



ORIGINAL

**BELVILLE BOARD OF COMMISSIONERS
REGULAR MEETING MINUTES**

June 24, 2024

Board of Commissioners Present:

Mike Allen, Mayor
Ryan Merrill, Commissioner
Hunter Smith, Commissioner

Board of Commissioners Absent:

Chuck Bost, Mayor Pro Tem
Morgan Mehler, Commissioner

Staff Present:

Athina Williams, Town Manager
Sharon Niemann, Town Clerk
Brenda Williams, Finance Clerk
Kerry Wooding, Deputy Finance Officer
Chad Staradumsky, Town Planner
Jace Sanchez, Admin Assistant
Ian McLeod, Event Coordinator
Brenda Hewlett, Admin. Support Specialist
Kemmy Goodson, Town Accountant
Norwood Blanchard, Town Attorney
Eli Sylvester, Planning Intern

Others Present to Address the Board:

Jon Blasco, WithersRavenel Senior Project Manager (via telecommunications)

ITEM # 1 – CALL TO ORDER

Mayor Mike Allen called the June 24, 2024, Regular Meeting to order at 6:30 p.m., welcomed all. A quorum was present.

ITEM #2 – INVOCATION / PLEDGE OF ALLEGIANCE

ACTION – Mayor Allen led the invocation asking for protection of our citizens and of our Town, followed by the Pledge of Allegiance to the flag.

ACTION – Commissioner Ryan Merrill **MADE THE MOTION** to excuse Mayor Pro Tem Chuck Bost, and Commissioner Morgan Mehler from the meeting. **VOTE WAS UNANIMOUS.**



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ITEM #3 – APPROVAL OF THE AGENDA

ACTION - Commissioner Hunter Smith **MADE THE MOTION** to approve the agenda. **VOTE WAS UNANIMOUS.**

ITEM #4 – APPROVAL OF CONSENT AGENDA

- a. Approval of the May 20, 2024, Regular Meeting Minutes.
- b. Tax Collector Report
- c. Finance Report
- d. Code Enforcement Report / Street Maintenance Report
- e. After Action Report – Memorial Day Ceremony
- f. After Action Report – Youth Fishing Day
- g. **R24-23 Resolution by the Belville Board of Commissioners Declaring June as National Migraine and Headache Awareness Month**
- h. **R24-24 Resolution by the Belville Board of Commissioners Declaring July as Parks and Recreation Month**

ACTION – Commissioner Ryan Merrill **MADE THE MOTION** to approve the Consent Agenda. **VOTE WAS UNANIMOUS.**

ITEM #5 – PUBLIC COMMENTS

No one was present who wished to speak.

ITEM #6 – PUBLIC HEARING

a. Town Manager Athina Williams introduced the Budget and asked Town Accountant Kemmy Goodson to present the figures. The budget originally presented was \$4,885,900. We now have a total of \$4,895,332. Mr. Goodson shared a schedule of expected revenues and expenses for the FY beginning July 1, 2024, and ending June 30, 2025.

Mayor Allen praised the staff for all their hard work on the budget and asked for a motion to open the Public Hearing.

ACTION – Commissioner Hunter Smith **MADE THE MOTION** to open the Public Hearing. **VOTE WAS UNANIMOUS.**

There was no one in attendance who wished to speak at the Public Hearing.

ACTION – Commissioner Ryan Merrill **MADE THE MOTION** to close the Public Hearing. **VOTE WAS UNANIMOUS.**

ACTION – Mayor Allen **MADE THE MOTION** to approve **ORDINANCE No. 2024-06 - An Ordinance to Appropriate Funds and Raise Revenues for the Fiscal Year Beginning July 1, 2024, and Ending June 30, 2025.** **VOTE WAS UNANIMOUS.**



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Ordinance No. 2024-06 FY 2024-2025 Budget detailing a list of the schedule of appropriated funds is included herewith as an attachment and becomes part of the official minutes.

ITEM #7 – APPOINTMENTS

Mayor Allen notified the public that there were three applicants who are current Planning Board members who re-applied for the three positions: Joe Boyd, Kimberly Ganey-Phillips and Dean St. John. There were no other applicants.

ACTION – Commissioner Ryan Merrill **MADE THE MOTION** to re-appoint Joe Boyd, Kimberly Ganey-Phillips and Dean St. John for the three vacancies each which will be for a 3-year term beginning June of 2024. **VOTE WAS UNANIMOUS.**

Mayor Allen mentioned that the Planning Board positions are of utmost importance to the Town.

ITEM #8 – PRESENTATIONS

a. Ian McLeod, 2 Year Anniversary

Mayor Allen read Resolution R24-25, and thanked Ian for the outstanding job he has done for the Town, and mentioned we are thinking of you and your family and your recent loss.

ACTION – Commissioner Hunter Smith **MADE THE MOTION** to approve **Resolution R24-25 – A Resolution by the Belville Board of Commissioners Acknowledging Ian McLeod's Second Work Anniversary with Thanks and Appreciation.** **VOTE WAS UNANIMOUS.**

b. Update on the Belville Riverwalk Extension Phase II

Jon Blasco, a Project Manager and Landscape Architect with WithersRavenel joined remotely to share a presentation of the conceptual design of the Riverwalk Phase II. He outlined the design of the natural surface trail, and the boardwalk which extends over the River, including gazebos. He described that it does not have to all be done at once but could be done in phases. We are nearing completion of the drawings, and once that is complete, we can work on compiling an opinion of cost, and will then go through the permitting steps. The total cost would be \$5.3 million. Jon explained how the extension to the gazebo can start on the North or South side, and the boardwalk will be raised in the middle so kayakers could go underneath, and asked if there were any questions. Mayor Allen thanked Jon Blasco for the presentation, and commented that he liked the phased concept, and it was the Mayor's preference that the Northern end be completed first.

ITEM #9 - OLD BUSINESS

a. Update on the Belville Riverwalk Garage

Event Coordinator Ian McLeod disclosed that the plans for the garage started last July, but finally this week, we got the 32x32 ft. garage pad installed, and the 30x30 garage should be completed by the end of the week.



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1. Upcoming Events – Ian McLeod Event Coordinator explained that we are finished with events until September, when we will have the Feast of the Pirates. He described the success of the Food Truck Rodeo, all 15 food vendors, almost sold out, and we have had positive reviews. Commissioner Ryan Merrill suggested that smaller items be sold, such as tapas, which could be more reasonably priced.

b. Street Repairs / Drainage

Eli Sylvester, our planning intern from UNC Chapel Hill updated the board on the Stormwater Feasibility Study. He mentioned that WithersRavenel is partnering with Town Consultant Adrienne Harrington of Smart Moves to gather public input on drainage issues for this study. Eli mentioned how we used social media, WECT and homeowners' associations for outreach. Eli gave a synopsis of the survey findings, and reported on which concerns and potential improvements received the highest support. Mayor Allen thanked Eli for the report and added that the Town is working to improve the stormwater drainage and takes it seriously, and we need to have the support of the citizens who will help to keep it maintained.

c. Vision Retreat

Town Manager Athina Williams conveyed we are in the process of scheduling a Vision Retreat with Glenn Harbeck and Samantha Darlington, and asked the Commissioners to give Chad Staradumsky, Planner, their availability.

ITEM #10 – REGULAR AGENDA

a. FY 2023/2024 Fiscal Year Budget Amendment #2024-BA2

Town Accountant Kemmy Goodson delineated which expenditures had changed over the year, and explained how the general fund would be adjusted. He mentioned that additional sales tax revenue and grant funds received covered this expense.

ACTION – Commissioner Hunter Smith MADE THE MOTION to approve Budget Amendment #2024-BA2. VOTE WAS UNANIMOUS.

b. Interlocal Agreement with Brunswick County and the Town of Belville for Fire Code Administration and Enforcement Services.

Town Manager Athina Williams noted that we had a three-year agreement which has now expired, and we would like to renew it. The Town Attorney Norwood Blanchard reviewed it, and saw that the County could terminate the agreement, but the Town could not, so we added that paragraph.

ACTION – Commissioner Ryan Merrill MADE THE MOTION to accept R24-26 A Resolution by the Belville Board of Commissioners Approving an Interlocal Agreement Between Brunswick County and the Town of Belville. VOTE WAS UNANIMOUS.

c. Dedication of Gregory Road, portions of Backhoe Road and Waterford Business Center Way.

Mayor Allen described the proximity of the area we are dedicating. Commissioner Ryan Merrill commented that even though this took a long time, we are happy to see this project come to fruition.



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Town Manager Athina Williams clarified that the Gregory Poole representative and the attorney representing the owner of the road are in attendance in case we have any questions.

ACTION – Commissioner Ryan Merrill **MADE THE MOTION** to approve **R24-27 A Resolution by the Belville Board of Commissioners Accepting the Offer of Dedication of Certain Streets to the Town of Belville**, amended as we discussed. **VOTE WAS UNANIMOUS.**

The title on the resolution in the agenda packets, needed to be corrected, as it was not an annexation. Attorney Norwood Blanchard, will send a correction.

c. Transportation Update

Mayor Allen updated the public on the Cape Fear Memorial Bridge which is now a priority.

Mayor Mike Allen called for a 5-minute recess.

Mayor Allen called the meeting back into session at 7:45 p.m.

ITEM #10 – CLOSED SESSION

- a. N.C.G.S. § 143-391.11(a)(3) – To consult with the attorney including litigation and N.C.G.S. § 153A-158.1(a) To discuss matters relating to acquisition of property.

ACTION – Commissioner Ryan Merrill **MADE THE MOTION** to go into Closed Session. **VOTE WAS UNANIMOUS.**

ACTION – Commissioner Ryan Merrill **MADE THE MOTION** to come back into Open Session. **VOTE WAS UNANIMOUS.**

ITEM #9 – OTHER ITEMS AND REPORTS

- a. Town Attorney Norwood Blanchard – informed all that in the Closed Session we discussed litigation with Weatherly, USG and Holt.
- b. Board of Commissioners – None
- c. Mayor Pro Tem - None
- d. Mayor – Mayor Allen thanked everyone for attending.
- e. Town Manager – Thanked the staff for their hard work on the budget.

ITEM #10 – ADJOURNMENT

ACTION – Commissioner Ryan Merrill **MADE THE MOTION** to Adjourn the Meeting. **VOTE WAS UNANIMOUS.**

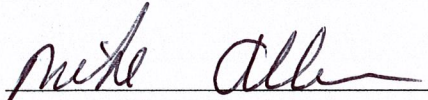
Minutes Compiled by Sharon A. Niemann

SIGNED:

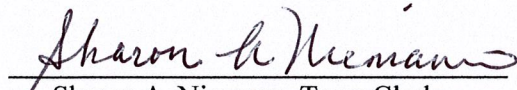


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Mike Allen, Mayor

ATTEST:


Sharon A. Niemann, Town Clerk





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ORDINANCE NO. 2024-06

**AN ORDINANCE TO APPROPRIATE FUNDS AND RAISE REVENUES FOR
THE FISCAL YEAR
BEGINNING JULY 1, 2024 AND ENDING JUNE 30, 2025**

BE IT ORDAINED by the Board of Commissioners of the Town of Belville, North Carolina that:

SECTION ONE: The following amounts are hereby appropriated for the operation of the Town government and its activities for the fiscal year beginning July 1, 2024 and ending June 30, 2025 according to the following schedules:

SCHEDULE A. GENERAL FUND

<u>FUND NUMBER</u>	<u>DEPARTMENT</u>	<u>AMOUNT</u>
10-4110	Governing Body	\$ 159,600
10-4120	Administration	769,540
10-4300	Public Safety	3,500
10-4510	Public Works	357,425
10-4910	Planning & Zoning	1,267,149
10-6130	Parks and Recreation	2,287,618
10-8110	Capital Outlay	50,500
	Total	<u>\$4,895,332</u>



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SECTION TWO: It is estimated that the following revenues will be available during the fiscal year beginning July 1, 2024 and ending June 30, 2025 to make the foregoing appropriations, according to the following schedules:

SCHEDULE A. GENERAL FUND

<u>Fund Number</u>	<u>Source</u>	<u>Amount</u>
10-3112-0110	Ad Valorem Tax-Current	350,000
10-3112-0120	Ad Valorem Tax-Current-MV	16,000
10-3113-0140	Ad Valorem Tax-Current-Prior Year	1,000
10-3230-0351	Sales & Use Tax	876,500
10-3322-0310	Beer & Wine Tax	10,000
10-3324-0310	Utility Franchise	75,000
10-3323-0890	Zoning Compliance Fees	13,000
	Grant Funds-	
10-3411-0890	WMPO	1,014,000
10-3411-0890	PartF Funds	500,000
10-3411-0896	Storm Water	93,100
10-3410-0892	NC 133 Crossing	80,000
10-3355-0890	ABC Board	350,000
10-3839-0890	Miscellaneous	19,680
10-3839-0892	Farmers Market Rent	6,000
23-3310-0330	Powell Bill Fund	60,000
10-3839-0891	Gate Keys	1,400
10-3831-0890	Interest Income	35,500
10-3831-0890	Appropriated Fund Balance	170,870
10-3831-0891	Riverwalk SCIF Funds	1,223,282
	Total Revenues	<u>4,895,332</u>



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SECTION THREE: There is hereby levied the following rate of tax on each one hundred dollars (\$100) valuation of taxable property, as listed for taxes as of January 1, 20243 and set forth in the foregoing estimates of revenue in order to finance the foregoing appropriations:

GENERAL FUND (for the general expenses incident to the proper government of the Town):

TOTAL RATE per \$100 valuation of taxable property – \$0.11

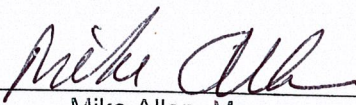
Such rates of tax are based on an estimated valuation for the purpose of taxation of \$318,180,000 and an estimated rate of collection of 95%.

SECTION FOUR: The attached Zoning Schedule of Fees for all Departments are hereby incorporated into the Budget Ordinance.

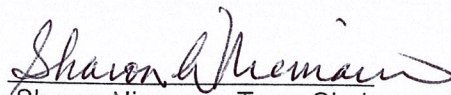
SECTION FIVE: Appropriations are authorized by department totals. The Finance Director is authorized to reallocate departmental appropriations among various line item objects of expenditures and revenues as necessary during the budget year. The Budget Officer is authorized to reallocate appropriations within the limit of 5% between various departmental totals of expenditures of the General Fund. Any such transfer shall be reported to the Board of Commissioners at its next regular meeting following the transfer and shall be entered into the official minutes of the Town of Belville.

SECTION SIX: Copies of this ordinance shall be furnished to the Town Administrator and the Finance Director for their direction in the disbursement of the Town's funds and for public inspection.

Duly adopted this 24th day of June, 2024


Mike Allen, Mayor

ATTEST:


Sharon Niemann, Town Clerk

