

**BRUNSWICK COUNTY BOARD OF COMMISSIONERS  
OFFICIAL MINUTES  
REGULAR MEETING  
NOVEMBER 20, 2017  
6:00 P.M.**

**The Brunswick County Board of Commissioners met in Regular Session on the above date at 6:00 p.m., Commissioners' Chambers, David R. Sandifer Administration Building, County Government Center, Bolivia, North Carolina.**

PRESENT: Commissioner Frank Williams, Chairman  
Commissioner Randy Thompson, Vice-Chairman  
Commissioner J. Martin Cooke  
Commissioner Pat Sykes  
Commissioner Mike Forte

STAFF: Ann Hardy, County Manager  
Steve Stone, Deputy County Manager  
Bob Shaver, County Attorney  
Andrea White, Clerk to the Board  
Amanda Hutcheson, PIO  
Capt. Mark Trull, Sheriff's Office

**Board Action, containing all items in this set of minutes, is filed within the Clerk to the Board's office.**

**I. CALL TO ORDER**

Chairman Williams called the meeting to order at 6:00 p.m.

**II. INVOCATION/PLEDGE OF ALLEGIANCE**

Vice-Chairman Thompson gave the Invocation and led the Pledge of Allegiance.

**III. ADJUSTMENTS/APPROVAL OF AGENDA**

Chairman Williams asked if there were any adjustments to the agenda noting that a Closed Session had been added.

Commissioner Sykes moved to approve the agenda. The vote of approval was unanimous.

**IV. PUBLIC COMMENTS**

Chairman Williams announced that no one had signed up to speak during Public Comments. He clarified that the individuals who had signed up to speak during the Public Hearings had intended to do so. No one wished to address the Board under Public Comments.

**V. APPROVAL OF CONSENT AGENDA**

Commissioner Cooke moved to approve the Consent Agenda. The vote of approval was unanimous. The following items were approved:

1. **Board Appointment - Juvenile Crime Prevention Council (JCPC) - Health Director Designee**  
Approved the selection of Ms. Allison Campbell as the Health Director's designee on the Juvenile Crime Prevention Council (JCPC).
2. **County Attorney - Pine Forest Plantation Deed of Dedication**  
Accepted the Deed of Dedication for water and sewer infrastructure for Pine Forest Plantation Phase 1 Novant Building.
3. **County Attorney - St. James Oceanic Bay Lots 1-48 Deed of Dedication**  
Accepted the Deed of Dedication for water and sewer infrastructure for St. James, Oceanic Bay, Lots 1-48.
4. **County Attorney - Surplus Property Declaration**  
Declared property obtained by the County through tax foreclosure as surplus property to be placed on the County's website for future purchase.

5. **Engineering - Pine Forest Plantation/Equity Investments Associates Developer Agreement**  
Approved a developer agreement for sewer services with Equity Investments Associates, LLC for Pine Forest Plantation.
6. **Finance - Fiscal Items**  
Approved Budget Amendments, Capital Project Ordinances and Fiscal Items of a routine nature presented on the consent agenda.
  - **Financial Reports for October 2017** (unaudited)  
Included are Summary Information for General and Enterprise Funds, key indicators of Revenues and Expenditures and Cash and Investments. All reports provided at: <http://brunswickcountync.gov/finance/reports/>.
  - **Comprehensive Annual Financial Report (CAFR) for the Fiscal Year June 30, 2017**  
An independent audit was conducted on the financial statements of the governmental activities, the business-type activities, the aggregate discretely presented component units, each major fund and the aggregate remaining fund information of Brunswick County as of and for the fiscal year ended June 30, 2017. The CAFR for fiscal year ended June 30, 2017 is provided at: <http://brunswickcountync.gov/finance/reports/>.
7. **Health and Human Services - Facilities Use and Lease Agreement with Coastal Southeastern United Care**  
Approved the facilities use and lease agreement with Coastal Southeastern United Care for office space.
8. **Health and Human Services - Social Services - Contract Amendment Wortman Law Firm, PLLC**  
Approved a contract amendment for Wortman Law Firm, PLLC for services related to the Department of Social Services.
9. **Operation Services - Access Security System**  
Entered into a service contract with Tyco Integrated Security LLC for a web-based, access security management system for various county facilities.
10. **Operation Services - Disaster Related Debris Removal Agreement**  
Entered into a Disaster Related Debris Removal Agreement with the North Carolina Department of Transportation (NCDOT).
11. **Tax - Print and Mailing Service Contract**  
Approved the combining and extending of two existing contracts for bill printing and mailing services.
12. **Tax - November 2017 Releases**  
Approved the November 2017 tax releases.
13. **Tax - November 2017 MV Discovery Valuation & Levy for October 2017**  
Approved the November 2017 motor vehicle valuation and levy discoveries created in October 2017.
14. **Utilities - Contract Amendment No. 1 with AECOM Technical Services of North Carolina, Inc., for NCDOT R-5021 Highway 211 Widening Project**  
Approved Contract Amendment No. 1 with AECOM Technical Services of North Carolina, Inc., in the amount of \$44,015.48 for engineering services associated with, and reimbursed by, the NCDOT R-5021 Highway 211 widening project from Midway Road to Highway 87.
15. **Utilities - Contract Amendment No. 2 with AECOM Technical Services of North Carolina, Inc., for NCDOT R-5021 Highway 211 Widening Project to Facilitate Betterments to Utility Infrastructure**  
Approved budget amendment and Contract Amendment No. 2 with AECOM Technical Services of North Carolina, Inc., in the amount of \$33,900.00 for engineering services associated with the NCDOT R-5021 Highway 211 widening project from Midway Road to Highway 87 in order to facilitate betterments to the Brunswick County utility infrastructure.

**VI. PRESENTATION**

1. **Planning - Brunswick County Trail Plan Update (Kirstie Dixon, Planning Director)**  
Received an updated presentation on the Brunswick County Trail Plan.

Ms. Kirstie Dixon, Planning Director, provided an update on the Brunswick County Trail Plan project. Ms. Dixon reviewed the steps taken to bring the project to where it is today and presented the Board with the final map. A total of 20,000 maps have been printed and are being distributed to the towns. Staff hopes to include additional municipal adoptions and to increase the online presence with assistance of GIS. Additional trails will be added in the future.

**VII. PUBLIC HEARING**

**Pursuant to notice duly advertised and posted, the Brunswick County Board of Commissioners conducted Public Hearings in the Commissioners' Chambers, David R. Sandifer Administration Building, County Government Center, Bolivia, North Carolina.**

1. **Planning - Rezoning Z-17-757 (Kirstie Dixon, Planning Director)**  
Request that, after the Public Hearing, the Board of Commissioners approve the First and Second Readings of the proposed amendment to the Brunswick County Unified Development Ordinance (Z-17-757) from R-7500 (Medium Density Residential) to C-LD (Commercial Low Density).

Ms. Kirstie Dixon, Planning Director, explained that Z-757 consists of 4 parcels, totaling 15.14 acres located along Highway 211. It is proposed that the property be rezoned from R-7500 to C-LD.

**CALL TO ORDER**

Chairman Williams opened the Public Hearing at 6:09 p.m.

**PUBLIC COMMENTS**

Chairman Williams asked if there were any members of the audience who wished to speak regarding Rezoning Z-17-757. There were no public comments.

**ADJOURN**

Chairman Williams closed the Public Hearing at 6:09 p.m.

**GOVERNING BOARD ACTION  
(per N.C.G.S. 153A-341)  
Zoning Map Amendment No. Z-757**

**Description:** Change in Zoning District from R-7500 (Medium Density Residential) to C-LD (Commercial Low Density) for Tax Parcels 20300001, 20300002, 2030000201 and 2030000202. This zoning change totals approximately 15.14 acres.

- I. The rezoning described above is consistent with the Brunswick County CAMA Land Use Plan.
- II. The rezoning described above is reasonable and in the public interest based on the following: There were no objections from the public and the proposed change is consistent with surrounding zoning.

Therefore, on the basis of all the information provided including the foregoing, Chairman Williams moved to approve the Rezoning, First and Second Readings, with the associated conditions as presented. The vote of approval was unanimous.

2. **Planning - UDO Text Amendments - Solar Farm Requirements (Mike Hargett, Director of Economic Development & Planning)**  
Request that, after the Public Hearing, the Board of Commissioners approve the First and Second Readings of the proposed text amendments to the Unified Development Ordinance (UDO-17-02) regarding solar farms requirements.

# DRAFT

Mr. Mike Hargett, Director of Economic Development & Planning, explained that staff had researched potential revisions to the UDO related to Solar Farms. Mr. Hargett presented the Board with the proposed amendments, based on previous guidance from the Board of Commissioners. He noted that the Planning Board approved the proposed amendments with the exception of increasing the maximum size limitations.

## **CALL TO ORDER**

Chairman Williams opened the Public Hearing at 6:18 p.m.

## **PUBLIC COMMENTS**

Chairman Williams called those who signed up to speak regarding the UDO text amendments related to solar farms requirements. The following individuals addressed the Board:

1. Dr. Dwight Willis, resident of Holden Beach and representing B.E.A.T. (Brunswick Environmental Action Team), spoke in support of the continued transition from non-renewable, dirty sources of energy, to renewable, clean energy sources. He asked that the Board promote and encourage the production and usage of renewable energy sources.
2. Mr. Dale Todd, representing B.E.A.T., shared his concerns with the size limitations as proposed. He urged the Board to not adopt the maximum lot size and not pursue any other unnecessary changes to the UDO that would unfairly impact solar development.
3. Mr. Peter Key, Realtor and resident of Oak Island, shared his concerns with the proposed minimum lot size and the bonding stipulation related to solar development.
4. Ms. Terrell Shortsleeve, resident of Ocean Isle Beach, spoke in support of clean and renewable energy development and urged the Board to not adopt the lot size limit or other restrictions that would keep clean energy development out of Brunswick County.
5. Ms. Sandra Ford, spoke in support of solar energy.
6. Mr. Keith Herbs, Vice President of United Renewable Energy, spoke in support of solar energy and asked the Board to vote against the amendments as proposed. He asked that the Board strike the size limit, and strike the language specific to the financial surety requirement and the requirement to submit for a decommissioning plan every 3 years. Mr. Herbs provided suggested revisions to the County Manager.

## **ADJOURN**

Chairman Williams closed the Public Hearing at 6:36 p.m.

Following discussion, Commissioner Cooke moved to send this item back to the Planning Board for further study, taking into consideration some of the comments which were presented. The vote of approval was unanimous.

### **3. Economic Development - Proposed Building Reuse Grant (Mike Hargett, Director of Economic Development and Planning)**

Request that, following the Public Hearing, the Board of Commissioners approve submittal of a \$175,000 Building Reuse Grant application, approve funding for the \$8,750 local match, and authorize execution of the performance agreement if the application is successful.

Mr. Mike Hargett, Director of Economic Development & Planning, explained that ITI Technologies proposed to establish a manufacturing facility in an existing building in the Leland Industrial park located at 2080 Enterprise Drive. The company intends to invest \$3.5 million of real and personal property, including improvements to the building and equipment. The project is eligible for grant funding under a building reuse program administered by the North Carolina Department of Commerce. The program requirements include a 5% local match in the amount of \$8,750 and that the county be the applicant. If the grant is approved, the program requires the creation of 35 new jobs at an average annual wage of \$65,000.

## **CALL TO ORDER**

Chairman Williams opened the Public Hearing at 7:00 p.m.

## **PUBLIC COMMENTS**

Chairman Williams asked if there were any members of the audience who wished to speak regarding the proposed building reuse grant. There were no public comments.

## **ADJOURN**

Chairman Williams closed the Public Hearing at 7:00 p.m.

Vice-Chairman Thompson moved to approve submittal the Building Reuse Grant application, funding for the local match, and authorize execution of the performance agreement if the application is successful. The vote of approval was unanimous.

## **VIII. ADMINISTRATIVE REPORT**

### **1. Administration - Professional Services Contract - Lockwood Folly Inlet Dredging Potential Project (Steve Stone, Deputy County Manager)**

Request that the Board of Commissioners consider approval of professional services agreement with APTIM to assess feasibility and provide initial project engineering services for a Lockwood Folly Inlet dredging project, as well as consider waiving the "Mini-Brooks Act" procurement process for the contract.

Mr. Steve Stone, Deputy County Manager, explained that the Board has indicated a desire to see methods of dredging the Lockwood Folly Inlet that would be more cost effective as far as providing a navigation channel and additional benefits such as sand placement on one or more of our beaches. Mr. Stone explained the details of the proposed project and the professional services agreement with APTIM. The project should be eligible for State shallow draft inlet funding at a rate of 67%. Staff's recommendation is that the Board consider paying 25% of the local share rather than the 50% that has previously been done on the pure navigation projects. The proposal from APTIM is for a not-to-exceed amount of \$9,875. Mr. Stone asked that the Board waive the "Mini Brooks Act".

Commissioner Cooke moved to approve the contract, waive the "Mini Brooks Act" and approve the budget amendment. The vote of approval was unanimous.

## **IX. CLOSED SESSION**

### **1. Closed Session - Consult with Attorney and Approve Closed Session Minutes**

Request that the Board of Commissioners enter into Closed Session pursuant to G.S. 143-318.11(a)(1) to approve Closed Session Minutes and G.S. 143-318.11(a)(3) to consult with its attorney.

Commissioner Cooke moved to enter into closed session at 7:08 p.m. The vote of approval was unanimous.

Chairman Williams called the regular meeting back to order at 7:44 p.m. and asked the County Attorney if there was anything to report from closed session.

Mr. Shaver stated there was nothing to report.

## **X. OTHER BUSINESS/INFORMAL DISCUSSION**

Chairman Williams asked if there were any other business or informal discussion items to bring before the Board.

Commission Forte requested that a resolution be created and sent to Representative Iler and Senator Rabon requesting a more permanent solution with regard to the Lockwood Folly inlet.

It was the consensus of the Board to direct staff to bring information back to the Board for discussion regarding a request to look at both the advisability and feasibility of a more permanent structure.

Mrs. Ann Hardy, County Manager, asked that staff be allowed to collaborate with the municipalities and the Brunswick Beaches group to have similar resolutions. The Board agreed to the request.

**XI.     ADJOURNMENT**

Commissioner Forte moved to adjourn the Regular Meeting at 7:49 p.m.

Commissioner Cooke informed the Board that he had spoken with someone who has up-fitted a facility, located behind the former hospital, for a 12-bed women’s shelter that would provide assistance related to sexual abuse, substance abuse, domestic abuse, etc. The group has indicated that they will be looking for ways to work with the county and will be providing information to Administration. Commissioner Cooke stated that the facility is self-supporting.

Chairman Williams called for a vote on the motion to adjourn at 7:50 p.m. The vote of approval was unanimous.

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Chair  
Brunswick County Board of Commissioners

Attest:

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Andrea White, NCCCC  
Clerk to the Board