

**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. 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. 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. PRESENTATION

There were no presentations.

VI. ADMINISTRATIVE REPORT

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.

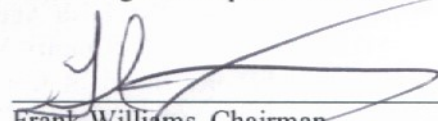
Chairman Williams briefly stepped out of the meeting at 4:43 p.m. and returned at 4:43 p.m.

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. ADJOURNMENT

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

