

BRUNSWICK COUNTY BOARD OF COMMISSIONERS  
OFFICIAL MINUTES  
REGULAR MEETING  
MAY 1, 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  
Julie Miller, Finance Director  
Amanda Hutcheson, PIO  
Capt. Mark Trull

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

**I. CALL TO ORDER**

Chairman Williams called the meeting to order at 6:01 p.m.

**II. INVOCATION/PLEDGE OF ALLEGIANCE**

Commissioner Forte 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.

Commissioner Cooke requested that Items *VIII. 2. Engineering – Calabash BSRI Senior Center Notice of Award to Graka Builders, Inc.*, and *VIII. 3. Operation Services – Resolution to Establish a Post-Disaster Debris Policy* be moved the Consent Agenda.

Chairman Williams asked if there were any objections to moving the items to the Consent Agenda. There were no objections.

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

**IV. PUBLIC COMMENTS**

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. Mr. Ryan Williams, a charter boat owner from Holden Beach, requested an update on the County's plans to assist in the dredging of the Lockwood Folly Inlet.

Chairman Williams responded that the County Manager would be including funding in the budget to move forward with the project.

Ann Hardy, County Manager, also responded that Steve Stone, Deputy County Manager, had an update that he could give the Board regarding this project.

**V. APPROVAL OF CONSENT AGENDA**

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

1. **Administration - Date Change of May 9, 2017 Agenda Meeting**  
Changed the date of the May 9, 2017 agenda meeting to Monday, May 8, 2017 at 4:00 p.m., due to Commissioners and staff attending the Stepping Up Forum and County Assembly Day on May 9, 2017.
2. **Attorney - Berkshire at Springmill Plant Phase 3, Lots 123-159, 159A, 160-195 Deed of Dedication**  
Accepted the Deed of Dedication for water and sewer infrastructure for Berkshire at Springmill Plantation Phase 3, Lots 123-159, 159A, 160-195.
3. **Attorney - Driving Creek Hunting Club Lease Renewal**  
Approved renewing the lease of the Driving Creek Hunting Club.
4. **Attorney - Declaration of Surplus Property**  
Declared property obtained by the County through tax foreclosure as surplus property to be placed on the County's website for possible future purchase.
5. **Board Appointment - Trillium Regional Board**  
Appointed David Stanley to the Trillium Regional Board to fill the unexpired term of Mr. Tom Siemers. Mr. Stanley's term will expire May 1, 2018.
6. **Board Appointment - Brunswick Senior Resources, Inc. - District 2**  
Reappointed Joyce Lowrimore to the Brunswick Senior Resources, Inc. Board for a 1-year term expiring May 31, 2018, representing District 2.
7. **Board Appointment - Brunswick Senior Resources, Inc. - District 3**  
Appointed Joyce Casteen to the Brunswick Senior Resources, Inc. Board for a 1-year term expiring May 31, 2018, representing District 3.
8. **Board Appointment of Representative - Shoreline Protection Consortium Representative**  
Appointed Brian Hemphill to the Shoreline Protection Consortium replacing Richard Holbrook.
9. **Brunswick County Alcoholic Beverage Control Board Request**  
Approved the request from the Brunswick County Alcoholic Beverage Control Board to move forward with the construction of a new store to replace the current store located on Holden Beach Road and to increase distributions to the County by 25% or \$75,000 once the current outstanding debt is satisfied.
10. **Brunswick County Board of Commissioner Board Seat Assignment - Trillium Regional Board**  
Appointed Commissioner Pat Sykes to the Trillium Regional Board for the remainder of Calendar Year 2017 to fill the unexpired term of Commissioner Marty Cooke.
11. **Clerk to the Board - Meeting Minutes**  
Approved the minutes from the April 3, 2017 Regular Meeting, the April 11, 2017 Agenda Meeting, and the April 25, 2017 Agenda Meeting.
12. **Engineering - Sheriff's Firing Range Final Adjusting Change Order**  
Approved the final deductive change order for the Sheriff's Firing Range project in the amount of \$27,504.20 with L.M. McLamb & Son Construction, Inc. and appropriated \$16,000 of remainder funds for the purchase of a lawn mower.
13. **Finance - Fiscal Items**  
Approved Budget Amendments, Capital Project Ordinances and Fiscal Items of a routine nature presented on the consent agenda.
  - **Sheriff's Office Additional Revenues**  
Appropriate Sheriff's Office revenues: \$3,510 of project lifesaver revenue for use in the project lifesaver program, \$12,163 of insurance proceeds for vehicle repairs, \$21,714 of insurance proceeds for replacement of total loss vehicle and \$33,000 of Concealed Weapons for payment of state portion of concealed weapons permit fee.
  - **Cooperative Extension Horticulture Budget Amendment**  
Appropriate \$1,703 of horticulture program fees collected from horticulture classes for use in the horticulture program to purchase additional supplies.

- **Brunswick Family Assistance**  
Authorize a transfer of funds and an increase in the amount of \$25,000 to Brunswick Family Assistance Fee for Services Contract Agreement to continue the services provided to the end of the fiscal year.
  - **JCPC Teen Court FY17 Additional Funds**  
Appropriate State Revenues Restricted of \$225 for the Juvenile Crime Prevention FY17 Teen Court as a result of available discretionary funding. Additional funds will be used to replace a broken scanner. The additional funds of \$225 increases Brunswick County's JCPC Funding Plan to \$176,962.
  - **Register of Deeds Excise Tax Budget Amendment**  
Appropriate \$400,000 in additional Deed Excise Tax Revenue for the associated increased expenditure for the required State share.
  - **Water Fund Budget Amendment**  
Appropriate \$46,518 in operation and maintenance revenue for use in the water line break repair at Lower Cape Fear Water and Sewer Authority.
  - **Financial Reports for March 2017 (unaudited)**  
Included are Summary Information for General and Enterprise Funds, key indicators of Revenues and Expenditures and Cash and Investments. All reports provided at:  
<http://www.brunswickcountync.gov/finance/reports/>
14. **Operation Services - Disaster Debris Plan Update**  
Approved the updated Disaster Debris Plan for Brunswick County.
  15. **Operation Services - Water Management Projects**  
Approved proposed water management projects by the Mosquito Control Division.
  16. **Sheriff's Office - Emergency Telephone System Fund Appropriation**  
Approved appropriation of 911 Fund Balance (no county funds) in the amount of \$550,000 from the 911 Center for expenditures associated with the backup 911 Center.
  17. **Sheriff's Office - Vehicle Procurement**  
Approved the trade of a Jeep Cherokee VIN 1C4RJFCT6FC905380.
  18. **Tax Administration - April 2017 Releases**  
Approved the April 2017 tax releases.
  19. **Utilities - Request for Approval of Analysis and Design Infiltration Basins Proposal with Ed Andrews & Associates P.C. and Associated Budget Amendment (John Nichols, Director of Public Utilities)**  
Approved budget amendment and authorized the Chairman and Clerk to the Board to approve a contract with Ed Andrews & Associates, P.C., in the amount of \$107,008.75 for consulting services associated with the analysis and design of infiltration basins for effluent disposal.
  20. **Engineering - Calabash BSRI Senior Center Notice of Award to Graka Builders, Inc. (Bill Pinnix, P.E.)**  
Issued Notice of Award to Graka Builders, Inc., for the Calabash BSRI Senior Center remodeling project in the amount of \$1,371,717.00 with subsequent execution of the construction contract upon the County Attorney's review and approval of the contract, bonds, insurance, and E-Verify Affidavit.
  21. **Operation Services - Resolution to Establish a Post-Disaster Debris Policy (Stephanie Lewis)**  
Approved a Resolution establishing a post disaster debris management policy.

**RESOLUTION  
TO ESTABLISH A POST-DISASTER DEBRIS POLICY**

**WHEREAS**, the County of Brunswick wishes to eliminate any immediate threats to lives, public health, and safety; and

**WHEREAS**, the County of Brunswick may use a significant portion of the available capacity of the landfill to dispose of incident-related debris; and

**WHEREAS**, the Federal Emergency Management Agency (FEMA) cannot provide public assistance funding for the value of the loss of landfill capacity due to incident-related debris; and

**WHEREAS**, tipping fees will continue to be paid by the residents of Brunswick County to cover the County's waste disposal, recycling and/or reduction cost; and

**WHEREAS**, FEMA provides public assistance funding for collection, disposal and/or processing of debris upon the activation of disaster debris management and monitoring contracts and debris management sites.

**NOW THEREFORE BE IT RESOLVED**, that the Brunswick County Board of Commissioners establishes the following policies and procedures for post-disaster planning:

- Debris disposal, recycling and/or reduction completed at the Brunswick County Landfill will be considered normal operations.
- When disaster debris management and monitoring contracts and temporary debris management sites are activated, tipping fees will remain in place for the Brunswick County Landfill.
- Landfill airspace utilized for debris disposal will not be eligible for funding.

This the 1<sup>st</sup> day of May, 2017.

Frank Williams, Chairman  
Brunswick County Commissioners

Attest:  
Andrea White  
Clerk to the Board

## VI. PRESENTATION

### 1. **Proclamation - Honoring Micki Bozeman and Keep Brunswick County Beautiful**

Request that the Board of Commissioners approve a proclamation honoring Micki Bozeman and Keep Brunswick County Beautiful, recipient of the Keep America Beautiful President's Circle Award.

Commissioner Sykes read the Proclamation and presented it to Micki Bozeman, Executive Director of the KBCB Board.

Commissioner Sykes moved to approve the Proclamation honoring Micki Bozeman and Keep Brunswick County Beautiful. The vote of approval was unanimous.

### **PROCLAMATION HONORING MICKI BOZEMAN AND KEEP BRUNSWICK COUNTY BEAUTIFUL, RECIPIENT OF THE PRESIDENT'S CIRCLE AWARD**

**WHEREAS**, each year, Keep America Beautiful awards the President's Circle Award to affiliates that meet the standards of merit; and

**WHEREAS**, requirements for the award include creating a cost/benefit analysis, completing annual reports and participating in a variety of Keep America Beautiful programs and grant projects; and

**WHEREAS**, in January 2017, Keep Brunswick County Beautiful (KBCB) gained national recognition at the Keep America Beautiful 2017 Conference in Washington, DC; and

**WHEREAS**, Keep Brunswick County Beautiful represents urban, suburban and rural communities diverse in geographic area, population and budget; and

**WHEREAS**, the mission of Keep Brunswick County Beautiful is to engage individuals across the county to take a greater responsibility for improving their environment through education on litter prevention, recycling and waste reduction, and beautification; and

**WHEREAS**, the Brunswick County Solid Waste and Recycling Coordinator, Micki Bozeman, serves as the Executive Director of the KBCB Board.

**NOW, THEREFORE, BE IT PROCLAIMED**, that the Brunswick County Board of Commissioners does applaud the efforts of Ms. Bozeman and the Keep Brunswick County Beautiful Board for their efforts in keeping Brunswick County beautiful.

This the 1<sup>st</sup> day of May, 2017.

Frank Williams, Chairman  
Brunswick County Commissioners

Attest:  
Andrea White  
Clerk to the Board

2. **Proclamation - Brunswick County Literacy Council**

Request that the Board of Commissioners approve a Proclamation declaring May as Brunswick County Literacy Council Month.

Vice-Chairman Thompson read the Proclamation and presented it to Carolyn and Kim Loucks, representatives of the Brunswick County Literacy Council.

Vice-Chairman Thompson moved to approve the Proclamation declaring May as Brunswick County Literacy Council Month. The vote of approval was unanimous.

**BRUNSWICK COUNTY LITERACY MONTH 2017  
PROCLAMATION**

**WHEREAS**, the Brunswick County Board of Commissioners realize the importance of adequate literacy skills for all citizens in Brunswick County; and

**WHEREAS**, more than 30 percent of North Carolina's adults experience literacy issues that impact severely on their lives and families, their ability to work productively, and their full participation as citizens and residents of our state; and

**WHEREAS**, the Brunswick County Literacy Council, Brunswick Community College, Brunswick County Schools and the Brunswick County Library work diligently to improve the literacy skills of the citizens of Brunswick County.

**NOW, THEREFORE, THE BRUNSWICK COUNTY BOARD OF COMMISSIONERS** does hereby proclaim May 2017 as "Brunswick County Literacy Month," and urges citizens to assume an active role in literacy education for the benefit of Brunswick County as North Carolina moves toward an increasingly technological future.

This 1st day of May 2017.

Frank Williams, Chair  
Brunswick County Commissioners

Attest:  
Andrea White, Clerk to the Board

Following the presentation, Carolyn and Kim Loucks thanked the Commissioners for the Proclamation.

3. **Proclamation - Elder Abuse Prevention Awareness**

Request that the Board of Commissioners proclaim May 14, 2017 through June 18, 2017 as Elder Abuse Prevention Awareness in Brunswick County.

Chairman Williams read the Proclamation and presented it to Audi Lowrimore, Brian Flanagan, and Jane Jones representing the Elder Abuse Prevention Network.

Chairman Williams moved to approve the Proclamation designating May 14, 2017 through June 18, 2017 as Elder Abuse Prevention Awareness in Brunswick County. The vote of approval was unanimous.

**BRUNSWICK COUNTY BOARD OF COMMISSIONERS  
ELDER ABUSE PREVENTION AWARENESS**

**PROCLAMATION**

**WHEREAS**, elder abuse is the broad term used to identify mistreatment of elderly and disabled adults; and

**WHEREAS**, abuse, neglect & exploitation of elderly and disabled adults is one of the most under recognized and under-reported social problems in this country; and

**WHEREAS**, the magnitude of the problem is likely to increase for several reasons, especially with the increasing rise in the number of elderly population; and

**WHEREAS**, mistreatment can take many forms: physical abuse, emotional abuse, sexual abuse, neglect by a caregiver, self-neglect, exploitation, and financial exploitation; and

**WHEREAS**, it is estimated that approximately five million people age 60+ suffer elder abuse every year; and

**WHEREAS**, it is estimated that approximately one out of every twenty-four cases of elder abuse is reported; and

**WHEREAS**, abuse of the elderly and disable is preventable.

**NOW, THEREFORE, BE IT PROCLAIMED** by the Brunswick County Board of Commissioners that May 14, 2017 through June 18, 2017 be recognized as "**Elder Abuse Prevention Awareness**" in Brunswick County and that all residents and other jurisdictions are encouraged to become more aware of this problem and join in the prevention of elder abuse.

**ADOPTED** this the 1<sup>st</sup> day of May, 2017.

Frank Williams, Chairman  
Brunswick County Commissioners

Attest:  
Andrea White  
Clerk to the Board

Following the presentation, Jane Jones, Audie Lowrimore and Brian Flannigan thanked the Commissioners for all they do for seniors in Brunswick County.

## VII. PUBLIC HEARING

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

### 1. **Planning - Rezoning - Z-17-750CZ - (Kirstie Dixon, Planning Manager)**

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-17-750CZ) from C-LD (Commercial Low Density) and R-7500 (Medium Density Residential) to C-LDCZ (Commercial Low Density Conditional Zoning).

Kirstie Dixon, Planning Manager, explained that Rezoning Case Z-750CZ is a conditional zoning case that came before the Board of Commissioners on April 3, 2017. At that meeting, the Board of Commissioners asked the Planning Board to consider the item again due to an agreement between the owners, potential buyers, and the community subsequent to the Planning Board's initial ruling. The Planning Board reconsidered the item on April 10, 2017 and unanimously recommended approval.

### CALL TO ORDER

Chairman Williams called the Public Hearing to order at 6:22 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-17-750CZ). There were no comments.

### ADJOURN

Vice-Chairman Thompson moved to close the public hearing at 6:23 p.m. The vote of approval was unanimous.

### **GOVERNING BOARD ACTION (per N.C.G.S. 153A-341) Zoning Map Amendment No. Z-750CZ**

**Description:** No change recommended in Zoning District from C-LD (Commercial Low Density) and R-7500 (Medium Density Residential) to C-LDCZ (Commercial Low Density

Conditional Zoning) for Tax Parcel 21200011. This zoning change totals approximately 12.18 acres.

- I. The rezoning described above is not consistent with the Brunswick County CAMA Land Use Plan. An amendment has been requested.
- II. The rezoning described above is reasonable and in the public interest based on the following: Conditions that address the concerns of neighboring property owners are included with the Conditional Rezoning of the property.

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.

2. **Planning - Text Amendment Public Hearing (UDO-17-01) - Kirstie Dixon, Planning Manager**

Request that, after the Public Hearing, the Board of Commissioners approve the First and Second Readings of the proposed text amendments to various sections of the Unified Development Ordinance (UDO).

Kirstie Dixon, Planning Manager, reviewed the potential changes on the proposed Ordinance amending the UDO.

**CALL TO ORDER**

Chairman Williams called the Public Hearing to order at 6:33 p.m.

**PUBLIC COMMENTS**

Chairman Williams asked if there were any members of the audience who wished to address the Board regarding the proposed text amendments to various sections of the Unified Development Ordinance (UDO). There were no comments.

Commissioner Williams noted that, due to the number of items to be considered, the Board could approve all items or approve first reading and postpone second reading to a later date.

County Manager Hardy noted that item 20 (Amending Article 7, Section 7.1.3.B., Basics for Establishing the Special Flood Hazard Areas and Section 7.1.4.B.3.i.(a), Elevation Certificates) was time sensitive.

Commissioner Cooke moved to approve first reading, with the exception of item 20, and to approve first and second reading of item 20

After a brief discussion, Commissioner Cooke moved to amend his motion to adopt first reading on all items except item 20 and to continue the Public Hearing to the Commissioners' Regular meeting on May 15, 2017. The vote of approval was unanimous.

**ADJOURN**

Commissioner Cooke moved to close the Public Hearing at 6:35 p.m. and adopt first and second reading of item 20. The vote of approval was unanimous.

**VIII. ADMINISTRATIVE REPORT**

1. **Administration - Community College - Allied Health Building at BCC - (Ann Hardy, County Manager)**

Request that the Board of Commissioners approve an agreement with the Brunswick Community College Board of Trustees for the funding of constructing an addition to create an Allied Health Facility.

Ann Hardy, County Manager, explained that at the Goals Retreat held on March 6, 2017, Dr. Adams presented the need for a 13,750 sq. ft. addition to the existing building that they are converting to an Allied Health Building. Mrs. Hardy reviewed a proposed Memorandum of Agreement for funding of this building.

Commissioner Cooke moved to table the agreement with the Brunswick Community College Board of Trustees until the next Regular Meeting. After discussion by the Board, the Chairman called the question. The motion failed 3 to 2 (Nays - Chairman Williams, Vice-Chairman Thompson, and Commissioner Sykes. Ayes - Commissioner Cooke, Commissioner Forte).

Vice-Chairman Thompson moved to approve the Memorandum of Understanding and forward to the College for consideration. The motion carried 3 to 2 (Ayes - Chairman Williams, Vice-Chairman Thompson, and Commissioner Sykes. Nays - Commissioner Cooke, Commissioner Forte).

**IX. OTHER BUSINESS/INFORMAL DISCUSSION**

1. Other Business/Informal Discussion

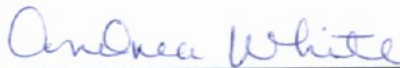
Vice-Chairman Thompson requested an update on the timeline for the Calabash Senior Center Project. County Manager Hardy stated that construction should begin within the next 45 days. Staff is planning to budget six months of operations for the Center and the goal is to have it functional by the end of January 2018.

**IX. ADJOURNMENT**

Commissioner Cooke moved to adjourn the Regular Meeting at 6:57 p.m. The vote of approval was unanimous.

  
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 Frank Williams, Chairman  
 Brunswick County Board of Commissioners

Attest:

  
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 Andrea White, Clerk to the Board

