



**Town of Beaufort, NC**

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

**Board of Commissioners Organizational and  
Regular Meeting**

**6:00 PM Monday, December 11, 2023**

**Beaufort Fire Department, 506 Live Oak Street**

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**Presentation of the Colors, Beaufort Fire Department Honor Guard**

**Pledge of Allegiance**

**Call to Order**

**Roll Call**

**Agenda Approval**

**Items of Consent**

1. Meeting Minutes- November 13th
2. FY 2024 Budget Amendment #5
3. Acceptance of the 2023 Town of Beaufort Municipal Election Results

**Administration of Oaths**

1. Sharon E. Harker, Mayor Elect
2. Paula Gillikin, Commissioner Elect
3. John LoPiccolo, Commissioner Elect
4. Sarah Spiegler, Commissioner Elect

**Recognition of Outgoing Commissioners**

**Appointment of Mayor Pro Tempore**

**Mayor/Commissioner Comments**

**Adjourn**



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**Board of Commissioners**  
**Regular Meeting**  
**6:00 PM Monday, November 13, 2023**  
**Train Depot, 614 Broad Street, Beaufort, NC 2851**

**Call to Order/Pledge of Allegiance**

Mayor Sharon Harker called the meeting to order at 6:00 p.m. Mayor Harker advised everyone that there were audio issues and that the livestream was not working nor the microphones.

Mayor Harker led the Board and audience in reciting the Pledge of Allegiance.

**Roll Call**

Town Clerk, Elizabeth Lewis performed roll call.

Mayor Harker and Commissioners Marianna Hollinshed, John Hagle, Melvin Cooper and Bucky Oliver were present. Commissioner Bob Terwilliger was absent.

Mayor Harker asked for a motion to excuse Commissioner Terwilliger from the meeting.

Commissioner Hagle made a motion to excuse Commissioner Terwilliger from the meeting.

The motion carried unanimously.

Town Manager Todd Clark, Town Attorney Arey Grady, Town Clerk Elizabeth Lewis and Deputy Clerk Rachel Johnson were also present.

**Public Comment**

Daphne Littiken, 136 Charles Street, spoke about her concerns with the recently concluded election. She showed a postcard that had been mailed to Beaufort residents and two campaign signs that had small holes in the middle. She admonished negative behaviors associated with the election.

Marji Rawson, 900 Cedar Street, spoke about the election and expressed frustration and disdain about the treatment of commissioner candidate Logan Louis in the community.

John LoPiccolo, 1113 Hammock Lane, spoke about an agenda item, the sale of the property at the Inlet Inn. He cautioned the Board to pause and look at all aspects and urged the Town to look into a bidding process.

**Presentations**

1. FY 2023 Audit Presentation

KoTang Cha Moses of Martin Starnes & Associates made the FY 2023 Audit Presentation. The Town of Beaufort Aduit is on file in the Town Clerk's office and available online under the finance tab at [www.beaufortnc.org](http://www.beaufortnc.org).

Ms. Moses highlighted the varying aspects of the audit and noted that no major issues or areas of concern were found.

The Board thanked her for the presentation and hard work. Moses was asked to send information showing comparisons with other small coastal towns via the Town's Finance Director, Christi Wood, in time for the scheduled Board Retreat on January 30 and 31, 2024.

**Items of Consent**

Mayor Harker asked for a motion to approve the agenda with the removal of item number 3, under Items of Consent.

The agenda was approved unanimously with the change to Items of Consent.

A motion was made to approve the Items of Consent with the removal of item number three, *Local Government Revenue Bond Application Resolutions*. The item was removed under advisement from staff to wait and allow USDA to review bids as the resolutions were specific. Town Manager, Todd Clark stated that additional information on the item was to be provided during the Manager's Report.

Items of Consent were approved unanimously.

- 1. Meeting Minutes- October 9th & 23rd  
Approved
- 2. Capital Project Budget Ordinance for Professional Park Drive Area Stormwater Project  
Approved
- 3. ~~Local Government Revenue Bond Application Resolutions (USDA-Funded Utilities Contracts)~~

**Items for Discussion and Consideration**

1. Consideration of Offer to Purchase- 601 Front Street

Mr. Clark introduced a Consideration of Offer to Purchase- 601 Front Street. He explained the Town of Beaufort currently owned a certain parcel of land located at 601 Front Street, known as part of Lot 3 and all of Lots 5 and 6, Olde Town Beaufort. The property is further identified as Carteret County Parcel Identification Number 730505291706000 and is a portion of the property described in those deeds recorded in Book 483, Page 361, Book 395, Page 324 and Book 393, Page 294 of the Carteret County Registry.

Mr. Clark stated, the property is currently leased to the Inlet Inn as set forth in the terms and provisions of an Amended and Restated Ground Lease Agreement having an effective date of August 1, 2018. As a point of clarification, the Board is advised that the ground lease is for the parcel of land and does not include the building which is owned by the Tervo's.

The lessee has submitted an offer to purchase the property from the Town for the sum of \$1,520,000. The offer also includes an adjoining strip of land that runs parallel to Queen Street and is located between the Town sidewalk and the western boundary of the property. A survey of this strip of land will be required to complete the purchase and will be at the sole expense of the buyer.

As set forth in the Offer to Purchase, the sale will be completed with a cash offering with a closing date on or before 75 calendar days for the Contract Date. The buyer, however, may extend the Closing Date by a period of ninety (90) days upon providing the Town with a written notice of the extension at least two (2) days prior to the original closing date.

The Town Attorney, Arey Grady, and Town Manager, Todd Clark, received questions from the Board of Commissioners.

Commissioner Hollinshed clarified that no waterfront property is involved in the transaction.

Commissioner Hagle reiterated the property is not waterfront. He stated the offer appeared to be fair.

Commissioner Oliver discussed the history of the property and how it came into existence between a public-private partnership in the mid-1980s, with forward thinking by the then Town of Beaufort Commissioners. He discussed the terms of the lease and the revenue to the Town. He stated he also found the offer to be fair.

Commissioner Hagle made a motion to approve the offer as presented.

The motion carried unanimously.

**Public Hearing**

1. Case #21-13 (160-D Ordinance Revisions)

A motion was made by Commissioner Hollinshed to open the public hearing for Case #21-13 (160-D Ordinance Revisions).

The motion passed unanimously.

Planning Director, Kyle Garner explained that the document and proposed changes had been reviewed in depth by the Planning Board.

Mr. Grady reviewed the proposed changes needed to the Town's Land Development and Subdivision Ordinance. He went section by section and outlined necessary updates to be in compliance with NC General Statute 160-D. Changes include procedural items, definitions, wording and organizational procedures.

Mr. Grady stated that overall, Beaufort was ahead of the requirements and was already doing a lot of the things that are now required. He explained it is more just aligning the Town's words with the General Assembly's words. The 160-D update includes procedures for quasi-judicial proceedings, administrative warrants, and conflicts of interest.

Mr. Grady noted the Town has been operating in a way that has been consistent with 160-D throughout the years, even before 160-D was adopted.

There was discussion about changes to mobile home zoning, short-term rentals, and affordable housing. Mr. Grady directed that these issues are addressed in the ordinance update as well as in Town policies.

Commissioner Cooper raised some questions about enforcement and noted he wants to see the Board put some teeth into code enforcement.

Commissioners Hollinshed and Hagle both expressed thanks for the level of detail the update undertook.

Commissioner Oliver asked Mr. Grady where he thought the Town was in the risk of the state exerting different or opposing zoning requirements that might be divergent from what we have as a town.

Mr. Grady explained he could not predict what the General Assembly may do in the future.

Mayor Harker asked for clarification on conflict of interest regarding a member of the Board of Commissioners serving on a board that the Board of Commissioners gives money to.

Mr. Grady explained that there are now penalties for Board members acting in a way that is a conflict of interest. He advised Board members should recuse themselves from voting on such items and if the Commissioner does not excuse themselves, then it is the responsibility of the Board to vote to have the member refrain from voting.

Commissioner Hagle made a motion to open the floor for public comment.

There were no comments from the public.

Commissioner Hagle made a motion to approve the 160-D ordinance revisions as presented in Case #21-13.

The motion passed unanimously.

**Manager’s Report**

Mr. Clark gave a Manager's Report for the month. *Manager's Reports may be found online at [www.beaufortnc.org](http://www.beaufortnc.org) under the Mayor's Corner.*

Mr. Clark discussed the USDA resolutions which were removed from the consent agenda. He went over the bids the Town received for the projects. He noted the below information:

Contract one was for wastewater improvements. This was a combination of grants and loans that we had an offer funding for USDA. The only and lowest bid received for wastewater or sewer was \$14,460,750. The engineers estimate in January of this year was \$9,841,442. This demonstrates that there's been great volatility in the market and materials and labor. The USDA funded amount, which was for construction and contingency that did not include engineering and permitting; but the amount allocated for wastewater from USDA was \$9,449,847.

For contract two, this was water distribution system improvements. This was the only we had no offer of grant funding. The lowest of two bids was \$6,928,934. The engineer's estimate in January was \$8,689,544 and the USDA funded amount was \$6,437,765. So clearly, we knew that the amount of funding was scheduled to be short of the engineer's estimate.

Contract three was stormwater collection system improvements. We had one bid, that was \$4,695,901. The engineer's estimate in January was \$3,685,717. USDA funded portion of construction was \$2,742,060.

Mr. Clark noted Town staff plans to bring this back to the board at a future meeting, as they continue to work with USDA.

Mr. Clark shared the Comprehensive CAMA Land Use Plan public comment period is open until December 7, 2023 and explained the plan can be reviewed at [www.beaufortnc.org/future](http://www.beaufortnc.org/future), while comments can be emailed to the Division of Coastal Management District Planner.

Other highlights from the Manager's Report included the Mayor's Conservation Plan, upcoming holiday events, dredging, bids for the George Street and Fairview drive project, ongoing items of business.

Mr. Clark advised the Board there were not any items for the November 27<sup>th</sup> Work Session.

Mayor Harker deemed Board consensus to cancel the November 27, 2023 meeting.

Commissioner Hagle commended Town staff for all the work they have been doing on repairing infrastructure.

Commissioner Oliver discussed the audit, talked about the liquidity of the Town's funds and advised the current Board to leave the incoming board with funding to make decisions. He also stated he would like to see the Town spend money on the audio equipment at the Train Depot and allocate \$50,000 for the upgrades.

Mayor Harker asked Commissioner Oliver if he would like to make that a motion.

Commissioner Oliver made a motion to set aside \$50,000 to get a fully qualified audio/visual system, pending a proposal which will be developed by the Town staff, with a budget amendment to follow.

The motion was approved unanimously.

Commissioner Oliver discussed the postcard referenced in public comment and stated that there should be no question that the Board was not upset by the action, noting that they do not support it.

**Mayor/Commissioner Comments**

Commissioner Cooper expressed disdain for the postcard distributed during the election. He also talked about a whale that had been found recently that died due to a balloon in its stomach stating that highlights the Mayor's Conservation Program and the need to keep plastic out of the water. He congratulated Mount Zion Church on their 158th Anniversary in Beaufort. He talked about Thanksgiving and wished travelers safety. He also congratulated Rett Newton on his dissertation. He noted Carteret County Board of Education was doing an excellent job.

Commissioner Hollinshed expressed happiness at the completion of paving on Cedar Street. She congratulated the candidates saying it is not easy putting yourself out there. She said it is nice to see all the campaign signs come down. She expressed thanks to the staff for the 160-D updates.

Commissioner Hagle commends all the time and effort put into Cedar Street. He discussed plastics from the perspective of someone who worked in the plastics industry for a long time, suggesting not all plastics are bad, but noted we do want to keep it out of our storm drains and waterways. His safety message was about cooking fires; be careful around the kitchen, do not leave the stove unattended.

Commissioner Oliver did not have any additional comments.

Mayor Harker stated Beaufort is special to her. She is celebrating the paving of Cedar Street that has been a long time coming. She noted the Town was better than the derogatory postcards, pointing out there have been others. She expressed thanks to all who participated in the Loaves and Fishes 5K and all veterans. She congratulated the commissioner elects and thanked everyone who put their name into the hat. She expressed congratulations to former Mayor Rett Newton, noting he has always been devoted to Beaufort; she wished him well on his endeavors. She also commended the 160-D updates and wished everyone a Happy Thanksgiving.

**Closed Session**

- 1. Pursuant to NCGS 143-318.11 (a) (3)  
 Mayor Harker noted the need to go into closed session Pursuant to NCGS 143-318.11 (a) (3) to consult with the attorney regarding the O'Neal vs. Town of Beaufort case.

Commissioner Hagle made the motion to go into closed session.

The motion was approved unanimously.

**Adjourn**

Commissioner Hagle made a motion to adjourn the meeting at 8:30 p.m.

The motion was approved unanimously.

*Minutes prepared by Deputy Clerk Rachel Johnson.*

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Mayor, Sharon E. Harker

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Town Clerk, Elizabeth Lewis



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**Board of Commissioners  
Regular Meeting  
6:00 PM – Monday, December 11, 2023**

**AGENDA CATEGORY:** Items of Consent

**SUBJECT:** FY 2024 Budget Amendment #5

**BRIEF SUMMARY:**

- This amendment requests the appropriation of General Fund – Fund Balance for audio visual equipment repairs/updates in the Train Depot up to \$50,000.

**REQUESTED ACTION:**

Consider approving Budget Amendment #5

**EXPECTED LENGTH OF PRESENTATION:**

5 minutes

**SUBMITTED BY:** Christi Wood – Finance Director

**BUDGET AMENDMENT REQUIRED:** Yes





**TOWN OF BEAUFORT  
FY 2024 BUDGET AMENDMENT #5**

WHEREAS, the Town of Beaufort adopted its Fiscal Year 2024 Budget through Ordinance on June 12, 2023, and

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

BE IT THEREFORE ORDAINED that the Board of Commissioners amends the Fiscal Year 2024 Budget as follows:

**SECTION I: GENERAL FUND**

This amendment requests the appropriation of General Fund – Fund Balance for audio visual equipment repairs/updates in the Train Depot up to \$50,000.

**A. REVENUE**

<b>INCREASE</b>	
APPROPRIATED FUND BALANCE .....	\$ 50,000
<b>TOTAL INCREASE</b> .....	<b>\$ 50,000</b>

**B. EXPENDITURES AUTHORIZED BY DEPARTMENT**

<b>INCREASE</b>	
PUBLIC WORKS .....	\$ 50,000
<b>TOTAL INCREASE</b> .....	<b>\$ 50,000</b>

**SECTION VI: DISTRIBUTION**

Copies of this ordinance shall be furnished to the Town Manager and Finance Officer to be kept on file for their direction in the disbursement of funds.

Adopted this 11th day of December, 2023

ATTEST:

\_\_\_\_\_  
Elizabeth Lewis  
Town Clerk

\_\_\_\_\_  
Sharon E. Harker  
Mayor



2023 MUNICIPAL ELECTION  
11/07/2023  
ABSTRACT OF VOTES  
FOR  
CARTERET COUNTY, NORTH CAROLINA

INSTRUCTIONS

The county board shall prepare abstracts of all the ballot items in triplicate originals. The county board shall retain one of the triplicate originals, and shall distribute one each to the city or town clerk for the municipality and the State Board of Elections. The State Board of Elections shall forward the original abstract it receives to the Secretary of State. (GS § 163-182.6)

STATE OF NORTH CAROLINA  
COUNTY OF CARTERET

The County Board of Elections for said county, having opened, canvassed, and judicially determined the original returns of the election in the precincts in this county, held as above stated, do hereby certify that the attached is a true abstract thereof, and contains the number of legal ballots cast in each precinct for each office or referendum named, the name of each person or choice voted for, their party affiliation (where applicable), and the number of votes cast for each person or choice for the item named.

This is the 17th day of November, 2023.

Walter J. J. J.  
Board Member

Susan Cuthrell  
Board Chair

Marahl A. Little  
Board Member

Jessette Reese  
Board Secretary

Lucia Bond  
Board Member

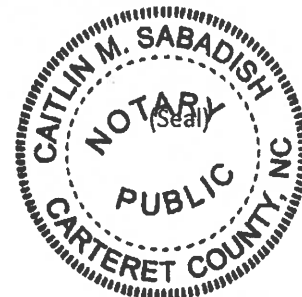
This day personally appeared before me, SUSAN CUTHRELL, Chairman of the County Board of Elections, who being duly sworn, says the abstract of votes herein contained is true and correct, according to the returns made to said Board.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed my notarial seal this the 17th day of November, 2023.

Caitlin M. Sabadish  
Official Signature of Notary Public

CAITLIN M. SABADISH  
Printed/Typed Name of Notary Public

My Commission Expires: 05-08-2028



November 07, 2023 Municipal Election Results by Contest

Contest	Choice	Party	Total Votes	Election Day	One Stop	Abs Mail	Provisional
TOWN OF ATLANTIC BEACH MAYOR	Danny Navey		262	223	39	0	0
TOWN OF ATLANTIC BEACH TOWN COUNCIL	Austin Waters		235	202	33	0	0
	Harry Archer III		222	194	28	0	0
	Joey Dean		207	175	32	0	0
	Joey Starling		206	175	31	0	0
	Renea Baker		204	178	26	0	0
TOWN OF BEAUFORT MAYOR	Sharon Harker		1,080	366	707	5	2
TOWN OF BEAUFORT COMMISSIONER	Paula C. Gillikin		935	284	644	6	1
	John LoPiccolo		802	196	394	10	2
	Sarah Spiegler		517	203	310	3	1
	Logan (Logan Louis) Jones		468	177	288	1	2
	Jessica Sabiston		443	159	279	3	2
	Susan Sanders		339	107	224	8	0
	Ralph Merrill		313	95	214	3	1
	Wendy Davidson		124	44	79	1	0
	Heather Ray Walker		118	45	71	2	0
TOWN OF CAPE CARTERET MAYOR	Will Baker		442	223	213	6	0
	David Figowy (Write-In)		6	1	5	0	0
TOWN OF CAPE CARTERET COMMISSIONER	Courtney Barnhill		306	134	170	2	0
	John P. Ritchie		274	142	129	3	0
	Cameron Watts		242	131	108	3	0
	Heather Grainger		235	95	139	0	1
	Roy Fish		216	121	89	6	0
	Jeff Waters		215	99	111	4	1
	Gheorghe Cormos		37	21	15	0	1
TOWN OF CEDAR POINT MAYOR	Scott Hatsell		160	109	48	1	2
TOWN OF CEDAR POINT COMMISSIONER	Frankie Winberry		148	99	46	1	2
	Gary Alan Bray		147	102	41	1	3
TOWN OF EMERALD ISLE COMMISSIONER	Roy Dudley Brownlow		988	575	410	1	2
	Josh Sawyer		773	439	329	3	2
	Jay Wootten		649	362	285	1	1
	Alesia Sanderson		544	317	223	4	0
	Jamie Vogel		305	180	123	2	0
	Terri Brett		274	160	113	1	0

CARTERET COUNTY

3.

Contest	Choice	Party	Total Votes	Election Day	One Stop	Abs Mail	Provisional
TOWN OF EMERALD ISLE COMMISSIONER	Jeff Ward		244	137	104	2	1
	Christopher Mitchell		220	140	80	0	0
	Thomas (Tom) Rule		198	93	102	3	0
	Taney Browder		163	99	62	2	0
	Travis Speight		62	41	21	0	0
TOWN OF MOREHEAD CITY COUNCIL MEMBER	Lee Anthony Stiles		642	489	148	4	1
	Bill Taylor		636	472	163	1	0
	Richard Abell		556	390	162	3	1
	Keri McCann		525	402	122	0	1
	David Walker		512	375	135	2	0
	Melissa (Missy) Oden		507	371	130	4	2
	Alyce Kelly		393	281	112	0	0
	Garland Terry		309	234	72	2	1
	Tim Wilson		236	188	68	0	0
	Wyatt Rike		43	38	5	0	0
	Adam Flora		25	21	4	0	0
	TOWN OF NEWPORT COUNCIL MEMBER	Brenda Culbreth Harris		282	135	141	6
Timmy Quillen			258	172	81	5	0
Ralph E. Williams, Jr.			253	112	137	4	0
Rhonda Shinn			192	126	62	4	0
Kim B. Mullins			171	85	79	7	0
Danny Fomes			139	81	51	7	0
Anna Buffaloe			68	30	35	3	0
Tristan Thomas			212	110	98	4	0
TOWN OF NEWPORT COUNCIL MEMBER (UNEXPIRED)	Jeanne Benedict		166	103	57	6	0
	Michael Struempf		96	45	49	2	0
	Michael Struempf		96	45	49	2	0
TOWN OF PINE KNOLL SHORES MAYOR	John R. Brodman		523	399	113	11	0
	John Ferguson (Write-In)		11	6	4	1	0
	Robert Cox (Write-In)		5	3	2	0	0
TOWN OF PINE KNOLL SHORES COMMISSIONER	DeVan Barbour III		381	301	72	8	0
	John D. Ferguson		352	266	79	7	0
	Suzanne Wheatcraft		288	232	50	6	0
	Larry Corseello		84	66	14	4	0
	Ken Rozewski		66	48	17	1	0
TOWN OF BOGUE MAYOR	Robert O'Chat		50	39	11	0	0

CARTERET COUNTY

Contest	Choice	Party	Total Votes	Election Day	One Stop	Abs Mail	Provisional
TOWN OF BOGUE COUNCIL MEMBER	Michael J. Crose		46	36	10	0	0
	Alber Lee Taylor		46	36	10	0	0
	John Dale		42	32	10	0	0
TOWN OF INDIAN BEACH COMMISSIONER	Elizabeth (Dale) Williford		20	17	2	1	0
	Ryan Kelley		18	15	2	1	0
TOWN OF PELETIER MAYOR	Dale Sowers		167	117	50	0	0
	Larry Rhue		84	37	47	0	0
TOWN OF PELETIER TOWN COUNCIL	Raymond (Sonny) Mason		158	105	51	0	0
	David Bragg		139	96	43	0	0
	River Clark		82	45	37	0	0
	Garrey Burroughs		73	29	44	0	0
TOWN OF PELETIER TOWN COUNCIL (UNEXPIRED)	Walter Vinson		140	97	43	0	0
	Kevin A. Jones		67	32	35	0	0
	Richard Earl Bright		27	18	9	0	0
	Ronald E. Morgan		7	2	5	0	0
	Robert Terry		5	3	2	0	0

CARTERET COUNTY