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**Town of Cedar Point**  
**Regular Meeting**  
*Tuesday, July 27, 2021*

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**Board Members**

Scott Hatsell, Mayor | Pam Castellano, Mayor Pro Tem |  
Gary Bray, Commissioner | John Nash, Commissioner | Frankie Winberry, Commissioner |

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**I. Call to Order/Invocation/Pledge**      Mayor Scott Hatsell  
*Invocation provided by Mr. David Rief, Town Manager*

**Mayor's Remarks**

**II. Agenda and Consent Agenda**

The Town Clerk respectfully submits to the Board, the Regular Agenda and the below consent items, which are considered to be of general agreement and of little or no controversy. These items may be voted on as a single group without Board discussion or if so desired, the Board may request to remove any item(s) from the consent agenda and placed for consideration separately.

**Consent Items:**

- a. June 22, 2021 Regular Meeting Minutes
- b. Budget Amendment FY 2021-22-01

**III. Public Comment**

**IV. Resolution to Pursue CAMA Access Grant Funding**

Town Staff is finalizing the CAMA Access grant application and must include public comment as part of the application process.

**Action Needed:**

1. Hear Public Comment
2. Approve or Disapprove Resolution

## **V. Deputy Report**

## **VI. Manager's Report/Comments**

- End of Year Financial Report
- Hazard Mitigation Plan Update

## **VII. Items Moved from Consent Agenda**

## **VIII. Board Comments**

## **IX. Adjournment**

The next regularly scheduled meeting will be held on Tuesday, August 24, 2021 at 6:30 PM.

## **Tab 2 Consent Agenda**



1  
2  
3 Board of Commissioners Regular Meeting  
4 June 22, 2021  
5

6 The Town of Cedar Point Board of Commissioners held their regularly scheduled monthly  
7 meeting on Tuesday, June 22, 2021 at 6:30 PM. Mayor Hatsell determined a quorum was  
8 present and opened the meeting at 6:30 PM. Town Manager Rief presented the Invocation  
9 followed by the Mayor leading the Pledge of Allegiance.

10  
11 PRESENT: Mayor Hatsell, Commissioners Bray, Castellano, Winberry and Nash, Town  
12 Manager Rief, Town Clerk Calhoun and public.  
13

14 The Agenda and Consent Agenda, consisting of the May 25, 2021 Regular Meeting Minutes, a  
15 Capital Project Ordinance for Park Improvements, a Project Ordinance for the American Rescue  
16 Plan Act Funding, and a Budget Amendment FY 2021-02 were presented for Board  
17 consideration and approval. Mayor Hatsell added the following item to the Consent Agenda:  
18 Town Manager's Updated Contract. Mayor Hatsell added the following item to the Agenda:  
19 Item IV(a) Phase I and Phase II Debris Management Contract Awards. Commissioner  
20 Castellano made a **Motion** to approve the *amended* Agenda and Consent Agenda as presented.  
21 The Motion passed 4-0.  
22

23 There was no Public Comment.  
24

25 The next Agenda Item, Updates and Amendments to the UDO, was discussed as length at the  
26 June 17, 2021 Agenda Work Session. Commissioner Castellano made a **Motion** to approve the  
27 UDO Amendments and Updates as presented and discussed. The Motion carried 4-0.  
28

29 Phase I and Phase II Debris Management Contracts were awarded for a 3 year term, and the  
30 winning bids were as follows: Phase I PUSH Contract was awarded to Rick Bostic Construction.  
31 Phase II Debris Removal Contract was awarded to Custom Tree Care. Commissioner Bray made  
32 a **Motion** to accept the two winning bidders for Phase I and Phase II Debris Management. The  
33 Motion carried 4-0.  
34

35 Deputy Nakamura presented his Deputy Report, noting that traffic is still an issue and Highway  
36 Patrol is assisting in traffic management.

37 Mr. Rief presented his Manager’s Report. Pier replacement work will commence in about one  
38 week.  
39

40 The Clean Water Management Trust Fund Grant pursuit is ongoing. They have asked for  
41 additional information which is being compiled. Funding will not occur until after July1, 2021.  
42 The American Rescue Plan Funding will also be arriving after July 1.  
43

44 The Capital Project Ordinance in the Consent Agenda addressed money given to the Town by  
45 the County. This money, \$60,000, was set aside by the County for the Park property. This  
46 money will be used for improvements to the park.  
47

48 Commissioner Nash expressed his support for Sheriff Buck in his pursuit of additional personnel  
49 for road patrol for the department.  
50

51 There being no further business to discuss, the meeting was adjourned. Commissioner Winberry  
52 made a **Motion** to adjourn the meeting.  
53

54 The meeting adjourned at 6:54 PM.  
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70 Scott Hatsell, Mayor

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Jayne Calhoun, Town Clerk



## FY 2022 OPERATING BUDGET ORDINANCE AMENDMENT #1

**WHEREAS**, the Town of Cedar Point has received \$1,011,756 in funding from Land & Water Fund toward the purchase of the Town Park on a reimbursement basis; and

**WHEREAS**, the Town of Cedar Point desires to use the proceeds of said reimbursement as a principal reduction on the bond for the purchase of the park (\$1,000,000) and for anticipated costs of park development (\$11,756); and

**NOW, THEREFORE, BE IT ORDAINED** by the Cedar Point Board of Commissioners that the following amendments be made to the annual budget ordinance for Fiscal Year ending June 30, 2022:

**Section 1.** To Amend the Budgeted Revenues as follows:

<u>Revenue</u>	<u>Increase</u>
Miscellaneous Revenue	\$1,011,756.00

**Section 2.** To Amend the Budgeted Departmental Expenses as Follows:

<u>Expense</u>	<u>Increase</u>
Debt Service – Park Loan	\$1,000,000.00
Capital Project - Park Improvements (Transfer Out)	\$11,756.00

**Section 3.** Copies of this Budget Amendment shall be furnished to the Town Manager for his direction.

Adopted this 27th day of July, 2021.

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Scott Hatsell, Mayor

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Jayne Calhoun, Town Clerk

**Tab 4 Resolution to Pursue CAMA Access  
Grant Funding**





**Resolution in Support of CAMA Public Beach and Coastal Water Access Full Application, 2021-2022 Cycle, Improvement for Town of Cedar Point Park Property – ADA Compliant Kayak Launch and Dock, Parking Lot**

**WHEREAS**, during a Public Meeting held on July 27, 2021, the Town of Cedar Point Board of Commissioners received public comments on the proposed Improvements for Boathouse Creek Walking Trails and Park – ADA Compliant Kayak Launch and Dock, Parking lot; and,

**WHEREAS**, the Board of Commissioners desires to improve public and handicapped access to Boathouse Creek and the White Oak River for residents and visitors; and,

**WHEREAS**, in accordance with its CAMA-funded Water Access Plan, the Town desires to improve water access at Boathouse Creek Walking Trails and Park the mobility impaired; and,

**WHEREAS**, Town staff has submitted a pre-application and has been invited to submit a full application to the North Carolina Division of Coastal Management requesting grant funds in the amount of \$ \_\_\_\_\_ in cash;

**THEREFORE, BE IT RESOLVED**, that the Cedar Point Board of Commissioners, after receiving public comments on the proposed improvements, supports the CAMA Public Beach and Coastal Water Access Grant request and agrees to match the grant with \$ \_\_\_\_\_ in cash.

**ADOPTED** this the 27th day of July, 2021.

\_\_\_\_\_  
Scott Hatsell, Mayor

ATTEST:

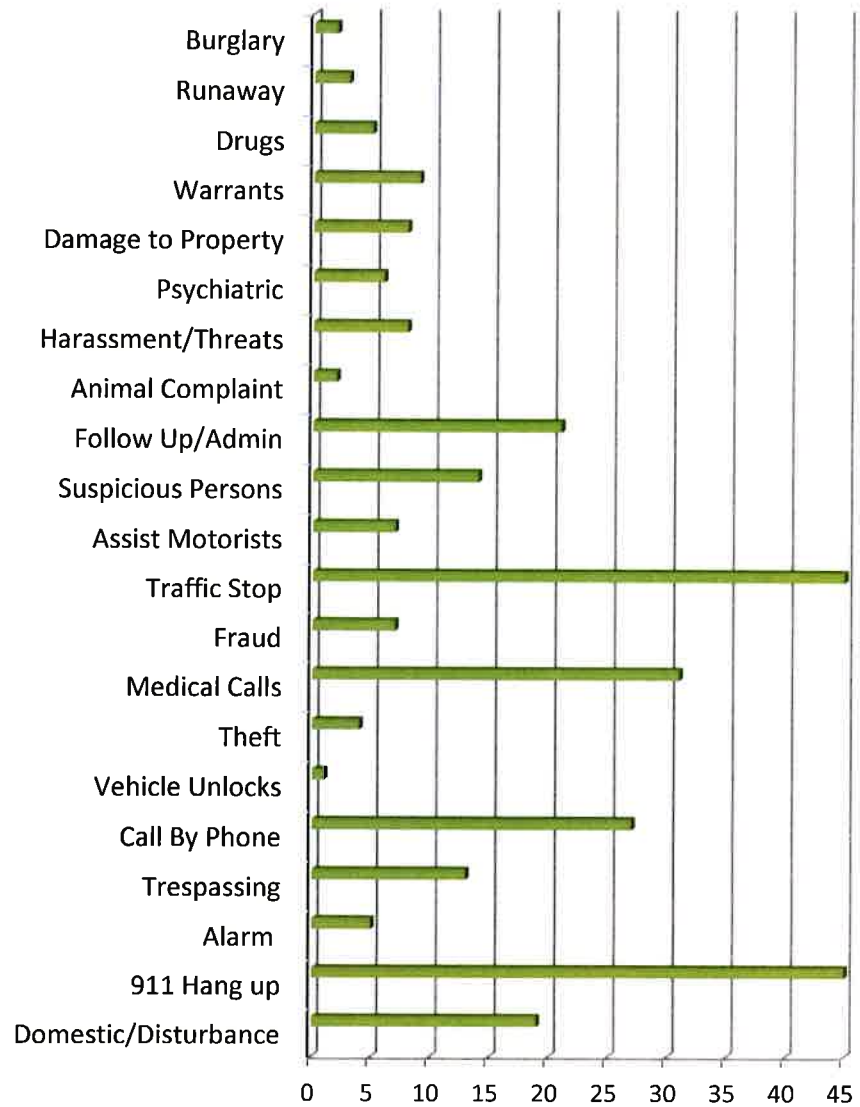
\_\_\_\_\_  
Jayne Calhoun, Town Clerk

## **Tab 5 Deputy Report**

# Cedar Point Reported Calls

May 14 - June 13 2021

Nature of Call	Quantity
Domestic/Disturbance	19
911 Hang up	66
Alarm	5
Trespassing	13
Call By Phone	27
Vehicle Unlocks	1
Theft	4
Medical Calls	31
Fraud	7
Traffic Stop	86
Assist Motorists	7
Suspicious Persons	14
Follow Up/Admin	21
Animal Complaint	2
Harassment/Threats	8
Psychiatric	6
Damage to Property	8
Warrants	9
Drugs	5
Runaway	3
Burglary	2
Death	1
<b>TOTAL:</b>	<b>345</b>



## **Tab 6 Manager's Report**



# Fiscal Year 2020-21 Financial Report

July 22, 2021

David M. Rief, Town Manager

# Budget Comparison-Assets

Budgeted		\$985,000.00
Budget Amendments		
CARES Act	\$33,273.00	
PARTF	\$500,000.00	
Carteret County Park Reimb.	\$60,000.00	
Anonymous Donation-Pier	\$140,000.00	<u>\$733,273.00</u>
Final Budget		\$1,718,273.00
Total Collected		\$1,764,236.44
Revenue Over Budgeted Amount		\$45,963.44

# Budget Comparison- Expenses

Budgeted		\$985,000.00
Budget Amendments		
Technology Upgrades (CARES ACT)	\$33,273.00	
Bond Payment (PARTF)	\$500,000.00	
Park Improvement Project	\$200,000.00	<u>\$733,273.00</u>
Final Budgeted		\$1,718,273.00
Actual Expenditures		\$1,373,896.88
Transfers Out		
Powell Bill	\$34,111.77	
Park Improvements	\$200,000.00	<u>\$234,111.77</u>
Total Expenditures		\$1,608,008.65
Expenditures Below Budgeted Amount		\$110,264.35

# Transferred to Fund Balance

Revenues above Budgeted Amount	\$ 46,963.44
<u>Expenditures below Budgeted Amount</u>	<u>\$110,264.35</u>
Transferred to Fund Balance (Savings)	\$156,227.79



# Account Balances (June 30, 2021)

Operating Funds (General)		
Checking (BB&T)	\$241,073	
Savings (BB&T)	\$411,598	
Savings (NCCMT)	<u>\$32,723</u>	\$685,394
Strategic Budget Funds (NCCMT)		\$151,318
Powell Bill Funds (NCCMT)		\$161,841
Park Improvement Funds (NCCMT)		<u>\$200,000</u>
<b>Total Funds</b>		<b>\$1,018,553</b>

# Fund Balance Policy Review

Policy: The amount of unreserved fund balance should be no less than the greater of 45% of the general fund budget or the average unreserved general fund balance of the last three years of budgeted expenditures.

Budgeted Expenditures (FY 2021-2022)	\$1,069,500
Unreserved General Fund Balance	\$ 685,394
Percent of Budgeted Expenditures	64.1%

The Fund Balance Policy is met.

\*The 2021-2022 General Fund Budget is higher than the average of the previous three budgets and is required to used for this policy analysis.

# Highlights

- First year in several of not taking from savings to fund the budget
- Increased Fund Balance (savings) by \$156,227.79
- Set aside \$200,000 for park improvements
- Lump sum payment of \$500,000 on Park Bond
- Bond payment resulted in savings of \$274,301.96 and 4.25 years

Cedar Point is on a healthy financial trajectory!

# *Hazard Mitigation Plan Update*

## CRS Activity 510

### Progress Report on Implementation of Credited Plan

Date this Report was Prepared: July 9, 2021

Name of Community: Town of Cedar Point, NC

Name of Plan: Pamlico Sound Regional Hazard Mitigation Plan

Date of Adoption of Plan: May 19, 2020

*5 Year CRS Expiration Date: June 15, 2025*

1. How can a copy of the original plan or area analysis report be obtained:
  - a. From the Plan's website at:  
<http://www.pamlicohmp.com/assets/pdf/documents/Pamlico%20Regional%20HMP%20FEMA%20Review%20Draft.pdf>
2. Describe how this evaluation report was prepared and how it was submitted to the governing body, released to the media, and made available to the public:
  - a. This evaluation report was prepared by the Town Manager and was submitted to the Town Board of Commissioners for review at their July 22, 2021 Work Session meeting. The report will be included in their agenda packet which is delivered to the media and made available to the public at Town Hall and on the Town's website.
3. Provide a description of the implementation of each recommendation or action item in the action plan or area analysis report, including a statement on how the project was implemented or not implemented during the previous year:
  - a. The Town is just one of many partnering jurisdictions in the Pamlico Sound Regional Hazard Mitigation Plan. In Section 6 of the Plan, a chart outlines the various recommendation and action items by County. For each item listed for a particular County, a list of persons/parties responsible for that item is given. This list contains all of the items for which the Town of Cedar Point, its governing board, or one of its departments is identified as being a potential responsible party.

#### **Action Item 1:**

Continue to maintain the County's Continuity of Operations Plan in an effort to ensure ongoing governmental operations following a natural or man-made disaster event. The County, in conjunction with all participating municipal jurisdictions, will review this plan annually and update as deemed necessary.

**Progress:** The Town coordinates with the Carteret County Department of Emergency Services on an ongoing basis and updates the plan accordingly.

**Action Item 2:**

Maintain a contract with a qualified post-disaster recovery service provider. This contract will include the provision of essential services and equipment, including generators, and will include documentation required for reimbursement from FEMA/NCEM.

**Progress:** The Town maintains contracts with two separate post-disaster recovery service providers. The current contracts were entered into in June 2021.

**Action Item 3:**

Hold a public information meeting (once annually) aimed at educating the public and elected officials about the jurisdictions' overall vulnerability to natural and man-made hazards, and the jurisdictions' hazard mitigation efforts.

**Progress:** A public information meeting was held on July 22, 2021 during the Board of Commissioners Work Session.

**Action Item 4:**

Meet annually with all electric service providers operating within the County prior to hurricane season, in preparation for the effects of severe weather, and will provide the preliminary planning steps required for effective post-disaster recovery.

**Progress:** A telephone conference was held.

**Action Item 5:**

Maintain all property acquired within the Special Flood Hazard Area (SFHA) as undisturbed open space in perpetuity. Continue to proactively establish open space within the floodplain and floodway as HMGP grant funds become available to carry out this initiative.

**Progress:** The Town's recent purchase and conservation of a 56-acre park furthers this purpose.

**Action Item 6:**

Maintain reciprocal mutual aid agreements with all neighboring communities in an effort to ensure adequate fire protection throughout the County. Additionally, all jurisdictions will provide preventive maintenance efforts to ensure the fire hydrants and equipment are working properly.

**Progress:** The Town is a participant in a state-wide municipal aid agreement which covers municipalities across the state, including locally and addresses fire protection.

**Action Item 7:**

Review and update respective Flood Damage Prevention Ordinances as deemed necessary. Once annually, all jurisdictions will conduct a review to ensure that the current FDPO is compliant with all FEMA and NCEM mandates.

**Progress:** The Town updated its Flood Damage Prevention Ordinance in preparation of new FEMA maps that took effect June 19, 2020. A subsequent review was made to determine compliance with NCGS 160-D.

**Action Item 8:**

Strive to maintain CRS Ratings through implementation of a comprehensive floodplain management program.

**Progress:** The Town actively seeks to maintain and improve its CRS rating.

**Action Item 9:**

Maintain and map GIS-based data related to floodplain management and mitigation. These efforts will involve maintaining the most recent Flood Insurance Rate Maps (FIRMs), as well as GIS locations for each property either acquired or mitigated under current or prior year mitigation grant projects. Repetitive loss areas will also be mapped through this process.

**Progress:** The Town maintains both paper and digital (GIS and PDF) maps of the most recent FIRM.

**Action Item 10:**

Establish and/or maintain reconstruction policies that include procedures for issuance of building permits after a natural disaster.

**Progress:** The Town coordinates with the County for issuance of building permits and supports the County's policies concerning permit issuance after a natural disaster to the extent they conform to the Town's ordinances.

**Action Item 11:**

Maintain a map information service involving the following: (1) Provide information relating to Flood Insurance Rate Maps (FIRMs) to all inquirers, including a provision of information on whether a given property is located with a flood hazard area; (2) Provide information regarding the flood insurance purchase requirement; (3) Maintain historical and current FIRMs; (4) Advertise once annually in the local newspaper the availability of FIRMs; and (5) Provide information to inquirers about local floodplain management requirements.

**Progress:** The Town seeks to do each of the foregoing.

**Action Item 12:**

Mail a notice annually to all property owners in an effort to educate citizens about dangers associated with flooding in low-lying coastal areas.

**Progress:** This mailer is provided by the County annually. In the event that the County stops providing this mailing, the Town would conduct it.

**Action Item 13:**

Make information regarding hazards and development regulations within floodplains available through the following: (1) Ensure that the local library maintains information relating to flooding and flood protection; (2) Provide a link on the county website to FEMA resources addressing

flooding and flood protection; (3) Provide a link on all participating municipalities' websites to FEMA resources addressing flooding and flood protection, evacuation procedures, disaster preparedness, and post-disaster recovery; and (4) Provide website links to relevant hazard mitigation websites.

**Progress:** The Town's responsibility is limited to the Town's website, and the Town does provide links on its website to FEMA resources.

**Action Item 14:**

Continue to support the NC Office of Dam Safety in its efforts to monitor and inspect all dams throughout the state. The County will rely on this agency to ensure that all dam facilities, both public and private, are properly maintained and stable.

**Progress:** The Town has no dams in its jurisdiction and is not applicable to the Town.

**Action Item 15:**

Continue to monitor water resources in an effort to mitigate the impacts of drought conditions. These efforts will include maintaining a local water shortage ordinance. This ordinance will be activated in coordination with all utility providers as the need arises.

**Progress:** This has not been an issue over the past year but the Town's Public Works Department tracks/reviews rainfall data.

**Action Item 16:**

In the event of a substantial flooding event or other natural hazard occurrence, perform damage assessments in coordination with NCEM. These assessments will assist the county in determining the extent of the damage caused by the respective disaster event. This data, in conjunction with the information outlined in this plan, will be utilized as a tool for land use planning and future hazard mitigation plan updates.

**Progress:** The Town has performed damage assessments as needed.

**Action Item 17:**

Review all land use planning and regulatory documents pertinent to hazard mitigation in an effort to: (1) Reduce exposure to natural hazards, (2) Promote resource protection, and (3) Encourage the use of best management practices

**Progress:** In July, 2019 the Town adopted a Unified Development Ordinance which included hazard mitigation considerations.

**Action Item 18:**

Collaborate to provide education and training to local government officials in an effort to broaden understanding of public policy relating to hazard mitigation.

**Progress:** The Town seeks opportunities for education on hazard mitigation to share with its officials.



**Action Item 19:**

Continue to proactively seek out grant funding through NCEM and FEMA for mitigation of repetitive loss properties (RLP's) from future flooding events. The County will maintain a list of RLP's, and on an annual basis, will apply for funding for all structures that meet cost-benefit thresholds as defined by FEMA. Carteret County will assist all municipal jurisdictions in working through the structural mitigation grant funding process.

**Progress:** The Town staff participate in a number of email listserv where information about mitigation funding is presented and when appropriate, investigates the applicability of the the funding.

4. Discuss why any objectives were not reached or why implementation is behind schedule:
  - a. The majority of the objectives are ongoing and do not result in an end date where achievement can objectively be determined. Notwithstanding, the Town strives to achieve each of the foregoing objective as set forth in the Hazard Mitigation Plan.
  
5. What are the recommendations for new projects or revised recommendations?
  - a. No recommendations are made at this time.