



Edenton Town Council  
Special Meeting  
&  
Committee Meetings  
November 25<sup>th</sup>, 2024  
6:00 p.m.

Council Chambers, 504 S. Broad Street

*Meeting will be held in the Council Chambers, 504 S. Broad Street. Remote Video Access Available via  
<https://us02web.zoom.us/j/2524822155?pwd=TONFUEJOMXlnV3B2UFA1SOR0ajgzUT09>*

*Meeting ID: 252 482 2155 Passcode: 458434*

*Dial in Option: 301-715-8592 (Meeting ID & Password same)*

**AGENDA**

**I. Special Meeting**

- A. Memorandum of Understanding (MOU) with Destination Downtown Edenton
- B. Memorial Bench Request
- C. Harbortowns Lease Agreement – 500 S Broad Street

**II. Committee Meetings**

- A. Administrative Committee
  - 1. Police Department Salary Review
  - 2. Northeastern Regional Airport Engineering Professional Services Agreement.
  - 3. Wolfenstein Group Professional Services Agreement
  - 4. Jones Street Consulting Professional Services Agreement
  - 5. Mainstreet Edenton Economic Development Agreement
  - 6. Mainstreet Edenton Parking Lease Agreement
- B. Finance Committee
  - 1. Budget Amendment Mainstreet Edenton

**III. Closed Session**

- A. Per NCGS 143-318-11 (a)(6) to discuss matters relating to the location or expansion of industries or other businesses in the area served by the public body, including agreement on a tentative list of economic development incentives that may be offered by the public body in negotiations, or to discuss matters relating to military installation closure or realignment

**MEMORANDUM OF UNDERSTANDING BETWEEN Destination Downtown Edenton Inc  
d/b/a Main Street Edenton AND the Town of Edenton**

**County of Chowan**

**State of North Carolina**

**Agreement**

THIS MEMORANDUM OF UNDERSTANDING (the "Agreement") is entered into on the 25<sup>th</sup> day of November, 2024, by and between the following parties (the "Parties"):

The Parties are the Town of Edenton, hereinafter referred to as "Town", and Destination Downtown Edenton Inc d/b/a Main Street Edenton, hereinafter referred to as "Nonprofit".

**PURPOSE OF THE MOU**

The Purposes of this Memorandum of Understanding are the following:

1. Express the Parties' mutual understanding regarding roles and responsibilities of managing the Main Street program.
2. Express the Parties' mutual understanding regarding priority activities, tasks, and decisions to be achieved in managing the Main Street program.
3. Express the Parties' mutual intention to work in good faith to further the redevelopment of downtown, to spur economic development in the context of historic preservation, in accordance with Main Street America™ as administered by NC Department of Commerce, NC Main Street & Rural Planning Center.

**PRIORITY GOALS AND TASKS**

The Parties have identified the following as priority goals and tasks for the redevelopment of downtown through the management of their Main Street program:

- a. Develop a strategic economic development plan to guide redevelopment.
- b. Implement the strategic plan through the Main Street America™ Four-Point Approach to downtown revitalization.
- c. Create a positive image for downtown that spurs investment, business and residential development, jobs and volunteerism.
- d. Identify and convey practical, valuable, and implemental tools for downtown economic development.

**WITNESSETH**

Each party will appoint a person to serve as the official contact and coordinate the activities of each party in carrying out this MOU. The initial appointees are:

*James 'Ches' Chesson Jr*  
Director, MSE  
(252) 312-8334  
[director@mainstreetedenton.com](mailto:director@mainstreetedenton.com)

*Corey Gooden*  
Manager, TOE  
(252) 361-8809  
[corey.gooden@edenton.nc.gov](mailto:corey.gooden@edenton.nc.gov)

That for and in consideration of the mutual promises and conditions set forth below, the Town and the Nonprofit agree to the following roles and responsibilities:

1. Duties of the Town: The Town agrees to:

- A. Partner with the Nonprofit and provide resources and information that may be pertinent in carrying out its charge.
- B. Monetarily donate to the non-profit a sum of which is fair for the organization to carry out organizational duties or specific projects. A monetary donation is required by Main Street America™ in order to be considered for National Main Street accreditation.
- C. Provide a quarterly report to the Nonprofit on the Town's downtown revitalization activities.
- D. Utilize the Main Street® philosophy to partner with the Nonprofit in the development of a strategic economic development plan for downtown and an implementation workplan based on the Main Street America™ Four Point Approach® to Downtown Revitalization that includes: Economic Vitality, Design, Promotion and Organization, for downtown Edenton, in order to enhance and preserve its status as a North Carolina Main Street community.
  - a. Economic Vitality
    - i. Examine and correct as necessary current zoning, codes, licensing and any other applicable municipal regulatory requirements or processes in order to facilitate economic development in the downtown business district in accordance with best practices for historic preservation.
    - ii. Partner with the Nonprofit to develop and implement incentives to spur investment, business and residential development and to create jobs.
    - iii. Provide mapping, market and demographic data to develop a market driven economic development plan.
    - iv. In collaboration with the county, provide tax base and tax records information for downtown.
    - v. In partnership with the Nonprofit, measure the impact of the Main Street program.
  - b. Design
    - i. Plan, contract for and oversee in partnership with the Nonprofit, the public physical improvements along Main Street, such as sidewalks, streetscape, parking, beautification projects.
    - ii. Enforce state and local ordinances in downtown.
    - iii. In partnership with the Nonprofit, develop design guidelines for downtown.
    - iv. In partnership with the Nonprofit, establish or manage a National Register District of Historic Places and historic resources with best practices.
    - v. Maintain and improve the public property and public space of downtown to promote a *Clean and Safe* environment.
  - c. Promotion
    - i. Assist with and facilitate the logistics of basic Town services. (permits, street closings, police protection, garbage collection, etc.) as they relate to the events held in downtown.
    - ii. Be supportive and/or partner with the Nonprofit to establish a brand for downtown.
  - d. Organization
    - I. The Town will be support of the non-profit's selection for Director
    - II. The Town will appoint representation to the non-profit's board as per bylaws

2. Duties of the Nonprofit: The Nonprofit agrees to:
  - A. Bring the resources of the Town, the Nonprofit and the downtown community together, with the understanding that the Nonprofit's role is the mission of Main Street Edenton is to provide leadership dedicated to the preservation, promotion, recruitment and enhancement of Downtown Edenton in a spirit of cooperation.
  - B. Meet the annual requirements as outlined in the NC Main Street Annual Agreement.
  - C. Partner with the Town and provide resources and information that may be pertinent in carrying out its charge.
  - D. Provide a Semi-Annual report to the Town on the Nonprofit's downtown revitalization activities.
  - E. Utilize the Main Street® philosophy to partner with the Town in the development of a strategic economic development plan for downtown and an implementation workplan based on the Main Street America™ Four Point Approach® to Downtown Revitalization that includes: Economic Vitality, Design, Promotion and Organization, for downtown Edenton, in order to enhance and preserve its status as a North Carolina Main Street community.
  - F. NC Main Street and Main Street America artwork/logo must appear on the Main Street website and can be used in other media as well as stipulated in the brand guidelines. Artwork will be provided by NC Main Street.
    - a. Economic Vitality
      - i. Create and maintain a comprehensive **downtown property** inventory database including building images, owner contact information, building condition, past-current-potential uses, etc.
      - ii. Create and maintain a comprehensive **downtown business** and use inventory database including business owner contact information, goods and services and hours of operation, etc.
      - iii. Partner with the Town to develop and implement incentives to spur investment, business and residential development and to create jobs.
      - iv. Partner with the Town to develop and conduct survey of downtown stakeholders to determine what would better facilitate business development in downtown.
      - v. Create a business retention, expansion and recruitment program.
      - vi. In partnership with the Town, measure the impact of the Main Street program and maintain impact and tax base data to demonstrate benchmarks.
    - b. Design
      - i. In partnership with the Town, develop design guidelines for downtown, and promote the value of, and educate property owners on, appropriate design improvements for a historic downtown business district.
      - ii. Provide aid and resources to business and property owners during any type of business disruptions.
      - iii. Assist Town as needed with public physical improvement projects.
      - iv. Provide façade improvement assistance to downtown business and property owners through the NC Main Street & Rural Planning Center.
    - c. Promotion
      - i. Work with downtown stakeholders to develop and implement retail promotion activities.
      - ii. Develop and manage downtown events to take place in downtown **Edenton**.
      - iii. Develop and maintain a comprehensive marketing campaign for downtown.
      - iv. Promote downtown as a mixed-use center of activity.
    - d. Organization

- i. Maintain a viable Nonprofit in accordance with the organization's articles of incorporation as filed with the Secretary of State.
  - ii. Maintain a viable organization composed of the main stakeholders for the downtown community or if the district has a Municipal Service District (MSD) an organization composed of stakeholders within the MSD (see NOTE below in iii).
  - iii. Maintain a Board of Directors in accordance with the Nonprofit bylaws.
  - iv. Complete the annual program assessment in accordance with the NC Main Street Annual Agreement.
  - v. Complete the annual program statistics in accordance with the NC Main Street Annual Agreement.
  - vi. Develop and coordinate opportunities to spur volunteerism for downtown and to become involved in the downtown revitalization efforts.
  - vii. Attend NC Main Street trainings in accordance with the NC Main Street Annual Agreement.
- 3. Invoices: The Town shall pay the Nonprofit within 30 days of receipt of a valid invoice. Invoice includes funds from the Municipal Service District that the Nonprofit uses for operations and programming or as agreed upon by the Town and the Nonprofit. (Only applicable if there is a MSD)
- 4. Amendments: This Agreement may be amended, in writing, by mutual agreement of the Town and the Nonprofit.
- 5. Termination: The term of this MOU is for a period of five years from the effective date of this agreement and may be extended upon written mutual agreement. It shall be reviewed at least annually to ensure that it is fulfilling its purpose and to make any necessary revisions. Either organization may terminate this MOU upon ninety (90) days written notice without penalties or liabilities.
- 6. Non-Discrimination: In matters of employment, provision of services and contracting, the Nonprofit agrees to act without regard to race, color, sex, religion, age, national origin, sexual orientation or handicapped status.
- 7. IN WITNESS WHEREOF, the parties hereunto cause this agreement to be executed in their respective names.

**DESTINATION DOWNTOWN EDENTON INC D/BA/ MAIN STREET EDENTON**

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
TITLE

\_\_\_\_\_  
ATTEST

\_\_\_\_\_  
TITLE

**TOWN OF EDENTON**

\_\_\_\_\_  
TOWN MANAGER

ATTEST BY TOWN CLERK:

\_\_\_\_\_  
TOWN CLERK

TOWN SEAL

TOWN CLERK attests date this the \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

Approved as to Form and Authorization

\_\_\_\_\_  
TOWN ATTORNEY

This instrument as been pre-audited in the manner required by the Local Government Budget and Fiscal Control Act.

\_\_\_\_\_  
FINANCE DIRECTOR

**From:** [Kevin Gagnon](#)  
**To:** [GOODEN, COREY](#)  
**Subject:** [External] Raines Simenson(Park Bench)  
**Date:** Monday, October 28, 2024 8:49:11 AM

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You don't often get email from [REDACTED]

**CAUTION:** External email. Do not click links or open attachments unless verified. Report suspicious emails with the Report Message button located on your Outlook menu bar on the Home tab.

Good Morning Mr. Gooden,

Patrick Sellers shared with me that you were the person to contact about ordering a metal park bench in honor of Raines Simenson.

Please let me know what I need to do to proceed. My contact info is below.

Thanks,

Kevin Gagnon

[REDACTED]



**NORTH CAROLINA  
CHOWAN COUNTY**

**BUILDING LEASE AGREEMENT**

This Lease, made and entered into this 1st day of January 2025 by and between the TOWN OF EDENTON, a North Carolina municipal corporation (hereinafter "Lessor") and HARBOR TOWNS INC, A North Carolina Non-profit corporation (hereinafter "Lessee") DBA Harbor Towns Cruises, Albemarle Queen, Albemarle Queen Events;

WITNESSETH:

Whereas, Lessor is the owner of the property known as the "Municipal Building" located at 500 South Broad Street, Edenton, Chowan County, N.C. 27932 ; and

Whereas, Lessee desires to lease a portion of the "Municipal Building" and in recognition of the valuable contribution Lessee makes to cultural activities and economic development benefits in the Town of Edenton and County of Chowan, Lessor is willing to so lease same to Lessee upon the terms and conditions hereinafter set forth;

Now therefore, in consideration of the rents and mutual covenants set forth herein, Lessor and Lessee agree as follows:

**1. LEASED PREMISES.** Lessor hereby leases to Lessee, and Lessee hereby accept from Lessor that portion of the "Municipal Building" located at 500 South Broad Street, Edenton, Chowan County, North Carolina 27932 shown on the floor plan attached hereto as Exhibit A and incorporated by reference and being approximately 2000 square feet thereof. The room designated "Council Chambers" is not included in the Leased Premises but is the subject of an agreement between Lessor and Lessee as set forth in Section 14 of this Lease.

**2. TERM.** The term of this lease shall be for a period of five years commencing on the first day of January 2025 and ending on the last day of December 2030. Upon Lessee's request but not sooner than the 1st day of January 2029, Lessor shall advise Lessee of whether it is willing to renew or extend the lease and if so, upon what terms and conditions Lessor is so willing to renew or extend the lease. There will be no renewal or

extension except by written agreement duly executed by Lessor and Lessee. One year prior to expiration, Town shall determine intentions to extend, renew or modify terms of lease.

**3. RENT.** Lessee shall pay Lessor the sum of \$ 125.00 per month, payable by the 11<sup>th</sup> day of each and every month of the Lease term commencing January 11, 2025. In the event Lessee fails to pay rental when due, the Town shall be entitled to collect interest from 30 days after the due date and a service charge of \$15.00 per month with such additional amount(s) to be added to the rent next becoming due. Rent shall be payable to the Town of Edenton (Lessor), P O Box 300, Edenton, NC 27932. Unless otherwise determined by appropriate action of the Town Council of the Town of Edenton, it is understood that the rent paid under this Lease Agreement will be deposited in separate account for Lessor's use for future maintenance and repairs that may be required of the building which includes the Leased Premises. The lease term shall increase by 3% annually, effective every March through the term of lease.

**4. UTILITIES.** In addition to the payment of rent, Lessee shall be responsible for utility services to the Leased Premises, including electric, water, sewer and solid waste. The utility services will remain an account of the Lessee (Town billed for services), and the Town Finance Officer will prorate utility services and send monthly bills to the Lessee for payment to the Town in accordance with the Town's billing practices then in place for any other customer. Lessee's prorate share of the utility services shall be computed on the basis of the square footage of the "Municipal Building" and Lessee shall pay that portion of the utility charge which the square footage it rents from Lessor bears to the total square footage of the "Municipal Building."

**5. INSURANCE.**

5.1 Comprehensive General Liability: At its cost, Lessee shall purchase and maintain in full force and effect during the term of this Lease Comprehensive General Liability Insurance. Coverage shall be per occurrence combined single limit for bodily injury and property damage liability, including premises, operations and contractual. Combined single Limit of \$500,000 and Aggregate Limit of \$2,000,000. The Town shall be named as an additional insured on the comprehensive general liability policy. A current, valid insurance policy meeting the requirements herein identified shall be maintained during the duration of the lease. There shall be a 30-day notification to the Lessor in the event of cancellation or modification of any stipulated insurance coverage. Certificate of insurance will be furnished to the Lessor. Wording on the certificate which states that no liability shall be imposed upon the company for failure to provide such notice is not acceptable.

5.2 Waiver of Subrogation: At its cost, Lessor agrees to purchase and maintain fire, extended coverage, and vandalism and malicious mischief insurance on the Municipal Building, including the Leased Premises and on personal property of the Lessor contained therein to the extent to its full insurable value; and the Lessee shall do the same with respect to its property located in or on the Leased Premises for which Lessor shall have no obligation to insure; Lessor and Lessee hereby mutually release and discharge each other from all claims or liabilities arising from or caused by fire or other casualty covered by the above insurance on the Leased Premises, or property in or on the Leased Premises.

5.3 Destruction or Damage to Leased Premises: In the event of destruction or damage to the Leased Premises by fire, windstorm or any other casualty (without fault of Lessee), if the damage is so extensive as to amount to practically the total destruction of the Leased Premises, this Lease shall terminate and the rent shall be apportioned to the time of the damage. In all other cases where the Leased Premises is damaged by fire or other casualty without fault of the Lessee, Lessor shall repair the damage with reasonable dispatch and if the damage has rendered the Leased Premises untenable, in whole or in part, there shall be an apportionment of rent until the damage has been repaired.

**6. TAXES.** Lessee shall pay any and all taxes which may be attributable to its lease and its activities upon the Leased Premises.

**7. USE OF PREMISES.** Lessee may use the Leased Premises for administrative office, partner organizations, and meetings with the public. Any other use shall require Lessor's prior written consent. Lessee agrees that use of the Leased Premises shall be in accordance with federal, state and Town of Edenton laws and ordinances, including but not limited to, those pertaining to fire and safety.

**8. SIGNS and LOGOS.** Subject to Lessor's prior written approval, Lessee shall have the right to install signs and logos on the Leased Premises. The style, location and format must comply with all Town of Edenton Unified Development Ordinance requirements and must not interfere with any existing signs or logos on the leased premises and must be submitted and approved in writing by the Lessor.

**9. ALTERATIONS & FIXTURES.** Lessee shall make no alterations to the interior or exterior of the Leased Premises without the prior written consent of Lessor. Lessee shall have the right to install in the Leased Premises any fixtures or equipment deemed necessary by Lessee for the conduct of Lessee's business. However, all fixtures installed by Lessee shall become part of the Leased Premises and shall remain with the Leased Premises upon termination of this lease if such fixtures cannot be removed without damaging the Leased Premises. Lessor shall have the option to require Lessee to remove any and all fixtures so installed in which event Lessee shall be responsible for the cost to repair any damage caused by such removal.

**10. LESSEE'S EMPLOYMENT RESPONSIBILITIES.** Lessee shall be responsible for and save Lessor harmless from all wages, salaries or other benefits due Lessee's employees.

**11. REPAIR and MAINTENANCE OF LEASED PREMISES.** Lessee shall not cause or permit any waste, damage or injury to the Leased Premises. Except as otherwise expressly provided, Lessee shall, at its sole expense, keep the Leased Premises as now or hereafter constituted with all improvements made thereto, clean and in good condition (reasonable wear and tear excepted) and shall make all repairs, replacements and renewals excluding structural repairs, repairs to internal partitions, external walls, floors, and roof and ceiling which shall be the responsibility of Lessor.

Lessor shall be responsible for maintenance, adjustment and repairs of the heating and cooling system, and hot water units serving the Leased Premises. Lessor shall be responsible for landscaping on the exterior of the Leased Premises. However, Lessee shall be responsible for ensuring that walks and stairs leading to the Leased Premises and any doors, front or rear, to the Leased Premises are kept free of debris, snow, ice or other obstructions.

**12. INDEMNIFICATION.** Except for claims arising out of acts caused by the affirmative negligence of Lessor or its officers, agents and employees, Lessee shall indemnify and save Lessor, its officers, agents and employees and the Leased Premises harmless from any and all claims (whether for damages to persons or property), expenses (including attorney's fees, court costs) or liabilities arising from or out of Lessee's use or occupancy of the Leased Premises. Lessor shall not be liable for any damage to person or property, sustained by the Lessee or by other persons due to the Municipal Building, or any part thereof, or any appurtenances thereof becoming out of repair, or due to the happening of any accident in or about the Municipal Building, or due to any act or neglect of any other lessee or occupant of the Municipal Building, or any other person. Without limiting the generality of the foregoing, Lessor shall not be liable to Lessee for damage caused by water, flooding, wind or the loss of any utilities.

**13. CONDEMNATION.** If the Leased Premises, or any part thereof, is taken by eminent domain, the Lease shall expire on the date the Leased Premises shall be so taken and the rent shall be apportioned to that date. No part of any award shall belong to Lessee.

**14. SHARED SPACE.** The space designated as "Council Chambers," including the "Lobby," "Men's Bathroom," and "Women's Bathroom" leading thereto, are not included in the "Leased Premises" subject to Lessee's exclusive possession, but subject to availability, Lessor will make same available to Lessee for events and needs so long as those functions do not interfere Lessor's use for operations, meetings and other functions. Lessor will maintain a master calendar for the Council Chambers regarding its use and by whom.

**15. ASSIGNMENT and SUBLETTING.** Lessee shall not assign or sublet the Leased Premises, or permit any licensee or concessionaire therein, without the prior written consent of Lessor in each instance.

**16. SURRENDER of LEASED PREMISES.** Upon the termination of this Lease, including any extension or renewal, Lessee shall surrender the Leased Premises to the Lessor in as good condition as the Leased Premises were in at the time of the initial occupancy thereof, reasonable wear and tear excepted, or damages by fire or other catastrophes or casualties not the fault of Lessee, excepted. Should the Lessee continue to occupy the Leased Premises after the termination of the term of the Lease, such tenancy shall be month to month, but in all other respects shall be in accordance with the terms of this Lease.

**17. DEFAULT of LESSEE.** If Lessee shall file a petition in bankruptcy or insolvency or for reorganization or shall make an assignment for benefit of creditors; or if involuntary proceedings under any bankruptcy law or insolvency act shall be instituted against

Lessee, or if a receiver or trustee is appointed for all or substantially all of Lessee's property and such proceeding is not dismissed within 90 days after such institution; of if Lessee shall fail to pay Lessor any rent or other sum due pursuant to this Lease, including prorated utility charges, within 10 days after the same shall be come due and the continuance of such failure for a period of 10 days after written notice of such default is given by Lessor to Lessee; or if there shall be a default in Lessee's performance of any other term or condition under this Lease more than 30 days after Lessor's written notice thereof to Lessee, this Lease (if Lessor so elects) shall thereupon become null and void and Lessor shall have the right to re-enter the Leased Premises or repossess the Leased Premises and dispossess and remove therefore Lessee, or other occupants, and their effects, without waiving Lessor's other legal remedies upon such default.

**18. INSPECTIONS.** The Lessee agrees that Lessor shall have the right to enter the Leased Premises at any time for the purpose of making inspections thereof and to make such repairs or alterations as are, in the opinion of the Lessor desirable or necessary, and to take such materials into the Leased Premises for the safe and economical accomplishment of said purposes. To the extent practicable, Lessor shall consult and schedule such inspections, repairs and alterations in a manner and at a time which results in minimal disruption or inconvenience to Lessee in Lessee's use of the Leased Premises.

**19. APPLICABLE LAW.** This Lease shall be construed and interpreted under the laws of the State of North Carolina.

**20. NOTICES.** Notices hereunder shall be effective and deemed given when deposited in the U.S. Mail, postage prepaid, registered or certified mail with return receipt requested, and addressed, in case of Lessor to:

Town of Edenton  
Attn: Town Manager  
P.O. Box 300  
Edenton, N.C. 27932

In case of Lessee to:

Harbor Towns Inc.  
Attn: President and CEO  
P.O. Box 266  
Edenton, N.C. 27932

Any party may change the address to which such notices are to be addressed by giving each other party notice in the manner set forth herein.

**21. HEADINGS.** The headings and subheadings and captions in this Lease and in any exhibit are for reference purposes only and shall not affect the meaning or interpretation of this Lease.

**22. ENTIRE AGREEMENT and AMENDMENTS.** This Lease contain the entire

agreement between the parties and supersedes all negotiations, prior discussions, arrangements or understandings, written or oral, relating to the subject matter hereof. This Lease may not be amended or modified except by written instrument duly executed by or on behalf of all the parties hereto.

**IN TESTIMONY WHEREOF**, this Lease has been duly executed by the parties hereto, in duplicate originals, as of the day and year first above written.

**LESSOR:**

WITNESS:

The Town of Edenton

\_\_\_\_\_

By: \_\_\_\_\_

Hackney High  
Mayor, Town of Edenton

**LESSEE:**

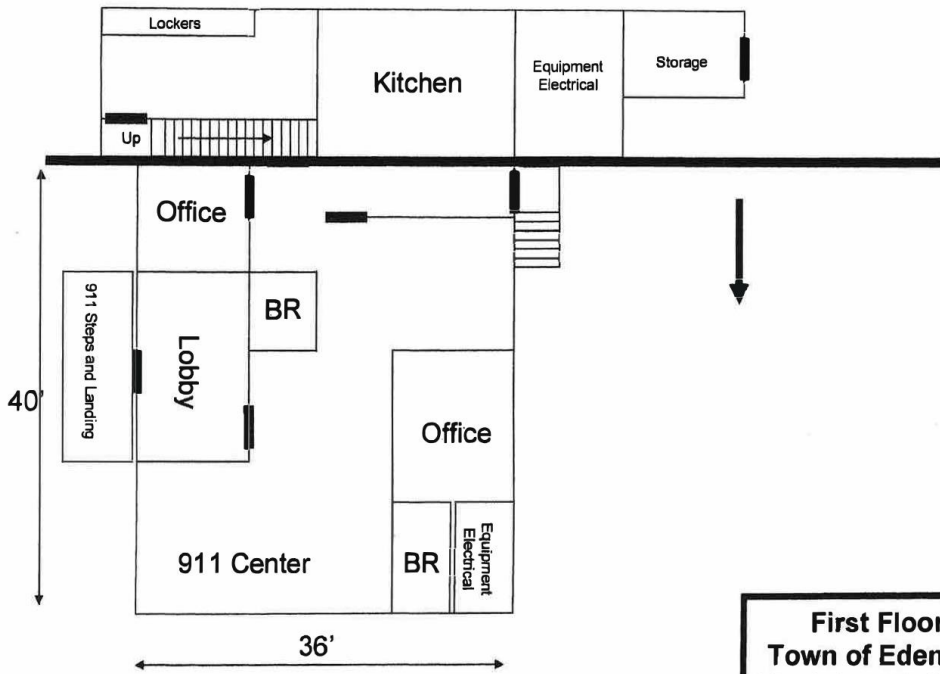
WITNESS:

Harbor Towns Inc.

\_\_\_\_\_

By: 

Nicholas Didow  
President and CEO  
11/21/2024



**First Floor  
Town of Edenton  
Municipal Building  
911 Area**

**Starting Pay for Regional Law Enforcement Agencies**

Updated: 08/30/2024

<b><u>COUNTY:</u></b>	<b><u>AGENCY:</u></b>	<b><u>STARTING PAY:</u></b>	<b><u>ADDITIONAL BENEFITS:</u></b>
Beaufort	Beaufort Sheriff's Dept.	\$46,718	
Beaufort	Washington Police Dept.	\$43,786	
Beaufort	Belhaven Police Dept.	\$55,000	
Beaufort	Chocowinity Police Dept.	\$47,880	
Pitt	Pitt County Sheriff's Dept.	\$54,062	
Pitt	Greenville Police Dept.	\$55,088	5% increase after 1 yr probation.
Pitt	Winterville Police Dept.	\$53,074 - \$55,732	5% increase after 1 yr probation.
Pitt	Ayden Police Dept.	\$48,436	
Pitt	Grifton Police Dept.	\$54,000	A guaranteed raise every 6 months.
Pitt	Farmville Police Dept.	\$41,080	
Edgecombe	Edgecombe Sheriff's Dept.	\$54,894 - \$66,203	
Edgecombe	Tarboro Police Dept.	\$46,860	
Edgecombe	Pinetops Police Dept.	\$42,000 approx.	
Nash	Nash Sheriff's Dept.	\$54,894 - \$66,203	
Nash	Rocky Mount Police Dept.	\$60,000	
Nash	Nashville Police Dept.	\$52,067	
Chowan	Chowan Sheriff's Office	\$52,000	
Chowan	Edenton Police Dept.	\$41,000	
Halifax	Halifax Sheriff's Dept.	\$42,000 - \$48,648	
Halifax	Roanoke Rapids Police Dept.	\$45,000	
Halifax	Enfield Police Dept.	\$52,700	
Halifax	Scotland Neck Police Dept.	\$50,425	
Hertford	Hertford Sheriff's Dept.	\$46,294	
Hertford	Murfreesboro Police Dept.	\$40,000 - \$43,000	
Hertford	Ahoskie Police Dept.	\$47,542	Increases to \$49,919 after FTO.
Bertie	Bertie Sheriff's Dept.	\$45,000	
Bertie	Windsor Police Dept.	\$42,500 - \$50,000	They are going to \$52,000
Martin	Martin Sheriff's Dept.	\$48,353	Increase with experience.
Martin	Williamston Police Dept.	\$49,220	
Washington	Washington Sheriff's Dept.	\$42,445	
Washington	Plymouth Police Dept.	\$39,000 - \$43,375	
Perquimans	Perquimans Sheriff's Dept.	\$45,257	
Pasquotank	Pasquotank Sheriff's Dept.	\$44,898	
Pasquotank	Elizabeth City	\$39,648 - \$50,970	Pay starts before BLET to P.O.3

**Starting Pay for Regional Law Enforcement Agencies**

**Updated: 08/30/2024**

Camden	Camden Sheriff's Dept.	\$46,800	
Currituck	Currituck Sheriff's Dept.	\$52,316 BLET, \$54,429 after 1 yr, \$58,383 3 years +	
Dare	Dare Sheriff's Dept.	\$54,243	
Dare	Duck Police Dept.	\$49,830 - \$52,322	Top at \$77,237
Dare	Southern Shores Police Dept.	\$55,072	\$8,700 bonus and housing asst.
Dare	Kitty Hawk Police Dept.	\$51,944 - \$54,678	Top at \$69,779
Dare	Kill Devil Hills Police Dept.	\$56,910	Lateral 2.5% to 5% increase
Dare	Nags Head Police Dept.	\$55,954	
Dare	Manteo Police Dept.	\$49,518 - \$86,014	
Granville	Butner Police Dept.	\$53,242 - \$55,905	

<b>Salary Basis</b>		2176
Cadet	\$ 53,000.00	24.357
After BLET (and Higher)	\$ 55,000.00	25.276
Corporal	\$ 57,500.00	26.425
<b>13 Total Raises for Personnel</b>		
New Hires	Two (2) new hires at 53/55	
New Hires	Raises for two (2) cadets to match new rate	
Younger officers	Raises for Best, Campbell, Thompson to meet/exceed rate new rate	
Senior Patrol	Raise for Russell (patrol officer) to meet/exceed rate new rate	
Corporals	Raises for Romano, Bunch, & Ellis to meet/exceed rate new rate	
Senior Supervisors	2\$ raise for two (2) sergeants	

Northeastern Regional Airport  
Town of Edenton, North Carolina  
Request for Professional Airport Engineering  
And Planning Services

The Town of Edenton is requesting Statements of Qualifications from qualified Aviation consultants for engineering, planning and general consulting services related to work at the Northeastern Regional Airport. Work is anticipated to be accomplished through a combination of Local Funds, State and FAA grants.

The work includes, but is not limited to master planning, land use planning, environmental analysis and engineering studies; grading, drainage, utilities and paving of airfield pavement and roadway pavements; hangars, terminal building, fueling systems and storm water improvements; obstruction analysis and removal; airfield lighting, signage and NAVAIDs; grant administration and other related work at the Northeastern Regional Airport. Qualifications Statements are due by close of business on Friday, November 1<sup>st</sup>, 2024 at the offices of Mr. Corey Gooden, Town Manager, Town of Edenton, P O Box 300, 400 South Broad Street, Edenton, NC 27932, (252) 482-2155. Qualifications Statements received after the above time shall not be considered. Copies of the Requests for Qualifications Statements may be obtained, by request, from the above address.

Publish in the Chowan Herald as display ad in October 19 & 26, 2024 Edition

**REQUEST FOR QUALIFICATIONS FOR  
PROFESSIONAL AIRPORT ENGINEERING  
AND PLANNING SERVICES FOR THE  
NORTHEASTERN REGIONAL AIRPORT  
EDENTON, NORTH CAROLINA**

The Town of Edenton is requesting Statements of Qualifications from interested and qualified Aviation Consultants for engineering, planning, and general consulting services for the Northeastern Regional Airport. The work includes, but is not limited to master planning, land use planning, environmental analyses, and engineering studies; grading, drainage, utilities and paving of airfield pavements and roadway pavements; hangars, terminal building improvements, fueling systems; storm water improvements; land acquisition, obstruction analysis/removal and other safety improvements; airfield lighting/signage and NAVAIDs; grant administration and other related work at the Northeastern Regional Airport.

**PURPOSE**

The purpose of this Request for Qualifications is to obtain expert professional, technical, and advisory services at the discretion of the Town of Edenton for anticipated airport planning and development projects at the Northeastern Regional Airport over the next five (5) years. Services will be provided with close interaction with the Town of Edenton and Northeastern Regional Airport staff.

**REQUIREMENT/SCOPE**

For these projects, the Engineer shall be qualified and capable to provide the following services:

1. Airport planning, environmental analysis, land acquisition, preliminary design, final design, estimating, bidding, and construction administration.
2. Assist in preparation of funding grant applications for the North Carolina Department of Transportation Division of Aviation (NCDOA) and/or the Federal Aviation Administration (FAA), and develop justification to document the need for Federal and State funds.
3. Provide technical assistance and advice concerning airport needs, future development, project priorities and strategies for funding and project implementation. Provide coordination with the NCDOA and FAA as requested.

**PROPOSAL FORMAT**

To facilitate review of your proposal document by the Town of Edenton, it is requested that your proposal conform to the following format:

1. **Coversheet:** List project title Professional Airport Engineering and Planning Services, the name of your firm, and the name, address and telephone number of a contact person for questions concerning the proposal submitted.
2. **Experience of the Firm:** Provide a narrative of your firm's prior experience and qualifications in airport planning, engineering, construction administration, and grant administration for similar projects at both air carrier and general aviation airports. Provide a list of similar airport projects involving federal and state funding completed within the last three (3) years. Also, please reference the experience of firm personnel in working with FAA and NCDOA regulations and procedures. Review experiences in a consulting capacity where your responsibilities were similar to those defined under the **Requirement/Scope** listed above should be specifically referenced.
3. **Project Team:** Provide a list of the project team members that you propose to use on these projects and identify the responsibility of each team member. Provide a brief resume for each person listing specific similar project experience.
4. **References:** Provide the name, address and telephone number of at least three (3) current airport clients and references familiar with the quality of work completed by your firm on similar projects.
5. **Other Supporting Data:** Include any other information you feel to be relevant to the selection of your firm for this project. **The entire Qualifications Statement should not exceed twenty (20) pages, single side only.**

## **CRITERIA FOR REVIEW OF PROPOSALS**

Criteria to be used in screening and ranking of the proposals and selection of the successful firm are as follows:

1. **Qualifications of the Firm, Including Firm Personnel:** Preference shall be given to those firms and personnel with experience and training in general aviation and air carrier airport planning, design, construction administration and grant administration (FAA and NCDOA), particularly for similar projects/airports.
2. **Overall Qualifications of the Project Manager and Project Team:** Identify the Project Manager and those personnel that will be assigned to the project(s). Preference shall be given to project teams with specific experience in similar projects, and familiarity with airport design, permitting and construction in North Carolina.
3. **Experience in Working with NCDOA and FAA Regulations and Procedures:** Preference shall be given to project team personnel (especially the project manager) with a demonstrated working relationship with the NCDOA and FAA, and possess a thorough understanding of FAA rules and regulations regarding design and development of airports.

4. **Experience in Assisting Airports Justify Discretionary Funding** for airport projects from the NCDOA or FAA.
5. **Response Capability/Project Understanding:** Preference shall be afforded to those firms which in the opinion of the Town of Edenton will be able to adequately respond to requests for consultation meetings or project administration requirements and firms that have a detailed understanding of the project requirements.

It is anticipated that the Town of Edenton will make a selection directly from the Qualifications Statement submitted.

### **CONTRACT**

The successful proposer will be required to execute a general engineering base contract with the Town of Edenton. In addition, for each work element (project) performed under the contract, a detailed scope of work and fee shall be agreed to by both parties, such agreement to be an approved work authorization or supplement to the contract. The contract shall be subject to approval by the Town of Edenton.

The selected firm will be expected to assist the Town of Edenton in complying with the appropriate NCDOA MBE/WBE or FAA DBE Program to help ensure that minority/women owned and disadvantaged business enterprises have the maximum opportunity to participate in the performance of contracts and subcontracts, and shall not be discriminated against on the basis of race, color, national origin, disability or sex on projects funded by NCDOA or FAA grants, or other contracts required by the Town of Edenton.

### **SUBMISSION OF PROPOSAL AND CONTACT PERSON**

Proposals must be submitted no later than 5:00 pm, on Friday, November 1<sup>st</sup>, 2024 to:

Name: Mr. Corey Gooden, Town Manager  
Shipping Address: Town of Edenton  
PO Box 300  
400 S. Broad Street  
Edenton, North Carolina 27932

Three (3) copies of the proposal documents are required. Proposals should be titled "Qualifications Statement for Professional Airport Engineering and Planning Services, Northeastern Regional Airport."

## AGREEMENT

This AGREEMENT, made and entered into by and between the Town of Edenton, North Carolina, and WolfeStein Group.

1. WHEREAS, the Town of Edenton, North Carolina desires to hire a contract Government relations professional (a.k.a. Lobbyist) to represent its interest in the budgeting process of the 2025-2026 biennial North Carolina State operating budget.

a. Lobbying is defined herein as the advocacy for the Town of Edenton as it relates to state funding requests for various Edenton initiatives, including infrastructure, historic preservation and tourism, but not limited to same; also tracking legislation that could have a positive or negative impact on the Town of Edenton.

b.. WolfeStein Group will report to the town manager on at least a monthly basis to provide updates and answer questions while the North Carolina General Assembly is in session.

c. WolfeStein Group will not engage in any illegal activities like bribes, payoffs or making promises on behalf of Edenton.

2. WHEREAS, WolfeStein Group (Bob Steinburg) is desirous of performing said government relations work for the Town of Edenton, North Carolina.

3. NOW THEREFORE, in consideration of mutual promises and Covenants of the parties hereafter set forth, the parties agree as follows:

a. TERM. This Agreement shall commence January 1, 2025 and Terminate on December 31, 2026. The Town of Edenton shall have the right to cancel this contract before the end of year one with 30-days notice to WolfeStein Group.

b. SERVICES. During the term of this Agreement, WolfeStein Group (Bob Steinburg) agrees to lobby the North Carolina General Assembly on all issues concerning the Town of Edenton with regular monthly reports to the Town Manager while the General Assembly is in session. WolfeStein Group (Bob Steinburg) agrees to meet with the town manager and/or the Edenton Town Council at any time requested with at least a 48 hour advance notice.

c. COMPENSATION. The Town of Edenton will compensate WolfeStein Group, LLC for the aforementioned services and payments will be made to WolfeStein Group, LLC pursuant to this agreement as follows:

1) \$1500.00 per month for the entire contract agreement, The WolfeStein Group, LLC, 103 South Granville Street, Edenton, North Carolina 27932-1831.

4. COMPLIANCE. In connection with the performance of services under this Agreement, WolfeStein Group, LLC, at all times, will comply with the letter and intent of all applicable Federal, State and local laws and regulations, including those applicable to lobbying and political contributions. If at any time during the term of this Agreement WolfeStein Group, LLC intentionally and materially violates applicable Federal, State or local Laws and regulations this Agreement immediately becomes null and void.

5. LOBBYIST REGISTRATION. The Lobbyists will register as a Lobbyist in the State of North Carolina for the Town of Edenton, North Carolina when lawfully required to do so and will comply with all rules and regulations of N.C. Lobbying Law.

A. The town of Edenton will pay the \$500.00 Lobbyist Registration fee, made payable to the North Carolina Office of Secretary of State to lobby the North Carolina General Assembly and Executive branch.

6. ENTIRE AGREEMENT. This shall be the entire agreement between the parties.

7. CHOICE OF LAW. If any dispute arises under this contract, the Laws of Chowan County and the State of North Carolina shall apply.

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Bob Steinburg  
President of WolfeStein Group, LLC  
**Date**

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Representative of the Town of Edenton, North Carolina  
**Date**

## AGREEMENT

This AGREEMENT, made and entered into by and between the Town of Edenton, North Carolina, and Jones Street Consulting.

1. WHEREAS, the Town of Edenton, North Carolina desires to hire a contract Government relations professional (a.k.a. Lobbyist) to represent its interest in the budgeting process of the 2025-2026 biennial North Carolina State operating budget.

a. Lobbying is defined herein as the advocacy for the Town of Edenton as it relates to state funding requests for various Edenton initiatives, including infrastructure, historic preservation and tourism, but not limited to same; also tracking legislation that could have a positive or negative impact on the Town of Edenton.

b.. Jones Street Consulting will report to the town manager on at least a monthly basis to provide updates and answer questions while the North Carolina General Assembly is in session.

c. Jones Street Consulting will not engage in any illegal activities like bribes, payoffs or making promises on behalf of Edenton.

2. WHEREAS, Jones Street Consulting (Jackson Stancil) is desirous of performing said government relations work for the Town of Edenton, North Carolina.

3. NOW THEREFORE, in consideration of mutual promises and Covenants of the parties hereafter set forth, the parties agree as follows:

a. TERM. This Agreement shall commence January 1, 2025 and Terminate on December 31, 2026. The Town of Edenton shall have the right to cancel this contract before the end of year one with 30-days notice to Jones Street Consulting.

b. SERVICES. During the term of this Agreement, Jones Street Consulting (Jackson Stancil) agrees to lobby the North Carolina General Assembly on all issues concerning the Town of Edenton with regular monthly reports to the Town Manager while the General Assembly is in session. Jones Street Consulting (Jackson Stancil) agrees to meet with the town manager and/or the Edenton Town Council at any time requested with at least a 48 hour advance notice.

c. COMPENSATION. The Town of Edenton will compensate Jones Street Consulting, LLC for the aforementioned services and payments will be made to Jones Street Consulting, LLC pursuant to this agreement as follows:

1) \$1500.00 per month for the entire contract agreement, payable to Jones Street Consulting, LLC, 150 Fayetteville Street, Suite 1130, Raleigh NC 27601 .

4. COMPLIANCE. In connection with the performance of services under this Agreement, Jones Street Consulting, LLC, at all times, will comply with the letter and intent of all applicable Federal, State and local laws and regulations, including those applicable to lobbying and political contributions. If at any time during the term of this Agreement Jones Street Consulting, LLC intentionally and materially violates applicable Federal, State or local Laws and regulations this Agreement immediately becomes null and void.

5. LOBBYIST REGISTRATION. The Lobbyists will register as a Lobbyist in the State of North Carolina for the Town of Edenton, North Carolina when lawfully required to do so and will comply with all rules and regulations of N.C. Lobbying Law.

A. The town of Edenton will pay the \$500.00 Lobbyist Registration fee, made payable to the North Carolina Office of Secretary of State to lobby the North Carolina General Assembly and Executive branch.

6. ENTIRE AGREEMENT. This shall be the entire agreement between the parties.

7. CHOICE OF LAW. If any dispute arises under this contract, the Laws of Chowan County and the State of North Carolina shall apply.

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Jackson Stancil  
President of Jones Street Consulting, LLC  
**Date**

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Representative of the Town of Edenton, North Carolina  
**Date**

**ECONOMIC DEVELOPMENT AGREEMENT  
BY AND BETWEEN DESTINATION DOWNTOWN EDENTON, INC. (D/B/A MAIN  
STREET EDENTON) AND THE TOWN OF EDENTON**

This **Economic Development Agreement** (the "Agreement") is entered into as of the [Effective Date], by and between **Destination Downtown Edenton, Inc. d/b/a Main Street Edenton**, a North Carolina 501c(3) nonprofit corporation ("Main Street Edenton"), and the **Town of Edenton**, a municipal corporation organized under the laws of the State of North Carolina (the "Town"). Together, the parties are referred to herein as the "Parties."

**RECITALS**

WHEREAS, Main Street Edenton is a community-driven organization dedicated to fostering economic growth, downtown revitalization, and cultural heritage in Edenton, North Carolina;

WHEREAS, the Town recognizes the potential economic, cultural, and community benefits of **Project Teapot**, a proposed development designed to enhance Edenton’s downtown vibrancy and economic diversity through job creation (the "Project");

WHEREAS, the Parties agree that providing financial and operational support for Project Teapot is critical to its success and will benefit the citizens of Edenton through job creation, increased retail spending, and downtown revitalization;

WHEREAS, the Town desires to provide economic incentives and guarantee necessary financing to support Project Teapot, pursuant to its statutory authority and in alignment with its strategic development goals;

NOW, THEREFORE, in consideration of the mutual promises contained herein and other good and valuable consideration, the sufficiency of which is hereby acknowledged, the Parties agree as follows:

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**ARTICLE I: PURPOSE AND SCOPE OF AGREEMENT**

1.1. **Purpose.** The purpose of this Agreement is to define the roles, responsibilities, and financial commitments of the Parties in supporting Project Teapot.

1.2. **Scope.** This Agreement outlines the provision of financial assistance, the guarantees of financing, and the responsibilities of each Party in relation to Project Teapot’s predevelopment, design, and implementation phases.

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**ARTICLE II: FINANCIAL CONTRIBUTIONS**

2.1. **Cash Grant by the Town.** The Town shall provide a one-time cash grant of **Two Hundred Eighty Nine Thousand Five Hundred Dollars (\$289,500)** to Main Street Edenton, to be used exclusively for predevelopment and design costs associated with Project Teapot.

2.2. **Financing Guarantee.** The Town shall guarantee financing necessary for the success of Project Teapot, with such guarantee not to exceed **Five Million Two Hundred Thousand Dollars (\$5,200,000)**.

2.3. **Use of Funds.** Main Street Edenton shall ensure that all funds provided under this Agreement are used solely for Project Teapot, in compliance with applicable laws and the terms of this Agreement.

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### **ARTICLE III: OBLIGATIONS OF MAIN STREET EDENTON**

3.1. **Project Pursuit.** Main Street Edenton shall diligently pursue the successful recruitment of the target company or entity associated with Project Teapot and shall provide regular progress updates to the Town.

3.2. **Reporting.** Main Street Edenton shall maintain detailed records of all expenditures related to the Project and shall provide quarterly financial and project status reports to the Town.

3.3. **Compliance.** Main Street Edenton shall comply with all applicable local, state, and federal laws and regulations in the execution of its responsibilities under this Agreement.

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### **ARTICLE IV: OBLIGATIONS OF THE TOWN**

4.1. **Funding Disbursement.** The Town shall disburse the \$289,500 cash grant within 30 days of the execution of this Agreement or as otherwise agreed upon in writing by the Parties.

4.2. **Financing Guarantee.** The Town shall act as guarantor for financing agreements related to Project Teapot, subject to the \$5.2 million cap, and shall engage with financial institutions as necessary to secure favorable terms.

4.3. **Oversight.** The Town reserves the right to audit Main Street Edenton's use of funds to ensure compliance with this Agreement.

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### **ARTICLE V: TERM AND TERMINATION**

5.1. **Term.** This Agreement shall commence on the Effective Date and continue until the completion of Project Teapot, unless terminated earlier pursuant to this Article.

5.2. **Termination for Cause.** Either Party may terminate this Agreement in the event of a material breach by the other Party, provided that written notice of such breach is given and the breach remains uncured for 30 days.

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**ARTICLE VI: MISCELLANEOUS**

6.1. **Governing Law.** This Agreement shall be governed by and construed in accordance with the laws of the State of North Carolina.

6.2. **Entire Agreement.** This Agreement constitutes the entire understanding between the Parties with respect to the subject matter herein and supersedes all prior agreements.

6.3. **Amendments.** This Agreement may only be amended by a written instrument executed by both Parties.

6.4. **Notices.** All notices under this Agreement shall be in writing and delivered to the respective Parties at their designated addresses.

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IN WITNESS WHEREOF, the Parties hereto have executed this Agreement as of the Effective Date.

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**DESTINATION DOWNTOWN EDENTON, INC. D/B/A MAIN STREET EDENTON**

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_

**TOWN OF EDENTON**

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_

This Lease Agreement (the “Agreement”) is entered into as of the 10<sup>th</sup> day of December, **2024**, by and between **Destination Downtown Edenton, Inc., doing business as Main Street Edenton** (the “Lessee”), and **The Town of Edenton** (the “Lessor”).

## **RECITALS**

WHEREAS, Lessor is the owner of the parcel of land identified as Parcel Number 780407689870 (the “Property”);

WHEREAS, Lessee intends to use the Property in connection with the planned Parking Deck Construction as part of **Project Teapot**, contingent upon closing on New Markets Tax Credits (NMTCs);

WHEREAS, Lessor and Lessee agree to lease the Property for the purposes and under the terms outlined herein.

**NOW, THEREFORE**, in consideration of the mutual promises contained herein, the parties agree as follows:

### **1. Lease Term**

The term of this Agreement shall be **99 years**, commencing on the date all contingencies described herein are satisfied.

### **2. Lease Payment**

The Lessee agrees to pay the Lessor the sum of **One Dollar (\$1.00)** for the entire lease term.

### **3. Contingencies**

This Agreement is contingent upon the following conditions being satisfied:

- a. The successful **closing on New Markets Tax Credits (NMTCs)** for Project Teapot; and
- b. The **completion of the planned Parking Deck Construction** as part of Project Teapot.

### **4. Termination**

Either party may terminate this Agreement at any time, with or without cause, by providing the other party with **thirty (30) days’ prior written notice**.

## **5. Use of Property**

The Lessee shall use the Property solely for purposes related to Project Teapot, including but not limited to the development, operation, and maintenance of the parking deck and any ancillary activities.

## **6. Maintenance and Repairs**

The Lessee shall be responsible for all maintenance, upkeep, and repairs to the Property during the term of this lease.

## **7. Compliance with Laws**

The Lessee shall comply with all applicable federal, state, and local laws, regulations, and ordinances regarding the use of the Property.

## **8. Indemnification**

The Lessee agrees to indemnify and hold harmless the Lessor from and against any and all claims, liabilities, and expenses arising out of Lessee's use of the Property, except those resulting from the Lessor's negligence or willful misconduct.

## **9. Assignment and Subletting**

The Lessee shall not assign or sublet the Property without the prior written consent of the Lessor.

## **10. Governing Law**

This Agreement shall be governed by and construed in accordance with the laws of the State of North Carolina.

## **11. Entire Agreement**

This Agreement constitutes the entire understanding between the parties concerning the subject matter herein and supersedes all prior agreements, representations, or understandings.

## 12. Amendments

This Agreement may be amended only by a written document signed by both parties.

**IN WITNESS WHEREOF**, the parties hereto have executed this Agreement as of the date first above written.

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**Lessor:**

Town of Edenton

By: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**Lessee:**

Destination Downtown Edenton, Inc., d/b/a Main Street Edenton

By: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

# TOWN OF EDENTON BUDGET AMENDMENT

Date: November 25, 2024  
 To: Town Council  
 From: Virginia Smith, *Finance Officer*  
 Fund: *GENERAL FUND*  
 Fiscal Year: *2024-2025*  
 Project: Project Teapot Contribution

The funds being used are from the Sale of the Conger Building in 2019. At the time of sale, Council agreed to place these funds in Fund Balance until they could be used for a project to improve the lives of the citizens of Edenton.

Account #	Account Description	Expense (Inc+/Dec-)	Revenue (Inc+/Dec-)
12-300-024	Transfer from General Fund		\$ 289,500.00
12-660-035	Project Teapot	\$ 289,500.00	
	Balanced	\$ 289,500.00	\$ 289,500.00
	Checkpoint	\$ -	

## BUDGET TRANSFER

Account #	Account Description	Expense (Inc+/Dec-)	Revenue (Inc+/Dec-)
10-399-000	Fund Balance		\$ 289,500.00
10-660-919	Transfer to GF Small Capital Projects	\$ 289,500.00	
	Balanced	\$ 289,500.00	\$ 289,500.00
	Checkpoint	\$ -	

\*\*\*\*\*

Council Approval Date \_\_\_\_\_  
 Finance Officer \_\_\_\_\_  
 Entry # \_\_\_\_\_  
 Date \_\_\_\_\_