## BRUNSWICK COUNTY BOARD OF COMMISSIONERS REGULAR MEETING AGENDA September 5, 2017 3:00 PM

- I. Call to Order
- II. Invocation/Pledge of Allegiance
- III. Adjustments/Approval of Agenda
- **IV.** Public Comments

#### V. Approval of Consent Agenda

1. Board Appointment - Fire Commission - At-Large

Request that the Board of Commissioner appoint Mr. John Fugee to the Fire Commission At-Large position for a 2-year term expiring June 30, 2019.

2. Board Appointment - Ocean Isle Beach Board of Adjustments ETA

Request that the Board of Commissioners approve the reappointment of Ms. Tracy Hobgood as the ETA Alternate on the Town of Ocean Isle Beach Board of Adjustments for a 3-year term.

3. Board Appointment - Planning Board - District 2

Request that the Board of Commissioners appoint Mr. Ron Medlin to the Planning Board to fill the unexpired term of Mr. Chris Stanley. This appointment represents District 2 and is set to expire June 30, 2018.

4. Clerk to the Board - Meeting Minutes

Request that the Board of Commissioners approve the draft minutes from the August 14, 2017 Routine Business and Agenda Setting Meeting and the August 21, 2017 Regular Meeting.

5. Deed of Dedication - Sunset Ridge, Phase 4, Section 2

Request that the Board of Commissioners accept the Deed of Dedication for water and sewer infrastructure for Sunset Ridge Phase 4 Section 2.

6. Emergency Services - SiteMed Agreement

Request that the Board of Commissioners approve the agreement with SiteMed to perform the annual fit for duty and medical review for Emergency Services Staff.

7. Finance - Fiscal Items

Request that the Board of Commissioners approve Budget Amendments, Capital Project Ordinances and Fiscal Items of a routine nature presented on the consent agenda.

-Sheriff's Office Rollover Budget Amendment

Appropriate fund balance of \$207,894 for Sheriff's Office drug seizure funds, donations, gifts and memorials, and continuing projects FY17 commitments continued in FY18.

-Raw Water Main Project Budget Amendment and CPO

Transfer \$850,000 designated in the reserve to the project for the design of a parallel raw water main from the King's Bluff Pump Station to the raw water tank near the Northwest Water Treatment Plant and used to reimburse Cape Fear Public Utility Authority as stated in the Inter-local Agreement approved by the Board of Commissions on February 6, 2017.

### VI. Presentation

1. Storm Preparations Update Related to Hurricane Irma (Brian Watts, Emergency Services Director; Amanda Hutcheson, PIO; John Nichols, Public Utilities Director; Stephanie Lewis, Operation Services Director; and David Stanley, Executive Director - Health & Human Services )

Request that the Board of Commissioners receive an update on storm preparations related to Hurricane Irma.

2. Southeastern Community & Family Services, Inc. (Ericka J. Whitaker CEO and Bernest Hewett, Chairperson)

Request that the Board of Commissioners receive a presentation from Southeastern Community & Family Services, Inc. regarding the services provided by their organization.

3. Administration - Resolution Proclaiming Hunger and Homelessness Awareness Week (Ann Hardy, County Manager)

Request that the Board of Commissioners approve a Resolution proclaiming November 11 - 19, 2017 as National Hunger and Homelessness Awareness Week in Brunswick County.

## VII. Administrative Report

1. Administration - Ordinance to Allow Sale of Alcoholic Beverages Before Noon on Sundays at Licensed Premises (Ann Hardy, County Manager)

Request that the Board of Commissioners receive the Second Reading of an Ordinance to Allow the Sale of Alcoholic Beverages Before Noon on Sundays at Licensed Premises.

2. Administration - Fire Commission Rules of Procedure (Ann Hardy, County Manager)

Request that the Board of the Commissioners amend the Fire Commission Rules of Procedure for the Board of Commissioners to name members of the Brunswick County Commission to serve as the chairman and the vice-chairmen of the fire commission annually.

3. Administration - Surplus Property Offer - Parcels 141MB006, 007, 008, 055, 056 and 057 (Steve Stone, Deputy County Manager)

Request that the Board of Commissioners consider a combined offer of \$6,000.00 for tax parcels 141MB006, 141MB007, 141MB008, 141MB055, 141MB056 and141MB057.

4. County Attorney - Rules of Procedure for the Brunswick County Board of Commissioners (Bob Shaver, County Attorney)

Request that the Board of Commissioners receive the amended Rules of Procedure for the Brunswick County Board of Commissioners for review and First Reading.

- Engineering Courthouse Remodeling Architectural Request For Qualifications (William L. Pinnix, P.E., Director of Engineering)
   Request that the Board of Commissioners authorize the advertisement of a Request for Qualifications for architectural services for the courthouse remodeling project.
- Health and Human Services Health Services Septic System Fee Discussion (David Stanley, Executive Director Health and Human Services)
   Request that the Board of Commissioners receive a presentation regarding septic system permitting fees.
- 7. Planning Letter Responding to NCDOT Request for The Carolina Bays Parkway

Extension (Mike Hargett, Director of Economic Development & Planning)

Request that the Board of Commissioners approve a letter to respond to an inquiry regarding the Carolina Bays Parkway Extension project.

## VIII.Other Business/Informal Discussion

### IX. Closed Session

1. County Attorney (Bob Shaver)

Request that the Board of Commissioners hold an executive session to approve Closed Session Minutes pursuant to NCGS 143-318.11(a)(1) and to consult with the attorney pursuant to NCGS 143-318.11(a)(3).

## X. Adjournment



Brunswick County Board of Commissioners ACTION AGENDA ITEM September 5, 2017

> Action Item # V. - 1. Board Appointment - Fire Commission - At-Large

From: Andrea White

# **Issue/Action Requested:**

Request that the Board of Commissioner appoint Mr. John Fugee to the Fire Commission At-Large position for a 2-year term expiring June 30, 2019.

# **Background/Purpose of Request:**

At the August 21, 2017 Regular Meeting, the Board of Commissioners appointed all members of the Fire Commissioner with the exception of the At-Large seat. If appointed, Mr. John Fugee will serve a 2-year term expiring on June 30, 2019.

# **Fiscal Impact:**

Reviewed By Director of Fiscal Operations

**Approved By County Attorney:** Not Applicable

Advisory Board Recommendation:

Not Applicable.

# **County Manager's Recommendation:**

Recommend that the Board of Commissioner appoint Mr. John Fugee to the Fire Commission At-Large position for a 2-year term expiring June 30, 2019.

# **ATTACHMENTS:**

Description

- Application John Fugee
- D Resume John Fugee



# Brunswick County NC

# Application For Appointment To Boards And Committees

You **must** be a Brunswick County resident to participate on county boards and committees. Please proceed if you are a resident.

*	Are you a permanent resident of Brunswick County? • Yes • No
	How many years? 7
*	Are you registered to vote in Brunswick County? • Yes • No
*	Board or Committee of Interest Fire Commission
	Board or Committee of Interest (Second Choice)
	Do you anticipate any conflicts of interest if appointed? O Yes O No
	Are you currently serving on any other Boards? O Yes O No

# **Applicant Information**

First Name *	John
Middle Initial	R
Last Name *	Fugee
Street Address	1131 Greensview Circle
City	Leland
State	NC
Zip	28451
Home Phone	N/A
Cell Phone	609-226-6720
Email	johnfugee@gmail.com

Present Job/Employer Address	Allied Universal Security Services 16 Washington Street,suite 600 Eight Tower Bridge Conshohocken,PA 19428
Past Employment	Senior Fire Marshal, Atlantic City Fire Dept.
Current Civic/Community Participation	N/A

John R. Fugee 1131 Greensview Circle Leland, NC 28451 609-226-6720 or johnfugee@gmail.com

Allied Barton Security Services. Wilmington, North Carolina

Position Security Supervisor, CHARTER CABLE

American Heritage Electric PO Box 432 Absecon, New Jersey 08201

Position: Co-Owner

- Design and construction of commercial electric.
- Residential electric.
- Government contracts.
- Troubleshooting and repair of electrical equipment, generators, mechanical equipment.
- Installation of Fire Protection electric, controllers, troubleshooting and replacement.
- Install commercial and residential security alarms.

- Installation of Data Com Systems.
- Working knowledge of construction equipment such as backhoe, bucket truck, etc.
- Repair of municipal owned electric and pump stations

# Atlantic City Fire Department City Hall Atlantic City, New Jersey 08401

(Retired)

# Position: Senior Fire Marshall

- Enforcement of Uniform Fire Code, State of New Jersey.
- Arson investigation.
- Special event coordination.
- Inspections hotel and Casino Industry.

Atlantic City Fire Department City Hall Atlantic City, New Jersey 08401

Position: Fire Fighter

• Fire Suppression in Residential and High Rise buildings.

EDUCATION: Cape Atlantic College Mays Landing, NJ Associate Degree in Fire Science

> Mainland Regional High School Oak Avenue Linwood, NJ

# PROFESSIONAL

LICENSES:	Master's License, United States Coast Guard
	Fire Sub-Code Official HHS, State of New Jersey
	Fire Official, Uniform Fire Code, State of New Jersey
	Fire Inspector, Uniform Fire Code, State of New Jersey
ADDITIONAL:	Past member of the New York Chief's Association
	Past member of the State of New Jersey Division of Fire
Safety	
	Code advisory council
	Past President, Bayview Fire Dept.
	Past advisor for electrical study at Atlantic County VO-TECH.
School	
	Volunteer Habit for Humanity,
	State of New Jersey certified Arson Investigator

**REFERENCES:** Available upon request.



# Brunswick County Board of Commissioners ACTION AGENDA ITEM September 5, 2017

From: Andrea White Action Item # V. - 2. Board Appointment - Ocean Isle Beach Board of Adjustments ETA

# **Issue/Action Requested:**

Request that the Board of Commissioners approve the reappointment of Ms. Tracy Hobgood as the ETA Alternate on the Town of Ocean Isle Beach Board of Adjustments for a 3-year term.

## **Background/Purpose of Request:**

The Town of Ocean Isle Beach has a vacancy on the Board of Adjustments for an ETA Alternate member. On August 8, 2017, the Ocean Isle Beach Board of Commissioners voted to recommend the reappointment of Ms. Tracy Hobgood to fill this vacancy.

## **Fiscal Impact:**

Reviewed By Director of Fiscal Operations

**Approved By County Attorney:** Yes

# Advisory Board Recommendation:

Recommended by the Town Of Ocean Isle Beach Board of Commissioners.

# **County Manager's Recommendation:**

Recommend that the Board of Commissioners approve the reappointment of Ms. Tracy Hobgood as the ETA Alternate on the Town of Ocean Isle Beach Board of Adjustments for a 3-year term.

# **ATTACHMENTS:**

Description

**D** Letter from the Town Ocean Isle Beach



AUG 1 4 2017 BRUNS. CO. ADMIN.

August 10, 2017

Andrea White Clerk to Board of Commissioners P.O. Box 249 Bolivia, NC 28422

# **Re: Recommendation for ETA Alternate Representative on the Board of Adjustments**

Dear Ms. White:

The Town of Ocean Isle Beach has a vacancy on the Board of Adjustments for a member to serve as an ETA Alternate. At the August 8, 2017 Board of Commissioners meeting, the Board voted to recommend reappointment of Ms. Tracy Hobgood to fill this vacancy. This position holds a three-year term.

We would appreciate consideration of this issue at your next County Commissioner's meeting.

If you need any additional information in regards to this matter, please feel free to contact our office at your earliest convenience.

Sincerely,

TOWN OF OCEAN ISLE BEACH

were DANC

Casey E. Řeeves Town Clerk



# Brunswick County Board of Commissioners ACTION AGENDA ITEM September 5, 2017

Action Item # V. - 3. Board Appointment - Planning Board - District 2

From: Andrea White

# **Issue/Action Requested:**

Request that the Board of Commissioners appoint Mr. Ron Medlin to the Planning Board to fill the unexpired term of Mr. Chris Stanley. This appointment represents District 2 and is set to expire June 30, 2018.

# **Background/Purpose of Request:**

Mr. Chris Stanley submitted his resignation letter, effective August 31, 2017. Mr.Medlin resides in District 2 and has expressed an interest in serving on the Planning Board. If appointed, Mr. Medlin will fill the unexpired term of Mr. Stanley. The term will expire on June 30, 2018.

# **Fiscal Impact:**

**Approved By County Attorney:** Yes

Advisory Board Recommendation:

Not Applicable

# **County Manager's Recommendation:**

Recommend that the Board of Commissioners appoint Mr. Ron Medlin to the Planning Board to fill the unexpired term of Mr. Chris Stanley. This appointment represents District 2 and is set to expire June 30, 2018.

# **ATTACHMENTS:**

Description

- **D** Chris Stanley Resignation Letter
- D Planning Board Roster
- Planning Board Address Sheet
- Application George R. Medlin

#### August 1, 2017

To: Mr. J. Martin Cooke Brunswick County Commission

Subject: Planning Board Membership Resignation

#### Dear Commissioner Cooke,

It is with deep regret that I announce my resignation from the Brunswick County Planning Board, effective August 31, 2017.

Please know that I have thoroughly appreciated and enjoyed the opportunity to serve with you all. I am confident that during my time as a board member, collectively, we made changes and advancements that will help our county grow into a bright future. As a board and as individuals, you are all tremendously talented, and I feel lucky to have volunteered by your side these past few years. I have developed a deeper appreciation for the energy, enthusiasm and professionalism of the Planning Staff.

I am hopeful that I have given sufficient advance notice so that we can ensure a smooth transition for the next board member. I will always remain available to the Planning Board and staff via telephone or email. I look forward to seeing your many future accomplishments.

Respectfully

Chris Stanley, PLS

Name	District	<b>Appointment Date</b>	Term	<b>Expiration Date</b>	Serving Since
Randy Ward	1	7/1/2014	3	6/30/2018	2014
Chris Stanley (resigned)	2	7/1/2014	3	6/30/2018	2013
Joy Easley (unexpired)	3	7/1/2014	3	6/30/2018	2013
Tom Simmons (unexpired)	4	1/17/2017	3	6/30/2020	2017
Richard Leary	5	7/18/2016	3	6/30/2020	2016
Eric Dunham	at-large	7/1/2014	3	6/30/2018	2011
Troy Price	at-large	5/1/2016	3	6/30/2019	2011
William Bittenbender	alternate	5/1/2016	3	6/30/2019	2016

# **Planning Board**

## Mission

The Planning Division of Economic Development & Planning Services supports and facilitates the Brunswick County Planning Board, the Brunswick County Board of Adjustment, and the Brunswick County Technical Review Committee (TRC). Each Board/Committee has different duties, functions, and meeting schedules.

## Membership

All members serve 3-year terms.

 $\sim$  1 member from each county district, appointed by the Board of Commissioners

 $\sim 2$  at-large members appointed by the Board of Commissioners

 $\sim$  1 alternate position

Return to Table of Contents

Name	Phone(s)	Email Address	Mailing Adress
Randy Ward	(M) 443-1898 (W) 579-5808	randyward@atmc.net	9696 Ralph Ward Trail, Ash, NC 28420
Chris Stanley	<ul><li>(H) 575-5233</li><li>(M) 443-3484</li><li>(W) 754-8029</li></ul>	<u>cstanley@eces.biz</u>	1624 Kennedy Street, OIB, NC 28469
Joy Easley	<ul><li>(H) 454-7168</li><li>(M) 612-2865</li><li>(W) 579-6508</li></ul>	lawyermom09@yahoo.com	PO Box 758, Oak Island, NC 28465
Tom Simmons	<ul><li>(H) 845-2382</li><li>(M) 540-2481</li><li>(W) 646-2237</li></ul>	<u>ltsimmons@hotmail.com</u>	1462 Longleaf Road, Southport, NC 28461
Richard Leary	<ul><li>(H) 399-5280</li><li>(M) 260-242-0638</li></ul>	rich.leary.rl@gmail.com	1204 Earnley Cove Leland, NC 28451
Eric Dunham	<ul><li>(H) 575-6812</li><li>(M) 703-593-6303</li></ul>	oceanridge1129@yahoo.com	537 Gladstone Circle, OIB, NC 28469
Troy Price	(H) 287-3118 (M) 612-8426	tprice9955@gmail.com	9955 Nance Street, Calabash, NC 28467
William Bittenbender	(H) 253-9846 (M) 279-0511	wbittenbender@er.rr.com	3482 Beaver Creek Drive, Southport, NC 28461

# **Planning Board Address Sheet**

Return to Table of

Contents



# Brunswick County NC

# Application For Appointment To Boards And Committees

You **must** be a Brunswick County resident to participate on county boards and committees. Please proceed if you are a resident.

*	Are you a permanent resident of Brunswick County? • Yes • No
	How many years? 17
*	Are you registered to vote in Brunswick County? • Yes • No
*	Board or Committee of Interest Planning Board
	Board or Committee of Interest (Second Choice) Zoning Board of Adjustments
	Do you anticipate any conflicts of interest if appointed? O Yes O No
	Are you currently serving on any other Boards? • Yes • No
	Name of Board currently serving on.
	Name of second Board currently serving on. (If applicable)
Applicant Inform	ation
First Name *	George

Middle Initial	R
Last Name *	Medlin
Street Address	439 Laurel Valley Drive
City	Shallotte
State	North Carolina
Zip	28470

Home Phone	910-754-3915
Cell Phone	7042018524
Email	ronmedlin@aol.com
Present Job/Employer Address	Self employed. Ron Medlin Construction
Past Employment	
Current Civic/Community Participation	Brunswick Home Builders Small Business Advisory Board



# Brunswick County Board of Commissioners ACTION AGENDA ITEM September 5, 2017

Action Item # V. - 4. Clerk to the Board - Meeting Minutes

From: Andrea White

# **Issue/Action Requested:**

Request that the Board of Commissioners approve the draft minutes from the August 14, 2017 Routine Business and Agenda Setting Meeting and the August 21, 2017 Regular Meeting.

# **Background/Purpose of Request:**

# Fiscal Impact:

Reviewed By Director of Fiscal Operations

**Approved By County Attorney:** Yes

# **Advisory Board Recommendation:**

Not Applicable

# **County Manager's Recommendation:**

Recommend that the Board of Commissioners approve the draft minutes from the August 14, 2017 Routine Business and Agenda Setting Meeting and the August 21, 2017 Regular Meeting.

# **ATTACHMENTS:**

Description

- D Draft Minutes 2017-08-14 Routine Business and Agenda Setting Meeting
- D Draft Minutes 2017-08-21 Regular Meeting Minutes

## BRUNSWICK COUNTY BOARD OF COMMISSIONERS ROUTINE BUSINESS AND AGENDA SETTING MEETING AUGUST 14, 2017 3:00 P.M.

The Brunswick County Board of Commissioners held a Routine Business and Agenda Setting Meeting on the above date at 3:00 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 Pat Sykes Commissioner Mike Forte
ABSENT:	Commissioner J. Martin Cooke
STAFF:	Ann Hardy, County Manager Steve Stone, Deputy County Manager Bob Shaver, County Attorney Andrea White, Clerk to the Board Julie Miller, Finance Director Amanda Hutcheson, PIO Cpt. 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. <u>CALL TO ORDER</u>

Chairman Williams called the Routine Business and Agenda Setting Meeting to order at 3:00 p.m.

## II. <u>INVOCATION/PLEDGE OF ALLEGIANCE</u>

Chairman Williams gave the Invocation and led the attendees in the Pledge of Allegiance.

## III. ADJUSTMENTS/APPROVAL OF AGENDA

Chairman Williams asked if there were any adjustments to the agenda. There were no changes.

Commissioner Forte moved to approve the agenda as written. The vote of approval was unanimous.

### IV. APPROVAL OF CONSENT AGENDA

Due to the delay in the agenda process, Ann Hardy, County Manager, reviewed each of the Consent Agenda items prior to action by the Board.

Chairman Williams asked if there were any questions or adjustments to the Consent Agenda. There were no questions or adjustments.

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

### V. <u>PRESENTATION</u>

There were no presentations.

## VI. <u>ADMINISTRATIVE REPORT</u>

1. Administration - Surplus Property Offer - Parcel 182MB009 (Steve Stone, Deputy County Manager)

Request that the Board of Commissioners consider an offer of \$400.00 for tax parcel 182MB009.

Steve Stone, Deputy County Manager, explained that the County had received an offer of \$400.00 for tax parcel 182MB009. The current tax value of the parcel is \$1,400.00. The parcel is approximately one-third of an acre and is located on Tulip Tree Road SW in Sherrow Estates. The County acquired the parcel in 2005 for \$809.00.

Following a brief discussion, Commissioner Sykes moved to accept the offer of \$400.00 for tax parcel 182MB009. The vote of approval was unanimous.

2. Administration - Planning Board Composition (Ann Hardy, County Manager) Request that the Board of Commissioners consider action to clarify the composition of the Planning Board and amend Section 1-2-17 of the Brunswick County Code of Ordinances to reflect the same.

County Manager Hardy explained that in 2011, the Planning Board was reorganized to comply with the Code of Ethics and the Code of Conduct. The Code of Ordinances was not updated to reflect the text amendment. The practice has been for the alternate to be appointed to fill any vacant district seat regardless of where the alternate member resides. Two of the current members are not living in the district they represent. Staff requested direction and clarification from the Board to ensure that the ordinance and the direction of the Board are properly reflected.

It was the consensus of the Board that all Planning Board appointments come before the Board for approval rather than automatically moving the alternate. The alternate may be moved into a vacant seat, at the Board's discretion, if the vacant seat represents the district in which the alternate lives. The Planning Board will consist of seven (7) members (one from each Commissioner district and two At-Large) plus one (1) alternate.

Staff will make a recommendation to the Board with regard to the membership at the August 21, 2017 meeting.

# 3. Administration – Commissioners' Schedule of Meetings (Ann Hardy, County Manager)

Request that the Board of Commissioners revise their schedule of meetings for regular meetings to occur on the first Monday of each calendar month at 3:00 p.m. and the third Monday of each calendar month at 6:00 p.m. In the event that either date falls on a legal holiday, the meeting will be held the next business day.

County Manager Hardy explained that the current schedule of two meetings a month works well, but having the meetings back-to-back requires staff to prepare for two meetings at once. Staff would like the Board to consider revising the meeting schedule to include two

Regular meetings each month. The meetings will occur on the first Monday at 3:00 p.m. and third Monday at 6:00 p.m. Electronic agenda packets would be provided to the Board in advance of the meetings and the Clerk, Finance Officer, Manager, and Attorney would propose an agenda no later than Wednesday at 5:00 p.m. the week prior to the meeting. The Manager, Clerk, and Attorney would call the Chairman and Vice-Chairman at an established time prior to finalizing the agenda. Any Commissioner wishing to add or remove an agenda item would notify the Manager and the Chairman no later than a set time prior to the meeting. At the beginning of each meeting, the Board could adjust and approve the agenda. The new meeting schedule will begin in September.

Following a brief discussion, Vice-Chairman Thompson moved to adopt the new schedule to include a Regular meeting to occur on the first Monday at 3:00 p.m. and the third Monday at 6:00 p.m. If the meeting falls on a holiday, the meeting will be held the next business day. The vote of approval was unanimous.

# 4. Administration - Brunswick County Schools Teacher/Staff Development Luncheon (Ann Hardy, County Manager)

Request that the Board of Commissioners approve payment of \$2,500 in support of the Brunswick County Teacher/Staff Development Luncheon and the payment to Middle of the Island.

County Manager Hardy explained that the County was asked to consider sponsoring a teacher luncheon which was held during a countywide week of staff development prior to this Board of Commissioners meeting. The amount of the luncheon was below the \$25,000 contract threshold that the Board of Commissioners has delegated to the County Manager. Funds are in the budget and it does not require a budget amendment or a transfer between departments. Should the Board wish to fund the event, a check for \$2,500 would be sent to the caterer, Middle of the Island. Should the Board decline to fund the event, the school system would be responsible for payment.

Following a brief discussion, Chairman Williams moved to approve the sponsorship of the teacher luncheon in the amount of \$2,500. The vote passed 3 to 1. (Ayes - Chairman Williams, Vice-Chairman Thompson, Commissioner Forte. Nays – Commissioner Sykes.)

# 5. Administration - Amendment to Brunswick Guarantee for Textbooks and Software and Eligible Dependents of Veterans (Ann Hardy, County Manager)

Request that the Board of Commissioners approve a revision to the Brunswick Guarantee Program with Brunswick Community College to provide up to \$750 per semester per student for instruction required textbooks and software less any reimbursements or refunds received by the college and approve the program for eligible dependents of veterans.

County Manager Hardy explained that an inquiry was received as to whether textbooks and software would be covered by the Brunswick Guarantee. Books and software were not specified in the original agreement. An amended agreement was presented for the Board's consideration to cover textbooks and software. The amount of funding would remain the same as the original agreement. The College has an agreement that is controlled by the State whereby the College receives 10% back from textbooks. Based upon the amount of \$750 per semester in the agreement, the College would receive approximately \$75 back as a textbook rebate. The \$75 would go back to the Brunswick Guarantee Scholarship Program. Eligible dependents of Veterans are also eligible for the Brunswick Guarantee.

Following a brief discussion, Vice-Chairman Thompson moved to approve the inclusion of educational textbooks and software in the \$750 allotted per semester and approve the program for eligible dependents of Veterans. The vote of approval was unanimous.

# 6. Administration - Establish Agenda for Commissioners' Regular Meeting of August 21, 2017 (Ann Hardy, County Manager)

Request that the Board of Commissioners establish the Agenda for Commissioners' Regular Meeting of August 21, 2017.

County Manager Hardy reviewed the draft agenda for the August 21, 2017 Regular meeting.

It was the consensus of the Board to make the following changes/comments/direction with regard to the August 21, 2017 agenda:

- Item V-2 Board Appointment Economic Development Commission and Receive Proposed Bylaws – Vice-Chairman Thompson suggested the addition of Allen Bryant as the District 1 appointee and Chairman Williams suggested the addition of Michael Rieves as the District 5 appointee. All Commissioners present requested a hard copy of the proposed bylaws.
- Move Item V-3 *Board Appointment Fire Commission* to the Administrative Report. Chairman Williams suggested that Commissioner Sykes and Commissioner Forte fill the Commissioner seats on the Fire Commission. Commissioner Sykes suggested the addition of Donna Loosley as the District 3 appointee.
- Move Item V-5 *Board Appointment Juvenile Crime Prevention Council (JCPC)* to the Administrative Report.
- Item V-7 *Board Appointment Oak Island Planning Board ETJ* The Board directed staff to look into a process for making the public aware of ETJ appointments.
- Item V-8 *Parks & Recreation Musco Lighting for Ocean Isle Beach Park Phase* 2 Directed staff to add the presentation to the website under news/announcements and Parks and Recreation, if the item is approved, for the public to view.
- Item V-20 NC Forest Service Agreement Directed staff to check into the resources and staffing levels for the Forest Service to determine if they have decreased.
- Add "subject to State approval" to Item V-25 Operation Services Remove 58.77 Acre Parcel 1530000121 from Surplus Property for Temporary Debris Site.

Commissioner Sykes briefly stepped out of the meeting at 4:25 p.m. and returned at 4:25 p.m.

- Item VI-3 *Brunswick County Hunting Dogs Association* County Manager will correct title to read *Brunswick County Sporting Dogs Association*.
- Presentations Directed staff to notify all presenters that presentations will be limited to 10 minutes each.
- Item VII-1 *Bald Head Island Transportation Authority* The Board agreed to begin looking for an appointee to the Authority.

- Move Item VIII-1 Engineering Water Special Assessment District Marsh Bay Estates Subdivision Preliminary Assessment Resolution & Schedule a Public Hearing to Consent.
- Item VIII-6 Administration Resolution Supporting General Assembly Funding for Water Quality Safety and Item VIII-7 Administration Resolution Requesting NCDEQ to Prevent Discharges of Contaminants Not Proven Safe and Review Current and Pending Discharge Permits Chairman Williams requested that the Clerk provide both resolutions to the Chair for suggested edits provided by the Board.

Chairman Williams briefly stepped out of the meeting at 4:43 p.m. and returned at 4:43 p.m.

## VII. OTHER BUSINESS/INFORMAL DISCUSSION

- Chairman Williams informed the Board of the Districts in which the current membership of the Planning Board resides compared to the District each represents.
- County Manager Hardy informed the Board that the City Boiling Spring Lakes will be holding a workshop on Friday morning regarding a new development.

## VIII. <u>ADJOURNMENT</u>

Commissioner Forte moved to adjourn the Agenda Meeting at 4:54 p.m. The vote of approval was unanimous.

Frank Williams, Chairman Brunswick County Board of Commissioners

Attest:

Andrea White, Clerk to the Board

# DRAFT

## BRUNSWICK COUNTY BOARD OF COMMISSIONERS OFFICIAL MINUTES REGULAR MEETING AUGUST 21, 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. <u>CALL TO ORDER</u>

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

## II. <u>INVOCATION/PLEDGE OF ALLEGIANCE</u>

Commissioner Cooke 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. There were no adjustments.

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

## IV. <u>PUBLIC COMMENTS</u>

Chairman Williams reviewed the public comment policy and called those who had signed up to speak regarding any item on the agenda or any matter that was not included on the agenda. The following citizens addressed the Board:

1. Dr. Kristen Colleran, local Veterinarian and resident of Ocean Isle Beach, spoke in support of adding language to ban tethering to Brunswick County's existing Animal Ordinance.

- 2. Steve Beecroft, PGA General Manager at Carolina National Golf Club, spoke in support of the enactment of the "Brunch Bill" for the unincorporated areas of Brunswick County.
- 3. Linda Baker spoke in opposition to offshore drilling.
- 4. Bryan Leonard spoke in opposition to the addition of language to ban tethering to the Brunswick County Animal Ordinance.

## V. <u>APPROVAL OF CONSENT AGENDA</u>

Vice-Chairman Thompson moved to approve the Consent Agenda. The vote of approval was unanimous. The following items were approved:

## 1. Administration - Organizational Chart Revision

Approved the following revisions to the Organizational Chart:

- Removed Economic Development as it will become a private non-profit separate legal entity.
- Moved Risk Manager as a stand-alone under Deputy County Manager (HR will remain under County Manager)
- Moved Planning and Zoning Services under County Manager
- Moved Building and Fire Inspections and Central Permitting under County Manager as one department
- Moved Zoning and Solid Waste Enforcement under Deputy County Manager
- Removed Utilities Board

## 2. Administration - Planning Board Composition

Approved action to move the current District 2 member, Joy Easley, to the District 3 seat, and moved the current District 3 member, Chris Stanley, to the District 2 seat to ensure each District is properly represented.

3. Administration - Resolution Amending the FY 2017-2018 Regular Meeting Schedule Approved a Resolution amending the FY 2017-2018 Regular Meeting Schedule to include one Regular meeting to occur the first Monday of each month at 3:00 p.m. and one Regular meeting to occur the third Monday of each month at 6:00 p.m.

### RESOLUTION OF THE BRUNSWICK COUNTY BOARD OF COMMISSIONERS AMENDING THE FY 2017-2018 REGULAR MEETING SCHEDULE

**WHEREAS,** N.C.G.S. 153A-40, provides for a resolution establishing regular meeting dates of the Board of Commissioners; and

**WHEREAS**, on December 5, 2016, the Brunswick County Board of Commissioners' adopted a resolution establishing their regular meeting dates to include the time and location of said meetings; and

**WHEREAS**, at the August 14, 2017 Routine Business and Agenda Setting meeting of the Brunswick County Board of Commissioners, the Board determined that two Regular meetings per month would allow for more efficient county operations; and

**WHEREAS**, said Regular meetings will occur on the first Monday of each month at 3:00 p.m. and the third Monday of each month at 6:00 p.m.; and

WHEREAS, in the event that either meeting falls on a legal holiday, the meeting will occur the next business day; and

WHEREAS, additional called meetings may be necessary from time to time.

**NOW, THEREFORE, BE IT RESOLVED** that the Brunswick County Board of Commissioners establishes the FY 2017-2018 meeting schedule to include one Regular meeting to occur the first Monday of each month at 3:00 p.m. and one Regular meeting to occur the third Monday of each month at 6:00 p.m., as shown below, and that such meetings will be held in the David R. Sandifer County Administration Building, 30 Government Center Drive NE, Bolivia, NC, in the County Commissioners' Chambers. Special meetings will be scheduled as needed.

#### **REGULAR MEETING SCHEDULE**

September 5, 2017 at 3:00 p.m.	February 5, 2018 at 3:00 p.m.
September 18, 2017 at 6:00 p.m.	February 19, 2018 at 6:00 pm.
October 2, 2017 at 3:00 p.m.	March 5, 2018 at 3:00 p.m.
October 16, 2017 at 6:00 p.m.	March 19, 2018 at 6:00 p.m.
November 6, 2017 at 3:00 p.m.	April 2, 2018 at 3:00 p.m.
November 20, 2017 at 6:00 p.m.	April 16, 2018 at 6:00 p.m.
December 4, 2017 at 3:00 p.m.	May 7, 2018 at 3:00 p.m.
December 18, 2017 at 6:00 p.m.	May 21, 2018 at 6:00 p.m.
January 2, 2018 at 3:00 p.m.	June 4, 2018 at 3:00 p.m.
January 16, 2018 at 6:00 p.m.	June 18, 2018 at 6:00 p.m.

Adopted this the 21<sup>st</sup> day of August, 2017.

Frank Williams, Chairman Brunswick County Board of Commissioners

ATTEST: Andrea White Clerk to the Board

#### 4. Attorney - Refund Request for Excise Tax

Approved a refund request for excise taxes charged in error in the amount of \$646.00.

# 5. Board Appointment - Dosher Memorial Hospital Board of Trustees

Appointed Mr. Robert Howard to fill the unexpired term of Trustee Dr. Robert Zukoski on the Dosher Memorial Hospital Board of Trustees. The term will expire on November 5, 2019.

## 6. Board Appointment - Economic Development Commission and Receive Proposed Bylaws

Received proposed Bylaws and appointed the following individuals to the Board of Directors for the newly formed Economic Development Commission:

District 1 - Allen Bryant District 2 - Dr. John Ward District 3 - Dennis Ewald District 4 - Clint Berry District 5 - Michael Reives

### 7. Board Appointment - Juvenile Crime Prevention Council (JCPC) - Public Appointee

Appointed Olaf "Bud" Thorsen to the Juvenile Crime Prevention Council (JCPC) to fill the unexpired term of Ms. Kathrine White. This term expires June 30, 2019.

- 8. **Board Appointment Juvenile Crime Prevention Council (JCPC) Chief of Police** Approved the recommendation of Mr. Bradford "Brad" Shirley to the Juvenile Crime Prevention Council for a term of 2-years.
- 9. Board Appointment Nursing Home & Adult Care Home Community Advisory Committee - At Large Reappointed Ms. Laura Miller to the Brunswick County Nursing Home & Adult Care Home Community Advisory Committee, as an At-large member, for a 3-year term expiring September 1, 2020.
- 10. **Board Appointment Oak Island Planning Board ETJ** Approved the recommendation of the Oak Island Council to reappoint Bob Carpenter to the Oak Island Planning Board as an ETJ member.
- 11. **Parks & Recreation Musco Lighting for Ocean Isle Beach Park Phase 2** Approved LED sports lighting in the design for Ocean Isle Beach Park.
- 12. Clerk to the Board Meeting Minutes Approved the draft minutes from the July 17, 2017 Regular meeting.
- 13. **Code Administration Resolution Exempting Building I Renovation** Approved a resolution exempting the Building I remodel/renovation project from N.C.G.S. 143-64.31.
- Deed of Dedication Waterway Cove Phase 3 Section 2B Accepted the Deed of Dedication for water and sewer infrastructure in Waterway Cove Phase 3 Section 2B.
- 15. **Deed of Dedication Savannah Lakes, Phase 3C** Accepted the Deed of Dedication for water and sewer infrastructure in Savannah Lakes Phase 3C at Meadowlands.
- 16. **Deed of Dedication Sunny Point Tiger Mart** Accepted the Deed of Dedication for water only infrastructure from Sunny Point Properties, LLC.
- 17. **Deed of Dedication Windermere Estates** Accepted the Deed of Dedication for water and sewer infrastructure for Windermere Estates Phase 1, Lots 1-11, 16-24.
- Deed of Dedication Medical Park Way Cul-De-Sac Accepted the Deed of Dedication for water and sewer infrastructure for Medical Park Way Cul-De-Sac.
- 19. Emergency Services OnSolve Contract Approved the renewal of OnSolve (Formerly First Call and Code Red) as the mass notification system used for notifying residents of situations where emergent action is required on their part.

### 20. Emergency Services - Medical Director Contract

Approved the Emergency Services Medical Director Contract with William Sherrod, MD in the amount of \$30,000 annual.

21. Engineering - Water Special Assessment District Marsh Bay Estates Subdivision Preliminary Assessment Resolution & Schedule Public Hearing Approved the Marsh Bay Estates Neighborhood Water SAD preliminary assessment resolution and scheduled a public hearing on September 18, 2017.

### 22. Finance - Fiscal Items

Request that the Board of Commissioners approve Budget Amendments, Capital Project Ordinances and Fiscal Items of a routine nature presented on the consent agenda.

### - Health Services Meaningful Use Program

Appropriated Prior Year Funds of \$21,250 to the current year to the Meaningful Use Program for electronic health records system program.

#### - Aquifer Storage Project Budget Amendment and Capital Project Ordinance Transferred \$6,965 undesignated reserve funds to the Aquifer Storage Project to empty remaining water in test well.

- Approved Year 3 Continuation Award (budget period 9/30/2017-9/29/2018) for the Substance Abuse Mental Health Services Administration (SAMHSA) grant and appropriate Federal Revenues Restricted in the amount \$325,000. Total grant amount is \$975,000 (\$325k/yr.). Initial award was approved at the 9/21/2015 board meeting.

This grant is intended to increase the capacity served through the adult and family substance abuse, mental health and DWI courts, and provide reimbursement for supplies, travel and training, and contracted services. Contracted services include a 30% reimbursement of the project director's contract currently paid by Brunswick County to the Administrative Office of the Courts and a 100% reimbursement of the required additional deputy FTE in the Sheriff's Office to provide the contractual services of a Surveillance Officer to assist probation officers with drug testing participants for no more than 40 hours on nights and weekends with no overtime for the 3-year term of the grant.

## - JCPC FY18 Funding Budget Amendments

Appropriated state revenues restricted of \$176,737 as awarded by the Juvenile Crime Prevention Council from the NC Department of Public Safety and approved at 5/15/17 board meeting. The following has been awarded to the JCPC Programs; JCPC Administration \$6,500, Coastal ART \$32,000, Strengthening Families \$24,763, Providence Home \$15,000, Teen Court \$49,624, Restitution \$48,850.

### - Cape Fear Regional Jetport Grant 36244.58.10.1

Brunswick County approved a cash match of \$287,967 at the Board of Commissioners meeting on November 7, 2016 for grant 36244.58.8.3 in the amount of \$3,500,000. The attached grant agreement for grant 36244.58.10.1 will transfer \$1,276,182 of grant funds, \$69,066 of local cash, \$72,732 of in kind to the new grant 36244.58.10.1 for the construction of terminal area water and sewer.

## 23. Finance - NC Forest Service Agreement

Entered into an agreement with the North Carolina Department of Agriculture and Consumer Services for the protection, development and improvement of forest land in Brunswick County.

## 24. Finance - Brunswick Transit System Memorandum of Understanding

Approved a Memorandum of Understanding with Brunswick Transit as required under the Rural Operating Assistance Program for agencies receiving pass through funds and FY 18 Application with DOT funding of \$231,338.

- 25. Health and Human Services Brunswick Senior Resources Inc. Request to Approve the SFY 2018 HCCBG for Older Adults County Funding Plan Approved the 2017-2018 Home and Community Care Block Grant for Older Adults County Funding Plan.
- 26. Health and Human Services Approval of the Brunswick Senior Resources Inc. Request for Budget Neutral Revision #1 and # 2 to HCCBG Funding Fiscal Year 2016 - 2017 for Brunswick County

Approved Revision #1 and Revision #2 budget documents for the Fiscal Year 2016-2017 Home and Community Care Block Grant for Older Adults.

27. MIS - Phone System Work Order Change

Approved a work order change in the amount of \$69,750.24 for additional phones and software licenses. The change is within the project budget and does not require an appropriation of county funds.

## 28. **Operation Services - Ground Water Monitoring**

Approved a service agreement with Amec Foster Wheeler Environment and Infrastructure, Inc. (AMEC) for semi-annual sampling of ground-water wells at the Brunswick County Landfill as required by the North Carolina Department of Environmental Quality (NCDEQ).

29. Operation Services - Remove 58.77 Acre Parcel 1530000121 from Surplus Property for Temporary Debris Site

Approved a 58.77-acre parcel 1530000121 located near the Brunswick County Landfill off of Galloway Road for use as a temporary debris site, subject to State approval, and removed from the surplus property listing.

30. **Operation Services - Tip Fee Exemption Request** 

Approved a tip fee exemption request for First Baptist Church of Oak Island.

31. **Planning - Infrastructure Grant Applications** Approved Brunswick County's participation in grant application submittals by Columbus County for infrastructure improvements to serve the two industrial mega sites located at the

county line on US Hwy 74.

32. Sheriff's Office - No Wake Zone in Southport Resolution

Approved updated resolution for No Wake Zone in Southport.

- 33. Sheriff's Office Carolina Shores Interlocal Agreement Approved an interlocal agreement with Carolina Shores for law enforcement services.
- 34. Tax Administration August 2017 Tax Releases

Approved the August 2017 tax releases.

35. **Tax Administration - August 2017 MV Discovery Valuation & Levy for July 2017** Approved the August 2017 motor vehicle valuation and levy discoveries created in July 2017.

### 36. Tax Administration - Order of Collections

Adopted and charged the Tax Collector, and entered into the minutes, an order to collect the taxes charged in the tax records and receipts.

### 37. Tax Administration - Relief from Collection September 2017 for 2006

Granted the Tax Collector relief from "charge of collection" for the three specific instances: (1) on taxes after all collection remedies have expired (10 years from due date); (2) on personal property insolvents that are five years past due; and (3) on classified motor vehicle taxes that are one year or more past due when it appears that they are uncollectible.

## 38. Tax Administration - FY 2016-2017 Settlement Report

Received the FY 2016-2017 Collections settlement report.

### 39. Utilities - Project Coordinator

Authorized an additional FTE for Project Coordinator, Grade 74 in the Utilities Administration Department at an estimated FY 18 annual cost inclusive of salaries and benefits of \$73,000 annually.

## VI. <u>PRESENTATION</u>

1. Health and Human Services - Tri-County Homeless Interagency Council Annual Report (Cecelia Peers, Continuum of Care Administrator) Request that the Board of Commissioners receive the Tri-County Homeless Interagency Council Annual report.

Ms. Cecelia Peers, Continuum of Care Administrator, presented the Annual Report focusing on homelessness in Brunswick County. The Homeless Continuum of Care covers the Tri-County region of Brunswick, Pender and New Hanover counties. The group is both a planning group and a source of revenue for homeless services in the Tri-County area. It is also a HUD designated entity through which funding is distributed for emergency shelter, transitional housing, rapid re-housing, and permanent supportive housing. The Continuum of Care has a general membership, which is the voting body, and meets monthly. There is also an Advisory Board on which the Brunswick County Manager serves. The Advisory Board meets quarterly and is involved in advocacy and community level decision making. Ms. Peers shared the size and scope of homelessness, statistics regarding the homeless population in Brunswick County, and a list of available sheltering resources. She also reviewed coordinated efforts involving coordinated entry, the Brunswick Homeless Task Force, and the Homeless Veterans Strategy Team. Ms. Peers closed her presentation by sharing ongoing concerns and best practice interventions.

#### 2. Advocates for Animal Rights (AFAR) Presentation (Kim Sherwood)

Request that the Board of Commissioners receive a presentation from Advocates for Animal Rights (AFAR) regarding tethering of animals in Brunswick County.

Ms. Madge Matteo, resident of Brunswick County and member of AFAR, presented information pertaining to laws against tethering in other areas and states. Information was

also provided regarding AFAR's request for additional wording to strengthen the existing Brunswick County animal ordinance to end animal abuse by tethering.

Ms. Janet Jonas, resident of Sunset Beach, dog trainer and canine massage therapist, presented comments from three constituents in Brunswick County in an effort to ban tethering.

Ms. Kim Sherwood, resident of Leland, spoke on behalf of AFAR. Based on the information presented regarding adverse medical facts and social reasons not to tether, Ms. Sherwood requested that the Board of Commissioners strengthen the current ordinance to deal with tethering and increase funding to the Sheriff's Office to enforce the new ordinance.

## 3. Brunswick County Sporting Dogs Association (Ray Casteen)

Request that the Board of Commissioners receive a presentation from the Brunswick County Sporting Dogs Association regarding tethering in Brunswick County.

Mr. Ray Casteen, representing Brunswick County Sporting Dogs Association, shared information about the Association. Information was also presented in opposition to additional laws to ban tethering. Mr. Casteen requested that instead of creating another law and incurring the expense of enforcement, that group efforts be directed toward helping educate people and providing resources to correct issues.

Chairman Williams called a momentary recess at 6:53 p.m. to allow those wishing to leave the meeting the opportunity to do so.

Chairman Williams called the meeting back to order at 6:55 p.m.

# VII. <u>PUBLIC HEARING</u>

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. Public Hearing - Bald Head Island Transportation Authority (Ann Hardy, County Manager)

Request that the Board of Commissioners conduct a Public Hearing to consider whether it and the Village Council of the Village of Bald Head Island and the Board of Alderman of the City of Southport should join in the organization of a Bald Head Island Transportation Authority, and if so, consider appointing Richard Kopp to the authority. Mr. Kopp's term will expire June 30, 2020.

County Manager Hardy explained that the Board of Commissioners approved a resolution at the June 5, 2017 Regular meeting in support of Senate Bill 391 to create a Ferry Transportation Authority. The Bill was signed by the Governor on July 18, 2017. The Board is required by statute to hold a public hearing to adopt both a concurrent resolution to form the authority and the articles of incorporation. The Notice of Public Hearing was advertised in the State Port Pilot on August 2, 2017 and in the Brunswick Beacon on August 3, 2017. The purpose of the Authority is to operate a reliable and safe ferry and barge transportation system to transport passengers and freight between the City of Southport and the Village of Bald Head Island; to provide parking facilities for passengers on the mainland and to provide tran service on the island; to enhance the quality of life, mobility, and circumstances of the

residents of the county; and to promote economic development and tourism throughout the region, while protecting and preserving the environment. The Authority shall be governed by a Board of Trustees consisting of 11 members selected and serving in accordance with Article 29 Chapter 160A of the North Carolina General Statutes.

The County Manager requested that the Board of Commissioners conduct a Public Hearing to consider whether it, the Council of the Village of Bald Head Island, and the Board of Alderman of the City of Southport should join in the organization of a Bald Head Island Transportation Authority and, if so, consider appointing Mr. Richard Kopp to the Authority for a term to expire on June 30, 2020.

## CALL TO ORDER

Chairman Williams called the Public Hearing to order at 6:57 p.m.

## PUBLIC COMMENTS

Chairman Williams announced that one person had signed up to address the Board regarding the proposed Bald Head Island Transportation Authority. The following individual addressed the Board:

1. Mr. Chad Paul, Bald Head Island Transportation, Inc., gave a brief update on the status of the Authority. A meeting has been scheduled with the Secretary of State's office on Wednesday to incorporate, pending the outcome of this meeting.

Chairman Williams asked if there were any members of the audience who wished to address the Board regarding the proposed Transportation Authority. No one wished to speak.

## **ADJOURN**

Commissioner Sykes moved to close the Public Hearing at 6:58 p.m. The vote of approval was unanimous.

Chairman Williams moved to approve the concurrent resolution as presented and to appoint Mr. Richard Kopp to the Authority. The vote of approval was unanimous.

#### A CONCURRENT RESOLUTION WHEREBY THE VILLAGE OF BALD HEAD ISLAND, THE CITY OF SOUTHPORT, AND THE COUNTY OF BRUNSWICK SIGNIFY THEIR DETERMINATION TO ORGANIZE THE BALD HEAD TRANSPORTATION AUTHORITY

**WHEREAS**, on July 18, 2017, the Governor of the State of North Carolina signed the Ferry Transportation Authority Act, as ratified by the North General Assembly, 2017 Session Law 120, codified at North Carolina General Statutes, Chapter 160A, Article 29 (the "Act");

**WHEREAS**, the Village of Bald Head Island (the "Village") is a municipal corporation that is only accessible by watercraft vessel;

**WHEREAS**, the Village is dependent upon a reliable, safe, and affordable ferry system (including passenger and barge transportation services, terminal facilities and vehicle parking) that operates on the Cape Fear River between Deep Point Marina in the City of Southport and Bald Head Island Marina in the Village;

**WHEREAS**, the City of Southport ("Southport") is a municipal corporation where the mainland ferry terminal, the mainland barge terminal, and vehicle parking for access to Bald Head Island are located;

**WHEREAS,** many Southport and other Brunswick County residents are employed on and/or regularly visit Bald Head Island and depend upon the ferry services and parking facilities, and many residents living on and visitors to Bald Head Island regularly transact business in Southport and Brunswick County;

**WHEREAS**, the Village and Southport are both municipalities located in Brunswick County, North Carolina in which all of the ferry terminal and barge facilities and vehicle parking for access to Bald Head Island are located;

WHEREAS, the ferry system, barge system, on-island tram system, terminals, and parking facilities are presently owned and operated by a number of privately held corporations;

**WHEREAS**, the Act permits the purchase of those assets of those privately held corporations used in the operations of the ferry system, barge system, on-island tram system, terminals, and parking facilities, and the consolidation of those operations in, by a single ferry transportation authority as defined in G.S. 160A-681 and with the powers set forth in G.S. 160A-685 ("the Authority");

**WHEREAS**, pursuant to G.S. 160A-683, the Village Council of the Village of Bald Head Island, the Board of Alderman of the City of Southport, and the Board of Commissioners of the County of Brunswick are the proper entities to adopt a resolution to create the Authority pursuant to the Act;

WHEREAS, the Village, Southport, and Brunswick County are engaging to coordinate and plan for the Authority that will operate a reliable and safe ferry and barge transportation system to transport passengers and freight between Southport and the Village, to provide parking facilities for those passengers on the mainland, and to provide tram service on the island; to enhance the quality of life, mobility, and circumstances of residents of the Village, Southport, and Brunswick County; and to promote economic development and tourism throughout the Cape Fear region, while protecting and preserving the environment;

**WHEREAS**, the Village, Southport, and Brunswick County have duly afforded the general public, and other interested parties, both public and private, the opportunity to participate in public hearings regarding the formation of the Authority, which public hearings were noticed as required by G.S. 160A-683 and properly conducted pursuant to all applicable laws;

WHEREAS, the creation of an Authority, pursuant to the Act, appears to be in the best long-term interest of the Village, Southport, and Brunswick County, and their residents and businesses;

**WHEREAS**, the Board of Commissioners of Brunswick County desires by this Concurrent Resolution to signify its determination to organize an Authority under the applicable provisions of the Act; and

NOW, THEREFORE, BE IT RESOLVED, by the Board of Commissioners of Brunswick County:

1. That the Board of County Commissioners of Brunswick County signifies its determination to organize an Authority under the Act.

2. That the articles of incorporation of such Authority are included herein by reference, and that, pursuant to G.S. 160A-683, these articles of incorporation set forth all of the following:

- (a) that the "Bald Head Island Transportation Authority" is the official name of such Authority;
- (b) that such Authority is organized under the Act; and

- (c) that the names of the organizing entities for the Authority are the Village of Bald Head Island, the City of Southport, and Brunswick County
- (d) that the registered agent for service of process shall be the Chairman of the Board of Trustees or such other agent as the Board of Trustees may designate and whose name and address is provided to the North Carolina Secretary of State.

3. That the purpose of the Authority shall be to operate a reliable and safe ferry and barge transportation system to transport passengers and freight between Southport and the Village, provide parking facilities for those passengers on the mainland, and to provide tram service on the island; to enhance the quality of life, mobility, and circumstances of residents of the Village, Southport, and Brunswick County; and to promote economic development and tourism throughout the Cape Fear region, while protecting and preserving the environment, in accordance with the provisions of, and with all such powers as provided in, the Act.

4. That pursuant to G.S. 160A-683, public hearings were duly conducted concerning the matter of organizing an Authority under the provisions of the Act prior to adoption of this Concurrent Resolution.

5. This resolution shall become effective if and when concurrent counterparts are adopted by the Village Council of the Village of Bald Head Island, NC and the Board of Alderman of the City of Southport, NC.

ADOPTED by the Board of Commissioners of Brunswick County, this the 21st day of August 2017.

Frank Williams, Chairman Brunswick County Commissioners

Attest: Andrea White Clerk to the Board

2. Planning - Rezoning Public Hearing Z-17-752 (Mike Hargett, Director of Planning & Economic Development)

Request that, after the Public Hearing, the Board of Commissioners approve First and Second Readings of the proposed amendment to the Brunswick County Unified Development Ordinance (Z-17-752) from RR (Rural Low Density Residential) to C-LD (Commercial Low Density).

Mr. Mike Hargett, Director of Planning & Economic Development, explained that Z-17-752 is a rezoning request for a property located at 1231 Ocean Highway from Rural Low Density Residential to Commercial Low Density. The property consists of two parcels combined for a total of approximately 2.74 acres. The request was heard by the Planning Board on July 10, 2017 and following a Public Hearing, the Planning Board unanimously voted to recommend approval. Following tonight's Public Hearing, staff recommends approval of first and second readings.

## CALL TO ORDER

Chairman Williams called the Public Hearing to order at 7:01 p.m.

## PUBLIC COMMENTS

Chairman Williams asked if there were any members of the audience who wished to address the Board regarding the proposed amendment to the Brunswick County Unified Development Ordinance (Z-17-752) from RR (Rural Low Density Residential) to C-LD (Commercial Low Density). The following individual addressed the Board:

1. Ms. Sherry Jackson, representing Angler's Marine, explained that the owners of the property are asking for the rezoning. The property may eventually be used as additional storage for the owners in the future.

Chairman Williams asked if there were any other members of the audience who wished to address the Board regarding the proposed Transportation Authority. No one wished to speak.

## **ADJOURN**

Commissioner Cooke moved to close the Public Hearing at 7:03 p.m. The vote of approval was unanimous.

### GOVERNING BOARD ACTION (per N.C.G.S. 153A-341) Zoning Map Amendment No. Z-752

**Description:** Change recommended in Zoning District from RR (Rural Low Density Residential) to C-LD (Commercial Low Density) for Tax Parcels 16700061 and 1670000302. This zoning change totals approximately 2.74 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 was no opposition from the public and there is an existing business associated with the zoning change which is beneficial to the area.

Therefore, on the basis of all the information provided including the foregoing, Chairman Williams moved that the Brunswick County Board of Commissioners approve the first and second readings of the Rezoning with the associated conditions as presented. The vote of approval was unanimous.

## VIII. <u>ADMINISTRATIVE REPORT</u>

1. Administration - Ordinance to Allow Sale of Alcoholic Beverages Before Noon on Sundays at Licensed Premises (Ann Hardy, County Manager) Request that the Board of Commissioners receive the First Reading of an Ordinance to Allow

the Sale of Alcoholic Beverages Before Noon on Sundays at Licensed Premises.

County Manager Hardy explained that the North Carolina General Assembly enacted Senate Bill 155, an act to make various changes to the alcoholic beverage control commission laws. The Bill was signed by the Governor and ratified as Session Law 2017-87. The Senate Bill authorizes city and county governments to adopt an ordinance to allow alcohol sales beginning at 10:00 a.m. on Sundays. General Statute authorizes the Board of Commissioners to make ordinances within its authority to all parts of the county not within a municipality.

Several municipalities within Brunswick County have adopted an ordinance to allow alcohol sales prior to noon and owners have made requests to the County to allow the same for their businesses located in the unincorporated area. County Manager Hardy asked that the Board of Commissioners receive this as first reading of the ordinance.

Commissioner Forte moved to approve first reading of the ordinance to allow the sale of alcoholic beverages before noon on Sundays at licensed premises.

Following discussion, Chairman Williams called the question. The motion for first reading passed 3 to 2. (Ayes - Chairman Williams, Vice-Chairman Thompson, Commissioner Forte. Nays – Commissioner Sykes, Commissioner Cooke.)

Chairman Williams announced that second reading will be held at the next meeting.

County Attorney Bob Shaver clarified that because this is the first introduction of the ordinance, it is not effective because the vote was not unanimous. Upon the second consideration of the ordinance, the majority vote will carry.

2. **Board Appointment - Fire Commission (Brian Watts - Director of Emergency Services)** Request that the Board of Commissioners appoint individuals to the to the Fire Commission for a 2-year term expiring June 30, 2019 (positional appointees will serve as long as they retain their position).

Mr. Brian Watts, Director of Emergency Services, explained that the Board of Commissioners established the Brunswick County Fire Commission on June 19, 2017. The Commission will consist of 20 members, 19 of which are voting members. The Emergency Services Director is a non-voting member. Mr. Watts requested that the following individuals be appointed to the Fire Commission for a 2-year term which will expire June 30, 2019.

## **Board of County Commissioners (Two BOCC Members)**

- 1. Commissioner Pat Sykes
- 2. Commissioner Mike Forte

## **Board of County Commissioners Citizen Appointees: (Six Citizen Appointees)**

- District 1: Carol Dunham
- District 2: Len Henderson
- District 3: Donna Loosley
- District 4: Steven Barger
- District 5: William D. Wilson

Mr. Watts explained that there is an At-Large seat that is currently vacant.

### **Board of Commissioners Fire Chief Appointee (Five Fire Chief Appointees)**

- District 1: Robert Yoho (Ocean Isle Beach Fire Department)
- District 2: William Bailey (Supply Fire Department)
- District 3: Charles Drew (Southport Fire Department)
- District 4: Teresa Tickle (Boiling Spring Lakes Fire Department)
- District 5: Donnie Williams (Navassa Fire Department)

Mr. Watts explained that both the Fire Chief Appointees and the Municipal Appointees are on rotations.

# **Board of Commissioners Fire Chief Association Appointee (President of Fire Chiefs Association)**

President Doug Todd

# Board of Commissioners Municipal Appointees (Five Municipal Appointees Mayor or Mayor Pro Tem)

- District 1: Carolina Shores Appointee Mayor Joyce Dunn
- District 2: Holden Beach Appointee Mayor Alan Holden
- District 3: Oak Island Appointee Mayor Pro Tempore Loman Scott
- District 4: Shallotte Appointee Mayor Walt Eccard
- District 5: Leland Appointee Mayor Brenda Bozeman

Vice-Chairman Thompson moved to recognize and adopt the individuals as appointees for a 2-year term as presented. The vote of approval was unanimous.

3. Parks & Recreation - Submission for Public Access Grant to Develop Holden Beach Park Phase 2 (Aaron Perkins, Director of Parks & Recreation)

Request that the Board of Commissioners approve the submission of a Public Access Grant for Holden Beach Park Phase 2.

Mr. Aaron Perkins, Director of Parks & Recreation, explained that the Board of Commissioners approved the submission of a pre-application for a Public Access Grant for Phase 2 on April 3, 2017. Twenty-two local governments within the 20 coastal counties submitted pre-applications totaling \$3.2 million. Approximately \$1.9 million in grant funding is available. The County received a letter from the Division of Coastal Management inviting the County to apply for \$200,000 in grant funding with a 25% match (12.5% or \$33,333 in-kind and 12.5% or \$33,333 cash match) totaling \$266,666. The majority of Phase 2 would include design and permitting. Staff recommends approval of the submission of the Public Access Grant for Holden Beach Park Phase 2.

Chairman Williams moved to approve the submission of the Public Access Grant for Holden Beach Park Phase 2. The motion passed 4 to 1. (Ayes – Chairman Williams, Commissioner Forte, Commissioner Sykes, Commissioner Williams. Nays – Vice-Chairman Thompson.)

# 4. Planning - Solar Farm Summary Report (Mike Hargett, Director of Planning & Economic Development)

Request that the Board of Commissioners receive an overview of the Solar Farms Summary Report and provide guidance regarding potential revisions to solar farm requirements.

Mr. Mike Hargett, Director of Planning & Economic Development, explained that the Commissioners provided guidance last month with respect to concerns regarding solar farms. Staff conducted additional research and Mr. Hargett provided a summary of the report.

It was the consensus of the Board to direct the Planning staff to bring back proposed ordinance recommendations, a decommissioning plan, options for funding mechanisms, and map showing the zoning areas where Solar Farms are allowed.

# 5. Utilities - Northeast Wastewater Treatment Recommendation (John Nichols, Director of Public Utilities)

Request that the Board of Commissioner's receive information related to expansion amounts and costs to individual Participants for expansion of the Northeast Wastewater Treatment Plant.

Prior to a presentation by McKim & Creed on the capacity needs of the Northeast Wastewater Treatment Plant, Mr. John Nichols, Director of Public Utilities, provided background information on the plant and the previous expansion. Based on the North Carolina Administrative Code, when a plant reaches 80% of the hydraulic capacity, an approvable engineering evaluation must be submitted. When the plant reaches 90%, all plans, permits and specs, and a schedule must be submitted. The County engaged McKim and Creed to conduct a study to determine the next logical expansion of the plant; what the growth rate should be and what a build-out timeframe would be; the percent of allocation; and an estimate of the cost.

Mr. Tony Bowen, representing McKim & Creed, presented the results of the study. Three expansion options were presented with a concentration on option 1 as the recommended expansion option at a probable cost of \$39.1 million. Option 1 expands the 2.475 MGD (million gallons per day) by 2.5 MGD for a total capacity of 4.975 MGD. A growth rate of 6.87% was applied to determine projected wastewater flows. This percentage would also provide sufficient capacity through September 2028. Based on the additional allocations required and the percentage of upgrade, the partner share costs are estimated to be as follows: Brunswick County \$0; Town of Leland \$9.8 million, Town of Navassa \$11.3 million, City of Northwest \$0; H2GO \$18 million.

County Manager Hardy shared information with regard to financing and noted that the information provided in the presentation had been shared with the participants (Town of Leland, Town of Navassa, City of Northwest and H2GO).

Mr. Nichols shared some of the concerns of the participants with the Board, as well as the next steps in the process.

It was the consensus of the Board for Chairman Williams and Commissioner Sykes to begin attending the Northeast Brunswick Wastewater Partners Meetings along with staff.

6. Utilities - Consultant Recommendation Regarding Water Sampling and Water Treatment Options (John Nichols, Director of Public Utilities)

Request that the Board of Commissioners receive consultant recommendations regarding water sampling and water treatment options.

Prior to the presentation by HDR on water issues, Mr. Nichols explained that due to the GenX issue in June, HDR was requested to look at the County's treatment methods to determine if GenX could be removed from the water and to look at multiple unrelated contaminants within the raw water of the Cape Fear River. In addition, HDR was asked to provide recommendations on a sampling plan and the effectiveness and costs of other methods of treatment that could be implemented at the Northwest Water Treatment Plan.

Mr. Pete D'Adamo, Professional Engineer with HDR, presented the findings related to the GenX chemical and contaminants of emerging concern. The presentation included a brief background summary, an understanding of the unregulated contaminant monitoring rule

# DRAFT

(Environmental Protection Agency Rule); a review of some the County sampling results that happened under that rule, as well as the GenX sampling results; the treatability of some of the contaminants from a conventional treatment standpoint and more advanced processes; costs; and recommendations.

No action was taken.

7. Governing Body - Resolution Supporting General Assembly Funding for Water Quality Safety (Chairman Frank Williams)

Request that the Board of Commissioners resolve to encourage the General Assembly to support requests for additional funding dedicated to DEQ (Department of Environmental Quality) and DHHS (Department of Health and Human Services) staffing and programs for water quality safety.

Chairman Williams requested an amendment to the title to change the word "increase" to "invest".

Chairman Williams moved to approve the resolution as amended. The vote of approval was unanimous.

8. Governing Body - Resolution Requesting NCDEQ to Prevent Discharges of Contaminants Not Proven Safe and Review Current and Pending Discharge Permits (Chairman Frank Williams)

Request that the Board of Commissioners Resolve to Request that NCDEQ Prevent Discharges of Contaminants Not Proven to be Safe into the Cape Fear River and to Review all Cape Fear River Current and Pending Discharge Permits.

Chairman Williams requested an amendment to the title to spell out "Department of Environmental Quality".

Chairman Williams moved to approve the resolution as amended. The vote of approval was unanimous.

### IX. OTHER BUSINESS/INFORMAL DISCUSSION

There was no other business/information discussion.

#### X. <u>CLOSED SESSION</u>

#### 1. **Executive Session**

At 8:46 p.m. Commissioner Cooke moved to enter into closed session pursuant to G.S. 143-318.11(a)(1) to approve Closed Session Minutes, 143-318.11(a)(3) to consult with its attorney, and 143-318.11(a)(5) to instruct staff regarding the position to be taken in regard to potential acquisition of real property. The vote of approval was unanimous.

Chairman Williams called the open meeting back to order at 9:25 p.m. and asked the Attorney if there was anything to report from Closed Session. Mr. Shaver stated there was none.

#### XI. <u>ADJOURNMENT</u>

# DRAFT

Commissioner Cooke moved to adjourn the Regular Meeting at 9:25 p.m. The vote of approval was unanimous.

Frank Williams, Chairman Brunswick County Board of Commissioners

Attest:

Andrea White, Clerk to the Board



Brunswick County Board of Commissioners ACTION AGENDA ITEM September 5, 2017

> Action Item # V. - 5. Deed of Dedication - Sunset Ridge, Phase 4, Section 2

**From:** Bryan Batton

# **Issue/Action Requested:**

Request that the Board of Commissioners accept the Deed of Dedication for water and sewer infrastructure for Sunset Ridge Phase 4 Section 2.

# **Background/Purpose of Request:**

Bill Clark Homes of Wilmington, LLC has submitted a Deed of Dedication for water and sewer infrastructure in Sunset Ridge Phase 4, Section 2. The lines have been tested and approved and are ready to be incorporated into our utility system.

# **Fiscal Impact:**

\$ 34,641.00 for water \$ 23,304.00 for sewer

**Approved By County Attorney:** Yes

## **County Attorney's Recommendation:**

Accept the Deed of Dedication for water and sewer infrastructure from Bill Clark Homes of Wilmington, LLC.

## **Advisory Board Recommendation:**

Not Applicable.

# **County Manager's Recommendation:**

Recommend that the Board of Commissioners accept the Deed of Dedication for water and sewer infrastructure for Sunset Ridge Phase 4 Section 2.

# ATTACHMENTS:

Description

□ Sunset Ridge Phase 4 Section 2 DOD

Prepared by: Thomas J. Morgan, Attorney at Law PO Box 1388, Wilmington, NC 28402

#### **DEED OF DEDICATION**

#### STATE OF NORTH CAROLINA

#### COUNTY OF BRUNSWICK

THIS DEED OF DEDICATION, made and entered into this the <u>16</u> day of <u>August</u>, 2017, by and between BILL CLARK HOMES OF WILMINGTON, LLC, a North Carolina Limited Liability Company, with an office and place of business in New Hanover County, and whose address is 127 Racine Drive, Suite 201, Wilmington, North Carolina 28403, party of the first part, hereinafter referred to as "Developer", and BRUNSWICK COUNTY, a governmental entity created and existing under the laws of the State of North Carolina, whose address is P.O. Box 249, Bolivia, NC 28422, party of the second part, hereinafter referred to as "Grantee",

#### WITNESSETH:

That whereas Developer is the owner and developer of a tract or parcel located in Shallotte Township, Brunswick County, North Carolina, known as Sunset Ridge, Phase 4, Section 2 as described on a plat recorded in Map Cabinet 102 at page 4, and Developer is the owner of certain easements set out in a deed recorded in Book 2382 at page 633, as amended in Book 2419 at page 1228 (hereinafter collectively "the Development");

And whereas Developer has caused to be installed water distribution lines and/or sewer lines under and along the road rights-of-way hereinafter described and referenced;

And whereas Developer wishes to obtain water and/or sewer from Grantee for the property and to make water and sewer from Grantee's system available to individual owners.

And whereas Grantee has adopted through appropriate resolution stated policy regarding water distribution and sewer systems under the terms of which, among other things, in order to obtain water and sewer for said subdivision Developer must convey title to the water (and/or sewer) distribution system to Grantee through an instrument of dedication acceptable to Grantee;

NOW, THEREFORE, Developer, in consideration of Grantee accepting said water and sewer lines and making water and sewer available to said subdivision, has conveyed by these presents does hereby convey to Grantee, its lawful successors and assigns, the following described property:

#### **ITEM ONE**

All of the water distribution lines and sewer collection lines and equipment located under, along and within the property described as SUNSET RIDGE SUBDIVISION, Phase 4, Section 2, as the same appears on a plat thereof recorded in Map Cabinet 102 at page 4 of the Brunswick County Registry and as shown on the Exhibit Map prepared by Withers & Ravenel dated 7-13-17 attached hereto and marked "Exhibit A".

#### ITEM TWO

Non-exclusive easements over, along and upon the entire area of all streets, roads, parking areas and cul-de-sacs depicted on the plats and serving the areas referenced in Item One above, for purposes of entry into the Development for maintenance, repair and upkeep of the water distribution and sewer collection systems and for connecting the same to the Development lots developed or to be developed lying adjacent to said streets, roads, parking areas and cul-de-sacs. Reserving unto Developer, its successors and assigns, equal rights of easement and access over, in, along and upon said streets, roads, parking areas and cul-de-sacs for purposes of installing and maintaining such other utilities as may be required for the development of the Development, including but not limited to, electric, gas, telephone, cable, and sewer.

TO HAVE AND TO HOLD said water and sewer lines and equipment above described together with the privileges and appurtenances thereto belonging to Grantee forever, together with non-exclusive easements over along and upon the entire area of the streets and cul-de-sacs depicted on the maps and servicing the areas referenced above for purposes of entry into the subdivision for maintenance, repair and upkeep of the water (and/or sewer) distribution systems and for connecting the same to the individual lots developed or to be developed lying adjacent to said streets and cul-de-sacs reserving unto Developer, its successors and assigns, equal rights of easement and easement over, in, along and upon said streets and cul-de-sacs for purposes of installing and maintaining such utilities as may be required for the development of said subdivision, including, but not limited to, electric, gas, telephone, cable and sewer.

And Developer does hereby covenant that it is seized of said water and sewer lines and equipment described above in fee simple and has the right to convey the same in fee simple, that the same are free and clear of encumbrances, and that it will warrant and defend the title to the same against all persons whomsoever.

Developer warrants to Grantee that the system herein conveyed is of good quality and free from faults and defects, and conforms to as-built drawings. Developer warrants said system for a period of one (1) year from the date of recording this Deed of Dedication in the office of the Brunswick County Register of Deeds.

IN WITNESS WHEREOF, the Grantor has caused this instrument to be duly executed, the day and year first above written.

#### BILL CLARK HOMES OF WILMINGTON, LLC

Manager

Sto, MANAGOR By: \_ Manager

#### STATE OF NORTH CAROLINA

COUNTY OF Now HONOVER

I, a Notary Public of the County and State aforesaid, do hereby certify that H Clock and Cherry Blonk personally came before me this day, and (I have personal knowledge of the identity of the principals) or (I have seen satisfactory evidence of the principals' identity, by a current state or federal identification with the principal's photograph in the form of a NCDrivers Licenskor (a credible witness has sworn to the identity of the principal(s); and he/she acknowledge that he/she is Manager of BILL CLARK HOMES OF WILMINGTON, LLC, a North Carolina Limited Liability Company, and that he/she, as Manager, being authorized to do so, executed the foregoing on behalf of the Limited Liability Company.

WITNESS my hand and official seal, this the <u>lb</u> day of <u>August</u>, 2017.

Notary Public Signature

(NOTARY SEAL) PUBLIC NEV

Printed or typed name of Notary Public

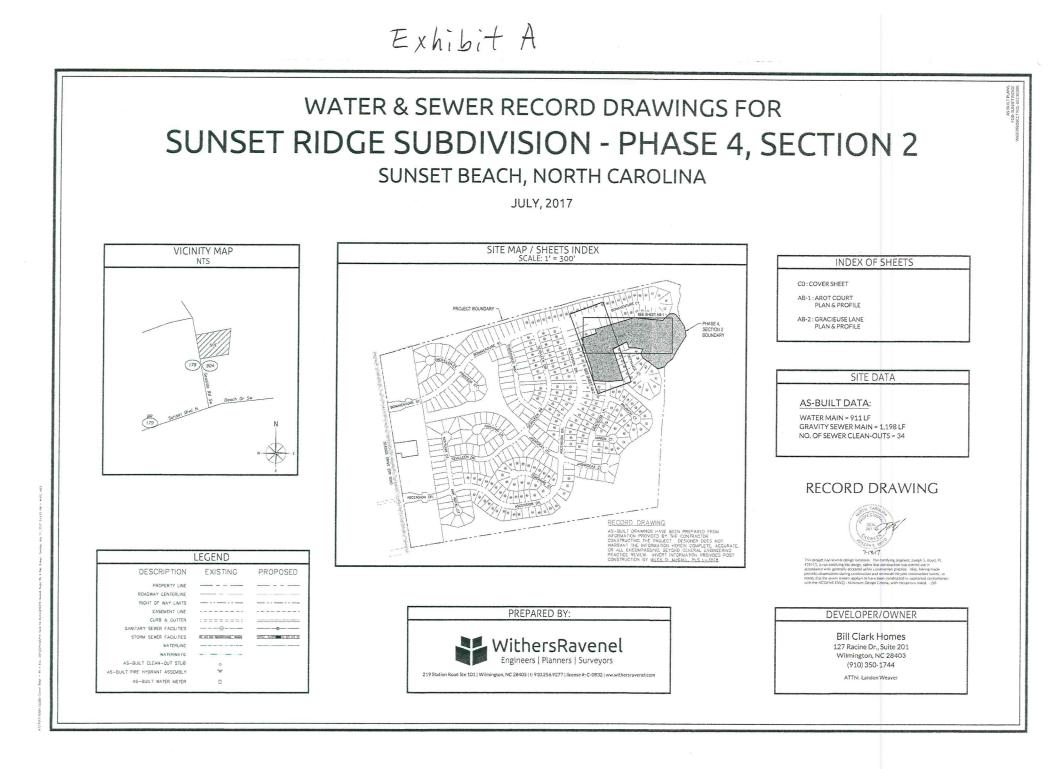
My Commission Expires August 16, 2020

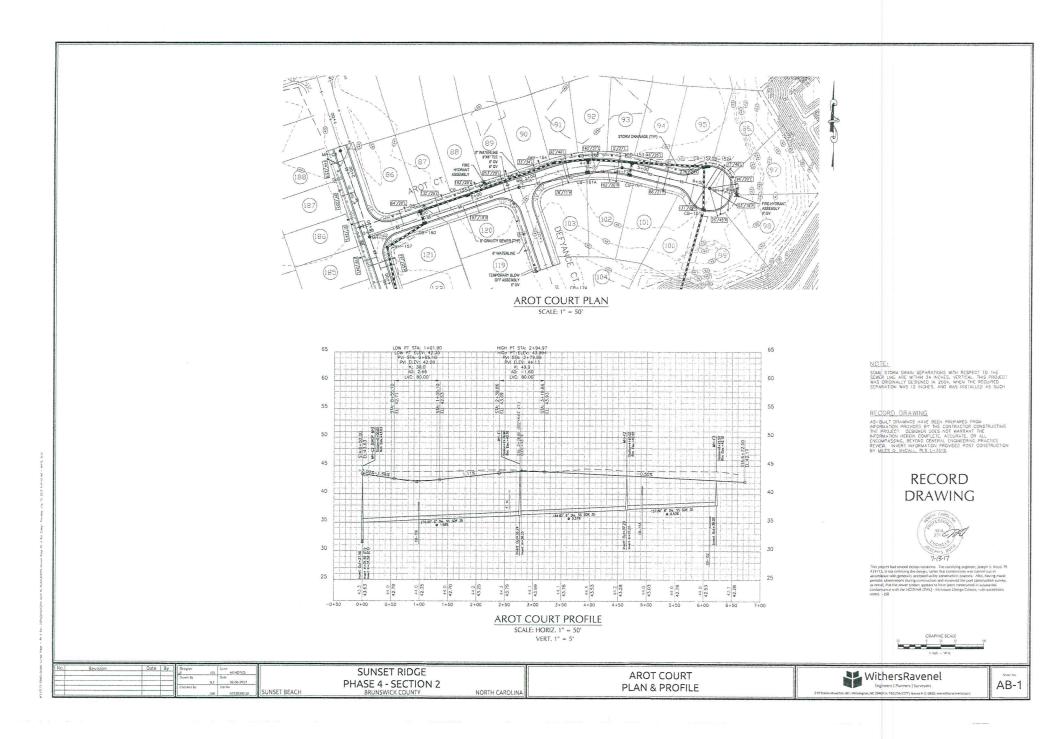
#### **ACCEPTANCE OF DEED**

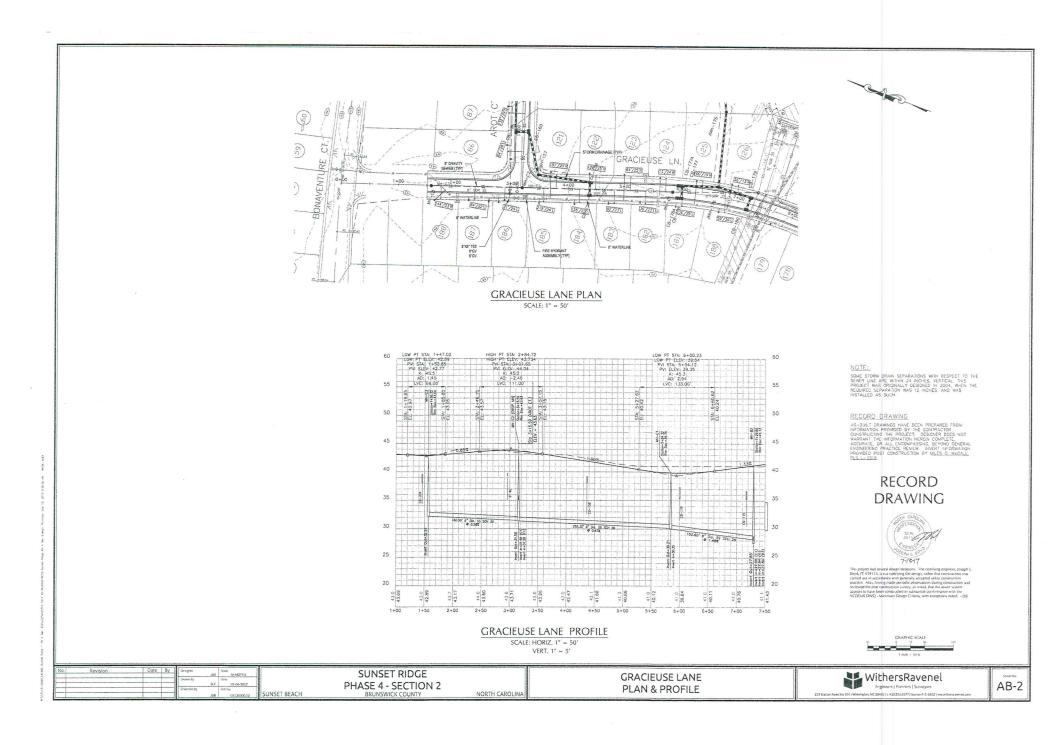
This Deed of Dedication was accepted by the Brunswick County Board of Commissioners on the \_\_\_\_\_ day of \_\_\_\_\_, 2017.

Scott Phillips; Chairman Frank W:11:2-3

Margie Stephenson, CMC Andrew Like Clerk to the Board







#### STATE OF NORTH CAROLINA

#### **AFFIDAVIT**

#### COUNTY OF BRUNSWICK

BILL CLARK HOMES OF WILMINGTON, LLC, a North Carolina Limited Liability Company, with an office and place of business in New Hanover County, North Carolina, hereinafter referred to as Affiant, by and through its hereinafter named managers, being first duly sworn, hereby deposes and says under oath as follows:

1. That it is the owner of certain property located in Shallotte Township, Brunswick County, North Carolina, known as SUNSET RIDGE SUBDIVISION, Phase 4, Section 2, containing lots numbered  $\underline{86-103}, \underline{120-126} + \underline{180-187}$ , as more particularly described in Deed of Dedication in favor of Brunswick County of even date herewith.

2. That it has caused to be installed water distribution lines and sewer lines under and along the road right-of-ways property hereinafter described and referenced:

BEING all of SUNSET RIDGE SUBDIVISION, Phase 4, Section 2, as the same appears on a plat thereof recorded in Map Cabinet <u>102</u> at page <u>4</u> of the Brunswick County Registry.

3. All the work which has been performed in the construction and installation of said water distribution lines and sewer lines described in paragraph 2, above, has been fully paid for and there are now no liens of any kind including any lien for labor or material against the subdivision property which would in any way jeopardize title of Affiant to the property in said subdivision nor are there any legal actions pending against Affiant or any contractor arising out of any work performed in said subdivision or the water lines and sewer lines installed therein which would in any way jeopardize title to the subdivision or the water distribution lines and sewer lines located therein.

BILL CLARK HOMES OF WILMINGTON, LLC

By: (()))

Manager

By: \_\_\_\_\_\_Bt, map46er\_\_\_\_\_\_Manager

STATE OF NORTH CAROLINA

COUNTY OF New Handver

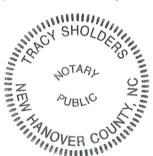
Sworn to (or affirmed) and subscribed before me this the <u>No</u> day of <u>Auguest</u> 2017 by <u>Edward II Clark</u> and <u>Charyl Blanter</u>.

(NOTARY SEAL)

Notary Public Signature

Printed or Typed Name of Notary Public

My Commission Expires: August 10, 2020





# Brunswick County Board of Commissioners ACTION AGENDA ITEM September 5, 2017

Action Item # V. - 6. Emergency Services - SiteMed Agreement

From: Scott Garner

# **Issue/Action Requested:**

Request that the Board of Commissioners approve the agreement with SiteMed to perform the annual fit for duty and medical review for Emergency Services Staff.

# **Background/Purpose of Request:**

Brunswick County Emergency Services has been utilizing SiteMed to conduct our annual fit for duty medical reviews for ES Staff. This review ensures that staff members meet the national standards for EMS and Fire personnel for the use of protective equipment and respirators.

# **Fiscal Impact:**

Reviewed By Director of Fiscal Operations Funds available in the current budget.

**Approved By County Attorney:** Yes

**Advisory Board Recommendation:** 

Not Applicable.

# **County Manager's Recommendation:**

Recommend that the Board of Commissioners approve the agreement with SiteMed to perform the annual fit for duty and medical review for Emergency Services Staff.

# **ATTACHMENTS:**

Description

D SiteMed Agreement

October 27, 2016



Director Scott Garner Brunswick County Emergency Services P.O. Box 249 Bolivia, NC 28422

Please find the attached proposal for your EMS Medical Exam Program. We have listed several key factors that differentiate us from other companies.

#### **Detailed Executive Summary**

SiteMed is a physician-owned health care company specializing in on-site EMS Health & Wellness exams, and NFPA 1582 firefighter medical exams. Our comprehensive approach combines proven lifesaving screenings with one-on-one personalized medical counseling.

Our medical providers have performed over 25,000 NFPA 1582 firefighter, HAZMAT, Police, EMS and fire brigade exams, and have over 50 years combined experience with NFPA 1582 and OSHA standards. SiteMed is an Equal Opportunity Employer and an E-Verify participant employer.

SiteMed uses state of the art equipment and trained experienced staff. Testing is done under NFPA, OSHA, NIOSH and CAOHC procedures. We value your firefighter's privacy and maintain medical confidentiality throughout the entire testing process.

#### The SiteMed Difference

#### We are a physician owned company.

Our physicians specialize in Occupational Medicine, NFPA 1582, and OSHA Standards. They lecture and write articles on EMS and firefighter health and wellness on the local, state and national level. They have performed over 25,000 NFPA 1582 Firefighter, Fire Brigade, EMS and HAZMAT exams. They understand the inherent medical risks firefighters face, and know that a comprehensive NFPA 1582 firefighter evaluation program is the key to keeping firefighters healthy and reducing your department's health care costs. What does this mean for you? Consistency, Reliability, & Dependability.

Other companies owned by non-physicians will often hire temporary outside doctors who may not have experience with firefighter physicals. We specialize in Occupational Medicine, EMS health & wellness exams, and firefighter exams, this is what we do all day every day. Let us put our experience to work for you.

#### Our examination meets and exceeds the current standards.

SiteMed includes the following components that are often missing from other programs.

- Comprehensive head to toe physical exam
- Option for Audiometer hearing testing
- Submaximal Graded Treadmill Eval (WFI Treadmill Protocol)
- Hand grip strength evaluation
- Vertical Jump Assessment or Leg Strength Evaluation

#### ON-SITE EMS EMPLOYEES PHYSICAL EXAMS

112 Donmoor Court Garner, NC 27529 Phone/Fax 888-837-4819



- Arm Strength Evaluation
- Push-up muscle endurance evaluation
- Prone Static Plank Core Stabilization Assessment
- Sit and reach flexibility evaluation
- One-on-one individualized firefighter consultation

We work with hundreds of departments, and our program has been effective for large 1000+ member departments as well as small volunteer departments.

#### We come on-site to you.

We realize yearly exams can be a daunting process. By coming on-site, we are able to perform up to 25-50 exams per day, and can usually perform all your physical exams in a short time period. We perform 4-8 exams per hour, which greatly helps minimize time away from work. Typically, all we need is a conference room and office to perform all of our testing. There is no need to sit and wait at an urgent care, local clinic or hospital, which puts EMS employees and trucks out of service for hours at a time. This saves your department time, money and minimizes hassles related to annual physical exams.

#### We focus on prevention.

The purpose of a good wellness program is to enhance the health of your employees. It is not a punitive process. Anyone can issue a clearance letter, but our focus is on preventing disease and improving firefighter health and safety. This starts with a complete EMS physical exam and our one-on-one counseling.

#### We manage medical problems.

If medical issues are discovered we coordinate with the employee and their personal physician to make sure your employee is safe to perform Essential Job Tasks. We can usually keep your employees working during this process until the issue is resolved. We are available 365 days a year to help you manage and mitigate medical issues.

#### We care about your health.

As a physician owned company we will customize your physical program to reflect your specific needs. This means that we can include extras not offered by other companies such as cardiac CT scanning, advanced genetic testing for heart disease and advanced cancer screenings.

#### We use a unique two-phase process.

We come on-site to collect labs several weeks prior to testing. That way when our providers meet with your employees they have all the information in front of them including labs and medical history, just like when they see their primary care physician. This means that during their individual one-on-one counseling session; we can make health recommendations individualized to each person at the time of the consultation.

#### Year round access.

What happens after the testing when you have a medical question? With SiteMed you have year round access to our Fire Department Doctors for medical consultations. There is no extra charge for this service, it is part of our commitment to your department.

2.

ON-SITE EMS EMPLOYEES PHYSICAL EXAMS

112 Donmoor Court Garner, NC 27529 Phone/Fax 888-837-4819



These are just a few of the benefits we can offer your department. Once you have had a chance to review our proposal, please feel free to contact me with any questions you may have. Thanks for giving us the opportunity to bid on this proposal. We look forward to working with you in the near future.

Vanessa Flores-Watson COO

The information contained in this proposal is confidential information intended only for the use of the individual or entity named above. If the reader of this proposal is not the intended recipient, or the employee or agent responsible to deliver it to the intended recipient, you are hereby notified that any dissemination, distribution or copying of this communication is strictly prohibited. If you have received this proposal in error, please immediately notify us by telephone at **888-837-4819. Thank you.** 

This proposal is valid for 90 days from date above. If you are outside this time frame,

please call our office for an updated proposal.

3.

ON-SITE EMS EMPLOYEES PHYSICAL EXAMS



# EMS Program meets OSHA 29 CFR 1910.95, 1910.134, 1910.120, 1910.1030, NFPA 1582 and includes:

- Comprehensive Medical History All necessary forms will be provided
- Medical Examination Comprehensive physical exam includes: head, eyes, ears, nose, throat, neck, heart, lungs, gastrointestinal, genitourinary, lymph nodes, musculoskeletal, skin, neurological and hernia check.
- Vitals Height, Weight and Blood Pressure
- Lab Analysis Chemistry Screen, CBC, Lipid Panel, Thyroid and Urinalysis. Details on page 5.
- Body Composition Bio Impedance Analysis (BIA)
- Pulmonary Function Testing (PFT)
- Vision Snellen (distance) screening
- Whisper Test option to do audiogram using our Benson Audiometers
- EKG 12-lead resting electrocardiogram
- WFI Submaximal Graded Treadmill Evaluation to evaluate aerobic capacity
- Hand grip strength evaluation
- Vertical Jump Assessment or Leg Strength Evaluation
- Arm Strength Evaluation
- Push-up muscle endurance evaluation
- Prone Static Plank Core Stabilization Assessment
- Sit and reach flexibility evaluation
- One-on-one consultation with licensed medical provider. Medical provider may be a physician, physician's assistant or nurse practitioner
- Confidential copy of results and interpretations provided to each employee
- Dr. Gonzalo Fernandez evaluates all charts and issues the clearance letters which will be provided within 5 days of the physical examination if there are no medical issues requiring follow up
- Department Summary Report including relevant averages, ranges, and annual comparison statistics



#### **SiteMed Lab Analysis**

#### **Chemistry Screen:**

- Glucose Sodium Potassium Chloride Urea Nitrogen (BUN) eGFR Creatinine BUN/Creatinine ratio Uric Acid Inorganic Phosphorus Calcium Iron (TIBC)
- Lipids:

Triglycerides Cholesterol, Total HDL-High Density Lipoprotein Cholesterol LDL-Low Density Lipoprotein Cholesterol VLDL-Very Low Density Lipoprotein Cholesterol Cholesterol / HDL-Cholesterol Estimated Coronary Heart Disease Risk

#### Thyroid:

Thyroid-stimulating Hormone (TSH)

#### **Complete Blood Count (CBC):**

White Blood Count (WBC) Red Blood Count (RBC) Hematocrit Platelets Lymphs Monocytes Eos Total Protein Albumin Globulin Albumin/Globulin Ratio Total Bilirubin – Liver Function Direct Bilirubin Alkaline Phosphatase – Liver Function Gamma-GT AST (SGOT) ALT (SGPT) LDH – Heart Enzyme

#### **Urinalysis:**

ColorKetonesAppearanceOccult bloodSpecific gravityLeukocyte esterasepHNitriteProteinBilirubinGlucoseUrobilinogenMicroscopic examinationof urine sediment

Hemoglobin Mean Corpuscular Volume (MCV) Mean Corpuscular Hemoglobin (MCH) Mean Corpuscular Hemoglobin Concentration (MCHC) Polymorphonuclear Neutrophils (Polys) Basos

**ON-SITE EMS EMPLOYEES PHYSICAL EXAMS** 



# **Additional Services**

<u>These fees are in addition</u> to the above basic program cost. If you would like to offer your employees additional services *at their expense*, please have them visit our website at <u>www.sitemedfire.com</u> *during phase I* and click on the "store" tab in the navigation menu for more information.

Chest X-Ray	\$110	per	person
Vision – Titmus color blindness, visual acuity & depth perception	\$15	per	person
Hepatitis A Vaccine	\$95	per	vaccine
Hepatitis B Vaccine	\$85	per	vaccine
Tuberculosis Skin Screening (minimum number required)	\$25	per	person
Tetanus/Diphtheria Vaccination	\$35	per	vaccine
Measles, Mumps, Rubella Vaccine	\$85	per	vaccine
Polio Vaccine	\$50	per	vaccine
Influenza Vaccine – requires pre-booking	\$30	per	vaccine
Varicella Vaccine	\$120	per	vaccine
Varicella Antibody Screening	\$55	per	person
NMR Particle Test	\$45	per	person
Calcium Scoring CT Scan* may not be available at all locations	\$160	per	person
Fecal Occult Blood Screening (>40 y.o.)	\$15	per	person
Blood typing (ABO grouping & Rho-D)	\$17	per	person
Hepatitis A Screening	\$27	per	person
Hepatitis B Antibody Screening (Titer Test)	\$27	per	person
Hepatitis C Screening	\$27	per	person
HIV – Screening	\$25	per	person
CRP (C-Reactive Protein)	\$15	per	person
Hemoglobin A1C	\$40	per	person
Ovarian Cancer Screening (CA-125) – female	\$30	per	person
<b>PSA screening –</b> males >39 y.o.	\$22	per	person
Cholinesterase, RBC – blood test (Haz-Mat teams)	\$42	per	person
Heavy Metals Blood Panel (Haz-Mat teams: Arsenic, Mercury, Cadmium & Lead)	\$150	per	person
Blood and Urine Collection at LabCorp Facility	\$7.50	per	person

,



## **AGREEMENT**

SiteMed will provide the following EMS physicals based on a **minimum** of 110 exams for the agreement period of two years.

SiteMed will come on-site once per year. Each on-site visit will consist of 3 phase 1 days, up to 5 hours each day; and 3-4 phase 2 days, up to 8 hours each day for a total of 6-7 days each year. Additional days/hours will be invoiced separately.

Bloodwork will be drawn in the morning approximately 2-3 weeks prior to testing. Statistics will be submitted in a timely manner following last day of testing.

The EMS physical program includes the services listed below, technician(s) and medical provider:

- <u>\$265 per EMS employee</u> includes whisper test and services listed on pages 4 & 5. <u>Total cost</u>, <u>excluding any additional services listed on page 6 is \$29,150.</u>
- <u>\$295 per EMS employee</u> includes on-site audiogram testing with our Benson Audiometers and services listed on pages 4 & 5. <u>Total cost, excluding any additional services listed on page 6 is \$32,450.</u>

Additional fees of \$7.50 per person will apply for labs collected at LabCorp facility due to missed appointments or absenteeism during Phase I.

#### Program will be broken down as follows:

Phase 1: Laboratory specimen collection at your facility at least 2 weeks prior to Phase 2

Phase 2: All other services including physical exam

Scheduling of services is as follows: To be determined

Billing of services is as follows: 25% to be invoiced after Phase I is completed

75% to be invoiced after Phase II is completed



#### AGREEMENT

This agreement made and entered this **date\_\_\_\_\_ of \_\_\_\_\_, 2016** between **SiteMed** and **Brunswick County Emergency Services**. This agreement shall exist for an initial period of two (2) years with annual scheduling on the below listed date for the above listed services and will automatically renew for successive scheduling annually thereafter unless otherwise notified by either party 60 days prior to scheduled testing.

Any cancellations made less than 30 days prior to scheduled dates will incur charges of 50% of the Minimum Charge for time scheduled if not rescheduled for a later date. Cancellations made more than 30 days prior to scheduled dates will incur charges of 25% of the Minimum Charge if not rescheduled for a later date. Rescheduling of services will not incur cancellation fee. The above listed pricing will only be guaranteed for the initial period of one (1) year and only while above listed volume of testing remains the same or greater. Invoices are "Due upon Receipt". Increase in employee numbers may require additional testing dates.

We, the undersigned, duly authorized representatives of the above parties do hereby agree to the statement and conditions outlined above.

#### **Brunswick County Emergency Services – Representative**

SiteMed – Representative

Approved as to Form.

Asst. County Attorney

"This instrument has been preaudited in the manner required by the Local Government Budget and Fiscal

Control Act": Q. M.-m

Julie A. Miller, Director of Fiscal Operations Brunswick County, North Carolina

8.

ON-SITE EMS EMPLOYEES PHYSICAL EXAMS

112 Donmoor Court Garner, NC 27529 Phone/Fax 888-837-4819

Date

Date



#### **REFERENCES:**

The following is a list of some of our most recent public safety jobs. I encourage you to contact our clients listed to discuss the key differences in our services vs. our competitor's.

- Atlanta Fire Rescue Department (GA) Jerry Solamon, Project Mngr 404-546-2601 jsolamon@atlantaga.gov
- Marietta Fire Department (GA) Asst. Chief Kelly Caldwell 770-794-5470 KCaldwell@mariettaga.gov
- City of Smyrna (GA) Chief Roy Acree 770-434-6667 racree@ci.smyrna.ga.us
- **Cartersville Fire Department (GA)** Chief Scott Carter 770-387-5635 <u>scarter@cityofcartersville.org</u>
- Cherokee Fire and Emergency Services (GA) Chief Eddie Robinson 770-889-4451
   erobinson@cherokeega.com
- Paulding County Fire/Rescue (GA) Chief Joey Pelfrey 404-867-2881 jpelfrey@paulding.gov
- Hoover Fire Department (AL) Chief Rick Patterson 205-229-9381 pattersr@ci.hoover.al.us
- Wake Forest Fire Department (NC) Chief Ron Early 919-556-1966 rearly@wakeforestfire.com
- Leland Fire/Rescue (NC) Assistant Chief Ronnie Hayes 910-371-2727 ronnie.hayes@lelandfirerescue.com
- Garner Fire Rescue (NC) Deputy Chief Tim Herman 919-772-1550 Ext. 3 <u>timherman@garnerfire.com</u>
- City of Fayetteville (NC) Battalion Chief Robert Brinson 910-433-1729
   <u>rbrinson@ci.fay.nc.us</u>



# Brunswick County Board of Commissioners ACTION AGENDA ITEM September 5, 2017

**From:** Julie A. Miller

# **Issue/Action Requested:**

Request that the Board of Commissioners approve Budget Amendments, Capital Project Ordinances and Fiscal Items of a routine nature presented on the consent agenda.

Action Item # V. - 7. Finance - Fiscal Items

# -Sheriff's Office Rollover Budget Amendment

Appropriate fund balance of \$207,894 for Sheriff's Office drug seizure funds, donations, gifts and memorials, and continuing projects FY17 commitments continued in FY18.

## -Raw Water Main Project Budget Amendment and CPO

Transfer \$850,000 designated in the reserve to the project for the design of a parallel raw water main from the King's Bluff Pump Station to the raw water tank near the Northwest Water Treatment Plant and used to reimburse Cape Fear Public Utility Authority as stated in the Inter-local Agreement approved by the Board of Commissions on February 6, 2017.

## **Background/Purpose of Request:**

## **Fiscal Impact:**

Budget Amendment Required, Capital Project/Grant Ordinance Required, Pre-Audit Certification Required, Reviewed By Director of Fiscal Operations

# **Approved By County Attorney:**

Yes

**Advisory Board Recommendation:** 

Not Applicable.

# **County Manager's Recommendation:**

Recommend that the Board of Commissioners approve Budget Amendments, Capital Project Ordinances and Fiscal Items of a routine nature presented on the consent agenda.

# **ATTACHMENTS:**

## Description

- **D** 170905 Budget Amendment Sheriff's Office Rollover
- D 170905 Budget Amendment Raw Water Main Reserve
- 170905 Budget Amendment Raw Water Main
- **D** 170905 CPO Raw Water Main Project

Request Info			
Туре	Budget Amendment		
Description	Sheriff's Office Rollover		
Justification	Board Meeting 9/5/2017-Appropriate fund balance of \$207,894 for Sheriff's Office drug seizure funds, donations, gifts and memorials, and continuing projects.		
Originator	Tiffany Rogers		

			Items			
Department	Object	Dept Desc	Object Desc	Amount	Incr/Decr	Dr/Cr
104310	423100	Sheriff's Office	Special Program Material	265	Increase	Debit
104310	423104	Sheriff's Office	Special Projects	1752	Increase	Debit
104310	429201	Sheriff's Office	Canine Expenses-Restricted	100	Increase	Debit
104310	426001	Sheriff's Office	Supplies and Mat-Restricted	8549	Increase	Debit
104310	449926	Sheriff's Office	Project Lifesaver Expenses	5200	Increase	Debit
104310	449927	Sheriff's Office	Misc Weapon Storage Costs	4655	Increase	Debit
104310	459700	Sheriff's Office	Federal Drug Seizure	60234	Increase	Debit
104310	459800	Sheriff's Office	State Drug Seizure	71997	Increase	Debit
104310	449939	Sheriff's Office	Employee-Volunteer Appreciatn	1238	Increase	Debit
104320	435200	Detention Center	Repair and Maint - Equipment	869	Increase	Debit
104380	423104	Sheriff Animal Protective Svc	Special Projects	34636	Increase	Debit

104380	423113	Sheriff Animal Protective Svc	Communities Project	14064	Increase	Debit
104380	426200	Sheriff Animal Protective Svc	Operating Equip \$500 - \$4 999	2799	Increase	Debit
104380	423121	Sheriff Animal Protective Svc	Spec. Prgm Stray Animal Cntrl	1536	Increase	Debit
100000	399100	General Revenues	Fund Balance Appropriated	207894	Increase	Credit

Total	
Grand Total:	415788

	Request Info		
Туре	Budget Amendment		
Description	Raw Water Main Reserve		
Justification	Board Meeting 09/05/2017-Transfer \$850,000 designated for the new raw water main from King's Bluff Pump Station to the raw water tank near the Northwest Water Treatment Plant to the new Raw Water Main Project for reimbursement to Cape Fear Public Utility Authority based on the Inter-local Agreement approved on February 6, 2017 at the Board of Commissioner's Meeting.		
Originator	Tiffany Rogers		

		lte	ems			
Department	Object	Dept Desc	Object Desc	Amount	Incr/Decr	Dr/Cr
419800	398661	Interfund Trans Water Cap Rsv	Trans Frm Water Fund	-850000	Decrease	Debit
419800	464433	Interfund Trans Water Cap Rsv	60-inch Raw Water Main	-850000	Decrease	Credit

Total	
Grand Total:	-1700000

	Request Info		
Туре	Budget Amendment		
Description	Raw Water Main		
Justification	Board Meeting 09/05/2017-Transfer \$850,000 designated for the new raw water main from King's Bluff Pump Station to the raw water tank near the Northwest Water Treatment Plant to the new Raw Water Main Project for reimbursement to Cape Fear Public Utility Authority based on the Inter-local Agreement approved on February 6, 2017 at the Board of Commissioner's Meeting.		
Originator	Tiffany Rogers		

			Items			
Department	Object	Dept Desc	Object Desc	Amount	Incr/Decr	Dr/Cr
418286	398661	Raw Water Mains Project	Trans Frm Water Fund	850000	Increase	Credit
418286	464001	Raw Water Mains Project	Arch/Engnrg/Legal	850000	Increase	Debit

Total	
Grand Total:	1700000

### COUNTY OF BRUNSWICK, NORTH CAROLINA CAPITAL PROJECT ORDINANCE

# Raw Water Main Project (418286)

Be it ordained by the Board of County Commissioners of Brunswick County that pursuant to Section 13.2 of the General Statutes of North Carolina, the following ordinance is hereby adopted:

Section 1. The following amounts are hereby appropriated in the Brunswick County Water Capital Projects Fund:

Water Capital ProjectsFund:	
Revenues:	
Transfer from Water Fund	<u>850,000</u>
Total Water Capital Project Revenues	\$ 850,000
<b>–</b>	
Expenditures:	
<u>Expenditures:</u> Arch/Eng/Legal	<u>850,000</u>

Section 2. It is estimated that the following revenues will be available in the Brunswick County Water Fund:

Current Funds Appropriated	\$	850,000
----------------------------	----	---------

Section 3. The following amounts are hereby appropriated in the Brunswick County Water Fund:

Contribution to Capital Project Fund \$ 850,000

Section 4. This Capital Project Ordinance shall be entered into the minutes of the September 5, 2017 meeting of the Brunswick County Board of Commissioners.



From: Andrea White

# Brunswick County Board of Commissioners ACTION AGENDA ITEM September 5, 2017

Action Item # VI. - 1.

Storm Preparations Update Related to Hurricane Irma (Brian Watts, Emergency Services Director; Amanda Hutcheson, PIO; John Nichols, Public Utilities Director; Stephanie Lewis, Operation Services Director; and David Stanley, Executive Director - Health & Human Services )

# **Issue/Action Requested:**

Request that the Board of Commissioners receive an update on storm preparations related to Hurricane Irma.

**Background/Purpose of Request:** 

**Fiscal Impact:** 

# **Approved By County Attorney:**

## **County Manager's Recommendation:**

Recommend that the Board of Commissioners receive an update on storm preparations related to Hurricane Irma.

## **ATTACHMENTS:**

Description

Hurricane Irma Presentation



# HURRICANE IRMA BRIAN WATTS EMERGENCY SERVICES DIRECTOR



# Current Storm Information

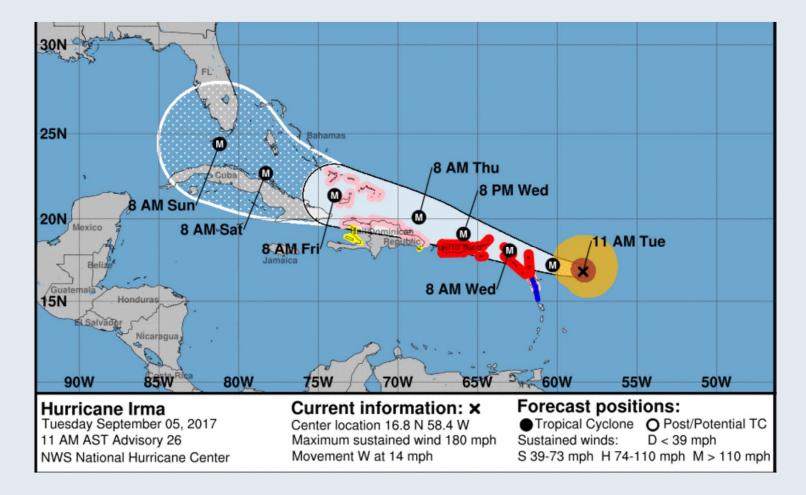
- 11AM Advisory
- Center Location: 16.8N
- Maximum Winds
- Movment:

16.8N 58.4W

180mph West at 14 mph



# Current Storm Information





# Emergency Services Preperation

- Communicating with Functional Medical Needs Citizens
- Equipment Checks
- Working with partners for shelters etc.
- Preparing Emergency Operations Center
- Working with Amanda for Information



- Currently monitoring
  - With "The turn" 20 miles one way or another makes a huge difference
- Partner coordinating calls beginning Thursday
- Would need a "State of Emergency" by Saturday
- Evacuations would need to start on Sunday
- Storm effects Monday into Tuesday



# QUESTIONS



#### Brunswick County Board of Commissioners ACTION AGENDA ITEM September 5, 2017

From: Andrea White Action Item # VI. - 2. Southeastern Community & Family Services, Inc. (Ericka J. Whitaker CEO and Bernest Hewett, Chairperson)

#### **Issue/Action Requested:**

Request that the Board of Commissioners receive a presentation from Southeastern Community & Family Services, Inc. regarding the services provided by their organization.

#### **Background/Purpose of Request:**

#### **Fiscal Impact:**

Reviewed By Director of Fiscal Operations

Approved By County Attorney:

#### Not Applicable

#### **County Manager's Recommendation:**

Recommend that the Board of Commissioners receive a presentation from Southeastern Community & Family Services, Inc. regarding the services provided by their organization.

#### **ATTACHMENTS:**

#### Description

- **D** Brochure
- D Project Guidelines
- □ HHS Poverty Guidelines

#### CSBG NEIGHBORHOOD SERVICE CENTER LISTING

Brunswick NSC 143 Holden Bch Rd., #5 Shallotte, NC 28459	754-9441
Elizabethtown NSC Bladen Cnty Courthouse Elizabethtown, NC 28337	862-6790
Hoke NSC 366 Thomas Dr. Raeford, NC 28376	875-5536
Lumberton NSC 40 Halsey St. Lumberton, NC 23858	738-6809
Pender NSC 112 S. Dickinson St. Burgaw, NC 28425	259-3274
Red Springs NSC 425 4 <sup>th</sup> Ave. Red Springs, NC 28377	843-5092
Scotland NSC 915 S. Main Street, Suite H Laurinburg, NC 28352	276-7629
Whiteville NSC 425 S. Lee St. Whiteville, NC 28472	642-6083

ERICKA J. WHITAKER, MSA CHIEF EXECUTIVE OFFICER

KIM E. CLARK CSBG PROGRAM DIRECTOR Fax (910) 291-1638 www.4ccs.org

Southeastern Community

& Family Services, Inc.

P.O. Box 1025

Lumberton, NC 28359

Phone (910) 277-3509

Helping people help themselves since 1964



Serving Bladen, Brunswick, Columbus, Hoke, Pender, Robeson, and Scotland Counties

COMMUNITY SERVICES BLOCK GRANT PROGRAM FAMILY EMPOWERMENT SELF-SUFFICIENCY

#### FAMILY EMPOWERMENT SELF-SUFFICIENCY PROJECT (FESS)

The Family Empowerment Self-Sufficiency Project, known as FESS, is a very comprehensive case management program with a long range goal of helping remove families from poverty.

FESS is not designed to pay utility, rent, or any other kind of bills, though occasionally enrolled families may receive limited amounts of assistance to help stabilize the family. We rely heavily on faith-based and other charitable organizations for direct assistance payments in the interim. Our goal is to provide empowering activities such as working with the families as they determine their goals and work out their own plan of action for attaining them.

Our greatest strength is in helping remove obstacles that prevent our enrollees from getting the jobs or the housing or the education/skills they need to achieve success. We network with all other resources in our service area, working together with them through FESS Teams.

Each county has a FESS Team made up of representatives from other service entities and businesses, both public and private.

Each year we manage 345 or more cases in our seven-county area with the ultimate

goal of at least 40 families rising above poverty. For the last four of our five year plan, we have helped 106 families rise above poverty.

Participants in FESS must be sincere and put forth the effort to succeed, whether in one year or in three years. Successful graduates of the FESS program have a new lease on life, one hard earned and one they will not easily let go.

#### **CSBG IS NOT JUST**

#### FESS ...

In addition to managing their FESS cases, each CSBG Case Manager helps enrollees apply for other benefits they are eligible for. CSBG staff, in all seven counties, makes referrals on a daily basis to those in need who do not meet our program guidelines. We respect everyone who comes through our doors and will do our best to provide the needed assistance. We try to keep up with intake so that if funds or services become available, we can plug in those who have asked for such help.

#### FESS ELIGIBILITY

To be eligible for our FESS program, the family's yearly income must be below the poverty income guidelines as published annually by the North Carolina Department of Health and Human Services. To determine eligibility, a 90-day look back period is used to annualize the annual income of the household.

Participants must be willing and able to work, demonstrate a willingness to work closely with the assigned Case Manager, and be willing to commit to working diligently to attain the goals established as reflected in the Participant Agreement.

> Southeastern Community & Family Services, Inc.

Hours of Operation: Monday-Friday, 8:30 a.m. – 5:00 p.m., unless otherwise posted.

### Southeastern Community and Family Services, Inc. *Community Services Block Grant* Family Empowerment Project <u>Project Guidelines</u>

- I. Eligibility To be eligible for the Family Empowerment program, the client must reside in the service area and
  - a. Be income eligible
  - b. Be willing and able to work
  - c. Keep all appointments
  - d. Help design a Case Management Plan for moving out of poverty
  - e. Abide by all the terms in the Participant Agreement/Contract
- II. Eligible activities Eligible activities, include, but are not limited to,
  - a. Limited rent or mortgage payments
  - b. Limited utility payments
  - c. Childcare so parent can work/attend classes, etc.
  - d. Limited-term transportation (for classes/jobs, etc.)

III. Limitations – It is the policy of this agency to serve a client only within budgetary limits, using resources from other agencies as much as possible to supplement CSBG's limited funds. Further, only clients who honor their part of the Case Management plan will be served to the full extent; that is, clients who do not fulfill their obligations will be taken off the project. Clients who are removed from the project can only be reconsidered when the CSBG Project Director or designee receives a petition containing an explanation for reinstatement. Petitions must have documented facts to support placing the client family back on the project as well as Case Manager and Team Leader recommendations to submit to the CSBG Project Director. Client files/requests lacking such documentation will not be considered.



#### DEPARTMENT OF HEALTH AND HUMAN SERVICES DIVISION OF SOCIAL SERVICES

ROY COOPER Governor

FROM:

MANDY COHEN, MD, MPH Secretary

WAYNE E. BLACK Sr. Director of Social Services and County Operations

#### **MEMORANDUM**

#### TO: Executive Directors

DATE: June 12, 2017

**RE:** HHS Poverty Guidelines

Freeman L. Denton

Listed below are the 2017 HHS poverty income guidelines as published in the Federal Register. These guidelines are to be used in determining income eligibility for the Community Services Block Grant Programs for services beginning July 1, 2017 until updated:

#### 2017 POVERTY GUIDELINES FOR THE 48 CONTIGUOUS STATES AND THE DISTRICT OF COLUMBIA

Persons in family/household	Poverty guideline
For families/households with more than 8 additional person.	persons, add \$4,180 for each
1	\$12,060
2	\$16,240
3	\$20,420
4	\$24,600
5	\$28,780
6	\$32,960
7	\$37,140
8	\$41,320

FLD/DMM

WWW.NCDHHS.GOV TEL 919-527-6250 \* FAX 919-334-1265 Location: 820 S. Boylan Ave. • McBryde Building • Raleigh, NC 27603 Mailing Address: 2420 Mail Service Center • Raleigh, NC 27699-2420 An Equal Opportunity / Affirmative Action Employer



Brunswick County Board of Commissioners ACTION AGENDA ITEM September 5, 2017

From: Andrea White

#### **Issue/Action Requested:**

Action Item # VI. - 3. Administration - Resolution Proclaiming Hunger and Homelessness Awareness Week (Ann Hardy, County Manager)

Request that the Board of Commissioners approve a Resolution proclaiming November 11 - 19, 2017 as National Hunger and Homelessness Awareness Week in Brunswick County.

#### **Background/Purpose of Request:**

The National Coalition for the Homeless and National Student Campaign Against Hunger and Homelessness have sponsored National Hunger and Homelessness Awareness week for the past several years. It is requested that the Brunswick County Board of Commissioners proclaim November 11 - 19, 2017 as National Hunger and Homelessness Awareness Week in Brunswick County and encourage all citizens to recognize that many people do not have adequate housing and need support from citizens and the private/public nonprofit service entities.

#### **Fiscal Impact:**

Reviewed By Director of Fiscal Operations

Approved By County Attorney:

Not Applicable

**Advisory Board Recommendation:** 

Not Applicable

#### **County Manager's Recommendation:**

Recommend that the Board of Commissioners approve a Resolution proclaiming November 11 - 19, 2017 as National Hunger and Homelessness Awareness Week in Brunswick County.

#### **ATTACHMENTS:**

#### Description

**D** Resolution - Hunger and Homelessness Awareness Week

County of Brunswick Office of the County Commissioners



#### A RESOLUTION PROCLAIMING NOVEMBER 11 - 19, 2017 AS NATIONAL HUNGER AND HOMELESSNESS AWARENESS WEEK IN BRUNSWICK COUNTY, NORTH CAROLINA

WHEREAS, for the past several years the National Coalition for the Homeless and National Student Campaign Against Hunger and Homelessness have sponsored National Hunger and Homelessness Awareness week; and

WHEREAS, the purpose of the proclamation is to educate the public about the many reasons people are hungry and homeless including the shortage of affordable housing in Brunswick County, North Carolina, for very low-income residents, and to encourage support for homeless assistance service providers as well as community service opportunities for students and school service organizations; and

WHEREAS, there are organizations committed to sheltering, providing supportive services as well as meals and food supplies to the homeless, to wit: faith based ministries and other nonprofit organizations that assist with the needs of the hungry and homeless; and

WHEREAS, these faith based ministries and other nonprofit organizations that assist with the needs of the hungry and homeless recognize that hunger and homelessness continue to be a serious problem for many individuals and families in Brunswick County, North Carolina; and

WHEREAS, the intent of National Hunger and Homelessness Awareness Week is consistent with the activities of faith based ministries and other nonprofit organizations that assist with the needs of the hungry and homeless.

NOW, THEREFORE, BE IT RESOLVED THAT that the Commissioners of Brunswick County, North Carolina hereby proclaim November 11 - 19, 2017 as National Hunger and Homelessness Awareness Week.

BE IT FURTHER RESOLVED that the Commissioners of Brunswick County, North Carolina encourage all citizens to recognize that many people lack adequate housing and need support from citizens and private/public nonprofit service entities.

This the 5<sup>th</sup> day of September, 2017.

Frank L. Williams, Chairman **Brunswick County Commissioners** 

Attest:

Andrea G. White Clerk to the Board



**From:** Ann Hardy

#### Brunswick County Board of Commissioners ACTION AGENDA ITEM September 5, 2017

Action Item # VII. - 1.

Administration - Ordinance to Allow Sale of Alcoholic Beverages Before Noon on Sundays at Licensed Premises (Ann Hardy, County Manager)

#### **Issue/Action Requested:**

Request that the Board of Commissioners receive the Second Reading of an Ordinance to Allow the Sale of Alcoholic Beverages Before Noon on Sundays at Licensed Premises.

#### **Background/Purpose of Request:**

The Board of Commissioners received First Reading of an Ordinance to

to allow alcohol sales prior to noon on Sundays at Licensed Premises. The motion to approve First Reading passed by a vote of 3 to 2. Because the vote was not unanimous upon the first introduction, the Board must receive Second Reading. Upon the second consideration of the Ordinance, the majority vote will carry.

#### **Fiscal Impact:**

Not Applicable

**Approved By County Attorney:** Yes

#### **Advisory Board Recommendation:**

Not Applicable.

#### **County Manager's Recommendation:**

Recommend that the Board of Commissioners receive the Second Reading of an Ordinance to Allow the Sale of Alcoholic Beverages Before Noon on Sundays at Licensed Premises.

#### **ATTACHMENTS:**

#### Description

- 2017 Ordinance to Allow Alcohol Sales Before Noon on Sunday
- Draft Ordinance Amendment

County of Brunswick Office of the County Commissioners



#### ORDINANCE TO ALLOW THE SALE OF ALCOHOLIC BEVERAGES **BEFORE NOON ON SUNDAYS AT LICENSED PREMISES**

WHEREAS, on June 29, 2017, the North Carolina General Assembly enacted Senate Bill 155, entitled "An Act to Make Various Changes to the Alcoholic Beverage Control Commission Laws" which was signed by the Governor and ratified as Session Law 2017-87; and

WHEREAS, Section 4 of Ratified Senate Bill 155 authorizes City and County governments to adopt an ordinance to allow alcohol sales beginning at 10 am on Sundays; and

WHEREAS, G.S. 153A-122 authorizes the board of commissioners to make ordinances adopted pursuant its authority applicable to all parts of the county not within a city; and

WHEREAS, by enacting Senate Bill 155, North Carolina joins 47 other States in allowing alcohol service before noon on Sunday; and

WHEREAS, Sunday morning alcohol service will allow the tourism and hospitality community and retail merchants in our County to meet the needs of their customers; and

WHEREAS, our County has a diverse and growing population with different religious beliefs, each of which has various times and multiple days for worship;

NOW, THEREFORE, BE IT ORDAINED by the Board of Commissioners of Brunswick County, North Carolina that, pursuant to the authority contained in G.S. 153A - 122 and G.S. 153A --145.7, the sale of malt beverages, unfortified wine, fortified wine, and mixed beverages is allowed in Brunswick County beginning at 10 a.m. on Sunday pursuant to the licensed premises' permit issued under G.S. 18B-1001.

This ordinance is effective on the 5<sup>th</sup> day of September, 2017.

Adopted this 5<sup>th</sup> day of September, 2017.

Frank L. Williams, Chair Brunswick County Board of Commissioners

Attest:

Andrea White Clerk to the Board That the Code of Ordinances, Brunswick County, North Carolina, is hereby amended by adding a section, to be numbered 1-5-5, which section reads as follows:

#### Sec. 1-5-5. Sale of Alcoholic Beverage

Pursuant to the authority contained in G.S. 153A - 122 and G.S. 153A - 145.7, the sale of malt beverages, unfortified wine, fortified wine, and mixed beverages is allowed in Brunswick County beginning at 10 a.m. on Sunday pursuant to the licensed premises' permit issued under G.S. 18B - 1001 and shall be applicable to all unincorporated areas of Brunswick County.



Brunswick County Board of Commissioners ACTION AGENDA ITEM September 5, 2017

**From:** Ann Hardy

#### Action Item # VII. - 2.

Administration - Fire Commission Rules of Procedure (Ann Hardy, County Manager)

#### **Issue/Action Requested:**

Request that the Board of the Commissioners amend the Fire Commission Rules of Procedure for the Board of Commissioners to name members of the Brunswick County Commission to serve as the chairman and the vice-chairmen of the fire commission annually.

#### **Background/Purpose of Request:**

**Fiscal Impact:** Not Applicable

**Approved By County Attorney:** Yes

#### **County Manager's Recommendation:**

Recommend that the Board of the Commissioners amend the Fire Commission Rules of Procedure for the Board of Commissioners to name members of the Brunswick County Commission to serve as the chairman and the vice-chairmen of the fire commission annually.

#### **ATTACHMENTS:**

Description

- **D** Fire Commission Rules of Procedure
- D Proposed Change

## Brunswick County Fire Commission Rules of Procedure

Brunswick County Emergency Services Department 06/19/2017

#### Contents

I.	Name	. 3
II.	Mission	. 3
III.	Membership and Composition	. 3
IV.	Fire Commission Officers	. 5
V.	Meetings	. 6
VI.	Action by the Fire Commission	11
VII.	Duty to Vote	14
VIII.	Committees	16
IX.	Amendment of Rules	17

#### I. Name

The name of this board appointed to serve the Brunswick County Board of Commissioners shall be referred to as the Brunswick County Fire Commission (hereinafter referred to as the Fire Commission).

#### II. Mission

The mission of the Fire Commission shall be to make advisory recommendations to the Brunswick County Board of Commissioners on fire protection and emergency services delivery applicable to those departments covered under the purview of the Fire Commission.

The roles of the Fire Commission members as approved by the Brunswick County Board of Commissioners are:

- 1. Making recommendations to the Brunswick County Board of Commissioners for continuing improvement of the fire protection system.
- 2. Reviewing and making recommendations on funding fire services; funding mechanisms should include fees and/ or tax rates.
- 3. Reviewing and making recommendations on operating budget requests.
- 4. Reviewing and making recommendations on CIP budget requests.
- 5. Reviewing and supporting firefighter and volunteer incentive retention and recruitment programs.
- 6. Reviewing ISO and consultants reports and recommending action for improvement as deemed necessary.
- 7. Developing and providing overview of all service operational regulations and guidelines for all Brunswick County fire protection services.

#### **III.** Membership and Composition

As approved by the Brunswick County Board of Commissioners, the structure of the Fire Commission is:

- 1. Brunswick County Board of Commissioner member (2)
- 2. Representatives of fire service organizations from each BOCC district (5)
- 3. President of Brunswick County Fire Chief's Association (1)
- 4. Public citizens one from each BOCC district and one at large (6)
- 5. Representatives of municipalities from each BOCC district (5)
- 6. County Staff (non-voting)

**Appointment and Term** - The Brunswick County Board of Commissioners shall make all appointments to the Fire Commission. All appointments shall comply with established rules and procedures of the Board of Commissioners. Any person appointed by the Brunswick County Board of Commissioners to fill an unexpired term shall be appointed to serve the duration of the term.

- A. <u>Brunswick County Board of Commissioners Appointees (2)</u> The Brunswick County Board of Commissioners shall appoint two members to serve as the Board of Commissioner appointee to the Fire Commission.
- B. <u>Fire Service Positions (5)</u> The fire services departments in each Board of County Commissioners district shall have one representative to the Fire Commission (5 Positions total). The representative shall be the chief of said department and will serve for a period of two years. The selection of the region representative shall be on a rotation schedule described in the "Summary of Fire Department/ Municipal Membership" below and forwarded to the Brunswick County Board of Commissioners for approval. Should an appointed region representative's status within his region or fire department change, a recommendation will be made to the Board of Commissioners that the appointee be removed from the Fire Commission and request that another representative of that region be appointed to the Fire Commission.
- C. <u>President of Brunswick County Fire Chief's Association (1)</u> The President of the Brunswick County Firefighters' Association shall receive an automatic recommendation for appointment to the Fire Commission. The appointed term of the President of the Brunswick County Firefighters' Association shall coincide with the President's tenure as President of the Association. Should the President be replaced by another member of the Firefighters' Association, the Brunswick County Board of Commissioners shall appoint the person serving as President of the Association to the Fire Commission.
- D. <u>Citizen Appointees (6)</u> The Brunswick County Board of Commissioners shall appoint one citizen from each BOCC district and one citizen at large to serve on the Fire Commission. Each appointment shall be for a two-year term. Citizen appointees shall not be members of a Brunswick County fire department or a Brunswick County fire department board of directors.
- E. Municipal Representatives (5)municipalities The in each Board of Commissioner District shall have one representative to the Fire Commission. The representative shall be either a mayor or mayor pro tem and shall serve for a period of two years. This Municipal representative shall not be a member of a Brunswick County fire department or a Brunswick County fire department board of directors. The selection of the region representative shall be on a rotation schedule described in the "Summary of Fire Department/ Municipal Membership" below and forwarded to the Brunswick County Board of Commissioners for approval.
- F. <u>Director Brunswick County Department of Emergency Services (non-voting)</u> The Director and his/her staff shall provide administrative support to the Fire

Commission. The Director and/or his designee may be called on to provide requested information and/or advice to the Commission. He may participate in any discussions, however is not permitted to vote.

- G. <u>Recommendation for Removal from Fire Commission</u> Other than those actions outlined in Section V (K) of this document, the Fire Commission may recommend to the Brunswick County Board of Commissioners the removal of any appointed member for actions that might damage or compromise the integrity of the Fire Commission or any committee thereof. This will require a majority vote of the Fire Commission, excluding the member under consideration. It is the responsibility of the Brunswick County Board of Commissioners to determine if grounds are sufficient to warrant removal of the appointee from the Fire Commission.
  - a. **Removal of Committee Chair or Member** The Fire Commission has the power to remove a committee chair or member deemed to have acted in a manner that damage or compromise the integrity or used his/her position in a manner inconsistent with the intent of the Fire Commission. A two thirds majority of the Fire Commission is required for the removal.

<b>BOCC</b> District	Fire Chief	Mayor or Mayor Pro Tem
District 1	1 Appointee Ocean Isle Beach (2017) Shallotte Point (2019) Sunset Beach (2021) Calabash (2023) Grissettown/ Longwood (2025)	1 Appointee Carolina Shores (2017) Sunset Beach (2019) Calabash (2021) Ocean Isle Beach (2023)
District 2	1 Appointee Supply (2017) Tri-Beach (2019) Bolivia (2021) Civietown (2023)	1 Appointee Holden Beach (2017) Bolivia (2019) Varnamtown (2021)
District 3	1 Appointee Southport (2017) St. James (2019) Sunset Harbor/ Zion Hill (2021) Yaupon Beach (2023) Oak Island (2025) Bald Head Island (2027)	1 Appointee Oak Island (2017) Southport (2019) St. James (2021) Bald Head Island (2023) Caswell Beach (2025)
District 4	1 Appointee Boiling Spring Lakes (2017) Shallotte (2019) Waccamaw (2021) Winnabow (2023)	1 Appointee Shallotte (2017) Boiling Spring Lakes (2019)
District 5	1 Appointee Navassa (2017) Northwest (2019) Leland (2021)	1 Appointee Leland (2017) Belville (2019) Navassa (2021) Northwest (2023) Sandy Creek (2025)

H. Summary of Fire Department/ Municipal Membership -

#### IV. Fire Commission Officers

A. <u>Fire Commission Chair</u> - The Fire Commission will elect a Chair annually from among the voting membership. The Chair shall preside at Fire Commission meetings if he or she is present. The chair may vote in all cases. In order to address the Fire Commission, a member must be recognized by the chair.

If the chair is absent, the vice-chair shall preside. If both the chair and vice-chair are absent, another member designated by vote of the Fire Commission shall preside. The vice-chair or another member who is temporarily presiding retains all of his or her rights as a member, including the right to make motions and the right to vote.

The presiding officer shall have the following powers, to include but not be limited to:

- To rule motions in or out of order, including any motion deliberately offered to obstruct or delay the conducting of Fire Commission business;
- To determine whether a speaker has gone beyond reasonable standards of courtesy in his remarks and to entertain and rule on objections from other members on this ground;
- To entertain and answer questions of parliamentary law or procedure;
- To call a brief recess at any time;
- To adjourn in an emergency.

A decision by the presiding officer under any of the powers listed may be appealed to the Fire Commission upon motion of any Commission member. Such a motion is in order immediately after a decision under those powers is announced and at no other time. The member making the motion need not be recognized by the presiding officer, and the motion, if timely made, may not be ruled out of order.

B. <u>Fire Commission Vice-Chair</u> - The Fire Commission will elect a Vice-Chair annually from among the voting membership. The position of Vice-Chair shall be a voting position. The role of the Vice-Chair shall be to serve as the presiding officer of the Fire Commission in the absence of the Chair. While serving as the presiding officer, the Vice- Chair shall have the same powers as the Chair.

#### V. Meetings

The Fire Commission shall meet as needed to accomplish its mission as designated by the Chair.

#### A. <u>Regular Meetings</u>

The Fire Commission shall hold a regular meeting on the third Thursday of every other month beginning in January of each year, except that if a regular meeting day is a legal holiday, the meeting shall be held on the next business day. The meeting shall be held at the Brunswick County Emergency Operations Center unless otherwise scheduled elsewhere and shall begin at 7:00 PM.

#### B. Special Emergency and Rescheduled Meetings

(a) **Special Meetings.** The chair or a majority of the members may at any time call a special meeting of the Fire Commission. At least forty-eight hours before a special meeting called in this manner, written notice of the meeting stating its time and place and the subjects to be considered shall be given to each Fire Commission member and to the Clerk to the Board of County Commissioners.

A special meeting may also be called or scheduled by vote of the Fire Commission in open session during another duly called meeting. The motion or resolution calling or scheduling the special meeting shall specify its time, place, and purpose. At least forty-eight hours before a special meeting called in this manner, written notice of the meeting stating its time and place and the subjects to be considered shall be given to each Fire Commission member and to the Clerk to the Board of County Commissioners.

Only those items of business specified in the notice may be discussed or transacted at a special meeting, unless (1) all members are present and (2) the Fire Commission determines in good faith at the meeting that it is essential to discuss or act on the item immediately.

- (b) Emergency Meetings. The chair or a majority of the members may at any time call an emergency meeting of the Fire Commission by signing a written notice stating the time and place of the meeting and the subjects to be considered. Written or oral notice of the meeting shall be given to each Fire Commission member and to the Clerk to the Fire Commission and County Commissioners. Emergency meetings may be called only be c a u s e of generally u n e x p e c t e d circumstances that require immediate consideration by the Fire Commission. Only business connected with the emergency may be considered at an emergency meeting.
- (c) **Recessed Meetings.** A properly called regular, special, or emergency meeting may be recessed to a time and place certain by a procedural motion made and adopted in open session during the regular, special, or emergency meeting. The motion shall state the time and place when the meeting will reconvene. No further notice need be given of such a recessed session of a properly called regular, special, or emergency meeting.

#### C. Organizational Meeting

On the date and at the time of the regular meeting in July, the Fire Commission shall Nominate and elect from its own membership a Chair and Vice-Chair. Beginning with the regular Fire Commission meeting in July the Chairperson will open the nominations and accept nominations from the Fire Commission members. The Chairperson shall close the nominations and if necessary, immediately conduct an election. A simple majority of those voting, providing a quorum is present, shall be sufficient in determining the outcome.

#### D. Cancellation and Rescheduling of Meetings

The Chair may cancel or reschedule a scheduled regular meeting upon determining that there will be no business for the Fire Commission to consider at that meeting, or sufficient notification has been given that indicates that there will be not be a quorum at the meeting.

#### E. Meeting Notice - Regular Meeting

A regular schedule specifying the time, date, and place of the Fire Commission's regular meetings for the calendar year will be kept on file with the Clerk to the Brunswick County Board of Commissioners. Any revision to the schedule will be sent to the Clerk at least seven calendar days before the first meeting to be held under the revised schedule.

#### F. Meeting Notice – Special Meetings

For any Fire Commission meeting to be held at a time or place other than those shown on the filed schedule of the Fire Commission's meeting, a written notice of the date, time, and place and purpose of the meeting will be sent to the Clerk to the Brunswick County Board of Commissioners at least three calendar days before the meeting.

#### G. Meeting Cancellations

For cancellations of any meeting, all Fire Commission members will be notified at least 24 hours before the scheduled meeting time. Fire Commission members may be notified via phone, fax, e-mail, or in writing. In addition, written notice will be sent to the Clerk to the Brunswick County Board of Commissioners at least 24 hours before the scheduled meeting time.

#### H. No Notice - Continuation of Recessed Meetings

If the Fire Commission recesses a regular or special meeting for which proper notice was given, after the Chair has announced in open session the time and place at which the meeting will be continued, no further notice needs to be given for the continuation of the meeting.

#### I. <u>Ouorum</u>

A majority of the actual membership of the Fire Commission excluding vacant seats shall constitute a quorum. A majority is more than half. The Chair shall be considered a member of the Fire Commission in determining the number on which a majority is based and in counting the number of members actually present.

A member who has withdrawn from a meeting without being excused by majority vote of the remaining members present shall be counted as present for purposes of determining whether or not a quorum is present. The Chair may not call a meeting to order until such time as a quorum is present unless, after waiting a reasonable time past the meeting's scheduled starting time, the Chair determines that there is no hope of obtaining a quorum. In that case, the Chair will call the meeting to order, note the lack of a quorum, and adjourn the meeting. If a quorum ceases to be present at any time during a meeting, the Chair will note the lack of a quorum, order the cessation of business, and adjourn the meeting.

#### J. Attendance

All members of the Fire Commission are expected to be present at all regularly scheduled meetings.

Absences due to health, family emergencies, and shift assignment (fire service where no relief can cover) and work conflict (citizen members) are considered excused for the purpose of this section. All others are considered unexcused.

#### (a) Committees

Members of any Fire Commission committee are also expected to attend all committee meetings. Therefore the same standard of attendance is required for Committee members.

#### K. Action for Nonattendance

Should any appointed member of the Fire Commission, have three (3) unexcused absences within a calendar year, the Fire Commission shall make a recommendation to the Brunswick County Board of Commissioners that the appointee be removed from the Fire Commission and that a new person be appointed to fulfill the unexpired term of the original appointee.

It should be noted the importance of consistent attendance by all Fire Commission members. In the event a pattern is noted concerning a lack of consistent attendance by a member, the Chair shall recommend to the Board of Commissioners the replacement of that member.

#### (a) Committees

Absences due to health, family emergencies, and shift assignment (fire service where no relief can cover) and work conflict (citizen members) are considered excused for the purpose of this section. All others are considered unexcused.

#### L. Meeting Agenda

The agenda should be prepared to achieve two functions:

- Focus the Fire Commission by determining what issues will be considered at the meeting and what order each issue will be considered.
- Serve as a guide to the public as to what issues will be considered at the meeting.
- (a) **Proposed Agenda**. The Chair determines the content and order of the agenda for Fire Commission meetings. The Chair will advise the Brunswick County Director of Fire and Emergency Management as to the content of the agenda. At least 7 calendar days before the Fire Commission's next scheduled meeting, the Director of Fire and Emergency Management will prepare the meeting's agenda. Copies of the Fire Commission proposed agenda and any supporting documents shall be emailed to all Commission members and chief officers of all departments prior to the applicable meeting.

Any Fire Commission member may, by a timely request, have an item placed on the proposed agenda. A request to have an item of business placed on the agenda must be received at least 10 working days before the meeting. Each member that requests an item to be on the agenda shall provide a copy of all proposed information, reports, resolutions, etc., that will be attached to the proposed agenda. All agenda documents shall be submitted in the format (see attachment page 18 of 18) identified by the Director of the Fire and Emergency Management Department.

An agenda package shall be prepared that includes, for each item of business placed on the proposed agenda, as much background information on the subject as is available and feasible to reproduce and/or distribute. Each Fire Commission member shall receive a copy of the proposed agenda and the agenda package and the materials shall be available for public inspection and/or distribution when they are distributed to the Fire Commission members.

(b) Adoption of the Agenda. As its first order of business at each meeting, the Fire Commission shall discuss and revise the proposed agenda and adopt an agenda for the meeting. The Fire Commission may, by majority vote, add items to or subtract items from the proposed agenda, except that the Fire Commission may not add items to the agenda of a special or emergency meeting unless (a) all members are present and (b) the Fire Commission determines in good faith at the meeting that it is essential to discuss or act on the item immediately. If items are proposed to be added to the agenda, the Fire Commission may, by majority vote, require that written copies of particular documents connected with the items be made available at the meeting to all Fire Commission members.

The Fire Commission may designate certain agenda items "for discussion and possible action." Such designation means that the Fire Commission intends to discuss the general subject area of that agenda item before making any motion concerning that item.

(c) Open Meetings Requirements. The Fire Commission shall not deliberate, vote, or otherwise take action on any matter by reference to a letter, number or other designation, or other secret device or method, with the intention of making it impossible for persons attending a meeting of the Fire Commission to understand what is being deliberated, voted, or acted on. However, the Fire Commission may deliberate, vote, or otherwise take action by reference to an agenda, if copies of the agenda—sufficiently worded to enable the public to understand what is being deliberated, voted, or acted on—are available for public inspection at the meeting.

#### M. Order of Business

Items shall be placed on the agenda according to the order of business. The order of business for each regular meeting shall be as follows:

- Discussion and revision of the proposed agenda; adoption of an agenda
- Approval of the minutes
- Unfinished business
- New business
- Committee reports
- Appointments
- Informal discussion and public comment

By general consent of the Fire Commission, items may be considered out of order.

#### N. Conduct of Meetings

The deliberations of all meetings of the Fire Commission and various subcommittees shall be governed by NCGS 143-318, N.C. Open Meeting Law, these Rules of Procedure, and <u>Robert's Rules of Order, Newly Revised.</u> The Fire Commission shall conduct business in accordance with the distributed agenda.

All official meetings of the Fire Commission will be open to the general public and any person is entitled to attend. An "official" Fire Commission meeting is any gathering together of, or simultaneous communication between, a majority of Fire Commission members for the purpose of considering the public business of the Fire Commission. A purely social gathering or communication does not constitute an official meeting.

As presiding officer, the Chair may take whatever action is necessary to provide opportunity for discussion on issues, focus comments and discussion on issues being considered, ensure orderly meetings, and ensure the efficient and effective disposition of issues before the Fire Commission. At the time the meeting is scheduled to begin, or at some reasonable waiting time thereafter if a quorum is not initially present, the Chair will call the meeting to order and announce which members are absent.

#### VI. Action by the Fire Commission

The Fire Commission shall proceed by motion as provided for in this section. Any member, including the Chair, may make a motion. A motion must be on the floor before a Fire Commission may proceed with discussion or action.

After a motion is made, the Chair shall state the motion and then open the floor for debate. The Chair shall preside over the debate according to the following general principles:

- The maker of the motion is entitled to speak first.
- A member who has not spoken on the issue shall be recognized before someone who has already spoken.

To the extent possible, the debate shall alternate between proponents and opponents of the motion.

A motion that is defeated may be renewed at any later meeting unless a motion to prevent reconsideration has been adopted.

The introducer may withdraw a motion at any time before it is amended or before the Chair puts the motion to a vote, whichever occurs first.

- Second Required A motion requires a second.
- One Motion at a Time A member may make only one motion at a time.
- **Substantive Motions** A substantive motion (any motion other than a procedural motion) is out of order while another substantive motion is pending.
- Adoption by Majority Vote A motion shall be adopted by a majority of the votes cast, unless otherwise required by these rules or the laws of North Carolina. A majority is more than half.

#### **Procedural Motions**

A. Certain Motions Allowed. In addition to substantive proposals, only the following

procedural motions, and no others, are in order. Unless otherwise noted, each motion is debatable, may be amended, and requires a majority of the votes cast, for adoption. Procedural motions are in order while a substantive motion is pending and at other times, except as otherwise noted.

B. **Order of Priority of Motions.** In order of priority (if applicable), the procedural motions are:

**Motion 1. To Appeal a Procedural Ruling of the Presiding Officer.** A decision of the Chair ruling a motion in or out of order, determining whether a speaker has gone beyond reasonable standards of courtesy in his remarks, or entertaining and answering a question of parliamentary law or procedure may be appealed to the whole of the Fire Commission. This appeal is in order immediately after such a decision is announced and at no other time. The member making the motion need not be recognized by the presiding officer and the motion, if timely made, may not be ruled out of order.

**Motion 2. To Adjourn.** This motion may be made only at the conclusion of action on a pending substantive matter; it may not interrupt deliberation of a pending matter. A motion to [recess] [adjourn] to a time and place certain shall also comply with the requirements of Section V. Meetings, B. (c).

**Motion 3. To Take a Brief Recess.** This motion may be made to provide a break of no more than fifteen (15) minutes to allow members to attend to personal matters, attempt to gather necessary information for Committee actions, or for basic relief. The Chair shall determine the length of the recess.

Motion 4. Call to Follow the Agenda. The motion must be made at the first reasonable opportunity or it is waived.

**Motion 5. To Suspend the Rules.** The Fire Commission may not suspend provisions of the rules that state requirements imposed by law on the Fire Commission. For adoption, the motion requires an affirmative vote equal to a two-thirds majority of the entire membership of the Fire Commission.

**Motion 6. To Go into Closed Session.** The Fire Commission may go into closed session only for one or more of the permissible purposes listed in G.S. 143-318.11(a). The motion to go into closed session shall cite one or more of these purposes and shall be adopted at an open meeting. A motion based on G.S. 143-318.11(a) (1) shall also state the name or citation of the law that renders the information to be discussed privileged or confidential. A motion based on G.S. 143-318(a)(3) shall identify the parties in each existing lawsuit concerning which the Fire Commission expects to receive advice during the closed session, if in fact such advice is to be received.

#### Motion 7. To Leave Closed Session.

Motion 8. To Divide a Complex Motion and Consider It by Paragraph. The motion is in order whenever a member wishes to consider and vote on subparts of a complex motion separately.

Motion 9. To Defer Consideration. The Fire Commission may defer a substantive

motion for later consideration at an unspecified time. A substantive motion the consideration of which has been deferred expires 60 days thereafter unless a motion to revive consideration is adopted. If consideration of a motion has been deferred, a new motion with the same effect cannot be introduced while the deferred motion remains pending (has not expired). A person who wishes to revisit the matter during that time must take action to revive consideration of the original motion, or else move to suspend the rules.

Motion 10. To Postpone to a Certain Time or Day. If consideration of a motion has been postponed, a new motion with the same effect cannot be introduced while the postponed motion remains pending. A person who wishes to revisit the matter must either wait until the specified time or move to suspend the rules.

Motion 11. To Refer a Motion to a Committee. The Fire Commission may vote to refer a substantive motion to a committee for its study and recommendations Sixty days or more after a substantive motion has been referred to a committee, the introducer of the substantive motion may compel consideration of the measure by the entire Fire Commission, whether or not the committee has reported the matter to the Fire Commission.

#### Motion 12. To Amend.

- (a) An amendment to a motion must be pertinent to the subject matter of the motion. An amendment is improper if adoption of the motion with that amendment added would have the same effect as rejection of the original motion. A proposal to substitute completely different wording for a motion or an amendment shall be treated as a motion to amend.
- (b) A motion may be amended, and that amendment may be amended, but no further amendments may be made until the last-offered amendment is disposed of by a vote.
- (c) Any amendment to a proposed [order] [policy] [regulation] [resolution] shall be reduced to writing before the vote on the amendment.

Motion 13. To Revive Consideration. The Fire Commission may vote to revive consideration of any substantive motion earlier deferred by adoption of Motion 9. The motion is in order at any time within <u>120</u> days after the day of a vote to defer consideration. A substantive motion on which consideration has been deferred expires <u>120</u> days after the deferred unless a motion to revive consideration is adopted.

**Motion 14. To Reconsider.** The Fire Commission may vote to reconsider its action on a matter. The motion to do so must be made by a member who voted with the prevailing side (the majority, except in the case of a tie; in that case the "no's" prevail) and only at the meeting during which the original vote was taken, including any continuation of that meeting through [recess] [adjournment] to a time and place certain. The motion cannot interrupt deliberation on a pending matter but is in order at any time before final adjournment of the meeting.

Motion 15. To Rescind or Repeal. The Fire Commission may vote to rescind actions it has previously taken or to repeal items that it has previously adopted. The motion is not in order if rescission or repeal of an action is forbidden by law.

Motion 16. To Prevent Reintroduction for [Six] Months. The motion shall be in order immediately following the defeat of a substantive motion and at no other time. The motion requires for adoption a vote equal to [a majority] [two-thirds] of the entire membership of the Fire Commission. If adopted, the restriction imposed by the motion remains in effect for [six] months or until the next organizational meeting of the Fire Commission, whichever occurs first.

#### C. Renewal of Motion

A motion that is defeated may be renewed at any later meeting unless a motion to prevent reconsideration has been adopted.

#### D. Withdrawal of a Motion

A motion may be withdrawn by the introducer at any time before it is amended or before the chair puts the motion to a vote, whichever occurs first.

#### VII. Duty to Vote

Every member must vote unless excused by the remaining members of the Fire Commission. A member who wishes to be excused from voting shall so inform the chair, who shall take a vote of the remaining members. No member shall be excused from voting except in cases involving conflicts of interest, as defined by the Fire Commission or by law, or the member's official conduct. In all other cases, a failure to vote by a member who is physically present in the Fire Commission meeting, or who has withdrawn without being excused by a majority vote of the remaining members present shall be recorded as an affirmative vote.

- A. <u>Basis for Determining a Voting Result</u> A simple majority of a qualified quorum shall determine the voting result.
- B. <u>Voting Procedure</u> Regular business of the Fire Commission shall be ratified or opposed by a voice vote or show of hands. Per NCGS 143-318.13 (b): At no time shall the Fire Commission or any subcommittee of the Fire Commission vote by secret ballot.
- C. <u>One Vote each</u> Each member of the Fire Commission or subcommittee of the Fire Commission shall be entitled to one vote. Since the Chair and Vice-Chair serve as voting members their vote shall be counted.
- D. <u>Abstention</u> Members of the Fire Commission may register their abstention on any vote, which shall be reflected in the minutes. Members are to abstain from voting and from participating in deliberations on matters, which may pose a conflict of interest for them or an agency represented.
- E. <u>Determination of Actions</u> All final actions, committee appointments, or policy recommendations shall require the favorable vote of a majority of those Fire Commission or subcommittee members present and not abstaining on the vote at a duly called meeting.

- F. <u>Public Address to the Fire Commission</u> Any individual or group who wishes to address the Fire Commission shall make a request to the Chair be on the agenda. The Chair shall determine whether it will hear the individual or group. Allowable time for the address shall be no more than three (3) minutes, unless there is an affirmative vote to suspend the rule.
- G. <u>Public Hearings</u> Public hearings required by law or deemed advisable by the Fire Commission shall be organized by a special order that sets forth the subject, date, place, and time of the hearing as well as any rules regarding the length of time allotted for each speaker, and other pertinent matters. The special order is adopted by a majority vote. Its specifications may include, but are not limited to, rules fixing the maximum time allotted to each speaker; providing for the designation of spokespersons for groups of persons supporting or opposing the same positions; providing for the selection of delegates from groups of persons supporting or opposing the same positions when the number of persons wishing to attend the hearing exceeds the capacity of the hall (so long as arrangements are made, in the case of hearings subject to the open meetings law, for those excluded from the hall to listen to the hearing); and providing for the maintenance of order and decorum in the conduct of the hearing

All notice and other requirements of the open meetings law applicable to Fire Commission meetings shall also apply to public hearings at which a majority of the Fire Commission is present; such a hearing is considered to be part of a regular or special meeting of the Fire Commission. These requirements also apply to hearings conducted by appointed or elected committees of Fire Commission members, if a majority of the committee is present. A public hearing for which any required notices have been given may be continued to a time and place certain without further advertisement. The requirements of Section V. Meetings, B. (c) shall be followed in continuing a hearing at which a majority of the Fire Commission, or of a Fire Commission committee, as applicable, is present.

At the time appointed for the hearing, the Chair or his or her designee shall call the hearing to order and then preside over it. When the allotted time expires, or earlier, if no one wishes to speak who has not done so, the presiding officer shall declare the hearing ended.

H. <u>Closed Sessions</u> - The Fire Commission may hold closed sessions as provided by law. The Fire Commission shall commence a closed session only after a motion to go into closed session has been made and adopted during an open meeting. The motion shall state the purpose of the closed session. If the motion is based on G.S. 143-318.11(a) (1) (closed session to prevent the disclosure of privileged or confidential information or information that is not considered a public record), it must also state the name or citation of the law that renders the information to be discussed privileged or confidential. If the motion is based on G.S. 143-318.11(a) (3) (consultation with attorney; handling or settlement of claims, judicial actions, mediations, arbitrations, or administrative procedures), it must identify the parties in any existing lawsuits concerning which the public body expects to receive advice during the closed session. The motion to go into

closed session must be approved by the vote of a majority of those present and voting. The Fire Commission shall terminate the closed session by a majority vote, using Motion 7. Only those actions authorized by statute may be taken in closed session. A motion to adjourn shall not be in order during a closed session.

I. <u>Minutes</u> - Accurate minutes of the Fire Commission meetings shall be kept. The Fire Commission shall also keep an audio recording of any session. These minutes and audio recordings shall be open to inspection of the public, except as otherwise provided in this rule. The exact wording of each motion and the results of each vote shall be recorded in the minutes, and on the request of any member of the Fire Commission, the entire Fire Commission shall be polled by name on any vote. Minutes shall be kept by a representative of the Brunswick County Emergency Services Department.

#### **VIII.** Committees

A. <u>Ad-Hoc Committees</u> – The Chairperson of the Fire Commission has the power to appoint special committees to address issues of interest to the Fire Commission. The chairman of the committee can vote on any measure brought before or addressed by this committee and is responsible for presenting the findings to the Fire Commission on or before the date requested.

#### IX. Amendment of Rules

These rules may be amended at any regular meeting or at any properly called special meeting that includes amendment of the rules as one of the stated purposes of the meeting, unless a statute or a rule of the body that created the Fire Commission provides otherwise. Adoption of an amendment shall require an affirmative vote equal to a quorum.

#### Item Title:

Specific Action Requested: That the Brunswick County Fire Commission

Item Summary:

Attachments:

#### IV. Fire Commission Officers

- A. Fire Commission Chair The Board of Commissioners will name the Chair and Vice-chair annually from their members appointed to the Fire Commission.
- B. Fire Commission Vice-Chair The Board of Commissioners will name a Vice-Chair annually from their members appointed to the Fire Commission.



#### Brunswick County Board of Commissioners ACTION AGENDA ITEM September 5, 2017

From:

Steve Stone, Deputy County Manager

Action Item # VII. - 3. Administration - Surplus Property Offer - Parcels 141MB006, 007, 008, 055, 056 and 057 (Steve Stone, Deputy County Manager)

#### **Issue/Action Requested:**

Request that the Board of Commissioners consider a combined offer of \$6,000.00 for tax parcels 141MB006, 141MB007, 141MB008, 141MB055, 141MB056 and 141MB057.

#### **Background/Purpose of Request:**

The current tax value of each of the parcels is \$4,000.00, giving a total value for the six of \$24,000.00. The 6 parcels are contiguous. Parcels141MB006-008 face Drayton Rd. in Boiling Spring Lakes, while 141MB055-057 face Crescent Rd. Each parcel is approximately .25 acre, so the combined acreage of the 6 parcels is about 1.5 acres. The County acquired the 6 parcels as a group in 1985 for \$1,478.10.

#### **Fiscal Impact:**

**Approved By County Attorney:** Not Applicable

**Advisory Board Recommendation:** 

Not Applicable.

#### **County Manager's Recommendation:**

Recommend that the Board of Commissioners consider a combined offer of \$6,000.00 for tax parcels 141MB006, 141MB007, 141MB008, 141MB055, 141MB056 and 141MB057.

#### **ATTACHMENTS:**

#### Description

- D Property Offer
- Property Information

Mr. Stone,

I would like to submit a bid for some raw land in Boiling Spring Lakes that is listed on the County website. The parcels are 141mb006, 141mb007, 141mb008, 141mb057, 141mb056, 141mb055. My bid for the parcels is \$6,000.

Thank you, Kimberly Stutts Boiling Spring Lakes



		Brunswick County Web Site
Basic Search Real Estate Se	arch Tax Bill Search Sales Search	Неір
View Property Record for this Parcel View N	Map for this Parcel View Tax Bill Information	
<b>Parcel #:</b> 141MB007 <b>Tax Year:</b> 2	017 Account #: 20074440	
Owner Information	Tax Codes	
BRUNSWICK COUNTY	C ADVLTAX - BRUNSWICK COUNTY	
C/O FINANCE DEPT	CI20ADVLTAX - BOILING SPR LAKES	
PO BOX 249	FR02FFEEFEE - BSL FIRE	
BOLIVIA, NC 28422		
Property Information	Township	
Land (Units/Type): 1.000 LT	Town Creek	
Address:		
Deed Information	Local Zoning	
Date: 01/1753 Book: 00629 Page: 0014	R2	
Plat Book: Page:		
Legal Description	PIN	
L-569 S-7 BSL PLAT H/338	218006289537	
Property Values	٦	
Building:	ō	
OBXF:	0	
Land: 4,00	ō	
Market: 4,00	ō	
Assessed: 4,00	ō	
Deferred:	0	
Sales Inf	formation	

#### Sales Information

1 00629 0014 01 1753 Ungualified Vacant 0	No.	Book	Page	Month	Year	Instrument	Qual/UnQual	Improved	Price
	1	00629	0014	01	1753		Unqualified	Vacant	0

View Property Record for this Parcel View Map for this Parcel View Tax Bill Information

<< Return to Basic Search

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		Brunswick County Web Site
Basic Search Real Estate Sea	arch Tax Bill Search Sales Search	Help
View Property Record for this Parcel View M	ap for this Parcel View Tax Bill Information	
Parcel #: 141MB008 Tax Year: 20	17 Account #: 20074440	
Owner Information	Tax Codes	
BRUNSWICK COUNTY	C ADVLTAX - BRUNSWICK COUNTY	
C/O FINANCE DEPT	CI20ADVLTAX - BOILING SPR LAKES	
PO BOX 249	FR02FFEEFEE - BSL FIRE	
BOLIVIA, NC 28422	]	
Property Information	Township	
Land (Units/Type): 1.000 LT	Town Creek	
Address:		
	,,	
Deed Information	Local Zoning	
Date: 01/1753 Book: 00629 Page: 0014	R2	
Plat Book: Page:		
Legal Description	PIN	
L-570 S-7 BSL PLAT H/338	218006288582	
Duonontu Voluco	1	
Property Values Building: 0		
OBXF: 0		
Land: 4,000		
Market: 4,000	-	
Assessed: 4,000	-	
Deferred:	-	
L	3	
Sales Inf	ormation	

#### Sales Information

	ved Price
1 00629 0014 01 1753 Unqualified Vacant	0

View Property Record for this Parcel View Map for this Parcel View Tax Bill Information

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					Brunswick County Web Site
Basic Search Re	eal Estate Sea	rch Tax Bill Search	Sales Search	Help	
View Property Record for this	Parcel View Ma	p for this Parcel View Tax Bill	Information		
Parcel #: 141MB006	<b>Tax Year</b> : 201	Account #: 2007444	0		
Owner Information	tion	Tax Codes			
BRUNSWICK COUNTY		C ADVLTAX - BRUNSWICK CC	UNTY		
C/O FINANCE DEPT		CI20ADVLTAX - BOILING SPR	LAKES		
PO BOX 249		FR02FFEEFEE - BSL FIRE			
BOLIVIA, NC 28422					
Property Informa	ation	Township			
Land (Units/Type): 1.000 LT		Town Creek			
Address:					
Deed Informat	-	Local Zoning			
Date: 01/1753 Book: 00629	Page: 0014	R2			
Plat Book: Page:					
Legal Descripti	ion	PIN			
L-568 S-7 BSL PLAT H/338		218006289682			
Property Value	es				
Building:	0				
OBXF:	0				
Land:	4,000				
Market:	4,000				
Assessed:	4,000				
Deferred:	0				
	Sales Info	rmation			

#### Sales Information

	ument Qual/UnQual Improved F	
1 00629 0014 01 1753	Unqualified Vacant 0	)

View Property Record for this Parcel View Map for this Parcel View Tax Bill Information

<< Return to Basic Search

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					Brunswick County Web Site
Basic Search Re	eal Estate Sea	rch Tax Bill Search	Sales Search	Help	
View Property Record for this	<u>Parcel View Ma</u>	p for this Parcel View Tax Bill In	formation		
		•			
Parcel #: 141MB057	<b>Tax Year:</b> 201	Account #: 20074440			
Owner Informa	tion	Tax Codes			
BRUNSWICK COUNTY		C ADVLTAX - BRUNSWICK COU	YTY		
C/O FINANCE DEPT		CI20ADVLTAX - BOILING SPR LA	AKES		
PO BOX 249		FR02FFEEFEE - BSL FIRE			
BOLIVIA, NC 28422					
Property Inform	ation	Township			
Land (Units/Type): 1.000 LT		Town Creek			
Address:					
Deed Informat		Local Zoning			
Date: 01/1753 Book: 00629	Page: 0014	R2			
Plat Book: Page:					
Legal Descript	ion	PIN			
L-557 S-7 BSL PLAT H/338		218006380590			
Property Valu	les				
Building:	0				
OBXF:	0				
Land:	4,000				
Market:	4,000				
Assessed:	4,000				
Deferred:	0				
	Sales Info	rmation			

#### Sales Information

1 00629 0014 01 1753	No	. Book	Page	Month	Year	Instrument	Qual/UnQual	Improved	Price
	1	00629	0014	01	1753				

View Property Record for this Parcel View Map for this Parcel View Tax Bill Information

#### << Return to Basic Search

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## Brunswick County - Basic Search



					Brunswick County Web Site
Basic Search R	eal Estate Sea	rch Tax Bill Search	Sales Search	Help	
View Property Record for this	Parcel View Ma	ap for this Parcel View Tax Bill	Information		
Parcel #: 141MB056	Tax Year: 201	17 Account #: 2007444	0		
Owner Informa	tion	Tax Codes			
BRUNSWICK COUNTY		C ADVLTAX - BRUNSWICK CO			
C/O FINANCE DEPT		CI20ADVLTAX - BOILING SPR	LAKES		
PO BOX 249		FR02FFEEFEE - BSL FIRE			
BOLIVIA, NC 28422					
Property Inform	ation	Township			
Land (Units/Type): 1.000 LT		Town Creek			
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Date: 01/1753 Book: 00629		R2			
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Legal Description		PIN			
L-556 S-7 BSL PLAT H/338		218006380436			
Property Valu	es				
Building:	0				
OBXF:	0				
Land:	4,000				
Market:	4,000				
Assessed:	4,000				
Deferred:	0				
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#### **Sales Information**

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View Property Record for this Parcel View Map for this Parcel View Tax Bill Information

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## Brunswick County - Basic Search



					Brunswick County Web Site
Basic Search Real B	Estate Sear	ch Tax Bill Search	Sales Search	Help	
View Property Record for this Parc	cel View Ma	p for this Parcel View Tax Bill	Information		
Parcel #: 141MB055 Ta	<b>ax Year</b> : 201	7 <b>Account</b> #: 2007444	0		
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BRUNSWICK COUNTY		C ADVLTAX - BRUNSWICK CO	UNTY		
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BOLIVIA, NC 28422					
Property Information	n	Township			
Land (Units/Type): 1.000 LT		Town Creek			
Address:					
Deed Information		Local Zoning			
Date: 01/1753 Book: 00629 Page	e: 0014	R2			
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Legal Description		PIN			
L-555 S-7 BSL PLAT H/338		218006289481			
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Property Values					
Building:	0				
OBXF:	0				
Land:	4,000				
Market:	4,000				
Assessed:	4,000				
Deferred:	0				
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#### Sales Information

No.	Book	Page	Month	Year	Instrument	Qual/UnQual	Improved	Price
1	00629	0014	01	1753				
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View Property Record for this Parcel View Map for this Parcel View Tax Bill Information

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Brunswick County Board of Commissioners ACTION AGENDA ITEM September 5, 2017

From: Andrea White

## **Issue/Action Requested:**

Action Item # VII. - 4. County Attorney - Rules of Procedure for the Brunswick County Board of Commissioners (Bob Shaver, County Attorney)

Request that the Board of Commissioners receive the amended Rules of Procedure for the Brunswick County Board of Commissioners for review and First Reading.

## **Background/Purpose of Request:**

Changes are proposed to the Rules of Procedure for the Brunswick County Board of Commissioners. Staff asks that the Board review and consider adoption at the September 18, 2017 meeting. Upon adoption, the Rules will be included in the Code of Ordinances.

## **Fiscal Impact:**

Reviewed By Director of Fiscal Operations

**Approved By County Attorney:** Yes

**Advisory Board Recommendation:** 

Not Applicable.

## **County Manager's Recommendation:**

Recommend that the Board of Commissioners receive the amended Rules of Procedure for the Brunswick County Board of Commissioners for review and First Reading.

## **ATTACHMENTS:**

Description

- D Draft Local Rules of Procedure Showing Markup
- D Draft Local Rules of Procedure Clean Copy

## Rules of Procedure for the Brunswick County Board of Commissioners

Sec. 1-2-81. - Applicability of rules.

\_These rules apply to all meetings of the board of commissioners of Brunswick County at which the board is empowered to exercise any of the executive, quasi-judicial, administrative, or legislative powers conferred on it by law.

Sec. 1-2-82. - Meetings to be open.

(a) The public policy of North Carolina and of Brunswick County is that the hearings, deliberations, and actions of this board and its committees be conducted openly.

(b) Except as otherwise provided in these rules and in accordance with applicable law, each official meeting of the Brunswick County Board of Commissioners shall be open to the public, and any person may attend.

(c) For the purposes of the provisions of these rules concerning open meetings, an official meeting of the board is defined as any gathering together at any time or place or the simultaneous communication by conference telephone or other electronic means of a majority of board members for the purposes of conducting hearings, participating in deliberations, or voting upon or otherwise transacting public business within the jurisdiction, real or apparent, of the board. If a board member desires to participate by conference telephone or other electronic means, he or she should notify the clerk and the chair in advance of such meeting to allow sufficient time to make technical arrangements and accommodations. At any meeting at which a member participates remotely, the board must entertain a motion to allow such participation by conference telephone or other electronic means. A quorum of the board must still be physically present at the meeting place. Remote participation may only be utilized and approved for an entire meeting, and is not authorized only for selected agenda items within a meeting.

(Mo. of 12-3-90, § 2)

State law reference— Open meetings, G.S. § 143.318.

Sec. 1-2-83. - Closed sessions.

(a) Notwithstanding the provisions of <u>section 1-2-82</u>, the board may hold a closed session and exclude the public, but only <u>in accordance with the authorized purposes set out in N.C. Gen. Stat. § 143-318.11(a)</u>. <u>under the following circumstances:</u>

(1) To prevent the disclosure of information that is privileged or confidential pursuant to the law of this state or of the United States, or not considered a public record within the meaning of Chapter 132 of the General Statues.

(2)To prevent the premature disclosure of an honorary degree, scholarship, prize, or similar award.

(3)To consult with an attorney employed or retained by the public body in order to preserve the attorney-client privilege between the attorney and the public body, which privilege is hereby acknowledged. General policy matters may not be discussed in a closed session and nothing herein shall be construed to permit a public body to close a meeting that otherwise would be open merely because an attorney employed or retained by the public body is a participant. The public body may consider and give instructions to an attorney concerning the handling or settlement of a claim, judicial action, mediation, arbitration, or administrative procedure. If the public body has approved or considered a settlement, other than a malpractice settlement by or on behalf of a hospital, in closed session, the terms of that settlement shall be reported to the public body and entered into its minutes as soon as possible within a reasonable time after the settlement is concluded.

(4) 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. The action approving the signing of an economic development contract or commitment, or the action authorizing the payment of economic development expenditures, shall be taken in an open session.

(5) To establish, or to instruct the public body's staff or negotiating agents concerning the position to be taken by or on behalf of the public body in negotiating (i) the price and other material terms of a contract or proposed contract for the acquisition of real property by purchase, option, exchange, or lease; or (ii) the amount of compensation and other material terms of an employment contract or proposed employment contract.

(6) To consider the qualifications, competence, performance, character, fitness, conditions of appointment, or conditions of initial employment of an individual public officer or employee or prospective public officer or employee; or to hear or investigate a complaint, charge, or grievance by or against an individual public officer or employee. General personnel policy issues may not be considered in a closed session. A public body may not consider the qualifications, competence, performance, character, fitness, appointment, or removal of a member of the public body or another body and may not consider or fill a vacancy among its own membership except in an open meeting. Final action making an appointment or discharge or removal by a public body having final authority for the appointment or discharge or removal shall be taken in an open meeting.

(7) To plan, conduct, or hear reports concerning investigations of alleged criminal misconduct.

(8) To discuss and take action regarding plans to protect public safety as it relates to existing or potential terrorist activity and to receive briefings by staff members, legal counsel, or law enforcement or emergency service officials concerning actions taken or to be taken to respond to such activity.

(b) The board may hold a closed session only upon a motion duly made and adopted at an open meeting. Every motion to close a meetinggo into closed session shall cite-identify one or more of the

permissible purposes listed in <u>the statute referenced in</u> subsection (a) of this section. <u>It is not necessary</u> <u>to recite the statutory citation number in the motion</u>. A motion based on subdivision (a)(1) of <del>this</del> <u>sectiothe statuten</u> shall also state the name or citation of the law that renders the information to be discussed privileged or confidential. A motion based on subdivision (a)(3) of <del>this section the statute</del> shall identify the parties in each existing lawsuit concerning which the public body expects to receive advice during the closed session.

(c) Unless the motion to go into closed session provides otherwise, the county manager, county attorney, and clerk to the board shall attend the executive session. <u>All other persons present shall be at the discretion and consensus of a majority of the Board.</u>

(d) The board shall commence a closed session by majority vote to do so and terminate a closed session in the same manner. The board must vote to return to open session prior to a motion to adjourn its meeting.

(Res. of 4-20-98, § 3)

### Editor's note—

Res. of April 20, 1998, § 3, repealed <u>§ 1-2-83</u>, in its entirety and enacted new provisions to read as herein set out. Prior to amendment, <u>§ 1-2-83</u> pertained to similar subject matter and derived from Mo. of Dec. 3, 1990, § 3.

Sec. 1-2-84. - Organizational meeting.

On the first Monday in December following a general election in which county officers are elected, the board shall meet at the regular meeting time and place.

- a) The present chair shall call the meeting to order and the board may recognize any outgoing members or officers.
- b) Newly elected or re-elected members of the board shall take and subscribe the oath of office and be inducted into office, if they have not already been sworn.
- <u>c) The present chair shall then recognize t</u> The clerk to the board of commissioners <u>or the county attorney to shall call the meeting to order and shall</u> preside until a <u>new</u> chair is elected.
- d) Selection of the chair shall be by motion requiring a majority vote. If the motion fails, a motion to select another member shall be in order until a chair is elected.
- e) Once a chair is elected, the chair shall preside over the meeting and call for selection of a vice-chair in like manner. If they have not already been sworn and inducted into office, the newly elected members of the board shall take and subscribe the oath of office as the first order of business. As the second order, the board shall elect a chair and vice-chair from its members. As the third order,

f) <u>T</u>the board shall approve the bonds of the register of deeds, the sheriff, <u>the finance director</u>, <u>and the tax collector</u> and the coroner and induct them and any other newly elected county officials into office <u>as appropriate</u>.

(Mo. of 12-3-90, § 4)

State law reference— Selection of chair and vice chair, G.S. § 153A-39; oath of office, G.S. § 153A-26.

Sec. 1-2-85. - Election of the chair.

The chair <u>or vice-chair</u> of the board shall be elected annually for a term of one (1) year and shall not be removed from the office of chair unless he or she becomes disqualified to serve as a board member, <u>or</u> <u>unless four commissioners vote in favor of removal</u>. <u>Should removal occur, a new chair or vice-chair</u> <u>shall be elected to serve out the remainder of the term</u>.

(Mo. of 12-3-90, § 5)

Sec. 1-2-86. - Regular and special meetings.

(a) *Regular meetings.* The board shall hold a regular meeting on the first and third Monday of each month. If a regular meeting day is a holiday on which county offices are closed, the meeting shall be held on the next business day or such succeeding day as may be specified in the motion adjourning the immediately preceding regular meeting. Regular meetings shall be held at the commission chambers in the Administrative Building, Brunswick County Government Center, Bolivia, North Carolina at 6:<u>0</u>30 p.m. The clerk to the board shall keep a schedule of meetings on file and shall publish the schedule and any changes thereto on the county website. The board may change the place or time of a particular regular meeting or of all regular meetings within a specified period by resolution adopted, posted, and noticed at least seven (7) days before the change takes effect. Such a resolution shall be filed with the clerk to the board and posted at or near the regular meeting place, and copies shall be sent to all persons who have requested notice of special meetings of the board.

(b) Agenda Meetings. The board shall hold agenda meetings on the second and fourth Tuesday of each month. Agenda meetings shall be held at the commission chambers in the Administrative Building, Brunswick County Government Center, Bolivia, North Carolina at 9:00 a.m. Agenda meetings are generally expected to focus on reviewing items to establish the agenda of action items for the next regular meeting. The board will typically not take other action at agenda meetings, but may do so for time sensitive matters or for other reasons satisfactory to the board.

(b) *Special meetings*. The chair or a majority of board members may at any time call a special meeting of the board by signing a notice stating the time and place of the meeting and the subjects to be considered. The person or persons calling the meeting shall cause the notice to be posted on the <u>county</u> <u>website and principal bulletin board of the county or</u> the door of the regular meeting place <del>if there is no principal bulletin board</del> and delivered to the chair and all other board members or left at the usual dwelling place of each member at least forty-eight (48) hours before the meeting. In addition, the notice

shall be <u>e-mailed</u>, mailed or delivered to individual persons and news organizations having requested such notice as provided in subsection (e), below. Only items of business specified in the notice may be transacted at a special meeting., <u>unless all members are present or those not present have signed</u> waivers.

(c) *Emergency meetings*. If a special meeting is called <u>Emergency meetings may be called by the chair or</u> a majority of board members to deal with an unexpected circumstance <u>which requiring requires</u> immediate consideration <u>by the board</u>. In this situation, , the notice requirements of this rule do not apply. However, the person or persons calling an emergency meeting shall take reasonable action to inform the other members and the public of the meeting. Local news organizations having requested notice of special meetings as provided in subsection (e), below, shall be notified of such emergency meetings by the same method used to notify board members. Only business connected with the emergency may be discussed at the meeting.

(d) *Work sessions and committee meetings.* The board may schedule work sessions, committee meetings, or other informal meetings of the board or of a majority of its members at such times and concerning such subjects as may be established by resolution or order of the board. A schedule of any such meetings held regularly shall be filed in the same place and manner as the schedule of regular meetings. Work sessions and other informal official meetings not held regularly are subject to the same notice requirements as special board meetings.

(e) *Sunshine list*. Any individual and any newspaper, wire service, radio station, and <u>or</u> television station may file a written request with the clerk to the board of commissioners for <u>emailed</u> notice of all <u>special</u> meetings of the board. <u>All scheduled meetings shall be published on the county website</u>.

(Mo. of 12-3-90, § 6)

State law reference --- Meeting, G.S. § 153A-40.

Sec. 1-2-87. - All meetings within the county.

All meetings shall be held within the boundaries of Brunswick County except as otherwise provided herein.

(1) A joint meeting with the governing board of any other political subdivision of this or any other state may be held within the boundaries of either subdivision as may be specified in the call of the meeting. At any such joint meeting, this board reserves the right to vote separately on all matters coming before the joint meeting.

(2) A special meeting called for considering and acting on an order or resolution requesting members of the General Assembly representing all or any portion of this county to support or oppose any bill pending in the General Assembly or proposed for introduction therein may be held in Raleigh or other such place as stated in the call of the meeting.

(Mo. of 12-3-90, § 7)

Sec. 1-2-88. - Broadcasting and recording of meetings.

(a) Except as provided in this rule, <u>A</u>any radio or television station may broadcast all or any part of an official board meeting required to be open to the public. Any person may photograph, film, tape-record, or otherwise reproduce any part of a meeting required to be open.

(b) Any radio or television station wishing to broadcast any portion of an official board meeting shall so notify the county manager no later than twenty-four (24) hours before the meeting. If the number of requests or the quantity and size of the necessary equipment is such that the meeting cannot be accommodated in the designated meeting room and no suitable alternative site in the county office building is available, the county manager may require the news media to either pool equipment and personnel or to secure and pay the costs of an alternative meeting site mutually agreeable to the board and the media representatives.

#### (Mo. of 12-3-90, § 8)

Sec. 1-2-89. - Agenda.

(a) The clerk to the board <u>and the county manager</u> shall prepare the agenda for each <u>agenda-meeting</u>. <u>The board will use its agenda meetings to establish items for consideration at its regular meetings</u>. The <u>clerk and the manager shall assemble and publish agendas for</u> regular, special, and emergency meetings. A request to have an item of business placed on the agenda for a regular meeting must be received by the <u>clerk-manager at least 10 (ten) days before the meeting</u>, when practical, by the close of business the day before the agenda meeting, along with all supporting documentation. This rule remains the same if the meeting is conducted on a Tuesday because of a Monday holiday. For other meetings and workshops, any requests to have an item of business placed on the agenda for a special or emergency meeting must be provided to the clerk, along with all supporting documentation, with maximum time allowed for distribution to the board members. Requests to have an item of business for a regular meeting shall not be allowed if the request violates this rule herein, unless the matter is of extreme importance and will not wait for action by an external deadline. Any board member may, by a timely request<u>notify the manager</u>, have\_of an item desired to be placed on the agenda at the agenda meeting.

(b) The agenda packet shall include the agenda document, any proposed ordinances or amendments to ordinances, agreements or other items of business for the board and supporting documentation and background information relevant to items on the agenda. <u>The agenda packet shall be made available on</u> the county website prior to the meeting.

(c) The board may, by majority vote, add an item not on the agenda.

(Mo. of 12-3-90, § 9; Ord. of 2-16-09)

Sec. 1-2-90. - Informal pPublic comments.

A public comment period shall be included as an item of business on the agenda at each of the regular monthly meetings of the Board of Commissioners. There will be no public comment periods held during agenda meetings, special meetings, or workshops, unless otherwise specified by the Board. All comments and suggestions to the Commissioners during the public comment period shall be subject to the following guidelines:

- 1)Each person desiring to speak during the public comment period shall sign up to speak prior<br/>to the start of the meeting on the form provided at the door, by listing the speaker's name,<br/>address and the topic on which he or she will speak. Any related documents, printed<br/>comments, or materials the speaker wishes distributed to the Commissioners shall be<br/>delivered to the County Clerk in sufficient amounts (8 copies) at least fifteen minutes prior<br/>to the start of the meeting.
- 2) A total of thirty (30) minutes shall be set aside for public comment. At the end of this time, those who signed up to speak but have not yet been recognized may be requested to hold their comments until the next meeting's public comment period, at which time they will be given priority for expression. Alternatively, the Board, in its discretion, may extend the time allotted for public comment.
- 3) Each speaker will have a maximum of three (3) minutes to speak. No time may be yielded to

   a speaker by another speaker. In order to avoid repetitiveness, groups are encouraged to
   select a spokesperson to speak on their behalf. At the request of the Board, groups of
   persons supporting or opposing the same positions may be asked to designate a
   spokesperson to speak, and the designated spokesperson may be allotted up to 8 minutes.
   Additional time may be allowed at the discretion of the Board.
- 4) Speakers will be acknowledged to speak in the order in which their names appear on the sign-up sheet. Speakers will address the Commissioners from the lectern and begin their remarks by stating their name and address.
- 5) Public comment is not intended to require the Commissioners to answer impromptu questions. Speakers should expect the Commissioners to refrain from engaging in a dialogue, except to the extent necessary to clarify the speaker's position. The Board will not take action on an item presented during public comment. When appropriate, the Board may refer inquiries and items brought up during public comment to the County Manager for follow up.
- 6) Speakers should at all times maintain proper decorum and shall make their comments in a civil manner. Personal attacks will not be tolerated. No person will be allowed to make obscene, derogatory, or slanderous remarks. Speakers will not discuss matters regarding the candidacy of any person seeking public office, including the candidacy of the person addressing the Commissioners.

<u>\_The clerk to the board shall include on the agenda for each regular meeting at least thirty (30) minutes</u> for comments or questions from the public in attendance. The chair will first recognize individuals or groups having made appointments to be heard, and then may recognize others, subject to available time. The chair may specify the time allotted to each speaker. When the time set aside for informal public comments has expired, the chair will recognize further speakers only upon motion duly made and adopted.

(Mo. of 12-3-90, § 10)

Sec. 1-2-91. - Order of business.

At regular meetings, the board shall proceed to business in the following order:

- (1) Invocation/Pledge of Allegiance
- (2) Approval of the agenda.
- (3) Informal Public Comments
- (4) Approval of the Consent Agenda
- (5) Presentations
- (6) Public Hearings
- (7) Administrative Reports
- (8) Board Appointments(9) County Attorney's Report
- (10) Other Business/Informal Discussion

Without objection, the chair may call items in any order most convenient for the dispatch of business.

(Mo. of 12-3-90, § 11)

Sec. 1-2-92. - Powers of the chair.

The chair shall preside at all board meetings. To address the board, a member must be recognized by the chair. The chair shall have the following powers:

(1) To rule on points of parliamentary procedure, or to defer the same to the County Attorney, including the right to rule out of order any motion offered for patently obstructive or dilatory purposes;

(2) To determine whether a speaker has gone beyond reasonable standards of courtesy in his or her remarks and to entertain and rule on objections from other members on this ground;

(3) To call a brief recess at any time;

(4) To adjourn in an emergency.

(Mo. of 12-3-90, § 12)

State law reference— Powers and duties of chairman, G.S. § 153A-39.

Sec. 1-2-93. - Presiding officer when the chair is active in debate.

If the chair wishes to debate a proposal actively, he or she shall designate another board member or a staff member to preside. The chair shall resume the duty to preside as soon as action on the matter is concluded.

(Mo. of 12-3-90, § 13)

Sec. 1-2-9<u>3</u>4. - Action by the board.

The board shall proceed by motion. Any member, including the chair, may make a motion.

(Mo. of 12-3-90, § 14)

Sec. 1-2-945. - Second not required.

A motion shall not require a second.

(Mo. of 12-3-90, § 15)

Sec. 1-2-9<u>5</u>6. - One motion at a time.

A member may make only one (1) motion at a time.

(Mo. of 12-3-90, § 16)

Sec. 1-2-967. - Substantive motion.

A substantive motion is out of order while another substantive motion is pending.

(Mo. of 12-3-90, § 17)

Sec. 1-2-978. - Adoption by majority vote.

A motion shall be adopted if approved by a majority of the votes cast, unless otherwise required by these rules or North Carolina laws.

(Mo. of 12-3-90, § 18)

Sec. 1-2-9<u>8</u>9. - Debate.

The chair shall state the motion and then open the floor to debate, presiding according to these general principles:

(1) The member making the motion or introducing the ordinance, resolution, or order may speak first.

(2) A member who has not spoken on the issue shall be recognized before someone who has already spoken.

(3) If possible, the debate shall alternate between opponents and proponents of the measure.

(Mo. of 12-3-90, § 19)

Sec. 1-2-<u>99</u>100. - Procedural motions.

(a) In addition to substantive proposals, the procedural motions listed in subsection (b) of this rule, and no others, below shall be in order. Unless otherwise noted, each motion is debatable, may be amended, and requires a majority vote for adoption.

\_(b) In order of priority (if applicable), the procedural motions are:

(1) *To adjourn.* The motion <u>to adjourn is not in order until there has been an opportunity for all agenda</u> <u>items to be addressed</u>. It may be made only at the conclusion of action on a pending matter; it may not interrupt deliberation of a pending matter.

(2) To take a brief recess.

(3) *To call to follow the agenda.* The motion must be made at the first reasonable opportunity or it is waived.

(4) To suspend the rules. The motion requires a vote equal to a quorum.

<u>(5) To divide a complex motion and consider it by paragraph.</u>

(36) To defer <u>or revive</u> consideration. <u>Consideration of Aa</u> substantive motion <u>may be deferred by the</u> <u>motion to defer consideration</u>, which shallwhose consideration has been deferred expires one-sixty hundred (10060) days thereafter, unless a motion to revive consideration is adopted <u>during the period of</u> <u>deferral</u>.

(11) To revive consideration. The motion is in order at any time within one hundred (100) days of a vote deferring consideration. A substantive motion on which consideration has been deferred expires one hundred (100) days after the deferral, unless a motion to revive consideration is adopted.

(<u>4</u>7) *To call the previous question*. The motion is not in order until there has been <del>at least twenty (20)</del> minutes of opportunity for debate and every member has had one (1) opportunity to speak.

(58) To postpone table for reconsideration at to a certain time or day.

<u>(9) To refer to committee</u>. Sixty (60) days after a motion has been referred to committee, the introducer may compel consideration of the measure by the entire board, regardless of whether the committee has reported the matter back to the board.

(<u>6</u>10) *To amend.* An amendment to a motion must be germane to the subject of the motion, but it may not achieve the opposite effect of the motion. There may be an amendment to the motion and an amendment to an amendment, but no further amendments. Any amendment to a proposed ordinance shall be reduced to writing.

<u>(11) To revive consideration.</u> The motion is in order at any time within one hundred (100) days of a vote deferring consideration. A substantive motion on which consideration has been deferred expires one hundred (100) days after the deferral, unless a motion to revive consideration is adopted.

(712) *To reconsider.* The motion must be made at the same meeting where the original vote was taken, and by a member who voted with the prevailing side. It cannot interrupt deliberation on a pending matter but is in order any time before adjournment.

(813) To prevent reconsideration for six (6) months. The motion shall be in order only immediately following the defeat of a substantive motion. It requires a vote equal to a quorum and is valid for six (6) months or until the next regular election of county commissioners, whichever occurs first.

#### (Mo. of 12-3-90, § 20)

Sec. 1-2-1001. - Renewal of motion.

A defeated motion may not be renewed at the same meeting. <u>A motion that is defeated may be</u> renewed at a subsequent meeting unless a motion to prevent reconsideration has been adopted.

(Mo. of 12-3-90, § 21)

Sec. 1-2-1012. - Withdrawal of motion.

A motion may be withdrawn by the introducer at any time before the chair puts the motion to a vote.

(Mo. of 12-3-90, § 22)

Sec. 1-2-1023. - Duty to vote.

It is the duty of each member to vote unless excused by a majority vote according to law. The board may excuse members from voting on matters involving their own financial interest or official conduct. A member wishing to be excused from voting shall so inform the chair who shall take a vote of the

remaining members. A member who fails to vote, not having been excused, shall be recorded as voting in the affirmative.

(Res. of 4-20-98, § 23; Res. of 8-16-10)

#### Editor's note—

Res. of April 20, 1998, § 23, repealed <u>§ 1-2-103</u>, in its entirety and enacted new provisions to read as herein set out. Prior to amendment, <u>§ 1-2-103</u> pertained to similar subject matter and derived from Mo. of Dec. 3, 1990, § 23.

State law reference --- Members excused from voting, G.S. § 153A-44.

Sec. 1-2-10<u>3</u>4. - Prohibition of secret voting.

No vote may be taken by secret ballot. If the board decides to vote by written ballot, each member shall sign his or her ballot and the minutes shall record the vote of each member. These ballots shall be retained and made available for public inspection until the minutes of that meeting have been approved, when they may be destroyed.

### (Mo. of 12-3-90, § 24)

Sec. 1-2-1045. - Action by reference.

The board shall not deliberate, vote, or otherwise act on any matter by reference to an agenda or document number unless copies of the agenda or documents being referenced are available for public inspection at the meeting and are so worded that people at the meeting can understand what is being discussed or acted on.

#### (Mo. of 12-3-90, § 25)

Sec. 1-2-10<u>5</u>6. - Introduction of ordinances, resolutions, and orders.

A proposed ordinance shall be deemed introduced at the first meeting where it is on the agenda, regardless of whether it is actually considered by the board, and its introduction shall be recorded in the minutes.

## (Mo. of 12-3-90, § 26)

State law reference— Adoption of ordinances, G.S. § 153A-45.

Sec. 1-2-10<u>6</u>7. - Adoption, amendment, or repeal of ordinances.

To be adopted at the meeting where it is first introduced, an ordinance or an action with the effect of an ordinance, or any ordinance amending or repealing an existing ordinance (except the budget ordinance,

a bond order, or another ordinance requiring a public hearing before adoption) must be approved by all members of the board of commissioners. If the proposed measure is approved by a majority but not by all the members of the board, or if the measure is not voted on at that meeting, it shall be considered at the next regular meeting of the board. If it then or at any time thereafter within one hundred (100) days of its introduction receives a majority of the votes cast, the measure is adopted.

#### (Mo. of 12-3-90, § 27)

Sec. 1-2-10<u>7</u>8. - Quorum.

A majority of the board membership shall constitute a quorum. The number required for a quorum is not affected by vacancies. If a member has withdrawn from a meeting without being excused by majority vote of the remaining members, he or she shall be counted as present for the purposes of determining whether a quorum is present. The board may compel the attendance of an absent member by ordering the sheriff to take the member into custody.

(Mo. of 12-3-90, § 28)

State law reference — Quorum, G.S. § 153A-43.

Sec. 1-2-1089. - Public hearings.

Public hearings shall be advertised and conducted as required by law or deemed advisable by the board. At the appointed time, the chair shall call the hearing to order and preside over it. At the close of the hearing, the chair shall declare the hearing ended and the board shall resume the regular order of business. The chair may, but is not required, to call for motions from the board to enter and exit public hearing.

State law reference— Conduct of public hearings, G.S. § 153A-52.

(Mo. of 12-3-90, § 29)

Sec. 1-2-10910. - Quorum at public hearings.

A quorum of the board must be present at all public hearings required by law.

(Mo. of 12-3-90, § 30)

Sec. 1-2-1101. - Minutes.

Minutes shall be kept of all board meetings.

(Mo. of 12-3-90, § 31)

State law reference— Minutes to be kept, G.S. §153A-42.

Sec. 1-2-11<u>1</u>2. -- AppointmentsFilling a Vacancy on the Board

Any vacancy on the board of commissioners must be filled according to N.C. Gen. Stat. § 153A-27.1. The board shall use the following procedure to make appointments to fill vacancies in the board itself or in other boards and public offices over which the board has power of appointment.

The chair shall open the floor to nominations, whereupon the members shall put forward and debate names of possible appointees. After the debate, the chair shall call the roll of the members, and each member shall vote. The votes shall not be tallied until each member has voted.

Each vote shall be decided by a majority of the valid ballots cast (a majority is determined by dividing the number of valid ballots cast by two (2) and taking the next highest whole number). It is the duty of each member to vote for as many appointees as there are appointments to be made, but failure to do so does not invalidate that member's ballot.

## (Mo. of 12-3-90, § 32)

**State law reference**—Vacancies on board of commissioners in certain counties, G.S. § 153A-27.1; applicability to Brunswick, G.S. § 153A-27.1(h).

Sec. 1-2-1123. - Reference to Robert's Rules of Order.

To the extent not provided for in, and not conflicting with the spirit of, these rules, the chair shall refer to RRO to resolve procedural questions.

(Mo. of 12-3-90, § 33)

Secs. 1-2-11<u>3</u>4—1-2-120. - Reserved.

Reconfirmed and Adopted this the \_\_\_\_\_ day of \_\_\_\_\_, 2017.

## Rules of Procedure for the Brunswick County Board of Commissioners

Sec. 1-2-81. - Applicability of rules. These rules apply to all meetings of the board of commissioners of Brunswick County at which the board is empowered to exercise any of the executive, quasi-judicial, administrative, or legislative powers conferred on it by law.

Sec. 1-2-82. - Meetings to be open.

(a) The public policy of North Carolina and of Brunswick County is that the hearings, deliberations, and actions of this board and its committees be conducted openly.

(b) Except as otherwise provided in these rules and in accordance with applicable law, each official meeting of the Brunswick County Board of Commissioners shall be open to the public, and any person may attend.

(c) For the purposes of the provisions of these rules concerning open meetings, an official meeting of the board is defined as any gathering together at any time or place or the simultaneous communication by conference telephone or other electronic means of a majority of board members for the purposes of conducting hearings, participating in deliberations, or voting upon or otherwise transacting public business within the jurisdiction, real or apparent, of the board. If a board member desires to participate by conference telephone or other electronic means, he or she should notify the clerk and the chair in advance of such meeting to allow sufficient time to make technical arrangements and accommodations. At any meeting at which a member participates remotely, the board must entertain a motion to allow such participation by conference telephone or other electronic means. A quorum of the board must still be physically present at the meeting place. Remote participation may only be utilized and approved for an entire meeting, and is not authorized only for selected agenda items within a meeting.

Sec. 1-2-83. - Closed sessions.

(a) Notwithstanding the provisions of <u>section 1-2-82</u>, the board may hold a closed session and exclude the public, but only in accordance with the authorized purposes set out in N.C. Gen. Stat. § 143-318.11(a).

(b) The board may hold a closed session only upon a motion duly made and adopted at an open meeting. Every motion to go into closed session shall identify one or more of the permissible purposes listed in the statute referenced in subsection (a) of this section. It is not necessary to recite the statutory citation number in the motion. A motion based on subdivision (a)(1) of the statute shall also state the name or citation of the law that renders the information to be discussed privileged or confidential. A motion based on subdivision (a)(3) of the statute shall identify the parties in each existing lawsuit concerning which the public body expects to receive advice during the closed session.

(c) Unless the motion to go into closed session provides otherwise, the county manager, county attorney, and clerk to the board shall attend the executive session. All other persons present shall be at the discretion and consensus of a majority of the Board.

(d) The board shall commence a closed session by majority vote to do so and terminate a closed session in the same manner. The board must vote to return to open session prior to a motion to adjourn its meeting.

Sec. 1-2-84. - Organizational meeting.

On the first Monday in December following a general election in which county officers are elected, the board shall meet at the regular meeting time and place.

- a) The present chair shall call the meeting to order and the board may recognize any outgoing members or officers.
- b) Newly elected or re-elected members of the board shall take and subscribe the oath of office and be inducted into office, if they have not already been sworn.
- c) The present chair shall then recognize the clerk to the board of commissioners or the county attorney to preside until a new chair is elected.
- d) Selection of the chair shall be by motion requiring a majority vote. If the motion fails, a motion to select another member shall be in order until a chair is elected.
- e) Once a chair is elected, the chair shall preside over the meeting and call for selection of a vice-chair in like manner.
- f) The board shall approve the bonds of the register of deeds, the sheriff, the finance director, and the tax collector induct them and any other newly elected county officials into office as appropriate.

Sec. 1-2-85. - Election of the chair.

The chair or vice-chair of the board shall be elected annually for a term of one (1) year and shall not be removed from the office of chair unless he or she becomes disqualified to serve as a board member, or unless four commissioners vote in favor of removal. Should removal occur, a new chair or vice-chair shall be elected to serve out the remainder of the term.

Sec. 1-2-86. - Regular and special meetings.

(a) *Regular meetings*. The board shall hold a regular meeting on the first and third Monday of each month. If a regular meeting day is a holiday on which county offices are closed, the meeting shall be held on the next business day or such succeeding day as may be specified in the motion adjourning the immediately preceding regular meeting. Regular meetings shall be held at the commission chambers in the Administrative Building, Brunswick County Government Center, Bolivia, North Carolina at 6:00 p.m. The clerk to the board shall keep a schedule of meetings on file and shall publish the schedule and any changes thereto on the county website.

(b) *Special meetings.* The chair or a majority of board members may at any time call a special meeting of the board by signing a notice stating the time and place of the meeting and the subjects to be considered. The person or persons calling the meeting shall cause the notice to be posted on the county website and the door of the regular meeting place and delivered to the chair and all other board members or left at the usual dwelling place of each member at least forty-eight (48) hours before the meeting. In addition, the notice shall be e-mailed, mailed or delivered to individual persons and news organizations having requested such notice as provided in subsection (e), below. Only items of business specified in the notice may be transacted at a special meeting.(c) *Emergency meetings*. Emergency meetings may be called by the chair or a majority of board members to deal with an unexpected circumstance which requires immediate consideration by the board. In this situation, notice requirements do not apply. However, the person or persons calling an emergency meeting shall take reasonable action to inform the other members and the public of the meeting. Local news organizations having requested notice of special meetings as provided in subsection (e), below, shall be notified of such emergency meetings by the same method used to notify board members. Only business connected with the emergency may be discussed at the meeting.

(d) *Work sessions and committee meetings.* The board may schedule work sessions, committee meetings, or other informal meetings of the board or of a majority of its members at such times and concerning such subjects as may be established by resolution or order of the board. A schedule of any such meetings held regularly shall be filed in the same place and manner as the schedule of regular meetings. Work sessions and other informal official meetings not held regularly are subject to the same notice requirements as special board meetings.

(e) *Sunshine list.* Any newspaper, wire service, radio station, or television station may file a written request with the clerk to the board of commissioners for emailed notice of all meetings of the board. All scheduled meetings shall be published on the county website.

Sec. 1-2-87. - All meetings within the county.

All meetings shall be held within the boundaries of Brunswick County except as otherwise provided herein.

(1) A joint meeting with the governing board of any other political subdivision of this or any other state may be held within the boundaries of either subdivision as may be specified in the call of the meeting. At any such joint meeting, this board reserves the right to vote separately on all matters coming before the joint meeting.

(2) A special meeting called for considering and acting on an order or resolution requesting members of the General Assembly representing all or any portion of this county to support or oppose any bill pending in the General Assembly or proposed for introduction therein may be held in Raleigh or other such place as stated in the call of the meeting.

Sec. 1-2-88. - Broadcasting and recording of meetings.

Any radio or television station may broadcast all or any part of an official board meeting required to be open to the public. Any person may photograph, film, tape-record, or otherwise reproduce any part of a meeting required to be open.

## Sec. 1-2-89. - Agenda.

(a) The clerk to the board and the county manager shall prepare the agenda for each meeting. The clerk and the manager shall assemble and publish agendas for regular, special, and emergency meetings. A request to have an item of business placed on the agenda for a regular meeting must be received by the manager at least 10 (ten) days before the meeting, when practical, along with all supporting documentation. Any board member may timely notify the manager of an item desired to be placed on the agenda. Any item not appearing on the agenda may be raised for consideration of addition to the agenda at the agenda meeting.

(b) The agenda packet shall include the agenda document, any proposed ordinances or amendments to ordinances, agreements or other items of business for the board and supporting documentation and background information relevant to items on the agenda. The agenda packet shall be made available on the county website prior to the meeting.

(c) The board may, by majority vote, add an item not on the agenda.

Sec. 1-2-90. - Public comments.

A public comment period shall be included as an item of business on the agenda at each of the regular monthly meetings of the Board of Commissioners. There will be no public comment periods held during agenda meetings, special meetings, or workshops, unless otherwise specified by the Board. All comments and suggestions to the Commissioners during the public comment period shall be subject to the following guidelines:

- 1) Each person desiring to speak during the public comment period shall sign up to speak prior to the start of the meeting on the form provided at the door, by listing the speaker's name, address and the topic on which he or she will speak. Any related documents, printed comments, or materials the speaker wishes distributed to the Commissioners shall be delivered to the County Clerk in sufficient amounts (8 copies) at least fifteen minutes prior to the start of the meeting.
- 2) A total of thirty (30) minutes shall be set aside for public comment. At the end of this time, those who signed up to speak but have not yet been recognized may be requested to hold their comments until the next meeting's public comment period, at which time they will be given priority for expression. Alternatively, the Board, in its discretion, may extend the time allotted for public comment.
- 3) Each speaker will have a maximum of three (3) minutes to speak. No time may be yielded to a speaker by another speaker. In order to avoid repetitiveness, groups are encouraged to select a spokesperson to speak on their behalf. At the request of the Board, groups of

persons supporting or opposing the same positions may be asked to designate a spokesperson to speak, and the designated spokesperson may be allotted up to 8 minutes. Additional time may be allowed at the discretion of the Board.

- 4) Speakers will be acknowledged to speak in the order in which their names appear on the sign-up sheet. Speakers will address the Commissioners from the lectern and begin their remarks by stating their name and address.
- 5) Public comment is not intended to require the Commissioners to answer impromptu questions. Speakers should expect the Commissioners to refrain from engaging in a dialogue, except to the extent necessary to clarify the speaker's position. The Board will not take action on an item presented during public comment. When appropriate, the Board may refer inquiries and items brought up during public comment to the County Manager for follow up.
- 6) Speakers should at all times maintain proper decorum and shall make their comments in a civil manner. Personal attacks will not be tolerated. No person will be allowed to make obscene, derogatory, or slanderous remarks. Speakers will not discuss matters regarding the candidacy of any person seeking public office, including the candidacy of the person addressing the Commissioners.

Sec. 1-2-91. - Order of business.

- At regular meetings, the board shall proceed to business in the following order:
- (1) Invocation/Pledge of Allegiance
- (2) Approval of the agenda.
- (3) Public Comments
- (4) Approval of the Consent Agenda
- (5) Presentations
- (6) Public Hearings
- (7) Administrative Reports
- (8) Board Appointments
- (10) Other Business/Informal Discussion

Without objection, the chair may call items in any order most convenient for the dispatch of business.

Sec. 1-2-92. - Powers of the chair.

The chair shall preside at all board meetings. To address the board, a member must be recognized by the chair. The chair shall have the following powers:

(1) To rule on points of parliamentary procedure, or to defer the same to the County Attorney, including the right to rule out of order any motion offered for patently obstructive or dilatory purposes;

(2) To determine whether a speaker has gone beyond reasonable standards of courtesy in his or her remarks and to entertain and rule on objections from other members on this ground;

(3) To call a brief recess at any time;

(4) To adjourn in an emergency.

Sec. 1-2-93. - Action by the board.

The board shall proceed by motion. Any member, including the chair, may make a motion.

Sec. 1-2-94. - Second not required.

A motion shall not require a second.

Sec. 1-2-95. - One motion at a time.

A member may make only one (1) motion at a time.

Sec. 1-2-96. - Substantive motion.

A substantive motion is out of order while another substantive motion is pending.

Sec. 1-2-97. - Adoption by majority vote.

A motion shall be adopted if approved by a majority of the votes cast, unless otherwise required by these rules or North Carolina laws.

Sec. 1-2-98. - Debate.

The chair shall state the motion and then open the floor to debate, presiding according to these general principles:

(1) The member making the motion or introducing the ordinance, resolution, or order may speak first.

(2) A member who has not spoken on the issue shall be recognized before someone who has already spoken.

(3) If possible, the debate shall alternate between opponents and proponents of the measure.

Sec. 1-2-99. - Procedural motions.

(a) In addition to substantive proposals, the procedural motions listed below shall be in order. Unless otherwise noted, each motion is debatable, may be amended, and requires a majority vote for adoption.

(1) *To adjourn*. The motion to adjourn is not in order until there has been an opportunity for all agenda items to be addressed. It may be made only at the conclusion of action on a pending matter; it may not interrupt deliberation of a pending matter.

## (2) To take a brief recess.

(3) *To defer or revive consideration.* Consideration of a substantive motion may be deferred by the *motion to defer consideration,* which shallexpire sixty (60) days thereafter, unless a *motion to revive consideration* is adopted during the period of deferral.

(4) *To call the previous question.* The motion is not in order until there has been opportunity for debate and every member has had one (1) opportunity to speak.

(5) To table for reconsideration at a certain time or day.

(6) *To amend.* An amendment to a motion must be germane to the subject of the motion, but it may not achieve the opposite effect of the motion. There may be an amendment to the motion and an amendment to an amendment, but no further amendments. Any amendment to a proposed ordinance shall be reduced to writing.

(7) *To reconsider.* The motion must be made at the same meeting where the original vote was taken, and by a member who voted with the prevailing side. It cannot interrupt deliberation on a pending matter but is in order any time before adjournment.

(8) *To prevent reconsideration for six (6) months.* The motion shall be in order only immediately following the defeat of a substantive motion. It requires a vote equal to a quorum and is valid for six (6) months or until the next regular election of county commissioners, whichever occurs first.

Sec. 1-2-100. - Renewal of motion.

A defeated motion may not be renewed at the same meeting. A motion that is defeated may be renewed at a subsequent meeting unless a motion to prevent reconsideration has been adopted.

Sec. 1-2-101. - Withdrawal of motion.

A motion may be withdrawn by the introducer at any time before the chair puts the motion to a vote.

Sec. 1-2-102. - Duty to vote.

It is the duty of each member to vote unless excused by a majority vote according to law. The board may excuse members from voting on matters involving their own financial interest or official conduct. A member wishing to be excused from voting shall so inform the chair who shall take a vote of the remaining members. A member who fails to vote, not having been excused, shall be recorded as voting in the affirmative.

Sec. 1-2-103. - Prohibition of secret voting.

No vote may be taken by secret ballot. If the board decides to vote by written ballot, each member shall sign his or her ballot and the minutes shall record the vote of each member. These ballots shall be retained and made available for public inspection until the minutes of that meeting have been approved, when they may be destroyed.

Sec. 1-2-104. - Action by reference.

The board shall not deliberate, vote, or otherwise act on any matter by reference to an agenda or document number unless copies of the agenda or documents being referenced are available for public inspection at the meeting and are so worded that people at the meeting can understand what is being discussed or acted on.

Sec. 1-2-105. - Introduction of ordinances, resolutions, and orders.

A proposed ordinance shall be deemed introduced at the first meeting where it is on the agenda, regardless of whether it is actually considered by the board, and its introduction shall be recorded in the minutes.

State law reference— Adoption of ordinances, G.S. § 153A-45.

Sec. 1-2-106. - Adoption, amendment, or repeal of ordinances.

To be adopted at the meeting where it is first introduced, an ordinance or an action with the effect of an ordinance, or any ordinance amending or repealing an existing ordinance (except the budget ordinance, a bond order, or another ordinance requiring a public hearing before adoption) must be approved by all members of the board of commissioners. If the proposed measure is approved by a majority but not by all the members of the board, or if the measure is not voted on at that meeting, it shall be considered at the next regular meeting of the board. If it then or at any time thereafter within one hundred (100) days of its introduction receives a majority of the votes cast, the measure is adopted.

## Sec. 1-2-107. - Quorum.

A majority of the board membership shall constitute a quorum. The number required for a quorum is not affected by vacancies. If a member has withdrawn from a meeting without being excused by majority vote of the remaining members, he or she shall be counted as present for the purposes of determining whether a quorum is present. Sec. 1-2-108. - Public hearings.

Public hearings shall be advertised and conducted as required by law or deemed advisable by the board. At the appointed time, the chair shall call the hearing to order and preside over it. At the close of the hearing, the chair shall declare the hearing ended and the board shall resume the regular order of business. The chair may, but is not required, to call for motions from the board to enter and exit public hearing.

Sec. 1-2-109. - Quorum at public hearings.

A quorum of the board must be present at all public hearings required by law.

Sec. 1-2-110. - Minutes.

Minutes shall be kept of all board meetings.

Sec. 1-2-111. – Filling a Vacancy on the Board.

Any vacancy on the board of commissioners must be filled according to N.C. Gen. Stat. § 153A-27.1.

Sec. 1-2-112. - Reference to Robert's Rules of Order.

To the extent not provided for in, and not conflicting with the spirit of, these rules, the chair shall refer to RRO to resolve procedural questions.

Secs. 1-2-113-1-2-120. - Reserved.

Reconfirmed and Adopted this the \_\_\_\_\_ day of \_\_\_\_\_, 2017.



## Brunswick County Board of Commissioners ACTION AGENDA ITEM September 5, 2017

## Action Item # VII. - 5.

**From:** Engineering - Courthouse Remodeling Architectural Request For Wm. L. Pinnix, P.E. - Engineering Director Qualifications (William L. Pinnix, P.E., Director of Engineering)

## **Issue/Action Requested:**

Request that the Board of Commissioners authorize the advertisement of a Request for Qualifications for architectural services for the courthouse remodeling project.

## **Background/Purpose of Request:**

The county courthouse is a three story building that is approximately sixteen years old. Earlier this year a space needs analysis was completed for the courthouse and presented to the Board at the 5/3/17 budget and goals workshop. The space needs report recommends a two phase approach to upgrading the courthouse:

Phase 1 - remodel the existing building to maximize the usable space efficiency,Phase 2 - construct an addition to the building for future growth along with an additional parking lot

Staff recommends advertising a Request for Qualifications (RFQ) for professional architectural services per general statutes and county policy. There is funding on the FY 2018 Capital Improvement Plan for professional architectural services.

## **Fiscal Impact:**

Reviewed By Director of Fiscal Operations Part of the FY 2018 CIP

**Approved By County Attorney:** Yes

## **Advisory Board Recommendation:**

Not Applicable.

## **County Manager's Recommendation:**

Recommend that the Board of Commissioners authorize the advertisement of a Request for Qualifications for architectural services for the courthouse remodeling project.

## **ATTACHMENTS:**

Description

**D** Courthouse Architectural RFQ

**COUNTY OF BRUNSWICK** 



PO BOX 249 BOLIVIA, NC 28422 BUILDING I (910) 253-2500 (910) 253-2704 FAX

**Engineering Department** 

## September 5, 2017

## <u>Request for Qualifications</u> <u>Professional Architectural Services</u> <u>Brunswick County</u> <u>Courthouse Remodeling and Addition</u>

Brunswick County is located in the southeastern corner of the state in the coastal plain region. The county is primarily rural in nature, has nineteen municipalities located within the county, and is growing rapidly. There is a large permanent population, a growing senior population, and large seasonal influx of visitors due to tourism.

The current county courthouse is a three-story building that is approximately sixteen years old. Due to the growth in the programs and functions within the courthouse we are planning a twophase upgrade of the building. Phase one will be to remodel the existing courthouse to maximize current building efficiency. Phase two will be an addition to the building with an associated parking lot. A space needs study of the building was recently completed and is available upon request.

We are seeking qualifications from architectural firms with experience in comprehensive planning and design services of governmental buildings to assist us with this project. Anticipated services to be provided are:

- Attend meetings with county management and staff to finalize the building renovation and addition,
- Provide professional architectural design services to include:
  - + Schematic Design
  - + Design Development
  - + Construction Drawings
  - + Bidding and Award Services
  - + Construction Administration Services
  - + Project Closeout including record drawings (one paper set, CAD files, and PDFs)

Proposals must include the following information:

- Key principal and associate staff; identification of any associate firms and their key principal and associate staff and responsibilities
- Identification of Team Project Manager
- Project Team organizational chart

- Firm history and statement of qualifications
- Detailed resumes of the project team and relevant project experience
- Minimum five client references from similar projects including telephone number and email contact information
- Description of the anticipated project approach including work plan, proposed meetings, schedule, scope of work, and approach to project budget control including if a third-party cost control consultant will be utilized

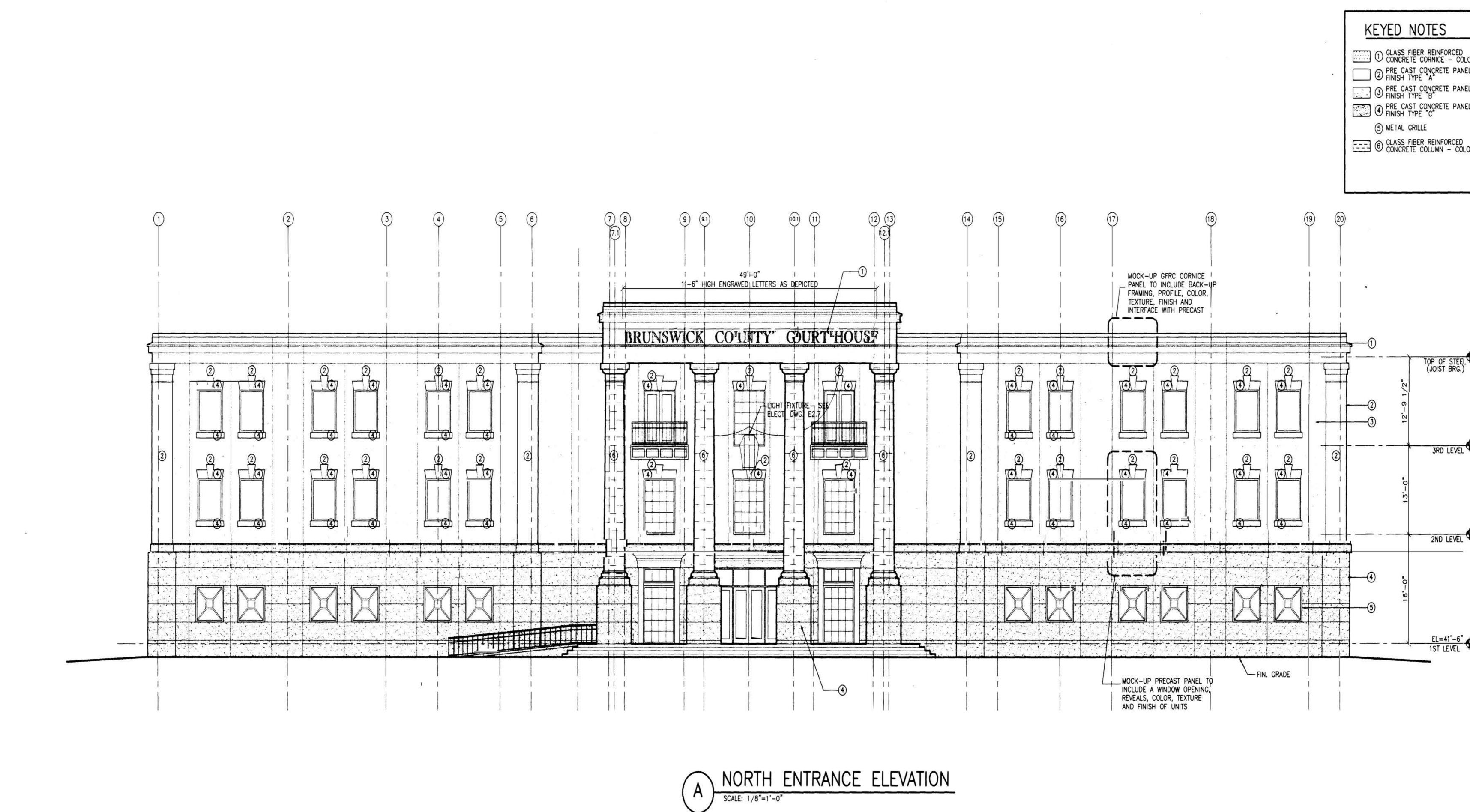
## If interested, please submit a minimum of five hard copies of your submittal by 5:00pm on Friday, October 13th to:

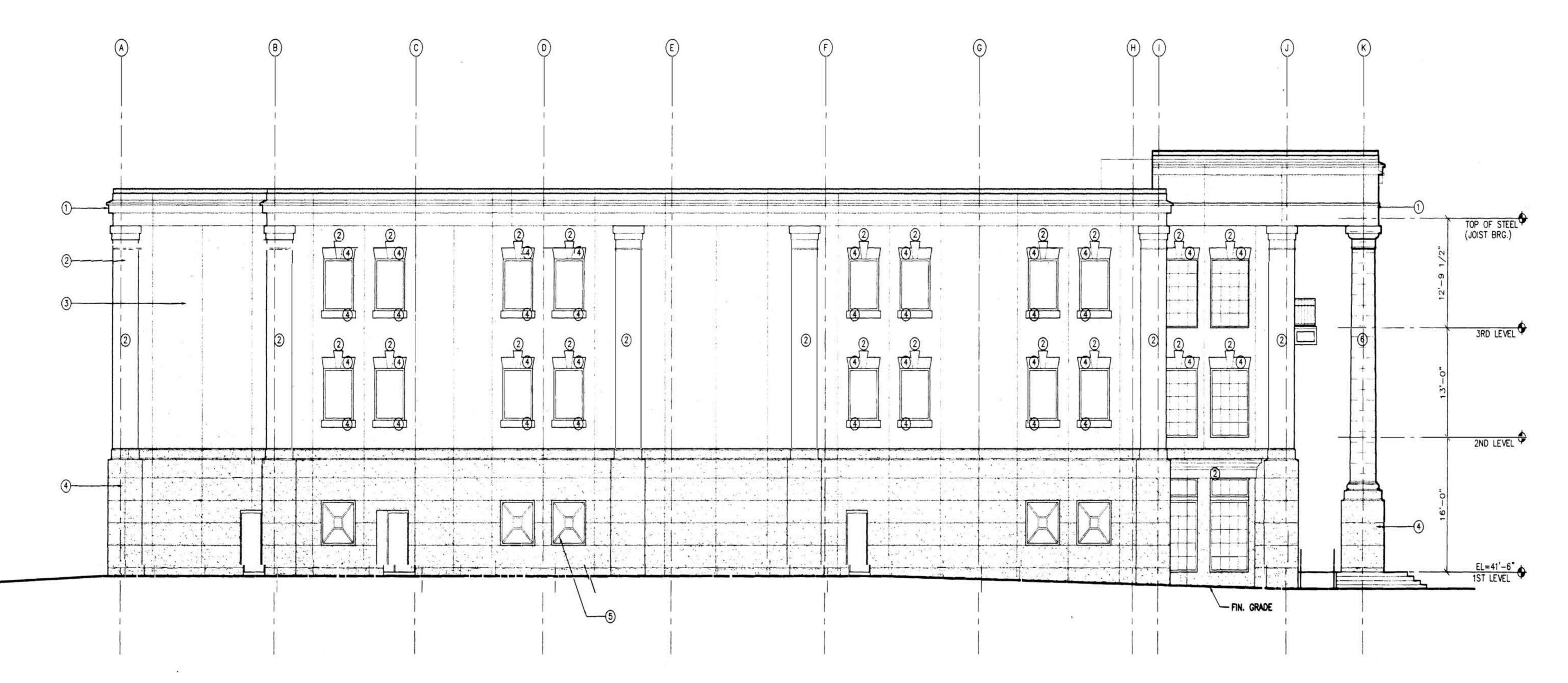
William L. Pinnix, P.E. Director of Engineering Post Office Box 249 75 Courthouse Drive Building I Bolivia, North Carolina 28422 Office: 910.253.2408 william.pinnix@brunswickcountync.gov

There will be a selection review committee for this project. Presentations may be required as part of the selection process. Brunswick County reserves the right to select the firm that best meets the needs of the county with regards to this project.

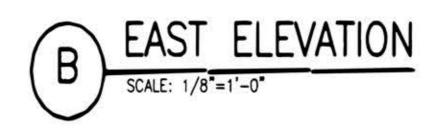


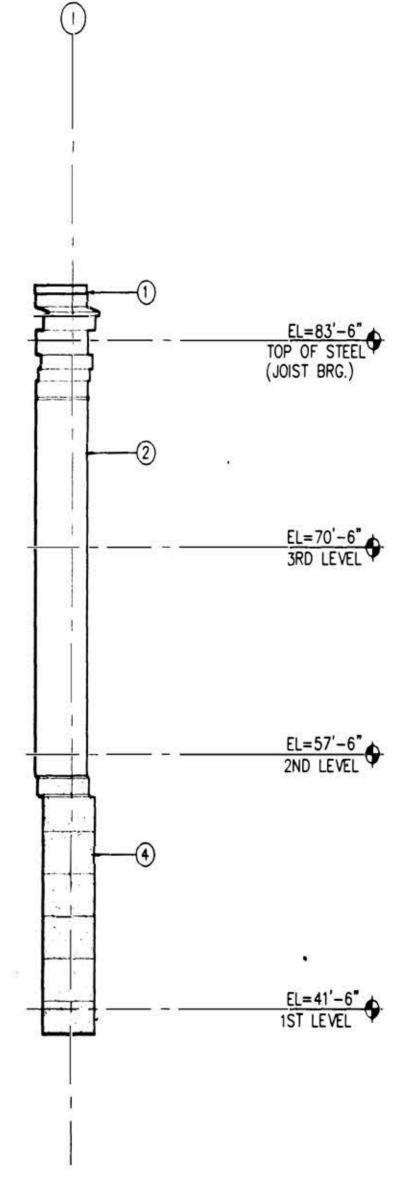






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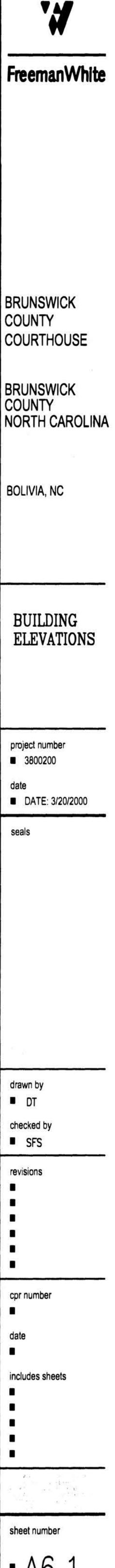


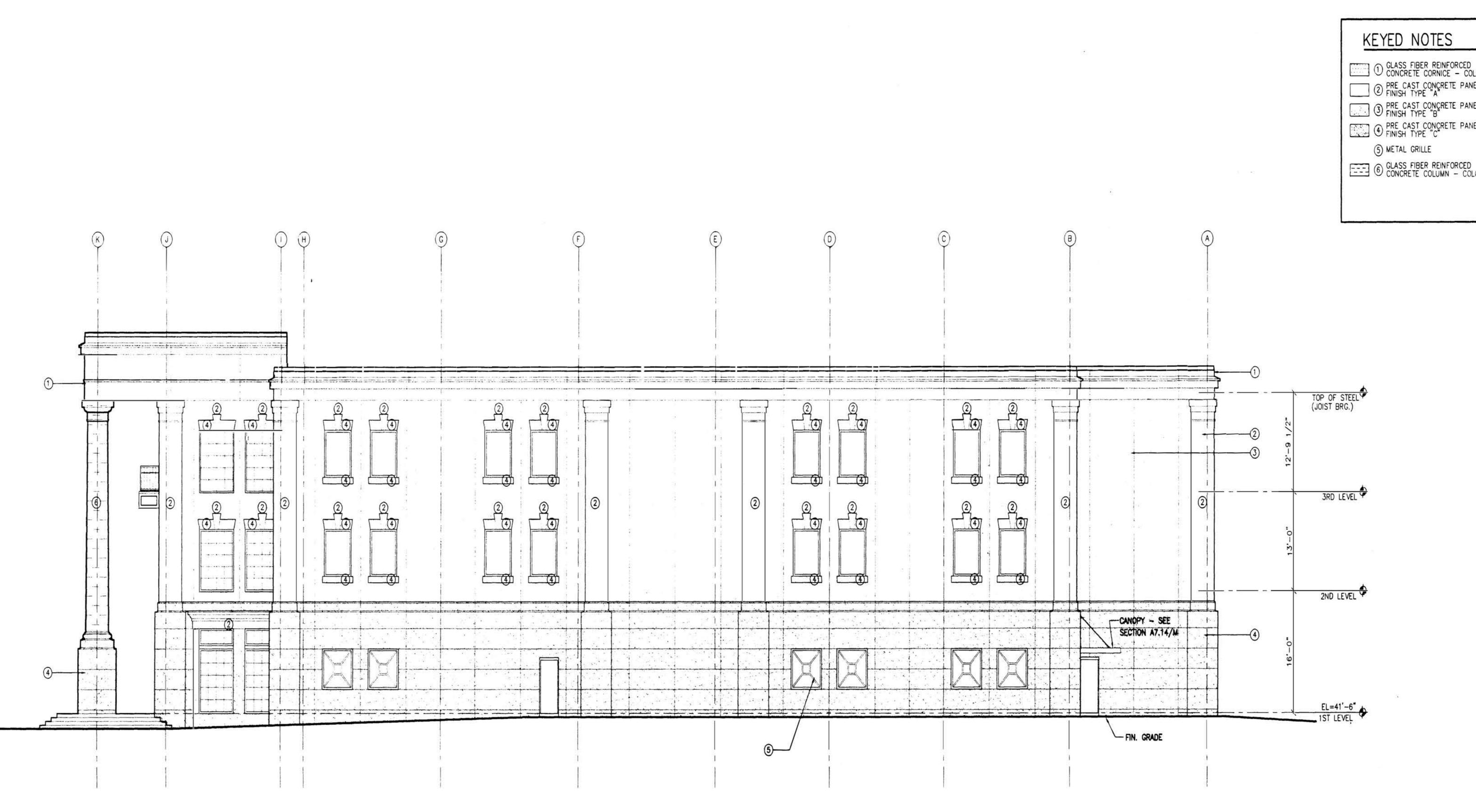


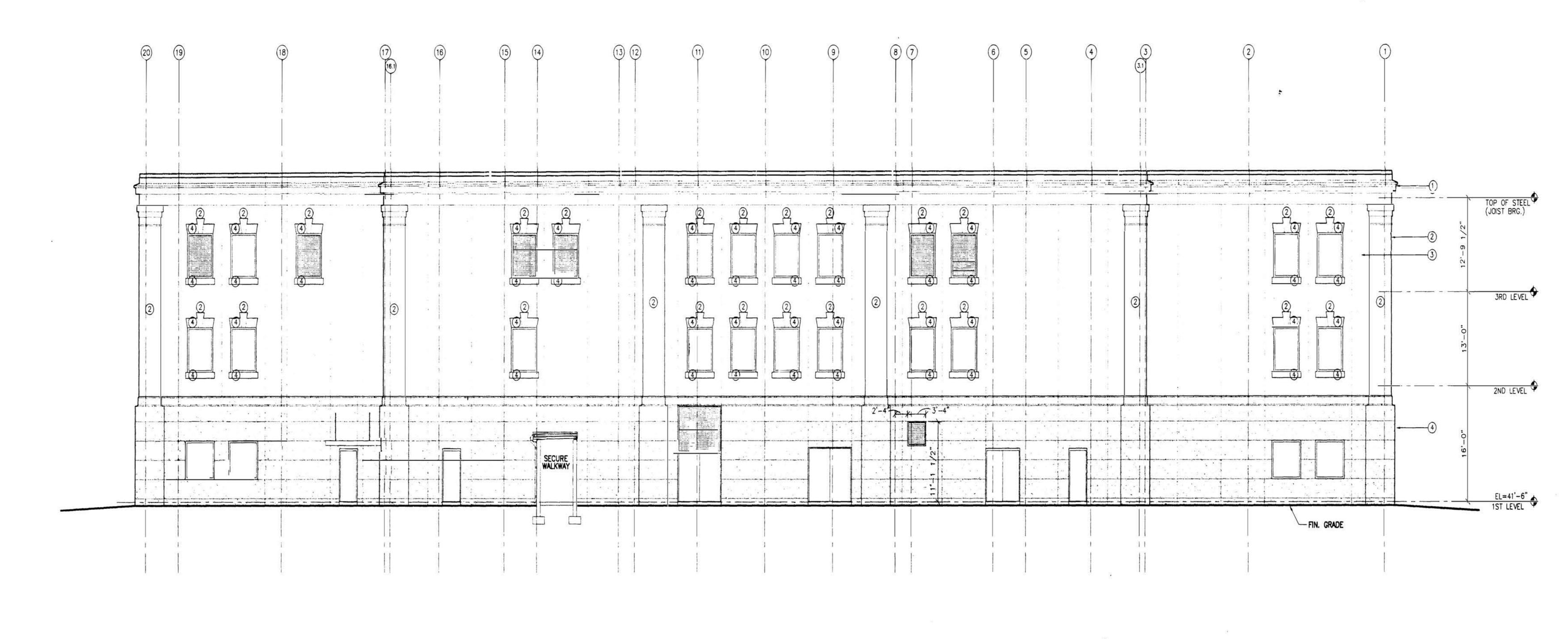
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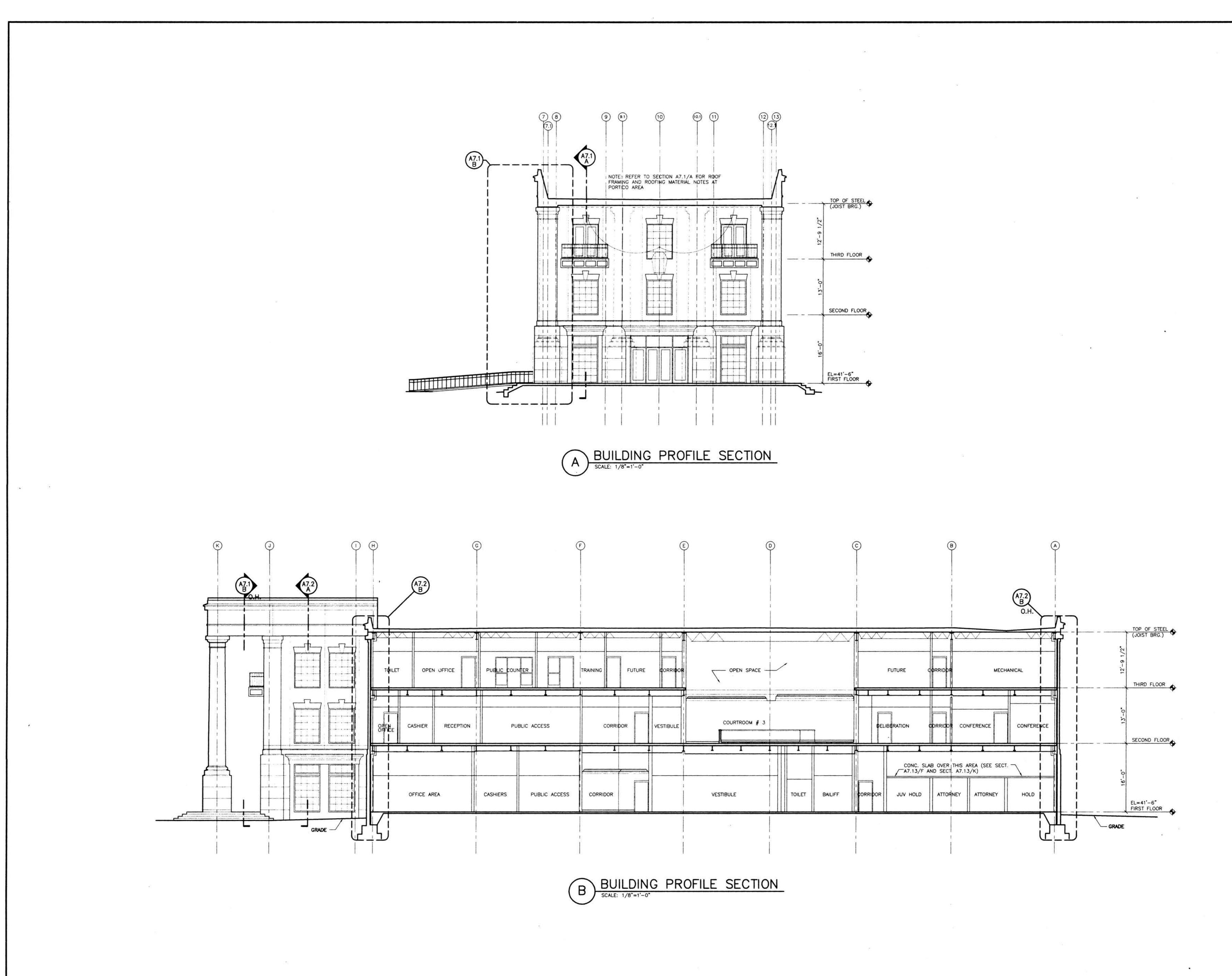
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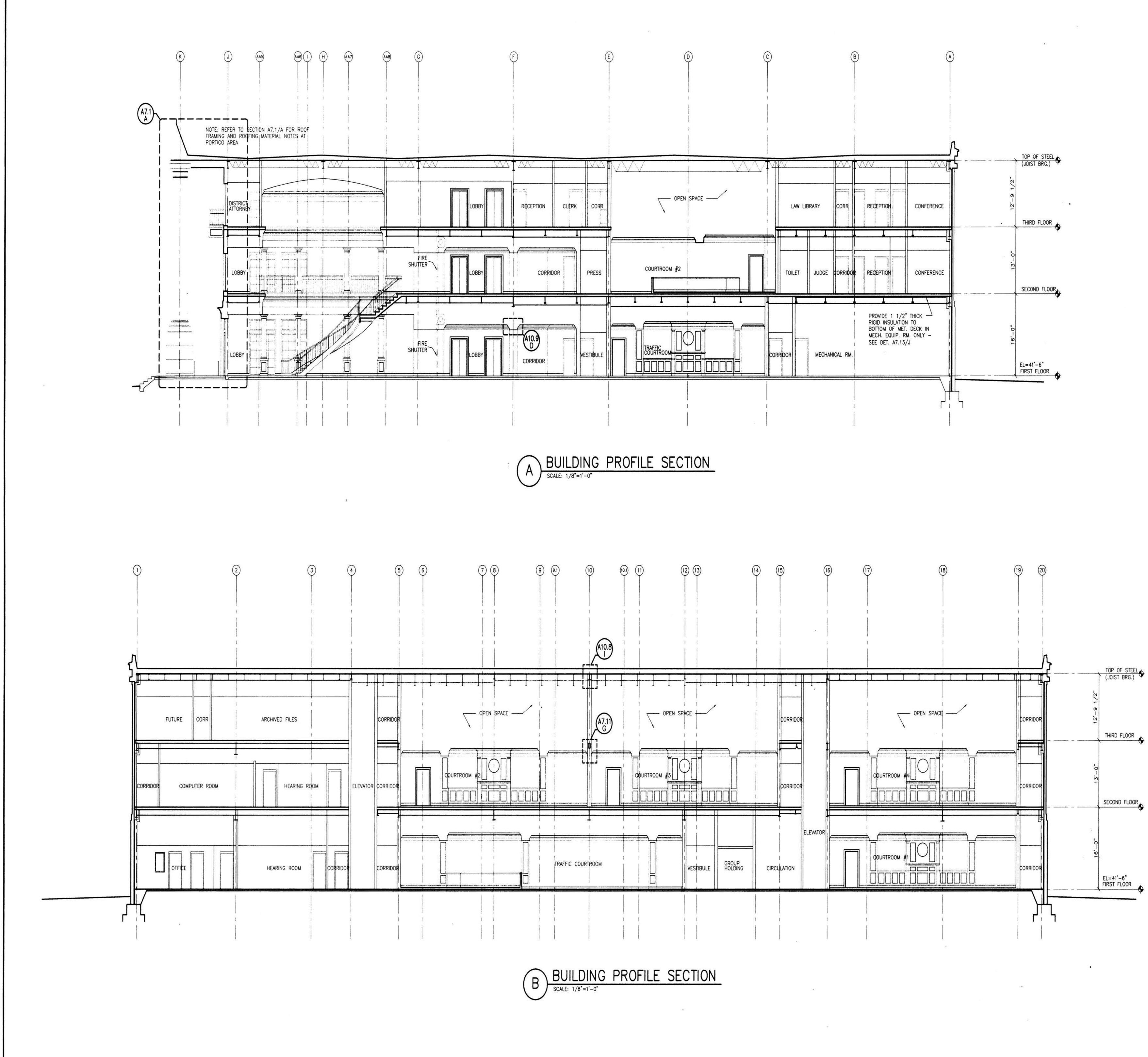
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## **Brunswick County Board of Commissioners ACTION AGENDA ITEM September 5, 2017**

## From:

Action Item # VII. - 6.

Health and Human Services - Health Services - Septic System David Stanley, Health and Human Services Fee Discussion (David Stanley, Executive Director Health and Human Services)

**Executive Director** 

## **Issue/Action Requested:**

Request that the Board of Commissioners receive a presentation regarding septic system permitting fees.

## **Background/Purpose of Request:**

Health and Human Services was asked to provide an update on septic system permitting fees.

North Carolina laws and rules require local health departments to evaluate a prospective site for a new septic tank system, upon submission of a valid application from the property owner or his/her legal representative. Though sometimes called a "perk test," perk tests are no longer used by any health department to determine if a property is suitable for a septic tank system permit. Instead, a site evaluation is completed to evaluate factors such as the landscape and topography position, soil characteristics (sand, silt, or clay composition), soil wetness (based on soil color), soil depth, restrictive horizons (hard-pans), and available space for the proposed septic tank system and repair area, if required. Septic sites and drainfields are sized according to the number of bedrooms in a house.

Currently, the program collects user fees for these services. User fees offset the cost of providing this service and are set by the Board of County Commissioners. There have not been any increases to septic permitting user fees in a decade.

Staff recommends the Board of County Commissioners receive the presentation on septic system permitting fees.

**Fiscal Impact:** Reviewed By Director of Fiscal Operations

**Approved By County Attorney:** Yes

**Advisory Board Recommendation:** Not Applicable.

## **County Manager's Recommendation:**

Recommend that the Board of Commissioners receive a presentation regarding septic system permitting fees.

## **ATTACHMENTS:**

## Description

Environmental Health Septic Fee Discussion 2017 D

# 2017

# **Environmental Health Fee Discussion**

**Collect Fees for:** 

- Septic systems
- Drinking water wells
- Water Samples
- Pool inspections
- Food Service Plan Review
- Tattoo Artist









#### BRUNSWICK COUNTY HEALTH DEPARTMENT ENVIRONMENTAL HEALTH FEE SCHEDULE 2017-2018

#### (Effective July 1, 2017)

\*\*\*No Refunds on Environmental Health Fees\*\*\*

#### Improvement Permit Application

Less than or equal to 480 gallons per day	\$640.	.00
481-1500 gallons per day	740.	.00
1501-2999 gallons per day	940	.00
3000 (+)	1040.	.00
(Plus \$100 per each additional 500 gallons)		
*Revisit fee for site not read	25	.00

Construction Authorization Permit	5 year
Type I, II, III systems less than 481	175.00
Type II, III systems 481–1500 gpd	
Type II, III systems 1501-2999 gpd	500.00
*Type III (b), IV less than 481 gpd	225.00
*Type III (b), IV systems 481-1500 gpd	
*Type III (b), IV systems 1500-2999 gpd	500.00
*Type V	500.00
*Type VI systems	600.00
Notes: (1) Parisians and/or Construction Authorization renormals are the amount of the normality	on stated above

Notes: (1) Revisions and/or Construction Authorization renewals are the amount of the permit fee stated above. Original permit fee must be paid before revision request can be taken.

(2) Original Permit Fee/Revision of Improvement Permits without expiration shall be twice the amount reflected above. Engineer Option Permits fee is 30% of the set rate for IP and CA Permit according to the system type and daily flow design

Relocation/existing system check (no upgrade)	250.00
(if site evaluation is necessary, fee to be paid when permit is picked up)	
Septic System Repair Evaluation	
Mobile Home Park Authorization/Connection	50.00
Wastewater Tap Connection	75.00
*Test Well (Per Site)	
*Mobile Home Parks/Campgrounds Annual Fee (late fee 25.00)	150.00
*Type IIIB Management Entity Inspection Fee (late fee 25.00)	100.00
*Type IV Management Entity Inspection Fee (late fee 25.00)	100.00
*Type V Management Entity Inspection Fee (late fee 25.00)	200.00
*Type VI Management Entity Inspection Fee (late fee 25.00)	
Management Entity Increation Reac shall be accessed to any new practomator system or any	evicting tractemater evo

vstem for which there has been a change in ownership effective July 1, 2009 Gravity distribution system that uses sand line trenches are fee exempt

Water Samples	
*Bacteria	50.00
*Chemical	150.00
*Pesticide	150.00
*Petroleum	150.00
*Nitrate	

New and Repair Well Permit	 	 	 	 	 	300.00	

250.00

*Tattoo Artist Annual Fee (per Artist)	
There is a second second second	

Swimming Pool (Public)	
*Annual Fee Seasonal Public Pool (Permit)	200.00
*Annual Fee Year Round Public Pool (Permit)	300.00
*Public Pool Plan Review	250.00
*Revisit Fee for Pool Not Ready	25.00

#### Food Establishment Planning Review

*Food Establishment Planning Review	.250.00
*Food Establishment Planning Review (Existing Establishments)	150.00
* Smoking Violation Civil Penalty	.200.00

\*Fees Collected Directly by Health Department

Well and Improvement Permit Application to be collected together at time of application Well Fee Reimbursements may be sent to applicant provided septic permit denied

# Current Fee Schedule



### **Environmental Health Fee Discussion**

- User fees are used to offset the cost of the service (time/resource analysis is utilized to determine cost of service)
- Septic user fees have not increased in a decade
- Environmental Health Programs are supported by a \$1,528,689 budget. \$458,500 are collected in local fees, \$29,000 from the State, and One Million in local tax dollars



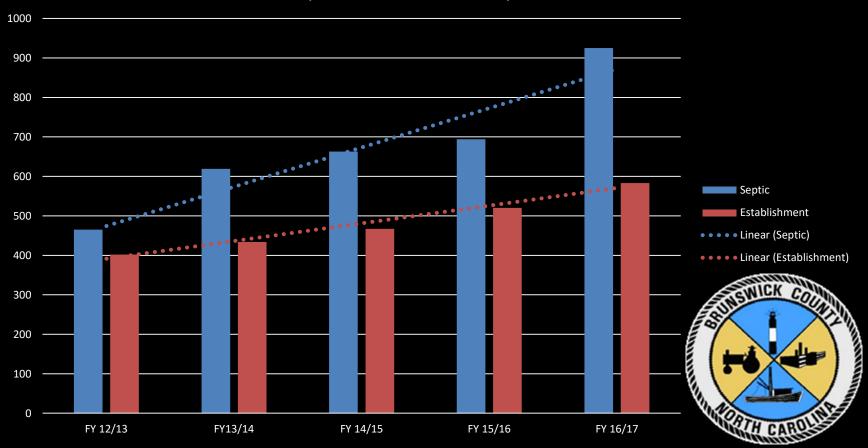
### **Environmental Health Fee Discussion**

- The current user fee system has been helpful to address resource needs over the years
  - Over the last two years we have added two positions to meet the increasing work demands. The cost of the positions were offset by the fees collected from increased request for services
- We currently find ourselves needing to consider adding another position which may be supported by the current fee structure.
  - Septic inspection turn arounds are slipping to 4-6 weeks, when the goal is 2 weeks



### **Environmental Health Fee Discussion**

Septic and Establishment Inspections



"Establishment" includes: Food Service Facilities, Schools ,and Nursing Homes

#### Brunswick County Environmental Health Activities for 2017

NICK

Brunswick County Environmental Health Activities for 2017														4					
FOOD/LODGING	CODE	JAN	FEB	MAR	TOTAL	APR	MAY	JUNE	TOTAL	JULY	AUG	SEPT	TOTAL	OCT	NOV	DEC			-
EST INSPECTED	F1 & 2	87	99	96	282	56	119	163	338	85			85						
ESTABLISH VISITED	F3 & 4	71	125	223	419	161	136	157	454	143			143				n.N		
PERMITS ISSUED	F5 & 5A	5	8	13	26	15	10	5	30	10			10					BTH CAR	
PERMITS REV/SUS	F7,8 & 9	3	0	7	10	2	2	6	10	3			3				0	23	
PLANS REVIEWED	F11	24	21	29	74	23	27	17	67	16			16				0	157	
CONSULT CONTACT	F13	91	140	139	370	108	114	140	362	81			81				0	813	
POOL INSPECTIONS	F1 & 2	0	0	21	21	135	129	6	270	2			2				0	293	
SWIM POOL VISIT	F3 & 4	8	4	5	17	22	26	10	58	4			2 4				0	79	
PERMITS ISSUE/REIS	F5 & 5A	0	0	20	20	129	123	2	254	2	~		2				0	276	
PERMITS REVOK/SUS	F7,8 & 9	0	0	0	0	0	2	0	2	0		10)	R				0	2	
PLANS REVIEWED	F11	1	2	0	3	7	8	4	19		<b>ら</b> /		6				0	28	
CONSULT CONTACT	F13	15	22	54	91	59	55	25	139			5	17				0	247	
LEAD INVESTIGATION	GS13	1	0	0	1	0	0	0				1	0				0	1	
											<u> </u>								
SOIL & WATER								<u> </u>	5/7										
SITE EVALUATIONS	S1E	38	54	91	183	45	~ 62	A9		47			47				0	386	
SITE CONSULT VISIT	S1	123	85	63	271	68	22		288	102			102				0	661	
IMP PERMIT ISSUED NEW	S3, S4 & S6	21	21	61	103	47		Z4	117	26			26				0	246	
CA PERMIT NEW REPAIR	S8, S10	37	30	62	129	34	47	46	127	41			41				0	297	
IMP PERMIT DENIED	S7	3	2	2	5	3	3	6	12	3			3				0	22	
CA - EXPANSION	S9	0	0			$\sim$	-	0	0	0			0				0	0	
APPLICATIONS RECEIVED	S100	73	98		254	62	85	80	227	106			106				0	587	
TABLE V INSP W/REPORT	S14A	76	21	24		30	19	15	64	12			12				0	215	
CONSULT CONTACT	S27	346		366	1084	362	444	396	1202	348			348				0	2634	
AUTH FOR MHPK	S12				2	0	0	5	5	3			3				0	10	
EXISTING SYSTEM	S13	V		4	43	20	16	8	44	2			2				0	89	
PERMITS REVOKED	S17		1	3	6	0	1	1	2	0			0				0	8	
PERMITS SUSPEND			0	0	0	0	0	1	1	2			2				0	3	
OPERATION PERMITS ISSUED		34	32	36	102	25	35	47	107	34			34				0	243	
COMPLAINT INVEST	52 16	12	20	19	51	24	8	15	47	19			19				0	117	
PLAN REVIEW	S21	3	4	1	8	0	3	86	89	1			1				0	98	
SOIL SCI SITE VISIT	S22	0	0	0	0	2	2	4	8	1			1				0	9	
S S REPAIR SITES/MOD	S33	0	0	0	0	0	0	0	0	0			0				0	0	
S S PERMIT ISSUED	S50	0	0	0	0	0	0	0	0	0			0				0	0	
S S IMPROV DENIED	S70	0	0	0	0	0	0	0	0	0			0				0	0	
WATER SUP INSPEC	W1 & 4	11	13	13	37	11	14	14	39	21			21				0	97	
WATER SUP SAMPLES	W13 & 14	23	9	11	43	5	13	8	26	9			9				0	78	
July 2017 prepared 7/8/20	17													<b>I</b>	<u> </u>	1			

### **Environmental Health Fee Discussion**

#### Environmental Health Fee Survey FY 2017

	Brunswick											
Type of Permit	Current	Onslow	Dare	Columbus	Bladen	Iredell	Lee	Macon	Mecklenburg	New Hanover	Orange	Toe River District
*Most Septic Permits Eval, IP, and AC, OP	\$815	\$650	\$525	\$215	\$200	\$500	\$830	\$1,000	\$650	\$561	\$760	\$600
New Well Permits and Required Sampling	\$300	\$400	\$275	\$285	\$200	\$550	\$395	\$375	\$550	\$350	\$535	\$325
Total Septic and Well Permit Fee	\$1,115	\$1,050	\$800	\$500	\$400	\$1,050	\$1,225	\$1,375	\$1,200	\$911	\$1,295	\$925

#### Average septic fee for the survey is \$609



### **Environmental Health Fee Discussion**

Looking down the road



- At current workloads, we most likely will need additional staff to maintain customer service goals
- Could see more projects permitted by the Engineered Option Legislation
- Pending legislation Senate Bill 16, Extension of Septic Permits
  - If the new legislation passes, it would have the impact of reducing the number of septic applications to be processed by approximately 40%
  - For the next two years it could have a positive influence on wait times due to reduced demand
  - Without additional appropriations this could lead to staff reductions
  - This would be the case until January 1, 2020 when the permits which had originally expired would become invalid again. At that point service demand and staffing needs would presumably return. Increasing establishment inspection workloads would not be impacted by the septic legislation
  - It takes two to three years to get a new Environmental Health Specialist fully certified to issue permits and off intern status



### **Environmental Health Fee Discussion**

Fee Scenarios: The current typical septic fee is \$815

- Reducing the current typical septic fee to the survey average of \$609 would reduce current revenues by \$106,000
- Reducing the current typical septic fee to \$350 would reduce current revenues by \$240,000
- The reduction or elimination of fees will create a budgetary shortfall. The shortfall will require either the appropriation of additional local tax dollars or reduce staffing, negatively impacting customer service and public safety



### **Environmental Health Fee Discussion**

- Other fee modifications to be considered:
- "Repair" well and septic permits
- Some folks struggle to pay repair permitting fee along with the cost of the actual often unexpected repair
- We conduct 135 well and septic repairs each year and charge \$300 for each
- Elimination of the fees would lower revenues by \$40,500
- Elimination of repair well and septic permitting fees may encourage clients to involve staff earlier in the repair process



### **Environmental Health Fee Discussion**

For any fee changes we would need to:

- Schedule a Public hearing for any consideration of modifying the fees
- Establish an effective date of the fee change
- Have an awareness of the potential for refund requests from those that have already paid but have not yet received permits, or those that feel they should have some type of retroactive adjustment, both potentially impacting the budget





**From:** Mike Hargett

#### Brunswick County Board of Commissioners ACTION AGENDA ITEM September 5, 2017

#### Action Item # VII. - 7.

Planning - Letter Responding to NCDOT Request for The Carolina Bays Parkway Extension (Mike Hargett, Director of Economic Development & Planning)

#### **Issue/Action Requested:**

Request that the Board of Commissioners approve a letter to respond to an inquiry regarding the Carolina Bays Parkway Extension project.

#### **Background/Purpose of Request:**

The Carolina Bays Parkway Extension project has been identified as an important transportation project that will improve highway traffic in Brunswick County. Attached is a proposed letter of response to a letter from NCDOT representative Kim Gillespie, PE, dated August 15, 2017 in which she asked the county to identify any permits or approvals which may be required by the county and to respond concerning any beneficial or adverse impacts of the project related to the county's interests. The responses were requested by September 16th.

#### **Fiscal Impact:**

Reviewed By Director of Fiscal Operations

Approved By County Attorney:

Not Applicable

#### **Advisory Board Recommendation:**

Not Applicable.

#### **County Manager's Recommendation:**

Recommend that the Board of Commissioners approve a letter to respond to an inquiry regarding the Carolina Bays Parkway Extension project.

#### **ATTACHMENTS:**

Description

- D DOT Request Letter
- **D** Response Letter
- Map of Area
- **D** Supporting Documentation
- Carolina Parkway PPT





AUG 1 8 2017

BRUNS. CO. ADMIN.

August 15, 2017

Ms. Ann Hardy County Manager Brunswick County 30 Government Center Drive NE Bolivia, NC 28422

Dear Ms. Hardy:

#### SUBJECT: Start of Study for the Proposed Carolina Bays Parkway Extension, from SC 9 in Horry County, SC to US 17 Shallotte Bypass in Brunswick County, NC. NCDOT Project 44604; SCDOT Project P029554

The North Carolina and South Carolina Departments of Transportation have begun studying the proposed Carolina Bays Parkway Extension. The project will extend existing Carolina Bays Parkway (SC 31) from SC 9 in Horry County, SC to US 17 Shallotte Bypass in Brunswick County, NC. Please see the attached map for the project location.

As an integral part of the environmental review process, NCDOT and SCDOT are soliciting input from agencies and individuals concerning the potential social, economic and environmental benefits and impacts of the proposed project. If applicable, please identify any permits or approvals which may be required by your agency. Your comments will be used in the preparation of an Environmental Impact Statement (EIS). The US Army Corps of Engineers will be the lead federal agency for the EIS and the document will be prepared in accordance with the National Environmental Policy Act and the North Carolina State Environmental Policy Act.

The purpose of the proposed project is to improve mobility and safety for traffic currently using the US 17 corridor in the Little River and Grand Strand areas. The project is also intended to provide a more direct route for tourist and coastal truck traffic travelling in and through the project area. Design alternatives, including potential new location alternatives and the most appropriate and effective methods for improving the corridor will be evaluated.

To ensure that issues of the proposed project are fully evaluated, NCDOT and SCDOT request your written response concerning any beneficial or adverse impacts of the project relating to the interest of your agency. The Departments look forward to receiving your comments on the project within 30 days of receipt of this letter. Comments should be addressed to the following:

Ms. Kim Gillespie, PE Assistant Project Manager North Carolina Department of Transportation 1548 Mail Service Center Raleigh, NC 27699-1548

Mailing Address: NC DEPARTMENT OF TRANSPORTATION PROJECT DEVELOPMENT AND ENVIRONMENTAL ANALYSIS 1548 MAIL SERVICE CENTER RALEIGH, NC 27699-1548

Telephone: (919) 707-6000 Fax: (919) 250-4224 Customer Service: 1-877-368-4968

Website: www.ncdot.gov

*Location:* 1000 BIRCH RIDGE DRIVE RALEIGH, NC 27610 If you have any questions concerning the project, please contact Kim Gillespie, Assistant Project Manager at (919) 707-6023 or by email at klgillespie@ncdot.gov. Please include the Project Number in all correspondence and comments.

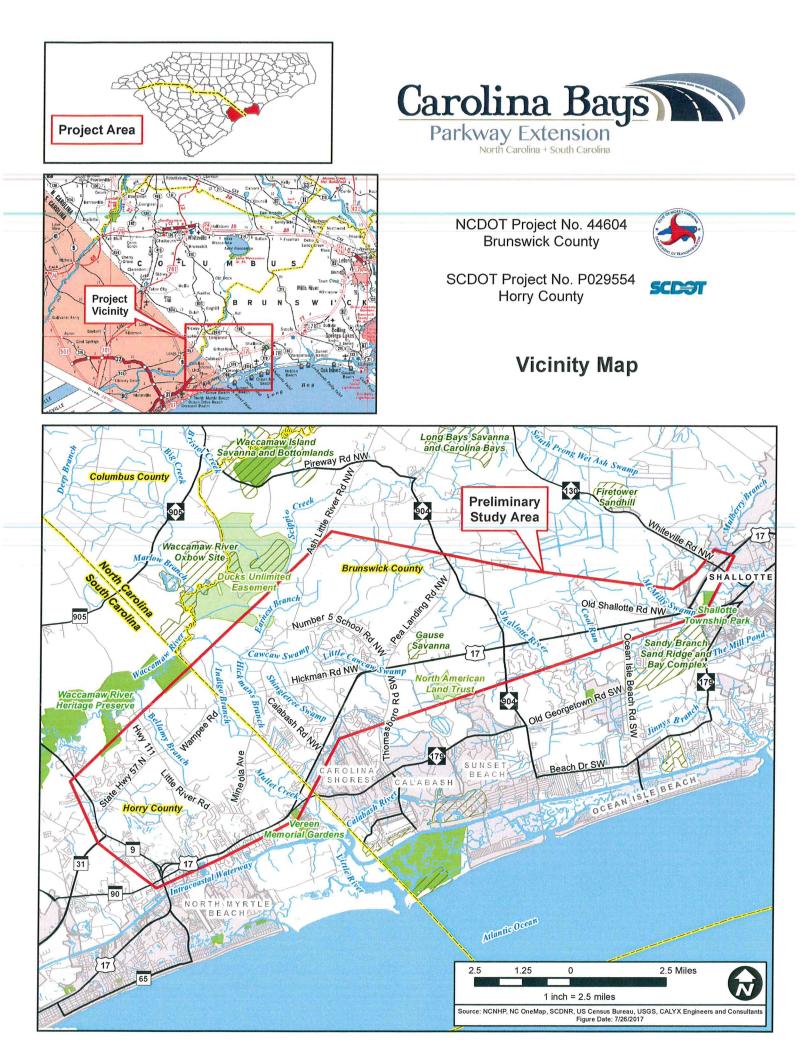
Thank you in advance for your assistance in the development of this project.

Sincerely,

Jay McInnis, PE Project Manager North Carolina Department of Transportation

Attachment

cc: Leah Quattlebaum, PE SCDOT RPG-2 Pee Dee Engineer Henry Phillips, SCDOT NEPA Coordinator RPG-2
Kim Gillespie, PE, NCDOT Assistant Project Manager Brad Shaver, USACE Wilmington District John Policarpo, USACE Charleston District Liz Kovasckitz, AICP, CALYX



#### **BRUNSWICK COUNTY ADMINISTRATION**

BRUNSWICK COUNTY GOVERNMENT CENTER DAVID R. SANDIFER COUNTY ADMINISTRATION BUILDING 30 GOVERNMENT CENTER DRIVE, N.E. BOLIVIA, NORTH CAROLINA 28422

MAILING ADDRESS:

POST OFFICE BOX 249 BOLIVIA, NORTH CAROLINA 28422 TELEPHONE (910) 253-2000 (800) 442-7033

FAX (910) 253-2022

September 5, 2017

Kim Gillespie, PE Assistant Project Manager North Carolina Department of Transportation 1548 Mail Service Center Raleigh NC 27699-1548

#### Re: Carolina Bays Parkway Extension - NCDOT Project 44604

Dear Ms. Gillespie:

Thank you for the opportunity to provide information regarding the potential social, economic and other impacts of the Carolina Bays Parkway Extension project.

We are not aware of any permits or approvals by Brunswick County that are required for the project. We would work cooperatively with NCDOT in the event that relocation of County utilities or other facilities is needed.

The purpose of the project is to improve mobility and safety for traffic currently using the corridor between US 17 and SC 9. The current connections pose traffic safety and emergency evacuation concerns for county residents and visitors. With the completion of the I-140 Wilmington Bypass, traffic moving to the east coast will be significantly enhanced. The Carolina Bays Parkway Extension project will provide a more direct route for local resident, tourist and coastal truck traffic traveling through the project area. Similarly, the Parkway Extension will enhance travel from the South into Brunswick County, promoting the local economy and enhancing the safety and efficiency of interstate commercial traffic.

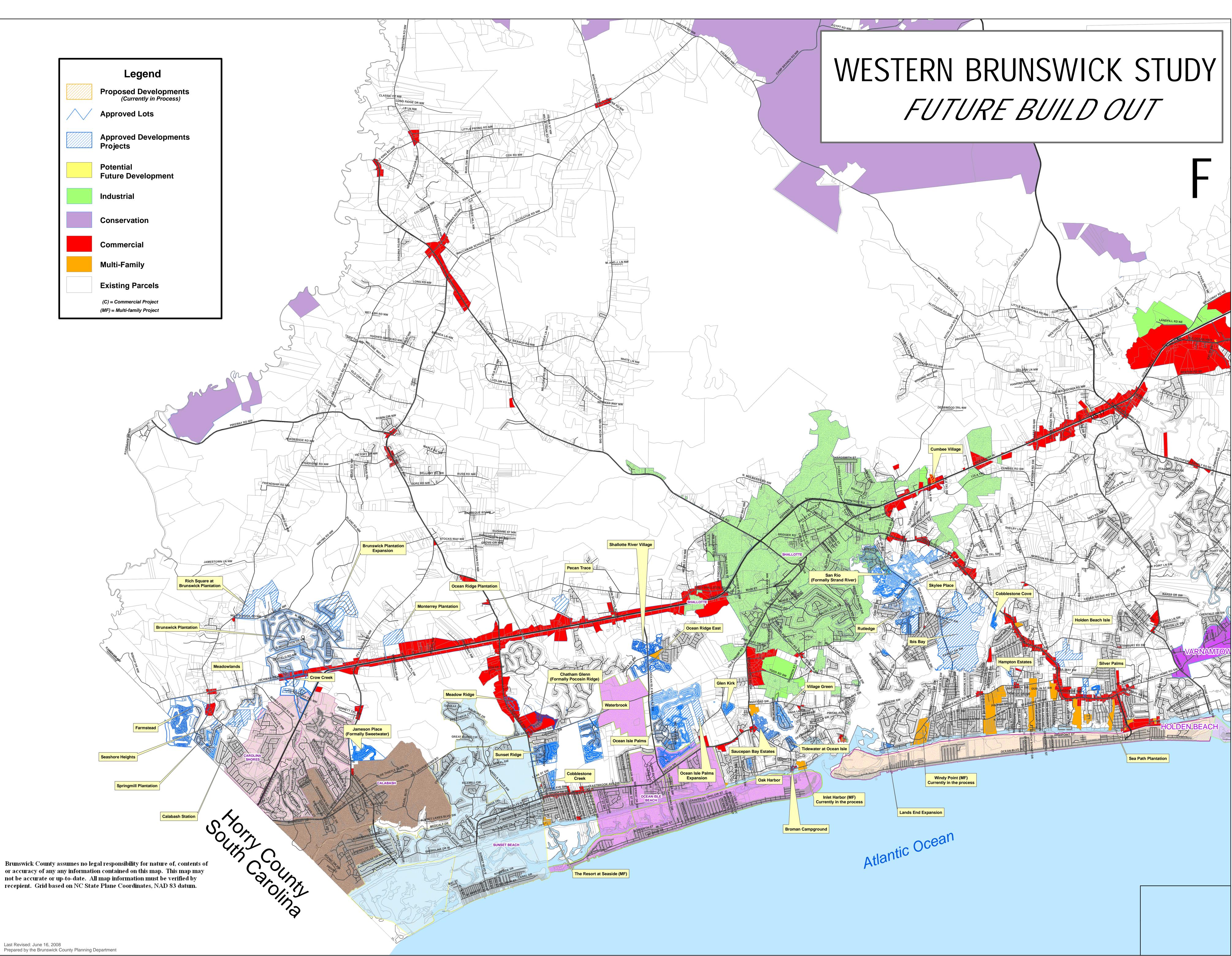
Additional benefits and impacts of the project are outlined in the enclosed **"Local Planner Input Form"** which was submitted previously at the request of the project consultant. An accompanying map depicting existing and approved developments in the project study area is enclosed as well.

Again, we appreciate the opportunity to provide information regarding the project. Please let me know if there are questions or if we can provide anything further.

Sincerely,

Ann B. Hardy, MPA, CPA County Manager







Proposed Carolina Bays Parkway Extension, From SC 9 in Horry County, SC to US 17 Shallotte Bypass in Brunswick County, NC

NCDOT Project No. 44604/ SCDOT Project No. P029554

Community Characteristics Report (CCR) & Indirect and Cumulative Effects Screening (sICE) Report

#### Local Planner Input Form (NC)

Interviewee Name:	Marc Pages		
Title/Position:	Land Planner		
Organization/Agency:	Brunswick County Planning		
Contact Email:	marc.pages@brunswickcountync.gov	Phone:	910-538-2056
Completed Via:	Email	Date:	6/12/2017

Additional project information and a figure have been provided to supplement this interview form. Based on the boundary identified as the "Community Impact Study Area" in the attached figure, please respond to the following questions. If you would prefer to complete a hardcopy of this form, please return completed sheets to:

Martha Hodge CALYX Engineers and Consultants 6750 Tryon Rd. | Cary, NC 27518 <u>mhodge@CALYXengineers.com</u> | (919) 858-1811

#### Background & Resource Inventory

1. What are the adopted plans and ordinances for the study area that are under your jurisdiction? Please provide the name and date of adoption. Are there any new plans or updates to existing plans currently underway or expected in the near future?

The 2010 Brunswick County Comprehensive Transportation Plan is the most current although we will be working on an update soon. Link: <u>https://connect.ncdot.gov/projects/planning/TPBCTP/Brunswick%20County/Bruinwick\_Report\_online.pdf</u> The Grand Strand Area Transportation Study (GSATS) Long Range Transportation Plan (LRTP) <u>http://www.gsats.org/</u>

 What are the best/ most current resources for local GIS data? We are particularly interested in land use, zoning, public water and sewer service areas, recreation, protected areas, agricultural operations and VAD/EVAD properties or other farmland protection program participants (where applicable), community facilities, etc. It would be best to get any GIS files from our GIS department. Contact Sharon Elwood at 910-253-2396 or <u>Sharon.elwood@brunswickcountync.gov</u>

Are there any specific resources or facilities in the study area that you would identify as particularly important within your community and/or the region? These may include development nodes/ centers, landmarks or resources, major service providers, special land use districts, parks, etc. Please provide exact locations and any supporting details necessary for identification.
 Hickman Crossroads – Intersection of Hickman Rd NW and Calabash Rd NW.
 Jesse Mae Monroe Elementary School – 250 Pea Landing Rd NW.
 Ocean Isle Beach Park – 6483 Old Georgetown Rd SW.
 Shallotte Park – 5550 Main St.

Carolina Shores Industrial Park – Intersection of Calabash Road and Koolabrew Dr.

4. Do you expect the project to affect any particular community resources or facilities in the study area? Project effects may be related to right-of-way impacts, stability, cohesion, aesthetics, noise, access, safety, etc.

Any consideration of the project to be located south or east of US 17 and Hickman Rd in Brunswick County would have severe impacts on existing communities and development and should not be considered as a potential route for the parkway. Furthermore, the existing community of Brunswick Plantation just north of US 17 is substantially complete and will eventually contain over 4,000 residential units.

- 5. Were any parks or other public resources in the study area developed with the assistance of public grant money? Yes the County Owned Ocean Isle Beach Park was constructed with park grant funding.
- Please provide the location/ address of any FEMA buyout properties in the study area.
   I am unaware of any in the project area.
- 7. Are there active farms/ agricultural operations in the study area? Are there any notable trends or issues related to agriculture?

Yes, much of the property north and west of US 17 contains agricultural uses. There are no known trends or issues in this area.

8. Are you aware of any local concerns or controversy relative to the project?

Many local residents have expressed concern about the impacts this project will have on their existing communities. Some of these communities include Brunswick Plantation, Meadowlands,

The Farms at Brunswick, Crow Creek, Spring Mill Plantation, Ocean Side Place and several other areas in and around the Carolina Shores and Calabash municipalities.

#### Transportation Plans & Patterns

9. Are there any local transportation projects proposed in or near the study area?

See 2010 Brunswick County Comprehensive Transportation Plan and GSATS LRTP. https://connect.ncdot.gov/projects/planning/TPBCTP/Brunswick%20County/Bruinwick\_Report\_ online.pdf

http://www.gsats.org/

- Are there adopted plans for pedestrian, greenway, bicycle, or transit facilities in the study area? Please provide the name and adoption date of any plans as well as the current status of implementation (e.g. programmed projects). Are there any new plans or updates to existing plans currently underway or expected in the near future? The recently adopted Brunswick County Greenway and Blueway plan shows both existing and proposed networks for such trails. Note the draft maps are currently posted online but will be updated to the approved maps in the near future. Existing County Network Map: http://www.brunswickcountync.gov/planning/files/2016/10/ExistingMap\_12.23.16.pdf
   Existing Municipalities Network Map: http://www.brunswickcountync.gov/planning/files/2016/10/Back-of-Map\_12.23.16.pdf
   Proposed Network Map: http://www.brunswickcountync.gov/planning/files/2016/10/Back-of-Map\_12.23.16.pdf
- 11. What are the current traffic patterns in the study area? Are there any areas/issues of particular concern? How do you expect traffic patterns to change following construction of the project? US HWY 17 is the main arterial road in the area. NCDOT is currently in the process of upgrading the major intersections along this road to the "superstreet" design. Hickman Road is currently a very heavily travelled road that many citizens use to connect from the existing terminus of Hwy 31 in Little River, SC to US Hwy 17 just north of Carolina Shores, NC. This 2 lane "country" road is currently not adequate to accommodate such traffic loads. Any areas south or east of US 17 or Hickman Roads should not be considered for a possible Carolina Parkways route due to existing development.
- 12. What are the commuting patterns? Do most residents work within the study area or commute outside of the area?While many area residents are retirees, the majority of the commuters travel to and from the Grand Strand area via US 17, NC 179 and Hickman Rd.

#### Population Trends & Distribution

- 13. The NC Office of State Budget and Management (NC OSBM) projects a 2030 population of 170,230 in Brunswick County. This would represent total growth by about 37.8% between 2015 and 2030 (based on 2015 estimates) at an annual rate of about 2.2%. Is this projection accurate in your opinion? Where is growth occurring more specifically and are there any areas where it seems to be more or less concentrated? Are there reasons for growth (or decline) in particular parts of the study area? How does growth in your jurisdiction compare to surrounding jurisdictions?
- 1. The most recent NC Office of State Budget and Management (NC OSBM) Population Projections projected a 2036 population of 189,307 for Brunswick County creating a even higher percent growth. The projections that the NC Office of State Budget and Management (NC OSBM) for the recent years appears to be on target based upon the growth that Brunswick County is experiencing. Historically the main growth areas in Brunswick County are in the Leland Area, Western (the study area) and along the NC 211 corridor. Planning Staff have recently looked at new single-family homes construction and created a Brunswick County New Interactive Single Family Home Construction Map that shows Single Family Home Construction from 2011-2016. This shows new single-family homes construction through Brunswick County. This interactive map shows where new homes have been completed in Brunswick County by year. Note that this data is based upon tax data and includes all 19 municipalities within Brunswick County. *Here is the New Home Construction Map link:*

#### http://brunsco.maps.arcgis.com/apps/View/index.html?appid=753b4104ceef438395f3c519 2f9262d5

Several factors are influencing growth but the main factors are location and quality of life that that is influencing growth. *Location* - Brunswick County is situated perfectly for growth. Located between two growing metro areas (Wilmington and Myrtle Beach) and along the Atlantic Ocean. Both metro areas are pushing growth inward. Brunswick County is part of the Myrtle Beach-Conway-North Myrtle Beach, SC-NC Metro Area and it was ranked as the second-fastest growing metro area in the nation in Percent Change from July 1, 2015 to July 1, 2016. Therefore, the study is growth area. Other areas in Brunswick County are growing too. The Leland area has turned into a bedroom community to Wilmington area attracting many people (young & old) and businesses. New road transportation projects will better connect the Wilmington area and Brunswick County together in the near future further influencing growth into Brunswick County. *Quality of Life* - Many people are discovering the quality of life Brunswick County has to offer such as recreation, scenic landscapes/beaches, low taxes, and good weather. This includes access to a variety of coastal beach communities and several towns that have dynamic commercial centers such as Shallotte and Leland.

Brunswick County has consistently ranked #1 in growth across all Counties in NC and even ranks nationally. Other counties in the region have experienced growth but not to the extent of Brunswick County and has not not rank as high as Brunswick County.

- 14. Are you aware of any minority or low-income communities in or near the project area? If so, do you expect the project to affect them in any way?
  Marlowtown Road Community
  Longwood Community Intersection of NC 904 and Etheridge Road NW.
  Cedar Bay Community Intersection of Pea Landing Road NW and No. 5 School Rd NW.
  Until a more definitive route is established, potential effects of the parkway are difficult to determine.
- 15. Are you aware of any other special populations or communities (e.g. Limited English Proficiency, elderly, special needs, etc.) in or near the project area? If so, do you expect the project to affect them in any way?
  None that I am aware of.

#### ECONOMIC TRENDS

- Where are the major employment centers? Are there any planned employer relocations (into or out of the area)?
   Carolina Shores Industrial Park – Intersection of Calabash Road and Koolabrew Dr.
   Commercial corridors of US 17, NC 904.
- 17. What are the major employment trends and projections for the area? Do you expect the project to affect employment in any way? Because of the proximity to the Grand Strand area, we would expect some highway dependent businesses to emerge/expand such as warehousing/flex space, light industrial and commercial strip development.

#### LAND USE TRENDS & DEVELOPMENT ACTIVITY

- 18. Are there any development or land use goals for the study area? How does your organization envision this area and the US 17 corridor?
  While we do not have any land use goals for this specific area, the Brunswick County CAMA Land Use Plan does lay out general goals for land use: http://www.brunswickcountync.gov/planning/lup/
- 19. How do you expect the project to affect development patterns in and around the study area? Do you expect there will be any regional effects on development patterns? The parkway would make access to the Grand Strand Area more convenient, we would expect this area to experience significant suburban growth once completed.

20. Who are the water and sewer service providers in the study area? Which areas are served? What is the existing capacity of water and sewer services? Are there any plans to extend or upgrade service in the future? The water and sewer in the unincorporated area is provided by Brunswick County Utilities. For

details about the coverage area contact Jon Nichols, Utilities Director, at 910-253-2653 or john.nichols@brunswickcountync.gov.

- 21. Is there any land protected from development in the study area? What are the major constraints to development in the area?
  Ducks Unlimited Conservation Easement (already indicated on your map).
  There are significant amounts of wetlands present especially in proximity to the Waccamaw River.
- 22. Where is growth (residential and non-residential) occurring locally and regionally? Are there any major developments (public or private) planned or underway in or near the study area? Please see the attached map entitled "Western Brunswick Development." This gives a good depiction of existing and proposed developments in the area.
- 23. How would you characterize the market for residential development? The commercial market? The industrial market? Currently the residential market is very strong with significant construction ongoing in the study area. This map link indicates building permit data for the last 5 years in Brunswick County: <u>http://brunsco.maps.arcgis.com/apps/View/index.html?appid=753b4104ceef438395f3c5192f92</u> <u>62d5</u>
- 24. Is there any redevelopment occurring in the project area? Nothing significant known in the unincorporated area of Brunswick County.

#### Additional Information

- 25. Are there any additional comments you would like to make? Again, we cannot stress enough that any proposed route south or east of US 17 and Hickman Road would not be an option as existing development and planned development in that area would be severely disruptive to those communities and cost prohibitive.
- 26. Are there any other stakeholders you recommend we contact? If so, please provide his/her name, organization and contact information.

Town of Carolina Shores Town Manager John Mendenhall – 910-575-4877

Town of Calabash Town Manager Chuck Nance – 910-579-6747 Town of Sunset Beach Town Manager Susan Parker – 910-579-6297 Town of Ocean Isle Beach Town Administrator Daisey Ivey – 910-579-2166



## Project Study

Draft EIS Underway *(NCDOT & SCDOT)* Identify Alternative Alignments Recommend Preferred Alignment

# Project Study Area



Project Schedule (preliminary) **Alternatives Public Meeting: 2019** Corridor Public Hearing: 2021 Final EIS: 2023 (Record of Decision) Right-of-Way: 2024 Construction: 2026 - 2029

# Current Activity

Preliminary stages of draft EISObtaining data and inputTechnical input providedResponse letter proposed

# Questions and Discussion



#### Brunswick County Board of Commissioners ACTION AGENDA ITEM September 5, 2017

Action Item # IX. - 1. County Attorney (Bob Shaver)

**From:** Ann Hardy

#### **Issue/Action Requested:**

Request that the Board of Commissioners hold an executive session to approve Closed Session Minutes pursuant to NCGS 143-318.11(a)(1) and to consult with the attorney pursuant to NCGS 143-318.11(a)(3).

**Background/Purpose of Request:** 

**Fiscal Impact:** 

Approved By County Attorney:

#### **Advisory Board Recommendation:**

Not Applicable.

#### **County Manager's Recommendation:**

Recommend that the Board of Commissioners hold an executive session to approve Closed Session Minutes pursuant to NCGS 143-318.11(a)(1) and to consult with the attorney pursuant to NCGS 143-318.11(a)(3).