

**BRUNSWICK COUNTY BOARD OF COMMISSIONERS
ROUTINE BUSINESS AND AGENDA SETTING MEETING
JULY 10, 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 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
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. CALL TO ORDER

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

II. INVOCATION/PLEDGE OF ALLEGIANCE

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. ADMINISTRATIVE REPORT

1. **Administration - Economic Development Organizational Structure (Ann Hardy, County Manager, Mike Hargett, Director of Economic Development & Planning)**
Request that the Board of Commissioners approve the structure of a proposed economic development organization and authorize the County Manager and County Attorney to develop the related documents, including an agreement for services and funding.

Ann Hardy, County Manager, explained that the County has been reviewing the best way to organize Economic Development. The Economic Development Foundation offered to bring in a consultant to look at various models in North Carolina to assist the County in consolidating and strengthening its ability to recruit into the County. A proposed structure has been developed and is presented for the Board's consideration.

Vice-Chairman Thompson moved to approve the organizational structure and authorize the County Manager and County Attorney to develop the related documents as requested. The vote of approval was unanimous.

2. **Planning - Information on Solar Facilities (Mike Hargett, Director of Planning & Economic Development)**
Request that the Board of Commissioners receive information from staff regarding current solar facility regulations and provide direction regarding a future presentation.

Mike Hargett, Director of Planning & Economic Development, presented information related to solar farms in the unincorporated areas of the county.

Following discussion, the Board requested additional information on the requirement of a bond for the cleanup of abandoned solar farms, decommissioning procedures, wind resistance ratings, and limits on the size and number of solar farms allowed in the county.

Additional concerns were expressed related to proper zoning and environmental safety. The Board also requested that a copy of all White Papers mentioned in the presentation be provided to the Board.

3. **Administration - Credit Card and Other Type of Electronic Payment Processing (Ann Hardy, County Manager)**

Request that the Board of Commissioner receive information on credit card and other electronic payment processing and provide direction to staff.

County Manager Hardy explained that this item was the result of allowing online building permit applications. Certain amounts being charged were higher than that credit card vendor felt comfortable with for the fees that were previously negotiated. Currently, the County passes along debit/credit card convenience fees to the customer using that form of payment. There is no fee for customers using an electronic check or written check. Mrs. Hardy presented detailed information to the Board and requested direction on whether the County should continue with the current practice of passing along the convenience fees to customers, or absorb convenience fees.

Following discussion, it was the consensus of the Board to continue with current practices.

At the Board's request, Mr. Cameron Moore, Home Builders Association, provided comments regarding this topic. Mr. Moore explained that the County has done an exceptional job with efficient permitting, noting that while there are many payment options, consumers will navigate through them to choose the best way for their business model. Convenience fees are to be expected for efficiency.

4. **Administration - NCACC Voting Delegate (Ann Hardy, County Manager)**

Request that the Board of Commissioners designate one voting delegate to represent Brunswick County at the NCACC Annual Conference in Durham County.

County Manager Hardy explained that the 110th Annual Conference will be held in Durham County, August 10-12, 2017. During the business session on Saturday, August 12, each county will be entitled to one vote on items that come before the membership. Each county is asked to designate one voting delegate prior to the Annual Conference.

Vice-Chairman Thompson moved to designate Chairman Williams as the NCACC Voting Delegate for the upcoming Annual Conference. The vote of approval was unanimous.

5. **Administration - S&A Communications - (Ann Hardy, County Manager)**

Request that the Board of Commissioners approve a proposal from S&A Communications to provide services related to public and media communications.

County Manager Hardy explained that the County became aware of GenX possibly being in the County's water supply approximately five weeks ago. Staff has been working to receive as much information as possible and provide that information to the public. Staff has determined that assistance is needed to ensure that the public is being provided with timely, quality, and accurate information about the water supply. S&A Communications has provided a proposal to assist the County in providing information to the public at a not-to-exceed amount of \$25,000 through December 31, 2017.

Commissioner Sykes moved to approve the proposal with S&A Communications as presented. The vote of approval was unanimous.

6. **Administration - Parks & Recreation Advisory Board Recommendation (Steve Stone, Deputy County Manager)**

Request that the Board of Commissioners consider staff recommendation for the Parks and Recreation Board.

Steve Stone, Deputy County Manager, explained that the Board recently reviewed a number of recommendations with regard to advisory boards. The Parks & Recreation Advisory Board was deferred until a later date. Staff met with the Chairman of the group and it was the consensus that that Advisory Board does provide valuable input into program planning and policy development; however, it was the consensus that the Advisory Board should no longer participate in the annual capital project prioritization process. The Advisory Board would continue to provide input during the long-range master facilities planning. In addition, the Parks & Recreation Trust Fund Application Scoring awards two points out of 100 if the application has been endorsed by an advisory group.

Commissioner Sykes moved to dissolve the Parks & Recreation Advisory Board. The motion failed 2 to 3. (Ayes – Commissioner Sykes, Commissioner Cooke. Nays – Chairman Williams, Vice-Chairman Thompson, Commissioner Forte.)

Chairman Williams moved to approve the recommendation of staff to retain the Parks & Recreation Advisory Board without participation in the annual capital project prioritization process.

Following discussion, Chairman Williams called the question. The motion passed 4 to 1. (Ayes – Chairman Williams, Vice-Chairman Thompson, Commissioner Forte, Commissioner Cooke. Nays – Commissioner Sykes.)

Chairman Williams recessed the meeting at 4:19 for a break.

Chairman Williams called the meeting back to order at 4:26 p.m.

7. **Administration - Establish Agenda for Commissioners' Regular Meeting of July 17, 2017 (Ann Hardy, County Manager)**
Request that the Board of Commissioners establish the agenda for the July 17, 2017 Regular Meeting.

County Manager Hardy reviewed the draft agenda for the July 17, 2017 Regular meeting.

The Board directed staff to invite Mayor Willis, Town of Navassa, to attend the presentation of Item VI-1 *Administration – Proclamation Declaring Gullah/Geechee Nation Appreciation Week* if his schedule allows, as he is involved with the Gullah/Geechee Cultural Heritage Corridor Commission.

A brief discussion was held regarding item VI-2 *Administration – Town of Shallotte – Waterfront Development Project Presentation*. No action was taken.

It was the consensus of the Board to move item VII-3 *Operation Services – Building A HVAC Replacement Contract* to the Consent Agenda.

A brief discussion was held regarding the cemetery located on the Smithville Park property. No action was taken.

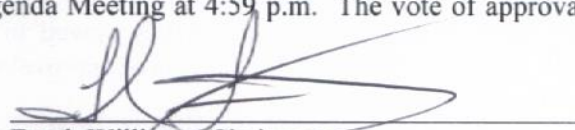
It was the consensus of the Board to include an update on the Ocean Isle Beach Park to item VII-4 *Parks & Recreation – Smithville Park Future Development*.

V. OTHER BUSINESS/INFORMAL DISCUSSION

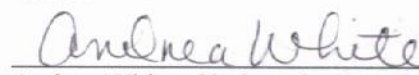
- A brief discussion was held regarding the timeframe for making appointments to the Economic Development organization. It was the consensus of the Board to make those appointments during the month of August.
- The Board requested an update on the Caw Caw project prior to August.

VI. ADJOURNMENT

Commissioner Cooke moved to adjourn the Agenda Meeting at 4:59 p.m. The vote of approval was unanimous.


Frank Williams, Chairman
Brunswick County Board of Commissioners

Attest:


Andrea White, Clerk to the Board

