Town of Belhaven
Board of Aldermen Regular Meeting
Monday, December 9, 2024 – 6 PM
257 W. Pungo Street

AGENDA

I. Call to Order – Mayor Ricky Credle

II. Conflict of Interest Statement: *"Members of the Belhaven Board of Aldermen are advised, hereby, of their duty under the Local Government Ethics Act to avoid conflicts of interest and the appearance of such conflict; and further, are instructed to refrain from participating in any matter coming before this Board of Aldermen with respect to which there is a conflict of interest or appearance of such conflict."*

III. Invocation & Pledge of Allegiance

IV. Adoption of Agenda – December 9, 2024

V. Approval of Minutes –Regular Scheduled Meeting November 18, 2024

VI. Public Comments

VII. Finance Report – Colby Nixon

VIII. Town Manager's Report – Lynn Davis

IX. Old Business
1. Consider Proposed Electric Rate Restructuring

X. New Business
1. Approve 2025 Meeting Schedule
2. Letter of use for Wilkinson Center for Beaufort County Tax Office
3. Approve Contract for RK&K for Stormwater Grant from RCCP

XI. Board members discussion/remarks

XII. Adjournment

NEXT MEETING: MONDAY, January 13, 2025 at the Wilkinson Center

Town of Belhaven Board of Aldermen
Monday, November 18, 2024, 6PM
Belhaven Civic Center, 257 W. Pungo Street, Belhaven

The Belhaven Board of Aldermen met at 6PM on Monday, November 18, 2024. Council members present were: Mayor Ricky Credle presided over the meeting that was attended by Mayor Pro Tem Ricky Radcliffe, Aldermen Greg Satterthwaite, Carrie Bonnie, and Shanika Ebron. Alderman VanNortwick was out of the country and unable to attend.

Staff present were Town Manager Lynn Davis, Finance Director Colby Nixon, and Town Attorney Chad Stoop.

CONFLICT OF INTEREST STATEMENT

Mayor Credle read the conflict of interest statement into the record. "Members of the Belhaven Board of Aldermen are advised, hereby, of their duty under the Local Government Ethics Act to avoid conflicts of interest and the appearance of such conflict; and further, are instructed to refrain from participating in any matter coming before this Board of Aldermen with respect to which there is a conflict of interest or appearance of such conflict."

INVOCATION AND PLEDGE OF ALLEGIANCE

Mayor Credle asked Deacon Donnell Clark to give the invocation and lead the Pledge of Allegiance.

ADOPTION OF THE AGENDA

Mayor Credle asked if there were any additions or changes to the agenda. Town Manager Davis asked to add the following item to New Business #3.

- Approve Resolution to Adopt ARPA Property Management Policy.

She also requested a change to item #2 to simply provide an update on the activity at the address noted in item #2.

Mayor Credle asked to add Item #4 to New Business.

- Signage for Police Department

A motion was made by Mayor Pro Tem Radcliffe to approve the agenda with changes; seconded by Alderman Satterthwaite. The motion carried.

APPROVAL OF MINUTES: OCTOBER 14, 2024

Mayor Credle asked if there any changes to the meeting minutes from the October 14, 2024, meeting.

Carrie Bonnie noted the following corrections:

Line 192: she stated there ARE (remove the word not) a lot of places that charge

Line 220: add that Alderman Bonnie inquired about considering options that would provide income.

Mayor Credle noted the following corrections:

Line 158: hours are 12PM to 6PM and summer hours will be 6AM to 6PM.

A motion was made by Alderman Satterthwaite to approve the minutes with corrections; seconded by Mayor Pro Tem Radcliffe. The motion carried.

PUBLIC HEARING

A public hearing was scheduled to hear comments from the public about the proposed rate restructuring for the Town of Belhaven Electric Utility. The public hearing was advertised in the Washington Daily News, on the Town's website, and posted at Town Hall.

Rick Vander Maas and Nick Hinton from ElectriCities were on hand to share background information about the proposal and answer any questions.

Alderman Bonnie made a motion to open the Public Hearing; seconded by Alderman Ebron. The motion carried.

The Mayor gave to floor to Vander Maas.

Town staff engaged ElectriCities' staff members to do a review of the current rate structure. The current rate structure has been in place since 2015 and does not follow current industry standards. This is a proposed restructuring, not a rate increase.

The Town will also be incurring additional debt, called a true-up, that is being passed down to customers from Duke Energy. This added cost is approximately $91,000 over the next 24 months.

The proposal takes into account the fixed costs for each customer regardless of their usage. There is a cost to the town to provide the meter, meter reading, operation and maintenance of the line no matter how much usage the customer has each month. The customer charge is intended to cover those expenses.

Vander Maas explained that the proposed rate structure is a revenue neutral approach, meaning that the revenues received by the Town will be approximately the same as they currently are. It is the structure of the fees that will be changing. There are two options that are proposed for consideration. Option #2 includes a power cost adjustment to cover the additional expense the Town will be incurring and will be phased out when the needed amount of revenue is generated. Both options include a monthly fixed cost or customer charge and a per kWh charge for each kWh used by the customer. The use charge is lower than the energy charge is currently.

Current Residential	Option #1	Option #2
Customer Charge = $9.70	Customer Charge = $13	Customer Charge = $13
Per kWh charge = $0.13890	Per kWh charge = $0.12250	Per kWh charge = $0.12250
		Power Cost Adj = $0.00607

Vander Maas explained that in our current rate structure, the customer charge included 74 kWh that the Town is paying for, but it passing along to the consumer for free. This structure has the higher usage customers supplementing the lower usage customers.

A review of the Residential Bill Impact worksheet shows that the lower usage customers will see an increase in their bills, where the higher usage customers will see little to no change in their bills. Some of the highest users will actually see a decrease in their monthly billing.

A review of usage shows that the percentage difference in current to proposed bills looks higher, but the dollar difference is actually minimal.

Questions from the audience:

Carol Rockenstein asked what this means in layman terms? Vander Maas tried to explain the proposal in terms that the public could better understand.

Town Manager Davis shared information that was available to Town customers at Town Hall. She stated that ElectriCities had created a comparison that can be customized to each customer's usage. She encouraged customers to visit Town Hall and request this document. She passed around a sample of this worksheet. Davis also shared a copy of the ElectriCities worksheet that showed the residential bill impacts and included the number of users in each kWh use range.

Tony Snodgrass asked more about the demographics of the lower use customers that will most likely see an increase. He asked if many of these were vacation/weekend homes or lower income residents.

Alderman Bonnie addressed this question, saying that she had asked staff the same thing. Looking at the user list, it appears that quite a few of the lower usage properties were those weekend homes, accessory buildings/garages.

Vander Maas spoke up and referred to studies in the electric industry that show that low income does not mean low usage. Often, low income citizens are living in homes that are poorly insulated, have old HVAC units, are less energy efficient, all points leading to higher usage. And, in many cases there are more people living in a household all contributing to the increased usage.

Craig Ward asked about his bill being high and then being charged for the Town to check the meter. He said his bill was upward of $1,000 and it didn't make sense. Vander Maas replied that he was there to address the rate restructuring and that sounded more like a use or system issue.

Debra Moore asked when this is proposed to begin. The response was that it is proposed to take effect in January, if passed.

There being no further comments, Mayor Credle asked for a motion to close the public hearing. The motion was made by Mayor Pro Tem Radcliffe; seconded by Alderman Bonnie. The motion passed and public hearing was closed.

RATE COMPARISON TO REGION, RATE WORKSHEET AND CUSTOMER IMPACT CALCULATOR ATTACHED (3 PAGES)

PUBLIC COMMENTS

The public is allowed 3 minutes to comment on Town matters. The following comments were received.

Carol Roop, Belhaven Community Chamber of Commerce: The Chamber of Commerce is interested in republishing the Belhaven Centennial Book from 1999-2000. She has been in conversation with Ms. Cynthia Heath about the rights to the book. Ms. Heath referred her to the Town.

Alderman Satterthwaite spoke up and said that Guinn Leverett was responsible for that book.

Roop asked if there was any issue with republishing the book. The consensus was that there was no issue.

Debra Moore, 460 E. Pungo Street: Moore gave an update on the progress of the feral cat effort in Belhaven. They have confirmed that NCSU will be bringing their mobile vet clinic to Belhaven in December in hopes to spay/neuter as many cats as possible. She asked that citizens let her know if they are aware of large groups of cats. Moore went on to ask that the Town consider putting some funds in the budget next year to aid in managing the cat population. She said the community had been so generous in helping to get these cats taken care of.

Rydia Spencer, 316 Duke Street: St. Reddick Church will be having their fish sandwich giveaway on Saturday, November 30 at noon. This is a free event, donations are welcome, and it is first come first served. She then gave the floor to anyone else who needed the additional 2 minutes she had left.

Carol Roop said that if there were families in need, the River Forest Manor was going to provide a Thanksgiving meal to one, maybe more, family.

Angela Davis shared that White Plains Church would be having a Sweet Potato Drop on November 22.

Axson Smith, Jr., 810 E. Main Street: Smith wanted to address the electric rate proposal. The demand rates are too high and the small businesses shouldn't have to pay such high rates. He said that we needed more people to come to Belhaven. People are coming for our restaurants and marinas, but we need more of that traffic.

Lee Sykes, 275 Riverview Street: Sykes shared that he and his wife recently purchased the River Forest Manor and have a house on Riverview Street. He spoke on the proposed electric rates. He understands that there is a cost to the town, but it shouldn't be on the backs of the taxpayers and businesses. He encouraged the Town leaders to explore other areas where they can find revenue. Sykes also said a tourism tax would be a good source of revenue. The Town needs to understand that tourism spending isn't dollar for dollar.

FINANCE REPORT

Finance director Colby Nixon presented the finance report. This is the standard report for the month ending October 31. Spending and revenue are both on track for this time of year. There are no budget amendments this month.

FINANCE REPORT ATTACHED FOR REFERENCE

TOWN MANAGER REPORT

Town Manager Davis reported that street repairs were almost complete. The work started on the west end and has headed east. Since this is the first time working with this contractor, we will assess the work at the completion of the project to determine future needs.

The waterline project is progressing nicely. The contractor is conducting pressure testing this week and should be making connections in the next 2 weeks. Paving the cuts will be the last piece of the project.

Backwater Environmental has started the construction of the wetland project at Northside Park. The basketball court is still open and accessible for play. The wetland project will include a trail along Wynne's Gut that will connect Pantego Street to Main Street. The outcome of the wetland project is to increase additional storage space for water that floods the park areas and parts of Pantego Street.

Continuing the efforts to create a more resilient community, we had a call this morning to review the qualifications of engineering firms that responded to the RFQ for the stormwater planning and drainage easement acquisition. RK&K was selected for the project. They have been working with the town through the initial phases and will continue this relationship. The contract for this project, which we were awarded $500,000, will be presented at the December council meeting. We are very anxious and excited to get this project started.

Town crews have been working hard at the Cooperage site to perform additional clearing. Between the months of November and March the marsh grasses can be cut or burned down. This work is helping to see how much usable space there is on the property. I am also in contact with a consultant that has ideas about grant funds that may help to stabilize the stack.

OLD BUSINESS

There was no Old Business to be discussed.

NEW BUSINESS

Item I. Introduction Of Zoning Ordinance Amendment

Town manger Davis explained the intent of this agenda item. A public hearing is necessary for all zoning ordinance amendments. This item is for introduction purposes only. A public hearing will be scheduled for the December, 2024 meeting.

An omission was noted in Sec. 152.041 P-Permitted Uses for the General Business Zoning District. Short term rental was included as a permitted use in the originally adopted ordinance adopted in 3/9/2020. When the document was amended to update the language pertaining to short term rentals, it was left off the list of Permitted Uses in Sec. 152.041.

No action was necessary by the Board at this time.

Item II. Zoning Update For 573 Tooley Street And 872 E. Pantego Street

Town manager Davis stated that this item was changed earlier in the adoption of the agenda. There was concern that injunctive relief, or legal action, was needed to have the two parcels cleaned up. Since the agenda was published, the lots have been cleared and graded. Davis has also received a rezoning request for the two parcels. The rezoning process will begin with review and consideration by the Planning Board, followed by a public hearing, and, ultimately, a vote by the Board of Aldermen. This could be a 60-90 day process.

Alderman Bonnie asked if we did not take action now, and the nuisance returned, would we have to start the clock of enforcement over again. Attorney Stoop said that would not be the case.

Item III. Approve Resolution To Adopt ARPA Property Management Policy

Town manager Davis said this item was added to the agenda at the beginning of this meeting. She said that the closeout for the waterline project, that was partially funded with ARPA grant funds, required certain policies to be adopted. In the process of adopting all of the other ARPA policies, this one was not included. The document was prepared by the UNC School of Government and is the same one being adopted by all other local governments for this same purpose.

Alderman Satterthwaite asked if this was sent to him via email. Davis responded that this was just added to the agenda this evening.

Alderman Bonnie asked if this changed anything, our current operations, or was it just to close out the grant program. Davis responded that it was to close out the grant program.

Alderman Bonnie made a motion to adopt the resolution to approve the ARPA Property Management Policy; seconded by Alderman Ebron. The vote was 3-1 with Alderman Satterthwaite voting in opposition.

RESOLUTION TO ADOPT ARPA PROPERTY MANAGEMENT POLICY ATTACHED

Item IV. Consideration Of Signage For Belhaven Police Department

Mayor Credle shared a proposal for signage at the new police department. The cost of the double sided sign is $6,405. Chief Wesley Waters said that, if approved tonight, the sign would be up in time for the Christmas parade.

Alderman Bonnie expressed her "sticker shock" at the cost of these signs.

Lee Sykes, spoke from the audience, that he recently purchased a sign for his business in Morehead that was $18,000, and this was not an unrealistic price.

Toby Tetterton, spoke from the audience and suggested asked local businesses to help pay for this.

Sykes responded that he would sponsor the sign. Followed by Axson Smith, III, who said they would also contribution.

The three businessmen (Sykes, Tetterton, and Smith) agreed to cover the cost of the sign for the new police department. The audience applauded this showing of support for the police department.

ESTIMATE FOR SIGNAGE ATTACHED

COMMENTS FROM BOARD MEMBERS

There were no additional comments or remarks from the Board of Aldermen.

CLOSED SESSION

The Mayor announced that the Council would be convening a closed session. The audience dispersed.

Alerman Bonnie made a motion to enter into closed session citing NCGS (G.S.) 143-318.11(a)(3) and (a)(6); seconded by Mayor Pro Tem Radcliffe. The motion passed.

CLOSED SESSION CLOSED SESSION CLOSED SESSION

Alderman Satterthwaite made a motion to come out of closed session; seconded by Alderman Ebron. The motion passed and the Board returned to open session.

Mayor Credle asked if there was anything else for the good of the order. There being none, the meeting was adjourned.

Respectfully submitted,

Lynn Davis, Town Manager

ATTACHMENTS

- RATE WORKSHEET AND CUSTOMER IMPACT WORKSHEET ATTACHED
- FINANCE REPORT ATTACHED FOR REFERENCE
- RESOLUTION TO ADOPT ARPA PROPERTY MANAGEMENT POLICY ATTACHED
- POLICE DEPARTMENT SIGN ESTIMATE

Town of Belhaven
Monthly Finance Report
Ending 11/30/2024

The information provided in these reports are Compiled Financial Statements (unaudited). They are for the timely release of financial information only. They do not provide independent 3rd party assurance about the accuracy of the information contained therein.

Belhaven, NC

Income Statement

Group Summary

For Fiscal: 2024-2025 Period Ending: 11/30/2024

Account Type		Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
Fund: 10 - GENERAL FUND						
Revenue		3,344,083.00	3,525,954.85	142,742.74	795,233.61	2,730,721.24
	Fund: 10 - GENERAL FUND Total:	**3,344,083.00**	**3,525,954.85**	**142,742.74**	**795,233.61**	**2,730,721.24**
Fund: 30 - WATER						
Revenue		555,574.00	561,578.00	1,932.94	184,277.93	377,300.07
	Fund: 30 - WATER Total:	**555,574.00**	**561,578.00**	**1,932.94**	**184,277.93**	**377,300.07**
Fund: 31 - ELECTRIC						
Revenue		2,412,307.00	2,419,451.00	-1,891.55	780,693.92	1,638,757.08
	Fund: 31 - ELECTRIC Total:	**2,412,307.00**	**2,419,451.00**	**-1,891.55**	**780,693.92**	**1,638,757.08**
Fund: 32 - CEMETERY						
Revenue		6,250.00	6,250.00	0.00	1,540.00	4,710.00
	Fund: 32 - CEMETERY Total:	**6,250.00**	**6,250.00**	**0.00**	**1,540.00**	**4,710.00**
Fund: 33 - SEWER						
Revenue		889,378.00	897,149.62	1,021.11	324,793.77	572,355.85
	Fund: 33 - SEWER Total:	**889,378.00**	**897,149.62**	**1,021.11**	**324,793.77**	**572,355.85**
	Total Surplus (Deficit):	**7,207,592.00**	**7,410,383.47**	**143,805.24**	**2,086,539.23**	

Fund Summary

Fund	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
10 - GENERAL FUND	3,344,083.00	3,525,954.85	142,742.74	795,233.61	2,730,721.24
30 - WATER	555,574.00	561,578.00	1,932.94	184,277.93	377,300.07
31 - ELECTRIC	2,412,307.00	2,419,451.00	-1,891.55	780,693.92	1,638,757.08
32 - CEMETERY	6,250.00	6,250.00	0.00	1,540.00	4,710.00
33 - SEWER	889,378.00	897,149.62	1,021.11	324,793.77	572,355.85
Total Surplus (Deficit):	**7,207,592.00**	**7,410,383.47**	**143,805.24**	**2,086,539.23**	

Belhaven, NC

Budget Report for Short Fiscals

Group Summary

For Fiscal: 2024-2025 Period Ending: 11/30/2024

Account Type		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
Fund: 10 - GENERAL FUND							
Expense		3,344,083.00	3,525,954.85	221,007.42	1,398,344.31	2,127,610.54	60.34%
	Fund: 10 - GENERAL FUND Total:	**3,344,083.00**	**3,525,954.85**	**221,007.42**	**1,398,344.31**	**2,127,610.54**	**60.34%**
Fund: 30 - WATER							
Expense		555,574.00	561,578.00	16,561.70	159,189.30	402,388.70	71.65%
	Fund: 30 - WATER Total:	**555,574.00**	**561,578.00**	**16,561.70**	**159,189.30**	**402,388.70**	**71.65%**
Fund: 31 - ELECTRIC							
Expense		2,412,307.00	2,419,451.00	137,922.10	882,885.21	1,536,565.79	63.51%
	Fund: 31 - ELECTRIC Total:	**2,412,307.00**	**2,419,451.00**	**137,922.10**	**882,885.21**	**1,536,565.79**	**63.51%**
Fund: 32 - CEMETERY							
Expense		6,250.00	6,250.00	0.00	0.00	6,250.00	100.00%
	Fund: 32 - CEMETERY Total:	**6,250.00**	**6,250.00**	**0.00**	**0.00**	**6,250.00**	**100.00%**
Fund: 33 - SEWER							
Expense		889,378.00	897,149.62	69,989.50	279,471.32	617,678.30	68.85%
	Fund: 33 - SEWER Total:	**889,378.00**	**897,149.62**	**69,989.50**	**279,471.32**	**617,678.30**	**68.85%**
	Report Total:	**7,207,592.00**	**7,410,383.47**	**445,480.72**	**2,719,890.14**	**4,690,493.33**	**63.30%**

Fund Summary

Fund	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
10 - GENERAL FUND	3,344,083.00	3,525,954.85	221,007.42	1,398,344.31	2,127,610.54	60.34%
30 - WATER	555,574.00	561,578.00	16,561.70	159,189.30	402,388.70	71.65%
31 - ELECTRIC	2,412,307.00	2,419,451.00	137,922.10	882,885.21	1,536,565.79	63.51%
32 - CEMETERY	6,250.00	6,250.00	0.00	0.00	6,250.00	100.00%
33 - SEWER	889,378.00	897,149.62	69,989.50	279,471.32	617,678.30	68.85%
Report Total:	**7,207,592.00**	**7,410,383.47**	**445,480.72**	**2,719,890.14**	**4,690,493.33**	**63.30%**

Meeting Date: **Dec. 9, 2024** **OLD BUSINESS**

Agenda Item: **Consider Recalculation of Electric Usage**

Background Information:

It is recommended that municipalities who operate utilities perform a rate study at least every 5 years to ensure that the rates being charged for services cover the operations and maintenance cost for the utility system.

The last time this was performed for Belhaven was around 2015. ElectriCities has provided a snapshot look at the current rate structure. Rick VanderMaas presented this information at the February, 2024 Town Council Meeting and, again, at the November 18, 2024 meeting.

The current structure is based on every customer receiving 74 kWh for $9.70. There is no customer charge or fixed amount charged to each customer to allow for O&M expenses of the system.

The proposed rate structure is a revenue neutral approach, meaning this new structure will maintain a similar amount of revenue as in years past.

In the next several months, an additional expense of approximately $91,000 will be passed along to the Town from Duke Energy Progress. This will be paid for over the next 24 months. This is not the first time this has happened since 2015, but the rate structure has never changed.

Proposed are 2 options:
Option #1 rate restructuring without the Supply Power Adjustment (SPA)
Option #2 rate restructuring with the Supply Power Adjustment (SPA) ($0.00607)

There are 3 options for the council to consider:

- Approve/Disapprove Option #1
- Approve/Disapprove Option #2
- Leave the current rate structure as it has been since 2015

Staff Recommendation:

Staff recommends approving the rate restructuring with the Supply Power Adjustment to be effective on January 1, 2025.

Cost of Implementation:

Motion:____________________ 2nd:____________________

Approved or Denied: ____________________ Date:______________

Town of Belhaven

Electric Rate Restructuring Proposal

Prepared by:

ELECTRICITIES
of NORTH CAROLINA, INC.
The energy behind public power

October, 2024

Belhaven Proposed Rate Changes

Rate Schedule	Current Rates	Proposed Rates
Residential	**74 kWh Included**	**0 kWh Included**
CC	$9.70	$13.00
Energy	$0.1389	$0.1225
PCA	$0.00	$0.00607
Small Commercial	**51 kWh Included**	**0 kWh Included**
CC	$10.12	$15.00
Energy T1	$0.2115	$0.1900
Energy T2	$0.1389	$0.1111
Energy T3	$0.0965	$0.1111
PCA	$0.00000	$0.00607
Small Commercial with Demand	**51 kWh Included**	**0 kWh Included**
CC	$10.12	$15.00
Demand	$20.37	$21.00
Energy T1	$0.2115	$0.1900
Energy T2	$0.1389	$0.1111
Energy T3	$0.0965	$0.1111
PCA	$0.00000	$0.00607
Multiphase with Demand	**172 kWh Included**	**0 kWh Included**
CC	$34.04	$42.00
Demand	$20.37	$21.00
Energy T1	$0.2115	$0.1900
Energy T2	$0.1389	$0.0997
Energy T3	$0.0965	$0.0097
PCA	$0.00000	$0.00607
Large Commercial with Demand		
CC	$0.00	$250.00
Demand	$20.37	$21.00
Energy	$0.0740	$0.0604
PCA	$0.00000	$0.00607
Large Demand CP		
CC	$0.00	$250.00
Demand	$20.37	$21.00
Energy	$0.0740	$0.0507
PCA	$0.00000	$0.00607

Notes:

1) Based on revenue neutral approach with the removal on all included kWh applicable to each rate schedule
2) Power Cost Adjustment (PCA) to address Rider - 1 wholesale charges

Average Power Cost Adjustment Methodology for Belhaven

Projected kWh	
Agency Projected kWh (Jan 25 - Sept 26)	29,711,990
Losses (EIA-861 Avg of Last 3 Yrs)	13.49%
Projected Retail kWh	**25,703,842**
Rider - 1 Net True Up Amounts [1]	
Rider - 1 - 22	$77,077
Rider - 1 - 23	$78,913
Total Rider - 1	**$155,990**

Purchase Cost Adjustment (PCA)	**$0.00607**

Residential Customer Impact (per 1,000 kWh)	**$6.07**

1) $49,810 already paid through December 2024

Belhaven Power Purchase Cost Adjustment (PCA) Language

Purchase Cost Adjustment (PCA)

i. Applicability: All metered retail electric rate schedules

ii. Monthly Adjustment: Adjustments to the Full Requirements Bulk Power Supply Rate Schedule and Riders billed from North Carolina Eastern Municipal Power Agency (NCEMPA) are reflected in the monthly wholesale power bills. Each year power purchase costs are reconciled based on actual expenses and charged to Belhaven monthly through NCEMPA's Rider No.1. This PCA includes adjustments only for Rider No. 1.

    The PCA charge per kWh below will apply to all metered electric rate schedules, except Outdoor Lighting Service, until the total Rider No. 1 charges billed to Belhaven are recovered. When all Rider No. 1 costs are recovered, the following month the PCA charge will go to $0.00 per kWh. At no time will the PCA be less than zero.

    PCA = $0.00607 per kWh plus applicable NC Sales Tax

Notes:

Language for the end of the Electric Rate Schedule section of the Fee Schedule

Belhaven Residential Rates Bill Impacts (Fiscal Year 2024/25)

Residential Bill Impacts							
Current Residential		Proposed Rate Billing without PCA			Proposed Rate Billing with PCA		
FC	$9.70	$13.00			$13.00		
T1	$0.13890	$0.12250			$0.12250		
PCA	$0.00000	$0.00000			$0.00607		
kWh			$ Difference	% Difference		$ Difference	% Difference
0	$9.70	$13.00	$3.30	34.0%	$13.00	$3.30	34.0%
50	$9.70	$19.13	$9.43	97.2%	$19.43	$9.73	100.3%
100	$13.31	$25.25	$11.94	89.7%	$25.86	$12.55	94.2%
200	$27.20	$37.50	$10.30	37.9%	$38.71	$11.51	42.3%
300	$41.09	$49.75	$8.66	21.1%	$51.57	$10.48	25.5%
400	$54.98	$62.00	$7.02	12.8%	$64.43	$9.45	17.2%
500	$68.87	$74.25	$5.38	7.8%	$77.29	$8.41	12.2%
600	$82.76	$86.50	$3.74	4.5%	$90.14	$7.38	8.9%
700	$96.65	$98.75	$2.10	2.2%	$103.00	$6.35	6.6%
800	$110.54	$111.00	$0.46	0.4%	$115.86	$5.31	4.8%
900	$124.43	$123.25	-$1.18	-0.9%	$128.71	$4.28	3.4%
1,000	$138.32	$135.50	-$2.82	-2.0%	$141.57	$3.25	2.3%
1,100	$152.21	$147.75	-$4.46	-2.9%	$154.43	$2.22	1.5%
1,200	$166.10	$160.00	-$6.10	-3.7%	$167.28	$1.18	0.7%
1,300	$179.99	$172.25	-$7.74	-4.3%	$180.14	$0.15	0.1%
1,400	$193.88	$184.50	-$9.38	-4.8%	$193.00	-$0.88	-0.5%
1,500	$207.77	$196.75	-$11.02	-5.3%	$205.86	-$1.92	-0.9%
1,600	$221.66	$209.00	-$12.66	-5.7%	$218.71	-$2.95	-1.3%
1,700	$235.55	$221.25	-$14.30	-6.1%	$231.57	-$3.98	-1.7%
1,800	$249.44	$233.50	-$15.94	-6.4%	$244.43	-$5.02	-2.0%
1,900	$263.33	$245.75	-$17.58	-6.7%	$257.28	-$6.05	-2.3%
2,000	$277.22	$258.00	-$19.22	-6.9%	$270.14	-$7.08	-2.6%
2,100	$291.11	$270.25	-$20.86	-7.2%	$283.00	-$8.11	-2.8%
2,200	$305.00	$282.50	-$22.50	-7.4%	$295.85	-$9.15	-3.0%
2,300	$318.89	$294.75	-$24.14	-7.6%	$308.71	-$10.18	-3.2%
2,400	$332.78	$307.00	-$25.78	-7.7%	$321.57	-$11.21	-3.4%
2,500	$346.67	$319.25	-$27.42	-7.9%	$334.43	-$12.25	-3.5%
2,600	$360.56	$331.50	-$29.06	-8.1%	$347.28	-$13.28	-3.7%
2,700	$374.45	$343.75	-$30.70	-8.2%	$360.14	-$14.31	-3.8%
2,800	$388.34	$356.00	-$32.34	-8.3%	$373.00	-$15.35	-4.0%
2,900	$402.23	$368.25	-$33.98	-8.4%	$385.85	-$16.38	-4.1%
3,000	$416.12	$380.50	-$35.62	-8.6%	$398.71	-$17.41	-4.2%
3,100	$430.01	$392.75	-$37.26	-8.7%	$411.57	-$18.44	-4.3%
3,200	$443.90	$405.00	-$38.90	-8.8%	$424.42	-$19.48	-4.4%
3,300	$457.79	$417.25	-$40.54	-8.9%	$437.28	-$20.51	-4.5%
3,400	$471.68	$429.50	-$42.18	-8.9%	$450.14	-$21.54	-4.6%
3,500	$485.57	$441.75	-$43.82	-9.0%	$463.00	-$22.58	-4.6%
3,600	$499.46	$454.00	-$45.46	-9.1%	$475.85	-$23.61	-4.7%
3,700	$513.35	$466.25	-$47.10	-9.2%	$488.71	-$24.64	-4.8%
3,800	$527.24	$478.50	-$48.74	-9.2%	$501.57	-$25.68	-4.9%
3,900	$541.13	$490.75	-$50.38	-9.3%	$514.42	-$26.71	-4.9%
4,000	$555.02	$503.00	-$52.02	-9.4%	$527.28	-$27.74	-5.0%
4,100	$568.91	$515.25	-$53.66	-9.4%	$540.14	-$28.77	-5.1%
4,200	$582.80	$527.50	-$55.30	-9.5%	$552.99	-$29.81	-5.1%
4,300	$596.69	$539.75	-$56.94	-9.5%	$565.85	-$30.84	-5.2%
4,400	$610.58	$552.00	-$58.58	-9.6%	$578.71	-$31.87	-5.2%
4,500	$624.47	$564.25	-$60.22	-9.6%	$591.57	-$32.91	-5.3%
4,600	$638.36	$576.50	-$61.86	-9.7%	$604.42	-$33.94	-5.3%
4,700	$652.25	$588.75	-$63.50	-9.7%	$617.28	-$34.97	-5.4%
4,800	$666.14	$601.00	-$65.14	-9.8%	$630.14	-$36.01	-5.4%
4,900	$680.03	$613.25	-$66.78	-9.8%	$642.99	-$37.04	-5.4%
5,000	$693.92	$625.50	-$68.42	-9.9%	$655.85	-$38.07	-5.5%

Belhaven Small Commercial Rates Bill Impacts (Fiscal Year 2024/25)

Small Commercial No Demand Bill Impacts								
Current Small Commercial		Proposed Rate Billing without PCA			Proposed Rate Billing with PCA			
FC	$10.12	$15.00			$15.00			
T1	$0.21150	$0.19000			$0.19000			
T2	$0.13890	$0.11110			$0.11110			
T3	$0.09650	$0.11110			$0.11110			
PCA	$0.00000	$0.00000			$0.00607			
kWh			$ Difference	% Difference		$ Difference	% Difference	
0	$10.12	$15.00	$4.88	48.2%	$15.00	$4.88	48.2%	
50	$10.12	$24.50	$14.38	142.1%	$24.80	$14.68	145.1%	
100	$20.48	$34.00	$13.52	66.0%	$34.61	$14.12	69.0%	
200	$41.63	$53.00	$11.37	27.3%	$54.21	$12.58	30.2%	
300	$62.78	$72.00	$9.22	14.7%	$73.82	$11.04	17.6%	
400	$83.93	$91.00	$7.07	8.4%	$93.43	$9.49	11.3%	
500	$105.08	$110.00	$4.92	4.7%	$113.04	$7.95	7.6%	
600	$126.23	$129.00	$2.77	2.2%	$132.64	$6.41	5.1%	
700	$147.38	$148.00	$0.62	0.4%	$152.25	$4.87	3.3%	
800	$164.90	$163.06	-$1.85	-1.1%	$167.91	$3.01	1.8%	
900	$178.79	$174.17	-$4.63	-2.6%	$179.63	$0.83	0.5%	
1,000	$192.68	$185.28	-$7.41	-3.8%	$191.35	-$1.34	-0.7%	
1,100	$206.57	$196.39	-$10.19	-4.9%	$203.06	-$3.51	-1.7%	
1,200	$220.46	$207.50	-$12.97	-5.9%	$214.78	-$5.68	-2.6%	
1,300	$234.35	$218.61	-$15.75	-6.7%	$226.50	-$7.86	-3.4%	
1,400	$248.24	$229.72	-$18.53	-7.5%	$238.21	-$10.03	-4.0%	
1,500	$262.13	$240.83	-$21.31	-8.1%	$249.93	-$12.20	-4.7%	
1,600	$271.78	$251.94	-$19.85	-7.3%	$261.65	-$10.14	-3.7%	
1,700	$281.43	$263.05	-$18.39	-6.5%	$273.36	-$8.07	-2.9%	
1,800	$291.08	$274.16	-$16.93	-5.8%	$285.08	-$6.00	-2.1%	
1,900	$300.73	$285.27	-$15.47	-5.1%	$296.80	-$3.94	-1.3%	
2,000	$310.38	$296.38	-$14.01	-4.5%	$308.52	-$1.87	-0.6%	
2,100	$320.03	$307.49	-$12.55	-3.9%	$320.23	$0.20	0.1%	
2,200	$329.68	$318.60	-$11.09	-3.4%	$331.95	$2.27	0.7%	
2,300	$339.33	$329.71	-$9.63	-2.8%	$343.67	$4.33	1.3%	
2,400	$348.98	$340.82	-$8.17	-2.3%	$355.38	$6.40	1.8%	
2,500	$358.63	$351.93	-$6.71	-1.9%	$367.10	$8.47	2.4%	
2,600	$368.28	$363.04	-$5.25	-1.4%	$378.82	$10.53	2.9%	
2,700	$377.93	$374.15	-$3.79	-1.0%	$390.53	$12.60	3.3%	
2,800	$387.58	$385.26	-$2.33	-0.6%	$402.25	$14.67	3.8%	
2,900	$397.23	$396.37	-$0.87	-0.2%	$413.97	$16.73	4.2%	
3,000	$406.88	$407.48	$0.59	0.1%	$425.69	$18.80	4.6%	
3,100	$416.53	$418.59	$2.05	0.5%	$437.40	$20.87	5.0%	
3,200	$426.18	$429.70	$3.51	0.8%	$449.12	$22.94	5.4%	
3,300	$435.83	$440.81	$4.97	1.1%	$460.84	$25.00	5.7%	
3,400	$445.48	$451.92	$6.43	1.4%	$472.55	$27.07	6.1%	
3,500	$455.13	$463.03	$7.89	1.7%	$484.27	$29.14	6.4%	
3,600	$464.78	$474.14	$9.35	2.0%	$495.99	$31.20	6.7%	
3,700	$474.43	$485.25	$10.81	2.3%	$507.70	$33.27	7.0%	
3,800	$484.08	$496.36	$12.27	2.5%	$519.42	$35.34	7.3%	
3,900	$493.73	$507.47	$13.73	2.8%	$531.14	$37.40	7.6%	
4,000	$503.38	$518.58	$15.19	3.0%	$542.86	$39.47	7.8%	
4,100	$513.03	$529.69	$16.65	3.2%	$554.57	$41.54	8.1%	
4,200	$522.68	$540.80	$18.11	3.5%	$566.29	$43.61	8.3%	
4,300	$532.33	$551.91	$19.57	3.7%	$578.01	$45.67	8.6%	
4,400	$541.98	$563.02	$21.03	3.9%	$589.72	$47.74	8.8%	
4,500	$551.63	$574.13	$22.49	4.1%	$601.44	$49.81	9.0%	
4,600	$561.28	$585.24	$23.95	4.3%	$613.16	$51.87	9.2%	
4,700	$570.93	$596.35	$25.41	4.5%	$624.87	$53.94	9.4%	
4,800	$580.58	$607.46	$26.87	4.6%	$636.59	$56.01	9.6%	
4,900	$590.23	$618.57	$28.33	4.8%	$648.31	$58.07	9.8%	
5,000	$599.88	$629.68	$29.79	5.0%	$660.03	$60.14	10.0%	

RESIDENTIAL BILL IMPACTS								
Current Residential		Proposed Rate w/o PCA			Proposed Rate Billing with PCA			
FC $9.70 T1 $0.13890 PCA $0		$13 $0.12250 $0.0			$13 $0.12250 $0.00607			Customer Count
			$ Difference	% Difference		$ Difference	% Difference	
0	$9.70	$13	$3.30	34%	$13	$3.30	34%	58
50	$9.70	$19.13	$9.43	97.20%	$19.43	$9.73	100.30%	18
100	$13.31	$25.25	$11.94	89.70%	$25.86	$12.55	94.20%	23
200	$27.20	$37.50	$10.30	37.90%	$38.71	$11.51	42.30%	30
300	$41.09	$49.75	$8.66	21.10%	$51.57	$10.48	25.50%	42
400	$54.98	$62.00	$7.02	12.80%	$64.43	$9.45	17.20%	62
500	$68.87	$74.25	$5.38	7.80%	$77.29	$8.41	12.20%	59
600	$82.76	$86.50	$3.74	4.50%	$90.14	$7.38	8.90%	55
700	$96.65	$98.75	$2.10	2.20%	$103.00	$6.35	6.60%	53
800	$110.54	$111.00	$0.46	0.40%	$115.86	$5.31	4.80%	60
900	$124.43	$123.25	-$1.18	-0.90%	$128.71	$4.28	3.40%	47
1,000	$138.32	$135.50	-$2.82	-2.00%	$141.57	$3.25	2.30%	54
1,100	$152.21	$147.75	-$4.46	-2.90%	$154.43	$2.22	1.50%	44
1,200	$166.10	$160.00	-$6.10	-3.70%	$167.28	$1.18	0.70%	41
1,300	$179.99	$172.25	-$7.74	-4.30%	$180.14	$0.15	0.10%	32
1,400	$193.88	$184.50	-$9.38	-4.80%	$193.00	-$0.88	-0.50%	26
1,500	$207.77	$196.75	-$11.02	-5.30%	$205.86	-$1.92	-0.90%	31
1,600	$221.66	$209.00	-$12.66	-5.70%	$218.71	-$2.95	-1.30%	18
1,700	$235.55	$221.25	-$14.30	-6.10%	$231.57	-$3.98	-1.70%	20
1,800	$249.44	$233.50	-$15.94	-6.40%	$244.43	-$5.02	-2.00%	19
1,900	$263.33	$245.75	-$17.58	-6.70%	$257.28	-$6.05	-2.30%	23
2,000	$277.22	$258.00	-$19.22	-6.90%	$270.14	-$7.08	-2.60%	17
2,100	$291.11	$270.25	-$20.86	-7.20%	$283.00	-$8.11	-2.80%	9
2,200	$305.00	$282.50	-$22.50	-7.40%	$295.85	-$9.15	-3.00%	9
2,300	$318.89	$294.75	-$24.14	-7.60%	$308.71	-$10.18	-3.20%	5
2,400	$332.78	$307.00	-$25.78	-7.70%	$321.57	-$11.21	-3.40%	10
2,500	$346.67	$319.25	-$27.42	-7.90%	$334.43	-$12.25	-3.50%	5
2,600	$360.56	$331.50	-$29.06	-8.10%	$347.28	-$13.28	-3.70%	7
2,700	$374.45	$343.75	-$30.70	-8.20%	$360.14	-$14.31	-3.80%	5
2,800	$388.34	$356.00	-$32.34	-8.30%	$373.00	-$15.35	-4.00%	4
2,900	$402.23	$368.25	-$33.98	-8.40%	$385.85	-$16.38	-4.10%	3
3,000	$416.12	$380.50	-$35.62	-8.60%	$398.71	-$17.41	-4.20%	1
3,100	$430.01	$392.75	-$37.26	-8.70%	$411.57	-$18.44	-4.30%	2
3,200	$443.90	$405.00	-$38.90	-8.80%	$424.42	-$19.48	-4.40%	2
3,300	$457.79	$417.25	-$40.54	-8.90%	$437.28	-$20.51	-4.50%	1
3,400	$471.68	$429.50	-$42.18	-8.90%	$450.14	-$21.54	-4.60%	3
3,500	$485.57	$441.75	-$43.82	-9.00%	$463.00	-$22.58	-4.60%	1
3,600	$499.46	$454.00	-$45.46	-9.10%	$475.85	-$23.61	-4.70%	2
3,700	$513.35	$466.25	-$47.10	-9.20%	$488.71	-$24.64	-4.80%	2
3,800	$527.24	$478.50	-$48.74	-9.20%	$501.57	-$25.68	-4.90%	2
3,900	$541.13	$490.75	-$50.38	-9.30%	$514.42	-$26.71	-4.90%	2
4,000	$555.02	$503.00	-$52.02	-9.40%	$527.28	-$27.74	-5.00%	2
4,100	$568.91	$515.25	-$53.66	-9.40%	$540.14	-$28.77	-5.10%	1
4,200	$582.80	$527.50	-$55.30	-9.50%	$552.99	-$29.81	-5.10%	
4,300	$596.69	$539.75	-$56.94	-9.50%	$565.85	-$30.84	-5.20%	
4,400	$610.58	$552.00	-$58.58	-9.60%	$578.71	-$31.87	-5.20%	
4,500	$624.47	$564.25	-$60.22	-9.60%	$591.57	-$32.91	-5.30%	
4,600	$638.36	$576.50	-$61.86	-9.70%	$604.42	-$33.94	-5.30%	
4,700	$652.25	$588.75	-$63.50	-9.70%	$617.28	-$34.97	-5.40%	
4,800	$666.14	$601.00	-$65.14	-9.80%	$630.14	-$36.01	-5.40%	
4,900	$680.03	$613.25	-$66.78	-9.80%	$642.99	-$37.04	-5.40%	
5,000	$693.92	$625.50	-$68.42	-9.90%	$655.85	-$38.07	-5.50%	

Meeting Date: Dec. 9, 2024 **NEW BUSINESS**

Agenda Item: **2025 Meeting Schedule**

Background Information:

Annually the Town Council adopts a meeting schedule so that the necessary meeting dates can be published.

The January and February meetings will be held at the Wilkinson Center at 6PM due to repairs at the Civic Center.

Staff Recommendation:

Adopted the Meeting Schedule for 2025 for regular meetings to be held on the 2^{nd} Monday of each month.

Cost of Implementation:

$0

Motion:______________________________ 2nd:______________________________

Approved or Denied: ______________________________ Date:____________________

2025 Town of Belhaven Town Council Meeting Schedule

January 13, 2025

February 10, 2025

March 10, 2025

April 14, 2025

May 12, 2025

June 9, 2025

July 14, 2025

August 11, 2025

September 8, 2025

October 13, 2025

November 10, 2025

December 8, 2025

Meeting Date: Dec. 9, 2024 **NEW BUSINESS**

Agenda Item: **Wilkinson Center Request for Historic Tax Designation**

Background Information:

The Wilkinson Center has requested that the Town of Belhaven recognize the building as a historic landmark with historic significance to the Town. A letter stating such will give the Wilkinson Center the ability to qualify for tax assistance.

The request is in response to North Carolina General Statute 105-278.

Historic properties.

(a) Real property designated as a historic property by a local ordinance adopted pursuant to former G.S. 160A-399.4 or designated as a historic landmark by a local ordinance adopted pursuant to G.S. 160D-945 or former G.S. 160A-400.5 is designated a special class of property under authority of Article V, Sec. 2(2) of the North Carolina Constitution. Property so classified shall be taxed uniformly as a class in each local taxing unit on the basis of fifty percent (50%) of the true value of the property as determined pursuant to G.S. 105-285 and 105-286, or 105-287.

(b) The difference between the taxes due on the basis of fifty percent (50%) of the true value of the property and the taxes that would have been payable in the absence of the classification provided for in subsection (a) shall be a lien on the property of the taxpayer as provided in G.S. 105-355(a). The taxes shall be carried forward in the records of the taxing unit or units as deferred taxes. The deferred taxes for the preceding three fiscal years are due and payable in accordance with G.S. 105-277.1F when the property loses the benefit of this classification as a result of a disqualifying event. A disqualifying event occurs when there is a change in an ordinance designating a historic property or a change in the property, other than by fire or other natural disaster, that causes the property's historical significance to be lost or substantially impaired. In addition to the provisions in G.S. 105-277.1F, no deferred taxes are due and all liens arising under this subsection are extinguished when the property's historical significance is lost or substantially impaired due to fire or other natural disaster. (1977, c. 869, s. 2; 1981, c. 501; 1989, c. 706, s. 3.1; 2005-435, s. 38; 2006-162, s. 28; 2008-35, s. 2.5; 2010-95, s. 17; 2021-180, s. 42.13F(a).)

Staff Recommendation:

Motion to approve recognition of Wilkinson Center as a historic landmark with local historical significance.

Cost of Implementation:

$0

Motion:____________________ 2nd:____________________

Approved or Denied: ____________________ Date:________________

North Carolina Department of Cultural Resources

James B. Hunt Jr., Governor
Betty Ray McCain, Secretary

Division of Archives and History
Jeffrey J. Crow, Director

March 15, 1999

Ken Hawkins, CPA
PO Box 399
Belhaven, NC 27810

RE: John A. Wilkinson High School, Belhaven, Beaufort

Dear Mr. Hawkins:

This letter is in response to our recent telephone conversation concerning the National Register status of the John A. Wilkinson High School due to questions raised by the Internal Revenue Service (IRS). I am pleased to provide the following information to you as a member of the board of the Friends of John A. Wilkinson, Inc. and will be happy to answer any questions you or the IRS may have regarding the school's historical significance.

The John A. Wilkinson High School was determined eligible for the National Register of Historic Places as the result of a proposal by the Federal Emergency Management Administration (FEMA) to demolish the structure, along with the other more recent buildings that comprised the Belhaven Junior High School complex. The Wilkinson Building was determined eligible for the National Register under Criterion A as part of the state school consolidation movement, and under Criterion C as a good example of early to mid-twentieth century school design and construction. Under federal law a determination of eligibility required FEMA to give the property the same consideration it would give a building that is actually listed in the National Register. A determination of eligibility lasts indefinitely or until the property is listed in the register or its integrity is damaged or destroyed.

As part of the federal process for taking historic properties into consideration and trying to avoid or minimize damage to them, FEMA, the North Carolina Division of Emergency Management, State Historic Preservation Office, and the Advisory Council on Historic Preservation entered into a Memorandum of Agreement with which the Friends of John A. Wilkinson, Inc. concurred and accepted responsibility for developing a plan to rehabilitate, reuse, and continually maintain the building. (The Friends president, Star Credle, has a copy of the agreement.) In the future the Friends may pursue actual nomination and listing of the school in the National Register, but that is not a requirement of the agreement nor of any of the agencies that are working with the Friends to save the building for the future.

I hope the above addresses your and the IRS's questions about the National Register status of the historic John A. Wilkinson School. Again, please contact me, if you need more information.

Sincerely,

Renee Gledhill-Earley

Renee Gledhill-Earley
Environmental Review Coordinator
State Historic Preservation Office

Meeting Date: December 9, 2024 **NEW BUSINESS**

Agenda Item: **Approve Contract with RK&K for Stormwater Planning Project**

Background Information:
The Town has been awarded $500,000 for stormwater planning and easement acquisition through the Resilient Coastal Communities Program from NCDEQ.

RK&K was selected as the engineer for the project. They have been the engineer on the previous RCCP projects.

The contract will need approval so that work towards this resilience goal may begin.

Staff Recommendation:

Approve contract with RK&K for the Resilient Coastal Communities Stormwater Planning Project.

Cost of Implementation:

Funded 100% from RCCP grant funds

Motion:________________________________ 2nd:________________________________

Approved or Denied: ________________________________ Date:____________________

Town of Belhaven
Agenda Abstract

Meeting Date: December 09, 2024

Agenda Section: Items for Decision

Agenda Title: RK&K RCCP Phase 3 engineering/design contract

Summary of Information: The town was funded through RCCP Phase 3 for the Stormwater Action Plan and Easement Acquisition Plan project. After meeting procurement requirements, RK&K has submitted a contract for engineering/design services in the amount of $480,000. This cost is 100% covered by the RCCP Phase 3 grant.

Submitter Recommendations/Motions: Approve RK&K's contract in the amount of $480,000 for engineering/design services for the RCCP Phase 3 grant.

RK&K

8601 Six Forks Rd., Forum 1 Suite 700 | Raleigh, NC 27615 | P 919.878.9560 | T 888.521.4455 | www.rkk.com

December 2, 2024

Lynn Davis
Town Manager
Town of Belhaven
315 East Main Street
Belhaven, NC 27810

Reference: Stormwater Action Plan and Easement Acquisition Plan

Dear Ms. Davis,

Please find attached RK&K's proposal for Services associated with the Stormwater Action Plan and Easement Acquisition Plan project.

The attached Standard Terms and Conditions to Proposal and the associated scope of services are incorporated by reference into and are part of this Proposal. If the Town of Belhaven directs RK&K to proceed by signing this Proposal, both the Proposal and the Terms and Conditions are deemed accepted as soon as RK&K commences work at the direction of the Town.

Please let me know if you have any questions or need any additional information.

Sincerely,
Rummel, Klepper & Kahl, LLP

Doug Keller

Doug Keller, PE
Project Delivery Leader

Enclosure

cc: RK&K – BKS

ARTICLE I – Base Scope of Services

A. Project Description

The Town of Belhaven is retaining an Engineer for development of the Town of Belhaven Stormwater Action Plan and Easement Acquisition Plan. All work performed will be completed using the grant funds awarded to the Town of Belhaven by the North Carolina Resilient Coastal Communities Program. The project will evaluate and inventory roadside ditches, storm drainage systems, cross pipes, and tributaries within Town limits. Maintenance tasks and scheduling recommendations will be provided along with planning level cost estimates. Opportunities for nature-based stormwater management facilities locations will be recommended by the project.

The project will include research on the existence and adequacy of easements for repair and maintenance of ditches and tributaries within the Town limits. The project will identify easement gaps and provide level costs estimates for the easement acquisition. A plan for implementation of recommendations with a timeline will be included for both the maintenance and easement portions of the plan.

RK&K will complete inventory and condition assessment field work within the Town right-of-way Any potential private drainage ditches will be listed and added to the schedule. Owners of the parcels associated with these ditches will be notified of potential property entry by RK&K employees. These parcels will then be assessed and inventoried where applicable. Crews will also be aware of low areas on private properties versus conveyance features that deliver stormwater to the publicly owned ditch system.

B. Field Inventory

Coastal LiDAR data will be used in a desktop delineation effort to identify and build the preliminary ditch GIS ditch, storm system, and culvert network within the project areas. This effort will be completed prior to field visits and will be visually confirmed or updated by field crews. Scoping level delineations will be completed with a focus on known flooding problem areas. LiDAR elevation data will also be utilized to identify areas of missing ditch connectivity to guide and focus field investigation efforts. These desktop efforts will help to define the extent of the project study areas.

A field collection guidance summary will be developed, which will define the attributes to be included within the GIS data layers and the procedures to collect the attributes in the field. GIS layers to be collected will utilize unique identification naming conventions. Additionally, the guidance summary will define scenarios that will help field crews determine when to abandon the inventory and assessment effort due to outstanding circumstances. These scenarios may be the inability to access features, excessive debris, and other issues that would hinder the efficiency of the field crews. The field collection guidance and the project study areas will be presented and vetted by Town staff prior to beginning field work.

After the extent of project areas are finalized, the ditch, tributary, pipe, and culvert layers will be created and prepared for inventory. This database will be published to ArcGIS Online where the database subset will live throughout the duration of the project. Once the inventory and assessment are complete, the geodatabase will be provided to the Town.

Field tablets with sub-meter accurate GPS attachments running the ESRI Fieldmaps will be utilized by each field crew to QC and update attributes for existing features as well as collect data for any discovered features. Attributes will be completed at the time node features and pipes are found, and a GPS location will be recorded.

Leveraging ArcGIS Online resources will allow the inventory and assessment process to be highly transparent. The field data collection mapping will be ported in a custom web application built for this project that will provide a real-time access to all collaborators throughout the life of the field inventory and condition assessment process.

Deliverables:

1. Draft stormwater inventory database (geodatabase, and/or and shapefiles, and exported excel tables if desired)

C. Field Assessment

Criteria to assess the condition of individual types of stormwater infrastructure will be developed prior to completing field work and included in the Field Collection Guidance Documentation. Assessment criteria will be developed for ditches, tributaries, storm drainage structures, stormwater drainage pipes and culverts. Ditches and tributaries in the project area will be assessed for condition and functionality.

The project team will perform field condition assessments utilizing the inspection criteria developed for the project limits. Condition data will be entered into ArcGIS Online utilizing a field form developed for the Survey123 application on handheld tablets. For each culvert, crews will note damage and clogged pipes. Closed Circuit Television (CCTV) pipe inspection is not included in this contract. Unknown stormwater infrastructure encountered during the field assessment portion of the study will be documented. Critically damaged infrastructure will be immediately brought to the Town's attention. Any location where field crews suspect an illicit stormwater discharge will be reported to the Town. Portions of the drainage system may require CCTV or cleaning services to completed in cooperation with the Town.

- Open-ended Pipes/Culverts/Drainages – Openings will be assessed for debris clogging and damage. Pipe size and materials will be noted.
- Stormwater Structures – Grates and lids will be assessed for damage/excessive wear/safety concerns. Where accessible, boxes will be measured for depth and assessed for failing materials. Grate elevations will be taken from Coastal LiDAR data
- Ditches – Ditches identified utilizing desktop delineation will be observed for connectivity, stability, clogging, and serviceability. Damaged portions of ditches such head cuts, scour, sloughing, and instability will be documented.

- Nature-based stormwater sites reconnaissance – Crews will assess areas identified by the design team that appear to be viable options for nature-based stormwater facilities based on desktop analysis.

RK&K will prepare a brief summary report to document the procedures utilized to complete the field studies and provide recommendations on maintenance needs. The following items will be included in the report:

- Data Collection Guidance Document: Field data collection procedures utilized throughout the project will be documented including equipment utilized.
- Assessment criteria summary: Criteria for each type of feature inspected will be documented in the report.
- Mapping: The report will contain large scale mapping in pdf format showing the property areas studied and summary tables for each asset type. The GIS database submitted to the Town will contain condition assessment attributes for each of the features inspected for the project.
- Utilizing the condition assessment data collected as part of the project RK&K will identify stormwater maintenance and repairs needed along with a continuous schedule for upkeep of the ditch and tributary system.
- Maintenance cost estimates: Cost estimates will be prepared for maintenance activities for ditches and tributaries within the Town's Right-of-way and easements.

Deliverables:
1. Finalized Stormwater database (geodatabase, and/or and shapefiles, and exported excel tables if desired)
2. Draft Stormwater Action Plan and Easement Acquisition Plan
3. Final Stormwater Action Plan and Easement Acquisition Plan

D. Easement Research

At the conclusion of the inventory and assessment stages of the project, parcels that contain portions of ditches or tributaries determined to be of consequence to stormwater conveyance will be noted. These parcels will be researched for recorded drainage easements. A spreadsheet organized by Parcel ID will be developed to identify parcel gaps where drainage easement language supporting maintenance is not recorded. Formal title searches or County Courthouse document research tasks are not included in this contract.

The project team will provide planning level cost estimates for the Town to acquire adequate drainage easements. Administrative costs (coordination, negotiations, easement exhibits, recording of easements etc.) and per square foot easement acquisition costs will be estimated and presented to the Town.

A parcel map of properties with drainage easements will be developed for the Town. Once easement gaps are identified, planning level cost estimates will be completed for drainage easement acquisitions throughout the Town.

Deliverables:

1. Parcel easement list (.xls file)
2. Planning level easement acquisition cost estimates
    a. Administrative Costs
    b. Per square foot easement costs
    c. Stormwater Action Plan and Easement Acquisition Plan

E. Improvement Alternatives and Final Design

RK&K will review known problem areas as well as inventory and condition assessment results to identify up to three (3) alternative stormwater improvement project concepts. These concepts will include preliminary stormwater system sizing calculations, a one-page concept map, and a preliminary cost estimate. The scope of alternative projects is anticipated to consist of a large crossing repair, up to three (3) small stormwater road crossings, a nature-based solution with drainage system connections, or a city block of drainage retrofit.

After coordination and an in-person meeting with the Town. RK&K will prepare final design documents for the final project chosen by the Town. A 60% design and a 100% design will be prepared to be released to the appropriate review agencies upon Phase IV of the RCCP program

Deliverables:

1. Three (3) improvement alternative concept packages.
2. 60% design plans of chose alternative
3. 100% design plans of chosen alternative and estimate

F. Meetings, Coordination, and Project Management

Meetings and Coordination

A virtual kickoff meeting will take place to discuss the pre-field work efforts, logistics, and available data to be provided by the Town. A virtual meeting will also be held to discuss the draft inventory and assessment summary report. Additionally, the Engineer shall make available, at reasonable times, responsible staff members to meet virtually with Town staff to review the content and progress of the project.

The Engineer shall provide routine project management and administration activities, including monthly progress reports, project letters/correspondence, and subconsultant coordination through the anticipated twelve (12) month duration.

Project Schedule

- Contract and Notice to Proceed: December 16, 2024
- Desktop analysis and GIS schema: December 15 – January 15
- Field Work: January 15, 2025 – March 15, 2025
- Draft Plan submitted for Town review – June 17, 2025

- Final Plan submitted to Town: August 1, 2025
- Alternative Improvements Analysis: September 1, 2025
- 60% Design Plans: November 2, 2025
- 100% Design Plans: December 13, 2025

ARTICLE II – Additional Services

If requested in writing by the Town and accepted by the Engineer, the Engineer shall furnish or obtain from others Additional Services, which are not included under Article I. The Additional Services shall be paid for by the Town at rates to be agreed upon by the Town and the Engineer in writing. Equitable adjustments shall be made to the project's scheduled time of completion if Additional Services are provided.

ARTICLE III – Excluded Services

- Night and weekend fieldwork
- Property Owner Notifications
- Property Surveys
- Title Searches
- Easement Exhibits / Plats
- As-Builts
- Public Meetings, Town Council Meetings, Community Involvement
- Grant Administration
- Pump Design
- Property Acquisition
- Survey-grade inventory data
- Geotechnical Design and Fieldwork
- Structural Design
- Utility Relocation
- Hydraulic modeling/routing analysis
- 401/404 Stream/Wetland Permitting and Fees (included in Phase IV)
- Coastal Area Management Act (CAMA) and Permitting Fees (included in Phase IV)
- NCDEQ / NG01 Erosion Control Permitting and Fees
- National Environmental Policy Act (NEPA) Services (Categorical Exclusions, Environmental Assessments, Environmental Impact Statement etc.)
- Wetland Mitigation / Crediting
- Construction phase services; review of shop drawings, response to RFI's, and material testing.
- Construction staking
- Bid Assistance (Pre-bid, Addenda, and Bid Opening)
- SWM borings and infiltration testing to aid in SWM design.

ARTICLE III – Data and Materials to be Provided by the Town

- Record drawings
- Previous stormwater mapping/geodatabase
- Water and Sewer geodatabase
- Drainage complaint database
- Flood history documentation
- Access to stormwater infrastructure

ARTICLE IV – Fee for Services

Project Fee
The following lump sum fee will be paid for the completion of scoped project tasks and deliverables: **$480,000.**

Approval

Approved by Client:

____
Ricky Credle
Mayor, Town of Belhaven

____
Date

____
Lynn Davis
Town Manager, Town of Belhaven

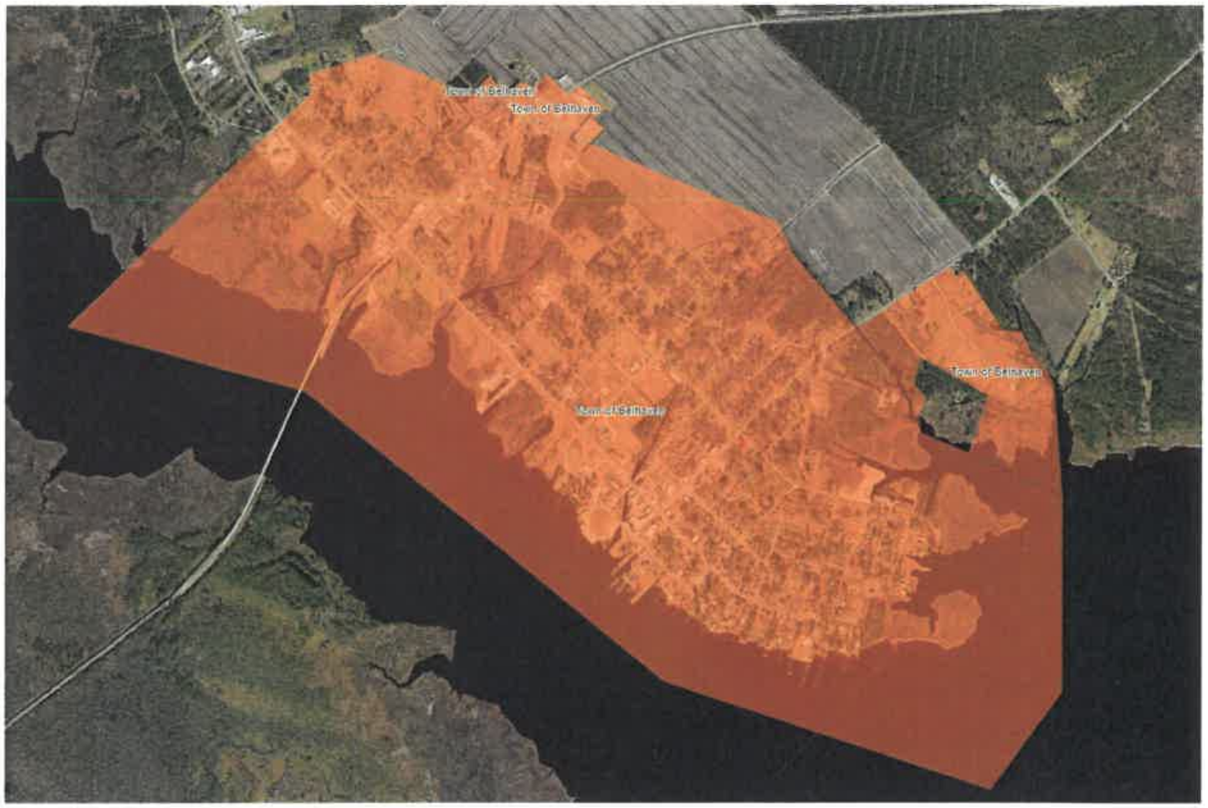
____
Date

Approved by RK&K:

____
B. Keith Skinner
Partner, RK&K

____
Date

Attachment A
Study Limits



STANDARD TERMS AND CONDITIONS TO PROPOSAL FOR CONSULTING ENGINEERING SERVICES BETWEEN RUMMEL, KLEPPER & KAHL, LLP AND CLIENT

1. These Terms and Conditions apply to and are a part of Rummel, Klepper & Kahl, LLP's (RK&K) Proposal to Client dated December 2, 2024. In the event of any conflict between these Terms and Conditions and the terms established in the body of the Proposal, the latter shall govern.

2. RK&K will perform its professional services in accordance with the prevailing standard of professional care for similar services in relation to projects of similar scope, size, and complexity. No warranties regarding the fitness, timeliness, or quality of professional services or work product are offered and no such warranties are implied.

3. Client agrees to pay all invoices on receipt. After thirty days, interest shall accrue at the rate of one percent per month (simple). After forty-five days from receipt, RK&K may suspend services or terminate for default. Client shall defend, indemnify, and hold RK&K harmless from all claims, liability, and damages incurred by Client or others in the event of suspension for non-payment or termination for default. If, after a suspension for non-payment, RK&K is paid and agrees to resume services, Client shall compensate RK&K for all start-up and remobilization costs associated therewith. In the event that legal action or other collection efforts are required to secure payment, Client shall be liable for all reasonable costs, expenses, and attorney fees associated therewith.

4. RK&K's services are performed solely and exclusively for Client. No third-party beneficiaries are or will be recognized.

5. RK&K assumes no responsibility for construction means, methods, sequences, safety precautions, or safety programs in connection with the construction of the Project. These responsibilities are reposed exclusively in the Construction Manager and/or General Contractor charged with executing the work described in the Construction Documents.

6. Any construction cost or time estimates offered by RK&K represent the opinion of RK&K as an engineer having familiarity with general construction costs and practices. RK&K does not warrant and shall not be responsible for actual construction costs or construction time.

7. Client shall immediately bring to the attention of RK&K any errors or omissions observed in the services or work product of RK&K.

8. Performance of construction phase services, if any, shall not be construed to relieve the Contractor or Construction Manager from responsibility to perform the construction work in accordance with the Construction Documents and accepted industry standards. RK&K is not responsible for the Contractor's failure to perform the construction work in accordance with the Construction Documents.

9. Client shall require the Contractor and/or Construction Manager to include RK&K as an additional named insured on all policies of insurance required by or procured pursuant to the Contract Documents.

10. Client and RK&K waive all claims against each other and shall require similar waivers from their respective contractors and consultants to the extent of any losses covered by a builder's risk or other property insurance covering the property or the Project.

11. No set-offs are permitted except with respect to claims for which RK&K has been adjudicated liable.

12. Unless otherwise expressly required by the terms of the Proposal, RK&K shall have no liability or responsibility for the presence, handling, or disposal of hazardous or toxic materials on the site.

13. If Client directs RK&K to perform services that are beyond the scope of the Proposal without first negotiating a lump sum fee, all such additional services shall be performed at 2.75 times direct personnel costs plus expenses.

14. RK&K shall be entitled to rely on Owner-furnished information, including information relating to the program, scope, and budget for the Project. If the Owner-furnished information is incorrect, or if it changes, RK&K shall be entitled to additional services compensation at 2.75 times direct personnel costs plus expenses based on the actual time required to adapt to the correct or new information and/or revise work product in connection therewith.

15. RK&K retains ownership of, and all intellectual property rights in, its instruments of service. Client shall be entitled to use this work product for this Project only and provided that RK&K is paid in accordance with the Proposal and these Terms and Conditions.

16. Client and RK&K agree to look exclusively to each other in the event of a claim arising out of the Proposal. Neither party will look to or make a claim against the principals or employees of the other.

17. Client and RK&K agree to waive all claims against the other for consequential damages arising out of or relating to, the Proposal or the services. Consequential damages include, without limitation, loss of profits, loss of use, loss of opportunities, and any other expectation losses.

18. The Proposal and these Terms and Conditions, and all services performed in connection therewith, shall be governed by the substantive law of the State in which the Project is situated.

19. The Proposal and these Terms and Conditions are an integrated document. If any one or more of these Terms and Conditions is held to be invalid, the balance shall survive.

BELHAVEN TERMS AND CONDITIONS TO PROPOSAL FOR PERMITTING SERVICES

1. Rummel, Klepper & Kahl, LLP (RK&K) is Limited Liability Partnership organized in the state of Maryland.

2. Primary contact and primarily responsible person for the contract will be the following:

RK&K	Town of Belhaven
Doug Keller	Lynn Davis
8601 Six Forks Road	PO Box 220
Forum 1, Suite 700	315 East Main Street
Raleigh, NC 27615	Belhaven, NC 27810
(919) 878-9560	(252) 943-3055

3. The Town of Belhaven will have an opportunity to review and/or inspect the deliverables prior to final acceptance.

4. The contract will be paid on a lump sum (fixed fee) basis. RK&K will complete the design services detailed in Article I of the scope for the fixed fee regardless of any costs incurred by the contractor or owner. Any work completed outside of the scope of Article I of the Scope of Services will be considered additional work and will be grounds for additional compensation.

5. All invoices submitted under the contract will include the Town's project number, if applicable.

6. RK&K will assist any necessary audit process through the Town if necessary.

7. All mileage, copying, courier delivery, meals, postage, and other miscellaneous expenditures are included in the lump sum contract amount included within this proposal.

8. RK&K will evaluate cost comparisons/alternates as the design progresses. Once plans have been approved at each milestone re-work associated with any alternatives will be considered additional work.

9. Any opinions of probable cost provided represent RK&K's good faith professional judgement in light of its experience, knowledge and the information reasonably available to RK&K at the time of preparation of the opinion. However, since RK&K has no control over the market, economic conditions or bidding procedures, RK&K does not make any guarantees or warranties whatsoever, whether express or implied, with respect to such opinions.

10. RK&K will update the schedule monthly or when milestones change and include the schedule with the invoice.

Belhaven Police Department
November 2024

Event	Totals
Miles Driven	2,522
Hours of Foot Patrol	48
# of Business Checks	320
# of House Checks	2
Business Escorts	22
Funeral Escorts	0
Community Outreach Events	0
# of Phone Calls Received	See below
Window Walk Ups	2
Calls for Service Answered	40
# of Incident Reports Taken	17
# of Accident Reports Taken	2
Citizen Assists	5
Vehicle Unlocks	0
Traffic Stops	10
Citations Issued	0
Written Warnings	0
Verbal Warnings	7
Event	Totals

Subpoenas Served	4
Attempted Subpoena Service	0
Criminal Summons Served	0
Warrant Service	0
Attempted Warrant Service	2
Commitment Papers	1
Commitment Hours	2
Total Number of Arrests	0
DWI	0
Domestic	0
Narcotic	0
Open Positions	2
Applications Received This Month	0
Total Number of Applicants	0
Total # of Applicants in Process	0
Hours of Training	40
% Accreditation Assessments	32

Notes: Number of phone calls received at the PD is unknown for November due to the Administrative Assistant not being in the office for report.

During the month of November, the SBI audited our DCI and NC Training and Standards, audited out Personnel Records. We passed both audits.

New Ford Explorers are equipped and in service. Network/internet access will be installed ECI on Dec. 16th.

We have moved into the new PD. We are in the process of getting everything stored in their new locations. There are still things that need to be completed before an open house can occur.

Expect to hear from your constituents in the coming weeks/months about being stopped for traffic violations, i.e. speeding, seatbelts, and traffic violations.

Town of Belhaven Water Resources

November 2024

Attachments:

- **Monthly Jobs Report**

Water and Sewer Departments
Steve Hall
Ed LaBarge
T.J. Van Essendelft
Tom Van Staalduinen

Water and Wastewater Report
As of December 1, 2024

The Town of Belhaven Water Resources' monthly report presented to you for your consideration. The following will list jobs completed and ongoing. This report is general and will not list every task performed by the Water Resources Department. If there are any questions about this report contact information is listed below.

Wastewater Treatment and Collections

- The Waste Treatment Plant recorded 2.75 inches of rain during November. We collected and treated 5.261 million gallons of wastewater. The average flow at the waste treatment plant was 175,367 gallons per day.
- The Pantego Lift Station has been successfully repaired. The crew that came in to repair the station was very good. All the work was done with no problems.
- We found a large washout behind Gingerbread Bakery. An unused sewer service connection was broken and this caused the problem. We sealed the service with a plate and cement.
- We responded to (44) 811 One Call requests for locates of utilities and followed up with the positive response.
- We responded to 8 grinder pump alarms in Pantego. We also rebuilt several pumps at the Mill Street Pump Shop.
- Electricities called for 2 generator runs for peak shaving this month.

Water Treatment and Distribution

- The water plant sent 2,683,800 gallons to the town's distribution system in November. That is an average of 89,460 gallons per day.
- We installed a water service for a vacant lot across from St. Riddick's Church on Pamlico Street. There will be a house built on that lot.
- The water main replacement is going as planned. They are connecting the new services to the houses.
- Several leaks repaired this month.

General

1) All lift stations not on the Scada system checked daily and those that are, checked weekly.
2) Read 3 of the 5-meter books and do follow-up rereads and verify leaks work orders.
3) All monitoring data and sampling frequencies meet permit requirements for Water, Waste Treatment, Distribution and Collections.
4) Ran 2 set of operational labs at waste treatment, scour sand filters once, and cleaned the weirs at waste treatment once.

Stephen Hall 943-1400 sewer@townofbelhaven.com
water@townofbelhaven.com