

**PERSON COUNTY BOARD OF COMMISSIONERS**

**JULY 21, 2014**

**MEMBERS PRESENT**

**OTHERS PRESENT**

Jimmy B. Clayton

Sybil Tate, Assistant 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, July 21, 2014 at 9:00 am 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:**

A **motion** was made by Commissioner Blalock and **carried 5-0** to approve the agenda.

**INFORMAL COMMENTS:**

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

Mr. Jamie Gerhart of 4605 Sycamore Shoals Road, Durham and Sheetz, Inc. Site Selector addressed the Board related to a letter notifying Sheetz that the County would not be providing an economic incentive in the amount of \$75,000 that had been previously indicated via a letter from the County Manager in 2012 without any conversation with Sheetz representatives.

Mr. Frank Shotwell of 285 Tonka Drive, Roxboro requested Board assistance related to county regulations for abandoned and unkempt property, noting the adjacent property to his residence, currently owned by Brady Holmes and Steve Thomas, was a burned, run-down home with very tall grass/weeds. Mr. Shotwell passed out a photograph of the property.

Ms. Phyllis Sutton of 72 Shannon Road, Timberlake addressed the Board about the older citizens of the county, noting federal and state funding has been decreased for local programming that is needed.

Ms. Susan Naylor of 481 Valhalla Drive, Timberlake spoke to the Board about the need for an appropriate space in one building to house all senior center services, noting the current situation has the seniors in three separate facilities.

**July 21, 2014**

Ms. Sam Moore of 605 Long Avenue, Roxboro advocated for a dedicated senior center.

**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 June 2, 2014
- B. Approval of Minutes of June 3, 2014
- C. Approval of Minutes of June 5, 2014
- D. Approval of Minutes of June 16, 2014
- E. Budget Amendment #1
- F. CDBG Monthly Reporting for the month of June 2014
- G. Tax Adjustments for June 2014
  - a. June 2014 tax releases; and
  - b. June 2014 NC Vehicle Tax System pending refunds
- H. Application Public School Building Capital Fund NC Education Lottery for Oak Lane Elementary (painting) \$59,860.00
- I. Application Public School Building Capital Fund NC Education Lottery for Person High (painting) \$167,472.00

Vice Chairman Jeffers requested the Assistant County Manager to report the available funding in the lottery fund. Assistant County Manager, Sybil Tate stated she would report back to the Board with this information.

**NEW BUSINESS:**

**RESOLUTION APPOINTING REVIEW OFFICERS:**

Register of Deeds, Amanda Garrett presented to the Board a Resolution appointing Review Officers for adoption which due to a change in personnel would add Michael A. Ciriello to the list of approved Review Officers for Person County.

A **motion** was made by Vice Chairman Jeffers and **carried 5-0** to adopt a Resolution appointing Review Officers as presented.

## **RESOLUTION APPOINTING REVIEW OFFICERS**

**WHEREAS**, S.L. 1997-309 (S875) made a number of significant changes in the procedures for recording maps and plats; and

**WHEREAS**, the main purpose of the law is to transfer the responsibility for reviewing plats to determine whether they meet recording requirements from the Register of Deeds to a Review Officer; and

**WHEREAS**, G.S. 47-30.2 requires the Board of County Commissioners in each County, by resolution, to appoint a person (persons) to serve as a Review officer to review each plat before it is recorded and certify that it meets the statutory requirements for recording;

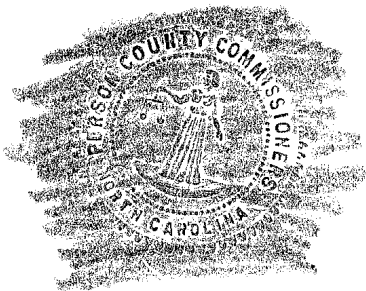
**WHEREAS**, since the last Resolution recorded in 2013, there has been a change in personnel; and

**WHEREAS**, the desire of the Person County Board of Commissioners is to insure the expeditious review of all maps and plats, as required by G.S. 47-30.2, prior to being presented and recorded by the Register of Deeds.

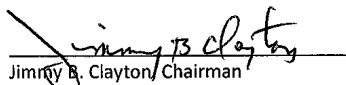
**NOW THEREFORE, BE IT RESOLVED**, effective July 21, 2014, that Paula P. Murphy, Aaron Holland, Thomas S. Warren, Jr. and Michael A. Ciriello are hereby appointed to perform all responsibilities as required of a Review Officer under the appropriate North Carolina General Statutes.

**BE IT FURTHER RESOLUTED**, that a copy of this Resolution designating the Review Officers be recorded in the Person County Register of Deeds Office and indexed in the names of the Review Officers.

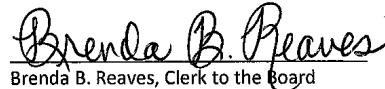
Adopted this, the 21st day of July 2014.



Person County Board of Commissioners

  
Jimmy B. Clayton, Chairman

Attest:

  
Brenda B. Reaves, Clerk to the Board

**July 21, 2014**

## **FIRST READING OF AN AMENDMENT TO THE FALLS WATERSHED STORMWATER ORDINANCE FOR NEW DEVELOPMENT:**

Assistant County Manager, Sybil Tate stated the proposed amendment is before the Board due to Public Service of NC (PSNC) constructing an upgrade to its unmanned natural gas compressor station located on Billy Hicks Road, which also lies within the Falls Lake watershed of Person County and is thus required to comply with the County's stormwater ordinance. Ms. Tate noted as the ordinance is currently written, it requires PSNC to inspect the on-site BMP's (bioretention area and swales) once a month. The monthly inspection does not require an engineer and can be completed by PSNC's own staff. Ms. Tate clarified the monthly inspection is separate and apart from the annual engineering inspection required. Ms. Tate further noted that since the PSNC facility is unmanned, this requirement is problematic, thus PSNC's request to Person County staff to review the Stormwater Ordinance's requirement to inspect stormwater BMP's once a month and offer an alternative schedule.

Ms. Tate said staff considered quarterly, every six months and once a year inspections and PSNC requested an annual inspection, while the county's stormwater engineer recommended every quarter. After discussion with Planning and Environmental Health staff, Ms. Tate stated the language requiring inspection once a year, while also providing the Stormwater Administrator flexibility to change the inspection frequency, if necessary, would be sufficient.

Ms. Tate presented the proposed amendment language as follows noting to exclude the reference of (2.83") which would be removed:

### **31-401 GENERAL STANDARDS FOR MAINTENANCE**

#### **(C) Unmanned Public Utilities**

The Stormwater Administrator may approve inspection requirements for unmanned public utilities that are less stringent than those set out in the *Design Manual*, provided an annual inspection is conducted at least once per calendar year and, after each 1-year, 24-hour storm (2.83"). An alternate inspection frequency for unmanned public utilities may be approved to achieve the aims of the stormwater ordinance and/or to protect health and safety. For the purposes hereof, "public utility" shall be defined as set out in Article 1, Chapter 62 of the North Carolina General Statutes.

Ms. Tate stated the Board is not required to have a public hearing but may call for a public hearing if so desired. The Board may adopt the proposed amendment to the ordinance as presented at the First Reading by unanimous vote or by simple majority vote at the Second Reading.

A **motion** was made by Vice Chairman Jeffers and **carried 5-0** to approve the amendment to the Falls Watershed Stormwater Ordinance for New Development with the official language as follows:

31-401 GENERAL STANDARDS FOR MAINTENANCE

(C) Unmanned Public Utilities

The Stormwater Administrator may approve inspection requirements for unmanned public utilities that are less stringent than those set out in the *Design Manual*, provided an annual inspection is conducted at least once per calendar year and, after each 1-year, 24-hour storm. An alternate inspection frequency for unmanned public utilities may be approved to achieve the aims of the stormwater ordinance and/or to protect health and safety. For the purposes hereof, "public utility" shall be defined as set out in Article 1, Chapter 62 of the North Carolina General Statutes.

**FIRST READING OF A REVISED RECREATION ADVISORY BOARD ORDINANCE:**

John Hill, Director of the Recreation, Arts, and Parks on behalf of the Person County Recreation Advisory Board presented to the Board of Commissioners a revised Recreation Board Ordinance for consideration for adoption. Mr. Hill stated the recommended changes have been researched and tailored to current Recreation Industry trends, practices, and needs from our citizens in Person County. Vice Chairman Jeffers, the commissioner representative on the Recreation Advisory Board stated the two additional citizen appointments by the Recreation Advisory Board would be used to promote diversity.

The Board of Commissioners is not required to have a public hearing but may call for a public hearing if so desired. The Board may adopt the proposed ordinance as presented at the First Reading by unanimous vote or by simple majority vote at the Second Reading.

A **motion** was made by Vice Chairman Jeffers and **carried 5-0** to approve the revised Recreation Advisory Board Ordinance as presented.

**ORDINANCE FOR THE  
PERSON COUNTY  
RECREATION ADVISORY BOARD**

**SECTION 1: CREATION, NAME, NUMBER OF MEMBERS, TITLE**

There is hereby created a Board composed of nine (9) members to be known as the Person County REC Advisory Board (Hereinafter referred to as the "REC Board" – REC standing for Recreation, Environment and Open Space, and Cultural Activities). This ordinance shall be known as the Person County REC Advisory Board Ordinance.

**SECTION 2: COMMITTEE, POWERS AND DUTIES**

The REC Board shall serve as the advisory body for Person County on issues relative to the Department. The REC Board shall advise the Parks and Recreation Director, County Manager and County Commissioners within its responsibilities and powers as stated in this ordinance.

The REC Board shall serve as a liaison between the Parks and Recreation Department and the citizens of Person County.

The Parks and Recreation Department shall consult with the REC Board in matters affecting programs, facilities, policies, finances and the acquisition and disposal of lands and properties and its long-range, projected plans.

The REC Board shall also assume specific duties and responsibilities as follows:

1. To investigate and determine the needs, interests and goals of the community for recreation and cultural facilities and programs and make recommendations to the Recreation Director, County Manager and County Commissioners to meet those needs and goals.
2. To inform and educate the general public of the importance and need for programs, facilities and services.
3. To seek and make recommendations on the acceptance of grants, gifts, bequests, donations for park and recreation purposes.
4. To assist the Park and Recreation Department in developing cooperative arrangements with other organizations and private groups, when it will further the objective of providing more and varied kinds of park and recreation programs for the citizens of Person County.
5. To assist the Parks and Recreation Department in recruiting voluntary leadership staff to work with programs and activities.

6. To assist in matters relating to maintaining the highest standards in park development and operation, park and recreation leadership and a well balanced program.
7. To assist in developing a plan to meet the present and future needs for programs, services, parks, facilities, open spaces and trails and to advise in developing priorities for each of these.
8. To receive information and reports concerning the evaluation of programs, facilities, policies and procedures.
9. To recommend approval of rules, and procedures pertaining to recreation programs and the use of public parks and facilities including suggested fees and charges.
10. Carry out any other assigned studies and/or activities as determined appropriate.

### **SECTION 3: APPOINTMENT OF THE COMMITTEE**

The Person County REC Board shall consist of nine (9) members, seven (7) of which shall be appointed by the County Commissioners and two (2) members that are appointed by the REC Board. One county commissioner will serve ex-officio as one of the nine members and be a voting member.

The Parks and Recreation Director shall attend and participate in all REC Board meetings.

The term of office for all appointed and reappointed members shall be three years. Vacancies arising on the REC Board shall be filled by the County Commissioners for seven members duly appointed and by the REC Board for two members duly appointed for the balance of the unexpired term. All appointments will be made by the County Commissioners and REC Board in accordance with the policy governing appointments to Boards and Committees.

Any member who misses more than three consecutive regular meetings loses his/her membership status.

An orientation meeting for newly appointed board members shall be conducted by the Parks and Recreation Director and the Chairman within 30 days after their appointment.

### **SECTION 4: OFFICERS**

The members of the Person County REC Board shall annually elect from their own membership a Chairman and other officers, as they deem essential. Duties of each officer shall be established in the Committee By-Laws.

## **SECTION 5: COMPENSATION**

The members of the REC Board shall serve without compensation, but shall be entitled to reimbursement for subsistence and travel to professional recreation meetings, conferences and workshops, with such reimbursement being made in compliance with general County policies.

## **SECTION 6: MEETINGS**

The REC Board shall meet at least monthly and at other times deemed necessary to transact business, upon call of the Parks and Recreation Director, or Chairman or by a majority of the Committee members, or upon call of the County Commissioners.

A quorum of the Board shall be in attendance before action of an official nature can be taken.

A quorum shall consist of a simple majority.

General parliamentary rules, as given in "Robert's Rules of Order" as modified by rules and regulations of the Advisory Board shall be observed in conducting meetings.

Official minutes of each meeting will be recorded and maintained in the office of the Parks and Recreation Director.

## **SECTION 7: COMMITTEES AND STANDING COMMITTEES**

The REC Board shall organize temporary or standing committees, as it deems necessary in order to carry out the responsibilities of the Board. Advisory Board members serving as Chairman of committees shall be appointed by the REC Board Chairman. Other members of the Committees shall be elected by the REC Board. Vacant positions shall be advertised in newspapers and all applications be given to full board for them to vote on person or persons to fill vacant position or positions on committee or committees.

The standing committees shall include, but not be limited to, the following:

### **Finance Committee**

The duties of the Finance Committee shall include, but not limited to:

- a. Aiding the staff in the development of the budget.
- b. Reviewing major capital outlays.
- c. Reviewing and making recommendations on grants, gifts, bequest, and donations to the department.

This committee shall consist of the chairman of the REC Board and two (2) members of the REC Board. These two members shall be elected by the REC Board.

### **Facilities Committee**

The duties of the Facilities Committee shall include, but limited to:

- a. A yearly inspection of all appropriate facilities.
- b. Recommendation on repairs or physical changes.
- c. Recommendation on the long-range plans for facility development.

- d. Recommendation on the acquisition or disposition of facilities or parts thereof.

Each athletic club which leases a facility from Person County shall nominate a candidate annually for this committee. A member of the REC Board shall chair this committee. The REC Board shall select four (4) members to serve on the committee from the pool nominated by the athletic clubs and two (2) additional members selected from the community.

#### **Athletic Committee**

The Athletic Committee is a subcommittee of the Recreation Advisory Board. The Main purpose and goal of this subcommittee:

1. Gather feedback from athletic program participants and spectators relating to observed needs and concerns.
2. Suggest possible new athletic programs.
3. Research possible programs and report back to the Recreation Advisory Board to address the athletic program needs of Person County Citizens.
4. Aid the Recreation Advisory Board and the Department in efforts to inform our citizens about current programs, new programs, changes of schedule, current rules and regulations, and other Athletic program issues.
5. Making recommendations to the REC Board on policy changes in the athletic programs.

The Recreation Advisory Board shall annually nominate candidates for this committee. This committee shall be chaired by a member of the REC Board. The REC Board shall select four (4) members to serve on the committee from the pool nominated by the athletic clubs and two (2) additional members selected from the community.

#### **Arts Council Committee**

The duties of this committee shall include, but not limited to:

- a. Encouraging the maximum use of the Kirby Civic Auditorium facility for cultural, educational, recreational and civic purposes.
- b. Broadening cultural opportunities for all Person County citizens in the area of the arts.
- c. Encouraging a variety of community programs including, but not limited to: senior citizens, adults, teens and youth.
- d. Promoting non-athletic programs and activities.
- e. Recommendations regarding grants and sub-grant applications.
- f. Two signatures required for checks – staff – Director or designee; committee – chairman or designee.

The REC Board shall select a minimum of six (6) members and a maximum of eight (8) members to be appointed from the community. This committee shall be chaired by a member of the REC Board and include one member of the Parks Department and the managing director of the Kirby Cultural Arts Complex. The REC Board shall be the appointing body to the Person County Arts Council.

Members of the Person County Arts Councils may consist of members throughout Person County representing various organizations with diverse Cultural Arts interest. These organizations may include: Schools, local college, private citizens, civic organizations, Parks Department, and many others.

Terms of appointment shall be for a length of two years. Also, terms of appointment shall be on a staggered basis.

Each committee may create non-standing, goal-oriented subcommittees as needed. Each committee is expected to provide the REC Board with minutes of their meetings and shall report their findings to the REC Board through their chairman, with or without recommendations.

Staff members of the Parks and Recreation Department shall be assigned as ex-officio members to the committees.

The REC Board may refer any matter to a committee before the REC Board takes action on the subject.

#### **Mayo Park and Lake Committee**

The duties of this committee shall include, but not limited to:

- a. Encouraging the maximum public recreational use of Mayo Park and Mayo Lake facility in areas of educational, environmental education, preservation, stewardship, outdoor active recreation, and passive recreation.
- b. Broadening outdoor recreational, educational, and environmental wellness practice opportunities for all Person County citizens and all users of Mayo Lake and Mayo Park.
- c. Increase and encourage a variety of community programs and involvement serving senior citizens, adults, teens, youth and all other demographics related to our population.
- d. Promoting outdoor athletics and non-athletic programs and activities.
- e. Recommendations regarding grants and funding opportunities to support programs, operations, and development of public recreational and educational facilities.
- f. Research, develop, advise in the management of "Friends of Mayo Lake" program.
- g. Committee may act as liaison between Progress Energy/Duke Energy and our citizens in matters related to Recreation, Arts and Parks.

The REC Board shall select a minimum of six (6) members and a maximum of eight (8) members to be appointed from the community. This committee shall be chaired by a member of the REC Board. At least one member of the Parks and Recreation Department shall attend and participate in all committee meetings.

Members of the committee may represent citizens in the areas of: outdoor recreation, public recreation development, stream education, environmental education, preservation, environmental education, private citizens, local, and state government.

Terms of appointment shall be for a length of two years. Also, terms of appointment shall be on a staggered basis.

Each committee may create non-standing, goal-oriented subcommittees as needed. Each committee is expected to provide the REC Board with minutes of their meetings and shall report their findings to the REC Board through their chairman, with or without recommendations.

Staff members of the Parks and Recreation Department shall be assigned as ex-officio members to the committees.

The REC Board may refer any matter to a committee before the REC Board takes action on the subject.

#### **SECTION 8: CONFLICT WITH OTHER ORDINANCES AND RESOLUTIONS**

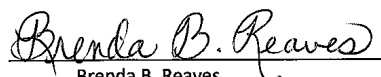
Any earlier adopted ordinances and resolutions of Person County pertaining to parks and recreation, which are or in conflict with the provisions of this ordinance are hereby declared null and void and of no effect. The REC Board shall establish By-Laws in conjunction with this ordinance to be used for governing the Board.

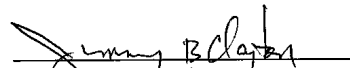
#### **SECTION 9: EFFECTIVE DATE**

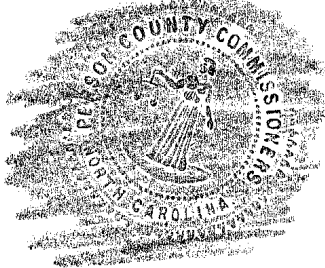
This ordinance shall become effective on its adoption by the Person County Board of Commissioners.

ADOPTED THIS 4<sup>TH</sup> DAY OF OCTOBER, 1993.  
REVISED THIS 21<sup>ST</sup> DAY OF FEBRUARY, 1994.  
REVISED THIS 15<sup>TH</sup> DAY OF APRIL, 1996.  
REVISED THIS 6<sup>TH</sup> DAY OF DECEMBER, 1998.  
REVISED THIS 21<sup>ST</sup> DAY OF OCTOBER, 2002.  
REVISED THIS 18<sup>TH</sup> DAY OF NOVEMBER, 2002.  
REVISED THIS 7<sup>TH</sup> DAY OF NOVEMBER, 2005.  
REVISED THIS 21<sup>ST</sup> DAY OF JULY, 2014.

ATTEST:

  
Brenda B. Reaves  
Clerk to the Board of Commissioners

  
Jimmy B. Clayton, Chairman



**RESOLUTION EXEMPTING ENVIRONMENTAL STUDIES FOR THE PUBLIC SAFETY COMMUNICATIONS SYSTEM PROJECT:**

Assistant County Manager, Sybil Tate reminded the Board that the Fiscal Year 2014-2015 budget included \$100,000 of funding to conduct environmental studies on four potential tower locations in Person County to determine feasibility of each site. Ms. Tate noted the four potential sites are Mt. Tirzah, Bushy Fork, Woodland Elementary and Bethel Hill. Ms. Tate informed the Board that NC General Statute 143-64.32 allows exemption from the Qualification-Based Selection (QBS) process, if architectural, engineering, surveying and construction services are less than \$50,000. In the case of the environmental studies, the total cost of engineering and surveying is estimated to be \$40,000, which qualifies this work for the exemption as illustrated on the cost breakdown below:

<b>ENGINEERING AND SURVEY COST BREAKDOWN --- 4 PUBLIC SAFETY TOWERS</b>			
<b>ITEM</b>	<b>UNIT PRICE</b>	<b>QUANTITY</b>	<b>EXTENDED PRICE</b>
Engineering activities	\$7,000	4	\$28,000
Site Surveying	\$3,000	4	\$12,000
<b>TOTAL</b>	<b>\$10,000</b>	<b>4</b>	<b>\$40,000</b>

Ms. Tate stated in order to exempt this project from the QBS process, the Board is required to adopt a Resolution exempting Environmental Studies for the Public Safety Communications System Project. Ms. Tate recommended the exemption, since the engineering firm being considered has conducted many of the State's VIPER tower environmental studies and is highly recommended noting the exemption also saves staff and the third-party consultant's time.

Commissioner Puryear asked the County Attorney to further explain the QBS process. County Attorney, Ron Aycock stated the General Assembly passed a law for the QBS process to require a two-phase examination of any planning and engineering services. The first phase is a non-competitive phase but a phase based upon whether or not the entity asking for the jobs have qualifications to do the job; an examination of the professional capacity of engineering firms, architectural firms, etc., or technical qualifications. Mr. Aycock noted the first determination is whether or not the entity eligible for the job is indeed qualified, and then if the job is of sufficient size, then the job would be bid; in this case, the project is small enough to meet the exemption and would not be bid out, if the Board adopts the exemption resolution.

A **motion** was made by Commissioner Puryear and **carried 5-0** to adopt a Resolution exempting Environmental Studies for the Public Safety Communications System Project.

Resolution Exempting Environmental Studies for the Public Safety  
Communication System Project

WHEREAS, G.S. 143-64.31 requires the initial solicitation and evaluation of firms to perform architectural, engineering, surveying, construction management-at-risk services, and design-build services (collectively "design services") to be based on qualifications and without regard to fee;

WHEREAS, the County proposes to enter into one or more contracts for design services for work on the environmental studies for the Public Safety Communication System project; and

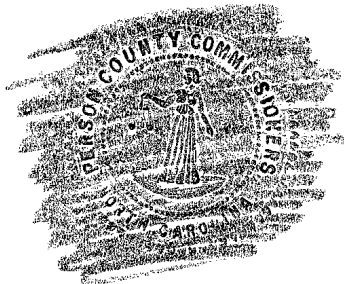
WHEREAS, G.S. 143-64.32 authorizes units of local government to exempt contracts for design services from the qualifications-based selection requirements of G.S. 143-64.32 if the estimated fee is less than \$50,000; and

WHEREAS, the estimated fee for design services for the above-described project is less than \$50,000.

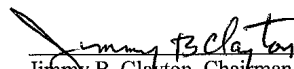
NOW, THEREFORE, THE PERSON COUNTY BOARD OF COUNTY COMMISSIONERS RESOLVES:

1. The above-described project is hereby made exempt from the provisions of G.S. 143-64.31.
2. This resolution shall be effective upon adoption.

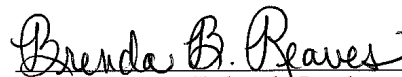
Adopted this, the 21st day of July 2014.



Person County Board of Commissioners

  
Jimmy B. Clayton, Chairman

Attest:

  
Brenda B. Reaves, Clerk to the Board

July 21, 2014

## **APPOINTMENT TO BOARDS AND COMMITTEES:**

Clerk to the Board, Brenda Reaves presented to the Board citizen applications for consideration for appointment to boards and committees.

Ms. Reaves stated the Regional Ombudsman for the Kerr Tar Regional Council of Governments found Ms. Carol Reed appropriate to serve on both the Adult Care Home Community Advisory Committee as well as the Nursing Home Advisory Committee.

A. Adult Care Home Community Advisory Committee

1-Year Initial Term; 3-Year Reappointment: 1 position available

Carol Reed requests appointment (initial one-year term to 12/31/15)

B. Nursing Home Advisory Committee

1-Year Initial Term; 3-Year Reappointment; 2 positions available

Carol Reed requests appointment (initial one-year term to 12/31/15)

A **motion** was made by Commissioner Puryear and **carried 5-0** to appoint Carol Reed to the Adult Care Home Community Advisory Committee and the Nursing Home Advisory Committee for an initial one-year, each term ending December 31, 2015.

C. Environmental Issues Advisory Committee

3-Year Term; 1 position available for a representative for the Woodsdale Township

Grey Pentecost requests appointment (term to 6/30/17)

A **motion** was made by Commissioner Blalock and **carried 5-0** to appoint Grey Pentecost to the Environmental Issues Advisory Committee for a 3-year term to June 30, 2017.

D. Region K Aging Advisory Council

3-Year Term: 2 positions available

1) Jackie Watson requests appointment (term to 12/31/17)

2) Dr. Rosalie Gates requests appointment (term to 12/31/17)

A **motion** was made by Vice Chairman Jeffers and **carried 5-0** to appoint Jackie Watson and Dr. Rosalie Gates to the Region K Aging Advisory Council, each for a 3-year term to December 31, 2017.

E. Youth Advisory Council – Vice Chairman Jeffers requested the Board address the Youth Advisory Council at its next meeting scheduled for August 4, 2014.

**TAX COLLECTOR SETTLEMENT:**

Tax Administrator, Russell Jones stated as required by 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. The Fiscal Year 2013-2014 “2013 Tax Settlement” report follows:

**2013 Tax Collector Settlement****2013 Tax Base**

- Budget tax base for 2013-\$ 4.055 billion
- Actual tax base for 2013- \$ 4.145 billion
- Tax base was higher than budget by 2.2 %
- Actual tax base for 2012- \$ 4.077 billion
- Increase in base was \$ 68 million

### 2013 tax year collections

- Budgeted collection rate for 2013– 97.0%
- Actual collection rate for 2013– 98.30%
- Collection rate was over by 1.3%
- Collections was \$ 994,485 more than anticipated on current year collections
- Average collection rate for Person County for last 10 years is 97.60%

### 2013 Tax Year Uncollected Balances

- County 2013 uncollected taxes-all  
– \$499,613
- County 2013 uncollected real only-  
– \$398,721
- County 2013 uncollected vehicle only-  
– \$63,679
- County 2013 uncollected other-  
– \$37,213

### Collection activities

- Total payments for all years, including City of Roxboro-  
– \$33,728,380
- Total payments for all years, Person County-  
– \$29,479,304
- Processed payments-70,969
- 2014 Prepayments were \$64,347

### Prior year tax collections

- This includes 2003-2012 tax years
- County Unpaid balances on July 1, 2013-  
– \$1,226,581
- County Unpaid balances on June 30, 2014-  
– \$567,658
- County Collections on Prior Years-  
– \$658,923

### Forced Collections

- Attachments- 452 payments
  - \$ 79,759 County
  - \$ 11,403 City
  - \$ 91,162 Total
- Garnishments- 3,180 payments
  - \$ 243,133 County
  - \$ 38,529 City
  - \$ 281,662 Total

### Forced Collections County and City

- Escheats- Also known as NC Cash
  - Approximately \$ 4,000
- Debt Setoff- 783 accounts collected
  - \$110,070 for Tax Office
  - \$ 48,253 for EMS
  - \$ 3,530 for Health Department
  - \$ 3,236 for Library
  - \$165,089 Total Collected

### Uncollected County Balances

- All years uncollected- \$1,067,271
- Total bills left uncollected 11,014
- Uncollected vehicle bills-7,072
  - \$ 187,403
- Uncollected real estate bills-2,847
  - \$ 790,771
- Uncollected other tax bills
  - \$89,097

### 2003-11<sup>th</sup> Year Taxes

- 2003 Original Levy- \$21,124,072
- Total bills uncollected- 371- \$12,687
- Uncollected Real Estate bills-42- \$ 4,251
- Uncollected Vehicle bills- 301- \$ 7,105
- Uncollected Other bills- 28- \$ 1,331
- .060% Uncollected after 10 years
- or 6/100 of 1%

### 2013-Stormwater

- 2013 Billed- \$ 272,586
- Collected- \$ 263,801
- 2013-Uncollected- \$ 8,785
- 2013 Collection Rate on Stormwater= 96.78%

6

A **motion** was made by Commissioner Newell and **carried 5-0** to accept the Tax Collector Settlement for Fiscal Year 2013-2014 as presented by the Tax Administrator.

July 21, 2014

## ORDER TO COLLECT TAXES:

Tax Administrator, Russell Jones stated as required by 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 the Tax Collector to collect taxes for 2014 and all 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

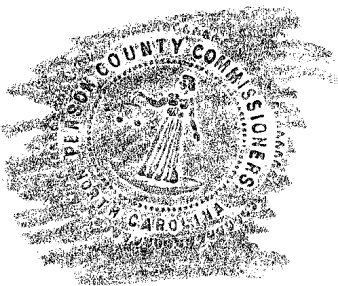
### ATTACHMENT II

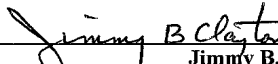
#### County of Person

#### To the Tax Collector of the County of Person:

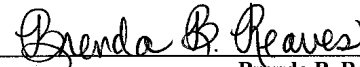
You are hereby authorized, empowered, and commanded to collect the taxes set forth in the tax records filed in the office of Person County Tax Office and in the tax receipts herewith delivered to you, in the amounts and from the taxpayers likewise therein set forth. Such taxes are hereby declared to 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 21th day of July, 2014.



  
Jimmy B. Clayton, Chairman  
Board of Commissioners of Person County

Attest:

  
Brenda B. Reaves  
Clerk to the Board of Commissioners of Person County

July 21, 2014

## **ECONOMIC DEVELOPMENT UPDATE:**

Economic Development Director, Stuart Gilbert along with Economic Development Commission (EDC) Vice Chairman Kenneth Perry and EDC Secretary, Dr. Walter Bartlett, provided an update on the following topics:

- I. Economic Development Commission's (EDC) current membership noting officers are as follows for the current fiscal year:

Randy Reynolds, Chairman  
Kenneth Perry, Vice Chairman  
Dr. Walter Bartlett, Secretary

Mr. Gilbert noted the EDC meetings are held the third Thursday of each month at 8:00 am in the Tax Office conference room.

- II. EDC and Person County Business Industrial Center (PCBIC) derived Data from Web GIS, Fiber Study, New Graphics and New Website and IEDA Site Selection Data Standards: Key Elements for being prepared for new industry
- III. Project Trace
- IV. New Industrial Opportunities for Person County
- V. EDC Partnerships and Recent Events
- VI. Jobs and Investment Data
- VII. Economic Development Prospect Update and Reporting

Mr. Perry stated Mr. Gilbert, Person County's Economic Development Director, received a certified economic certification (CEcD) by the International Economic Development Council, noting only 1200 economic development professionals across the country have this designation, which validates his expertise in the field and enhances his professional standing.

## I. PERSON COUNTY ECONOMIC DEVELOPMENT BOARD

As of June 2, 2014 per Action of the Board of Commissioners

### "Ex-Officio" By virtue of Office held with voting rights:

Board of County Commissioners' Chairman:	Jimmy B. Clayton
City of Roxboro's Mayor:	Marilyn Newell
President, Piedmont Community College: (Secretary, July 1, 2014 to June 30, 2015)	Dr. Walter Bartlett
Elected Chairman of the Board of Directors for the Roxboro Area Chamber of Commerce (RACC), or an alternate designee from the RACC's Executive Board for term of office:	Derek Sims 01/01/14 – 12/31/14
Elected Chairman of the Board of Directors for the Roxboro Development Group (RDG), or an alternate designee from RDG's Executive Board for term of office:	Will Carver 07/01/13 -06/30/15

### Business Representation:

A representative of a business with a presence in Roxboro Appointed by Roxboro City Council:	Philip Allen 6/23/2014 – 6/30/2017
A representative of a business with a presence in Person County Appointed by County Commissioners: (Chairman, July 1, 2014 – June 30, 2015)	Randy Reynolds 6/16/2014 – 6/30/2017

### Two Members At-Large Appointed by the County Commissioners:

(Vice Chair, July 1, 2014 – June 30, 2015)	Kenneth Perry 6/16/2014 – 6/30/2017
	Ernest Wood, Jr. 6/16/2014 – 6/30/2017

### "Ex-Officio" By virtue of Office held without voting rights:

County Manager*:	Heidi York
City of Roxboro's City Manager**:	Stephen Steese
Piedmont Community College Dean of Corporate and Occupational Training:	Brad Jordan

\*provision to allow voting rights in the absence of the Board of County Commissioners' Chairman

\*\*provision to allow voting rights in the absence of the City of Roxboro's Mayor

Mr. Perry reminded the group that during the last two years the County has hired an Economic Development Director as well as an Executive Assistant.

July 21, 2014

Mr. Perry noted the Geographic Information System was a needed tool to enhance the response time for prospective projects for Person County.

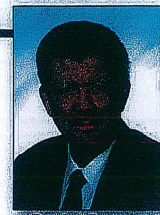
**II. This past year Person County Economic Development Commission worked on four new key elements for being prepared for new industry, listed as follows:**

1. On February 24<sup>th</sup>, 2014 the Person County EDC hosted the Person County Board of Commissioners and City Council of the City of Roxboro. A detailed overview of the new web based Geographic Information System for the Economic Development Department was provided to the board meeting and is available online at <http://www.personcounty.net/modules/showdocument.aspx?documentid=3085>
2. On February 24<sup>th</sup>, 2014, the Person County EDC hosted the Person County Board of Commissioners and the City Council of the City of Roxboro. A detailed overview of the work done by ECC Technologies and the fiber network in Person County was explained in detail by President Joe Starks.  
<http://www.personcounty.net/modules/showdocument.aspx?documentid=3084>
3. On May 2014 we began working with Richard Boyd, 1982 graduate of Person County High School and entrepreneur that has built companies in both the Silicon Valley and RTP. Mr. Boyd is now in the RTP and working on software solutions to assist in real estate development. His firm assisted the RTRP in the development of their website and now one of his companies Building 25 is working with the EDC in the development of a new website. The primary elements of the website are in the following areas:
  - a. Video Vignette Testimonies from Key Business and Government Leaders from around the Triangle
  - b. International Economic Development Data Standards 25 spreadsheets of data on all areas of Person County, Labor, Utilities, Government, Business and Site Specific Data also.
  - c. Social Media Blog Element that would be updated once a week.
  - d. Mega Project Park Information
  - e. New website Google Analytics and complete new web design. (We are also working with the former Researcher of Wake County EDC as our main contact on this project.)
  - f. New graphic designs have already been completed by Person County Economic Development Department and are in an 11 X 17 format. We have used these maps with international prospects we have met with in Person County in the last month!
4. The International Economic Development Council Data Standards are standards that Stuart C. Gilbert helped to establish a number of years ago representing professional economic developers. Site Consultants tended to ask multiple pages of questions on the Request for Proposals and most of the time, professional economic developers would need to spend days searching for extremely detailed information.

- a. The purpose behind completing all the spreadsheets is to make sure that Person County is full of statistical information beyond what the State of the North Carolina Department of Commerce Website provides on demographic details.
- b. Attached to this memo is a specific letter written by a professional friend and consultant, Dennis Donovan of the WDG Consulting group outlining how terrible most economic development websites are. In 2014 and beyond, consultants will look at our websites and we will not even know that they have checked us out. If our data looks insufficient on the web, they will assume that we don't care much about economic development and will move on with other locations that show more professionalism.

Please read the next page for the detailed information Person County is finalizing for adding to our new Person County Website.

The "Insights" column was designed to give leading experts in site selection a platform from which to express leadership ideas, to raise concerns, or to offer advice for both sides of the site selection/economic development dynamic.



Dennis J. Donovan

## Economic Development Website Underperformance

By  
Dennis J.  
Donovan

**E**conomic development (ED) websites comprise an indispensable tool for the corporate site selector as well as the most cost-effective marketing medium for economic development organizations. This is especially true for smaller communities with limited business recruitment budgets.

Yet despite the criticality of ED websites in the site selection process, most fall far short of customer expectations. The biggest shortfall is lack of important information necessary to develop a basic understanding of a particular location's fit for the project in question. From experience, I would rate at least 2/3 of economic development websites as sub par. Developing meaningful websites should be accorded highest priority by economic development organizations (EDOs).

### The Challenge

The essence of the challenge involves lack of knowledge as to what information is most important. It appears that most economic development websites are designed without obtaining customer input. There are several "hot buttons" in terms of data that should be found on economic development websites. These include:

1. Current information for population, workforce, and other data
2. Data reported at the county and, where appropriate, metro level
3. Key, succinct statewide information such as taxation, incentives and regulatory considerations
4. Comprehensive listing (typically at least 25 companies) of major employers to include:
  - Company
  - City
  - Industry
  - Function
  - Employment

- Union status
5. New, plus expanding employers over the past two years (same information as above) and date announced/incremental employment
6. Downsizing companies over past two years (same information as above, plus date announced and number of affected employees)
7. Utility profile
  - Service providers
  - Average costs
    - Electric power (\$/kWh)
    - Natural gas (\$/MCF)
    - Water (\$ per 1,000 gallons)
    - Sewer (\$ per 1,000 gallons)
  - Electric power fuel sources, excess capacity, transmission capacity, reliability measures
  - For telecom, include which service providers have hard wire (as opposed to leased lines)
8. Summary chart of tax practices (e.g., what's taxed and what's exempt) and rates
9. Summary chart of incentives including which can be used in combination
10. List of transportation service providers
11. List of two/four year colleges including full time enrollment and annual graduates
12. Synopsis of the local industrial and office real estate markets including asking rental rates and average land prices
13. Searchable site/building database
  - No log-in required
  - Search criteria should be simple
  - Initial search result should be a matrix summary of qualified properties
  - Click on a property for a one-page profile including photo
  - Another click to get a detailed profile along with aerial photo and topo map

14. Air quality attainment status
15. Quality of life features, including SAT/ACT scores and housing costs

### The Solution

The majority of economic development websites need to be overhauled. A blueprint for the essentials that should be incorporated onto websites can be found in the IEDC (International Economic Development Council) data standards. These standards contain numerous data fields, divided into factor categories, that are of greatest importance in site selection.

Beyond county and metro reporting, it is also advisable for smaller communities to present selected information (e.g., demographics) for the primary commute zone (e.g., 25 miles). How the community positions itself as a corporate location is also important. And, under "Contact Us," a staff directory (name, title, telephone and email) is helpful. Also mention that inquiries will be treated in strict confidence.

The time is long overdue for the economic development profession to create websites that are of maximum value to the corporate site selector. Those that do so will be more successful in business recruitment. Hopefully the above commentary will aid EDOs to better serve their corporate prospects. T&D

### About WDCG

Wadley-Donovan-Gutshaw Consulting (WDCG) is a global site selection firm based in Bridgewater, NJ. For over 30 years, WDCG has advised companies across the industry spectrum on facilities location.

Dennis J. Donovan is one of WDCG's principals. He has been a site selection consultant for 35 years. Dennis teaches CoreNet's site selection course and is a frequent speaker/author on the subject. Dennis received degrees in economic geography from the University of Nebraska at Omaha (bachelors) and University of Rhode Island (masters).

**WDC Consulting, LLC**  
Wadley-Donovan-Gutshaw

### III. PROJECT TRACE UPDATE

**Person County Business and Industrial Center, Inc. has been working to provide greater economic development opportunities to Person County over the last year.**

1. In February of 2014, the Person County Business and Industrial Center, INC were able to obtain an option on a 1350 acre tract located in Person County that has received support from the NC Department of Commerce. The site was one of only two sites recently submitted for a large specially advanced manufacturing plant.
2. On March 27, 2014, Duke Energy provided this office notice that we were selected for a Round two of the Duke Energy 2014 Site readiness Program. Details on the Duke Site Readiness Program are identified in the following information provided by Duke Energy.

#### **Duke Energy Site Readiness Program Summary**

The Duke Energy Site Readiness Program is intended to identify, assess, improve, and increase awareness of industrial sites in the Duke Energy service territory. The goal of the program is to increase the inventory of good industrial sites throughout the western half of North and South Carolina, and to advance the state of readiness of these sites. It is not a “site certification” process, but rather a program to help local economic development organizations find and prepare potential sites. However, a site that has successfully completed the recommendations from this program will have completed the initial steps required for state certification.

To qualify for the Site Readiness Program a site must be a legitimate industrial or data center site (usually 75 or more acres) and Duke Energy must either be the designated electric service provider or at least be able to compete to serve the site. The site can either be a single site for a large facility or a potential industrial park (Multi-tenant site).

#### **The program includes:**

- ☐ Initial assessment of industrial sites (existing or potential) from the perspective of a top site selection consultant, McCallum Sweeney Consulting.
- ☐ A more detailed “buildable area” assessment and development of conceptual plans for the site(s) by expert land use / site planners.
- ☐ For each site the studies validate as viable for large industry, Duke Energy will provide a **\$10,000 matching grant** for implementing improvements recommended by the studies.

#### **Highlights:**

- ☐ 114 sites have been evaluated in the Carolinas over the past 9 years, spread out over 50 different counties.
- ☐ To date, 11 large projects have already been won on sites evaluated through this program (American Titanium Works, Apple Data Center, Clearwater Paper, etc.) resulting in creation of approximately **1,700 jobs and \$ 2.8 Billion in capital investment.\***

- Several of the sites have become state certified, and several have developed into active industrial parks. One has been certified as an official “Foreign Trade Zone.”
  - **24 counties** have submitted *multiple sites* into the program over the past 6 years.
  - The program has been recognized by numerous economic development organizations and national publications, and has been recognized by Southern Business & Development Magazine as one of “*The South’s 10 Best Site Programs.*”
  - The program has now been expanded into Duke Energy’s Midwest service territory (Ohio, Kentucky, and Indiana) and into the former Progress Energy territory in Florida.
- January 2014

#### **How the Program Works**

- County economic developers submit potential sites to their Duke Energy Economic Development Manager; including preliminary site information such as acreage, location, attributes, rail, gas availability, etc.
- Duke EDCM screens sites for suitability and submits qualified sites to Randy Broome (Duke Energy Senior Consultant).
- Broome determines how many sites can be evaluated and works with the EDM’s to select the sites for the year.
- Selected counties are notified and are asked to submit their site fee. The entry fee for Person County was \$500..
- The county economic developer will receive an “RFI” from McCallum Sweeney Consulting (MSC) requesting detailed information about the site and the county. **MSC treats these evaluations as much like a “real project” as possible, so responses to this RFI need to be complete and inclusive, as if trying to impress a real client.** The county economic development organization will be evaluated on the quality of the submittal and also will get feedback on the site meetings. The county will have several weeks to respond to the RFI.
- A selected land use / site planner (usually an architect/engineer firm) will contact the county economic development office to obtain preliminary information on the site (drawings, GIS, etc.).
- Duke and McCallum Sweeney will schedule an initial site visit. **The economic developer should treat this initial visit just like a real client visit (county overview, site overview, site visit, etc.).** Folks should attend who can answer the detailed questions from the RFI response (utilities, zoning, etc.). McCallum Sweeney will evaluate the quality of this site visit. The A/E firm will also attend this initial meeting and will usually have a draft preliminary “buildable area” drawing of the site available for discussion.
- Duke, McCallum Sweeney, and the A/E firm will then prepare assessments, recommendations, final drawings, and final reports for the county. The A/E firm will contact the county to discuss the best possible layouts for the final conceptual plans / drawings.
- Duke and McCallum Sweeney will schedule the Final Report Meeting with the county. This meeting will consist of a 45-minute “economic development” presentation by McCallum Sweeney and a detailed final report on the site, including a presentation of the final drawings and conceptual plan by the A/E firm.
- As the county (or owner/developer) works to implement the site recommendations over the following year, the county can apply to their Duke Economic Development Manager for the \$10,000 matching grant, if applicable.

3. Person County has been working for about a year with key leaders in the advanced nanoscience area around the State and multiple regions of the state for the last year seeking advice and input on how to develop the key regional and state wide support to attract this type of target high end user.
  - a. Multiple meetings have occurred over the last year with representatives of consulting firms, advanced manufacturing businesses, State, Regional and County Leaders around the State to develop partnerships needed to attract this type of target industry. Our elected leadership has met with key leadership from Governor McCrory, Lt. Governor Forest, four Cabinet Secretaries including Secretary Decker, NC DOC and multiple staff related to NCDOC.

Dr. Bartlett spoke of the major implications to Person County should Project Trace come to fruition noting the grants process is very competitive and the need to be pre-prepared to be eligible for consideration. Dr. Bartlett stated the Duke Energy Site Readiness Program is an assessment tool to identify good industrial sites with a matching grant opportunity. Dr. Bartlett noted Piedmont Community College's commitment to develop training programs to match the prospective workforce.

#### **IV. NEW INDUSTRIAL OPPORTUNITIES FOR PERSON COUNTY**

1. Person County Business and Industrial Center, INC has been working on a number of options to make Person County more attractive for new business opportunities. Unlike many counties that have certified sites and graded sites, Person County has no certified sites and no graded sites and extremely little controlled land, which is needed for business development. Person County Business and Industrial Center, INC has been identifying locations for future business use in Person County and expects to have property purchased in the next month to share with our elected leaders publicly. Specific details about the property can not be disclosed at this time until negotiations have been completed.

Mr. Gilbert announced a valid offer to purchase property for future business development.

## **V. EDC Partnership, Events /Activities**

The Person County Economic Development Commission has hosted this past fiscal year of 2014 a meeting with Secretary Decker, NC DOC in Person County at PCC with local business and government leaders from Person County, NC.

We have worked with top leadership in a number of areas such as the following:

- Center for Innovation Nanobiotechnology- attended multiple meetings and visits to local businesses in the Triangle and met monthly with their Executive Director.
- Joint School of Nanoscience and Nanoengineering UNC-G and A & T University, Founding Dean (introduced EDAC of RTRP to this opportunity.)
- RTRP Clean Tech
- EDAC of RTRP
- NC State Cooperative Extension
- NC State Program Areas
- NCEDA
- ECC Technologies- contractor for NC DOC on broadband capabilities in NC
- MCNC
- NC DOC, Secretary, Senior Staff on regular at least monthly basis
- NCDENR, Secretary and staff
- NCDOR, Secretary
- NCDOT, Secretary and senior Staff and consultants
- Jones Lang LaSalle overview of project Blackbird an interactive research tool to doing economic development and real estate searches across the US.
- Governor's office
- General Assembly Members for Person County and key state leadership
- Forsythe Tech
- City of Greensboro, NC office of Economic Development
- RTRP staff and leadership
- Private Businesses in Region, Law firms, consulting firms, contractors, builders, etc.
- Person County Existing Industries
- NCDOC existing industry team visits with Person County/City of Roxboro, EDC team
- NC Community College System, VP of Customized Training on new initiatives in Person County, and President
- Local economic development organizations such as TDA, Roxboro Area Chamber, RDG
- NC Association of County Commissioners ED events
- NC Main Street

VI. ED Jobs and Investment Update

PERSON COUNTY ECONOMIC DEVELOPMENT 2010 to 2014

	2010	2011	2012	2013	2014	TOTALS
Company	<i>Certainfeed</i>	Eaton	GKN	<i>Diamond Candles</i>	Spuntech	
Average Wage	\$ 55,247.00	\$ 37,960.00	\$ 41,108.00	\$ 20,800.00	\$42,000.00	
Jobs	89	122	131	60	50	452
Investment	\$ 160,000,000.00	\$ 50,000,000.00	\$ 24,160,000.00	\$ 5,000,000.00	\$35,000,000.00	\$ 274,160,000.00
County Incentives	\$500,000.00	\$2,000,000.00	\$25,000.00	\$0	\$1,011,966.00	\$3,536,966.00
			\$480,000 Rural Center Grant and JDIG			
Company			<i>Timberlake Solar Farm</i>	<i>Piedmont Filtration</i>		
Average Wage			Construction Jobs	\$ 16,640.00		
Jobs			Construction Jobs	10		
Investment		\$ 500,000.00	1,000,000.00			
County Incentives		\$0	\$0	\$0		\$0
			<a href="http://carolinasolarenergy.com/category/owned/">http://carolinasolarenergy.com/category/owned/</a>			
Company			<i>Person County Airport Solar Farm</i>	Mayo Steam Plant*	Mayo Steam Plant *	
Average Wage			Construction Jobs	Retention	Retention	
Jobs			Construction Jobs	Retention	Retention	
Investment		\$ 7,500,000.00	\$ 20,000,000.00	\$80,000,000.00	\$ 100,000,000.00	\$ 100,000,000.00
County Incentives		\$0	\$0	\$0	\$0	\$0
			<a href="http://carolinasolarenergy.com/category/owned/">http://carolinasolarenergy.com/category/owned/</a>			
Company				Georgia Pacific*		
Average Wage				Retention		
Jobs				Retention		
Investment				18,000,000.00		18,000,000.00
County Incentives				\$0		
Company				<i>Strata Solar</i>		
Average Wage				Construction Jobs		
Jobs				Construction Jobs		
Investment				\$15,000,000.00		\$15,000,000.00
County Incentives				\$0		
				<a href="http://www.stratasolar.com/spotlight/roxboro-farm-6-mw/">http://www.stratasolar.com/spotlight/roxboro-farm-6-mw/</a>		
CAPITAL						
INVESTMENT TOTALS	\$ 160,000,000.00	\$ 50,000,000.00	\$ 32,160,000.00	\$ 59,000,000.00	\$115,000,000.00	\$ 416,160,000.00
* Modernization						
<i>New Recruitment in Italics</i>						
Existing Industry Expansions						

Mr. Perry summarized Person County's Economic Development from 2010 to present noting 452 jobs created with over \$274M investment, capital investment of \$416M and \$3.5M county awarded incentives.

July 21, 2014

## **VII. ED Prospect Update and Prospect Reporting**

We have a number of projects that we are working with prospective business. A few of the large projects are Project Timber Stream (\$80 Million Dollar investment with 50 jobs) Project Denim a \$50 million dollar investment with up to 500 jobs and Project Cutes (unknown investment) and 100 jobs.

As soon as the Research Triangle Regional Partnership (RTRP) begins utilizing Executive Pulse software, we will be providing detailed reports to the Person County EDC and our elected officials using this software. Unfortunately, while the RTRP told us that we would be using this software beginning in July 1, 2014, they have not provided us with the details and training on how to use this software at this point. It is our understanding that we will be receiving information about the software and how to use it within the next month.

Vice Chairman Jeffers requested Mr. Gilbert to update the Person County Profile on the NC Commerce web site. Mr. Gilbert stated the needed updates are forthcoming.

Vice Chairman Jeffers advocated for the multi-jurisdictional park concept with Durham and/or Orange County not fall to the wayside. Mr. Gilbert stated that when the consultant reported to the Board, there were no property owners willing to sell large parcels to make up the 400-500 acres need for an industrial park; however there is new information which he hopes to report on in the next couple of months.

#### **DESIGNATE NCACC VOTING DELEGATE:**

Chairman Clayton stated Voting Credentials for the 2014 NC Association of County Commissioners Annual Conference in Buncombe County must be submitted by August 1, 2014 in order for Person County's delegate to participate in the association's annual election of officers and policy adoption.

A **motion** was made by Vice Chairman Jeffers and **carried 5-0** to designate Chairman Clayton as Person County's delegate to participate in the NC Association of County Commissioners Annual Conference election of officers and policy adoption.

#### **CHAIRMAN'S REPORT:**

Chairman Clayton acknowledged the work of the Economic Development Commission members and the Economic Development Director with cooperation from the City of Roxboro and Person County for economic development projects.

#### **ASSISTANT COUNTY MANAGER'S REPORT:**

Assistant County Manager, Sybil Tate reported the following:

- The Board's next meeting will be held on August 4, 2014, starting at 6:00 pm for the selected boards and committees' informal interview process followed by a regular meeting at 7:00 pm.
- Introduced Amanda Everett, Assistant Person Industries Director, noting she has a private sector background in recycling.
- Asked the Assistant Finance Director, Laura Jensen to orient the Board to the Fiscal Year 2014-2015 Adopted Budget Booklet and Appendix: Budget Detail.
- Invited the Board members to an event focusing on Person County Human Services Networking scheduled to be held on July 24, 2014 at 10:00 am in room S-100 at Piedmont Community College.

## **COMMISSIONER REPORT/COMMENTS:**

Commissioners Newell and Puryear had no report/comments.

Commissioner Blalock commented that the Granville Environmental Affairs Committee reported that the Granville Board of Commissioners is considering adopting a similar resolution for a moratorium to dispose of coal ash in its landfill as was done in Person County.

Vice Chairman Jeffers reported the Person County Partnership for Children Board hired Ms. Ann Gerrard as its Executive Director as well as introduced Mr. Matthew Chaney as Person County's youth delegate to attend the 2014 NC 4-H Youth Summit at the NC Association of County Commissioners' Conference in Asheville to be held August 15-17, 2014.

Chairman Clayton asked the County Attorney to speak briefly on the issue raised by Mr. Frank Shotwell during Informal Comments. County Attorney, Ron Aycock stated Mr. Shotwell's concern included, among others, abandoned structures that may be prejudicial to the health and safety to people in the county, noting a statute exists that authorizes the Board of County Commissioners to have such structures examined. Should the structures prove to be prejudicial or a danger, the Board of Commissioners could order the removal. Mr. Aycock stated the process would require the Planning Department and the Health Department to work together to examine the kinds of structures that might be prejudicial or dangerous to public health for recommendation to the Board of Commissioners for further action. Mr. Aycock stated his willingness, at the direction of the Board, along with the Manager and the departments to work on a recommendation.

Commissioners Puryear and Blalock stated of another site located in the Allensville area that should be reviewed as well. Mr. Aycock stated the site referenced by Commissioners Puryear and Blalock is a trailer to which Person County has an existing ordinance to regulate, noting the Planning Director has started enforcement action to cause that particular situation to be alleviated. Mr. Aycock further noted a letter was sent to the property owner notifying removal of the trailer by a date certain with enforcement including criminal violation that carries a \$500 per day fine if it remains out of compliance. Other enforcement options include civil court action. Commissioner Puryear stated that he spoke with Animal Services due to concerns about burning and disposal of euthanized animals, and has concerns of an environmental hazard as the site does not have running water.

Commissioner Newell asked Mr. Aycock if such a site existed on a property, would the fact that the owner put that piece of property up for sale stop any further review for a danger to public health. Mr. Aycock stated that simply putting property up for sale would not stop the process because the danger to public health would continue to exist.

Vice Chairman Jeffers requested a proposal to address the sites discussed with the idea that the County may consider a beautification ordinance addressing issues county-wide. Commissioner Blalock stated the Environmental Issues Advisory Committee will also be reviewing similar issues throughout all nine townships.

A **motion** was made by Commissioner Newell and **carried 5-0** directing the County Attorney to bring a proposal back to the Board with remedies related to abandoned structures that may be prejudicial to the health and safety of the public.

Vice Chairman Jeffers asked for the Board's desire for the Attorney to address the comments made during Informal Comments related to Sheetz. With the nod to proceed, Mr. Aycock stated the Board requested a report related to providing an economic incentive to Sheetz at its April 21, 2014 meeting. Mr. Aycock stated he gave the Board his opinion as to whether or not there was a binding contract, informal as it may be, for a provision of an economic incentive to Sheetz and was the Board authorized to give an economic incentive to Sheetz. Mr. Aycock explained his opinion that there was not a binding contract present because a formal contract had never been approved by the Board of Commissioners, albeit there was letter written by the County Manager to the Sheetz organization. Mr. Aycock continued by stating the process requires more than a letter from the County Manager, noting statutes require a public notice and a public hearing before an economic incentive can be granted. Mr. Aycock said the public notice and public hearing requirements were never met. Mr. Aycock stated a corporate, public or private entity may not do anything which is outside its authority. Mr. Aycock spoke of the standards required for incentives to private industry. Among the requirements is that the project would not occur in absence of the incentive; Mr. Aycock stated at the time the project was presented to him, the project was essentially completed and therefore did not meet this requirement. Mr. Aycock noted the Board directed him to inform Sheetz of his findings to which he did so by letter.

Commissioner Puryear stated the intent of the Board was to have a Closed Session on this item but the Informal Comments made the issue public. Commissioner Puryear read the letter dated May 11, 2012 from Person County Manager, Heidi York to Mr. Gerhart as follows:

*Dear Mr. Gerhart.:*

*Person County Government is delighted that Sheetz is considering a location here in Roxboro. To that end, the Board of County Commissioners has agreed to a \$75,000 investment towards improvements on the proposed property. This funding will be spread over four years.*

*We sincerely hope that this investment is received as an indication of our support for businesses here. Thank you for your interest in our community.*

Commissioner Puryear stated the letter from the County Manager was not read during the April 21, 2014 Closed Session noting the intent was clearly to offer an incentive. Commissioner Puryear stated the City of Roxboro has paid \$25,000 and he advocated the Board to strongly consider paying the \$75,000, so as to not send the wrong message to other companies looking at coming to Person County.

Commissioner Newell asked Mr. Aycock if the County could legally pay Sheetz the incentive. Mr. Aycock stated it is his opinion that the Board is not authorized to legally pay the incentive for the reasons stated.

Commissioner Puryear asked Mr. Aycock how the City of Roxboro was able to pay the incentive. Mr. Aycock stated he did not presume to be the attorney for the City of Roxboro and their attorney and/or the City of Roxboro would have to answer that question.

Chairman Clayton announced a short break at 10:38 am prior to the Closed Sessions.

## **CLOSED SESSIONS:**

### **Closed Session #1**

A **motion** was made by Vice Chairman Jeffers and **carried 5-0** to enter Closed Session per General Statute 143-318.11(a)(3) for the purpose to consult with the county attorney in order to preserve the attorney-client privilege at 10:47 am with the following individuals permitted to attend: Clerk to the Board Brenda Reaves, County Attorney Ron Aycock, Assistant County Manager Sybil Tate, Economic Development Director Stuart Gilbert and Summer Interns Maia Lanley and Adam Decker.

A **motion** was made by Commissioner Blalock and **carried 5-0** to return to open session at 11:02 am.

### **Closed Session #2**

A **motion** was made by Vice Chairman Jeffers and **carried 5-0** to enter Closed Session 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) at 11:02 am with the following individuals permitted to attend: Clerk to the Board Brenda Reaves, County Attorney Ron Aycock, Assistant County Manager Sybil Tate, Economic Development Director Stuart Gilbert and Summer Interns Maia Lanley and Adam Decker.

A **motion** was made by Commissioner Blalock and **carried 5-0** to return to open session at 11:17 am.

### **Closed Session #3**

A **motion** was made by Vice Chairman Jeffers and **carried 5-0** to enter Closed Session 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) at 11:17 am with the following individuals permitted to attend: Clerk to the Board Brenda Reaves, County Attorney Ron Aycock, Assistant County Manager Sybil Tate, Economic Development Director Stuart Gilbert and Summer Interns Maia Lanley and Adam Decker.

A **motion** was made by Vice Chairman Jeffers and **carried 5-0** to return to open session at 11:25 am.

Closed Session #4

A **motion** was made by Vice Chairman Jeffers and **carried 5-0** to enter Closed Session per General Statute 143-318.11(a)(5) to consider the acquisition or lease of real property at 11:26 am with the following individuals permitted to attend: Clerk to the Board Brenda Reaves, County Attorney Ron Aycock, Assistant County Manager Sybil Tate, Recreation Director John Hill, Summer Interns Maia Lanley and Adam Decker as well as Brent Davis, Maynell Harper and Steve Hubrich.

A **motion** was made by Vice Chairman Jeffers and **carried 5-0** to return to open session at 11:54 am.

Closed Session #5

A **motion** was made by Vice Chairman Jeffers and **carried 5-0** to enter Closed Session per General Statute 143-318.11(a)(3) for the purpose to consult with the county attorney in order to preserve the attorney-client privilege at 11:55 am with the following individuals permitted to attend: Clerk to the Board Brenda Reaves, County Attorney Ron Aycock, and Assistant County Manager Sybil Tate.

A **motion** was made by Vice Chairman Jeffers and **carried** to return to open session at 12:05 pm.

**ADJOURN:**

A **motion** was made by Vice Chairman Jeffers and **carried 5-0** to adjourn the meeting at 12:05 pm.

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Brenda B. Reaves  
Clerk to the Board

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Jimmy B. Clayton  
Chairman