

PERSON COUNTY BOARD OF COMMISSIONERS

JANUARY 6, 2014

MEMBERS PRESENT

OTHERS PRESENT

Jimmy B. Clayton

Heidi York, County Manager

Kyle W. Puryear

C. Ronald Aycock, County Attorney

B. Ray Jeffers

Brenda B. Reaves, Clerk to the Board

Frances P. Blalock

David Newell, Sr.

The Board of Commissioners for the County of Person, North Carolina, met in regular session on Monday, January 6, 2014 at 7:00 pm in the Commissioners' meeting room in the Person County Office Building.

Chairman Clayton called the meeting to order, led invocation and asked Vice Chairman Jeffers to lead the Pledge of Allegiance.

DISCUSSION/ADJUSTMENT/APPROVAL OF AGENDA:

Chairman Clayton announced Item #5 on the agenda may be moved to be heard to another time on the agenda to accommodate the presenter, Ken Hill.

A **motion** was made by Vice Chairman Jeffers and **carried 5-0** to approve the agenda with the modification as requested by Chairman Clayton.

PUBLIC HEARING:

REQUEST BY AMERICAN TOWER FOR A SPECIAL USE PERMIT FOR A 330 FT. CELL TOWER ON TAX MAP A23 PARCEL 182, OFF MCGHEES MILL ROAD, CUNNINGHAM TOWNSHIP:

A **motion** was made by Commissioner Newell and **carried 5-0** to open the duly advertised public hearing for a request by American Tower for a Special Use Permit for a 330 ft. Cell Tower on Tax Map A23, Parcel 182 off McGhees Mills Road, Cunningham Township.

The public hearing set to hear a request by American Tower for a Special Use Permit for a 330 ft. Cell Tower on Tax Map A23, Parcel 182 off McGhees Mills Road, Cunningham Township required a quasi-judicial zoning decision whereby witnesses are to be sworn in and subject to cross examination, no ex parte communication and requires findings of fact. Chairman Clayton administered the Oath of Sworn Testimony to the following individuals who would offer testimony during the public hearing:

Aaron Holland, John Mabe, Jackson Blackburn, Curtis Marske and Graham Herring

January 6, 2014

Aaron Holland, City/County Planning Director, stated a correction to the advertised public hearing noting 330 ft. Cell Tower should read 300 ft. Cell Tower. Mr. Holland stated the County has received a Special Use Permit request from American Tower Corporation, Gwendolyn Claymore & Curtis Marske to construct a 300 ft. (which includes a ten ft. lightning rod) wireless telecommunications facility within a 100x100 (10,000) square foot lease area on Tax Map A23 Parcel 182 off McGhees Mill Road on a 13.02 acre lot which contains a single family dwelling on wooded and open land. Mr. Holland noted a guyed tower that will accommodate four carriers is proposed. Mr. Holland further noted a telecommunication facility is allowed with a Special Use Permit in a Residential Zoning District.

Mr. Holland stated that according to the plan, submitted by the applicant, the tower will be enclosed by a seven ft. high chain link fence with three strands of barbed wire. There is also a twelve ft. wide double swing gate. The fenced area will be 80 ft. x 80ft. The facility will contain an equipment pad and it will be unmanned but visited periodically for routine maintenance. Mr. Holland referred to Sheet C2 that shows a 15 ft. x 60ft. turnaround, two parking spaces and a 5 ft. x 10 ft. concrete pad for a proposed generator.

Mr. Holland told the Board the Person County Land Use Plan's "Future Land Use Map" shows this area as Rural Residential/Agricultural. It is defined as low-density residential (single site-built and manufactured homes); agriculture, forestry, churches; very limited commercial, office, or public/institutional uses meeting locational criteria. The Land Use Plan states the need to provide high technology fiber optics to attract economic development.

Mr. Holland stated if a Special Use Permit is granted, staff recommends the following considerations and conditions to be attached to the permit:

- 1) The Applicant shall provide a complete structural report, with calculations, to be reviewed and verified prior to the issuance of the Building Permit.
- 2) The tower shall have a finished height of no more than the permitted height above pre-construction grade.
- 3) The self-support tower shall be completely constructed and ready for use no later than 24 months from the date of the Special Use Permit or the Permit shall be deemed to have expired and of no use or effect.
- 4) The applicant is responsible to have an engineer certify that the tower meets the requirements of the approved plans prior to the issuance of a Certificate of Occupancy.
- 5) American Tower Corporation shall not be permitted to actually provide service commercially until the Certificate of Occupancy or its functional equivalent is issued or risk forfeiting its Permit.
- 6) The applicant will use the type of lighting that will prevent the ground scatter effects of lighting. The choice of methodologies utilized is up to the Permittee as long as it has the intended effect of preventing the ground scatter effects of lighting.

- 7) Prior to a zoning permit, documentation from FAA that lighting meets or exceeds FAA standards and does not interfere with air navigation.
- 8) Prior to a building permit, signed drawings by a licensed engineer certifying that it will meet local, state and federal building codes and structural standards are required.

Mr. Holland stated the Planning Board held a Public Hearing on December 12, 2013 and voted 5 to 0 to recommend approval of the wireless telecommunication tower with staff recommended conditions along with the addition of a ninth condition to read as follows:

- 9) Prior to the issuance of a zoning permit, that if access is not around the fee title north of the Wallace residence, it will pass to the south only within a 30 ft. wide recorded easement or fee simple owned by Gwendolyn Claymore and Curtis Marske.

Mr. Holland stated it was noted by the Planning Board that this request meets the Findings of Fact in 74-4 and is in keeping with the comprehensive plan.

Vice Chairman Jeffers asked Mr. Holland to explain the ninth condition. Mr. Holland stated the ninth condition provides that an easement is required to protect access to the property in case the property is sold.

Commissioner Puryear asked Mr. Holland what is the fall zone. Mr. Holland stated the fall zone is 300 ft. (the height of the tower). Commissioner Puryear asked if the tower is designed to collapse upon itself. Mr. Holland stated yes.

Commissioner Newell asked for confirmation that the tower is guyed wire as opposed to free standing. Mr. Holland confirmed it is indeed a guyed wire. Commissioner Newell asked if the tower is guyed wired for economic reasons. Mr. John Mabe, present in audience, stated he would address in his comments. Chairman Clayton asked Mr. Mabe to come forward to present his testimony.

The following individuals presented testimony or were available for questions from the Board, in favor of the request by American Tower for a Special Use Permit for a 300 ft. Cell Tower on Tax Map A23, Parcel 182 off McGhees Mills Road, Cunningham Township:

Mr. John Mabe of 4141 Parklake Avenue, Raleigh, attorney for American Towers, responded to Commissioner Newell's question noting the guyed wire is partly economic, less massive to see noting the tower itself is narrower top to bottom than a free standing tower. Mr. Mabe stated a free standing tower has virtues of its own: does not have guyed wire, not as large footprint. Mr. Mabe noted either way, it would be a 300 ft. structure. Commissioner Newell noted he did not oppose the height but noted his opinion

to be more attractive as a free standing tower. Mr. Mabe stated from a distance, that is a matter of some debate. Mr. Mabe noted one of the people present at the meeting could give the Board a description of the lack of financial impact of a 500 ft. guyed tower in Vance County. Mr. Mabe agreed that some people find the Christmas tree look of the free standing tower more attractive; others will say at a distance the guyed tower less massive and therefore less noticeable.

Mr. Mabe stated he had a presentation noting the Board, through the planning department, was very aware of the need for infrastructure for wireless communication. Mr. Mabe referred to his presentation stats being almost three years from 2011. Mr. Mabe noted almost 30% of people, 2 ½ years ago were using smart phones.

Mr. Mabe's presentation is below noting AT&T is the prime tenant for this tower further noting AT&T first looks for where they need infrastructure and then directs their engineering department to find opportunities to co-locate. Mr. Mabe stated once AT&T exhaust all possibilities for co-location, they will identify zones they need a tower, establish a search ring for their contractor, American Towers to engage with property search people to find a site and owners of potential site to meet the criteria which will be within a certain search zone and provide a certain height for the rad center which is where the antennae is located. Mr. Mabe stated an item of great interest to the Planning Board was the required height and in this instance, the coverage needed to get to, not necessarily across the Virginia border to cover an anticipated growth in demand for service on Hyco Lake which is why this location was chosen and the height is 300 ft. Mr. Mabe stated the Planning Board seemed very comfortable at the end of the hearing that AT&T engineering had done a thorough job examining the possibilities for co-location and establishing the need for a 300 ft. elevation through a lot of calculations of anticipated growth and population. Mr. Mabe commented shorter towers in a very populous area however you cannot have shorter towers in a sparsely populated area that it economically does not work. Mr. Mabe stated AT&T has done a lot of this around the state and there are instances they have to make a go or no go based on the ability to put rad center in a certain elevation. Mr. Mabe noted the tower is 290 ft. to the rad center with a 10 ft. lightning rod at the top.

Mr. Mabe stated American Towers has a long-term lease with the property owner with provisions for remediation and removal at the end of 20-year lease that would also include options (not a single term lease). Mr. Mabe reiterated that AT&T is the prime tenant with spaces for three other co-locations on the tower for other providers of cell communication facilities. Commissioner Newell asked if the tower space would work for broadband. Mr. Mabe replied affirmatively noting it would be LTE, 4G depending on what kind of facility the provider puts in. Mr. Mabe noted the County's ordinance allows a tower with Special Use Permit for the height, with the only impact from a distance.

APPLICATION OF AMERICAN TOWERS LLC
for a
CONDITIONAL USE PERMIT

Property of Claymore and Marske
Tax Parcel A23 182
PIN 90801481269

Person County Board of County Commissioners
Monday, January 6, 2014

Consumers' Use of Wireless

- 85% of American Adults own a mobile phone, and 46% of adults own smartphones
- Cell phone owners use their cell phone to...

—Send/receive texts	80%
—Access the Internet	56%
—Send or receive email	50%
—Download Apps	43%
—Online medical info	31%
—Online banking	29%
- The average smartphone has 22 apps; the average feature phone has 10 apps
- According to the most recent FCC figures, there are 9.1 million wireless subscriptions in North Carolina, but only 4.3 million wired connections.
- By 2016 there will be 1.4 mobile devices for each person in the world.

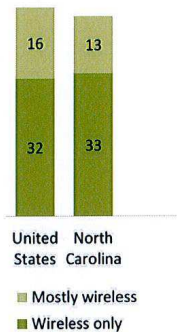


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<http://www.gsmforum.org/Report/2012/Cell-Activities.aspx>

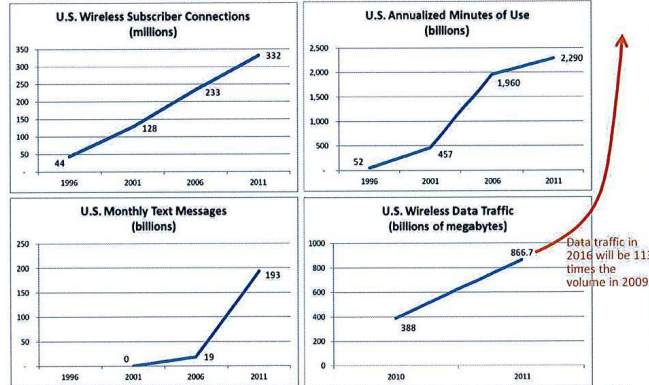


More consumers rely exclusively on wireless devices

- Currently, roughly one in three traditional U.S. landline users have switched to “wireless only.”
- Wireless infrastructure is needed to serve a growing population of wireless-only consumers.



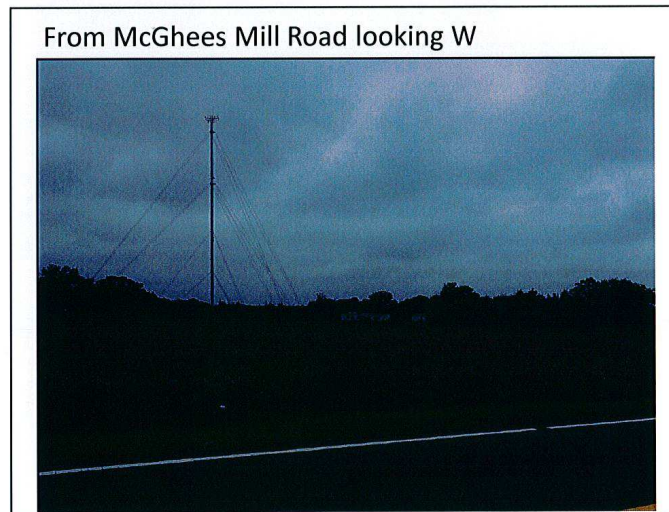
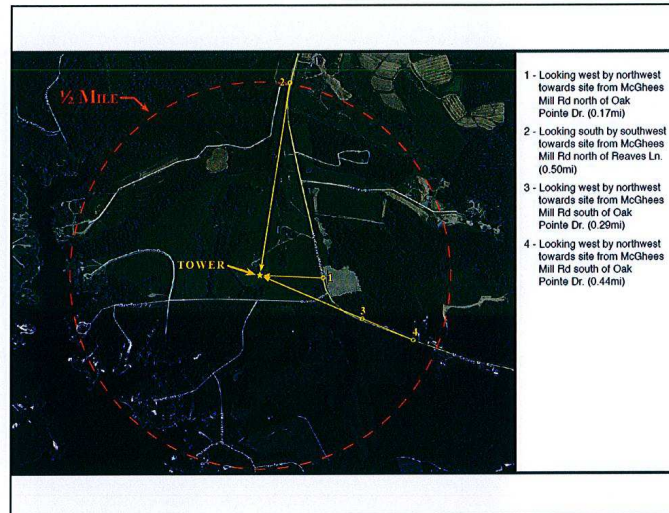
Growth Trends of Wireless Services



Source: CTIA Wireless Quick Facts, 2012



land they are dealing with unrelated to the tower site. Mr. Mabe stated before a permit can be obtained to construct a recorded easement or by deed is required. Mr. Mabe stated American Towers has agreed to wait for Mr. Marske and Mr. Wallace to sort out their business to record the title either by easement or fee simple. Mr. Mabe stated the proposed site will have the same entrance off McGhees Mill Road.



Mr. Mabe stated Mr. Graham Herring with Graham Herring Commercial Real Estate prepared slides to superimpose a tower on a photograph from each view point to give the Board an idea of what the tower will look like from a distance.

From McGhees Mill Road looking S-SW



From McGhees Mill Road looking W-NW

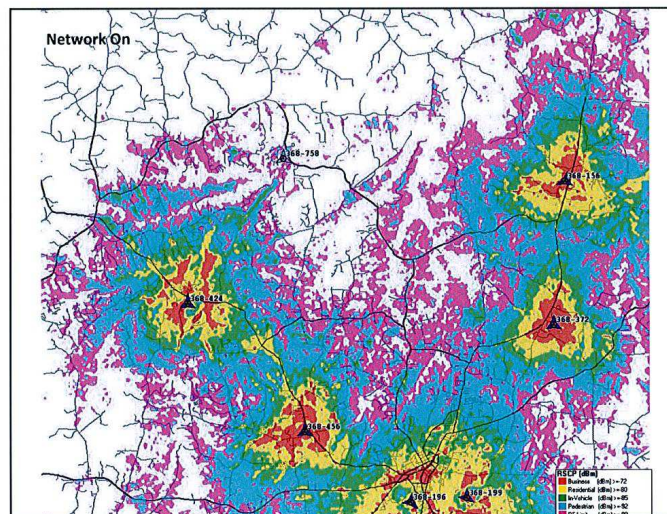
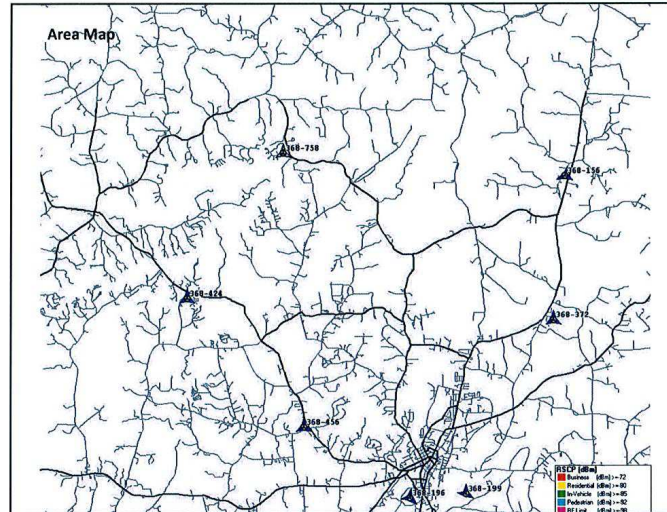


From McGhees Mill Road looking W-NW



Appendix B
to application of American Towers LLC
Property of Gwendolyn Claymore and Curtis K. Marske
8793 McGhees Mill Road, Semora, Person County
PIN 9080-01-48-1269.000

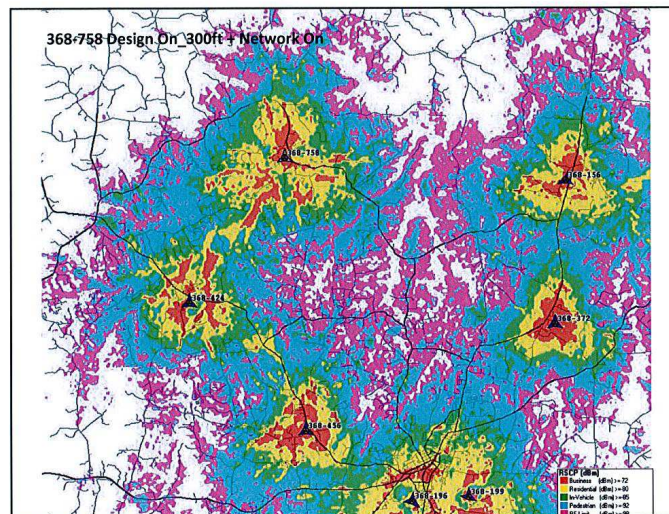
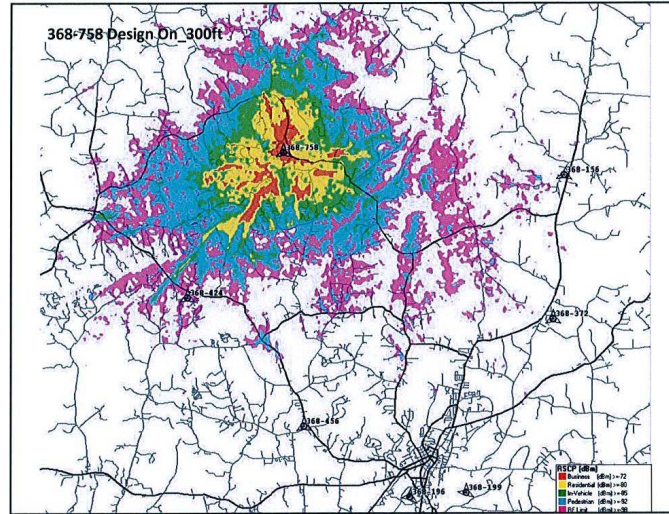
SIGNAL PROPAGATION MODELING

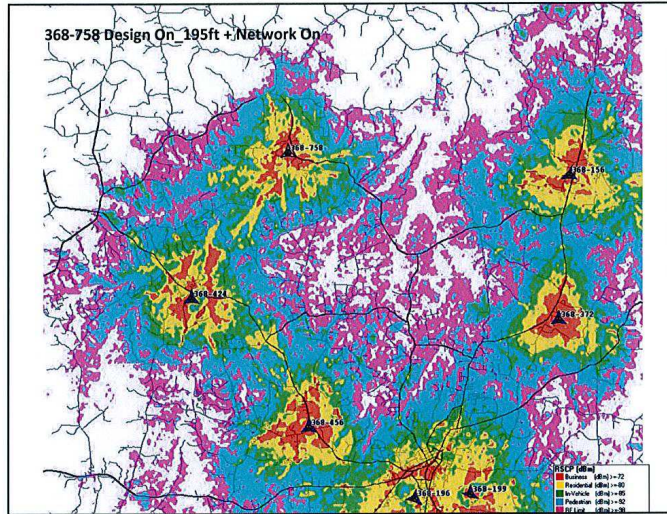


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Mr. Mabe stated the engineering department of AT&T prepared the networks slides to illustrate signal strengths from strongest (red color) to weakest (purple).

January 6, 2014





Mr. Mabe stated AT&T deemed the 195 ft. tower option as inadequate with the 300 ft. tower passing the AT&T 90% score.

Mr. Robert Jackson Blackburn of 418 S. Woodland Road, Henderson, a real estate licensed appraiser was asked by Mr. Mabe to provide a summary of his findings. Mr. Blackburn stated he is a state certified residential appraiser for 35 years with an office in Durham for 20 years and serving Person County for approximately 25 years. Mr. Blackburn noted he has done sales, construction and development during the past 35 years. Mr. Blackburn stated he was asked by Nexsen Pruet for an impact study for a proposed cell tower to be located at 8791 and 8793 Oak Point Drive, Semora to see if there were any measurable negative or positive impacts on the surrounding properties. Mr. Blackburn stated there was limited data available for comparison in Person County noting there were only two sales and three listings in the Lake Hyco area in the past 12 months. Based on review of these two sales and three listings that were in close proximity to the Wagstaff Road cell tower and 20 closed sales on Lake Hyco, Mr. Blackburn stated there were no measurable negative or positive impact on property values that were in close proximity to the cell tower on Wagstaff Road. There were no similar subdivisions with a cell tower in or across the street from the cell tower in Person County. Mr. Blackburn also reviewed properties and sales in both Granville County and Vance County as they are both rural counties generally similar to Person County. Mr. Blackburn noted there is a subdivision between Henderson and Oxford with a cell tower approximately 500 ft. tall immediately across the street from the entrance to the Huntstone Subdivision to which 42 sales over five years with 11 sales either facing or backing to the cell tower and found no measurable negative impact for proximity to the cell tower. Mr. Blackburn stated he spoke with eight realtors with properties on Lake Hyco and all stated additional cell towers were needed and that there was no negotiation for any of the properties as it related to the cell towers. Mr. Blackburn noted one realtor spoke of a lost sale due to lack of cell phone coverage. Mr. Blackburn stated he spoke with the Manager of Person County Emergency Services and he said there was insufficient cell phone coverage in the subject area. Also with the emergence of tele-medicine and security systems, residential use that work off of cell towers, Mr. Blackburn noted the demand for cell tower coverage will continue to increase. With the lack of cell phone coverage in an area while there was no measurable impact over positive effect, Mr. Blackburn noted there significant pressure that adequate cell phone coverage be provided. Mr. Blackburn stated the tele-medicine devices that can be put on people that are operated with a cell phone, allowing an individual to stay at home on a continuous basis and be monitored from hospitals and doctor's offices is significant for rural areas.

Mr. Graham Herring of 8052 Greyoak Drive, Raleigh stated he was available for questions.

Mr. Curtis Marske of 8793 McGhees Mill Road, Semora did not offer testimony.

Vice Chairman Jeffers asked about the possibility of tenants on the tower for expansion of broadband in Person County. Mr. Mabe replied to say as far as he knows the options would be available to the county for co-location opportunities on the tower with American Towers eager to provide space for other providers. Mr. Mabe stated to

the best of his knowledge, the tower is not already leased up. Mr. Mabe stated tower databases are available to obtain specific information about who owns them, how tall they are, and FCC registration information.

Commissioner Newell asked Mr. Mabe the elevation at the top of the tower. Mr. Mabe and Mr. Herring confirmed the base of the tower is at 473 and 763 to the top of the structure. Commissioner Newell asked Mr. Mabe from the radiating point what the coverage surface is. Mr. Mabe referred to a previous slide in the presentation that illustrated the mapping strengths based on topography (red illustrates the strongest signal to yellow and the weakest signal as purple.)

Commissioner Blalock asked is this would remedy dead zones. Mr. Mabe replied affirmatively in that area for the foreseeable future. Mr. Mabe noted other proposed cell towers, i.e. in the southern part of the county off Hwy 57 that was scrubbed due to FAA issues.

Commissioner Newell asked for the estimated costs of the tower. Mr. Mabe stated he did not know but estimated at a quarter of a million dollars, not counting the lease costs and ongoing costs with maintenance, energy and operations.

In closing, Mr. Mabe asked the Board of Commissioners to approve the application for the Special Use Permit.

There was no one from the public appearing to speak in opposition to the request by American Tower for a Special Use Permit for a 300 ft. Cell Tower on Tax Map A23, Parcel 182 off McGhees Mills Road, Cunningham Township.

A **motion** was made by Vice Chairman Jeffers and **carried 5-0** to close the public hearing for a request by American Tower for a Special Use Permit for a 300 ft. Cell Tower on Tax Map A23, Parcel 182 off McGhees Mills Road, Cunningham Township.

CONSIDERATION TO GRANT OR DENY REQUEST BY AMERICAN TOWER FOR A SPECIAL USE PERMIT FOR A 300 FT. CELL TOWER ON TAX MAP A23 PARCEL 182, OFF MCGHEES MILL ROAD, CUNNINGHAM TOWNSHIP:

A **motion** was made by Commissioner Puryear and **carried 5-0** to grant a request by American Tower for a Special Use Permit for a 300 ft. Cell Tower on Tax Map A23, Parcel 182 off McGhees Mills Road, Cunningham Township with the Planning Board recommended conditions that noted that this request meets the Findings of Fact in 74-4 and is in keeping with the comprehensive plan. The conditions recommended by the Planning Board and approved by the Board of Commissioners are:

1. The Applicant shall provide a complete structural report, with calculations, to be reviewed and verified prior to the issuance of the Building Permit.
2. The tower shall have a finished height of no more than the permitted height above pre-construction grade.
3. The self-support tower shall be completely constructed and ready for use no later than 24 months from the date of the Special Use Permit or the Permit shall be deemed to have expired and of no use or effect.
4. The Applicant is responsible to have an engineer certify that the tower meets the requirements of the approved plans prior to the issuance of a Certificate of Occupancy.
5. American Tower Corporation shall not be permitted to actually provide service commercially until the Certificate of Occupancy or its functional equivalent is issued or risk forfeiting its Permit.
6. The Applicant will use the type of lighting that will prevent the ground scatter effects of lighting. The choice of methodologies utilized is up to the Permittee as long as it has the intended effect of preventing the ground scatter effects of lighting.
7. Prior to a zoning permit, documentation from FAA that lighting meets or exceeds FAA standards and does not interfere with air navigation.
8. Prior to building permit, signed drawings by a licensed engineer certifying that it will meet local, state and federal building codes and structural standards are required.
9. Prior to the issuance of a zoning permit, that if access is not around the fee title north of the Wallace residence, it will pass to the south only within a 30 ft. wide recorded easement or fee simple owned by Gwendolyn Claymore and Curtis Marske.

INFORMAL COMMENTS:

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

Sheriff Dewey Jones of 120 Court Street, Roxboro, informed the Board of a grant opportunity from the Governor's Highway Safety Grant. Sheriff Jones stated he would not request any county match funds for the grant but would be using asset forfeiture funds through drug seizures. Sheriff Jones noted the grant would be used for radar equipment for patrol cars and in-car cameras. Sheriff Jones stated this was step one in the many step process for approval of the grant noting he wanted to inform the Board that he planned to submit the grant application by January 31, 2014. Sheriff Jones stated the grant amount is unlimited and would be subject to the 50/50 matching funds by the Sheriff's Office.

HOW CAN WE RECYCLE MORE; SUGGESTIONS FROM THE SOLID WASTE ADVISORY COMMITTEE:

Solid Waste Advisory Committee (SWAC) Chairman, Ken Hill thanked Sybil Tate, Assistant County Manager and the SWAC members for their time and ideas.

Mr. Hill stated some time ago, the SWAC was asked to study Person County's recycling and bring back to the Board recommendations on ways to increase recycling to meet the state mandate. Mr. Hill noted over the course of time, the SWAC had several meetings with Rob Taylor, Manager of Recycling Programs with NC Department of Environment and Natural Resources (NCDENR) as a member of the local government assistance team. Mr. Hill further noted that Mr. Taylor reported Person County was ranked #93 out of 100 counties during fiscal year 2006-2007. Mr. Hill stated with the addition of the Person County Recycle Center (PCRC) during fiscal year 2011-2012, Person County moved up to rank #49 out of 100 counties with only minimal effort. Mr. Hill stated the City of Roxboro is one of the ten largest municipalities in the state that does not have a recycling program. Mr. Hill outlined Mr. Taylor's suggestions related to recycling efforts:

- A commitment to recycling by community leaders,
- Public policies that support recycling programs and encourage diversion,
- Public or private investment in recycling infrastructure,
- A combination of strong county and municipal recycling programs, and
- Programs that go beyond traditional recycling materials

Mr. Hill stated the county's strategies should include a fit for the community, take advantage of the assets in place, knowing the waste stream and include a variety of approaches. Mr. Hill noted several approaches SWAC took into account were that funds are scarce. One approach, Mr. Hill described was to increase education by printing flyers with information of the waste carriers who pick up recycling in the county on one side and on the other side list where the PCRC is located and the acceptable recycling materials. The second approach SWAC suggested is to perform a waste audit of the city offices first and then the city as a whole. Mr. Hill stated the only city department that PCRC has worked with on developing a recycling program is the Roxboro Police Department; however there may be other departments that recycle apart from working with PCRC. The third approach is to offer grants to businesses to grow private recycling infrastructure. When a grant is accepted, it would be necessary for those awarded to report how the grant funds are used and how much waste is recycled.

Mr. Hill noted more aggressive ways to recycle were submitted, i.e., franchised curbside, landfill bans, public/private partnerships, however without guidance from the commissioner representative on SWAC, the committee was unable to act further. Mr. Hill stated board leadership is essential on any of the county boards and committees to give insight and keep the lines of communication open. Mr. Hill suggested reopening the old landfill using the funds paid by Republic for recycling efforts to use as a transfer station to assist the City of Roxboro to develop recycling programs.

DISCUSSION/ADJUSTMENT/APPROVAL OF CONSENT AGENDA:

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

- A. Approval of Minutes of November 18, 2013
- B. Approval of Minutes of December 2, 2013
- C. CDBG Monthly Reporting for the month of December 2013
- D. Tax Adjustments for the month of December, 2013
- E. Budget Amendment 9

NEW BUSINESS:**PRESENTATION OF COMPREHENSIVE ANNUAL FINANCIAL REPORT FOR FISCAL YEAR ENDING JUNE 30, 2013:**

Finance Director, Amy Wehrenberg introduced Mrs. Tara H. Roberson, CPA with Winston, Williams, Creech, Evans & Company, LLP to present to the Board the Comprehensive Annual Financial Report (CAFR) for Person County for Fiscal Year ending June 30, 2013.


Ms. Roberson passed out the full CAFR booklet for each board member to refer to and for informational purposes. Related to the two findings found during the audit process for compliance, Ms. Roberson guided the Board to page 141. Ms. Roberson stated the first finding was in relation to a restatement of last year's financial statements which deals with accounting standard changes and relates to the Eaton lease agreement entered into in 2011. Ms. Robertson stated for full accrual accounting which effects the government wide financial statements, the lease agreement should have been recorded as a note receivable on the financial statement which has been corrected and has no effect on the fund statement or budgeting. Ms. Roberson stated the second finding is related to Social Services noting the Department of Health of Human Services has commissioned and charged county auditors to be stricter with Medicaid eligibility auditing. Ms. Roberson noted counties generally have not had findings in this area but state reports shows errors rating from 10-20% from counties but auditors are not reporting thus the reason that the state has asked auditors to be stricter on findings. Ms. Roberson stated a finding starts as a deficiency which means the system did not detect, correct or prevent an abnormal process. Ms. Roberson explained a material weakness is a higher level of a finding which is a material noncompliance, larger risk and/or larger dollar amount. The findings found for Person County were significant deficiencies and did not rise to the level of a material weakness nor led to an applicant being ineligible. Ms. Roberson stated the state would follow up with the county on such findings. Ms. Roberson's audit presentation follows.

Person County
June 30, 2013

Audit Presentation
Winston, Williams, Creech, Evans & Co. LLP

1

Overview



- ♦ Person County has received an unqualified opinion on their June 30, 2013 financial statements.
- ♦ Person County again received the Certificate of Excellence in Financial Reporting for fiscal year 06/30/12 and submitted the 6/30/13 report to GFOA.
- ♦ There were two findings for fiscal year 6/30/13.

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GASB # 34 Highlights

♦ Management's Discussion and Analysis

♦ Statement of Net Position

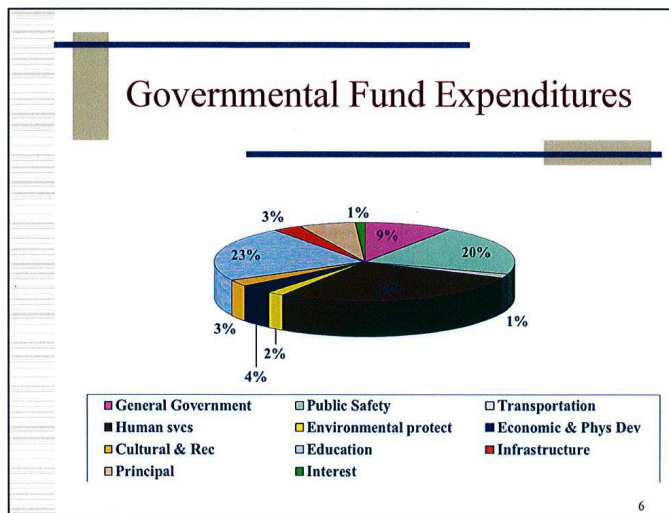
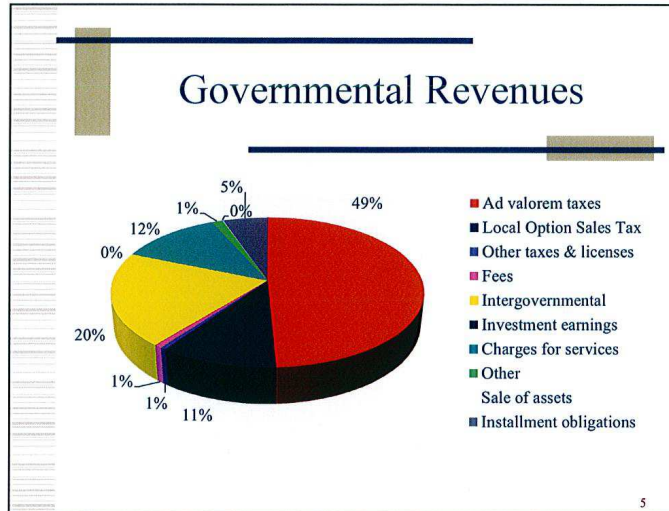
	2012 (as restated)	2013
Total Assets	\$ 52,740,713	\$ 54,272,537
Total Liabilities	18,767,509	20,371,478
Net Position	<u>\$ 33,973,204</u>	<u>\$ 33,891,539</u>

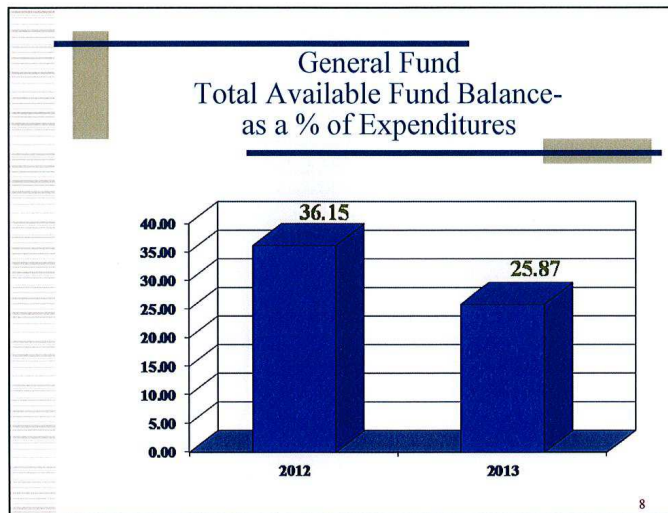
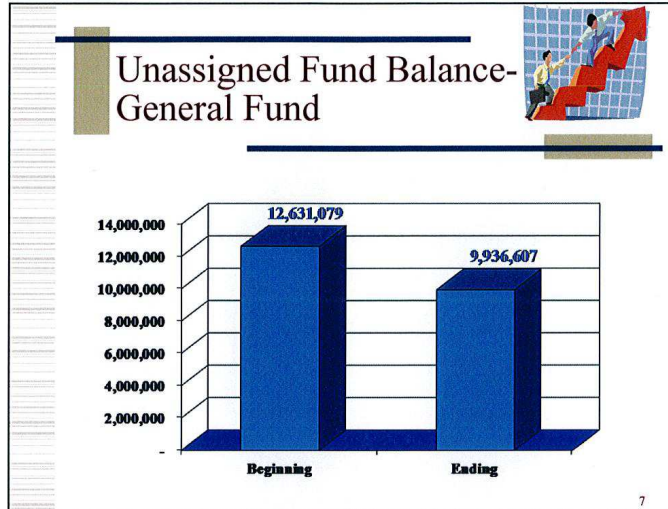
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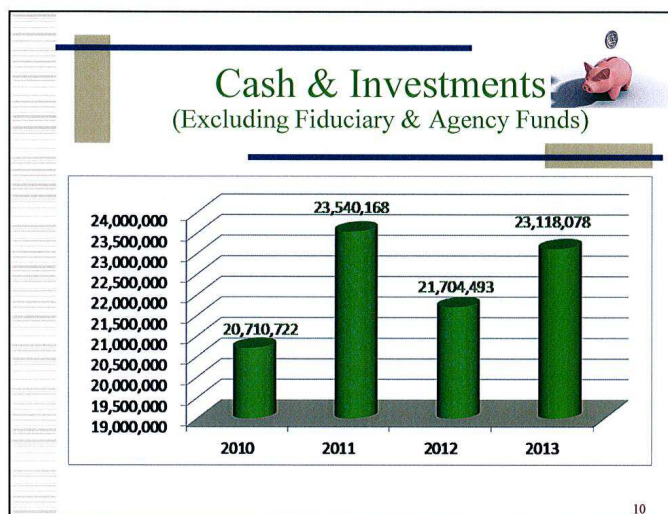
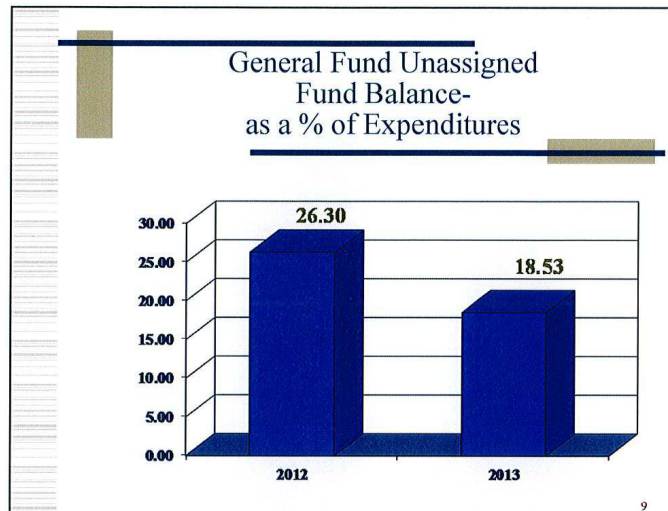
Statement of Activities

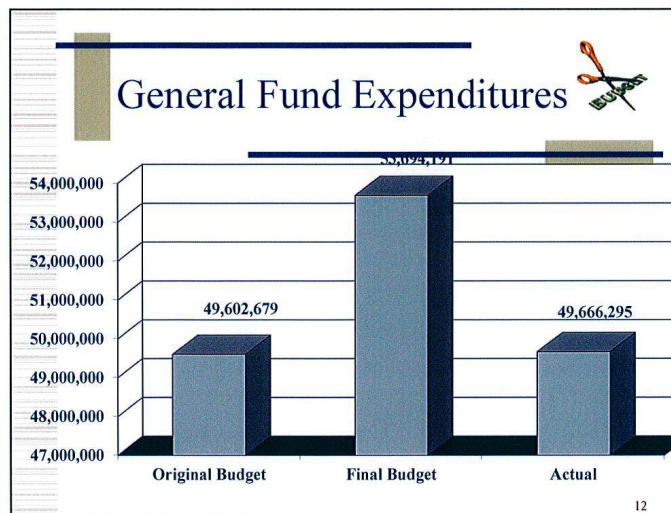
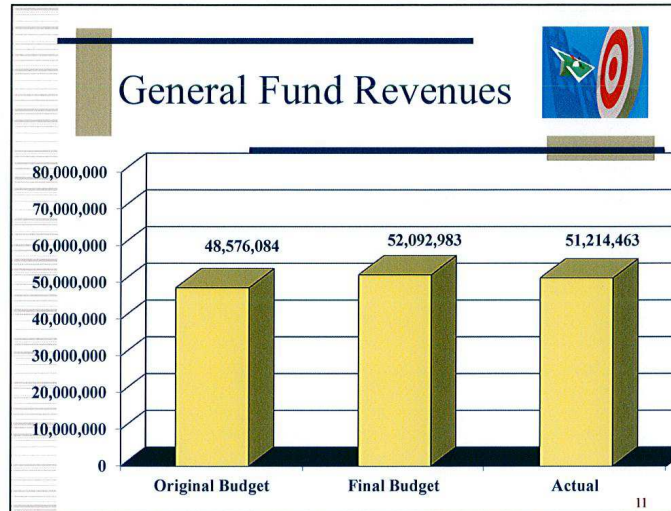
	2012 (as restated)	2013
Revenues	\$ 53,282,132	\$ 54,178,416
Expenditures	<u>48,936,548</u>	<u>54,260,081</u>
Change in Net Position	\$ 4,345,584	\$ (81,665)
Beginning Net Position	<u>29,627,620</u>	<u>33,973,204</u>
Ending Net Position	\$ 33,973,204	\$ 33,891,539

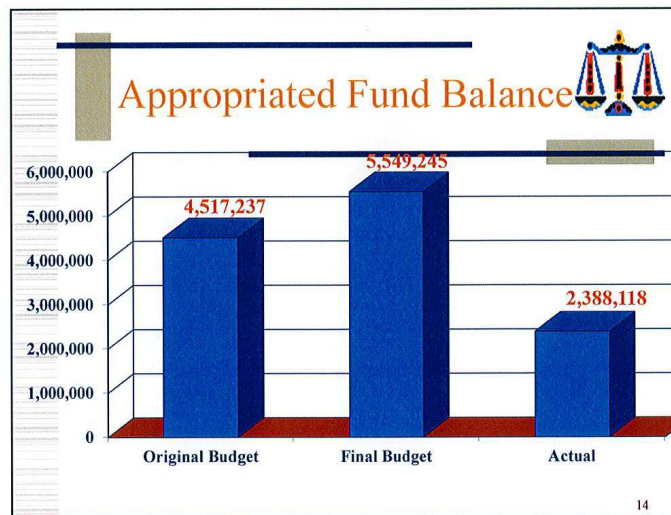
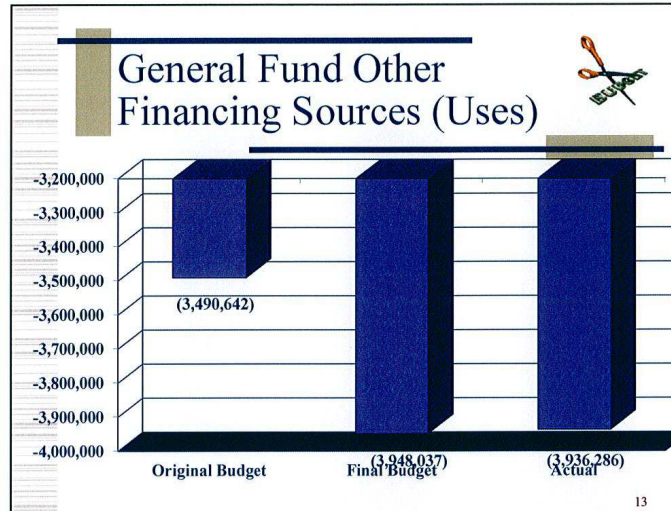
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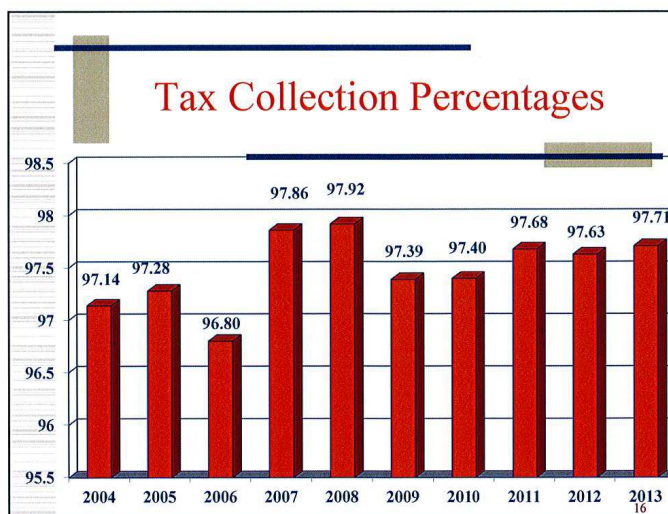
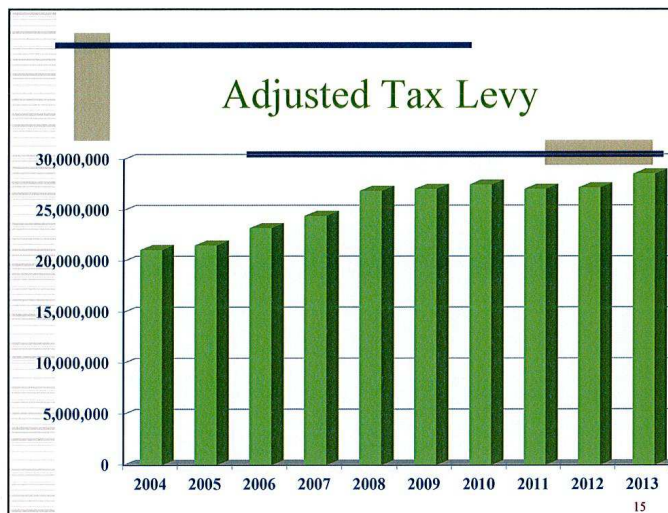












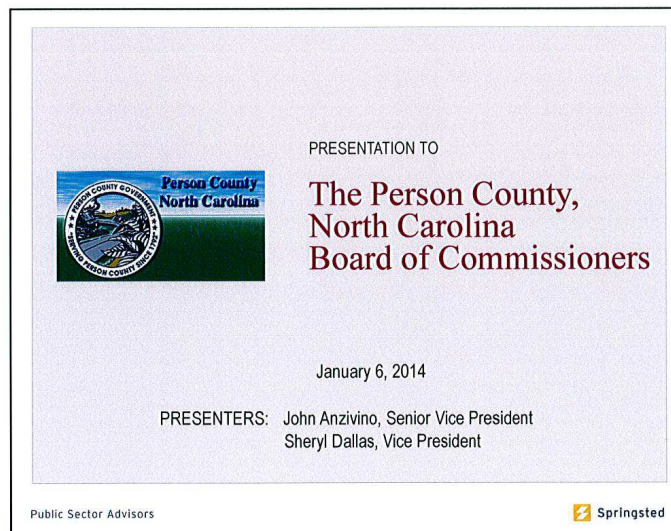
**COUNTY WORKFORCE POSITION CLASSIFICATION AND
COMPENSATION STUDY CONDUCTED BY SPRINGSTED INCORPORATED:**

County Manager, Heidi York reminded the Board that the County entered into a contract with the North Carolina Association of County Commissioners and Springsted Incorporated of Richmond, Virginia on May 20, 2013 for the services of a position classification, compensation and benefits study for Person County. The last salary study for the County was done in July, 2006 with implementation in October, 2006. Prior to this the last time a salary study was done for the county was approximately in 1997. Due to the cost of the study in 2006, the Board of County Commissioners voted to implement the findings for 1/3 of the workforce in 2008, 2009 and 2010 to keep Person County salaries within market value and to remain competitive with our neighboring counties and cities.

To be an employer of choice and remain competitive within the market Ms. York stated a salary study should be conducted every five years. A study every five years also helps manage the implementation costs. Ms. York noted approximately \$80,000 was included in the FY13-14 Budget to assist with some of the upcoming implementation costs.

Ms. York introduced Mr. John Anzivino, Senior Vice President and Ms. Sheryl Dallas, Vice President of Springsted Incorporated, Richmond Office to present to the Board the results of the study and discuss some implementation options for the Board's consideration.

Mr. Anzivino and Ms. Dallas gave the Board the following presentation. Ms. York stated the Board would receive a full report booklet at the end of the presentation for review.



The County's Objectives

- **Maintaining a competitive and equitable classification and pay system including:**
 - Reassessing internal salary relationships among the approximately 400 positions; and,
 - Establishing or re-establishing as necessary the County's position in the labor market in relation to other employers.
- **Building greater career progression opportunities for employees. In support of this, by providing more consistency in job titling to better clarify career ladders and levels.**

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The County's Objectives *(cont.)*

- **Identifying pay strategies and the accompanying policies that enable the County to maintain an equitable, competitive pay plan.**
- **Assessing the competitiveness in the labor market of the County's employee benefits and identifying recommendations for future action**

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Methodology Utilized in Person County's Classification and Compensation Study

- Meetings with the County Manager, Human Resources Manager and Department Heads
- Employee orientation meetings
- Collection of data
- Revised and updated position descriptions
- Evaluation of positions
- Obtain market salary and benefits information
- Development of salary line, determine pay grades
- Assignment of positions to pay grades
- Development of implementation options

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Findings for Person County

- Internal pay relationship inequities exist within the County
- The County's current pay scale is in need of restructuring based on the market data collected and analyzed
- Policies regarding annual and periodic updates of the plan should be evaluated
- Many job consolidations/changes have resulted in additional functions being added to employee's job duties, responsibilities and essential functions increasing the complexity of work of many employees

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Pay Philosophy

- Provide fair and equitable compensation to employees
- Balance external market and internal equity
- Maintain competitive pay structure with consideration of County's fiscal resources
- Performance based component for individual employee compensation
- Develop an understandable compensation program

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Salary Survey Benchmark Counties-Municipalities

- | | |
|-----------------------|-----------------------------|
| • Alamance County* | • Rockingham County* |
| • Caswell County | • Vance County* |
| • Chatham County* | • Town of Chapel Hill* |
| • Durham County* | • Town of Hillsborough* |
| • Granville County* | • Town of South Boston, VA* |
| • Guilford County* | • City of Burlington* |
| • Halifax County, VA* | • City of Durham* |
| • Henderson County* | • City of Graham |
| • Orange County* | • City of Oxford* |
| | • City of Roxboro |

**Reflect communities who responded to the survey*

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Salary Survey Results and Pay Scale Comparisons

The County's Proposed Pay Scale:

- Has been developed utilizing the respondents' survey data and is consistent with the other jurisdictions
- Contains 38 pay grades with a 5% spread between grades and a minimum to maximum spread of 55%
- Maintains the County's current structure of an open range system
- Complete survey data can be found in the report (Appendix B)

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Person County Proposed Pay Scale Salary at 1950 Hour Work Schedule

Grade	Hiring Range	Salary		
		Min	Mid	Max
48	14,372.24	15,128.67	19,289.06	23,449.45
49	15,090.85	15,885.11	20,253.51	24,621.92
50	15,845.39	16,679.36	21,266.19	25,853.01
51	16,637.66	17,513.33	22,329.50	27,145.66
52	17,469.54	18,389.00	23,445.97	28,502.95
53	18,343.02	19,308.45	24,618.27	29,928.09
54	19,260.17	20,273.87	25,849.19	31,424.50
55	20,223.18	21,287.56	27,141.64	32,995.72
56	21,234.34	22,351.94	28,498.73	34,645.51
57	22,296.06	23,469.54	29,923.66	36,377.79
58	23,410.86	24,643.02	31,419.85	38,196.68
59	24,581.40	25,875.17	32,990.84	40,106.51
60	25,810.47	27,168.93	34,640.38	42,111.84
61	27,101.00	28,527.37	36,372.40	44,217.43
62	28,456.05	29,953.74	38,191.02	46,428.30
63	29,878.85	31,451.43	40,100.57	48,749.71
64	31,372.79	33,024.00	42,105.60	51,187.20
65	32,941.43	34,675.20	44,210.88	53,746.56
66	34,588.51	36,408.96	46,421.42	56,433.89

Grade	Hiring Range	Salary		
		Min	Mid	Max
67	36,317.93	38,229.41	48,742.49	59,255.58
68	38,133.83	40,140.88	51,792.62	62,218.36
69	40,040.52	42,147.92	53,738.60	65,329.28
70	42,042.55	44,255.32	56,425.53	68,595.74
71	44,144.67	46,468.08	59,246.81	72,025.53
72	46,351.91	48,791.49	62,209.15	75,626.81
73	48,669.50	51,231.06	65,319.60	79,408.15
74	51,102.98	53,792.61	68,585.58	83,378.55
75	53,658.13	56,482.25	72,014.86	87,547.48
76	56,341.03	59,306.36	75,615.61	91,924.85
77	59,158.09	62,271.68	79,396.39	96,521.10
78	62,115.99	65,385.26	83,366.21	101,347.15
79	65,221.79	68,654.52	87,534.52	106,414.51
80	68,482.88	72,087.25	91,911.24	111,735.24
81	71,907.03	75,691.61	96,506.80	117,322.00
82	75,502.38	79,476.19	101,332.14	123,188.10
83	79,277.50	83,450.00	106,398.75	129,347.50
84	83,241.37	87,622.50	111,718.69	135,814.88
85	87,403.44	92,003.63	117,304.62	142,605.62

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Job Evaluation

Systematic Analysis and Factor Evaluation (SAFE®) System
Job Evaluation Factors

Training and Ability	Experience Required
Level of Work	Human Relations Skills
Physical Demands	Working Conditions
Independence of Actions	Impact on End Results
Supervision Exercised	

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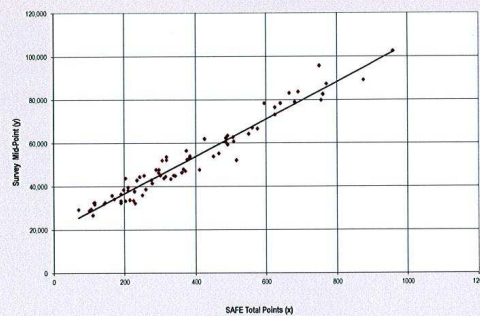
10

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The County's Salary Curve

Person County, North Carolina
Compensation Survey

$y = 85.8195x + 19512$
 $R^2 = 0.9521$



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Person County Implementation Options

- Three (3) implementation options have been developed for the Board's consideration
- The three options focus on resolving issues of:
 - Market competitiveness for the County
 - Internal equity issues for current employees; and
 - Salary compression

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Person County Implementation Options

Option 1 – Move Positions Below the Minimum of the Recommended Pay Grade to the Minimum of the Recommended Pay Grade

- 36% of the County's employees are paid below the minimum of the proposed salary ranges
- Annual cost to resolve the finding is \$364,327 or 2.47% of total salaries in the County's current payroll
- Increases market comparability and competitiveness

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Person County Implementation Options

(cont.)

Option 2 – Move Positions Below the Minimum of the Recommended Pay Grade to the Minimum of the Recommended Pay Grade and/or Provide Minimum 2% Increase for all Employees, Whichever is Greater

- 100% of the County's employees are impacted
- Annual cost is \$564,878 or 3.83% of total County salaries
- Includes Adjustments to Minimum (Option 1)
- Provides minimum level of funding to address compression issues
- Increases market comparability and competitiveness

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Person County Implementation Options

(cont.)

Option 3 – Years of Service Adjustment

- Addresses salary compression issues
- 100% of County employees are impacted
- Annual cost is \$1,092,822 or 7.41% of total County salaries
- Includes Adjustments to Minimum
- Provides 0.5% increase per year of service; placing employees within grade

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Person County Implementation Options

(cont.)

- Phased in implementation for the three options has been calculated
 - Follows similar pattern of evaluation of employee groups carried out beginning in 2007
 - Reduces overall annual impacts to County
 - Can create additional salary compression issues for new versus existing employees
 - Implementation costs in Year One range in cost from \$224,348 for Option 1 to \$464,919 for Option 3, with lesser amounts for second and third year implementation for each group

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On-going Administration

Annual Adjustments

- Establish guidelines for base adjustments
 - e.g. CPI, comparable organizations, other economic indicators
- Adjust pay ranges and wages of employees
- Adjustments that recognize individual employee performance

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The County's Fringe Benefits

Holiday Leave	Consistent with the survey average of 11 days
Annual Leave	Slightly below average compared to survey responses
Sick Leave	Consistent with survey average of 12 days
Health Insurance	The County pays less than the average monthly cost for all levels as compared to survey responses; the County contributes more towards the cost of Employee only coverage, but less for the remaining levels as compared to survey respondents
Life Insurance	Consistent with survey average in providing this type of insurance and covering 100% of the cost of coverage
Pension and Retirement	Consistent with survey average in providing the State Sponsored plan including a death benefit
Deferred Compensation	Consistent with survey average in provision of a deferred compensation plan and employer contribution, but below the survey average on availability to employees

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Conclusions

Adoption of the reports recommendations will result in:

- Fairer and more equitable compensation to employees in a competitive and changing labor market
- Compensation that addresses internal equity and external market competitiveness
- Establishing a market position that is fiscally responsible with public resources
- Recognition of job changes which have occurred due to consolidation of job duties and work place changes
- Consistent administration of pay policies and procedures among all County departments

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REFORMING THE SOLID WASTE ADVISORY COMMITTEE TO BECOME PERSON COUNTY ENVIRONMENTAL ISSUES COMMITTEE:

Commissioner Blalock requested Board consideration to reform the Solid Waste Advisory Committee (SWAC) to be Person County Environmental Issues Advisory Committee noting when the SWAC was created it was to be an ad hoc committee with its only goal solid waste. Commissioner Blalock stated the narrow scope of SWAC limits its ability to meet the environmental needs of Person County.

Commissioner Blalock noted the consideration for the committee to be redesigned covers the broader scope of the Protect our Land, Water and Air Goal of the Person County Strategic Plan as an environmental committee.

Commissioner Blalock stated Granville County's Environmental Affairs Committee is a model that uses this principle; this group meets every month and tackles any issue regarding the environment. They have zone members allowing the whole county a venue to bring concerns. Commissioner Blalock noted Granville County has also been the recipient of graduate students' water quality projects at no cost.

Commissioner Blalock suggested the Environmental Issues Advisory Committee to include the following representation:

- County Government member
- City Government member
- Person Recycle Center educator
- All other members to be from the County's nine townships. Only zone members will vote allowing equal representation through the county:

Mt. Tirzah, Flat River, Bushy Fork, Woodsdale, Allensville,
Roxboro, Olive Hill, Holloway, Cunningham

Commissioner Blalock volunteered to serve as the commissioner representative on the proposed Environmental Issues Advisory Committee.

A **motion** was made by Commissioner Blalock and **carried 5-0** to replace the Solid Waste Advisory Committee with an Environmental Issues Advisory Committee to expand the scope to environmental issues for land, air and water to have representation from the County and City governmental bodies along with a voting member from each of the County's nine townships.

CREATION OF A PERSON COUNTY YOUTH ADVISORY COUNCIL:

Vice Chairman Jeffers stated he wanted to create a Person County Youth Advisory Council for Person County's youth to work with high school age students, work with all schools in Person County including charter schools and Christian Academy. Vice Chairman Jeffers stated there has been interest in serving from School Board members, 4-H advisor, teachers and community members.

Vice Chairman Jeffers requested Board consideration to approve the creation of the Person County Youth Advisory Council at this meeting. Vice Chairman Jeffers stated a list of members for appointment; students representing each of the County's schools along with bylaws would come back before the Board for approval at a future meeting. Vice Chairman Jeffers noted this is a way to expand on the local government day experience.

Both Vice Chairman Jeffers and Commissioner Puryear volunteered to serve as commissioner representatives on the proposed Person County Youth Advisory Council.

A **motion** was made by Vice Chairman Jeffers and **carried 5-0** to form a Person County Youth Advisory Council.

COMMISSIONER COMMITTEE ASSIGNMENTS:

The Board of Commissioners, by consensus, approved the following 2014 Committee Assignments:

Chairman Jimmy B. Clayton

*COG Board
Economic Development Board
Kerr Tar RPO - TAC
NCACC Board of Director
OPC Community Operations Board
Upper Neuse River Basin Association*

Vice Chairman B. Ray Jeffers

*Extension Advisory Committee
Fire Committee
Home Health & Hospice Advisory Committee
Home & Community Care Block Grant Adv. Committee
NCACC President /Board of Director
Person County Partnership for Children
Recreation Advisory Board
Social Services Board
Youth Council*

Commissioner Kyle Puryear

*Animal Control Advisory Committee
E-911 Committee
High Speed Internet Committee
Local Emergency Planning Committee
Youth Council*

Commissioner David Newell

*Airport Commission
Chamber of Commerce
Juvenile Crime Prevention Council
Region K Workforce Development Board*

Commissioner Frances Blalock

*Environmental Issues Advisory Committee
Health Board
Library Board
Person Area Transportation System Board
Person County Senior Center Advisory Council*

January 6, 2014

BOARDS AND COMMITTEES APPOINTMENTS:

Clerk to the Board, Brenda Reaves presented citizen applications for consideration for appointment in response to Person County's ad soliciting volunteers published in the *Courier Times* on November 16, 2013 with a deadline to submit application by noon on December 10, 2013. Ms. Reaves noted the highlighted boards denote a competitive board and are eligible for the informal interview process if the Board so desires. Ms. Reaves noted the Tourism Development Authority, a competitive board, was the only case that more applications were received than positions available further noting if the Board desired to hold the informal interview process to direct the Clerk to organize and inform the applicants of the informal interviews date as set by the Board or to consider waiving the process. Ms. Reaves has the Board to nominate from the applicants for appointment, if appropriate. Ms. Reaves stated those boards and committees that received no applications of interest for appointment will be re-advertised.

- Adult Care Home Community Advisory Committee
1 unexpired term to 6/30/14 available
No applications received.
- Airport Commission
3-Year Term:
1 position available for a pilot and
1) Steven Watkins requested reappointment

2 positions for citizens-at-large with no applications received.
1) Jim Thomasson requested appointment (noted application received after deadline)
2) No other applications received.

Ms. Reaves made the Board award that one of the citizen positions available has been held by longtime member, Brantley Burnett.

A **motion** was made by Commissioner Puryear and **carried 5-0** to reappoint Steven Watkins as the pilot representative and Brantley Burnett in one of the citizen position as well as appoint Jim Thomasson in the second citizen position, each to serve a 3-year term on the Airport Commission.

- Board of Adjustment
3-Year Term: 1 position for an alternate
No applications received.

- Home Health and Hospice Advisory Committee
 3-Year Term: 1 position each representing
 the hospital,
 a consumer and
 1) Mitch Pergerson requested reappointment
 the Dept. of Social Services (DSS)
 1) Barbie Hepler requested reappointment

A **motion** was made by Commissioner Puryear and **carried 5-0** to reappoint Mitch Pergerson as the consumer representative and Barbie Hepler as the DSS representative, each to serve a 3-year term on the Home Health and Hospice Advisory Committee.

- Industrial Facilities and Pollution Control Financing Authority
 6-Year Term; 3 positions available
 No applications received.
- Juvenile Crime Prevention Council
 1-Year Initial Term; 2-Year Reappointment
 Positions available:
 a substance abuse professional,
 1) Russell Knop requested reappointment (out of county residency)

Parks & Recreation representative,
 1) John Hill requested reappointment

a member of the faith community, and
 1) Rev. Benjamin Sims requested appointment

a member of the business community with no applications received.

2-Year Term:
 Positions available:
 Sheriff Office designee,
 1) Emily Tingen requested reappointment

Chief Court Counselor
 1) David Carter requested reappointment (out of county residency)

No applications received for the following positions:
 District Attorney or designee, 3 citizens-at- large positions, and a position for the
 Chief of Police or designee

A **motion** was made by Commissioner Puryear and **carried 5-0** to reappoint Russell Knop with full voting rights as a non-resident to the designated position for a substance abuse professional, John Hill as the Parks & Recreation representative, Emily Tingen as the Sheriff's designee, David Carter with full voting rights as a non-resident to the designated position for the Chief Court Counselor, each for a 2-year term as well as to appoint Rev. Benjamin Sims for an initial 1-year term to the Juvenile Crime Prevention Council.

- Mayo Lake Advisory Committee
2-Year Term; 3 positions available
1) Charles Sever requested appointment

It was the consensus of the Board to not make an appointment at this time due to their desire to reevaluate the purpose of the Mayo Lake Advisory Committee as this committee has not met in some time.

- Nursing Home Advisory Committee
1-Year Initial Term; 3-Year Reappointment; 2 positions available with no applications received.
- OPC Community Operations Center Advisory Board representing Person County
Unspecified Term: 1 position available with no applications received.
- Person Area Transportation System Board
3-Year Term; 1 citizen-at-large position
1) Hermann Schmidt requested appointment

A **motion** was made by Commissioner Puryear and **carried 5-0** to appoint Hermann Schmidt to the citizen position for a 3-year term on the Person Area Transportation System Board.

- Planning Board
1 position available for a 3-Year Term and 1 position with an unexpired term to 6/30/15 - No applications received.
- Region K Aging Advisory
3-Year Term: 4 positions available
1) Phyllis Sutton requested reappointment

A **motion** was made by Vice Chairman Jeffers and **carried 5-0** to reappoint Phyllis Sutton to the Region K Aging Advisory for a 3-year term.

- Roxboro/Person County Human Relations Commission
3-Year Term; 4 positions available for county residents
1) Robert Bridges requested appointment

It was the consensus of the Board to not make an appointment at this time due to their desire to reevaluate the purpose of the Roxboro/Person County Human Relations Commission as this commission has not met in some time.

- Solid Waste Advisory Committee
3-Year Term; 3 positions for county residents
 - 1) Kenneth Hill requested reappointment
 - 2) Leigh Woodall called to express interest in reappointment

There were no appointments to the Solid Waste Advisory Committee due to the Board's action to replace the Solid Waste Advisory Committee (SWAC) with an Environmental Issues Advisory Committee. Ms. Reaves stated a letter would be prepared for the Chairman advising all current members of the SWAC of the Board action taken this date.

- Tourism Development Authority
3-Year Term:
 - 1 position representing a Motel/Hotel/Bed & Breakfast
 - 1) Tammy Woods, General Manager Hampton Inn requested reappointment (out of county residency)
 - 1 position from the general public available
 - 1) Norwood Walker requested appointment
 - 2) Bonnie Meeler requested reappointment

It was the consensus of the Board to nominate from the applicants for the general public position in lieu of scheduling and holding the informal interview process.

A **motion** was made by Vice Chairman Jeffers and **carried 5-0** to reappoint Tammy Woods with full voting authority to represent in her capacity as General Manager of the Hampton Inn as well as appoint Norwood Walker in the general public position on the Tourism Development Authority, each for a 3-year term.

- Work Force Development Board
1-Year Initial Term; 2-Year Reappointment: 1 position available representing private industry and 1 position available representing organized labor. No applications received.

Chairman Clayton encouraged individuals in the audience and citizens of the county to participate in their local government by getting involved with boards and committees.

PERSON COUNTY EXECUTIVE AIRPORT FENCE PROJECT:

General Services Director, Ray Foushee told the Board that due to the interference of animals on the airport runway and the recommendations of FAA/USDA Wildlife and NCDOT, the County plans to install a 10 ft. chain link fence around the airport perimeter. Mr. Foushee noted that due to the expense, this project will be handled in phases, with phase one being 4000 ft. of fencing replaced on the Northwest side of the airport. Mr. Foushee stated the project has been approved for grant funding by NCDOT. With the guidance of NCDOT and Talbert & Bright, phase 1 of the project has been bid out. Fence Builders, Inc. of Winston Salem was the low bidder at \$134,427.00. Mr. Foushee requested the Board of Commissioners to award the project to the low bidder, Fence Builders, Inc. of Winston Salem noting the County's 10% match will be approximately \$13,443.

A **motion** was made by Commissioner Newell and **carried 5-0** to award the Airport fence project to the low bidder, Fence Builders, Inc. of Winston-Salem as presented and to appropriate the County's 10% funding match of approximately \$13,443 from the Airport Construction Fund.

PUBLIC SAFETY COMMUNICATION SYSTEM/BROADBAND FEASIBILITY STUDY:

Assistant County Manager, Sybil Tate requested Board consideration to fund a feasibility study for the Public Safety Communication System/Broadband to include the costs of third party verification. Ms. Tate stated in order to have the most accurate costs for the Public Safety Communication System/Broadband project, staff needs to hire an engineering firm to conduct a feasibility study noting the total cost of the feasibility study is \$11,000. Ms. Tate further noted the study results will be completed in time to include the project costs in the Capital Improvement Plan. Ms. Tate recommended appropriating the requested funds from contingency.

A **motion** was made by Commissioner Puryear and **carried 5-0** to approve funding a feasibility study from contingency for the Public Safety Communication System/Broadband project as presented.

CHAIRMAN'S REPORT:

Chairman Clayton reported he and John Hill, Director of Recreation, Arts and Parks will be on the radio show on Tuesday morning, January 7, 2014 as a part of the former Helena School School project speaking series.

MANAGER'S REPORT:

County Manager, Heidi York reminded the Board their next meeting will be the scheduled Retreat at the Mayo Community Center on January 21, 2014 at 9:00 am. Ms. York requested feedback on the proposed agenda.

Ms. York reported the Helena Steering Committee has scheduled a community forum for January 25, 2014 at 11:00 am at the former Helena School site noting tours will be available. More information about the community survey, a press release can be found on the Person County web site.

COMMISSIONER REPORT/COMMENTS:

Commissioner Newell had no report.

Commissioner Blalock commented that the Re-Entry group is envisioning a recycling co-op.

Commissioner Puryear reminded the Board of Commissioners that the County Manager works for the full Board and requested the courtesy of the entire Board being informed when one commissioner requests information from the County Manager.

Vice Chairman Jeffers reminded the citizens of Person County to be mindful of the power usage and the extreme temperatures as recommended by Duke Energy to keep necessary supplies on hand in case of power outages as well as to check on people and pets.

CLOSED SESSION #1:

A **motion** was made by Vice Chairman Jeffers and **carried 5-0** to enter into Closed Session per General Statute 143-318.11(a)(5) at 9:30 pm to consider the acquisition or lease of real property with the following individuals permitted to attend: County Manager, Heidi York, Clerk to the Board, Brenda Reaves, County Attorney, Ron Aycock, Assistant County Manager, Sybil Tate, and General Services Director, Ray Foushee.

A **amended motion** was made by Commissioner Blalock and **carried 5-0** to enter into Closed Session per General Statute 143-318.11(a)(5) at 9:30 pm to consider the acquisition or lease of real property with the following individuals permitted to attend: County Manager, Heidi York, Clerk to the Board, Brenda Reaves, County Attorney, Ron Aycock, Assistant County Manager, Sybil Tate, General Services Director, Ray Foushee, Person Industries Director, Wanda Rogers and Person Industries Assistant Director, Becky Clayton.

A **motion** was made by Vice Chairman Jeffers and **carried 5-0** to return to open session at 9:46 pm.

ADJOURNMENT:

A **motion** was made by Commissioner Blalock, and **carried 5-0** to adjourn the meeting at 9:46 pm.

Brenda B. Reaves
Clerk to the Board

Jimmy B. Clayton
Chairman