESTMENT EARNINGS	9,247.09	35,000.00	358.64	1,020.77	0	-33,979.23	2.9200
10-307-0002	MISCELLANEOUS REVENUE	1,320.63	2,700.00	1,125.00	2,180.00	0	-520.00	80.7400
10-307-0003	MISCELLANEOUS REVENUE - PD	5.00	0.00	2,207.00	2,207.00	0	2,207.00	0
10-307-0008	REIMBURSEMENT FROM INSURANCE	0	0.00	2,817.34	2,817.34	0	2,817.34	0
10-307-0009	APPROPRIATED FUND BALANCE	0	114,286.00	0	0	0	-114,286.00	0.0000
10-307-0010	UTILITY FUND ADMIN EXPENSE ALLOCATION	0	600,000.00	0	0	0	-600,000.00	0.0000
	General Fund Revenue Total	1,250,621.04	9,808,954.00	183,636.09	370,621.08	0.00	-9,438,332.92	
10-410-0000	GOVERNING BODY:	0	0	0	0	0	0	0
10-410-0200	SALARIES AND WAGES	3,858.34	47,226.08	3,935.50	7,871.00	0	39,355.08	16.6700
10-410-0500	FICA	295.15	3,778.09	301.04	602.08	0	3,176.01	15.9400
10-410-0800	WORKERS COMPENSATION	0	142.00	0	142.00	0.00	0.00	100.0000
10-410-1140	PUBLIC NOTICES/ADVERTISING	346.96	4,500.00	328.12	723.48	0.00	3,776.52	16.0800
10-410-1141	NEWSLETTER	358.48	4,000.00	359.55	706.05	0.00	3,293.95	17.6500
10-410-1210	OFFICE SUPPLIES	0	1,000.00	0	0	0	1,000.00	0.0000
10-410-1250	DUES & SUBSCRIPTIONS	1,711.13	11,300.00	0	7,819.00	0.00	3,481.00	69.1900
10-410-1430	TRAINING- REGISTRATION & CLASS MAT	0	5,000.00	75.00	75.00	0.00	4,925.00	1.5000
10-410-1431	TRAVEL MILEAGE	0	750.00	0	0	0	750.00	0.0000
10-410-1432	MEALS	0	1,500.00	0	0	0	1,500.00	0.0000
10-410-1433	LODGING	0	2,000.00	0	0	0	2,000.00	0.0000
10-410-4520	CODIFICATION	0	2,500.00	0	1,478.92	1,295.00	-273.92	110.9600
10-410-5400	INSURANCE	0	5,040.00	0	3,500.00	0.00	1,540.00	69.4400
	DEPARTMENT Total	6,570.06	88,736.17	4,999.21	22,917.53	1,295.00	64,523.64	
10-420-0000	ADMINISTRATION:	0	0	0	0	0	0	0
10-420-0200	SALARIES AND WAGES	43,296.57	263,899.82	20,326.99	58,191.20	0	205,708.62	22.0500
10-420-0500	FICA EXPENSE	3,166.29	21,112.79	1,475.21	4,246.37	0	16,866.42	20.1100
10-420-0600	GROUP INSURANCE EXPENSE	2,342.88	22,354.92	1,757.16	4,100.04	0	18,254.88	18.3400
10-420-0700	RETIREMENT EXPENSE	6,065.88	40,140.68	3,091.76	8,850.94	0	31,289.74	22.0500
10-420-0800	WORKERS COMPENSATION	0	2,148.00	0	2,147.00	0.00	1.00	99.9500
10-420-0900	UNEMPLOYMENT INSURANCE EXPENSE	0	3,000.00	0	0	0	3,000.00	0.0000

10-420-1110	TELEPHONE	115.64	6,780.00	122.67	248.77	0.00	6,531.23	3,670.00
10-420-1120	INTERNET/CABLE	579.96	6,900.00	1,138.62	1,138.62	0.00	5,761.38	16,500.00
10-420-1130	POSTAGE	507.35	3,000.00	0	500.00	0	2,500.00	16,670.00
10-420-1210	OFFICE SUPPLIES	4,628.83	14,700.00	759.52	759.52	10.66	13,929.82	5,240.00
10-420-1221	OFFICE EQUIPMENT LEASES	365.76	7,800.00	401.84	1,205.52	0.00	6,594.48	15,460.00
10-420-1230	OFFICE CONTRACT SERVICES	2,572.09	6,000.00	10.66	10.66	0.00	5,989.34	0.1800
10-420-1250	DUES AND SUBSCRIPTIONS	410.00	2,500.00	75.00	659.24	0.00	1,840.76	26,370.00
10-420-1310	ELECTRIC	1,567.77	16,800.00	1,476.91	2,548.74	0.00	14,251.26	15,170.00
10-420-1330	WATER/SEWER/SOLID WASTE	1,109.37	3,200.00	179.87	179.87	0.00	3,020.13	5,620.00
10-420-1430	TRAINING-REGISTRATION & CLASS MAT'	1,175.00	3,000.00	255.00	295.00	165.00	2,540.00	15,330.00
10-420-1431	TRAVEL MILEAGE	368.88	1,000.00	0	0	0	1,000.00	0.0000
10-420-1432	MEALS	79.75	750.00	0	0	0	750.00	0.0000
10-420-1433	LODGING	1,245.20	2,500.00	0	0	0	2,500.00	0.0000
10-420-1630	EQUIPMENT MAINT. & REPAIRS	0	100.00	0	0	0	100.00	0.0000
10-420-5400	INSURANCE	16,829.00	42,300.00	20,968.00	51,302.60	0.00	-9,002.60	121,280.00
	DEPARTMENT Total	86,426.22	469,986.21	52,039.21	136,384.09	175.66	333,426.46	
10-430-0000	FINANCE:	0	0	0	0	0	0	0
10-430-0200	SALARIES AND WAGES	30,705.30	267,914.94	20,677.09	51,198.35	0	216,716.59	19,110.00
10-430-0201	OVERTIME	0	0.00	0	7.83	0	-7.83	0
10-430-0500	FICA EXPENSE	2,222.78	21,436.08	1,463.58	3,667.27	0	17,768.81	17,110.00
10-430-0600	GROUP INSURANCE EXPENSE	2,928.60	37,258.20	2,928.60	5,857.20	0	31,401.00	15,720.00
10-430-0700	RETIREMENT EXPENSE	4,091.55	40,755.34	3,145.02	7,788.51	0	32,966.83	19,110.00
10-430-0800	WORKERS COMPENSATION	0	1,210.00	0	1,210.00	0.00	0.00	100,000.00
10-430-1230	OFFICE CONTRACT SERVICES	1,244.58	29,000.00	1,060.36	9,894.90	0	19,105.10	34,120.00
10-430-1250	DUES & SUBSCRIPTIONS	0	400.00	0	0	0	400.00	0.0000
10-430-1430	TRAINING-REGISTRATION & CLASS MATE	25.00	2,000.00	65.00	65.00	0.00	1,935.00	3,250.00
10-430-1431	TRAVEL MILEAGE	0	1,000.00	0	0	0	1,000.00	0.0000
10-430-1432	MEALS	0	600.00	0	0	0	600.00	0.0000
10-430-1433	LODGING	0	1,900.00	0	0	0	1,900.00	0.0000
10-430-1630	EQUIPMENT MAINT & REPAIRS	0	500.00	0	0	0	500.00	0.0000
10-430-4510	PROFESSIONAL SERVICES	0	20,000.00	0	2,722.00	4,690.00	12,588.00	37,060.00
10-430-4520	TAX COLLECTION ADMIN EXPENSE PROP.	346.61	87,144.00	167.79	321.06	0	86,822.94	0.3700
10-430-4525	TAX COLLECTION ADMIN EXPENSE MVT	822.05	10,000.00	3.98	5.69	0	9,994.31	0.0600
	DEPARTMENT Total	42,386.47	521,118.56	29,511.42	82,737.81	4,690.00	433,690.75	
10-450-0000	PARKING DEPARTMENT:	0	0	0	0	0	0	0
10-450-0200	SALARIES AND WAGES	9,373.50	37,467.46	2,941.60	7,296.00	0	30,171.46	19,470.00
10-450-0201	OVERTIME	170.07	2,040.00	0	0	0	2,040.00	0.0000
10-450-0205	OTHER SALARIES - PART TIME	0	14,085.00	0	0	0	14,085.00	0.0000
10-450-0500	FICA EXPENSE	722.63	4,309.93	221.82	551.72	0	3,758.21	12,800.00
10-450-0600	GROUP INSURANCE	585.72	7,451.64	585.72	1,171.44	0	6,280.20	15,720.00
10-450-0700	RETIREMENT EXPENSE	626.04	6,021.94	447.42	1,109.73	0	4,912.21	18,430.00
10-450-0800	WORKERS COMPENSATION	0	1,343.00	0	1,343.00	0.00	0.00	100,000.00
10-450-1210	OFFICE SUPPLIES	-317.36	2,000.00	0	0	0	2,000.00	0.0000
10-450-1230	OFFICE CONTRACT SERVICES - SOFTWARE	1,007.00	12,144.00	1,824.00	1,824.00	0.00	10,320.00	15,020.00
10-450-1430	TRAINING -REGISTRATION AND CLASS MAT'L	0	1,050.00	0	0	0	1,050.00	0.0000
10-450-1431	TRAVEL MILEAGE	0	400.00	0	0	0	400.00	0.0000
10-450-1432	MEALS	0	300.00	0	0	0	300.00	0.0000
10-450-1433	LODGING	0	800.00	0	0	0	800.00	0.0000
10-450-1592	WBD PROJECTS	500.74	0.00	272.81	523.94	0.00	-523.94	0
10-450-1620	EQUIPMENT RENTAL - HANDHELDS	515.76	1,700.00	0	0	0	1,700.00	0.0000
10-450-1630	EQUIPMENT MAINTENANCE AND REPAIRS	2,383.46	3,000.00	0	0	0	3,000.00	0.0000
10-450-3901	PARKING METER CREDIT CARD PROCESSING FEE	3,527.20	22,000.00	58.99	220.98	0.00	21,779.02	1,000.00
10-450-3902	COLLECTION FEES	0	2,000.00	0	0	0	2,000.00	0.0000
10-450-4550	CONTRACT SERVICES	0	3,000.00	0	0	0	3,000.00	0.0000
10-450-5730	CONTINGENCY	0	13,000.00	0	0	0	13,000.00	0.0000
10-450-8010	DEBT SERVICE - PRINCIPAL	0	7,903.00	0	0	0	7,903.00	0.0000
10-450-8011	DEBT SERVICE - INTEREST	0	900.00	0	0	0	900.00	0.0000
	DEPARTMENT Total	19,094.76	142,915.97	6,352.36	14,040.81	0.00	128,875.16	
10-510-0000	POLICE DEPARTMENT:	0	0	0	0	0	0	0
10-510-0200	SALARIES AND WAGES	104,461.82	1,025,644.54	71,959.81	187,327.79	0	838,316.75	18,260.00
10-510-0201	OVERTIME	3,235.56	28,000.02	1,489.16	3,951.80	0	24,048.22	14,110.00
10-510-0203	SEPARATION PAY	3,510.09	41,400.00	3,510.09	7,020.18	0	34,379.82	16,960.00
10-510-0205	OTHER SALARIES-PARTTIME	1,146.34	10,000.00	0	180.60	0	9,819.40	1,810.00
10-510-0500	FICA EXPENSE	8,395.07	89,021.32	5,658.79	14,699.52	0	74,321.80	16,510.00
10-510-0600	GROUP INSURANCE EXPENSE	9,371.52	141,581.16	10,542.96	21,671.64	0	119,909.52	15,310.00
10-510-0700	RETIREMENT EXPENSE	15,742.43	166,660.56	11,634.33	30,254.91	0	136,405.65	18,150.00

10-510-0800	WORKERS COMPENSATION	0	39,940.00	127.50	40,067.50	0.00	-127.50	100.3200
10-510-1110	TELEPHONE	121.09	8,184.00	123.66	249.93	0.00	7,934.07	3.0500
10-510-1111	TELEPHONE-CELLULAR	1,490.24	10,800.00	0	0	854.07	9,945.93	7.9100
10-510-1120	INTERNET/CABLE	306.53	3,700.00	648.86	648.86	254.28	2,796.86	24.4100
10-510-1130	POSTAGE	0	750.00	7.50	7.50	0.00	742.50	1.0000
10-510-1210	OFFICE SUPPLIES	472.79	2,500.00	342.65	342.65	391.34	1,766.01	29.3600
10-510-1220	OFFICE EQUIPMENT (NON-CAPITAL)	0	2,000.00	0	0	0	2,000.00	0.0000
10-510-1221	OFFICE EQUIPMENT LEASES	312.25	4,100.00	328.25	984.75	0.00	3,115.25	24.0200
10-510-1230	OFFICE CONTRACT SERVICES	7,260.36	22,600.00	207.19	2,832.16	754.56	19,013.28	15.8700
10-510-1250	DUES AND SUBSCRIPTIONS	0	2,500.00	0	0	0	2,500.00	0.0000
10-510-1260	MISC. ADMIN. EXPENSE	0	500.00	0	0	20.50	479.50	4.1000
10-510-1310	ELECTRIC	850.08	6,300.00	772.29	1,493.38	0.00	4,806.62	23.7000
10-510-1330	WATER/SEWER/SOLID WASTE	269.15	3,500.00	279.91	279.91	0.00	3,220.09	8.0000
10-510-1420	OSHA/SAFETY COMPLIANCE	0	1,310.00	0	0	0	1,310.00	0.0000
10-510-1422	SAFETY SUPPLIES & MATERIALS	307.04	0.00	0	0	0.00	0.00	0
10-510-1430	TRAINING- REGISTRATION &CLASS MAT'	3,800.00	12,000.00	327.06	327.06	0.00	11,672.94	2.7300
10-510-1431	TRAVEL MILEAGE	0	500.00	0	0	0	500.00	0.0000
10-510-1432	MEALS	347.06	3,500.00	294.04	294.04	86.29	3,119.67	10.8700
10-510-1433	LODGING	384.20	4,000.00	0	0	0	4,000.00	0.0000
10-510-1440	UNIFORMS	7,203.83	15,000.00	18.27	18.27	0.00	14,981.73	0.1200
10-510-1451	EMPLOYEE WELLNESS	442.00	18,060.00	443.00	1,329.00	0.00	16,731.00	7.3600
10-510-1610	NON-CAPITAL EQUIPMENT PURCHASE	0	34,300.00	0	0	0.00	34,300.00	0.0000
10-510-1630	EQUIPMENT MAINT. & REPAIRS	0	4,000.00	318.30	398.25	25.49	3,576.26	10.5900
10-510-1710	AUTO FUEL	241.19	37,740.00	2,066.43	4,172.56	0.00	33,567.44	11.0600
10-510-1730	VEHICLE MAINT. & REPAIRS	3,252.15	15,000.00	234.85	1,195.25	114.15	13,690.60	8.7300
10-510-3310	DEPARTMENT SUPPLIES & MATERIALS	1,699.32	9,000.00	251.82	429.40	249.75	8,320.85	7.5500
10-510-4510	PROFESSIONAL SERVICES	0	2,000.00	0	0	0	2,000.00	0.0000
10-510-4560	ABANDONED AND DERELICT VESSEL REMOVAL	0	12,000.00	0	0	0	12,000.00	0.0000
10-510-4570	MARINE OPERATIONS	0	4,000.00	92.08	92.08	47.89	3,860.03	3.5000
10-510-5400	INSURANCE AND BONDS	0.00	25,920.00	0	24,700.00	0.00	1,220.00	95.2900
10-510-5791	CRIMINAL INVESTIGATION	0	10,000.00	0	0	0	10,000.00	0.0000
10-510-5793	CRIME PREVENTION	0	5,000.00	0	0	0	5,000.00	0.0000
10-510-7420	CAPITAL OUTLAY - EQUIPMENT	5,750.00	0.00	0	0	0	0.00	0
10-510-7430	CAPITAL OUTLAY - VEHICLES	0	0.00	0	-0.10	0	0.10	0
10-510-8010	DEBT SERVICE - PRINCIPAL	0	16,594.00	0	0	0	16,594.00	0.0000
10-510-8011	DEBT SERVICE - INTEREST	0	626.00	0	0	0	626.00	0.0000
10-510-9020	GRANT EXPENDITURES	0	0.00	20,030.00	20,030.00	8,533.73	-28,563.73	0
	DEPARTMENT Total	180,372.11	1,840,231.60	131,708.80	364,998.89	11,332.05	1,463,900.66	
10-531-0000	FIRE DEPARTMENT:	0	0	0	0	0	0	0
10-531-0200	SALARIES & WAGES	97,826.40	942,538.93	69,192.89	170,593.08	0	771,945.85	18.1000
10-531-0201	OVERTIME	2,607.66	30,999.02	1,577.42	3,968.85	0	27,030.17	12.8000
10-531-0205	SALARIES-PARTIME/PRN	9,220.64	43,080.58	5,164.09	11,715.04	0	31,365.54	27.1900
10-531-0500	FICA EXPENSE	8,235.86	81,405.93	5,636.12	13,902.80	0	67,503.13	17.0800
10-531-0600	GROUP INSURANCE	8,785.80	134,129.52	9,999.30	19,998.60	0	114,130.92	14.9100
10-531-0700	RETIREMENT EXPENSE	14,016.24	148,284.71	10,764.16	26,550.90	0	121,733.81	17.9100
10-531-0701	FIREMAN'S PENSION FUND	0	2,160.00	0	0	0	2,160.00	0.0000
10-531-0800	WORKERS COMPENSATION	0	51,027.00	0	51,027.00	0.00	0.00	100.0000
10-531-1110	TELEPHONE	274.69	5,768.00	143.03	287.21	0.00	5,480.79	4.9800
10-531-1111	TELEPHONE- CELLULAR	264.02	2,500.00	0	0	164.91	2,335.09	6.6000
10-531-1120	INTERNET/CABLE	575.33	4,420.00	648.86	648.86	0.00	3,771.14	14.6800
10-531-1130	POSTAGE	0	200.00	8.25	8.25	24.20	167.55	16.2300
10-531-1210	OFFICE SUPPLIES	72.97	1,200.00	0	0	0	1,200.00	0.0000
10-531-1220	OFFICE EQUIPMENT (NON-CAPITAL)	181.45	1,500.00	0	0	0	1,500.00	0.0000
10-531-1221	OFFICE EQUIPMENT LEASES	239.94	3,030.00	239.94	719.82	0.00	2,310.18	23.7600
10-531-1230	OFFICE CONTRACT SERVICES	13.60	1,670.00	0	1,420.00	0.00	250.00	85.0300
10-531-1250	DUES & SUBSCRIPTIONS	426.59	2,050.00	0	0	82.00	1,968.00	4.0000
10-531-1310	ELECTRIC	2,279.40	23,460.00	1,685.87	2,811.12	0.00	20,648.88	11.9800
10-531-1320	LP GAS	59.35	500.00	35.55	35.55	0.00	464.45	7.1100
10-531-1330	WATER/SEWER/SOLID WASTE	40.90	4,770.00	38.00	76.00	0	4,694.00	1.5900
10-531-1420	OSHA/ SAFETY COMPLIANCE	0	6,610.00	0	0	0.00	6,610.00	0.0000
10-531-1421	SAFETY EQUIPMENT	5,016.55	31,310.00	187.11	5,546.64	0.00	25,763.36	17.7200
10-531-1422	SAFETY SUPPLIES & MATERIALS	25.76	3,000.00	58.37	58.37	317.94	2,623.69	12.5400
10-531-1430	TRAINING- REGIST & CLASS MATERIAL	201.40	5,500.00	678.76	678.76	648.28	4,172.96	24.1300
10-531-1431	MILEAGE	203.00	800.00	0	0	191.20	608.80	23.9000
10-531-1432	MEALS	93.51	2,700.00	351.01	351.01	156.91	2,192.08	18.8100
10-531-1433	LODGING	305.00	3,000.00	746.99	746.99	-738.86	2,991.87	0.2700

10-531-1440	UNIFORMS	1,223.84	12,600.00	68.72	68.72	2,076.00	10,455.28	17.0200
10-531-1510	BUILDING MAINTENANCE	49.37	6,357.00	255.68	299.67	554.12	5,503.21	13.4300
10-531-1511	GROUND MAINT	52.09	3,500.00	0	0	0	3,500.00	0.0000
10-531-1512	JANITORIAL SUPPLIES	180.73	1,800.00	147.86	332.77	8.22	1,459.01	18.9400
10-531-1513	CONTRACTED SERVICES	100.00	8,500.00	0	0	106.00	8,394.00	1.2500
10-531-1610	NON-CAPITAL EQUIPMENT PURCHASE	209.09	7,000.00	870.02	870.02	0.00	6,129.98	12.4300
10-531-1630	EQUIPMENT MAINT & REPAIRS	2,552.68	15,600.00	131.08	303.03	0.00	15,296.97	1.9400
10-531-1710	AUTO FUEL	34.51	23,000.00	1,005.97	1,822.97	139.86	21,037.17	8.5300
10-531-1730	VEHICLE MAINT & REPAIRS	6,963.83	24,000.00	3,615.24	9,701.42	340.50	13,958.08	41.8400
10-531-3310	DEPARTMENT SUPPLIES & MATERIALS	197.08	9,000.00	493.35	935.71	253.12	7,811.17	13.2100
10-531-5400	INSURANCE & BONDS	-260.00	34,710.00	-268.00	36,681.00	0.00	-1,971.00	105.6800
10-531-8010	DEBT SERVICE - PRINCIPAL	1,011.96	255,437.00	0	100,000.00	0	155,437.00	39.1500
10-531-8011	DEBT SERVICE - INTEREST	13.16	95,790.00	0	36,849.99	0	58,940.01	38.4700
10-531-9003	HURRICANE SUPPLIES & MATERIALS	750.00	0.00	0	0	0	0.00	0
10-531-9010	COVID-19 RESPONSE	0	1,410.00	827.13	2,148.63	2,806.64	-3,545.27	351.4400
	DEPARTMENT Total	164,044.40	2,036,317.69	114,302.77	501,158.78	7,131.04	1,528,027.87	
10-540-0000	PLANNING & INSPECTIONS:	0	0	0	0	0	0	0
10-540-0200	SALARIES AND WAGES	34,489.61	311,420.48	24,172.42	59,977.66	0	251,442.82	19.2600
10-540-0201	OVERTIME	436.18	1,530.00	0	59.93	0	1,470.07	3.9200
10-540-0500	FICA EXPENSE	2,600.37	25,036.84	1,824.68	4,540.04	0	20,496.80	18.1300
10-540-0600	GROUP INSURANCE EXPENSE	2,928.60	37,258.20	2,928.60	5,857.20	0	31,401.00	15.7200
10-540-0700	RETIREMENT EXPENSE	4,867.33	47,611.85	3,676.64	9,131.76	0	38,480.09	19.1800
10-540-0800	WORKERS COMPENSATION	0	5,773.00	0	5,733.00	0.00	40.00	99.3100
10-540-1250	DUES & SUBSCRIPTIONS	245.00	2,500.00	99.00	344.00	693.00	1,463.00	41.4800
10-540-1420	OSHA/SAFETY COMPLIANCE	0	300.00	0	0	0	300.00	0.0000
10-540-1430	TRAINING-REGISTRATION & CLASS MAT'	0.00	2,400.00	240.00	240.00	1,355.00	805.00	66.4600
10-540-1431	TRAVEL MILEAGE	117.39	1,500.00	0	0	0	1,500.00	0.0000
10-540-1432	MEALS	0	800.00	0	0	0	800.00	0.0000
10-540-1433	LODGING	0.00	2,400.00	0	0	0	2,400.00	0.0000
10-540-1610	NON-CAPITAL EQUIPMENT PURCHASE	0	2,000.00	0	0	0	2,000.00	0.0000
10-540-1710	AUTO FUEL	0	1,000.00	28.78	84.80	0.00	915.20	8.4800
10-540-1730	VEHICLE MAINT & REPAIRS	0	500.00	0	0	0	500.00	0.0000
10-540-1810	PERMITS & FEES RECURRING	0	1,800.00	0	0	0	1,800.00	0.0000
10-540-3510	HISTORIC COMM.EXPENSE	0	1,000.00	0	0	0	1,000.00	0.0000
10-540-3512	HISTORIC COMM-TRAVEL	0	1,800.00	0	0	0	1,800.00	0.0000
10-540-4510	PROFESSIONAL SERVICES	0	22,500.00	7,500.00	7,500.00	15,000.00	0.00	100.0000
10-540-7420	CAPITAL OUTLAY-EQUIP	0	180,000.00	0	0	0	180,000.00	0.0000
10-540-8010	DEBT SERVICE - PRINCIPAL	0	4,840.00	0	0	0	4,840.00	0.0000
10-540-8011	DEBT SERVICE - INTEREST	0	183.00	0	0	0	183.00	0.0000
	DEPARTMENT Total	45,684.48	654,153.37	40,470.12	93,468.39	17,048.00	543,636.98	
10-550-0000	PUBLIC SERVICE ADMINISTRATION:	0	0	0	0	0	0	0
10-550-0200	SALARIES AND WAGES	0	200,228.96	15,761.68	31,218.90	0	169,010.06	15.5900
10-550-0500	FICA EXPENSE	0	16,018.31	1,133.63	2,277.05	0	13,741.26	14.2200
10-550-0600	GROUP INSURANCE EXPENSE	0	14,903.28	1,171.44	1,757.16	0	13,146.12	11.7900
10-550-0700	RETIREMENT	0	30,454.82	2,397.34	4,748.38	0	25,706.44	15.5900
10-550-1230	OFFICE CONTRACT SERVICES	0	8,500.00	10.66	10.66	0.00	8,489.34	0.1300
10-550-1250	DUES AND SUBSCRIPTIONS	0	1,800.00	0	0	0	1,800.00	0.0000
10-550-1420	OSHA/SAFETY COMPLIANCE	0	500.00	0	0	0	500.00	0.0000
10-550-1430	TRAINING - REGISTRATION & CLASS MATERIAL	0	1,800.00	0	0	0	1,800.00	0.0000
10-550-1431	TRAVEL MILEAGE	0	230.00	0	0	0	230.00	0.0000
10-550-1432	MEALS	0	330.00	0	0	0	330.00	0.0000
10-550-1433	LODGING	0	900.00	0	0	0	900.00	0.0000
10-550-1440	UNIFORMS	0	300.00	0	0	0	300.00	0.0000
10-550-1610	NON-CAPITAL EQUIPMENT PURCHASE	0	750.00	0	0	0	750.00	0.0000
10-550-1710	AUTO FUEL	0	1,000.00	19.60	19.60	0.00	980.40	1.9600
10-550-1730	VEHICLE MAINT. & REPAIRS	0	500.00	0	0	0	500.00	0.0000
10-550-4510	PROFESSIONAL SERVICES	0	10,000.00	0	0	0	10,000.00	0.0000
	DEPARTMENT Total	0.00	288,215.37	20,494.35	40,031.75	0.00	248,183.62	
10-560-0000	PUBLIC WORKS:	0	0	0	0	0	0	0
10-560-0200	SALARIES AND WAGES	63,762.69	544,713.11	42,828.09	101,200.45	0	443,512.66	18.5800
10-560-0201	OVERTIME	455.76	5,100.00	1,029.36	2,461.15	0	2,638.85	48.2600
10-560-0500	FICA EXPENSE	4,733.60	44,019.50	3,178.51	7,560.88	0	36,458.62	17.1800
10-560-0600	GROUP INSURANCE EXPENSE	7,028.64	96,871.32	7,028.64	14,057.28	0	82,814.04	14.5100
10-560-0700	RETIREMENT EXPENSE	8,383.37	81,769.45	6,050.13	15,036.84	0	66,732.61	18.3900
10-560-0800	WORKERS COMPENSATION	0	24,164.00	0	24,164.00	0.00	0.00	100.0000
10-560-1110	TELEPHONE	120.16	2,500.00	128.51	256.28	0.00	2,243.72	10.2500

10-560-1111	TELEPHONE- CELLULAR	0	350.00	0	0	83.69	266.31	23.9100
10-560-1120	INTERNET\CABLE	959.71	4,900.00	898.74	898.74	0.00	4,001.26	18.3400
10-560-1130	POSTAGE	396.81	4,500.00	0	412.39	0.00	4,087.61	9.1600
10-560-1210	OFFICE SUPPLIES	262.88	2,000.00	544.43	583.70	91.73	1,324.57	33.7700
10-560-1220	OFFICE EQUIPMENT (NON-CAPITAL)	119.55	2,000.00	16.48	16.48	0.00	1,983.52	0.8200
10-560-1221	OFFICE EQUIPMENT LEASE	266.30	3,200.00	266.30	798.90	0.00	2,401.10	24.9700
10-560-1230	OFFICE CONTRACT SERVICES	300.45	2,200.00	0	129.20	0.00	2,070.80	5.8700
10-560-1250	DUES AND SUBSCRIPTIONS	0	750.00	255.34	255.34	37.34	457.32	39.0200
10-560-1310	ELECTRIC	753.97	7,000.00	647.57	1,148.24	0.00	5,851.76	16.4000
10-560-1320	LP GAS	0	3,150.00	0	0	0	3,150.00	0.0000
10-560-1330	WATER/SEWER/SOLID WASTE	222.69	2,500.00	570.39	570.39	0.00	1,929.61	22.8200
10-560-1420	OSHA/SAFETY COMPLIANCE	0	5,650.00	1,189.14	1,327.74	420.94	3,901.32	30.9500
10-560-1421	SAFETY EQUIPMENT	141.60	0.00	0	0	0	0.00	0
10-560-1422	SAFETY SUPPLIES & MATERIALS	161.06	0.00	-255.48	0.00	0.00	0.00	0
10-560-1430	TRAINING -REGISTRATION & CLASS	0	3,150.00	180.00	220.00	0.00	2,930.00	6.9800
10-560-1431	TRAVEL MILEAGE	0	500.00	0	0	0	500.00	0.0000
10-560-1432	MEALS	0	750.00	0	0	113.50	636.50	15.1300
10-560-1433	LODGING	0	750.00	0	0	0	750.00	0.0000
10-560-1440	UNIFORMS	306.40	7,000.00	361.30	650.34	0.00	6,349.66	9.2900
10-560-1610	NON-CAPITAL EQUIPMENT PURCHASE	352.94	18,500.00	2,376.82	2,451.96	0.00	16,048.04	13.2500
10-560-1630	EQUIPMENT MAINT. & REPAIRS	68.92	10,500.00	241.46	367.80	6.08	10,126.12	3.5600
10-560-1710	AUTO FUEL	677.39	15,000.00	1,280.00	2,276.45	0.00	12,723.55	15.1800
10-560-1730	VEHICLE MAINT. & REPAIRS	310.97	11,000.00	758.55	3,045.23	35.96	7,918.81	28.0100
10-560-1820	PERMITS & FEES - ONE TIME	0	500.00	0	0	0	500.00	0.0000
10-560-3310	DEPARTMENT SUPPLIES & MATERIAL	74.67	8,000.00	565.98	855.97	259.37	6,884.66	13.9400
10-560-3811	STREET CONT. SERVICES	22,705.59	0.00	2,495.00	2,495.00	0.00	-2,495.00	0
10-560-3812	STREET SUPPLIES & MAT'L	0	10,000.00	41.77	73.75	0.00	9,926.25	0.7400
10-560-3814	SIDEWALKS & MULTI-MODAL	3,113.84	5,500.00	1,112.33	2,612.33	6,085.30	-3,197.63	158.1400
10-560-4550	CONTRACT SERVICES	12,751.67	12,675.00	0	0	505.00	12,170.00	3.9800
10-560-4590	DREDGING EXPENSE	0	85,000.00	0	0	0	85,000.00	0.0000
10-560-5400	INSURANCE	0	18,564.00	0	12,200.00	0.00	6,364.00	65.7200
10-560-5900	STREET LIGHTS	10,674.31	144,000.00	11,822.47	23,648.00	0.00	120,352.00	16.4200
10-560-8010	DEBT SERVICES-PRINCIPAL	0	230,000.00	0	0	0	230,000.00	0.0000
10-560-8011	DEBT SERVICES-INTEREST	0	84,190.17	0	0	0	84,190.17	0.0000
10-560-9003	HURRICANE SUPPLIES & MATERIALS	150.00	0.00	0	0	0	0.00	0
	DEPARTMENT Total	139,255.94	1,502,916.55	85,611.83	221,774.83	7,638.91	1,273,502.81	
10-570-0000	SANITATION:	0	0	0	0	0	0	0
10-570-1310	ELECTRIC FOR COMPACTOR	44.90	1,000.00	44.65	89.42	0.00	910.58	8.9400
10-570-1630	EQUIPMENT MAINT.	0	1,000.00	0	1,312.10	0.00	-312.10	131.2100
10-570-1710	AUTO FUEL	85.00	15,000.00	625.93	1,664.04	0.00	13,335.96	11.0900
10-570-1730	VEHICLE MAINTENANCE	0	1,000.00	0	544.76	0.00	455.24	54.4800
10-570-4520	COLLECTION CONTRACTED SV WBD ROLLOUT ONL	3,856.43	17,650.00	1,942.01	1,942.01	1,942.01	13,765.98	22.0100
10-570-4521	COLLECTION CONTRACTSVC RESROLLOUT SW&RCY	63,520.06	385,044.00	36,144.79	36,144.79	36,144.79	312,754.42	18.7700
10-570-4560	RECYCLING DISPOSAL WBD CARDBOARD ONLY	1,218.45	7,354.20	613.77	613.77	613.77	6,126.66	16.6900
10-570-4561	SOLID WASTE DISPOSAL RES BULK SERVICE	6,320.26	26,265.00	3,613.48	3,613.48	3,613.48	19,038.04	27.5200
10-570-4562	YARD DEBRIS DISPOSAL FEE DEE GARNER	2,450.00	33,000.00	3,750.00	6,240.00	0.00	26,760.00	18.9100
10-570-4563	SOLID WASTE DISPOSAL WBD COMPACTOR FEE	5,643.78	26,265.00	3,318.84	3,318.84	2,632.77	20,313.39	22.6600
10-570-8010	DEBT SERVICES- PRINCIPAL (GRAPPLE TRUCK)	0	38,028.04	0	0	0	38,028.04	0.0000
10-570-8011	DEBT SERVICES - INTEREST (GRAPPLE TRUCK)	0	1,436.55	0	0	0	1,436.55	0.0000
	DEPARTMENT Total	83,138.88	553,042.79	50,053.47	55,483.21	44,946.82	452,612.76	
10-580-0000	STORMWATER	0	0	0	0	0	0	0
10-580-1610	NON-CAPITAL EQUIPMENT PURCHASES	0	25,200.00	82.61	82.61	7,748.96	17,368.43	31.0800
10-580-1710	DEPARTMENT SUPPLIES AND MATERIALS	2,480.08	25,000.00	5,118.64	11,047.64	5,557.87	8,394.49	66.4200
10-580-4550	CONTRACT SERVICES	6,897.50	95,800.00	2,000.00	6,013.85	0.00	89,786.15	6.2800
	DEPARTMENT Total	9,377.58	146,000.00	7,201.25	17,144.10	13,306.83	115,549.07	
10-620-0000	FACILITIES & GROUND MAIN:	0	0	0	0	0	0	0
10-620-1310	ELECTRIC	102.74	0.00	0	0	0	0.00	0
10-620-1510	TOWN HALL BLDG MAINT	1,908.33	60,300.00	117.99	117.99	0.00	60,182.01	0.2000
10-620-1511	TOWN HALL GROUND MAINT	0	500.00	0	0	0	500.00	0.0000
10-620-1512	TOWN HALL JANITORIAL SUPPLIES	37.89	1,500.00	0	16.42	0.00	1,483.58	1.0900
10-620-1513	TOWN HALL CONTRACTED SERVICES	0	2,000.00	0	0	0.00	2,000.00	0.0000
10-620-1520	TRAIN DEPOT BLDG MAINT	0	15,000.00	533.99	533.99	98.58	14,367.43	4.2200
10-620-1522	TRAIN DEPOT JANITORIAL SUPPLIES	0	1,000.00	0	0	0	1,000.00	0.0000
10-620-1530	POLICE DEPT BLDG MAINT	128.11	14,200.00	244.12	12,517.18	0.00	1,682.82	88.1500
10-620-1532	POLICE DEPT JANITORIAL SUPPLIES	0	1,500.00	0	0	48.57	1,451.43	3.2400
10-620-1533	POLICE DEPT CONTRACTED SERVICES	163.71	2,000.00	0	0	0	2,000.00	0.0000

10-620-1540	PUBLIC WORKS BLDG MAINT	6,268.83	10,700.00	35.18	187.54	0.00	10,512.46	1.7500
10-620-1541	PUBLIC WORKS GROUND MAINT	0	750.00	0	0	0	750.00	0.0000
10-620-1542	PUBLIC WORKS JANITORIAL SUPPLIES	369.65	500.00	0	232.64	0.00	267.36	46.5300
10-620-1550	CEMETERY MAINTENANCE	1,793.08	19,000.00	1,437.29	1,500.48	870.00	16,629.52	12.4800
10-620-1560	PUBLIC RESTROOM BLDG MAINT	1,053.56	6,000.00	528.71	528.71	0.00	5,471.29	8.8100
10-620-1562	PUBLIC RESTROOM JANITORIAL SUPPLY	674.19	7,500.00	1,031.30	2,148.38	0.00	5,351.62	28.6500
10-620-1570	PARKS MAINTENANCE	708.54	10,000.00	1,079.23	2,441.53	33.16	7,525.31	24.7500
10-620-1571	RJP PARK MAINTENANCE	0	12,000.00	0	0	0.00	12,000.00	0.0000
10-620-1573	PARKS CONTRACTED SERVICE	78.91	1,500.00	0	0	0	1,500.00	0.0000
10-620-1580	DOCKS AND BOARDWALK MAINT	426.36	5,250.00	0	290.12	0.00	4,959.88	5.5300
10-620-1590	PUBLIC R.O.W. MAINT	484.11	15,000.00	100.00	1,100.00	0.00	13,900.00	7.3300
10-620-1591	TREES	0	7,000.00	100.00	100.00	0.00	6,900.00	1.4300
10-620-1610	NON CAPITAL EQUIPMENT PURCHASE	0	2,500.00	45.99	45.99	0.00	2,454.01	1.8400
10-620-1630	EQUIPMENT MAINT & REPAIRS	523.09	2,500.00	1,438.70	1,384.70	181.17	934.13	62.6300
10-620-3310	DEPARTMENTAL SUPPLIES & MATERIALS	0	4,200.00	489.02	390.03	0.00	3,809.97	9.2900
10-620-4550	CONTRACT SERVICES	0	1,000.00	0	0	0	1,000.00	0.0000
10-620-7420	CAPITAL OUTLAY/EQUIPMENT	0	112,950.00	0	0	0.00	112,950.00	0.0000
DEPARTMENT Total		14,721.10	316,350.00	7,181.52	23,535.70	1,231.48	291,582.82	
10-700-0000	NON-DEPARTMENTAL:	0	0	0	0	0	0	0
10-700-0206	MERIT AWARDS	0	55,000.00	0	0	0	55,000.00	0.0000
10-700-1120	INTERNET- FIBER HUB CONNECTION	1,000.00	10,200.00	1,362.22	1,362.22	0.00	8,837.78	13.3600
10-700-1130	INFORMATION TECHNOLOGY SERVICES	0	61,000.00	4,282.32	8,564.64	0.00	52,435.36	14.0400
10-700-1250	EURY'S LANDING CONDOMINIUM ANNUAL DUES	0	800.00	0	0	0	800.00	0.0000
10-700-1410	HUMAN RESOURCES - EMPLOYMENT	3,263.08	13,000.00	163.00	754.75	0.00	12,245.25	5.8100
10-700-1420	HUMAN RESOURCES - TRAINING	13.52	20,000.00	0	0	0	20,000.00	0.0000
10-700-1450	EMPLOYEE ENGAGEMENT	564.42	12,000.00	0	0	0	12,000.00	0.0000
10-700-1592	WBD PROJECTS	0	57,083.00	7,500.00	7,500.00	0.00	49,583.00	13.1400
10-700-4510	PROFESSIONAL SERVICES	6,250.00	96,534.00	6,562.50	6,562.50	0.00	89,971.50	6.8000
10-700-4530	LEGAL SERVICES	17,777.31	125,000.00	25,812.50	27,900.00	9,500.00	87,600.00	29.9200
10-700-5600	CONTRIBUTIONS TO OTHER AGENCIES	0	4,600.00	0	0	0	4,600.00	0.0000
10-700-5730	CONTINGENCY	0	57,926.72	0	0	0	57,926.72	0.0000
10-700-5750	ZSR Grant	810.74	0.00	0	0	0	0.00	0
10-700-7430	CAPITAL OUTLAY - VEHICLES	0	336,572.00	0	0	0	336,572.00	0.0000
10-700-8010	DEBT SERVICE - PRINCIPAL	0	100,000.00	0	100,000.00	0.00	0.00	100.0000
10-700-8011	DEBT SERVICE - INTEREST	0	19,486.00	0	10,438.71	0.00	9,047.29	53.5700
10-700-9010	COVID-19 RESPONSE	0	0.00	0	2,050.00	1,350.00	-3,400.00	0
10-700-9020	CARES RELIEF FUNDS	0	94,768.00	47,210.00	47,210.00	10,625.00	36,933.00	61.0300
DEPARTMENT Total		29,679.07	1,063,969.72	92,892.54	212,342.82	21,475.00	830,151.90	
10-800-0000	GENERAL FUND TRANSFERS:	0	0	0	0	0	0	0
10-800-8000	TRANSFER TO CAPITAL RESERVE	0	185,000.00	0	0	0	185,000.00	0.0000
DEPARTMENT Total		0.00	185,000.00	0.00	0.00	0.00	185,000.00	
General Fund Expenditure Total		820,751.07	9,808,954.00	642,818.85	1,786,018.71	130,270.79	7,892,664.50	

40-305-0001	REVENUE ACCOUNT REGULAR - WATER USAGE	129,311.10	1,194,324.00	167,369.73	318,347.26	0	-875,976.74	26.6600
40-305-0002	REVENUE ACCOUNT REGULAR - SEWER USAGE	320,314.28	3,072,274.00	376,515.16	715,742.71	0	-2,356,531.29	23.3000
40-305-0003	WATER TAP IN FEES	2,975.00	35,000.00	7,250.00	25,450.00	0	-9,550.00	72.7100
40-305-0004	SEWER TAP IN FEE	750.00	15,000.00	8,250.00	12,000.00	0	-3,000.00	80.0000
40-305-0005	ACCOUNT SERVICE CHARGES	1,580.00	10,000.00	800.00	1,200.00	0	-8,800.00	12.0000
40-305-0006	WATER SERVICE CHARGES	0	0.00	0	77.64	0	77.64	0
40-305-0007	SEWER SERVICE CHARGES	0	0.00	0	77.64	0	77.64	0
40-305-0008	LATE FEES - WATER	7,734.37	40,000.00	0	-18.04	0	-40,018.04	-0.0500
40-305-0009	LATE FEES - SEWER/GREASE	6.12	0.00	0	0	0	0.00	0
40-305-0010	RETURNED CHECK FEES - WATER	100.00	0.00	100.00	100.00	0	100.00	0
40-305-0012	TEMPORARY UTILITY USE CHARGE	200.00	1,000.00	0	350.00	0	-650.00	35.0000
40-305-0013	SPRINKLER FEES	0	3,000.00	0	0	0	-3,000.00	0.0000
40-307-0006	PROCEEDS FROM LOAN - SEWER	0	90,000.00	0	0	0	-90,000.00	0.0000
40-307-0011	APP.UNRESTRICTED FUND BALANCE	0	12,500.00	0	0	0	-12,500.00	0.0000
40-329-0065	TRANSFER FROM CRF	0	194,000.00	0	0	0	-194,000.00	0.0000
Utility Fund Revenue Total		462,970.87	4,667,098.00	560,284.89	1,073,327.21	0.00	-3,593,770.79	

40-800-0206	MERIT AWARDS	0	16,000.00	0	0	0	16,000.00	0.0000
40-800-1240	CONTRIBUTION TO GF FOR ADMIN SERVICES	0	600,000.00	0	0	0	600,000.00	0.0000
40-800-8000	TRANSFER TO CAPITAL RESERVE	0	350,000.00	0	0	0	350,000.00	0.0000
DEPARTMENT Total		0.00	966,000.00	0.00	0.00	0.00	966,000.00	
40-810-0000	SEWER DEPARTMENT	0	0	0	0	0	0	0

40-810-0200	SALARIES AND WAGES	51,050.29	430,557.53	33,418.47	84,011.71	0	346,545.82	19.5100
40-810-0201	OVERTIME	7,209.97	48,195.00	3,883.88	8,925.21	0	39,269.79	18.5200
40-810-0500	FICA EXPENSE	4,329.34	38,318.57	2,733.41	6,854.23	0	31,464.34	17.8900
40-810-0600	GROUP INSURANCE EXPENSE	4,685.76	59,613.12	4,685.76	9,371.52	0	50,241.60	15.7200
40-810-0700	RETIREMENT EXPENSE	8,010.73	73,203.59	5,673.69	14,135.73	0	59,067.86	19.3100
40-810-0800	WORKERS COMPENSATION	0	17,722.00	0	4,709.62	0.00	13,012.38	26.5700
40-810-1110	TELEPHONE	655.36	8,400.00	686.99	1,375.74	0.00	7,024.26	16.3800
40-810-1111	TELEPHONE-CELLULAR	115.88	741.00	0	0	58.66	682.34	7.9200
40-810-1120	INTERNET/CABLE	1,176.56	5,200.00	748.84	748.84	0.00	4,451.16	14.4000
40-810-1130	POSTAGE	396.81	4,600.00	99.94	512.33	185.15	3,902.52	15.1600
40-810-1210	OFFICE SUPPLIES	304.13	1,951.88	0	0	16.00	1,935.88	0.8200
40-810-1230	OFFICE CONTRACT SERVICES	294.32	2,000.00	0	163.05	0.00	1,836.95	8.1500
40-810-1250	DUES & SUBSCRIPTIONS	38.90	1,300.00	33.85	33.85	0	1,266.15	2.6000
40-810-1310	ELECTRIC	16,363.15	185,000.00	15,362.14	29,914.34	446.81	154,638.85	16.4100
40-810-1330	WATER/SEWER/SOLID WASTE	63.78	1,000.00	63.78	63.78	0.00	936.22	6.3800
40-810-1420	OSHA/SAFETY COMPLIANCE	0	3,100.00	0	0	85.18	3,014.82	2.7500
40-810-1422	SAFETY SUPPLIES & MATERIALS	70.36	0.00	55.17	110.34	0.00	-110.34	0
40-810-1430	TRAINING - REGISTRATION & CLASS MA	0	2,000.00	0	0	0	2,000.00	0.0000
40-810-1431	TRAVEL MILEAGE	0	200.00	0	0	0	200.00	0.0000
40-810-1432	MEALS	0	500.00	0	0	0	500.00	0.0000
40-810-1433	LODGING	0	1,000.00	0	0	0	1,000.00	0.0000
40-810-1434	EMPLOYEE DEVELOPMENT	0	2,500.00	0	0	0	2,500.00	0.0000
40-810-1440	UNIFORMS	399.44	5,000.00	450.70	808.30	0.00	4,191.70	16.1700
40-810-1510	BUILDING MAINT	6,836.59	8,000.00	0	65.93	0.00	7,934.07	0.8200
40-810-1512	JANITORIAL SUPPLIES	0	1,000.00	0	29.15	34.10	936.75	6.3300
40-810-1610	NON-CAPITAL EQUIPMENT PURCHASE	5,047.24	23,000.00	0	0	0	23,000.00	0.0000
40-810-1620	EQUIPMENT LEASE	0	0.00	-38.14	-38.14	0	38.14	0
40-810-1630	EQUIPMENT MAINT & REPAIRS	4,960.22	62,000.00	7,900.94	10,924.30	9,992.63	41,083.07	33.7400
40-810-1710	AUTO FUEL	2,799.01	16,000.00	645.27	2,782.82	0.00	13,217.18	17.3900
40-810-1730	VEHICLE MAINT & REPAIRS	35.85	6,000.00	290.30	883.26	0.00	5,116.74	14.7200
40-810-1810	PERMITS & FEES - RECCURING	0	8,620.00	0	2,560.00	0.00	6,060.00	29.7000
40-810-1830	COMPLIANCE TESTING	446.00	15,000.00	781.00	1,287.00	0.00	13,713.00	8.5800
40-810-3310	DEPARTMENT SUPPLIES & MATERIALS - SEWER	572.45	19,000.00	823.22	1,559.47	559.00	16,881.53	11.1500
40-810-3311	DEPARTMENT SUPPLIES & MATERIALS -WWTP	1,203.00	40,000.00	2,962.79	5,682.21	314.26	34,003.53	14.9900
40-810-4510	PROFESSIONAL SERVICES	0	12,000.00	0.00	2,250.00	13,788.00	-4,038.00	133.6500
40-810-4550	CONTRACT SERVICES	872.32	167,000.00	410.67	410.67	411.67	166,177.66	0.4900
40-810-4560	STREET PATCHING FOR UTILITY REPAIRS	0	17,000.00	0	0	0	17,000.00	0.0000
40-810-5400	INSURANCE	0	62,880.00	0	43,802.00	0.00	19,078.00	69.6600
40-810-7420	CAPITAL OUTLAY - EQUIPMENT	43,581.01	184,000.00	0	0	0	184,000.00	0.0000
40-810-7430	CAPITAL OUTLAY - VEHICLES	0	90,000.00	0	0	0	90,000.00	0.0000
40-810-8010	DEBT SERVICE-PRINCIPAL	0	1,051,316.60	0	0	0	1,051,316.60	0.0000
40-810-8011	DEBT SERVICE-INTEREST	0	193,357.71	0	0	0	193,357.71	0.0000
	DEPARTMENT Total	161,518.47	2,868,277.00	81,672.67	233,937.26	25,891.46	2,608,448.28	
40-812-0000	WATER DEPARTMENT	0	0	0	0	0	0	0
40-812-0200	SALARIES AND WAGES	22,570.53	200,228.85	15,484.40	38,659.60	0	161,569.25	19.3100
40-812-0201	OVERTIME	2,821.94	16,320.00	1,293.66	3,334.97	0	12,985.03	20.4300
40-812-0500	FICA EXPENSE	1,936.02	17,336.12	1,277.03	3,199.63	0	14,136.49	18.4600
40-812-0600	GROUP INSURANCE EXPENSE	2,342.88	29,806.56	2,342.88	4,685.76	0	25,120.80	15.7200
40-812-0700	RETIREMENT EXPENSE	3,542.30	33,109.89	2,551.95	6,387.39	0	26,722.50	19.2900
40-812-0800	WORKERS COMPENSATION	0	8,056.00	0	8,056.00	0.00	0.00	100.0000
40-812-1110	TELEPHONE	47.15	2,000.00	51.00	108.47	0.00	1,891.53	5.4200
40-812-1111	TELEPHONE-CELLULAR	130.50	600.00	0	0	65.56	534.44	10.9300
40-812-1120	INTERNET/CABLE	642.00	3,600.00	648.86	648.86	0.00	2,951.14	18.0200
40-812-1130	POSTAGE	396.81	4,500.00	0	412.39	0.00	4,087.61	9.1600
40-812-1210	OFFICE SUPPLIES	15.99	1,000.00	16.00	16.00	0.00	984.00	1.6000
40-812-1230	OFFICE CONTRACT SERVICES	280.90	3,000.00	60.33	517.44	0.00	2,482.56	17.2500
40-812-1250	DUES AND SUBSCRIPTIONS	38.90	2,500.00	33.84	33.84	0.00	2,466.16	1.3500
40-812-1310	ELECTRIC	4,262.42	42,000.00	4,351.55	8,441.48	0.00	33,558.52	20.1000
40-812-1320	LP GAS	0	1,500.00	0	0	0	1,500.00	0.0000
40-812-1330	WATER/SEWER/SOLID WASTE	54.32	750.00	63.66	63.66	0.00	686.34	8.4900
40-812-1420	OSHA/SAFETY COMPLIANCE	19.99	1,500.00	0	0	84.55	1,415.45	5.6400
40-812-1430	TRAINING -REGISTRATION&CLASS MAT'L	0	1,500.00	0	0	0	1,500.00	0.0000
40-812-1431	TRAVEL MILEAGE	0	100.00	0	0	0	100.00	0.0000
40-812-1432	MEALS	85.93	400.00	0	0	0	400.00	0.0000
40-812-1433	LODGING	0	1,000.00	0	0	0	1,000.00	0.0000
40-812-1434	EMPLOYEE DEVELOPMENT	0	3,000.00	0	0	0	3,000.00	0.0000

40-812-1440	UNIFORMS	122.42	2,600.00	161.60	290.08	0.00	2,309.92	11.1600
40-812-1510	BUILDING MAINT	9.59	2,000.00	0	0	0	2,000.00	0.0000
40-812-1512	JANITORIAL SUPPLIES	25.13	500.00	0	0	0	500.00	0.0000
40-812-1610	NON-CAPITAL EQUIPMENT PURCHASES	2,030.52	9,000.00	0	0	0	9,000.00	0.0000
40-812-1630	EQUIPMENT MAINT. & REPAIRS	500.34	20,000.00	0	0	3,250.00	16,750.00	16.2500
40-812-1710	AUTO FUEL	119.07	5,000.00	326.67	637.82	0.00	4,362.18	12.7600
40-812-1730	VEHICLE MAINT. & REPAIRS	109.87	4,000.00	255.65	1,152.23	0.00	2,847.77	28.8100
40-812-1810	PERMITS & FEES - REOCCURRING	150.00	4,000.00	0	150.00	0.00	3,850.00	3.7500
40-812-1830	COMPLIANCE TESTING	2,070.00	13,000.00	300.00	785.00	0.00	12,215.00	6.0400
40-812-3310	DEPARTMENT SUPPLIES & MATERIALS - METERS	27,447.54	85,000.00	1,688.19	15,833.50	20,213.99	48,952.51	42.4100
40-812-3311	DEPARTMENT SUPPLIES & MATERIALS - PLANTS	0	35,000.00	9,456.02	10,314.13	652.81	24,033.06	31.3300
40-812-4550	CONTRACT SERVICES	27,433.00	50,600.00	206.32	206.32	24,768.32	25,625.36	49.3600
40-812-4560	STREET PATCHING FOR UTILITY REPAIRS	0	17,000.00	0	0	5,150.00	11,850.00	30.2900
40-812-4570	COUNTY WATER PURCHASE	3,218.65	37,000.00	3,440.14	6,638.78	0	30,361.22	17.9400
40-812-5400	INSURANCE	0	19,800.00	0	17,200.00	0.00	2,600.00	86.8700
40-812-5730	CONTINGENCIES	0	10,959.60	0	0	0	10,959.60	0.0000
40-812-7420	CAPITAL OUTLAY - EQUIPMENT	0	10,000.00	0	0	0	10,000.00	0.0000
40-812-8010	DEBT SERVICE - PRINCIPAL	0	102,150.33	0	0	0	102,150.33	0.0000
40-812-8011	DEBT SERVICE - INTEREST	0	31,403.65	0	0	0	31,403.65	0.0000
	DEPARTMENT Total	102,424.71	832,821.00	44,009.75	127,773.35	54,185.23	650,862.42	
	Utility Fund Expenditure Total	263,943.18	4,667,098.00	125,682.42	361,710.61	80,076.69	4,225,310.70	
60-305-0000	WATER CAPACITY FEES	2,061.00	0.00	0.00	2,856.00	0	2,856.00	0
60-305-0001	SEWER CAPACITY FEES	12,539.00	0.00	0	33,144.00	0	33,144.00	0
60-305-0002	WATER CAPACITY FEES (ACCRUED)	150.00	0.00	0.00	0.00	0	0.00	0
	Impact Fee Fund Revenue Total	14,750.00	0.00	0.00	36,000.00	0.00	36,000.00	

Revenue Account Range: First to Last Include Non-Anticipated: Yes Year To Date As Of: 08/31/20
 Expend Account Range: First to Last Include Non-Budget: No Current Period: 08/01/20 to 08/31/20
 Print Zero YTD Activity: No Prior Year: 08/01/19 to 08/31/19

Comparison of F		
Sales Month	Collection Month	Distribution Month
July	August	October
August	September	November
September	October	December
October	November	January
November	December	February
December	January	March
January	February	April
February	March	May
March	April	June
April	May	July
May	June	August
June	July	September
Total		

FY 2019 to FY 2020 Sales and Use Tax Distributions

Distribution Amount FY 2019	Distribution Amount FY 2020
\$102,279	\$154,624
\$118,261	\$147,895
\$104,910	\$132,455
\$113,279	\$130,905
\$118,047	\$116,991
\$112,470	\$133,544
\$91,523	\$110,330
\$96,640	\$96,305
\$127,685	\$127,868
\$123,099	\$110,588
\$145,214	\$158,801
<u>\$150,652</u>	<u>\$202,009</u>
<u>\$1,404,059</u>	<u>\$1,622,314</u>

Percentage change
51%
25%
26%
16%
-1%
19%
21%
0%
0%
-10%
9%
34%



Town of Beaufort, NC

701 Front St. - P.O. Box 390 - Beaufort, N.C. 28516
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**Town of Beaufort Board of Commissioners Worksession Meeting
4:00 PM Monday, September 28 – 701 Front Street Town Hall Conference Room**

AGENDA CATEGORY: Items for Discussion and Consideration
SUBJECT: Capital Reserve Fund Amendment #4

BRIEF SUMMARY:

- This amendment receives funds in the Capital Reserve Fund that are budgeted in FY 21 General Fund annual budget (\$185,000- Future Capital Outlay for Street Project). It also, receives funds in the Capital Reserve Fund that are budgeted in the FY 21 Utility Fund annual budget (\$350,000 Future Capital Outlay for Utility Line Project).

REQUESTED ACTION:

Approve Budget Amendment #4

EXPECTED LENGTH OF PRESENTATION:

5 minutes

SUBMITTED BY:

Christi Wood – Finance Director

BUDGET AMENDMENT REQUIRED:

Yes



TOWN OF BEAUFORT CAPITAL RESERVE FUND AMENDMENT #4

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:

- Receive funds budgeted in FY 21 General Fund Budget Transfer to Capital Reserve \$185,000
- Receive funds budgeted in the FY 21 Utility Fund Budget Transfer to Capital Reserve \$350,000

SECTION I: REVENUE

INCREASE

TRANSFER IN FROM UTILITY FUND.....	\$ 350,000
TRANSFER IN FROM GENERAL FUND.....	\$ 185,000
TOTAL INCREASE.....	\$ 535,000

SECTION II: EXPENDITURES

INCREASE

FUTURE CAPITAL OUTLAY FOR UTILITY LINE PROJECT.....	\$ 350,000
FUTURE CAPITAL OUTLAY FOR STREET PROJECT.....	\$ 185,000
TOTAL INCREASE.....	\$ 535,000

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 12th day of October 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 Worksession Meeting
4:00 PM Monday, September 28 – 701 Front Street Town Hall Conference Room**

AGENDA CATEGORY: Items for Discussion and Consideration
SUBJECT: Capital Project- Community Improvement Projects Budget Amendment #1

BRIEF SUMMARY:

- This amendment requests the appropriation of donations (\$12,640) and recreation fees (\$5,912) for the Capital Project – Community Improvement Projects.

REQUESTED ACTION:

Approve Budget Amendment #1

EXPECTED LENGTH OF PRESENTATION:

5 minutes

SUBMITTED BY:

Christi Wood – Finance Director

BUDGET AMENDMENT REQUIRED:

Yes



**TOWN OF BEAUFORT
CAPITAL PROJECT BUDGET AMENDMENT #1
COMMUNITY IMPROVEMENT PROJECTS FUND**

WHEREAS, the Town of Beaufort adopted a Capital Project Budget Ordinance for Community Improvement Projects on February 8, 2016, and

WHEREAS, the Board of Commissioners recognizes that periodic modifications to the estimated revenue and expenditures for capital projects 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 Capital Project Budget Ordinance for the Community Improvement Projects as follows:

SECTION I: REVNUUE

INCREASE

DONATIONS FOR RANDOLPH JOHNSON PARK	\$12,640
RECREATION FEES	\$ 5,912
TOTAL REVENUE	\$ 18,552

SECTION II: EXPENDITURES

INCREASE

CEDAR ST/RANDOLPH JOHNSON PARK	\$ 18,552
TOTAL EXPENDITURES	\$ 18,552

SECTION III: 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 for carrying out this project.

Adopted this 12th day of October 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 Work Session
4:00 PM September 28, 2020**

AGENDA CATEGORY: Items for Discussion and Consideration
SUBJECT: Turner Street 100 Block Pedestrian Improvements

BRIEF SUMMARY:

Construction of the Turner Street 100 Block Pedestrian Improvements project is currently expected to begin mid-October. The construction work was awarded to Sunland Builders, Inc. on March 6, 2020; however, the contractor was asked to delay the start of work until after Labor Day per the desire of the Board of Commissioners. During this timeframe, Town Staff in conjunction with the consulting firm of Stewart examined the possibility of incorporating one or more crosswalks into the project. This examination has yielded two sets of proposed improvements. One improvement would mirror a crosswalk option presented by Stewart from their palette of options. The other would involve reworking a portion of the sidewalk at the north end of the current project along with an existing ramp.

Attached is a memorandum that summarizes the additional work being proposed. It is accompanied by a cost estimate plus graphics illustrating the proposed work. The estimate places the cost for constructing both sets of improvements at \$40,900 to include a 15 percent contingency. This expense if authorized would of course, be in addition to the current \$152,694 contract amount for the “baseline” work.

REQUESTED ACTION:

Consider approving the expansion of the Turner Street 100 Block Pedestrian Improvements to include the crosswalk improvements as presented, and approve budget amendment allocating project funding from the Streets Capital Reserve.

EXPECTED LENGTH OF PRESENTATION:

10 minutes

SUBMITTED BY:

Sam Bell, Assistant Town Engineer

BUDGET AMENDMENT REQUIRED:

Yes

Town of Beaufort

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



To: John Day,
Town Manager

From: Sam Bell, PE
Assistant Town Engineer

CC: Greg Meshaw, PE

Date: 9/11/2020

Re: Turner Street 100 Block Crosswalk and ADA Option Estimates

Please see attached estimates for proposed additional work on the Turner Street 100 Block Improvements project.

Streetscape Option 1 prepared by Stewart includes a landscaped island adjacent to Middle Lane and a crosswalk across Turner Street to a concrete landing, and three additional bike racks.

The proposed North Side ADA and Loading Zone includes sidewalk regrading to meet ADA compliance for the existing mid-block crosswalk and striping for a loading zone area adjacent to the existing concrete ramp.

Mayor Everette S. (Rett) Newton
Commissioner John Hagle • Commissioner Sharon Harker • Commissioner Marianna Hollinshed
Commissioner Ann Carter • Commissioner Charles McDonald
Town Manager John Day

Turner St 100 Block Option 1 - Middle Lane Crosswalk

Sept. 11, 2020

Item	Units	Unit Price	Quantity	Estimated Amount
Existing Conditions				
Remove Concrete Curb and Gutter	LF	\$ 20.00	25	\$ 500
Sawcut and Remove Asphalt	SY	\$ 8.00	82	\$ 656
Temporary Traffic Control	LS	\$ 800.00	1	\$ 800
				\$ -
			Subtotal	\$ 1,956
Earthwork				
		\$ -		\$ -
Select Fill	CY	\$ 50.00	2	\$ 100
Comprehensive Grading and Landscaping	LS	\$ 1,000.00	1	\$ 1,000
			Subtotal	\$ 1,100
Exterior Improvements				
4" Concrete Slab and Sidewalk	SF	\$ 10.00	400	\$ 4,000
6" Concrete Curb	LF	\$ 22.00	192	\$ 4,224
Detectable Warning Plate	EA	\$ 324.00	2	\$ 648
		\$ -		\$ -
		\$ -		\$ -
Bike Rack	EA	\$ 400.00	3	\$ 1,200
2.5" Caliper Tree	EA	\$ 275.00	1	\$ 275
Liliirope Muscari	EA	\$ 5.00	20	\$ 100
Crosswalk Markings	LS	\$ 3,000.00	1	\$ 3,000
		\$ -		\$ -
		\$ -		\$ -
			Subtotal	\$ 13,447
Mobilization				
Mobilization	LS	\$ 300.00	1	\$ 300
			Subtotal	\$ 300
Total				\$ 16,803
Total with Contingency (15%)				\$ 19,400



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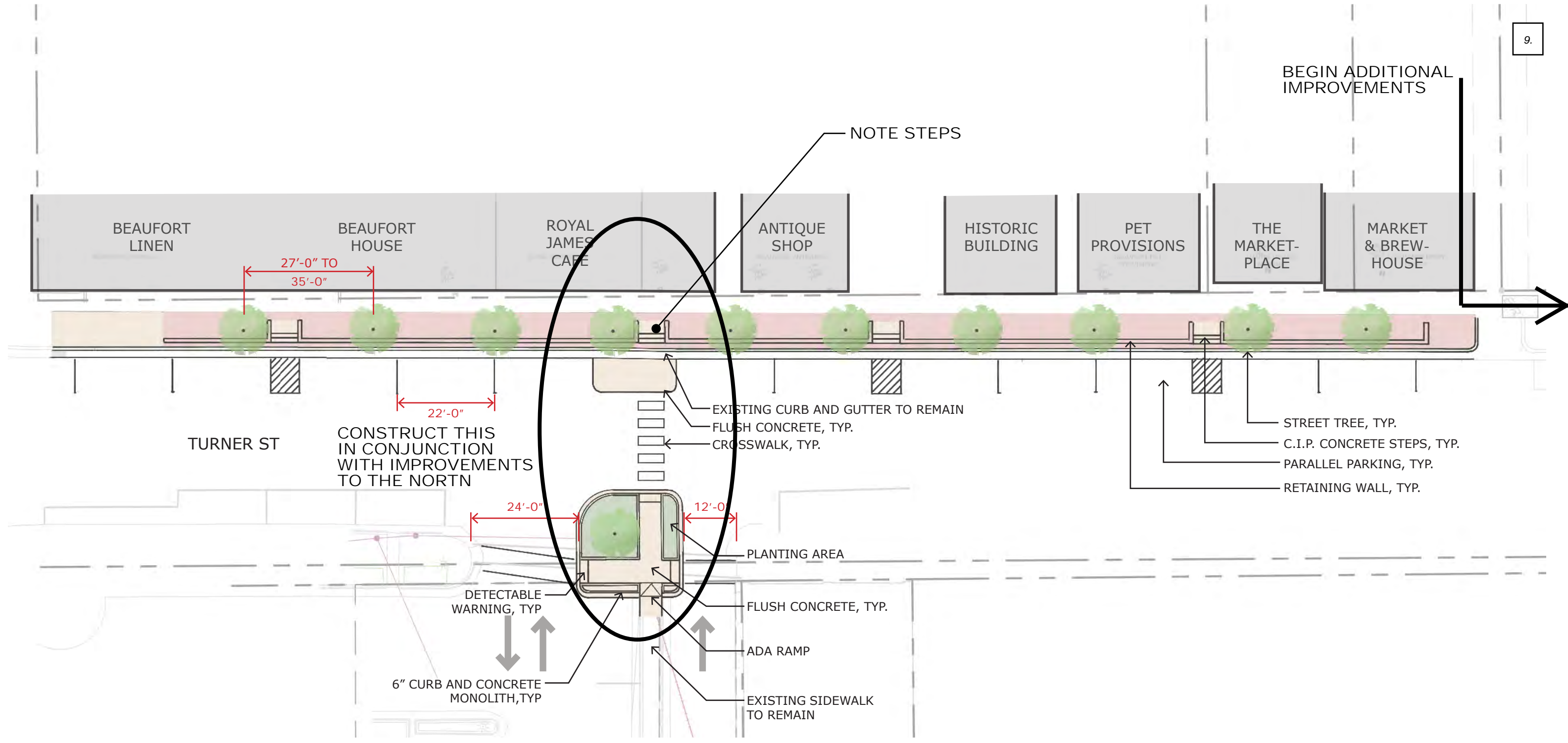
Turner St 100 Block - North Side ADA and Loading Zone

Sept. 11, 2020

Item	Units	Unit Price	Quantity	Estimated Amount
Existing Conditions				
Remove Concrete Sidewalk	SF	\$ 4.00	495	\$ 1,980
Sawcut and Remove Asphalt	SY	\$ 8.00	18	\$ 144
Temporary Traffic Control	LS	\$ 800.00	1	\$ 800
Survey	LS	\$ 1,000.00	1	\$ 1,000
			0	\$ -
			Subtotal	\$ 3,924
Earthwork				
		\$ -		\$ -
Select Fill	CY	\$ 50.00	1	\$ 50
Comprehensive Grading and Landscaping	LS	\$ 1,000.00	1	\$ 1,000
			Subtotal	\$ 1,050
Exterior Improvements				
4" Concrete Slab and Sidewalk	SF	\$ 10.00	495	\$ 4,950
6" Concrete Curb	LF	\$ 22.00	70	\$ 1,540
Detectable Warning Plate	EA	\$ 2.00	324	\$ 648
Trash Can Enclosure, Custom Made	EA	\$ 1,000.00	1	\$ 1,000
		\$ -		\$ -
		\$ -		\$ -
Bike Rack	EA	\$ 400.00	6	\$ 2,400
		\$ -		\$ -
		\$ -		\$ -
Loading Zone Markings	LF	\$ 10.00	280	\$ 2,800
		\$ -		\$ -
			Subtotal	\$ 13,338
Mobilization				
Mobilization	LS	\$ 300.00	1	\$ 300
			Subtotal	\$ 300
Total				\$ 18,612
Total with Contingency (15%)				\$ 21,500



rt • 701 Front Street • Beaufort, NC 28516



- BRICK PAVING
- CONCRETE PAVING
- PLANTING AREA

Date: 08.21.2020



100 BLOCK OF TURNER STREET - PROPOSED STREETScape OPTION 1 -



BEGIN WORK (APPROXIMATE)

REPLACE DRIVEWAY APRONS WITH ONES AT LESS STEEP SLOPES

REPLACE RAMP AT ADA COMPLIANT SLOPE (I.E. LESS STEEP SLOPE)

REPLACE SIDEWALK WITH LOWERED ONE

MARK AS A LOADING ZONE - NO PARKING





TOWN OF BEAUFORT CAPITAL RESERVE FUND AMENDMENT #5

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:

- Transfer funds from Capital Reserve Fund to Capital Project Fund – Street Rehabilitation and Pedestrian Improvements for Turner Street improvements.
 - Baseline work \$152,694
 - Crosswalks/Change order \$40,900

SECTION II: EXPENDITURES

DECREASE

FUTURE CAPITAL OUTLAY FOR STREET PROJECT.....	\$ 193,594
TOTAL DECREASE.....	\$ 193,594

INCREASE

TRANSFER TO CPF- STREET REHABILITATION ANAD PEDESTRIAN IMPROVEMENTS___	\$ 193,594
TOTAL INCREASE.....	\$ 193,594

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 12th day of October 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 Work Session
4:00 PM, Monday, September 28, 2020 – Held Through Zoom Due to COVID19 Pandemic**

AGENDA CATEGORY: Items for Discussion and Consideration
SUBJECT: Cedar Street Park/Homer Smith Marina

BRIEF SUMMARY:

At the August regular meeting the Board discussed a request from Homer Smith Marina for the town to support NCDOT abandoning 19,409 square feet of ROW, which would be used for parking needed for an expansion of the marina. In exchange, the owner offered to contribute \$75,000 toward the construction of the restroom/kiosk at the new Cedar Street Park. A concept plan for the park showing the parking lot design at Homer Smith Seafood and the marina expansion is attached.

Commissioners expressed concerns about the desire for visible separation between marina parking from Cedar Street Park parking, marina patrons parking in the Cedar Street Park lot, and the amount of the contribution.

The Board directed staff to meet with Homer Smith Marina representatives to address these concerns and report back on how the concerns might be mitigated.

The report is attached.

REQUESTED ACTION:

Consider request.

EXPECTED LENGTH OF PRESENTATION:

15 minutes

SUBMITTED BY:

John Day, Town Manager

BUDGET AMENDMENT REQUIRED:

No

Homer Smith Marina Expansion Revised Proposal September 23, 2020

Homer Smith Marina desires to expand from 85 to 178 slips and replace the fish house with a clubhouse for marina patrons. Of the 178 slips, 4 will be reserved for fueling and pump-out, and 33 for transient boaters, with construction of the latter funded through a Boating Infrastructure Grant (Homer Smith representatives wish to note that transient and fueling/pump-out slips will not generate parking traffic).

Obtaining the previously requested 19,409 square feet of ROW from the NCDOT will provide enough space to exceed the Town's parking requirements for marinas.

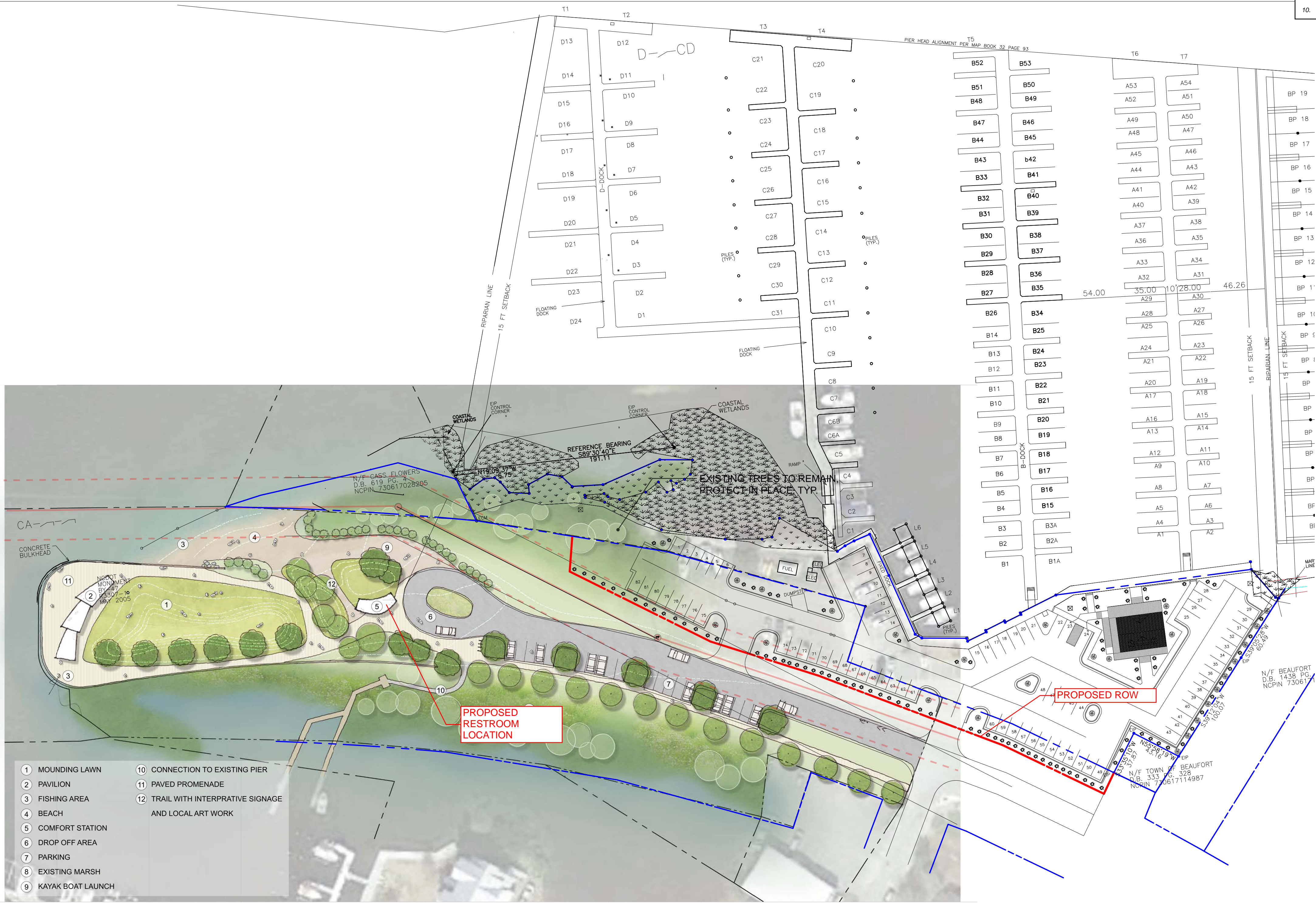
To address concerns raised by Board members at the August regular meeting, Homer Smith Marina agrees to the following:

1. Marina patrons will be required to adhere a marina parking decal to their vehicle, making any marina patrons parking in the Cedar Street Parking lot identifiable.
2. Homer Smith Marina will construct a vegetative buffer between its parking lot and the Cedar Street Park parking lot that exceeds the Town's requirements, and also construct a fence (see attachment: *Homer Smith Parking Detail – Vegetative Buffer*).
3. Homer Smith Marina is willing to place a gate at the proposed west parking lot entrance. The gate would be locked and only accessible to fire, police, trash removal service, and large delivery vehicles. Town staff believe two entrances to the marina parking lot are necessary.
4. Homer Smith Marina is willing to donate \$125,000 for the construction of a restroom/kiosk building at the Cedar Street Park.

Other Related Matters

In addition to obtaining the 19,409 square feet of ROW from the NCDOT, there are a number of other requirements that Homer Smith Marina must fulfill before the expansion may proceed:

1. Obtaining a CAMA Major permit
2. Obtaining site plan approval from the Town
3. Obtaining proper building permits
4. Reaching agreement with the Board of Commissioners to amend the 2012 covenant with the Town limiting the total number of boat slips from 85 to 178 (see attached covenant).



- 1 MOUNDING LAWN
- 2 PAVILION
- 3 FISHING AREA
- 4 BEACH
- 5 COMFORT STATION
- 6 DROP OFF AREA
- 7 PARKING
- 8 EXISTING MARSH
- 9 KAYAK BOAT LAUNCH
- 10 CONNECTION TO EXISTING PIER
- 11 PAVED PROMENADE
- 12 TRAIL WITH INTERPRATIVE SIGNAGE AND LOCAL ART WORK

Date: 11.07.2019

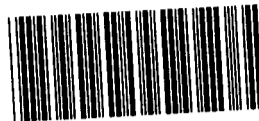


CEDAR STREET PARK
- SITE PLAN -



2020.07.01 - TCGPA SITE PLAN OVERLAY
1" = 50'-0"

K&W



FILE # 1402013

NORTH CAROLINA, CARTERET COUNTY
This instrument and this certificate are duly filed at
the date and time and in the Book and Page shown
on the first page hereof.

Joy Lawrence, Register of Deeds
By [Signature]
Asst. Deputy Register of Deeds

FOR REGISTRATION REGISTER OF DEEDS
Joy Lawrence
Carteret County, NC
March 06, 2012 04:28:02 PM
COUNTER R/C 15 P
FEE: \$26.00
FILE # 1402013

STATE OF NORTH CAROLINA

COVENANT

COUNTY OF CARTERET

This Covenant is made for purposes of reference this the
21st day of October, 2011 by and between the Town of Beaufort, a
North Carolina municipal corporation, and Homer Smith, LLC, a
North Carolina limited liability company.

Article I

DEFINITIONS

As used in this Covenant, the following terms are defined
as described:

- 1.1 "1/4 Rule" shall mean the regulation issued by the North Carolina Department of Environment and Natural Resources published at 15A NCAC 07H .0208 (b) (6) (G) (iii) which, with certain exceptions, limits pier and docking facility lengths to 1/4 the width of the body of water in which such facilities are located.
- 1.2 "Beaufort" shall mean the Town of Beaufort, North Carolina.
- 1.3 "CAMA" shall mean the Coastal Area Management Act (N.C.G.S. 113A-100, et seq.) and any successor or replacement legislation that regulates the

BOOK 1402 PAGE 13

(13)

construction, maintenance or operation of marinas in public trust waters of North Carolina.

- 1.4 "Contested Case" shall mean the proceeding in the North Carolina Office of Administrative Hearings, file number 10 EHR 8547, captioned Beaufort Partners, LLC & John Gardner v. DCM & Homer Smith, LLC wherein Beaufort Partners challenges the validity or scope of the Homer Smith, LLC CAMA Permit.
- 1.5 "DCM" shall mean the Division of Coastal Management of the North Carolina Department of Environment and Natural Resources "DENR").
- 1.6 "Homer Smith, LLC ("Homer Smith, LLC or Homer Smith")", is a North Carolina limited liability company.
- 1.7 "Homer Smith, LLC CAMA Permit" shall mean that major development permit No. 114-10 issued to Homer Smith, LLC on October 15, 2010 for construction of an 85 wet-slip marina and associated facilities on the Homer Smith, LLC Property and extending into the public trust waters of Town Creek adjacent thereto.
- 1.8 "Homer Smith Marina" shall mean the system of piers, docks, pilings and related structures permitted for construction and operation in the waters of Town Creek adjacent to the Homer Smith, LLC Property (as defined below) as well as the related facilities constructed or maintained on the Homer Smith, LLC Property.
- 1.9 "Homer Smith, LLC Property" is that real property, and the riparian area appurtenant thereto, in the Town of Beaufort, Carteret County, North Carolina and more particularly described in that certain deed, dated January 10, 2008, and recorded in Book 1254, beginning at Page 222, Carteret County Registry.
- 1.10 "Municipal Pierhead Line" shall mean the line described in more detail below on the south side of Town Creek, established and adopted by Beaufort on August 8, 2011 pursuant to 15A NCAC 07H .0208 (b) (6) (G) (iii) to modify the 1/4 Rule and allow the Partners' Marina and the Homer Smith Marina (and other riparian owners on the south side of Town Creek) to extend their pier and docking facilities further north

BOOK 1402 PAGE 13

than permitted by the 1/4 Rule. A drawing defining said Municipal Pier Head Line is attached as Exhibit "A" and incorporated by this reference.

1.11 "Partners" shall mean Beaufort Partners, LLC, a North Carolina limited liability company, John G. Gardner and wife, Gypsie W. Gardner and Wade Cary Enterprises, Inc., a North Carolina corporation.

1.12 "Partners' CAMA Permit" shall mean Major Development CAMA Permit No. 103-09, issued on July 16, 2009 to Beaufort Partners, LLC for construction of a 59 wet slip marina and associated facilities on the Partners' Property and extending into the public trust waters of Town Creek adjacent to the Partners' Property pursuant

1.13 "Partners' Marina" shall mean the system of piers, docks, pilings and related structures permitted for construction and operation in the waters of Town Creek adjacent to the Partners' Property (as defined below) as well as related facilities constructed or maintained on said Property

1.14 "Partners' Property" is that real property, and the riparian rights appurtenant thereto, in the Town of Beaufort, Carteret County, North Carolina as more particularly described in those certain deeds identified as follows: (1) Beaufort Partners, LLC deed, dated February 21, 2008, recorded in Book 1259, beginning at Page 284; (2) Wade Cary Enterprises, Inc. deed, dated July 3, 1997, recorded in Book 803, beginning at Page 91; and (3) the Gardners' deed, dated April 14, 2009, recorded in Book 1305, beginning at Page 141 - all recorded in the Carteret County Registry, and all being referred to for a more specific description of the properties subject to these Restrictive Covenants.

1.15 "Wet Slip" shall mean an area defined on two or more sides by docking and/or tie pilings, for the purposes of accommodating a single boat, vessel or personal watercraft. "Wet Slip" does not encompass or include transient boat docking along the side or end or T-heads of piers or docks.

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Article II

RECITALS

2.1 Partners are the current owner of Partners' Property. Partners has been issued the Partners' CAMA Permit and a building permit by Beaufort to construct the same. The Partners' CAMA Permit and Beaufort's building permit allow Partners to construct and maintain 59 Wet Slips in the Partners' Marina.

2.2 Homer Smith is the current owner of the Homer Smith Property. Homer Smith has been issued the Homer Smith CAMA Permit and a declaration of vested rights to construct the same by the Beaufort Board of Commissioners. The Homer Smith CAMA Permit and Beaufort's declaration of vested rights allow Homer Smith to construct and maintain 85 Wet Slips in the Homer Smith Marina.

2.3 Partners filed the Contested Case generally to challenge the alleged navigation issues between the Partners' Marina and the Homer Smith's Marina. In mediation of the Contested Case, the concept of Beaufort establishing a "pierhead line" near the southern side of Town Creek arose as a means of modifying the 1/4 Rule allowing Partners and Homer Smith additional flexibility to reconfigure their marinas to eliminate the alleged navigational conflict over Homer Smith's setback of its marina from the common riparian line, or extension thereof.

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2.4 Beaufort, having considered, among other factors, the irregular shore line on the south side of Town Creek, has found it to be in the public interest to establish a pierhead line in this area that will allow construction of marinas extending into Town Creek more than permitted by the 1/4 Rule. A pierhead line established by Beaufort could allow Partners and/or Homer Smith to construct more wet slips in public trust waters than currently permitted as part of their marinas. Beaufort has determined that, at this time, additional slips in these marinas are not in the public interest. While not making any specific findings of fact regarding either marina project, Beaufort has concerns over possible impacts associated with the permitting of additional wet slips in this area, including the potential for adverse negative secondary effects in terms of more congestion of boats and boat traffic on public trust waters, additional vehicular traffic to and from the marinas, additional security needs, and other secondary effects not set forth herein. Accordingly, while Beaufort has established the Municipal Pierhead Line, it has conditioned the validity of the same on the following three conditions which are:

- (a) Both Partners and Homer Smith agree that, notwithstanding the extended Municipal Pierhead Line, the numbers of Wet slips in their marinas will be limited to those specified in their existing CAMA and

BOOK 1402 PAGE 13

municipal permits, subject to amendment only by future written agreement between that respective property owner or owners and Beaufort amending the terms of that respective owner's or owners' Restrictive Covenants;

(b) Partners and Homer Smith agree in writing to reconfigure their respective marina layouts to avoid any dispute over the setback of their marinas from their mutual riparian line, or an extension thereof; and

(c) The Municipal Pierhead Line is presented to the United States Army Corps of Engineers and DCM for consultation purposes, and no objections are received.

The Board of Commissioners of Beaufort also delegated to the Beaufort Town Manager the authority to review the revised schematic plans for the two marinas in light of changes facilitated by the Municipal Pierhead Line to determine if there remains substantial compliance with the marina plans previously approved by Beaufort so that the "vested rights" of each marina project continue. On or about September 16, 2011, Partners and Homer Smith reached agreement in writing regarding reconfiguration of their respective marina layouts to resolve their existing disputes regarding the setback of their marinas from their mutual riparian line. The Town Manager has reviewed

BOOK 1402 PAGE 13

this agreement and associated marina layouts drawing, and has determined that said plans remain in substantial compliance with those previously reviewed and approved by Beaufort.

2.5 Prior to the execution and delivery hereof, the Corps of Engineers and DCM have been consulted and have not objected to the Municipal Pierhead Line, and Partners and Homer Smith have each agreed in writing to the reconfiguration of their marina project layouts relative to their mutual riparian line or extension thereof and the manager of the Town of Beaufort has reviewed and approved the schematic drawing of each marina project.

2.6 The purpose of this Covenant is for Homer Smith to agree to limit the number of Wet slips in its marina to the number currently permitted by DCM, unless Homer Smith and Beaufort mutually agree in writing otherwise, in order to satisfy the remaining condition imposed by Beaufort for its establishment and adoption of the Municipal Pierhead Line. Partners similarly has agreed to limit the number of Wet slips in its marina and has executed and delivered to Beaufort a similar Covenant accomplishing same. Attorneys for Partners and Homer Smith have reviewed both covenants to assure their acceptability. For this Covenant to be effective, it and the Partners' Covenant with Beaufort will be recorded on the same

BOOK 1402 PAGE 13

day, and as close to the same moment in time as possible at the Carteret County Registry.

2.7 The holder of all deeds of trust on the Partner's Property have joined in the execution of its Covenant to subordinate the terms of such deed of trust to the terms thereof, and the holder of any deed of trust on the Homer Smith property will join in the execution of this Covenant to subordinate the terms of such deed of trust to the terms hereof.

Article III

COVENANT AND STATEMENT OF AGREEMENT

To satisfy a condition for the effectiveness of the Municipal Pierhead Line, and for other good and valuable consideration, Homer Smith covenants and agrees with Beaufort as follows:

3.1 Recitals Incorporated. The Recitals above are incorporated herein and made a part hereof.

3.2 Limit on Numbers of Slips. Notwithstanding that establishment of the Municipal Pierhead Line would, or might, allow Homer Smith to construct additional Wet Slips as part of its marina under CAMA regulations, Homer Smith covenants and agrees with Beaufort that the number of Wet Slips in the Homer Smith Marina will not, without the written consent of Beaufort, exceed 85. This Covenant shall apply to the Homer Smith

BOOK 1402 PAGE 13

Property and the riparian area appurtenant to and/or adjacent to the Homer Smith Property and will run with the title to the Homer Smith Property and the riparian area appurtenant to and/or adjacent to the Homer Smith Property.

3.3 Amendment. This Covenant may be amended or modified only by written instrument approved by the Board of Commissioners of Beaufort, the holder at the time of amendment of the Homer Smith CAMA Permit or successor permit, and the owner at that time of the Homer Smith Property.

3.4 Continuation of Vested Rights. The Manager of the Town of Beaufort has reviewed the schematic drawings of Homer Smith Marina made to reconfigure the same within the Municipal Pierhead Line. This schematic drawing is identified as that certain drawing by Stroud Engineering, P.A., captioned "Proposed Site Plan, Beaufort Harbor Marina & Yacht Club, Revision No. 2, 9/21/11." By executing this Covenant the Town Manager determines and affirms that the revised plan for the previously permitted Homer Smith Marina is in substantial conformity with the Homer Smith Marina for which a 5 year declaration of vested rights to construct the same previously was issued by the Beaufort Board of Commissioners and, as a result, Homer Smith's vested rights to construct the marina shall remain in full force and effect until expiration of such rights according to State law or municipal ordinance.

BOOK 1402 PAGE 13

3.5 Miscellaneous.

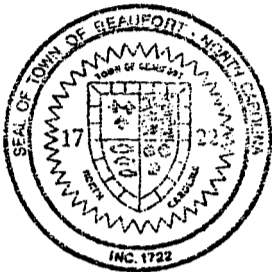
a. Successors and Assigns. This Covenant shall inure to the benefit of and shall bind, Homer Smith, the holder of the Homer Smith's CAMA Permit, and the successor owners of the Homer Smith Property and or successor holder(s) of Homer Smith's CAMA Permit.

b. Rule of Construction. All parties to this Covenant have had ample opportunity to participate in the drafting hereof and there will be no rule of construction or interpretation applied on account of draftsmanship.

(Intentionally left blank.)

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IN WITNESS WHEREOF this instrument is executed and delivered.



TOWN OF BEAUFORT

By: [Signature]
Richard L. Stanley, Mayor

Attest: Michelle Davis
Town Clerk

[Signature]
Charles W. Burgess, Jr.
Beaufort Town Manager

HOMER SMITH, LLC

By: [Signature]
Tony M. Frost, Manager

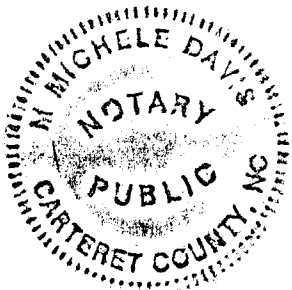
BOOK 1402 PAGE 13

STATE OF NORTH CAROLINA

COUNTY OF CARTERET

I, a Notary Public of the county and state aforesaid, certify that Richard L. Stanley, personally appeared before me this day and acknowledged he is Mayor of the Town of Beaufort and that by authority duly given and as the act of said municipal corporation, he signed the foregoing instrument in its name on its behalf as its act and deed.

WITNESS my hand and official stamp or seal this 15th day of November, 2011.



M Michele Davis
Notary Public

M Michele Davis
Printed name of Notary Public

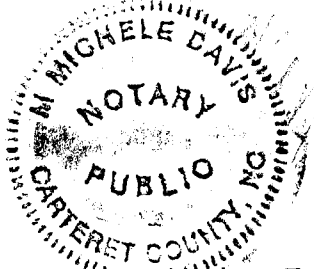
My Commission Expires: 5-10-2014

STATE OF NORTH CAROLINA

COUNTY OF CARTERET

I, a Notary Public of the County and State aforesaid, certify that Charles W. Burgess, Jr., Manager of the Town of Beaufort, personally appeared before me this day and acknowledged the due execution of the foregoing instrument.

Witness my hand and official stamp or seal, this the 15th day of November, 2011.



M Michele Davis
Notary Public

M Michele Davis
Printed name of Notary Public

My Commission Expires: 5-10-2014

BOOK 1402 PAGE 13

STATE OF NORTH CAROLINA

COUNTY OF CARTERET

I, a Notary Public for said County and State, certify that Tony M. Frost, Manager of HOMER SMITH, LLC, a North Carolina limited liability company, personally appeared before me this day and acknowledged the due execution of the foregoing instrument.

Witness my hand and notarial seal this the 10th day of November, 2011.



Edgar W. Haggerty Jr.
Notary Public
Edgar W. Haggerty Jr.
Printed name of Notary Public

My Commission Expires: 6-20-2014

BOOK 1402 PAGE 3

Subordination Statement/Agreement

This Subordination Statement/Agreement is given pursuant to paragraph 2.7 of the above Covenant. As used in this Statement/Agreement the "Deed of Trust" is described as:

Date of Deed of Trust: November 28, 2007

Recording Information: Book 1250, Page 130, Carteret County Registry

Grantor: Anna Marie Frost and Alice Marie Willis

Trustee: C.R. Wheatly, III

Beneficiary: Marie Smith

The undersigned executes this Subordination Statement/Agreement to subordinate the terms of the Deed of Trust to the Covenant dated October 21, 2011 between the Town of Beaufort and Homer Smith, LLC to which this Statement/Agreement is attached.

Marie Smith
Marie Smith, Beneficiary

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STATE OF NORTH CAROLINA

COUNTY OF CARTERET

I, a Notary Public of the County and State aforesaid, certify that Marie Smith, Beneficiary, personally appeared before me this day and acknowledged the due execution of the foregoing instrument.

Witness my hand and official stamp or seal, this the 10th day of November, 2011.

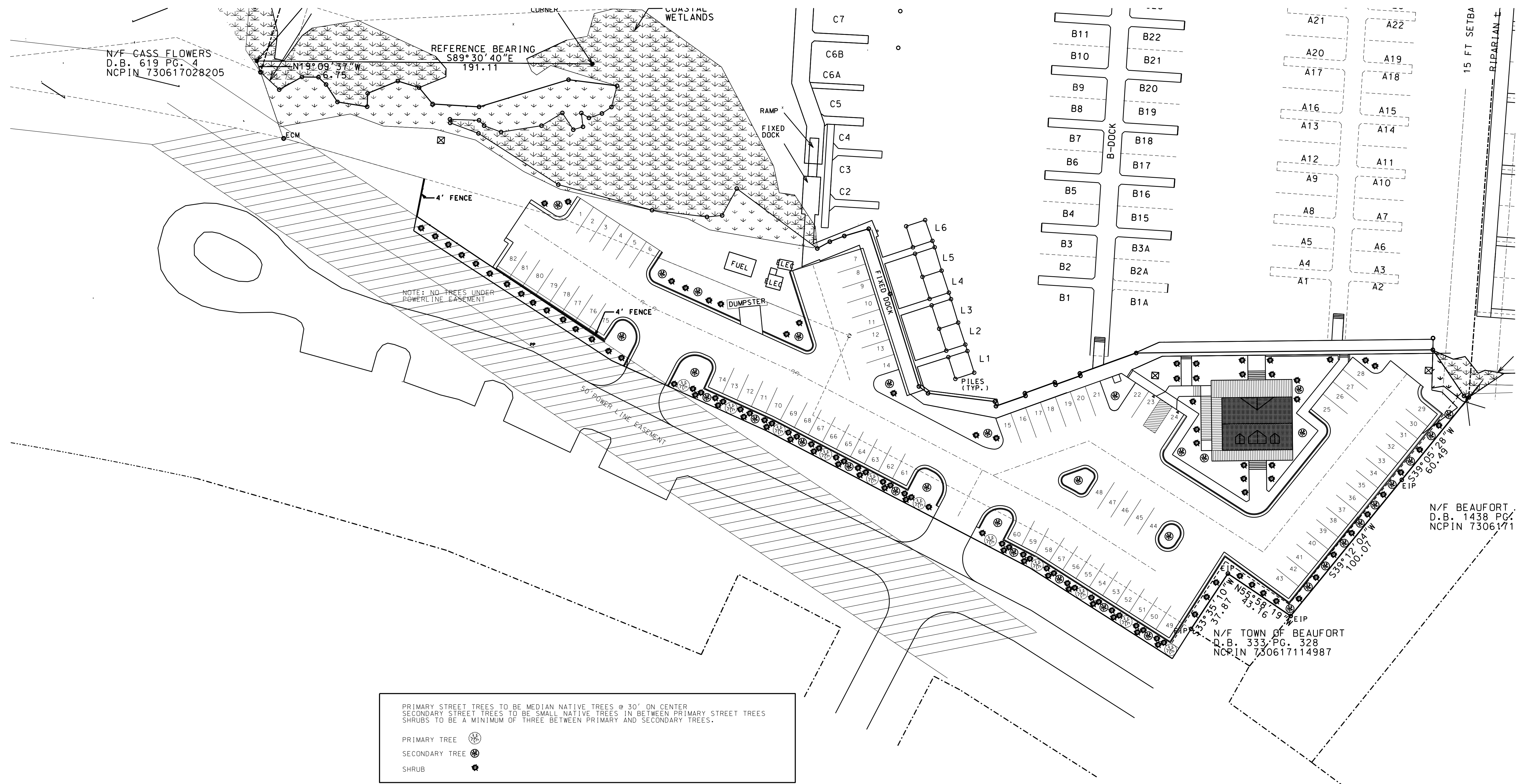


[Handwritten Signature]
Signature of Notary Public

Edgar W Haggerty Jr
Printed Name of Notary Public

My Commission Expires: 6-20-2014

BOOK 1402 PAGE 13





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 Work Session
4:00 PM, Monday, September 28, 2020 – Held Through Zoom Due to COVID19 Pandemic**

AGENDA CATEGORY: Items for Discussion and Consideration
SUBJECT: Noise Ordinance Revisions

BRIEF SUMMARY:

At the July 27 Work Session the Board discussed the current noise ordinance and the possible need to revise it. There appeared to be consensus for staff to review noise ordinances in other local governments and make a recommendation after such review.

Such a review has taken place, and it was found that Beaufort’s noise ordinance is very similar to those used by other local governments. However, the recently adopted noise ordinance in Wilmington provides the police department with needed flexibility for reasonable enforcement. A revised noise ordinance based on the Wilmington ordinance is provided for review and consideration.

REQUESTED ACTION:

Discussion and review.

EXPECTED LENGTH OF PRESENTATION:

15 minutes

SUBMITTED BY:

John Day, Town Manager

BUDGET AMENDMENT REQUIRED:

No

TOWN OF BEAUFORT
Proposed

ARTICLE I. – NOISE

Sec. 91.01. – Purpose.

The provisions hereinafter contained are enacted pursuant to the authority granted to the town under G.S. § 160A-184, for the purpose of preventing noise disturbances or unreasonably loud noise. Noise exceeding certain levels or durations and during specific times of day can be detrimental to the health, safety, and welfare of the citizenry, and may infringe upon an individual's right to peaceful and quiet enjoyment of their activities of daily living. It is the policy of the town to prohibit noise disturbances or unreasonably loud noise from all sound sources, subject to its police power, in order to secure and promote the public health, comfort, convenience, safety, welfare, and prosperity of the citizens of Beaufort. Nothing in this article is intended to deter individuals from lawfully exercising the individual right of freedom of speech and commerce, or any other freedom guaranteed under the Constitutions of the United States of America or of the State of North Carolina, and nothing in this article is intended to unreasonably limit or restrain commercial or industrial enterprise.

Sec. 91.02. – Scope.

This article shall apply to all sound, vibration, and other noise originating within the corporate limits of the Town of Beaufort. Nothing in this article shall be construed to limit or prevent the Town of Beaufort or any person from pursuing any other legal remedies for damages or the abatement of noise. The Beaufort Police Department shall have primary enforcement responsibility for noise and sound level control pursuant to this Article.

Sec. 91.03. – General Prohibition.

Except as allowed in this Article, no person shall willfully engage in any activity on any premises or public area in the town, which activity produces or constitutes a noise disturbance on adjoining or neighboring properties or public areas.

Sec. 91.04. – Definitions.

The words and phrases defined in this section shall have the meaning indicated when used in this Article unless otherwise specifically provided, or unless otherwise clearly required by the context:

- (a) **“A” weighting scale.** The sound pressure level in decibels as measured on a sound level meter using the A-frequency-weighted network and slow meter response setting.

Sound levels are represented herein by the designation dB(A).

- (b) **Absentee Owner.** An owner of any premises subject to this Article who is not also an occupant of the premises.
- (c) **Adjoining Property.** Property which shares a contiguous boundary with another property.
- (d) **Amplified Sound.** Any sound or noise, including the human voice, that is increased in volume or intensity by means of electrical power.
- (e) **ANSI.** The American National Standards Institute or its successor bodies.
- (f) **Commercial Establishment.** An establishment used for commercial purposes with common business areas.
- (g) **Commercial/Industrial Area.** Any area within the town that is zoned H-BD, H-WBD PUD, B-1, B-W, LI, IW, TR, or any area presently devoted to a commercial use that is a nonconforming situation as defined by the zoning ordinance.
- (h) **Construction.** On-site erection, fabrication, installation, repair, alteration, demolition, or removal of any right-of-way surfaces, structure, facility, or addition thereto, including all related activities including, but not restricted to, clearing of land, earth moving, blasting, and landscaping.
- (i) **Decibel [dB].** Unit for describing the amplitude of sound, equal to 20 times the logarithm to the base 10 of the ratio of the pressure of the sound measured to the reference pressure (20 micronewtons per square meter).
- (j) **Downtown.** Any area within the town that is zoned CBD.
- (k) **Emergency.** Any occurrence or set of circumstances involving actual or imminent physical or psychological trauma or property damage which demands immediate action in order to maintain or restore public safety and prevent or alleviate such trauma or property damage.
- (l) **Impulsive Sound.** Sound of short duration, usually less than one second, with an abrupt onset and rapid decay. Examples of sources of impulsive sound include explosions, drop forge impacts and the discharge of firearms.
- (m) **Motorized Vehicles.** Generally—Any motor vehicle as defined in G.S. 20-4.01 and G.S. 105-164.3, including but not limited to:
 - (1) Excursion passenger vehicles as defined in G.S. 20-4.01(27)a.
 - (2) Common carriers of passengers as defined in G.S. 20-4.01(27)c.
 - (3) Motorcycles and mopeds as defined in G.S. 20-4.01(27)d. and d.1.
 - (4) Truck tractors as defined in G.S. 20-4.01(48).

- (5) Farm tractors as defined G.S. 20-4.01(11).
- (6) Mopeds as defined in G.S. 105-164.3.
- (n) **Necessary Activity.** Any activity analyzed and determined by the town to be an activity that cannot be avoided for the purpose of construction, public safety, constitutionality, or any other activity otherwise prohibited which the town considers acceptable to be permitted for a limited period of time.
- (o) **Necessary Business Equipment.** A piece(s) of equipment physically affixed, joined, or connected to the outside of a building, and without which a business located inside the building would not be able to operate. Examples include but are not limited to heating and air conditioning units, electrical generators, water pumps, ventilation systems, and air/water chillers.
- (p) **Neighboring Property.** Property which does not share a contiguous boundary with another property, but which is close enough in proximity to be affected by sound produced on the other property.
- (q) **Noise Disturbance.** Any sound or combination of sounds which, because of its volume or quality or time of day, tends to annoy, disturb, frighten, or otherwise cause an adverse psychological or physiological effect upon reasonable persons of normal sensitivity, or unreasonably prevents such persons from being able to enjoy their activities of daily living.
- (r) **Person.** Any individual, corporation, partnership, firm, association, trust, estate, public or private institution, group, agency, political subdivision of this State, any other state or political subdivision or agency thereof, or any legal successor, representative, agent or agency of the foregoing.
- (s) **Plainly Audible.** Any sound or component of sound for which any of the content of that sound is unambiguous, verifiable, and discernible above ambient levels by a person using his or her unaided hearing faculties, including but not limited to comprehensible musical rhythms, understandable speech, or rhythmic bass.
- (t) **Residential Areas.** Any area within the town that is zoned R-20, R-8MH, R-8, R-8A, RC-5, RS-5, PUD, TR, or TCA.
- (u) **Responsible Person.** An owner, tenant, occupant, employee, agent, or any other person who is or who appears to be responsible for the premises, dwelling, or commercial establishment creating, allowing, or causing to be created a noise disturbance in violation of this Article.
- (v) **Sound.** Any disturbance of the air or other medium that is detectable by the unaided human ear or which produces vibrations detectable by persons of normal sensitivity.

- (w) **Sound Level.** The weighted sound pressure level obtained by the use of a sound level meter and frequency weighting network as specified in ANSI specifications for sound level meters.
- (x) **Sound Level Meter.** Device used to measure sound pressure levels with a standardized frequency weighting and indicated exponential time weighting for measurements of sound level, or without time weighting for measurement of time-average sound pressure level or sound exposure level.
- (y) **Sound Pressure Level.** In decibels, twenty (20) times the logarithm to the base ten (10) of the ratio of the magnitude of a particular sound pressure to the standard reference pressure. The standard reference pressure is 0.0002 microbars.
- (z) **Sound Source.** Any person, animal, device, operation, process, activity, or phenomenon which emits or causes sound.

Sec. 91.05. – Specific Prohibitions.

The following acts are specifically declared to be unreasonably loud, annoying, frightening, or disturbing sounds which constitute a noise disturbance and the emission of which shall therefore constitute a violation of this Article:

- (a) The sounding of any horn or signal device on any automobile, motorcycle, bus or other vehicle for an unnecessary or unreasonable period of time, or for the purpose of harassing another person.
- (b) The use of any siren upon any vehicle other than police, fire, ambulance, or other emergency vehicles.
- (c) Operation of any motor vehicle without a proper muffler system, as defined in G.S. 20-128(a).
- (d) Construction activity in residential or downtown areas between the hours of 7:00 p.m. and 8:00 a.m., or at any time on Sunday or the following holidays: New Year's Day, Thanksgiving Day, or Christmas Day, except by permit for necessary activity.
- (e) The intentional projection of sound from any drum, music, loudspeaker, or other instrument or device onto adjoining or neighboring properties for the purpose of attracting attention by creation of noise to any business, location, performance, show, event, sale, or display.
- (f) Keeping any animal or bird which frequently or for long periods of time makes noises that would tend to disturb or annoy a reasonable person of normal sensitivity in the vicinity.

- (g) The collection of garbage, recyclables, or yard waste between the hours of 7:00 p.m. and 7:00 a.m. in Residential areas.
- (h) The operation of lawn mowers and other domestic power tools outside between the hours of 8:00 p.m. and 8:00 a.m.

Sec. 95.06. – Exceptions.

To the extent that such uses are for a legitimate purpose, the following are excepted from the application of this Article:

- (a) Sound or noise emanating from regularly scheduled outdoor athletic events held any town park, or at any school athletic facility within the town limits, and occurring between the hours of 8:00 a.m. and 10:00 p.m.;
- (b) Sound or noise emanating from concerts and other events held at town facilities and approved by the Town of Beaufort;
- (c) Construction activity performed by or for an agency of government, provided that all equipment is operated in accordance with manufacturer's specifications and is equipped with all noise-reducing equipment in proper condition;
- (d) Sound or noise of safety signals, warning devices, and emergency pressure relief valves;
- (e) Sound from church or school bells or chimes, provided that bells or chimes may not sound for more than five (5) minutes in any hour and may only be heard between the hours of 8:00 a.m. and 7:00 p.m.;
- (f) Sound or noise emanating from street fairs, festivals, or other public celebrations produced, sponsored, or approved by the Town of Beaufort;
- (g) Sound or noise emanating from film and video production activities for which film permits have been issued by the town, provided that all equipment is operated in accordance with manufacturer's specifications and is equipped with all standard noise-reducing equipment in proper condition;
- (h) Sound or noise from lawful fireworks displays;
- (i) Lawnmowers, agricultural equipment, and domestic power tools operated between the hours of 8:00 a.m. and 8:00 p.m., provided that all equipment is operated in accordance with manufacturer's specifications and is equipped with all standard noise-reducing equipment in proper condition;

- (j) Necessary business equipment, provided that such equipment is operated in accordance with manufacturer's specifications, is in good working order, and is equipped with appropriate noise-reducing equipment and any reasonable screening;
- (k) Music during properly permitted parades or military ceremonies;
- (l) The collection of garbage, recyclables, or yard waste between the hours of 7:00 a.m. and 7:00 p.m.;
- (m) Emergency vehicles in the course of performing their official duties; and
- (n) Any other sound authorized by town-issued permit or town contract, to the extent allowed by such permit or contract.

Sec. 91.07. – Noise Violation Based on Sound Level Meters.

- (a) Enforcement of this Article does not require the use of a sound level meter to determine compliance. However, when a sound level meter is used to determine sound levels pursuant to this Article, the standards, instrumentation, personnel, measurement procedures, and reporting procedures shall be as specified in this section, and all terminology not defined in this section shall be in conformance with the ANSI.
- (b) Sound level measurement shall be made with a sound level meter using the A-weighting scale, set on slow response.
- (c) Sound level meters shall be serviced, calibrated, and operated as recommended by the manufacturer and in accordance with regulations prescribed by the police department. Persons using the sound level meter shall be trained in sound level measurement and the operation of sound level measuring equipment.
- (d) Sound level measurements shall be made from within the boundary line of an adjoining or complaining property. Whether the sound level violates the prescribed limits in Sec. 6-33 below will be determined by whether the readings taken within the adjoining or complaining property are in excess of the levels allowed for the zoning area of the property that is the source of the sound.
- (e) Except as specified in (g) below, the sound level measurement shall be averaged over a period of at least one (1) minute for purposes of determining the sound level. Sound levels may not exceed the prescribed level by more than three (3) decibels at any time during the measurement period.

- (f) During sound level measurement, the microphone shall not be positioned so as to create any unnatural enhancement of the measured sound. A windscreen shall be used when appropriate.
- (g) Traffic noise and noise from other sources not connected with the sound being measured shall not be considered in taking sound level measurements.
- (h) In the case of noise that is impulsive or not continuous, the sound level measurement shall be taken over a period of time of at least one (1) minute. Any such sound or noise that exceeds the prescribed level more than two (2) times in a minute shall be deemed to exceed the prescribed sound levels.
- (i) If an officer does not have possession of a department-owned and ANSI-approved sound level meter at the time of responding to a noise complaint, sound level measurements for the purpose of determining violations of this Article may not be taken using any other device, including but not limited to applications on cellular devices or any hand-held personal sound level meters obtained from any other source. The officer shall instead proceed under the other sections of this Article in order to determine whether a noise disturbance is occurring.

Sec. 95.08. – Sound Level Limits by Zoning Area.

MAXIMUM SOUND LEVEL READINGS			
(Waterfront Business District)			
8:00 a.m. to Midnight	75 dB(A)	Midnight to 8:00 a.m.	60 dB(A)
(Residential)			
8:00 a.m. to 8:00 p.m.	65 dB(A)	8:00 p.m. to 8:00 a.m.	50 dB(A)
(Commercial/Industrial)			
7:00 a.m. to Midnight	75 dB(A)	Midnight to 7:00 a.m.	60 dB(A)

Sec. 91.09. – Noise Permits.

- (a) A noise permit shall be obtained in advance for any activity where the sound level to be produced exceeds or should be reasonably expected to exceed the sound level limits or time limits set out in this Article on any other property.
- (b) Any application for a permit under this section shall be submitted to the Beaufort Town Clerk at least ten (10) Town business days in advance of the planned use, except for a necessary activity. The application shall designate a responsible person who shall be in control of the sound producing or sound amplification equipment or the contact person for the event, and who will ensure that the equipment or event complies with the terms of the permit.
- (c) The Chief of Police or his/her designee shall have the ability to alter the times allowable under the permit and the acceptable sound levels allowed under the permit. Except in the case of necessary activities, the Chief of Police shall not extend the allowable time limit for a prohibited or excepted activity by more than one (1) hour, or increase the allowable sound level for any activity by more than ten (10) decibels over the sound level limits otherwise allowed in this Article.
- (d) In the Town Manager’s discretion and after consultation with the Chief of Police or his/her designee, the Town Manager shall have the ability to alter the allowable time limit for a prohibited or excepted activity by more than one (1) hour, or increase the allowable sound level for any activity by more than ten (10) decibels over the sound level limits otherwise allowed in this Article.
- (e) No more than thirty (30) days of events, consecutive or otherwise, may be applied for using any single permit.
- (f) If multiple events are applied for using the same permit, in no case shall the time allowed between the first event on the permit and the last event on the permit be more than one (1) calendar year.
- (g) The following criteria shall be considered in the determination of whether to grant or deny an application for a noise permit:
 - (1) The use and activities permitted by the zoning regulations in such areas;
 - (2) The intensity of sound levels regularly produced by activities and devices in such areas;
 - (3) The time at which the sound amplification will occur;
 - (4) The duration of the requested amplification;

- (5) The proximity of the requested activity to commercial buildings and residential dwellings, and the density of the surrounding commercial and residential areas;
 - (6) The history of verified complaints generated by previous activities similar in nature and context;
 - (7) The history of noise complaints against the applicant from adjoining or neighboring properties;
 - (8) Whether the sounds produced by such devices and activities are plainly audible, recurrent, intermittent, impulsive, or constant;
 - (9) Failure to complete the application properly; and
 - (10) The necessity of the requested amplification.
- (f) If an applicant is denied a permit under this section, the reasons for denial shall be set forth in writing and furnished to the applicant. If an applicant believes the denial is improper for any reason, the applicant shall promptly submit a copy of the denied permit application, together with a short statement of the reasons he believes he is entitled to a permit, to the Town Manager or his/her designee. The Town Manager shall have the discretion to review the appeal and grant the permit, upon his determination that the applicant has made a substantial showing of entitlement, with any conditions or amendments to the permit that the Town Manager deems to be in the best interest of the public and the Town.
- (g) A violation of any section of this Article that results in either a civil fine or a criminal penalty, may also be the basis for revocation of any permit, in the discretion of the police officer responding to the noise complaint, upon consultation with his supervising officer.

Sec. 91.10. – Noise Violations Not Based on Sound Level Meters.

- (a) Any police officer responding to a noise complaint may, in the officer’s discretion, issue a civil citation or enforce any other penalties under this Article if the officer determines that a noise disturbance, as defined in Sec. 91.04, does exist.
- (b) An officer does not have to use a sound level meter or actually witness the sound or noise personally in order to take enforcement action under this section. Citations may be issued based upon statements and evidence obtained from complaining witnesses when the officer determines that such evidence is reliable, appropriate, and sufficient.

- (c) It shall be a violation of this Article for any person to communicate a noise complaint to any Town staff or official, using the 911 system or otherwise, for the purpose of harassing the subject of the complaint, and knowing or having reason to know that no noise disturbance actually exists or existed.
- (d) Factors to consider in determining whether a noise disturbance exists include, but are not limited to, the following:
 - (1) The volume of the noise;
 - (2) The intensity of the noise;
 - (3) Whether the nature of the noise is usual or unusual;
 - (4) Whether the origin of the noise is natural or unnatural;
 - (5) The volume and intensity of the background noise, if any;
 - (6) The proximity of the noise to residential sleeping facilities;
 - (7) The nature and zoning of the area from which the noise emanates;
 - (8) The density of the inhabitation of the area from which the noise emanates;
 - (9) The time of the day or night the noise occurs;
 - (10) The duration of the noise;
 - (11) Statements of any complaining witnesses, including any pictures or audio/video documentation produced by complaining witnesses; and,
 - (12) Whether the noise is recurrent, impulsive, intermittent, or constant.

Sec. 91.11. – Owner/Occupant Responsibility.

- (a) Penalties for violations of this Article may be assessed against persons responsible for either the premises or the sound source.
- (b) All persons responsible for either the premises or the sound source who are actively or constructively present at the time of the violation shall be listed on the same citation, and shall be jointly and severally responsible for any such violation.
- (c) An absentee owner shall be responsible for any actions by tenants, guests, or other licensees that constitute third or subsequent violations of this Article.
- (d) No absentee owner shall be liable unless such owner has already been notified of first or previous violations of the Article, and further provided that such first or previous violations shall have occurred within the previous twelve-month period. Notice of any

first or previous violations pursuant to this paragraph shall be effected by registered or certified mail.

- (e) No absentee owner may be subjected to criminal liability under this section.
- (f) The person responsible for any premises shall be responsible and liable for any violations of this Article by tenants, guests, or licensees on the premises if the person responsible is actively or constructively present at the time of the violation.
- (g) Any person responsible for causing a violation of this Article on or at any commercial establishment shall be liable for any civil or criminal remedy which may be imposed by this Article.
- (h) Any person in charge of, and physically present, at any commercial establishment shall also be liable for any civil or criminal remedy which may be imposed by this Article.
- (i) It is no defense to either civil or criminal liability of the person in charge of a commercial establishment that a violation of this Article was caused by a tenant, guest, invitee, permittee, or licensee.

Sec. 91.12. – Noise Violation Appeal Process.

- (a) Any person issued a civil penalty under the provisions of this Article may appeal by filing an appeal in writing to the Chief of Police within ten (10) calendar days after the civil penalty is issued. The written appeal shall state all reasons that the civil penalty was wrongly applied and shall include all supporting documentation that the appellant contends supports the appeal.
- (b) If a person files a written appeal within the time provided in this section, the penalty being appealed shall be stayed pending the decision of the Chief of Police.
- (c) The Chief of Police, or his/her designee at the rank of Bureau Commander or higher, shall issue a written determination, within ten (10) working days of receipt of the written appeal, stating whether the disputed civil penalty will be approved without change or modified or reversed.
- (d) All decisions shall be served on the petitioner.
- (e) The determination of the Chief of Police, or his/her designee, is final, subject to appeal only in the Superior Court of Carteret County by proceedings in the nature of certiorari, such appeal to be filed within thirty (30) days of the date the adverse decision was mailed.



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 Work Session
4:00 PM September 28, 2020**

AGENDA CATEGORY: Items for Discussion and Consideration
SUBJECT: Short Term Rental Regulations

BRIEF SUMMARY:

At this year’s retreat the Board decided to pursue zoning amendments that will regulate short term rental properties (see attached presentation from retreat). An outline of potential regulations for both homestay and whole house lodging is provided for discussion and review.

If the Town Board desires to enact these or other short term rental regulations, then it should send them to the Planning Board to follow the usual process for zoning ordinance amendments.

REQUESTED ACTION:

Discussion and review; consider sending proposed short term rental regulations to the Planning Board for action.

EXPECTED LENGTH OF PRESENTATION:

15 minutes

SUBMITTED BY:

John Day, Town Manager

BUDGET AMENDMENT REQUIRED:

No



Short Term Rentals

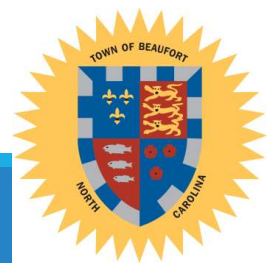
WHY SHOULD THEY BE REGULATED?

HOW CAN THEY BE REGULATED?

Short Term Rental (STR) - Definition

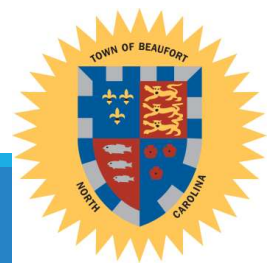
Rental of a residence (or part thereof) to a transient lodger for a limited duration, usually less than 30 days

- Homestay: owner occupied. Owner is on-site while rooms/detached cottage is rented to guest
- Whole-house: no primary resident; entire property is rented to guests



Why Regulate?

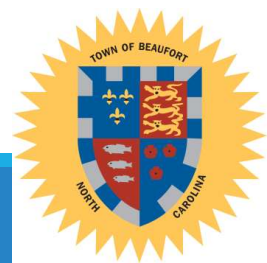
- Maximizes Housing Availability and Affordability
- Preserve Neighborhood Character
- Provides for Health and Safety
- Generates Occupancy Tax Revenue
- Provides Regulatory Consistency



Statutory Considerations - Regulations

STRs subject to Vacation Rental Act & Periodic Inspection Statutes, which prohibit:

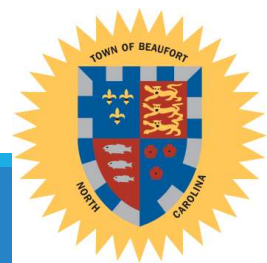
- Local ordinances that require a permit to lease STRs
- Requiring owners to enroll in any governmental program in order to get certificate of occupancy
- Levying a special fee or tax on STRs that are not levied on other commercial and residential property



Statutory Considerations - Regulations

STRs may be regulated through zoning and development ordinances:

- Restrict to certain zoning districts
- Operational guidelines – parking capacity, occupancy limits, noise restrictions, responsible party designation, health & safety inspections, etc.
- Quantitative regulations – capping the number of units in a district or multi-unit building



Discussion



Short Term Rentals Outline of Proposed Regulations

Regulation of short term rental properties is proposed to be divided into two categories: 1) Homestay Lodging, and 2) Whole House Lodging.

Homestay Lodging

Definitions:

Homestay lodging - A private, resident-occupied dwelling unit, with up to two guest rooms where overnight lodging accommodations are provided to transients for compensation for a maximum continuous period of twenty-nine (29) days, that does not include serving food, and where the use is subordinate and incidental to the main residential use of the building. The dwelling unit must serve as the host's principal residence.

Homestay host: A permanent, full-time resident of a property who is present during the homestay term for the entire time lodgers are staying on the property. The host may be temporarily absent from the property for purposes related to normal residential activities, such as shopping, working, attending classes, etc.; however, a host must be at the property overnight when lodgers are present.

Principal residence: The domicile where an individual has a true, fixed, permanent home and principal establishment, and to which place, whenever absent, the individual has the intention of returning. A principal residence is the one a person: 1) uses as his/her voting address; and 2) uses as the address on one of the following: his/her federal and state tax returns, military purposes, passport, vehicle registration, insurance policy, driver's license, bank account, or any other bill or item that requires a response; and 3) occupies for at least one hundred eighty-three (183) days during a calendar year.

Regulations:

Homestay uses are permitted in single-family and multi-family zoning districts. (OPTION: provide greater limitations, or lesser limitations)

Homestay lodging uses shall only be allowed in lawfully permitted dwelling units serving as the principal residence of a host. Only a property owner may register a homestay lodging; however, the principal resident may act as a host. Homestay lodging uses do not include bed and breakfast lodging uses.

- 1) Permitting.
 - (a) A property owner shall apply for a zoning permit with the Town of Beaufort Planning and Inspections Department.
 - (b) Zoning permits are restricted to a property owner, who shall provide proof of possession of the registered premises, and to natural persons only. A host may be the property owner or another principal resident.
 - (c) A permit number shall be assigned to each registered establishment, which shall be clearly noted along with any advertisement for lodging.

- (d) Homestay lodging existing prior to the enactment of this ordinance shall be subject to a one year amortization period and to the non-conforming use requirements of the Land Development Ordinance.
- 2) The maximum number of guest rooms allowed shall be two in a single dwelling unit, and the maximum occupancy shall be two people per guest room. Accessory structures shall be considered a single guest room.
- 3) Parking:
 - (a) The host shall issue a parking placard to each guest parking on site.
 - (b) Guest parking shall be restricted to behind the plane of the front facade of the home, except that an existing improved parking surface on the property existing at the time of the adoption of this ordinance may also be used.
 - (c) No more than one (1) motor vehicle per rented guest room shall be parked onsite at any time.
- 4) The use provisions are not subject to variance by the board of adjustment.
- 5) Any property owner who receives a permit for homestay lodging, as well as any host, shall: 1) be responsible for ensuring compliance with all federal, state, and local laws, including, but not limited to tax code, building code, fire code, and environmental health regulations for the level of occupancy of the homestay; 2) not allow any party, event, classes, weddings, receptions, or other large gatherings on the premises.
- 6) Property owners who provide homestay lodging are responsible for keeping in full force and effect during all times the dwelling unit is used as a homestay lodging commercial general liability insurance with a total limit of not less than \$500,000 each occurrence for bodily injury and property damage.
- 7) Homestay lodging hosts shall maintain records demonstrating that the home is a host's primary residence, the dates of rental for the previous three hundred sixty-five (365) days, and the number of renters. Such records shall be made available, upon request, to the Town.
- 10) Written notice shall be conspicuously posted inside each short-term lodging unit setting forth the following information:
 - (a) The name and telephone number of the host.
 - (b) The address of the lodging, the maximum number of overnight occupants, and the day(s) established for garbage collection.
 - (c) The non-emergency phone number of the Town of Beaufort Police Department.
 - (d) The annual registration documentation.
 - (e) That parties, events, classes, weddings, receptions, and other large gatherings are not permitted.

Whole House Lodging

Definitions:

Whole-house lodging – A private residential dwelling unit in which the entire dwelling unit is provided for overnight lodging accommodations to transients for compensation for a maximum continuous period of twenty-nine (29) days, and in which no food is provided.

Regulations:

Whole-house lodging establishments are permitted in all single family and multifamily residential zoning districts subject to the following conditions (OPTION: provide greater limitations, or lesser limitations) :

- 1. Each whole-house lodging establishment shall meet the minimum separation distance from any other residentially-zoned whole-house lodging establishment or any properly permitted bed and breakfast lodging also within a residential zoning district, as measured from parcel line to parcel line. The total number of permitted uses shall be limited by a cap.

The separation distances shall be 400 feet, with a cap of no more than 2% of the total number of residentially-zoned parcels within each zoning district.

- 2. Such uses shall require a local operator, available 24 hours per day, within 20 miles of the subject property.
- 3. Permitting.
 - (a) The property owner shall apply for a zoning permit for each establishment with the Town of Beaufort Planning and Inspections Department.
 - (b) The owner shall provide proof of possession of the applicant premises.
 - (c) A zoning permit number shall be assigned to each permitted whole house lodging, which shall be clearly noted along with any advertisement for lodging.
 - (d) Zoning permits are limited to natural persons only and no person shall be eligible for more than one permit for a whole-house lodging in any residential district.
 - (e) Whole house lodging existing prior to the enactment of this ordinance shall be subject to a one year amortization period and to the non-conforming use requirements of the Land Development Ordinance.
- 4. Parking:
 - (a) The local operator shall issue a parking placard to each guest parking on site.
 - (b) One (1) off-street, on-site parking space shall be provided for each bedroom.
 - (c) Guest parking shall be restricted to behind the plane of the front facade of the home, except that an existing improved parking surface on the property existing at the time of the adoption of this ordinance may also be used.
 - (d) No more than one (1) motor vehicle per bedroom shall be parked onsite at any time.

Option:

If off-street parking is not available on site, shared parking or rented spaces in a private or municipal parking lot may be used to satisfy this parking requirement.

Proof of a shared parking plan or rental of spaces shall be included with the zoning permit application. A shared parking plan will be enforced through written agreement among all owners of record. An attested copy of the agreement between the owners of record must be approved by the town attorney and submitted to the city for recordation on forms made available in by the Town. Recordation of the agreement must take place before issuance of a zoning permit for any short-term lodging use to be served by the off-site parking area.

5. The use provisions of this section are not subject to variance by the board of adjustment.
6. Any property owner operating whole-house lodging shall 1) be responsible for ensuring compliance with all federal, state, and local laws, including, but not limited to tax code, building code, fire code, and environmental health regulations for the level of occupancy of the lodging and 2) not allow any party, event, classes, weddings, receptions, or other large gatherings on the premises.
7. Property owners registering a whole-house lodging are responsible for keeping in full force and effect during all times the unit is used as a whole-house lodging commercial general liability insurance with a total limit of not less than \$500,000 each occurrence for bodily injury and property damage.
8. Operators of whole house lodging shall maintain records listing the local operator, the dates of rental for the previous three hundred sixty five (365) days, and the number of renters. Such records shall be made available, upon request, to the Town.
9. Written notice shall be conspicuously posted inside each whole house lodging unit setting forth the following information:
 - (a) The name and telephone number of the operator.
 - (b) The address of the lodging, the maximum number of overnight occupants permitted, and the day(s) established for garbage collection.
 - (c) The non-emergency phone number of the Town of Beaufort Police Department.
 - (d) The zoning permit number.
 - (e) That parties, events, classes, weddings, receptions, and large gatherings are not permitted.
10. The operator shall ensure that all refuse is stored in appropriate containers and set out for collection on the proper collection day and that the carts are removed from the street or alley on the scheduled collection day, in accordance with all applicable Town Codes.
11. Preparation and service of food by operators for guests shall be prohibited. No cooking shall be permitted in individual bedrooms.

12. Occupancy shall be limited to two (2) persons per bedroom.