

PERSON COUNTY BOARD OF COMMISSIONERS
MEMBERS PRESENT

JULY 17, 2023
OTHERS PRESENT

Gordon Powell
C. Derrick Sims
Kyle W. Puryear
Charlie Palmer
Jason Thomas

Katherine M. Cathey, County Manager
Brenda B. Reaves, Clerk to the Board
S. Ellis Hankins, County Attorney

The Board of Commissioners for the County of Person, North Carolina, met in regular session on Monday, July 17, 2023 at 9:00am in the Commissioners' Boardroom 215 in the Person County Office Building located at 304 S. Morgan Street, Roxboro, NC.

Chairman Powell called the meeting to order. Vice Chairman Sims offered an invocation and Commissioner Palmer led the group in the Pledge of Allegiance.

DISCUSSION/ADJUSTMENT/APPROVAL OF AGENDA:

Chairman Powell stated the need to add an additional Closed Session to the agenda for the purpose to consult with the county attorney in order to preserve the attorney-client privilege as Closed Session #2; the currently listed Closed Session #2 will now be Closed Session #3. In addition, Chairman Powell noted a request to add an item to the agenda for a Financial Advisory Agreement Addendum with DEC Associates for support related to the lease renewal or construction of a new Human Services Building.

A **motion** was made by Vice Chairman Sims and **carried 5-0** to approve the agenda, as adjusted with the additional Closed Session and the Financial Advisory Agreement Addendum with DEC Associates, as noted above.

Commissioner Palmer requested to have the resolution, as communicated by a representative of the Person County GOP at the Board's June 5, 2023 meeting, placed on a future agenda for consideration of support.

INFORMAL COMMENTS:

The following individuals appeared before the Board to make informal comments:

Mr. Bob Brauer of 1 Bobwhite Road, Roxboro and Chair of the Environmental Issues Advisory Committee, stated support of Sheriff Wilborn's request to use inmates for roadside cleanup and urged the Board to approve.

Ms. Holly Anne Rogers of 405 Younger Road, Roxboro expressed her support and commitment for the Roxboro Community Redevelopment Corp. funding request for local funds for a Housing First Shelter to address the homelessness in Person County; she urged the Board to support the collaborative request.

July 17, 2023

DISCUSSION/ADJUSTMENT/APPROVAL OF CONSENT AGENDA:

A **motion** was made by Commissioner Puryear and **carried 5-0** to approve the Consent Agenda with the following items:

- A. Approval of Minutes of June 5, 2023,
- B. Approval of Minutes of June 7, 2023,
- C. Approval of Minutes of June 19, 2023,
- D. Budget Amendment #23,
- E. Request to approve Tracy Clayton as a deputy chief finance officer to carry out pre-audit duties, and
- F. Tax Adjustments for July 2023
 - a. Tax Releases
 - b. NC Vehicle Tax System pending refunds

NEW BUSINESS:

PERSON COUNTY MUSEUM UPDATES:

Person County Museum of History Executive Director Carrie Currie shared the following presentation in response to the funding allocation for FY22-23, to update the Board on how the funding was utilized and the ways the museum has been involved in the community, specifically from January through June 2023. Ms. Currie stated the Museum is now open 18 hours per week/3-days per week and has hired another staff member.

July 17, 2023

Person County Museum of History

FY 2023 Q1 & Q2 Updates

In early
2023 we
asked the
county
for
financial
support.

Funds to support operations

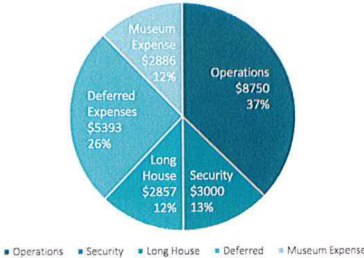
Funds to seed our self-sustaining model

Funds to update campus security and
infrastructure

TOTAL ASK: \$20,000

How we used the funds...

2022-2023 County Funding Expenses



Long House Updates



- Pressure Washed and Repainted Exterior Trim (Existing County Budget)
- Expanded Front Porch Safety Ramp
- Updated Locks, Interior Lighting and other Features
- Purchased Baseline Items to Operate as Site Rental/Event Space

Kitchin House Porch Updates



Unexpected Safety Expense – Repair of Front Porch

The boards on the porch had deteriorated and caused guests to trip. A portion of the floor system had to be removed, replaced and repainted for safety. This was a collaborative existing expense – new expense allocation project. This also improved our curb appeal.

General Store Roof Updates



Unexpected Timeline – Store Roof Painting

In anticipation of the upcoming opening of the General Store exhibit (and getting to be the cover story for Hyco Magazine in Fall 2023) we had to move forward ahead of schedule with the capital improvement of painting the store roof. This needed to be done before the weather changed and it was too hot to work on the metal roof.



Operations, Security & Museum Expenses

Additional funds were allocated for operations and campus security. There were several instances where expenses exceeded the allocated amount from county funding. Those expenses were absorbed by the museum. Operations support allowed us to provide more services to visitors.

Left: The Memorial Day Field of Honor required the purchase of materials which fall under the operations budget.

Our Q1 & Q2 2023 Programming was a mix of free opportunities and ticketed fundraisers. These events included:

February 2023 – African American Military History Event (free)

March 2023 – Suffragette Tea & Talk (ticketed)

May 2023 – Vintage Games for Small Business Week (free)

May 2023 – Field of Honor (free)

June – Amazing Uptown Race (free)

June – Vintage Games at the Person County Library (free)

Expanded Programming



Expanded Partnerships



Treasure Map Through Town Camp

Our Q1 & Q2 2023 partnerships included:

- Roxboro Garden Study Club
- Thomas Person Chapter DAR
- Person County GIS
- Person County Cooperative Extension/4H
- Person County Library
- Roxboro Chamber of Commerce
- Person County TDA - Uplift



Roxboro Garden Study Club


Fundraising





In the first six months of 2023 we have completed the following fundraising activities:

- Annual Fund – 60% of 2023 Goal Reached
- Fundraising Events – Tea, Private Dinner
- Group Tours & Escape Room





Above: Brooks Store c. 1930s
Below: WPA photographs of Person County Tobacco Farms c. 1930s






Grant Funding

We have several pending grant opportunities to supplement our fundraising efforts and the support we receive from the county and the city. These include:

- AgSouth Grant - \$5,000 to update our Barn exhibit and host a festival on Tobacco Farming Heritage in 2024
- PCTDA - \$9,750 to update the general store and host a grand opening event

There are also other grants we plan to pursue including a \$3,500 grant for our oral history project, a \$1,500 grant from the Federation of NC Historical Societies to supplement the Barn updates and a grant from Uptown Roxboro Group for façade improvements at the Long House and the Parsonage.

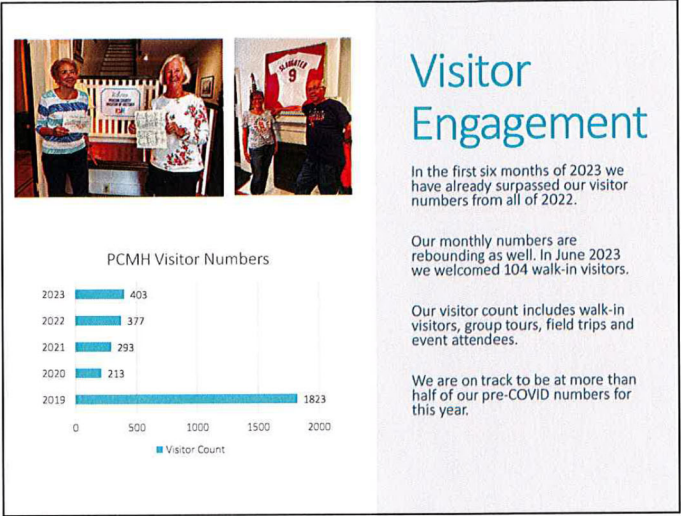


6 Months
26 Volunteers
1,620 Hours
\$49,268 Value

Volunteers

From board members to volunteers to community service projects, in six months the museum has been the beneficiary of 1,620 volunteer hours.

The current value of one hour of volunteer work is \$29.95 which puts the monetary value of our volunteer force at almost \$50,000 over six months!





School Engagement

In the first six months of 2023 we have engaged with several area schools. We hosted more than 100 7th Graders from Southern Middle School for a field trip in March. We've also met with Person County Schools and Roxboro Community School representatives to coordinate programming. We are currently hosting two PHS interns and have served as a community service project for RCS middle school students. In August we will be present at the Person County Schools information fair and are currently developing traveling trunks that schools can use to supplement their curriculum.



On the Horizon - Events




We have so many programs, collaborations and projects on the horizon.

- August 4 – 1920s Dinner (fundraiser)
- August 9 – Story Time @ the Library
- August 14 & 15 – Person County Schools Information Fair
- September 23 – Booth at the Veterans Council Military Vehicle Show
- October 7 – Booth at Personality
- October 19 – General Store Preview Event (fundraiser)
- October 21 – General Store Grand Opening
- November 4 – Veterans Day Program
- December 7 – Jingle on Main

On the Horizon – Projects

While we are always working to collect new artifacts and expand the stories we share about Person County, there are a few special projects we are working on.



This oversized photograph is one of several we will digitize through our partnership with DigitalNC.

Oral History	Digitization
Short Documentary	Phone Exhibit

Thank you so much
for your support of
the museum!

Questions?

Chairman Powell expressed his gratitude to Ms. Currie and the volunteers for their efforts. He asked her about the membership drive to which Ms. Currie stated the fund campaign replaced the membership drive. She added the Museum was free to tour, however they do request a donation.

July 17, 2023

Commissioner Palmer asked about the Historical Society again using the Museum facilities for its meetings to which Ms. Currie said they could meet at the Long House. He asked about potential street closures for the Gala event to which Ms. Currie stated weather permitting, they could utilize the yard lot at the Parsonage.

Vice Chairman Sims stated appreciation of the staff and volunteers as well as the update to the Board since county funds were approved. He said it was nice to see the improvements progressing.

ROXBORO COMMUNITY REDEVELOPMENT CORP. (RCRC) FUNDING REQUEST FOR HOUSING FIRST SHELTER OPERATIONS AND EQUIPMENT NEEDS:

Felts Lewis, President of Roxboro Community Redevelopment Corporation (RCRC), the 501 (c)(3) non-profit affordable housing instrumentality of Roxboro Housing Authority, proposes to use the Housing First Model of The National Alliance to End Homeless (NAEH) to operate a 14-unit, modern, non-congregate homeless shelter constructed from federal grant funds administered by the N.C. Housing Finance Agency. This agency considers Person to be a priority county for non-congregate and permanent rental housing development funding.

Mr. Lewis said that RCRC was partnering with local supportive services agencies (Dept. of Social Services, Dept. of Health, Person Family Medical and Dental Center, Freedom House, Safe Haven, Christian Help Center and Piedmont Community College to name a few) to provide housing, job readiness, health care, substance abuse, sexual assault/domestic violence and other supportive services needs for qualifying residents. An operations plan including but not limited to intake documentation recommended by the NAEH shall be implemented and executed. RCRC shall receive technical assistance from other shelters in the region as it solidifies its operations to reduce homelessness in Person County.

The construction of a 14-unit, permanent rental housing community as alluded to above, shall serve as a means to permanently house an undetermined number of individuals/families after a 45-day maximum stay at the homeless shelter.

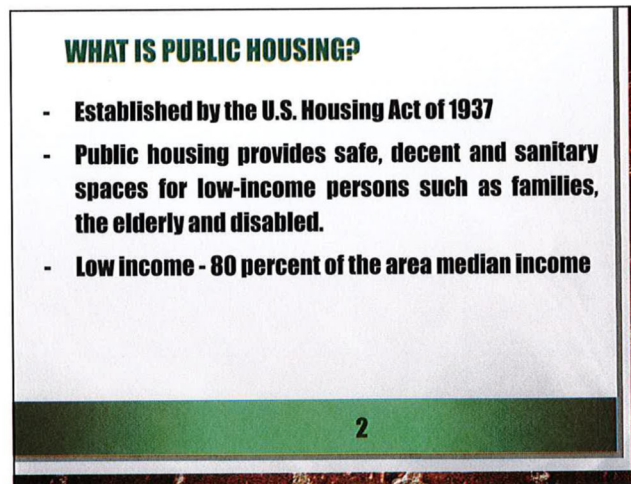
Vacant land at the end of Mt. Bethel Church Street owned by Roxboro Housing Authority is the proposed new construction site for both the shelter and rental housing community. RCRC is currently working with HUD and the City of Roxboro to allow these projects to move forward.

Local churches have pledged their financial support of operations; however, additional funding is necessary as federal funds do not cover operational costs such as case management, overnight attendant and management staff; utilities, supplies, etc.

July 17, 2023

Mr. Lewis requested Board consideration to allocate \$60,000 to support shelter operations, furnishings and equipment. To further illustrate his request of the Board, Mr. Lewis shared the following presentation:

7/17/2023



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WHAT IS PUBLIC HOUSING?

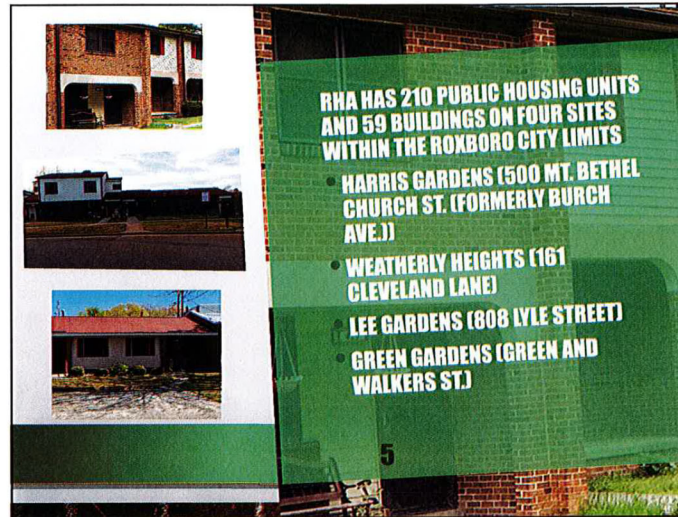
- **Over 1.2 million public housing households**
- **There are 3,300 public housing authorities in the U.S. and Puerto Rico**
- **Established and managed locally**
- **Funding, technical and management assistance from U.S. Dept. of Housing and Urban Development**
- **Marcia Fudge is the current HUD Secretary**

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WHAT IS PUBLIC HOUSING IN PERSON COUNTY?

- **Established in the City of Roxboro in 1969 as Roxboro Housing Authority**
- **Mayor appoints citizens of Roxboro to serve as commissioners to adopt policies and hire executive director to oversee operations**
- **Serves any U.S. citizen that meets income and working requirements; screening requirement**
- **Minimum Monthly Rent = \$50; Avg. Rent = \$274.00**

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Roxboro Housing AuthorityThe Beginning



Burch Avenue Housing Units Take Shape

A portion of Roxboro's 150 low-rent public housing units take shape on Burch Avenue Extension. A total of 74 units are going up on this particular site while the remainder are being constructed on Walker Street and at South and Lyle Streets. Completion is expected in January 1970. The Roxboro Housing Authority will begin accepting formal applications from prospective tenants in September of this year.

The Courier Times newspaper article...Tuesday, May 22, 1969

AND OVER 50 YEARS LATER.....

Roxboro Housing Authority (RHA) follows its motto of 'Housing for a Brighter Future' by providing residents with quality, affordable units, and also actively partner with local organizations to host a variety of activities and events.

In 2018, RHA initiated projects to upkeep and renovate its community centers.

Monthly community meetings are held with the dates placed on our website calendar.


From public safety training to holiday parties, RHA provides residents with valuable, informative and fun programming at its three community center sites.

This is important for residents to be able to participate in a variety of activities to enhance the quality of life in their community.



RHA's Main Office continues at its original location of 500 Mount Bethel Church Street (formerly Burch Avenue) Roxboro, NC. New agency signage and logo was created.

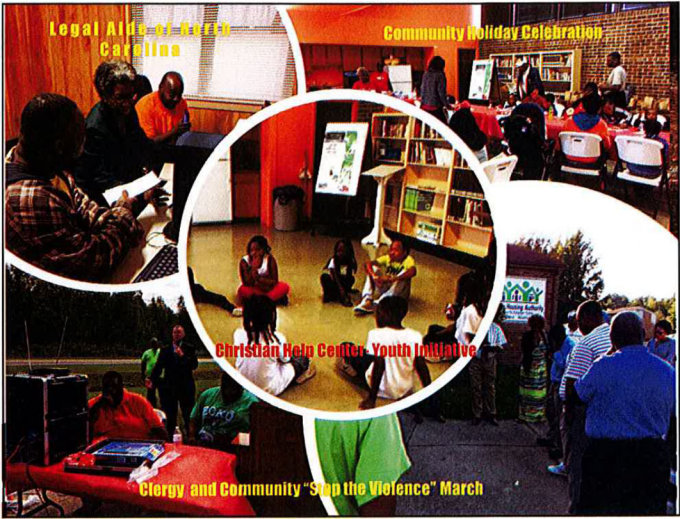
FAMILY SUPPORT SERVICES (FSS) GRADUATE EARNS MONEY FOR NEW HOME




- ROXBORO HOUSING AUTHORITY AWARDED OVER \$10,000 TO FSS PARTICIPANT FOR DOWN PAYMENT ON HER FIRST HOME
- A SECOND FSS PARTICIPANT WAS AWARDED OVER \$7,000

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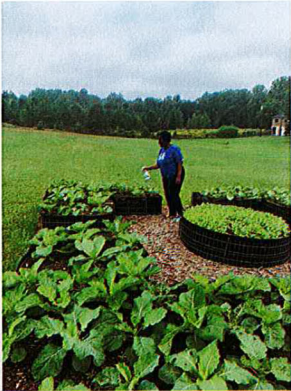




RHA EFFORTS DURING COVID-19

- PARTNERED WITH FOOD BANK OF CENTRAL AND EASTERN NC TO DISTRIBUTE EMERGENCY MEALS TO LOW-INCOME RESIDENTS IN PERSON COUNTY
- DELIVER 175 HOT, NUTRITIOUS LUNCHES DAILY
- K&W CAFETERIA MEALS
- SURPASSED 14,000 MEALS DELIVERED

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RHA EFFORTS DURING COVID-19

- ESTABLISHED FOUR COMMUNITY GARDENS, ONE IN EACH COMMUNITY
- PARTNERED WITH ABANITU ORGANICS TO PLANT AND GROW ORGANIC PRODUCE
- MUSTARD GREENS AND COLLARDS TO START FOR A FALL HARVEST

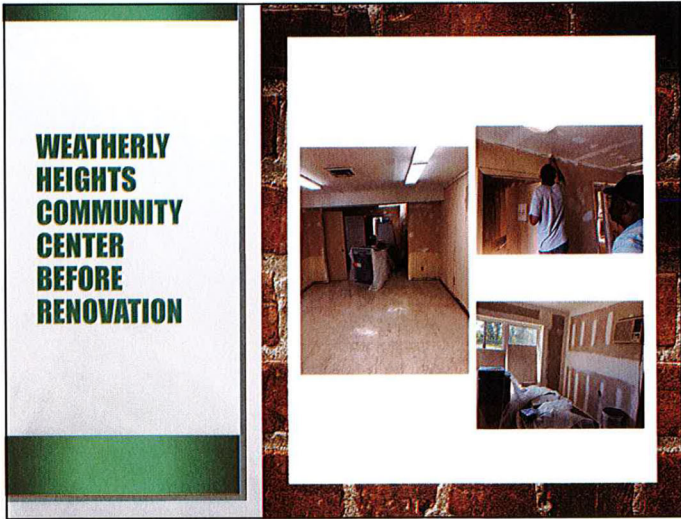
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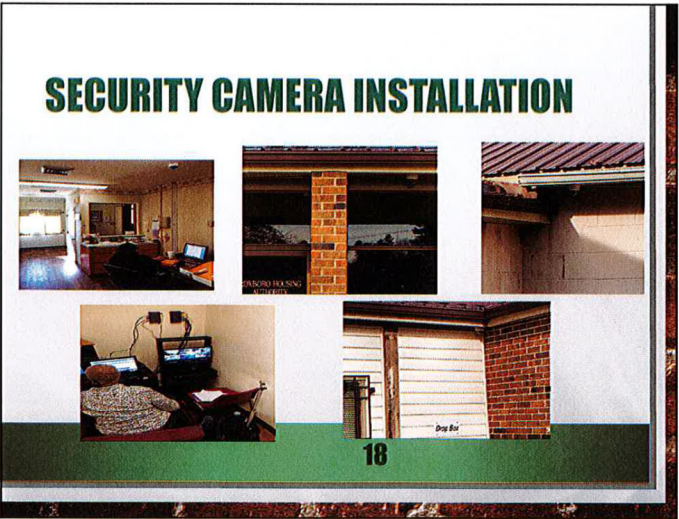
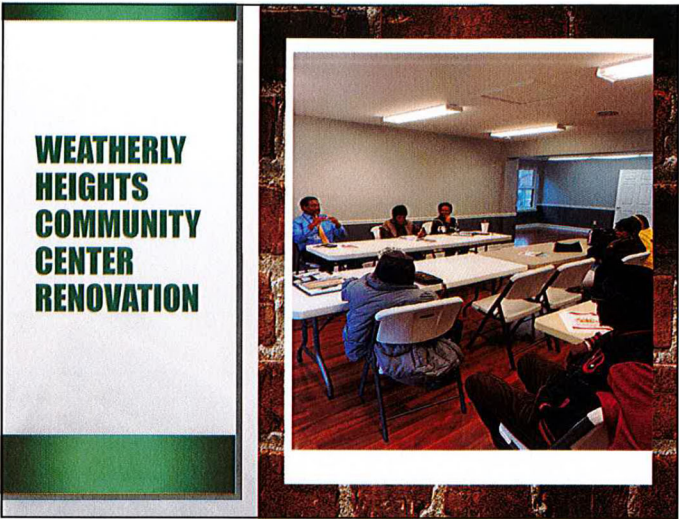
AGENCY AWARDS AND RECOGNITION



- SECOND CHANCE INITIATIVE STARTED IN NOV. 2018 WITH SIX MEMBERS AND IS GROWING

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WHAT PUBLIC HOUSING CAN'T DO?

- PROVIDE EMERGENCY HOUSING
- OFFER SHORT-TERM HOUSING
- RECEIVE FUNDING TO BUILD NEW PUBLIC HOUSING
- LEASE TO MORE THAN 208 FAMILIES IN NEED OF HOUSING AS RHA IS LIMITED IN SUPPLY

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CONCERNS FROM PERSON COUNTY RESIDENTS

Top Social Issues

Issue	Percentage
Quality of Life for Low Income/Poverty Families	78%
Unemployment or Underemployment	57%

Top Service Issues

Issue	Percentage
Affordable Housing	58%
Lack of Emergency Housing	31%
Homelessness	28%

2022 PERSON COUNTY COMMUNITY HEALTH ASSESSMENT CONDUCTED BY PCHD

WHY IS HOUSING NEEDED FOR THE HOMELESS IN PERSON COUNTY?



CALLS FOR HELP

RHA RECEIVES AN AVERAGE OF 70 CALLS PER MONTH FROM COUNTY RESIDENTS NEEDING A PLACE TO STAY. THAT IS APPROXIMATELY 840 CALLS IN ONE YEAR!



WAITLIST

OVER 200 INDIVIDUALS/FAMILIES ARE CURRENTLY ON RHA'S WAITLIST



CONCERNS

RIISING RENT, POOR AND UNSANITARY CONDITIONS AND LACK OF AFFORDABLE HOUSING STOCK AND UNITS FOR RENT

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FUTURE DEVELOPMENT PLANS



- CREATED ROXBORO COMMUNITY REDEVELOPMENT CORPORATION (RCRC) TO DEVELOP MORE AFFORDABLE HOUSING OPPORTUNITIES IN PERSON CO.
- 501 (C)(3) NON-PROFIT
- INSTRUMENTALITY OF RHA
- START WITH DEVELOPING OPEN LAND AT HARRIS GARDENS SITE

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FUTURE DEVELOPMENT PLANS




- SEEKING SUPPORTIVE HOUSING AMERICAN RESCUE PLAN (SHARP) FUNDING FROM FEDERAL GOVT THAT IS ADMINISTERED BY N.C. HOUSING FINANCE AGENCY FOR TWO DEVELOPMENTS
- \$7 MILLION PROJECT
- NEW CONSTRUCTION OF SHELTER AND RENTAL HOUSING COMMUNITY
- TARGET AUDIENCE: HOMELESS AND PRONE TO BE HOMELESS

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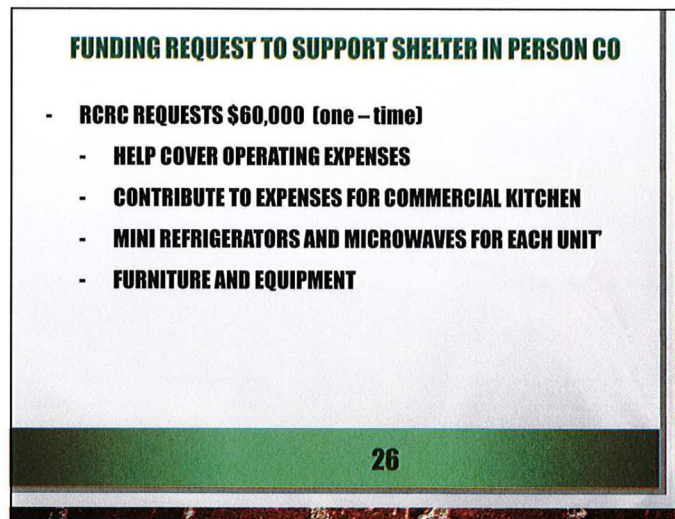
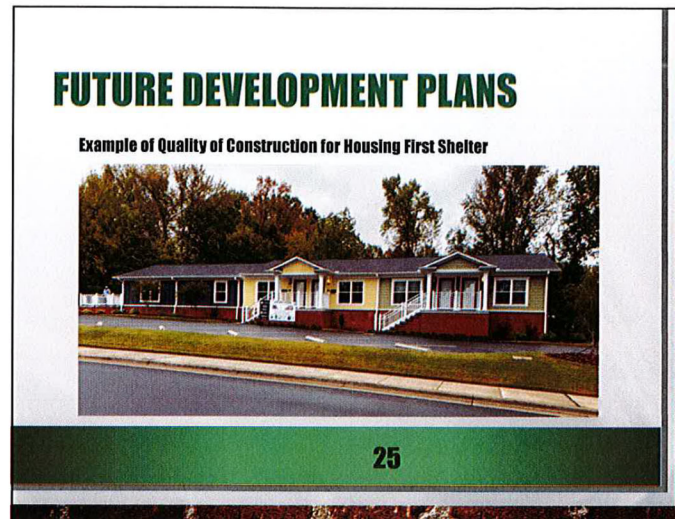
FUTURE DEVELOPMENT PLANS

Housing First Homeless Shelter Floor Plan



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Mr. David Stogner of Stogner Architecture of Rockingham presented the proposed floor plan layout noting he works with housing authorities of NC and SC.



Mr. Lewis stated the one-time funding request to support a shelter in Person County is not included in the grant funding and would help with costs for operations and equipment.

OPERATIONS BUDGET PER YEAR AT A GLANCE

SHELTER STAFF (COVERING 24 HOURS)	\$89,600
(INTAKE FROM 8 A.M. TO 4 P.M.)	
(CHECK-IN / DINNER AT 6:30 P.M.)	
CONTRACT SHELTER MANAGER (THREE DAYS/WEEK)	10,000
CASE MANAGER F/T (WITH OFFICE MGMT DUTIES)	36,000
ONE F/T OFFICE STAFF	28,000
TWO P/T AFTERHOURS ATTENDANTS	RHA TO COVER COST
PART-TIME COOK	15,600

UTILITIES (WATER, SEWER, ELECTRIC)	\$66,000
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FOOD	DONATIONS
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PLATES/UTENSILS	DONATIONS
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OPERATIONS BUDGET PER YEAR AT A GLANCE (CONT.)

ON-SITE MAINTENANCE	\$5,000
(RHA CONTRACT)	

EXTERMINATION (WEEKLY TREATMENTS)	\$5,000
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TRANSPORTATION	NO COST
(PERSON AREA TRANSPORTATION SYSTEM)	

SUPPORTIVE SERVICES	NO COST
(LOCAL PARTNERS TO PROVIDE NECESSARY SERVICES)	
(DSS, CHRISTIAN HELP CENTER, PCC, PFMD, FREEDOM HOUSE)	

INSURANCE	\$20,000
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How will the emergency shelter sustain?

We understand the importance of ensuring the long-term viability of this shelter and reducing reliance on public funding. We are a dedicated team that will be committed to developing innovative strategies to generate revenue and secure ongoing community support.

The diagram features a central green circle labeled "Emergency Shelter". Surrounding it are four smaller green circles, each connected to the center by a line. The circles are labeled: "Local Businesses" (top), "Ethnic and Community Organizations" (right), "Faith-Based Communities" (bottom), and "Philanthropic Foundations and Individuals" (left). A bracket on the right side of the diagram groups these four circles under the text "Sources of additional funding and in-kind supports".

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SHELTER SERVICES EXPECTED OUTCOMES

REDUCE HOMELESSNESS



IMMEDIATE RELIEF & COMPREHENSIVE SUPPORT SERVICES TO DECREASE THE NUMBER OF INDIVIDUALS EXPERIENCING HOMELESSNESS IN PERSON COUNTY

IMPROVE COMMUNITY WELL-BEING

STABLE HOUSING FOSTERS SAFER NEIGHBORHOODS, REDUCES CRIME RATES, AND ENHANCES OVERALL COMMUNITY COHESION AND WELL-BEING

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SHELTER SERVICES EXPECTED OUTCOMES

PROMOTE & INCREASE SELF-SUFFICIENCY 	ENHANCE ECONOMIC GROWTH 
<small>INDIVIDUALS WILL BE EMPOWERED TO ACQUIRE SKILLS, GAIN EMPLOYMENT, AND SECURE PERMANENT HOUSING THAT WILL LEAD TO SELF-SUFFICIENCY AND DECREASED RELIANCE ON PUBLIC ASSISTANCE</small>	<small>INDIVIDUALS WILL BECOME PRODUCTIVE MEMBERS OF SOCIETY AND CONTRIBUTE TO LOCAL ECONOMIC GROWTH THEREFORE REDUCING THE STRAIN ON PUBLIC RESOURCES</small>

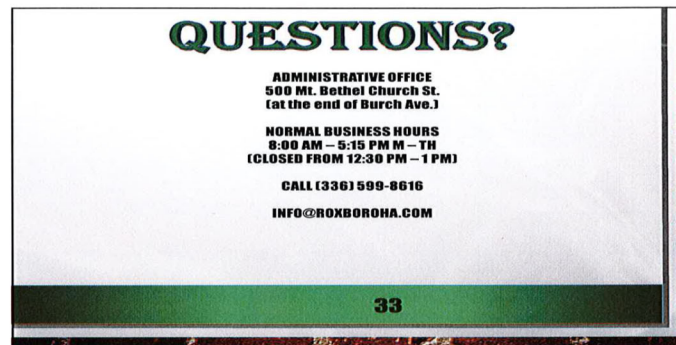
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Want more information on
 the RHA AND RCRC... check
 out our website:
www.roxboroha.com

 Find us on
Facebook

Vice Chairman Sims asked Mr. Lewis if local contractors would be used to which Mr. Lewis affirmed noting all would be considered. Vice Chairman Sims asked if the neighbors were receptive of the proposed development to which Mr. Lewis stated yes, as they would be benefactors of the new development.



Commissioner Puryear asked Mr. Stogner of an anticipated construction date; Mr. Stogner stated the NC Housing Finance decision would be made by the end of the calendar year, plans would take 3-5 months with construction completed by the third or fourth quarter 2025. Commissioner Puryear asked if local funds were requested now, since the project would not be completed until 2025, to which Mr. Lewis said the funding would be used as proof for capacity noting they have consultants to pay, a required Environmental Study to complete as well as costs associated with moving the parcel from the Roxboro Housing Authority to the RCRC non-profit entity. Should the grant application be denied, Mr. Lewis assured the Board that the funding would be used for other great needs. Mr. Lewis added that the state sees Person County as a primary county as an underserved area not having a shelter.

Commissioner Thomas asked about security to which Mr. Lewis stated there would be cameras installed and on-site personnel. The Roxboro Police Department has a satellite office located at Harris Garden site and surveils by driving through the properties routinely.

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County Manager Katherine Cathey offered up funding sources for the \$60,000 request with either the FY24 contingency fund, that has \$200,000, or unobligated ARP funds.

A **motion** was made by Vice Chairman Sims and **carried 5-0** to allocate \$60,000 to the Roxboro Community Redevelopment Corporation for Housing First Shelter operations and equipment needs, as requested using unobligated ARP Funds.

Commissioner Puryear asked Mr. Lewis for quarterly updates to the Board, when available, either by email or by presentation at a Board meeting

TAX COLLECTOR SETTLEMENT:

Tax Administrator Russell Jones stated as required by NC General Statute 105-373(a)(3), an annual settlement for taxes for the current fiscal year and all previous years must be made with the governing body of the taxing unit. Mr. Jones shared the following Tax Collector Settlement presentation:

2022 Tax Collector Settlement

Introduction:

Per N.C. General Statute 105-373
the Tax Collector must make a
report of settlement for the fiscal
Year 2022-2023 and prior years.

2022 County Levy			
<u>Real/Personal Property</u>			
Total Billed	Actual Collections	Uncollected	% Collected
\$29,013,411.37	\$28,804,882.96	\$208,528.41	99.28%
<u>Public Service</u>			
Total Billed	Actual Collections	Uncollected	% Collected
\$6,936,421.42	\$6,936,421.42	\$0.00	100.00%
<u>NCVTS-Motor Vehicles</u>			
Total Billed	Actual Collections	Uncollected	% Collected
\$3,264,162.47	\$3,262,281.60	\$1,880.87	99.94%

Total 2022 County Levy			
Combined Collections			
Total Billed	Actual Collections	Uncollected	% Collected
\$39,213,995.26	\$39,003,585.98	\$210,409.28	99.46%
Total 2022 County Levy-Adjusted			
Combined Collections			
Total Billed	Actual Collections	Uncollected	% Collected
\$39,126,383.55	\$38,893,371.35	\$233,012.20	99.46%

Mr. Jones stated the county had the highest ever collection rate of 99.46%, which is compared to the state collection rate of 99.21% and ranked third among peer counties.

5 Year Comparison By Category				
Real/Personal Property				
6/30/2023	6/30/2022	6/30/2021	6/30/2020	6/30/2019
99.28%	98.15%	98.08%	98.53%	98.43%
Public Service				
6/30/2023	6/30/2022	6/30/2021	6/30/2020	6/30/2019
100.00%	100.00%	100.00%	100.00%	100.00%
Motor Vehicles				
6/30/2023	6/30/2022	6/30/2021	6/30/2020	6/30/2019
99.94%	99.96%	99.88 %	99.83 %	99.87 %

5 Year Comparison Overall Collection Rate				
6/30/2023	6/30/2022	6/30/2021	6/30/2020	6/30/2019
99.46%	98.63%	99.33%	98.91%	98.85%

Mr. Jones said the 5-year comparison for the overall collection rate factors in the DMV collections with no adjustments for bankruptcy bills.

Collections Tools Used

Delinquent Notices	Mailed out in January and May each year
Advertising	Listed in newspaper early March
Garnishments	Instructs employer to withhold/submit 10% of gross wages
Attachment	Instructs bank to withdraw available funds to pay taxes
Escheats	Also known as NCCash
Debt Setoff	For debts over \$50/submitted against NC Tax Refunds & Lottery Winnings
Payment Arrangements	Many taxpayers, especially those with fixed income, make payments even before bills are mailed
Foreclosure	Results in the sale of property at public action

Other Collections

Pre-Payment	Collection Fees	Stormwater/Interest
\$135,510.03	\$52,820.65	\$290,606.82
Prior Year Taxes	Animal Taxes	Fire Tax/Interest
\$564,251.06	\$39.46	\$2,159,345.18
County Interest	Gross Receipts	Copy Fees
\$163,199.21	\$18,659.92	\$269.75
Late Listing	Beer License	City
\$25,873.65	\$2,600.00	\$4,921,281.46
Grand total for all taxes & fees		= <u>\$44,066,723.47</u>

11th Year Insolvents-2012

2012 County Taxes	Original Levy	Balance	%
Real Estate/Other	\$26,379,054.58	\$10,561.74	99.96%
Vehicle	\$2,153,353.92	\$7,467.22	99.65%
Final Collection Rate Overall	\$28,532,408.50	\$18,028.96	99.94%

Other Tax Office Items

ACH Debit	Can draft checking accounts for both payment plans and pre-payments for next year
2025 Reappraisal	Sales ratio current at 73%
Gap Billing	Created 2,029 new bills, county taxes due of \$59,592.87, collected \$45,512.31, or 76.37%.
E-check	Added e-check as a payment option, with \$1.50 fee to taxpayer. Over 250 payments and \$1.15m collected.
Foreclosure	Collected \$163,916.58 with no cost to county

A **motion** was made by Commissioner Puryear and **carried 5-0** to accept the Tax Collector Settlement report, as presented.

July 17, 2023

ORDER TO COLLECT TAXES:

Tax Administrator Russell Jones stated as required by NC General Statute 105-321, the governing board of the taxing unit must issue an order of collection to tax collectors. This gives the tax collector legal authority to collect taxes.

A **motion** was made by Commissioner Puryear and **carried 5-0** to direct Tax Collector to collect taxes for 2023 and delinquent taxes from prior years.



PERSON COUNTY

**OFFICE OF THE TAX
ADMINISTRATOR**

Person County Tax Office
P.O. Box 1116
13 Abbitt St
Roxboro, North Carolina 27573-1116
(336) 597-1721 Fax No. (336) 322-8619

County of Person

To the Tax Collector of the County of Person:

You are hereby authorized, empowered, and commanded to collect the taxes set forth in the tax records filed in the office of Person County Tax Office and in the tax receipts herewith delivered to you, in the amounts and from the taxpayers likewise therein set forth. Such taxes are hereby declared to be a first lien upon all real property of the respective taxpayers in the County of Person, and this order shall be a full and sufficient authority to direct, require, and enable you to levy on and sell any real or personal property of such taxpayers, for and on account thereof, in accordance with law.

Witness my hand and official seal, this 17th day of July 2023.



A handwritten signature in cursive script, reading "Gordon Powell".

Gordon Powell, Chairman
Person County Board of Commissioners

Attest:

A handwritten signature in cursive script, reading "Brenda B. Reaves".

Brenda B. Reaves, Clerk to the Board of Commissioners

July 17, 2023

CONSIDERATION OF CONTRACT FOR 2025 REAPPRAISAL SERVICES:

Tax Administrator Russell Jones stated NC General Statutes require counties to conduct a countywide reappraisal at least every eight years. Person County's last reappraisal was conducted for 2021; however, the county adopted an advanced schedule to include four-year reappraisals. Currently, Mr. Jones noted the sales ratio is 73%. If more than a 10% off, a reappraisal is necessary. Therefore, Mr. Jones said the county was scheduled for a reappraisal for 2025. This project normally takes just under two years, and therefore the Tax Office will need to start on this project soon.

In order to best negotiate a contract for this service, Mr. Jones issued an RFP (Request for Proposal) for the 2025 Reappraisal. The RFP was mailed to all 15 approved reappraisal vendors, as certified by the NC Department of Revenue resulting in four proposals ranging in cost from \$616,000 to \$725,000.

The RFP criteria that was considered during the selection process is listed below:

1. Clarity of Proposal.
2. Firm understands of the project objectives.
3. Firm has recommended approach to the project, including Firm's demonstrated ability to conduct reappraisal program services within North Carolina.
4. Qualifications of principal(s) to perform the work and the level of involvement in the project.
5. Qualifications of project manager, supervisor, and key personnel assigned to the project.
6. Firm's knowledge and demonstrated experience specifically with reappraisal programs within North Carolina.
7. Firm's familiarity with North Carolina statutes and other laws relating to reappraisal programs.
8. Firm's ability to perform the project based on the successful completion of similarly sized projects with similar project scope.
9. Proof of like projects that were completed on time and at or under budget.

After careful examination of the RFPs received, and using the criteria above, Mr. Jones said that staff unanimously selected Pearson's Appraisal Service Incorporated at a cost of \$642,600 (\$175,000 higher than the contract four years ago). After selection, he said they proceeded to negotiate the service contract for Board consideration, noting the County Attorney has reviewed. He added by state statute, funds are set aside each year to cover the costs of a reappraisal, noting all funds are budgeted.

A **motion** was made by Vice Chairman Sims and **carried 5-0** to authorize the execution of the contract with Pearson's Appraisal Service Incorporated, as presented.

July 17, 2023

NORTH CAROLINA
PERSON COUNTY

THIS AGREEMENT, made and entered into this 17th day of Jul, 2023 by and between Person County, North Carolina (the "County"), party of the first part; and Pearson's Appraisal Service, Inc., (the "Provider"), party of the second part.

WITNESSETH:

For the purpose and subject to the terms and conditions hereinafter set forth, the County hereby contracts for the services of the Provider, and the Provider agrees to provide the services to the County in accordance with the terms of this Agreement.

I. SERVICES TO BE PROVIDED

The services to be performed by the Provider are to provide professional appraisal services to:

- a. Conduct Market Analysis/Site Visits
Examine all 2023/2024 market sales in the County and conduct site visits
- b. Conduct an onsite visit to improved properties using Provider's Complete Appraisal Process Solution or CAPS program and capture a digital image of improvements
- c. Develop the new 2025 Schedule of Values
- d. Provide services needed to complete the 2025 revaluation
- e. For a more detailed description of services, refer to the Response to the Request for Proposals (RFP) specifications

II. TERM

The services of the Provider shall begin at the request of the County and continue until the Provider is notified by the County of the completion of services listed above.

III. PERSONNEL

Provider will submit proposed personnel to the County. When in the county visiting properties the Provider's staff will wear identification badges and staff's vehicles will be marked to identify their association with the County Assessor's Office.

IV. PAYMENT

As full compensation for services, the County agrees to pay the Provider:

\$22.95 per parcel based on 28,000 parcels for a total sum of \$642,600.00. Said sum is to be paid as provided in the Request for Proposals (RFP) specifications. Any parcels over 28,000 will be charged the same rate of \$22.95 per parcel and should the County have less than 28,000 parcels the County will be billed for the actual number of parcels.

V. RELATIONSHIP OF THE PARTIES

The Provider shall operate as an independent contractor, and the County shall not be responsible for any of the Provider's acts or omissions. The Provider shall not be treated as an employee with respect to the services performed hereunder for federal or state tax, or for unemployment or worker's compensation purposes. The Provider agrees that neither federal, nor state, nor payroll tax of any kind shall be withheld or paid by the County on behalf of the Provider or the employees of the Provider. The Provider further agrees that the Provider is fully responsible for the Payment of any and all taxes arising from the payment of moneys under this Agreement. The Provider shall not be treated as an employee with respect to the services performed hereunder for purposes of eligibility for, or participation in, any employee pension, health, or other fringe benefit plan of the County.

The Provider shall comply with all federal, state and local laws regarding business permits, certificates and licenses that may be required to carry out the services to be performed under this Agreement. The Provider shall insure that all personnel engaged in work under this Agreement shall be fully qualified and shall be authorized under state and local law to perform the services under this Agreement. The Provider's appraisers shall have passed the Appraisal Certification examination given by the North Carolina Department of Revenue, Local Government Division. Provider shall further insure that all information provided by the County will be treated as confidential and will be maintained in accordance with all federal and state requirements.

The County shall supply, at its sole expense, all office furnishings, computer equipment and accessories, written forms for contract appraisal use, business cards, and identification badges for Provider's staff, which must be worn while providing contract services. The County shall not be liable to the Provider for any expense paid or incurred by the Provider unless otherwise agreed in writing.

VI. INSURANCE

The Provider shall obtain, at his sole expense, all insurance required in the following paragraphs:

- a. Workers Compensation - Coverage for all paid and volunteer workers meeting the statutory requirements of The North Carolina Workers' Compensation Act, North Carolina General Statute §97.
- b. Commercial Automobile Liability - Coverage with limits no less than \$1,000,000.00 per occurrence for bodily injury and property damage for any vehicle used during the performance of the contract.
- c. Commercial General Liability - Bodily injury and property damage liability as will protect the Firm from claims of bodily injury or property damages which arise from the operations of the contract. The amounts of such insurance coverage shall not be less than \$2,000,000.00 per occurrence and \$3,000,000.00 aggregate coverage.
- d. Professional Errors and Omissions - Coverage with minimum limits of \$1,000,000.00 per occurrence and \$2,000,000.00 aggregate.

VII. INDEMNIFICATION

Provider agrees to defend, indemnify, and hold harmless the County, for all loss, liability, claims or expenses (including reasonable attorney's fees) arising from bodily injury, including death or property damage, to any person or persons caused in whole or in part by the negligence or misconduct of the Provider, except to the extent same are caused by the negligence or willful misconduct of the County. It is the intent of the section to require the Provider to indemnify Person County to the extent permitted under North Carolina law.

VIII. NON-ASSIGNMENT

The Provider shall not assign this Agreement, including rights of payment, to any other party without the prior written consent of the County.

IX. ENTIRE AGREEMENT

The Provider and the County agree that this document and any attachment hereto, constitute the entire agreement between the two parties and may only be modified by a written mutual agreement signed by the parties.

X. GOVERNING LAW

Both parties agree that the laws of the State of North Carolina shall govern this Agreement. Each party agrees exclusive venue for all actions relating in to any manner to the Agreement will be in the General Court

XI. WAIVER

Failure of the County to enforce, at any time, any of the provisions of this Agreement, or to request at any time performance by Provider of any of the provisions hereof, shall in no way be construed to be waiver of such provisions, nor in any way affect the validity of the Agreement or any part thereof, or the right of the County to enforce each and every provision.

XII. NON-APPROPRIATION CLAUSE

Provider acknowledges that the County is a governmental entity and the contract validity is based upon availability of public funding under the authority of its statutory mandate.

In the event that public funds are unavailable and not appropriated for the performance of the County's obligations under this contract then this contract shall automatically expire without penalty to the County thirty (30) days after written notice to Provider of the unavailability and non-appropriation of public funds. It is expressly agreed that the County shall not activate this non-appropriation provision for its convenience or to circumvent the requirements of this contract but only as an emergency fiscal measure during a substantial fiscal crisis. In the event of termination, the County shall pay the Provider for: 1) all unpaid invoices and 2) all work produced. However, in no event shall the County be obligated to pay more than the Agreement value.

XIII. E-VERIFY REQUIREMENTS

Pearson's Appraisal Service, Inc. is aware of the E-Verify requirements of the General Statutes of North Carolina and agrees to comply.

XIV. IRAN DIVESTMENT ACT

Pearson's Appraisal Service, Inc. is aware of the Iran Divestment Act requirements and certifies that the Company is not identified on the Final Divestment List of entities, nor do we use subcontractors who might be identified on the Final Divestment List, and our co-owner, Fred Pearson, is authorized to make this Certification pursuant to NCGS 147-86.55 *et seq.* *

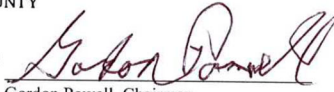
XV. NONDISCRIMINATION

Contractor shall not discriminate against or deny the Contract's benefits to any person on the basis of: race; religion; creed; color; sex; gender identity and expression; pregnancy; childbirth; breastfeeding; medical conditions related to pregnancy, childbirth or breastfeeding; sexual orientation; marital status; age; national origin; ancestry; genetic information; disability; veteran status; or any class protected by local, state, or federal law.

IN WITNESS WHEREOF, the County and the Provider have set their hands and seals as of the day and year first above written.

COUNTY

By:

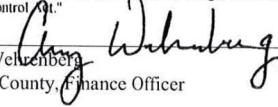

Gordon Powell, Chairman
Person County Board of Commissioners

Date:

7/17/2023

"This instrument has been pre-audited in the manner required by the Local Government Budget and Fiscal Control Act."

By:


Amy Welchenberg
Person County Finance Officer

Provider

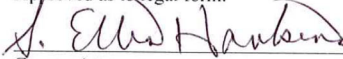
By: _____

Date: _____

Mailing Address: _____

Federal Tax Id# _____

Approved as to legal form.


County Attorney

Date

7/17/2023

July 17, 2023

**RESOLUTION ENACTING THE RULES AND STANDARD REGULATIONS
DEFINED BY THE SHERIFF OF PERSON COUNTY FOR THE USE OF
INMATE/PRISONER LABOR FOR PROJECTS TO BENEFIT UNITS OF STATE
AND LOCAL GOVERNMENT:**

In accordance with North Carolina General Statute 162-58, Sheriff Jason Wilborn requested the Board approve a resolution implementing necessary rules and regulations for work on projects to benefit units of state or local government by persons convicted of misdemeanors or felonies and imprisoned in the local confinement facilities or satellite jail/work release units.

The sheriff shall approve rules and regulations enacted by the Board. Prisoners working under this section shall be supervised by county employees or by the sheriff. The rules enacted by the Board and approved by the sheriff shall specify a procedure for ensuring that county employees supervising prisoners pursuant to this section be provided with notice that the persons placed under their supervision are inmates from a local confinement facility or a satellite jail/work release unit.

The sheriff plans to increase the number of state inmates housed at the jail now that staffing has improved, and he would like to implement a roadside cleanup program. Eligible inmates may also do other work that will benefit the community. This resolution would allow the use of prisoners under the Statewide Misdemeanant Confinement Program (SMCP) to work on state and county projects under the supervision of the Sheriff.

Sheriff Wilborn shared the following presentation outlining the SMCP for trash pickup:

SMCP Trash Pickup

2021 Appropriations Act

Any SMCP sheriff's office who utilizes SMCP inmate labor to maintain clean roads for a:

1. Combined total of 500 hours per calendar month, and
2. Submits documentation to NCSA showing the hours worked and road miles cleaned, then.....

Earn more money through SMCP

1

SMCP Trash Pickup

ALL SMCP inmates held at that jail will be reimbursed at a rate of \$60.00 per day instead of the standard \$40.00 per day.

The \$60.00 is not just for the inmates that participate and work, but **ALL** SMCP inmates housed at the jail that month.

2

SMCP Trash Pickup

G.S. § 162-58 authorizes a board of county commissioners to enact by resolution all necessary rules and regulations for the completion of work on projects that benefit units of state or local governments by persons convicted of misdemeanors or felonies and confined in local jails.

Any rules or regulations enacted by a board of county commissioners for this work would need to be approved by the sheriff since inmates in the custody of the sheriff are the sole responsibility of the sheriff.

3

SMCP Trash Pickup



IF approved by the sheriff, this statute allows any county employee (not just the sheriff's personnel) to supervise inmates conducting work on projects under the statute, such as litter cleanup.

4

SMCP Trash Pickup

This law requires a procedure approved by the sheriff for ensuring that county employees supervising inmates under the statute are provided with notice that the persons placed under their supervision are inmates.



5

SMCP Trash Pickup

Of course, a sheriff should first consult with their legal advisor prior to authorizing any person, such as a county employee, to undertake the supervision of an inmate in the care and custody of the sheriff, even if for an inmate work related project.



6

Sheriff Wilborn said other than the proposed trash pickup; inmates may be used to clean up the firing range and painting projects. Currently Sheriff Wilborn has 15 state misdemeanants housed in Person County. This proposal will not rely on overtime, as he will use retired part-time or reserve deputies as necessary.

A **motion** was made by Commissioner Puryear and **carried 5-0** to approve a Resolution Enacting the Rules and Standard Regulations Defined by the Sheriff of Person County for the use of Inmate/Prisoner Labor for projects to benefit units of state and local government.

RESOLUTION

Enacting the Rules and Standard Regulations Defined by the Sheriff of Person County for the Use of Inmate/Prisoner Labor for Projects to Benefit Units of State and Local Government

WHEREAS, N.C.G.S. 162-58 authorizes the Sheriff of Person County to provide inmate labor to support projects that benefit units of State and local government; and

WHEREAS, N.C.G.S. 162-58 requires the adoption of certain rules and regulations therefore by the Board of County Commissioners; and

WHEREAS, certain Inmate Work Programs Rules & Regulations are attached hereto and incorporated herein by reference as Exhibit "A"; and

WHEREAS, this Board believes the use of inmate/prisoner labor for projects benefiting units of State and local government benefits the citizens of Person County and their respective communities; and

WHEREAS, this Board is of the opinion that this resolution including the Exhibit attached hereto should be adopted.

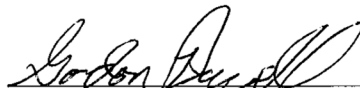
NOW THEREFORE BE IT RESOLVED, by the Board of Commissioners for the County of Person as follows:

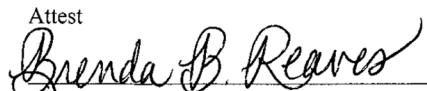
1. That the Sheriff of Person County shall manage and provide for inmate work services for the benefit of units of the State and local government as allowed by law, and in a manner not inconsistent with the provision of Exhibit "A" to this resolution which are hereby approved and adopted for the purpose recited herein.
2. This Resolution shall be effective upon adoption.

Adopted this, the 17th day of July 2023.

(County Seal)




Gordon Powell, Chairman

Attest

Brenda B. Reaves, Clerk to the Board

July 17, 2023

Exhibit A
Person County
Jail and Detention
Policies and Procedures

Subject: Inmate Work Crew	Policy Number:
Issue Date:	Revision Date:
Approval Authority Title and Signature:	

Policy:

The Person County Detention Center will maintain an Inmate Work Crew to assist with maintaining the Person County Sheriff's Office property, and equipment. The Inmate Work Crew will also, when available, assist Person County personnel in maintaining county property and equipment.

Penological Interest:

Person County Detention Center has a penological interest in allowing inmates to work in an efficient and orderly manner. Inmate work programs should be designed to provide positive reinforcement for change, to provide skills relevant to the public job market, and to assist the inmate upon release with reentry into society.

Eligibility:

The Captain over the Detention Center will prepare and maintain a list of inmates meeting the criteria to participate on the inmate work crew. Inmates will meet the following:

1. Inmates will be convicted with no pending charges locally or other county or state.
2. Inmates will be in the State Misdemeanor Confinement Program (SMCP) or convicted to serve their sentence in the custody of the Person County Sheriff.
3. Inmate's health will be considered to ensure they are capable of performing assigned duties.
4. Staff will conduct a background check on inmates in NCIC and CJLEADS to ensure they have no escape or sexual offender history.
5. Final approval rests with the Sheriff of Person County or the Sheriff's delegated representative.

Inmate Work Crew Supervision:

Inmate Work Crews will be supervised by Staff of the Detention Center or an employee of Person County at all times.

Inmates working with County employees will be selected by Detention Center staff. County employees will supervise no more than two inmate workers.

Transportation of Inmate Work Crews:

Inmate Work Crews will only be transported in Person County Vehicles, unless waived in writing by the Sheriff of Person County or the Sheriff's delegated representative.

Types of Tasks to be Performed by Inmate Work Crews:

- Inmate Work Crews will be tasked to assist in the maintenance and upkeep of Person County Sheriff's Office Property and Equipment.
- Inmate Work Crews will be tasked in the maintenance and upkeep of Person County property and that property that is partially funded by Person County.
- Inmate Work Crews will be tasked to support projects that benefit units of State and local government, such as litter cleanup.
- Inmate workers will not be supervised by other inmates.
- Inmates will be constantly supervised.
- All tasks will be approved by the Sheriff of Person County or the Sheriff's delegated representative prior to assignment.
- Inmates will not perform tasks that are either dangerous or hazardous in any manner.
- Inmates will wear safety equipment while operating any power tools or motorized equipment.
- All inmates will be stripped-searched prior to returning to the housing pod of the Detention Center.

Loss of Eligibility:

- Inmate will lose the eligibility to work if:
- Inmate fails to perform task in a satisfactory manner.
- Inmate violates any jail rules.
- Inmate violates any law or ordinance.
- If for any reason an inmate is found to be medically unable to perform assigned tasks.
- Any loss of eligibility will prohibit an inmate from returning to the Inmate Work Crew for a period no less than thirty days.

July 17, 2023

2023 YEAR OF THE TRAIL PROCLAMATION:

Recreation, Arts and Parks Director John Hill told the group that North Carolina is known as a great trail state noting the county-owned park at Mayo has a trail system utilized by citizens and visitors. Mr. Hill said with the future County Farm Park, there would be many more visitors to Person County. Mr. Hill said that NC Governor Roy Cooper has proclaimed 2023 as the Year of the Trail and requested each county to acknowledge the 2023 Year of the Trail Proclamation. Mr. Hill provided an overview of the Mission and Goals of the NC Year of the Trail as follows:

Mission, Purpose, Vision, & Values for the NC Year of the Trail

- **Mission:** NC Year of the Trail campaign aims to showcase and celebrate North Carolina's trails, encouraging ongoing participation, investment, and development among locals and legislators.
- **Purpose:** Year of the Trail celebrates North Carolina's vast and diverse collection of trails and encourages all of us to recognize our role as champions of these special resources.
- **Vision:** We envision a future in which each of the state's 100 counties experience the proven benefits of trails and advocate for their ongoing growth and development.
- **Values:** Participation, Inclusivity, Stewardship, Connectivity, Collaboration

Year of the Trail Goals

- Inspire people of all ages, abilities, and backgrounds to try trails.
- Demonstrate the importance of trails to elected officials.
- Boost outdoor recreation tourism across the state through Year of the Trail events in all 100 counties.
- Promote safe and responsible use of trails.
- Advance diversity and inclusion on trails across North Carolina.
- Acknowledge the role of volunteers in building and maintaining trails.

Trails are valuable to communities because the benefits they provide are readily and freely enjoyed by a diversity of identities, abilities, and backgrounds, particularly for those who've historically and continually faced undue and disproportionate barriers to trail access. Therefore, we strive to build a North Carolina where trails are accessible, safe, and welcoming to all residents and visitors.

NC Trails Background & History

Indigenous people have inhabited the land now known as North Carolina since the Paleoindian Period (12,000-10,000 BCE). Trails were created and used for travel, hunting and gathering of food, recreation, commerce and many other aspects of everyday life. All of our current-day connectivity stems from these trails – as people moved along rivers and ridgelines, through forests and the Low country, and along the changing coastlines, trails were established. These trails turned into stagecoach routes, then railroads, and finally into the complex system of roads and interstate highways we know today.

Mr. Hill noted Person County is planning an event this fall to be held at either the new park, Mayo Park or at the Sportsplex.

A **motion** was made by Commissioner Palmer and **carried 5-0** to acknowledge the NC Governor's 2023 Year of the Trail Proclamation.



2023 YEAR OF THE TRAIL PROCLAMATION

WHEREAS, North Carolina's natural beauty is critical to its residents' quality of life, health, and economic wellbeing; and

WHEREAS, the trails that span across our state are an integral part of the recreational possibilities in North Carolina and promote an enjoyment of scenic beauty by our residents and our visitors; and

WHEREAS, the parks, greenways, trails and natural areas across our state are welcoming to all and provide a common ground for North Carolinians of all ages to access the state's rich and diverse natural, cultural, historic resources.

WHEREAS, North Carolina's natural assets and resources are integral to climate education and protection and integral to recovery and resiliency efforts for future generations.

WHEREAS, the state's nature trails vary from less than a mile in length to the Mountains-to-Sea Trail that stretches more than 1,000 miles from the mountains to the coast; range from rugged footpaths on mountain ridges to bikeways along abandoned railway corridors, from canoe trails down our state's rivers to bridle trails in the rolling Piedmont, from trails through state parks to footpaths and greenways through local neighborhoods; and

WHEREAS, trails offer quality-of-life benefits to all North Carolinians as expressions of local community character and pride, as outdoor workshops for science education, as tools for economic revitalization, as accessible alternative transportation, and as sites for social and cultural events; and

WHEREAS, the North Carolina Trails Program is dedicated to helping residents, organizations and agencies plan, develop and manage all types of trails ranging from greenways and trails for hiking, biking and horseback riding to paddle trails and off-road vehicle trails; and

WHEREAS, North Carolina also boasts many arts, history and cultural trails that celebrate the state's unique arts, history and culture; and

WHEREAS, the North Carolina General Assembly designated 2023 as the Year of the Trail in North Carolina to promote and celebrate the state's extensive network of trails that showcase our state's beauty, vibrancy and culture; and

WHEREAS, North Carolina is known as the "Great Trails State;"
NOW, THEREFORE, I, ROY COOPER, Governor of the State of North Carolina, do hereby proclaim 2023, as "THE YEAR OF THE TRAIL" in North Carolina, and commend its observance to all citizens.

July 17, 2023

DESIGNATION OF VOTING DELEGATE TO NC ASSOCIATION OF COUNTY COMMISSIONERS ANNUAL CONFERENCE:

Clerk to the Board Brenda Reaves stated voting credentials for the 2023 NCACC Annual Business Session scheduled on Saturday, August 26, 2023 at 2:00pm in Wake County must be submitted by August 21, 2023 in order for Person County's delegate to participate in the association's annual election of officers and policy adoption.

Ms. Reaves requested Board action to designate Vice Chairman Derrick Sims attending the Conference as Person County's voting delegate.

A **motion** was made by Commissioner Puryear and **carried 5-0** to designate Vice Chairman Sims as Person County voting delegate at the NC Association of County Commissioners' annual business session on August 26, 2023.

FINANCIAL ADVISORY AGREEMENT ADDENDUM 2 WITH DEC ASSOCIATES:

County Manager Katherine Cathey requested Board consideration to approve the Financial Advisory Agreement Addendum 2 with DEC Associates and to authorize the County Manager to sign the addendum. She noted this addendum would support DEC Associates assistance related to the lease renewal or construction of a new Human Services Building. Ms. Cathey indicated a proposal was received from Brixmor related to lease renewal at the current site. In addition, Ms. Cathey said four responses were received from the RFP for new construction.

The Local Government Commission would be evaluating Person County related to a possible financing or on public/private options. Ms. Cathey said DEC Associates, Person County's debt consultants, have shepherded staff through the process to determine financially the best course of action as the current lease with Brixmor will end in August 2025.

Ms. Cathey recommended the Contingency Fund as the source of revenue to fund the requested Finance Advisory Agreement Addendum 2 with DEC Associates charging \$25,000 plus out of pocket expenses.

A **motion** was made by Vice Chairman Sims and **carried 5-0** to approve the Financial Advisory Agreement Addendum 2 with DEC Associates.

July 17, 2023

FINANCIAL ADVISORY AGREEMENT ADDENDUM 2

The Financial Advisory Agreement (the "Agreement") is entered into as of July 15, 2023, between the County of Person, NC ("the County") and DEC Associates, Inc. ("the Advisor") as an addendum to the master contract with the County dated February 8, 2019. The Agreement is specific to the review of facility choices to house the County Human Service agencies. The County is currently engaged in a review of alternatives to house the agencies and the Advisor will assist in reviewing alternatives with the objective to select the most flexible and cost-efficient choice. Assistance regarding issuance of bonds to fund the construction of the alternative selected will be covered by a separate advisory agreement.

In connection with the engagement, the Advisor will perform the following services:

1. Assist the County in reviewing facility alternatives submitted to the County,
2. Perform evaluation, together with the County, of the alternatives presented and providing the flexibility and cost efficiency meeting County objectives,
3. Once an alternative is selected by the County assist in negotiating business and financial elements leading up to a final approach,
4. Provide presentations to staff and elected officials to discuss and explain the alternatives,
5. Provide assistance in any preliminary discussion with the Local Government Commission.

For these services DEC Associates, Inc. will charge as the fee a sum of \$25,000 plus out of pocket expenses. Half of the fee will be payable upon acceptance of this agreement and the remaining outstanding amount upon County selection of an alternative. This contract is cancellable by the County or DEC Associates with thirty (30) days' notice. Upon notice by either party, services provided by DEC, will be prorated and billed to the County. This fee does not include services rendered by others.

Our firm is registered with the Securities and Exchange Commission (SEC) as a Municipal Advisor and has MA and MA-I filings with the SEC reviewable on www.SEC.gov. Pursuant to our best practices and registration requirements, our firm, after reasonable diligence, has no known conflicts of interest pursuant to this contract. Additionally, our firm is not aware of any material legal or disciplinary events applying to it.



County of Person, North Carolina

Katherine M. Cathey
Katherine Cathey

County Manager

Title

7/20/23

Date

"This instrument has been pre-audited in the manner required by the Local Government Budget and Fiscal Control Act."

By: *Amy Weinberg* *7/20/23*
Amy Weinberg
Finance Officer, Person County



DEC Associates, Inc.

Douglas Carter

President & Managing Director

Title

Date

te 1006 Charlotte, NC 28204
4 - 7478 (o)

July 17, 2023

CHAIRMAN'S REPORT:

Chairman Powell reported on the following:

- Auditorium renovations complete,
- New client at the Airport Hanger under lease,
- Meeting with NC Commerce, EDPNC, Representative Ray Jeffers and others regarding economic development in Person County,
- Duke Energy proposed future in Person County as a preferred site,
- Brightspeed \$1.9M grant award to enhance broadband in Person County,
- Mega Park stakeholders discussion continues to secure client, and
- Ben Tillett, Health Board member will lead the National Board of Health as President beginning August 1, 2023.

MANAGER'S REPORT:

County Manager Katherine Cathey congratulated Tax Administrator Russell Jones and his staff on the highest ever collection rate.

COMMISSIONER REPORT/COMMENTS:

Vice Chairman Sims commented on outside workers to take care to reduce heat stress.

Commissioner Palmer commented a lot was accomplished; he asked about the mapping of the Brightspeed broadband expansion in Person County; County Manager Katherine Cathey stated she has not yet received the mapping detail.

There were no reports from Commissioners Thomas and Puryear.

July 17, 2023

CLOSED SESSION #1

A **motion** was made by Commissioner Puryear and **carried 5-0** to enter into Closed Session #1 at 11:13am per General Statute 143-318.11(a)(4) for the purpose of discussion of matters relating to the location or expansion of industries or other businesses in the county (economic development) with the following individuals permitted to attend: County Attorney Ellis Hankins, County Manager Katherine Cathey, Clerk to the Board Brenda Reaves, Economic Development Director Brandy Lynch and Economic Development Commission Chair Phillip Allen.

Chairman Powell called the Closed Session #1 to order at 11:21am.

A **motion** was made by Commissioner Puryear and **carried 5-0** to return to open session at 12:36pm.

CLOSED SESSION #2

A **motion** was made by Vice Chairman Sims and **carried 5-0** to enter into Closed Session #2 per General Statute 143-318.11(a)(3) at 12:38pm for the purpose to consult with the county attorney in order to preserve the attorney-client privilege with the following individuals permitted to attend: County Attorney Ellis Hankins, County Manager Katherine Cathey, Clerk to the Board Brenda Reaves and Planning Director Chris Bowley.

Chairman Powell called the Closed Session #2 to order at 12:38pm.

A **motion** was made by Vice Chairman Sims and **carried 5-0** to return to open session at 12:54pm.

CLOSED SESSION #3

A **motion** was made by Vice Chairman Sims and **carried 5-0** to enter into Closed Session #3 at 12:55pm per General Statute 143-318.11(a)(6) for the purpose to discuss personnel with the following individuals permitted to attend: County Manager Katherine Cathey and Clerk to the Board Brenda Reaves.

Chairman Powell called Closed Session #3 to order at 12:56pm.

A **motion** was made by Vice Chairman Sims and **carried 5-0** to return to open session at 1:42pm.

ADJOURNMENT:

A **motion** was made by Vice Chairman Sims and **carried 5-0** to adjourn the meeting at 1:43pm.

Brenda B. Reaves
Clerk to the Board

Gordon Powell
Chairman