



PROPOSED AGENDA
Bermuda Run Town Council Meeting
Tuesday, May 13, 2025 6:00PM
Bermuda Run Town Hall
Mission: *“The Town of Bermuda Run exists to provide core public services that enhance the quality of life for its residents and an environment for the business community to thrive”.*

1. **Call to Order**
 - a. Recognition of Quorum

2. **Pledge of Allegiance**

3. **Moment of Silence**

“It is the intent of the Town Council to solemnize the proceedings of this meeting and the business brought before the governing board, to offer the opportunity for a reflective moment of silence.”

4. **Town of Bermuda Run Code of Ethics Statement-Town Attorney Brian Williams**

5. **Adoption of the Agenda**

Motion: _____ Second: _____ In Favor: _____ Opposed: _____

6. **Approval of the April 8, 2025 Town Council Meeting Minutes**

Motion: _____ Second: _____ In Favor: _____ Opposed: _____

7. **Citizen’s Comments**

8. **Proclamations**
 - a. Older Americans Month
 - b. NC Municipal Clerks Month

9. **2025 Council Planning Session Update – Mayor Brannon**

10. **Proposed Action Items**
 - A. **Text Amendment (TA-2025-001) Amendment Chapter 11 Administration 11.2 The Boards, Board of Adjustment**

Following the Planning Board’s review and approval, the amendment proposes to assign the functions and responsibilities of the Board of Adjustment from Planning Board to Town Council. Staff calls for a Public Hearing on the matter on Tuesday, June 10, 2025 at 6pm at Bermuda Run Town Hall.

Motion: _____ Second: _____ In Favor: _____ Opposed: _____

 - B. **Budget Amendment-General Fund Acceptance from Davie Community Foundation**

The Town Manager recommends the 2024-2025 General Fund Budget be amended to accept \$12,823.27 from the Davie County Community Foundation as revenue and expend \$12,823.27 for expenses related to the “2025 Flag Project – Blue Heron Trail”.

Motion: _____ Second: _____ In Favor: _____ Opposed: _____

C. Letter of Support - General Election for Bermuda Run Residents at Town Hall

The Town Manager requests support from the Town Council to send a letter to the Davie County Board of Elections requesting that General Elections for Bermuda Run residents be held at the Bermuda Run Town Hall.

Motion: _____ Second: _____ In Favor: _____ Opposed: _____

D. Town Manager's 2025-2026 Proposed Budget

North Carolina General Statutes require adoption of a budget by June 30th of each year. The Town Manager presents a proposed budget based on feedback from the January Town Council Planning Sessions and subsequent follow-up communication. A public hearing must be held prior to the adoption of the budget. The Town Manager recommends the Town Council set a public hearing on the proposed 2025-2026 budget for Tuesday, June 10, 2025 at 6pm at Bermuda Run Town Hall.

Motion: _____ Second: _____ In Favor: _____ Opposed: _____

11. Town Manager Comments

12. Mayor Comments

13. Adjourn

Motion: _____ Second: _____ In Favor: _____ Opposed: _____

Town of Bermuda Run

Town Council Meeting Minutes

April 8, 2025 – 6:00 PM

The Town Council of Bermuda Run held its scheduled meeting on Tuesday, April 8, 2025 at 6:00 PM. The meeting was held at the Bermuda Run Town Hall.

Council Members Present: Mayor Mike Brannon, Mike Ernst, Rod Guthrie, Rae Nelson, Christy Schafer, and Jeff Tedder

Council Members Absent:

Also Present: Andrew Meadwell, Town Manager; Brian Williams, Town Attorney; and Cindy Poe, Town Clerk; Charlie Chapman, Management Analyst

Call to Order Mayor Mike Brannon called the meeting to order and recognized the Quorum.

Pledge of Allegiance

Moment of Silence

It is the intent of the Town Council to solemnize the proceedings of this meeting, and the business brought before the governing board to offer the opportunity of a reflective moment of silence.

Town of Bermuda Run Code of Ethics Statement/Voting Procedures – Town Attorney Brian Williams

Adoption of the Agenda

Council Member Jeff Tedder made a motion to approve the agenda as amended. Council Member Mike Ernst seconded the motion. The motion was approved by a vote of five (5) in favor and none opposed.

Approval of the March 11, 2025 Council Meeting Minutes

Council Member Rod Guthrie made a motion to approve the March 11, 2025 Council Meeting Minutes. Council Member Christy Schafer seconded the motion. The motion was approved by a vote of five (5) in favor and none opposed.

Citizen Comments – None

Presentation – Davie County Senior Services

Mr. Brent Harpe, and Ms. Michelle Ellis of Davie County Senior Services spoke about the many services provided by Davie County Senior Services. They have six full-time and six part-time workers with over 100 volunteers.

Proposed Action Items

A. Resolution R2025-004, Directed Projects Grant, 2023 Appropriations Act, Session Law 2023-134, Division of Wastewater Infrastructure Project SRP-W-134-0251.

Council Member Rae Nelson made a motion to approve the Resolution as presented. Council Member Rod Guthrie seconded the motion. The motion was approved by a vote of five (5) in favor and none opposed.

Town Manager Comments:

- NC DOT Resurfacing Project on Hwy. 158 – Milling has been completed; paving will be next. The town was giving no prior notice of the project and this is strictly NCDOT.
- Senate and House Bills that will impact local government – land use.
- Planning Board meets this month – will discuss changes in duties of the Board of Adjustment.
- April 22 Agenda Meeting start time moved from 9 am to 10 am – then Flag Raising at 11:30.

Mayor Comments:

- Blue Heron Trail Phase II Ribbon Cutting – thanked Sally McGuire and Ken Bingham (Hillsdale Group); and Scott Wollaston with NC Fusion.
- April 22 at 11:30 – Inaugural Flag Raising Ceremony (near the Roundabout / Blue Heron Trail). US, NC, and Davie Co. flags. **Note – Wayne Thomas with WinMock has volunteered to raise/lower flags when necessary.
- Spoke of March 25 Planning Session, adding that there will be no speaker at the May Council Meeting in order for the planning session results to be discussed.

Adjourn

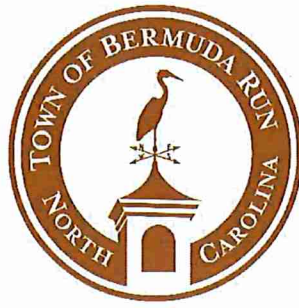
With no further business to discuss, Council Member Jeff Tedder made a motion to adjourn. Council Member Rod Guthrie seconded the motion. The motion was approved by a vote of five (5) in favor and none opposed.

Approved

Respectfully Submitted

Mike Brannon, Mayor

Cindy Poe, Town Clerk



Proclamation Older Americans Month 2025

Whereas, the Town of Bermuda Run and Davie County includes a growing number of older Americans who contribute their time, wisdom, and experience to our community; and

Whereas, communities benefit when people of all ages, abilities, and backgrounds have the opportunity to participate and live independently; and

Whereas, the Town of Bermuda Run recognizes the need to create a community that offers the services and supports older adults may need to make choices about how they age; and

Whereas, the Town of Bermuda Run can work to build an even better community for our older residents by:

- Not limiting our thinking about aging,
- Exploring and combating stereotypes,
- Emphasizing the many positive aspects of aging,
- Inspiring older adults to push past traditional boundaries, and
- Embracing our community's diversity.

Now, therefore, we, the Bermuda Run Town Council do hereby proclaim May, 2025 to be Older Americans Month. We urge every resident to celebrate our older citizens, help to create an inclusive society, and accept the challenge of flexible thinking around aging.

Mike Brannon, Mayor

Date

Proclamation

*Municipal Clerks Month
May, 2025*

Whereas, The Office of the Municipal Clerk, a time honored and vital part of local government exists throughout the world, and

Whereas, The Office of the Municipal Clerk is the oldest among public servants, and

Whereas, The Office of the Municipal Clerk provides the professional link between the citizens, the local governing bodies and agencies of government at other levels, and

Whereas, Municipal Clerks have pledged to be ever mindful of their neutrality and impartiality, rendering equal service to all.

Whereas, The Municipal Clerk serves as the information center on functions of local government and community.

Whereas, Municipal Clerks continually strive to improve the administration of the affairs of the Office of the Municipal Clerk through participation in education programs, seminars, workshops and the annual meetings of their state, provincial, county and international professional organizations.

Whereas, It is most appropriate that we recognize the accomplishments of the Office of the Municipal Clerk.

Now, Therefore, I, Mike Brannon, Mayor of The Town of Bermuda Run do recognize the month of May 2025, as Municipal Clerks Month, and further extend appreciation to our Municipal Clerk, Cindy Poe and to all Municipal Clerks for the vital services they perform and their exemplary dedication to the communities they represent.

Dated this 13th of May, 2025.

Mayor: _____

Attest: _____



Town of Bermuda Run
120 Kinderton Boulevard, Suite 100 Bermuda
Run, NC 27006

MEMORANDUM

To: Town Council
From: Emily Hines, Town Planner
Date: April 30, 2025
RE: Land Use & Zoning Committee Recommended Amendment

Over the last year, the Town’s Land Use & Zoning Committee met to review ways to implement many of the zoning and land use recommendations from the Comprehensive Plan. The Committee focused on aligning the future land use and zoning with resident’s priorities identified in the Comprehensive Plan community survey, public meetings, and ongoing feedback. The recommended amendment to designate the Town Council to perform the duties of a Board of Adjustment was developed by the Committee to align with resident input and feedback for more Town Council accountability / control.

At their meeting on April 16th, the Planning Board recommended in favor of the proposed amendment. They found that the amendment is consistent with the goals and objectives of the Town of Bermuda Run Comprehensive Plan and considers the action to be reasonable and in the public interest.

The next step is a Public Hearing to obtain public comment on the proposed amendment. Staff is requesting the Council set a Public Hearing at the next meeting, June 10th.

The proposed text amendment is outlined in detail below.

CHAPTER 11 ADMINISTRATION

11.2 The Boards

(B) Board of Adjustment

(1) Establishment

The ~~members of the Town Council are assigned all duties of the~~ Board of Adjustment of the Town of Bermuda Run ~~shall consist of five (5) regular members and two (2) alternate members appointed by the Town Council.~~

~~One (1) of the regular members shall be an extraterritorial jurisdiction (ETJ) member that resides in the ETJ of the Town. The members of the Board of Adjustment may also serve as members of the Planning Board at the discretion of the Town Council. Membership of the board will include a proportional number of ETJ representatives as required by G.S. 160D-307(a).~~

(2) *Members*

~~The members of the Town Council shall be the Board of Adjustment. Each member and alternate shall be appointed by the Town Council for a term of three (3) years. In appointing the original members or in the filling of vacancies caused by the expiration of the terms of existing members, the Town Council may appoint certain members for less than three (3) years to the end that thereafter the terms of all members shall not expire at the same time. The expiration date for each term shall be the 30th day of June of the year in which said term is to expire and the term of office of the succeeding member shall begin on the 1st day of July. If the original members are appointed such that their terms of office begin prior to a July 1st date, such terms of original members shall be extended by the period of time between their appointment and June 30th of the year of their appointment, it being the intent that original members shall serve terms of one (1), two (2), or three (3) years plus a period of time between their initial appointments and June 30th of the year of their initial appointment. A member shall be eligible for reappointment at the end of his expired term for any position on the town board for which he is qualified. For purposes of this section, original appointments refer to members and alternates appointed upon first establishment of the Board of Adjustment. The ETJ member shall have all of the obligations and duties of the other members of the Board of Adjustment, including rights to vote on all matters coming before the board. All members shall before entering their duties, qualify by taking an oath of office.~~

(C) *Town Council*

The Town Council shall have the following duties related to this ordinance:

- (3) To review and from time to time initiate changes to the Comprehensive Plan, upon recommendation from the Planning Board.
- (4) To review and from time to time initiate changes to this ordinance, upon recommendation from the Planning Board.
- (5) To decide upon any application or request for amendment to this ordinance or the zoning maps.
- (6) To act as the Board of Adjustment ~~for appeals from decisions of the Planning Board regarding design waivers.~~
- (7) To review and decide upon extended vested rights or development agreement requests.
- (8) To take any other action not delegated to the Planning Board or Board of Adjustment as the Town Council may deem desirable and necessary to implement the provisions of this ordinance.

CHAPTER 11 ADMINISTRATION

11.2 The Boards

(B) Board of Adjustment

(1) *Establishment*

The members of the Town Council are assigned all duties of the Board of Adjustment of the Town of Bermuda Run.

(2) *Members*

The members of the Town Council shall be the Board of Adjustment.

(C) Town Council

The Town Council shall have the following duties related to this ordinance:

- (1) To review and from time to time initiate changes to the Comprehensive Plan, upon recommendation from the Planning Board.
- (2) To review and from time to time initiate changes to this ordinance, upon recommendation from the Planning Board.
- (3) To decide upon any application or request for amendment to this ordinance or the zoning maps.
- (4) To act as the Board of Adjustment.
- (5) To review and decide upon extended vested rights or development agreement requests.
- (6) To take any other action not delegated to the Planning Board or Board of Adjustment as the Town Council may deem desirable and necessary to implement the provisions of this ordinance.

TOWN OF BERMUDA RUN BUDGET AMENDMENT REQUEST
2024-2025 Fiscal Year

A request to amend the 2024-2025 Town of Bermuda General Fund Fund is hereby submitted to the
Bermuda Run Town Council as follows:

REVENUE AMENDMENT REQUEST

ACCOUNT TITLE	ACCOUNT NUMBER	REVENUE INCREASE (DECREASE)	AS AMENDED
Misc. Income	10-40-00-005	\$12,823.37	

TOTAL REVENUE INCREASE (DECREASE) \$12,823.37

Reason for revenue amendment:
To close out the Bermuda Run Vision Committee Fund

EXPENSE AMENDMENT REQUEST

ACCOUNT TITLE	ACCOUNT NUMBER	REVENUE INCREASE (DECREASE)	AS AMENDED
Community Events	10-50-00-059	(\$12,823.37)	
Expenses			

TOTAL EXPENSE INCREASE (DECREASE) (\$12,823.37)

Reason for expense amendment:
Receipt of \$12823.37 from Davie Community Foundation to close out the Bermuda Run Vision Committee Fund.

APPROVED:

Bermuda Run Town Council
In Meeting of May 13, 2025

Reviewed by Finance Director

Mike Brannon
Mayor

Dora Robertson

Cindy Poe
Town Clerk



PO Box 546
107 N Salisbury St
Mocksville, NC 27028
(336) 753-6903

4/15/2025

Board of Directors

Allen Todd Bailey

Davin Brown

Jennifer Custer

Tamara A. Fleming
Attorney at Law

Kristen Hill

Dr. Paul Mighion

Mike Morton

Timothy Moore

Brian P. Nicolay

Elizabeth Seymour,
CPA

Jane Simpson

Johnsie Strand

Kerry Tatum

Mr. Andrew Meadwell
Town of Bermuda Run
120 Kinderton Blvd Ste 100
Bermuda Run, NC 27006

Dear Andrew,

We are pleased to enclose a check to Town of Bermuda Run in the amount of \$12,823.37 from the Bermuda Run Community Vision Fund of the Davie Community Foundation. Payment of this check closes the Bermuda Run Community Vision Fund.

By accepting this gift, your organization certifies to the Community Foundation that no private individual received tangible benefits, goods, or services.

If you have any questions, please call me at 336-753-6903.

Best regards,

Melissa O'Connor

Melissa O'Connor
Senior Program Officer

Enclosure

10-40-00-104



Budget Message

2025-2026 Fiscal Year

May 8, 2025

The Honorable Mike Brannon, Mayor
Members of the Town Council
Bermuda Run, North Carolina

Pursuant to Section 159-11 of the North Carolina General Statutes, I am pleased to present the recommended budget for the fiscal year beginning July 1, 2025, and ending June 30, 2026, for your review and consideration. A public hearing is required to allow town residents an opportunity to provide public comment on the proposed budget before final adoption by the Town Council no later than June 30, 2025. I recommend a public hearing to consider the proposed budget be set for Tuesday, June 10, 2025, at 6:00PM at Town Hall.

The Town of Bermuda Run operates three funds: the General Fund, the Gate Operations Fund, and the Utilities Fund.

The **General Fund**, which is the basic operating fund for Town services, is proposed to be balanced at **\$3,003,900**. The Town Charter has capped the maximum allowed property tax rate at fifteen cents per one-hundred dollars of valuation. As a result of the County's 2025 revaluation process, the assessed tax base for the Town of Bermuda Run has increased. The anticipated revenue neutral rate equates to thirteen and one-half (0.1350) cents per one-hundred dollars of valuation. I am proposing the tax rate to remain unchanged at the historic level of fifteen (0.1500) cents per one-hundred dollars of valuation. Any increase in the tax rate beyond fifteen cents would require a vote of the town residents through a referendum.

General Fund Revenue Highlights

Ad Valorem Taxes Collected History: (Percent collected average is 99%)

FY 2020-2021	FY 2021-2022	FY 2022-2023	FY 2023-2024
\$877,291	\$966,906	\$990,546	\$974,791

- **Ad Valorem Tax Revenues are budgeted at \$1,300,000.** This estimate is based on property tax revenues of \$1,200,000 and motor vehicle taxes of \$100,000.
- **Ad Valorem Tax Revenues 43% of total projected revenues.**

Sales & Use Tax Revenues History:

FY 2020-2021	FY 2021-2022	FY 2022-2023	FY 2023-2024
\$486,533	\$465,766	\$452,956	\$448,790

- **Sales and Use Tax Revenues are budgeted at \$460,000.** The current allocation formula Davie County uses to distribute sales tax allocation to town is the ad valorem distribution formula. Town staff and I will closely monitor projected revenue streams throughout the budget year due to continued market volatility, rising interest rates, the ongoing economic recovery, and inflationary concerns.
- **The Sales and Use Tax represents 15% of total projected revenues.**

Unrestricted Intergovernmental Revenue History:

FY 2020-2021	FY 2021-2022	FY 2022-2023	FY 2023-2024
\$221,372	\$209,732	\$235,616	\$230,319

- **Unrestricted Intergovernmental Revenues are budgeted at \$233,900.** This projection is consistent with the current year-end estimate. These state allocated funds are distributed on a quarterly or annual basis.
- **Unrestricted Intergovernmental Revenues** consist of the Utilities Franchise Tax, Cable Franchise Tax, and Beer & Wine Tax, all allocated by the State. The General Assembly has looked at the elimination or reduction of the Franchise Tax. This will need to be closely monitored in conjunction with membership in the North Carolina League of Municipalities.
- **Unrestricted Intergovernmental Revenue represents 8% of total projected revenues.**

General Fund Expenditure Highlights

- **Street Repairs and Maintenance:** \$515,500 has been designated for on-going street paving maintenance projects, street right-of-way maintenance and snow removal. This investment represents 43% of property tax revenues, which shows the Town Council's commitment toward focused services.
- **Residential Trash & Recycle Pickup:** \$400,000 has been designated for trash and recycling pickup for Town residents. This represents a 11% increase from the current fiscal year and accounts for additional townhomes which are expected to be occupied during this fiscal year.
- **Town Streetlights:** \$120,000 has been designated to pay for street lights. This represents 10% of projected property tax revenues.
- **Community Officer:** \$140,000 has been designated for the Community Officer Program five-year agreement to reimburse Davie County Sheriff Department for services rendered. This increase includes an annual 3% increase and additional funds for cameras. The current agreement ends in November 2027.
- **Salaries and Employee Benefits:** \$455,078 has been designated for a total of four full-time employees at Town Hall. This includes salaries and benefits for staff members, as well as merit and COLA raises. For many smaller municipalities, this area represents close to 50% of budgeted expenditures. The practice of contracting town services has been fiscally helpful over the years.

The Gate Operations Fund:

The Town also administers a **Gate Operations Fund**, as approved by the North Carolina General Assembly. This fund receives revenues from “gate fees” assessed only to parcels of property that lie behind the gated portions of the Town. The Gate Operations Fund is proposed to balance at **\$1,077,100**. This proposed budget will need to increase due to increases in staffing costs. In late FY 2024-25, the Town conducted an RFP process to price these services on the open market and ensure the Town is receiving a competitive rate. The per parcel gate fee will increase to \$856.59.

Gate Operation Fund Revenue Highlights

- **Parcel Owner Gate Fees** are recommended at \$947,390. This represents an annual fee of \$856.59 per parcel.
- **BRCC Entrance Fee** is recommended at \$107,710. This represents ten percent (10%) of the total estimated expenses, as agreed upon when the fence assets and operations were deeded over to the Town.

Gate Operation Fund Expenditure Highlights

- **Gate Services** are projected at \$725,000. This provides for three shifts of twenty-four hours a day, seven days a week manned gate staffing. This represents 67% of budgeted expenditures.

The Utilities Fund:

The third fund the Town administers is the **Utilities Fund**. The Utilities Fund is proposed to balance at **\$794,950**. The fund operates and maintains a wastewater collection system of pump stations and sewer lines. This system serves residents in the original section of the Bermuda Run Country Club area, as well as residential subdivisions along Bing Crosby Boulevard.

Utilities Fund Revenue Highlights


- **Sewer Service Revenues** are projected at \$793,250. This projection is based on mirroring the rates Davie County Public Utilities set for East Davie sewer customers. Therefore, all Town residents pay the same rates for water and sewer.

Utilities Fund Expenditure Highlights

- **Asset Inventory Assessment:** The Town has received funding for an Asset Inventory Assessment of the wastewater collection system to provide proactive management for on-going lines maintenance and the desire to eventually deed the system over to Davie County Public Utilities. With the results of this assessment a Capital Improvement plan will need to be developed to address any identified deficiencies. The Town Council has set aside funds over the years for these types of improvements and will need to continue this practice.

This is my third budget message to the Mayor and Town Council. It is my honor and privilege to assist the Council in ongoing implementation of its plan for the Town’s future success.

Yours in Public Service,



Andrew Meadwell, Town Manager

**General Fund
Revenues**

	2025-2026 Proposed
Revenues:	
Ad Valorem Taxes	\$ 1,203,500.00
Sales Taxes	\$ 460,000.00
ABC Revenue	\$ 271,000.00
Powell Bill	\$ 100,000.00
Vehicle Tax	\$ 100,000.00
Intergovernmental	\$ 565,000.00
Miscellaneous	\$ 304,400.00
General Fund Revenues Total	\$ 3,003,900.00

**General Fund
Expenditures**

	2025-2026 Proposed
General Government Expenditures	
Governing Body	\$ 18,400.00
Salaries and Employee Benefits	\$ 455,078.00
Operating Expenses	\$ 173,000.00
Professional Services	\$ 109,000.00
Tax collection fees	\$ 45,000.00
Town Hall expenses	\$ 58,000.00
Administrative Contingency	\$ 5,000.00
General Government Total	\$ 863,478.00
Community Services Expenditures	
Governing Body Community Events	\$ 45,000.00
Planning and zoning	\$ 42,000.00
Ground / general maintenance	\$ 81,000.00
Leaf removal	\$ 150,000.00
Waste removal	\$ 400,000.00
Town projects	\$ 114,922.00
Package Room	\$ 1,000.00
Other	\$ 23,500.00
Community Officer	\$ 140,000.00
Blue Heron Trail	\$ 170,000.00
Community Services Total	\$ 1,167,422.00
Transportation Expenditures	
Engineering (General Services)	\$ 50,000.00
Street Maintenance	\$ 295,500.00
Other Transportation Projects	\$ 204,000.00
Street lights	\$ 123,500.00
Powell Bill	\$ 300,000.00
Transportation Total	\$ 973,000.00
General Fund Expenditures Total	\$ 3,003,900.00

**Gate Fund
Revenues & Expenditures**

	2025-2026 Proposed
Gate Fund Revenues	
RFID Sticker Fees	\$ 22,000.00
BRCC Contribution	\$ 107,710.00
Bermuda Run Parcel Owner Fees	\$ 947,390.00
Gate Fund Revenues Total	\$ 1,077,100.00
	2025-2026 Proposed
Gate Fund Expenditures	
Gate House Staffing	\$ 725,000.00
Gate House Maintenance	\$ 104,100.00
Gate House Administration	\$ 248,000.00
Gate Fund Expenditures Total	\$ 1,077,100.00

**Utility Fund
Revenues & Expenditures**

	2025-2026 Proposed
Utility Fund Revenues	
Sewer Service	\$ 793,250.00
Sewer Tap Fees	\$ 1,700.00
Gate Fund Revenues Total	\$ 794,950.00
	2025-2026 Proposed
Utility Fund Expenditures	
Davie County Sewer Charges	\$ 585,000.00
Utilities Maintenance	\$ 98,000.00
Utilities Administration	\$ 111,950.00
Gate Fund Expenditures Total	\$ 794,950.00