

**CITY OF WILMINGTON  
COUNCIL'S AGENDA BRIEFING MEETING MINUTES  
MONDAY, JUNE 16, 2025**

The Council of the City of Wilmington held an Agenda Briefing meeting on the above date at 8:30 a.m. at City Hall, Council Chambers, 102 North 3<sup>rd</sup> Street, Wilmington, North Carolina to review the regular scheduled agenda for the June 17, 2025 Council Meeting.

Mayor Saffo did a roll call. Those present in the room were: Mayor Bill Saffo, presiding; Mayor Pro-Tem Clifford Barnett, Sr.; Councilmembers Charlie Rivenbark, Luke Waddell, David Joyner, and Salette Andrews; City Clerk Penelope Spicer-Sidbury; City Attorney Meredith Everhart; and Interim City Manager Thom Moton. Councilmember Kevin Spears attended via video conference.

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Councilmember Waddell inquired about Item PH2 (**Ordinance Granting a Special Use Permit for a Residential Courtyard Development Located at 5651 Greenville Loop Road**) continued from Council's March 4, 2025 meeting, and if Council could request a continuance. Ms. Meredith Everhart, City Attorney, responded it would be up to the applicant as when they submitted their application they had the option to proceed with a Special Use Permit no matter what the City does with them in the future. She stated that Council can ask the applicant if they would continue it, but it would be up to them.

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Councilmember Joyner inquired about Item O6 (**Ordinance Authorizing Additional Spending Authority Related to Opioid Settlement Funds in the Amount of \$40,000 to be Provided to New Hanover County**) and how New Hanover County is spending the funds. Ms. Martha Wayne, Finance Director, responded she would reach out to New Hanover County Staff after their meeting this morning and obtain further information.

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Councilmember Andrews commented on Item RP1 (**Report of Council's Appointments Committee for Boards, Commissions and Committees**) advising that an application was received after their meeting for a vacancy on Downtown Parking Advisory Committee that is specific to the Residents of Old Wilmington. The application is from the President of the Residents of Old Wilmington and she would like to add that appointment to the report for Council's consideration tomorrow night.

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There being no further questions and/ or discussion, Mayor Saffo advised that this concluded discussion of those items scheduled for Council's June 17, 2025 meeting.

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**HUMAN SERVICES GRANT PROCESS**

Ms. Rachel Schuler, Director of Housing and Neighborhood Services, advised that Staff has made proposed changes to the process following the presentation to Council in May. She read the recommended purpose statement, "The Human Services Grant Process provides financial support to non-profit agencies that provide direct services to residents, assisting the City of Wilmington in carrying out its adopted Strategic Plan." The grant structure is recommended to be in two buckets, one being the impact fund with a two to four-year commitment of up to \$300,000 annually for one or two programs or projects that would help make significant progress and may include capital projects. The Human Services bucket would remain similar to past processes with a balance of approximately \$450,000 that can be allocated to organizations on a two-year commitment at an annual amount of \$20,000 to \$25,000. She

noted that this will affect the number of grants that can be awarded but have a greater impact on the organizations.

Ms. Schuler stated there are recommended target populations for both funds such as older adults, youth, individuals facing housing insecurity, persons with mental disabilities, and survivors of domestic or child abuse, all of which must be within the City limits and have household income at or below 80% area median income. They recommend the review process be separated by the two funds. For the Impact fund they would look to have a Council Ad Hoc Committee since it is such a large fund and invite Staff from Finance, Housing and Neighborhood Services, and Budget to assist in review of applications. Additionally, applicants would participate in interviews and applications will be scored according to criteria and community impact. For the Human Services funds, Staff from various departments would review the applications, meet with the organizations and score them on recommended criteria.

Ms. Schuler presented a timeline for Council, should they proceed with the recommended changes. In August, Staff would host community workshops and in September and October, the applications would be open with office hours available for technical assistance to the applicants. Staff and the Ad Hoc Committee would review the applications in November and December with final recommendations presented in March 2026.

Councilmember Andrews inquired if the Council Ad Hoc Committee would look at both funds. Ms. Schuler responded that it is proposed right now as just part of the Impact Fund application process. She noted that Council can review the applications at any time. Staff can present the applications at Council's January Budget Work Session where they can go into a deeper dive. Councilmember Andrews suggested the Council Ad Hoc Committee review both funds prior to them being presented to Council as a whole.

A lengthy question/ answer and discussion period was held.

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Mayor Saffo and Councilmember Rivenbark departed the meeting. Mayor Pro-Tem Barnett Presided.

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**RIVERWALK MAINTENANCE PROGRAM UPDATE**

Ms. Amy Beatty, Director of Parks and Recreation, reviewed the work accomplished by the Riverwalk Maintenance Fund Program since it was first established by Council in Fiscal Year 2019. With the program, Parks and Recreation Staff devotes approximately 20 hours weekly towards the inspection program, gathering data for staffing and preventative maintenance. All task on the Riverwalk is recorded through the work order management system, with all assets identified such as benches, flags, light poles, handrails, or the boardwalk to categorize the work being done.

Ms. Beatty presented a chart identifying the work Staff has completed on the Riverwalk between July 2024 and March 2025 highlighting that Staff is identifying and fixing items before the public brings it to their attention 87% of the time. She provided data including the number of work orders compared to labor hours by different types of maintenance as well as the total demand hours and work orders for the timeframe. In addition to the daily maintenance of the Riverwalk there are 18 projects planned or underway by the Engineering Department that are largely structural.

Councilmember Waddell inquired about Water Street Park being funded. Ms. Beatty responded that the current phase of Water Street Park is funding which is in front of the Federal Building. The last phase which is the Coast Guard property the City acquired is a Park Project that has not been funded. She believes the Project Manager is waiting on an updated timeline and cost estimate from the consultant which should happen in the next few weeks and Council will be updated.

Ms. Beatty stated that although Parks and Recreation is the asset owner of the Riverwalk it is truly a collaborative effort among City departments and external partners. She detailed the efforts the different departments are responsible for such as Engineering maintaining technical standards and structural maintenance, and Public Works handling electrical and lighting maintenance, the visitor center and restrooms. Additionally, Wilmington Downtown Inc. (WDI) and the MSD Ambassadors are external partners that assist with outreach and issue reporting.

Mayor Pro-Tem Barnett inquired how many Staff members are on this project. Ms. Beatty responded that it is 20 hours a week. There is not a dedicated Staff person but the hours come from the Grounds Technician division.

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**ADJOURNMENT**

There being no further business to discuss, the meeting adjourned at 9:12 A.M.

Respectfully Submitted,

Penelope Spicer-Sidbury, CMC/MMC/NCCMC  
City Clerk

**NOTE: THESE MINUTES ARE NOT A VERBATIM RECORD OF THE PROCEEDINGS, BUT ARE PART OF THE OFFICIAL RECORD.**