Meeting Schedule Pasquotank County Board of Commissioners Monday, April 5, 2021 Pasquotank County Courthouse

Commissioner Meeting Agenda Summary

- 1. 6:00 PM Call to Order in Courtroom C
- 2. Invocation
- 3. Pledge of Allegiance to the American Flag
- 4. <u>Amendments to the Agenda</u>
- 5. Public Comments/Public Hearings
- 6. Old Business:
 - A. Community Relations Commission Request to Reallocate Funds
 Traditionally, the funds allocated to the Community Relations Commission (CRC) are used for their operational costs. Due to COVID-19, the organization has not had in-person meetings, and their operational costs have decreased. The Community Relations Commission has requested the authority to reallocate \$500 of their funds to the Elizabeth City-Pasquotank Public Schools Foundation McKinney Vento Homeless Program and \$300 to the Food Bank of the Albemarle. The request from Dr. Andrea Williams, CRC Chair, is attached along with the associated CRC minutes and a letter from ECPPS. This request was considered at the March 15, 2021 Finance Committee and failed. Commissioner Sterritt has requested that it be reconsidered. Dr. Williams will be in attendance to answer any questions the Board may have.
 - B. <u>Sale of Winfall Property</u>
 - At the March 1, 2021 Board meeting we discussed the New Love Fellow Church's offer of \$120,000 for the County's property located at 333 Winfall Boulevard. I was given the authority to counter at \$130,000 and the ability to negotiate down to \$125,000. I called to poll the Board regarding the latest counteroffer of \$123,000 from New Love Fellow Church. I recommend formally accepting the \$123,000 bid and advertising for upset bids. If the Board accepts the bid, it will need to adopt the attached resolution.
 - C. Consideration of Appointments to Boards and Committees

 At the last meeting, the Appointments Committee recommended the appointment of Ronny Williams to the Elizabeth City-Pasquotank County Community Relations Commission. Mr. Williams' application was previously provided for your review. If there are no further nominations, the Board can finalize their appointments.

7. Consent Agenda:

A. Approval of Minutes of February 26 and March 15, 2021 Commissioner Meetings

B. Approval of Tax Releases and Refunds

The Finance Committee has recommended approval of the following tax refunds and solid waste fee releases:

Tax Refunds

		County	City
1.	Five's C's Inc.	210.13	178.75
2.	Jacquelyn Sierra McLaughlin		139.45

Solid Waste Fee Releases

		Parcel ID#	Reason for Release
1.	Bessie H. Bartell Lfe Est. & Jerry L. Barclift	58-K-59	Vacant
2.	Marceil B. Black & Zelma B. Levels	38-B-160	Vacant
3.	Evelyn R. Poole	P98-15	Vacant

C. <u>Approval of Budget Amendments</u>

The Finance Committee has recommended approval of the following budget amendments:

Occupancy Tax

Increase	030.0220.4270.00	Occupancy Tax Revenue	250,000.00
Increase	030.4920.5625.01	Tourism Development Authority	250,000.00

To increase Occupancy Tax Revenue and increase distribution to Authority.

Newland Drainage

Increase	027.0991.4991.00	Fund Balance Appropriated	7,500.00
Increase	027.4731.5350.00	Maintenance	7,500.00

To appropriate funds for the clearing and snagging of the River and Newland Ditch.

Economic Development

Location in Development			
Increase	010.0110.4111.12	Ad Valorem Taxes-'12	2,000.00
Increase	010.0110.4111.13	Ad Valorem Taxes-'13	4,300.00
Increase	010.0110.4111.14	Ad Valorem Taxes-'14	4,900.00
Increase	010.0110.4111.15	Ad Valorem Taxex-'15	10,000.00
Increase	010.0110.4111.16	Ad Valorem Taxes-'16	20,000.00
Increase	010.0110.4111.17	Ad Valorem Taxes-'17	46,000.00
Increase	010.0110.4111.18	Ad Valorem Taxes-'18	3,315.00
Increase	010.4920.5625.09	Incentive Grants	90,515.00

To increase appropriation of revenue on collections of delinquent taxes and to increase the appropriation for incentive grants.

8. New Business:

A. <u>Update by Dr. Landon Mason, Executive Director, Economic Improvement Council</u>

B. Budget Amendments

The Finance Office has requested approval of the attached budget amendments.

C. Purchase of Land for Pump Station for Utilities Department

We discussed the potential purchase of land for a pump station to serve the Newland area at 1270 Northside Road in Closed Session on March 15th. The Board authorized David Smithson to offer \$15,000, with the authority to go to \$20,000, if needed. The landowner agreed to sell the County approximately .13-acre for the pump station for \$20,000. While the \$20,000 price for .13-acre is high, the benefit of significantly reduced pump station construction costs far outweighs the cost of the land.

Due to the current infrastructure of the County's water system, the ideal location for the pump station is at the intersection of Boyce Drive and Northside Road. The further the pump station is constructed away from this location, the higher the cost increases to install the pump station and its piping. There are very few sites on Northside Road that meet our criteria. The landowner of the best suited site was contacted and had no interest in selling his property. 1270 Northside is our second choice. The selected lot does not require any tree clearing and needs minimal work to bring it up to grade, and there is also a power pole on the property with 3-phase. For comparison, our third choice for the pump station is approximately 2400' further north on Northside Road. The additional cost of having to use this site would increase our piping cost well over \$100,000, it would also require trees to be cut down and fill to be added (assuming the owner would be willing to sell). Based on the cost-benefit analysis, I recommend approval of the purchase of the .13-acre parcel at 1270 Northside Road for \$20,000.

D. New Position Request - Grants Coordinator/Purchasing Agent

We discussed the need for a Grants Coordinator/Purchasing Agent at the Board of Commissioners Retreat. Currently, we do not have the need for two separate positions, but we do have the need for both functions. As a Tier 1 County, we are missing out on grant funding that could aid Pasquotank County operations. In addition, without a Purchasing Agent, purchasing is too decentralized with the burden falling on Department Directors and the County Managers Office for bids, Requests for Proposals, and Request for Qualifications.

I had planned to request the position in my recommended Fiscal Year 2021-22 Budget; however, due to the need to pursue grant funding for the Utilities projects approved by the Board and grant funding available in the recently passed American Rescue Act of 2021, it would be prudent to start the hiring process more quickly. If the position is approved in the budget, we would start the hiring process on July 1st and the new employee would likely start in September. If the Board approves the position tonight, we would be able to fill the position by July 1st. I recommend approval to establish a Grants Coordinator/Purchasing Agent position at Pay Grade 23 with a salary range of \$43,396 to \$61,261.

E. Request by Elizabeth City-Pasquotank Public Schools to Reallocate Funds

A memo from Chief Finance Office Rachael Haynes is attached which requests a
transfer of capital project funds. ECPPS has requested a transfer of \$21,462.42
from the JC Sawyer Drive project budget (\$69,000) to the Sheep-Harney
Elementary School (SHES) Windows Lintel project. It has been determined that
JC Sawyer Drive (Normal Drive) is a city road, and ECPPS is working with the
city on that project. The \$21,462.42 transfer to SHES Windows Lintel project
would result in a total capital request for this project of \$38,786.42. This project
was not on the original project list but was an emergency repair.

ECPPS also requests to have the remaining \$47,537 from the JC Sawyer project transferred to Central Drive to increase the scope of that project from the original \$12,000 project amount. Rachael Haynes will be in attendance to answer any questions the Board may have.

- 9. County Manager's Reports
- 10. County Attorney's Reports
- 11. <u>Internal and External Committee Reports and Proposals</u>
- 12. <u>Closed Session per [N.C.G.S. 143-318.11(a)(3)] To Protect the Attorney-Client Privilege</u>
- 13. Adjournment