

**PERSON COUNTY BOARD OF COMMISSIONERS**

**APRIL 6, 2015**

**MEMBERS PRESENT**

**OTHERS PRESENT**

Kyle W. Puryear  
David Newell, Sr.  
B. Ray Jeffers  
Jimmy B. Clayton  
Tracey L. Kendrick

Heidi York, County Manager  
C. Ronald Aycock, County Attorney  
Brenda B. Reaves, Clerk to the Board

The Board of Commissioners for the County of Person, North Carolina, met in regular session on Monday, April 6, 2015 at 7:00 pm in the Commissioners' meeting room in the Person County Office Building.

Chairman Puryear called the meeting to order and asked for a moment of silence in memory of former commissioner, Edwin Knott as well as former county employee, Brenda Bowes. The invocation was by Commissioner Kendrick and Vice Chairman Newell led the group in the Pledge of Allegiance.

**DISCUSSION/ADJUSTMENT/APPROVAL OF AGENDA:**

Commissioner Clayton requested an item be added to the agenda for a discussion of health insurance benefits led by Chris Pierce of Pierce Group Benefits.

A **motion** was made by Vice Chairman Newell and **carried 5-0** to add an item to the agenda for discussion of health insurance benefits by Pierce Group Benefits and to approve the agenda as adjusted.

**PUBLIC HEARING FOR CONSIDERATION TO REPEAL PERSON COUNTY'S WIRELESS TELECOMMUNICATIONS FACILITIES ORDINANCE:**

A **motion** was made by Vice Chairman Newell and **carried 5-0** to open the duly advertised public hearing for consideration to repeal Person County's Wireless Telecommunications Facilities Ordinance.

Planning Director, Mike Ciriello stated that on March 2, 2015, the Person County Commissioners voted unanimously to repeal the Person County Wireless Telecommunications Facilities Ordinance. The Person County Attorney had determined that the Wireless Telecommunications Facilities is a free-standing ordinance and does not require action by the Planning Board; however a public hearing was required by the Board of Commissioners.

Mr. Ciriello noted that any tower constructed is subject to local planning authority, building code requirements, and State statutes regarding tower construction. Mr. Ciriello stated that the Board's action to repeal the Person County Wireless Telecommunications Facilities Ordinance required the Planning Department to develop a new approval process for tower projects. Mr. Ciriello presented the following options for consideration:

**April 6, 2015**

**Expand Districts Allowing “Radio, Telephone and TV Transmitting Tower(s)”**

Mr. Ciriello stated “Radio, Telephone and TV Transmitting Tower(s)” are not allowed in Neighborhood Shopping District (B-1) and Highway Commercial Business District (B-2). Mr. Ciriello requested Board consideration to add to the Table of Permitted Uses, to allow “Radio, Telephone and TV Transmitting Tower(s)” in Neighborhood Shopping District (B-1) and Highway Commercial Business District (B-2).

**PERMITTING PROCESS OPTION #1: Special Use Permit (Do nothing)**

Mr. Ciriello noted a Special Use Permit requires a public hearing by the Planning Board to which the Planning Board makes a recommendation during the public hearing held by the Board of Commissioners. The project application may be approved with conditions, approved as presented, or denied. The process takes 60 to 90 days.

The existing *Table of Dimensional Requirements* would have no limits on the height of television and radio masts, aerials and towers. Setbacks would be no more than 40’ but no less than 8’ from property lines. This process takes 7 – 10 working days for plans to be reviewed and a zoning permit to be issued.

Mr. Ciriello stated the Board may consider adding height limits and setbacks for radio, telephone and TV transmission towers.

**PERMITTING PROCESS OPTION #2: Use-by-Right (Administrative Permit)**

Use-by-Right allows a zoning permit to be issued administratively. If an application is complete, this process takes no more than 48 hours. No public hearing is required.

Mr. Ciriello stated the Board may consider adding height limits and setbacks for radio, telephone and TV transmission towers.

**PERMITTING PROCESS OPTION #3: Combination of Option 1 and 2**

Mr. Ciriello recommended the third option to consider “Radio, Telephone and TV Transmitting Tower(s)” a Use-by-Right in one or more zoning district but, require a Special Use Permit in other districts. This would require changing the Table of Permitted Uses, for example, to allow as a Use-by-Right “Radio, Telephone and TV Transmitting Tower(s)” in the General Industrial (GI), but require a Special Use or Conditional Use Permit in Residential (R) and Rural Conservation (RC) zoning districts.

Mr. Ciriello requested, if the Board prefers Option #3, to consider adding height limits and setbacks for radio, telephone and TV transmission towers to Section 75. Mr. Ciriello stated there was no current requirement or need to have height restrictions unless a tower exceeded 2000 ft. which would trigger FCC regulations for flight path restrictions. Mr. Ciriello recommended the setbacks for radio, telephone and TV transmission towers should be the same distance as the height of the tower to offer protection to adjacent property owners.

County Manager, Heidi York asked Mr. Ciriello for proposed language for Section 75 related to the height and setback requirements. Mr. Ciriello yielded for direction from the Board of Commissioners noting he would refer to the language in the current ordinance, i.e. setback would have to be equal to the height of the tower unless engineering certified for a fall zone less than the height. Mr. Ciriello stated setback requirements may be different dependent upon the type of tower. Mr. Ciriello stated he did not think Person County needed height limitations for towers noting the unlikely event that Person County would have application for towers over 2,000 ft. Commissioner Jeffers stated interest in the approved height of the Long's Store Road and Wagstaff Road towers.

There were no individuals appearing before the Board to speak in favor of or in opposition to the Board repealing the Person County's Wireless Telecommunications Facilities Ordinance.

A **motion** was made by Commissioner Kendrick and **carried 5-0** to close the public hearing for consideration to repeal Person County's Wireless Telecommunications Facilities Ordinance.

#### **CONSIDERATION TO REPEAL PERSON COUNTY'S WIRELESS TELECOMMUNICATIONS FACILITIES ORDINANCE:**

A **motion** was made by Commissioner Kendrick to repeal Person County's Wireless Telecommunications Facilities Ordinance and to add to the Table of Permitted Uses, to allow "Radio, Telephone and TV Transmitting Tower(s)" in Neighborhood Shopping District (B-1) and Highway Commercial Business District (B-2), and approve Permitting Process Option #3 as presented to consider "Radio, Telephone and TV Transmitting Tower(s)" a *Use-by-Right* in one or more zoning districts but, require a Special Use Permit in the other districts. This would require changing the Table of Permitted Uses, for example, to allow as a Use-by-Right "Radio, Telephone and TV Transmitting Tower(s)" in the General Industrial (GI), but require a Special Use or Conditional Use Permit in Residential (R) and Rural Conservation (RC) zoning districts.

When asked for unintended consequences, Mr. Ciriello stated the lack of guidance in the language defining the standards as well as a tower in a residential use to have impact on property values. Mr. Ciriello suggested consideration for GI, Business 1 and Business 2 where allowed as a use by right, to allow as a use by right unless adjacent to an existing residential property to which a Special Use Permit is required.

An **amended motion** was made by Commissioner Kendrick and **carried 5-0** to repeal Person County's Wireless Telecommunications Facilities Ordinance and to add the language and instructions to staff as indicated to effectuate the repeal as follows: to add to the Table of Permitted Uses, to allow "Radio, Telephone and TV Transmitting Tower(s)" in Neighborhood Shopping District (B-1) and Highway Commercial Business District (B-2), and approve Permitting Process to consider "Radio, Telephone and TV Transmitting Tower(s)" a *Use-by-Right* in one or more zoning districts but, require a Special Use Permit in the other districts. This would require changing the Table of Permitted Uses to allow as a Use-by-Right "Radio, Telephone and TV Transmitting Tower(s)" in the General Industrial (GI), Neighborhood Shopping District (B-1) and Highway Commercial Business District (B-2) zoning districts, but require a Special Use or Conditional Use Permit in Residential (R) and Rural Conservation (RC) and in the case(s) in General Industrial (GI), Neighborhood Shopping District (B-1) and Highway Commercial Business District (B-2) when adjacent to an existing residential use. Setbacks are required to be the same as the height of the structure unless the fall-zone for the structure is certified to be less than the height.

Ms. York offered to bring back to the Board the recommended language in the amended ordinance at the Boards' next meeting.

#### **PUBLIC HEARING FOR THE PERSON COUNTY MULTI-JURISDICTIONAL HAZARD MITIGATION PLAN:**

A **motion** was made by Vice Chairman Newell and **carried 5-0** to open the duly advertised public hearing for the Person County Multi-Jurisdictional Hazard Mitigation Plan.

Will Brooks, Project Consultant for Kerr-Tar Council of Government provided an overview of the Person County Multi-Jurisdictional Hazard Mitigation Plan update for 2015. Mr. Brooks noted the change to a multi-jurisdictional plan combined with the City of Roxboro and was deemed appropriate by the NC State Emergency Management. Mr. Brooks stated local hazard mitigation planning is a requirement under the Disaster Mitigation Act of 2000 for Federal and State declared natural disaster recovery assistance for grant eligibility and supporting mitigation programs. The plan update addresses both the County and City of Roxboro's assessment of disaster mitigation practices; thus, satisfying all required FEMA planning elements as a multi-jurisdictional plan. Mr. Brooks stated the last plan update was prepared in 2009 for the County and in 2010 for the City of Roxboro.

Mr. Brooks stated the five-year Multi-Jurisdictional Hazard Mitigation Plan update was submitted to NC Emergency Management in December 2014, following a joint Planning Board meeting, and was approved in February 2015. Mr. Brooks noted that preliminary approval has been received from FEMA in March 2015 with final approval pending local adoption which required a public hearing. Mr. Brooks stated the City Council would be considering the same plan update at their meeting on April 14, 2015.

**April 6, 2015**



Mr. Brooks stated the plan process allowed for an evaluation of the previous update for effectiveness and allowed for needed changes. Mr. Brooks outlined the main four community goals in the plan update as follows:

- |         |                                                                                                                                                                                  |
|---------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Goal #1 | Protect the public health, safety and welfare by increasing public awareness of hazards and by encouraging collective and individual responsibility for mitigating hazard risks. |
| Goal #2 | Improve technical capability to respond to hazards and to improve the effectiveness of hazard mitigation actions.                                                                |
| Goal #3 | Enhance existing or create new policies and ordinances that will help reduce the damaging effects of natural hazards.                                                            |
| Goal #4 | Protect the most vulnerable populations, buildings, and critical facilities through the implementation of cost-effective and technically feasible mitigation actions.            |

Mr. Brooks stated new mitigation actions included in the plan update are:

- Both the County and City Planning Departments will periodically make various hazard education items available through various media outlets-websites, newspaper, and radio.
- Enforce Stormwater Ordinance for new and redevelopment on residential and commercial properties.
- Ensure adequate evacuation warning in case of major hazard event.
- Maintain/Improve shelter capacities with alternate power/heat sources.

Commissioner Jeffers asked Mr. Brooks to address the funding sources noting the plan update stated that the City and County will rely heavily on local funding sources to fulfill most of the Plan obligations; however, both will also seek funds from interested State and Federal agencies for both pre-and post-disaster activities. Mr. Brooks stated the support from the NC State Emergency Management for Person County and the City of Roxboro to jointly participate in the Hazard Mitigation Plan noting the unlikely event that there will be a state or national disaster to affect one entity and not the other.

Mr. Brooks requested the Board to approve a Resolution of Adoption of a five-year update to the Person County – City of Roxboro Hazard Mitigation Plan.

There were no individuals appearing before the Board to speak in favor of or in opposition to the Person County Multi-Jurisdictional Hazard Mitigation Plan.

A **motion** was made by Vice Chairman Newell and **carried 5-0** to close the public hearing for the Person County Multi-Jurisdictional Hazard Mitigation Plan.

**April 6, 2015**

## **CONSIDERATION TO APPROVE RESOLUTION OF ADOPTION FOR THE PERSON COUNTY – CITY OF ROXBORO HAZARD MITIGATION PLAN:**

A **motion** was made by Commissioner Clayton and **carried 4-1** to approve the Resolution of Adoption for the Person County – City of Roxboro Hazard Mitigation Plan. Commissioner Kendrick cast the lone dissenting vote.

### **RESOLUTION OF ADOPTION Person County – City of Roxboro Hazard Mitigation Plan**

- WHEREAS,** the citizens and property within Person County and City of Roxboro are subject to the effects of natural hazards and man-made hazard events that pose threats to lives and cause damages to property, and with the knowledge and experience that certain areas, i.e., flood hazard areas, are particularly susceptible to flood hazard events; and
- WHEREAS,** the County desires to seek ways to mitigate situations that may aggravate such circumstances; and
- WHEREAS,** the Legislature of the State of North Carolina has in Part 6, Article 21 of Chapter 143; Parts 3, 5, and 8 of Article 19 of Chapter 160A; and Article 8 of Chapter 160A of the North Carolina General Statutes, delegated to local governmental units the responsibility to adopt regulations designed to promote the public health, safety, and general welfare of its citizenry; and
- WHEREAS,** the Legislature of the State of North Carolina has in Section 1 Part 166A of the North Carolina General Statutes (adopted in Session Law 2001-214—Senate Bill 300 effective July 1, 2001), states in Item (a) (2) "For a state of disaster proclaimed pursuant to G.S. 166A6 (a) after November 1, 2004, the eligible entity shall have a hazard mitigation plan approved pursuant to the Stafford Act"; and
- WHEREAS,** Section 322 of the Federal Disaster Mitigation Act of 2000 states that local government must develop an All-Hazards Mitigation Plan in order to receive future Hazard Mitigation Grant Program Funds, and
- WHEREAS,** it is the intent of the Board of Commissioners of Person County and the Roxboro City Council to fulfill this obligation in order that the County and City will be eligible for state assistance in the event that a state of disaster is declared for a hazard event affecting the County or City;
- NOW, therefore, be it resolved that the Board of Commissioners of Person County and Roxboro City Council hereby:**

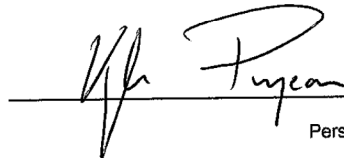
1. Adopts the Person County – City of Roxboro Hazard Mitigation Plan; and
2. Vests the County Manager and City Manager with the responsibility, authority, and the means to:
  - (a) Inform all concerned parties of this action.
  - (b) Cooperate with Federal, State and local agencies and private firms which undertake to study, survey, map, and identify floodplain or flood-related erosion areas, and cooperate with neighboring communities with respect to management of adjoining floodplain and/or flood-related erosion areas in order to prevent aggravation of existing hazards.
  - (c) Adjust the boundaries of County and municipal planning jurisdictions whenever a municipal annexation or extraterritorial jurisdiction revision results in a change whereby a municipality assumes or relinquishes the authority to adopt and enforce floodplain management regulations for a particular area in order that all Flood Hazard Boundary Maps (FHBMs) and Flood Insurance Rate Maps (FIRMs) accurately represent the planning jurisdiction boundaries. Provide notification of boundary revisions along with a map suitable for reproduction, clearly delineating municipal corporate limits and extraterritorial jurisdiction boundaries to all concerned parties.

**April 6, 2015**

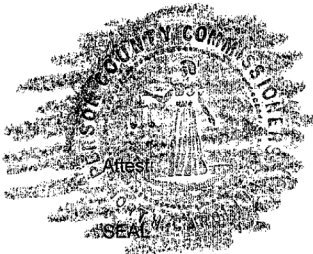
Flood Hazard Boundary Maps (FHBMs) and Flood Insurance Rate Maps (FIRMs) accurately represent the planning jurisdiction boundaries. Provide notification of boundary revisions along with a map suitable for reproduction, clearly delineating municipal corporate limits and extraterritorial jurisdiction boundaries to all concerned parties.

3. Appoints the County Manager and City Manager to assure that the Hazard Mitigation Plan is reviewed annually and in greater detail at least once every five years to assure that the Plan is in compliance with all State and Federal regulations and that any needed revisions or amendments to the Plan are developed and presented to the Person-Roxboro Board of Commissioners for consideration.
4. Agrees to take such other official action as may be reasonably necessary to carry out the objectives of the Hazard Mitigation Plan.

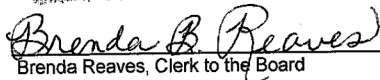
Adopted by Person County on April 6, 2015 and by City of Roxboro on April 14, 2015. Adoption to be within one calendar year after FEMA approval.



Kyle Puryear, Chairman  
Person County Board of Commissioners

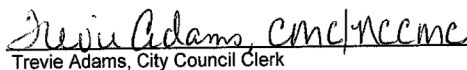


Merilyn Newell, Mayor  
City of Roxboro



Brenda Reaves, Clerk to the Board

SEAL



Trevie Adams, City Council Clerk



A copy of the Person County – City of Roxboro Hazard Mitigation Plan adopted in 2015 is hereby incorporated into the minutes by reference and will be on file in the Office of the Clerk to the Board.

April 6, 2015

### **INFORMAL COMMENTS:**

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

Mr. Wayne Wrenn of 2375 Poindexter Road, Hurdle Mills, and President of the Fire Chief's Association thanked the Board of Commissioners and County Staff on behalf of the Fire Chief's Association for responding to their concerns to place the county appropriation funding amount in each of the volunteer fire and rescue contracts and for proposing a Capital Reserve Program to address their capital needs. Mr. Wrenn also thanked Commissioner Jeffers for his attendance to their meetings and his advocacy to the volunteer fire departments and rescue.

Ms. Betty Blalock of 144 Tirzah Ridge, Rougemont gave the Board and the County Manager a handout depicting her personal experience noting impacts from the landfill, a photo of a graveyard near the landfill and a report of options on waste management urging the Board to do nothing.

### **DISCUSSION/ADJUSTMENT/APPROVAL OF CONSENT AGENDA:**

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

- A. Approval of Minutes of March 16, 2015,
- B. Proclamation for the Week of the Young Child, and
- C. Budget Amendment #14

### **UNFINISHED BUSINESS:**

#### **SECOND READING FOR AN AMENDMENT TO THE AUTOMOBILE GRAVEYARD AND JUNKYARD ORDINANCE:**

A **motion** was made by Commissioner Jeffers, and **carried 5-0** to revive consideration for the Second Reading for an Amendment to the Automobile Graveyard and Junkyard Ordinance.

Planning Director, Michael Ciriello recalled at the Board of Commissioners' March 2, 2015 meeting, amendments were presented for consideration to the Automobile Graveyard and Junkyard Ordinance to which staff was asked to clarify and change the time limit on the second notice to 30 days as well as review the definition of junk. By action of the Board on March 2, 2015, the item was tabled thereby necessitating a motion to revive consideration.

Mr. Ciriello summarized the key points of the proposed amendment to the Automobile Graveyard and Junkyard Ordinance as follows:

**April 6, 2015**

- Adds definition of “Establishment” to mean “commercial” operations
- Adds clarification about the applicability of the ordinance to residential properties
- Does not apply to residential properties that are not visible from adjacent residential or public uses (schools, playgrounds) on adjacent properties or from public roads or to farms as defined by State statute and construction sites with currently active permits;
- Enforcement process managed by the Planning Department
- Specific abatement process would apply to “chronic offenders”; costs would be applied to property tax bill
- Appeals heard by Board of County Commissioners
- 2<sup>nd</sup> notice allows for 30 days to remedy violation

Chairman Puryear stated the proposed amendments expand the ordinance for enforcement purposes noting the appeal process is with the Board of Commissioners.

Commissioner Kendrick stated his opposition to the ordinance and regulating what residents may or may not do on their own property.

Commissioner Jeffers stated three of the five exceptions listed in the ordinance area as follows:

- A. Ordinance shall not apply to residential properties that are not visible from residential or public uses (schools, playgrounds) on adjacent properties or from public roads.
- B. Ordinance shall not apply to service stations or repair shops unless said service station or repair shop has on or inoperable motor vehicles which are not being restored to operation.
- C. This ordinance shall not apply to bona fide farm properties as defined by NCGS §153A-340.

Mr. Ciriello stated the objective was to protect property values and that any violations not visible are not subject to enforcement. Mr. Ciriello confirmed that compliance would only be reviewed when a complaint is received.

A **motion** was made by Commissioner Jeffers and **carried 4-1** to approve the amendments to the Automobile Graveyard and Junkyard Ordinance. Commissioner Kendrick cast the lone dissenting vote.

**April 6, 2015**

**ORDINANCE REGULATING AUTOMOBILE GRAVEYARDS AND  
JUNKYARDS IN PERSON COUNTY**

**SECTION ONE. TITLE**

This ordinance may be known and may be cited as "Ordinance Regulating Automobile Graveyards and Junkyards in Person County."

**SECTION TWO. PURPOSE AND OBJECTIVES**

The purposes and objectives for which this ordinance is passed are as follows:

- A. To protect the citizens and residents of Person County from possible injury at automobile graveyards and junkyards.
- B. To preserve the dignity and aesthetic quality of the environment in Person County.
- C. To preserve the physical integrity of land in close proximity to residential areas.
- D. To protect the economic interests of the citizens and residents of Person County.
- E. To achieve responsible economic growth in areas of Person County that is compatible with growth and development in nearby areas.

**SECTION THREE. DEFINITIONS**

For the purpose of this ordinance, certain terms and words are hereby defined; words used in the present tense shall include the future; words used in the singular number shall include the plural number; and the plural the singular; and the word "shall" is mandatory and not directory.

**Automobile Graveyard:** The term and definition of "automobile graveyards" shall apply to commercial establishment only. Any commercial establishment which is maintained, used, or operated for storing, salvaging, keeping, buying and selling two or more wrecked, scrapped, ruined, dismantled or inoperable motor vehicles and which are not being restored to operation, regardless of the length of time which individual motor vehicles are stored or kept at said establishment. The phrase "automobile graveyard" as used herein shall be interpreted to include all service stations and repair shops which have on their premises four or more wrecked, scrapped, ruined, dismantled or inoperable motor vehicles which are not being restored to operation.

**Chronic Offender:** A person who owns property whereupon, in the previous calendar year, the county gave notice of violation at least three times under any provision of the public nuisance ordinance.

**Establishment:** Any commercial operation.

**Housing Unit:** A house, an apartment, a group of rooms, or a single room occupied or intended for occupancy as separate living quarters.

**Junk:** The term "junk" shall mean scrap metal, rope, rages, batteries, paper, trash, rubber, debris, tires, waste, or junked, dismantled or wrecked motor vehicles or parts.

**Junkyard:** An establishment which is maintained, operated, or used for storing, salvaging, keeping, buying or selling junk regardless of the length of time that junk is stored or kept, or for maintenance or operation of an automobile graveyard, but shall not include garbage dumps or county-operated sanitary landfills.

**Public Road:** Any road or highway which is now or hereafter designated and maintained by the North Carolina Department of Transportation as part of the State Highway System, whether primary or secondary, and any road which is a neighborhood public road as defined in North Carolina General Statute Section 136-67.

**Repair Shop:** An establishment which is maintained and operated for the primary purpose of making mechanical and/or body repairs to motor vehicles and which receives fifty percent or more of its gross income from charges made for such repairs.

**School:** Any public or private institution for teaching which is recognized and approved by the State of North Carolina.

**Service Station:** An establishment which is maintained and operated for the primary purpose of making retail sales of fuels, lubricants, air, water, and other items for the operation and routine maintenance of motor vehicles and/or for making mechanical repairs, servicing and/or washing of motor vehicles, and which receives more than fifty percent of its gross income from the retail sale of this aforesaid items and/or from the making of mechanical repairs, servicing and/or washing of motor vehicles.

**Solid Fence:** A continuous, opaque, unperforated barrier extending from the surface of the grounds to a uniform height of not less than six (6) feet from the ground at any given point, constructed of dirt, wood, stone, steel, or other metal, or any substance of a similar nature and strength.

**Vegetation:** Evergreen trees, including, but not limited to, white pine and/or hemlock, evergreen shrubs or plants with a minimum height of six (6) inches when planted, which reach a height of at least six (6) feet of maturity.

**Visible:** Capable of being seen without visual aid by a person of normal visual acuity.

**Wire Fence:** A continuous, translucent, perforated barrier extending from the surface of the ground to a uniform height of not less than six (6) feet from the ground at any given point, constructed of wire, steel or nylon mesh, or any substance of a similar nature and strength, but which perforations or openings are no larger than sixteen (16) square inches.

#### **SECTION FOUR. PROHIBITIONS**

All commercial junkyards or automobile graveyards except as hereinafter provided shall be unlawful after the effective date of this Ordinance for any person, firm or corporation, or other legal entity to operate or maintain in any unincorporated area of Person County a junkyard or automobile graveyard without first obtaining a license to operate same and without maintaining screening from view as hereafter described.

#### **SECTION FIVE. SCREENING**

All commercial junkyards or automobile graveyards operated and/or maintained in Person County shall be fenced at all points where said fencing shall be necessary to screen the view of persons from public roads, schools, or housing units, and where such screening is not already substantially provided by natural vegetation, or other natural barriers. The fence shall be wire fence used in conjunction with vegetation or a solid fence. If a wire fence with vegetation is used, the plants shall be planted on at least one side of the wire fence and as close as practical to said fence. Vegetation shall be planted at intervals evenly spaced and in close proximity to each other so that a continuous, unbroken hedgerow will exist to a height of at least six (6) feet along the links of the wire fence surrounding the junkyard or automobile graveyard when the vegetation reaches maturity. Each owner, operator or maintainer of a junkyard or automobile graveyard to which this Ordinance applies and who chooses to use vegetation with wire fence, shall utilize good husbandry techniques with respect to said vegetation, including but not limited to, proper pruning, proper fertilizer and proper mulching, so that the vegetation will reach maturity as soon as practical and will have maximum density in foliage. Dead or diseased vegetation shall be replaced at the next appropriate planting time, and the fence, or wire fence and vegetation, shall be maintained in good condition. All wrecked, scrapped, ruined, dismantled or inoperable motor vehicles and junk shall be stored inside said fence.

#### **SECTION SIX. APPLICABILITY**

This Ordinance applies to all residential zoned properties and uses and applies to junk as defined in this Ordinance from an adjacent property, and/or road. This Ordinance applies to all commercial and industrial uses on properties that abut residential and public uses and applies to junk and abandoned vehicles as defined in this Ordinance that is visible from an adjacent property, and/or public road.

#### **SECTION SEVEN. EXCEPTIONS**

- A. Ordinance shall not apply to residential properties that are not visible from residential or public uses (schools, playgrounds) on adjacent properties or from public roads.
- B. Ordinance shall not apply to service stations or repair shops unless said service station or repair shop has on or inoperable motor vehicles which are not being restored to operation.
- C. This ordinance shall not apply to bona fide farm properties as defined by NCGS §153A-340.



- D. Automobile graveyards or junkyards existing at the effective date of this Ordinance which would be in violation of this Ordinance shall be granted a grace period of four (4) months to conform to the provisions of this Ordinance, thereafter same shall be subject to the provisions of this Ordinance.
- E. The provisions of this section shall not apply to material which is being used in connection with a construction activity taking place on the premises provided the construction activity associated with an active permit, is being diligently pursued, and complies with applicable ordinances and codes.

#### **SECTION EIGHT. PENALTIES**

- A. **Criminal Penalty.** Any person, firm, corporation, or other entity who maintains or operates or who controls the maintenance of a junkyard or automobile graveyard in violation of this Ordinance shall be guilty of a misdemeanor and subject to prosecution, and if convicted, shall be punished by a fine not to exceed \$50 or by imprisonment not to exceed thirty (30) days, or both, in the discretion of the Court. Each day that said automobile graveyard or junkyard shall be maintained or operated in violation of this Ordinance shall constitute a separate and distinct offense.
- B. **Civil Penalties.** In addition to the criminal sanctions as herein set out, as provided by North Carolina General Statute 153A-123 (d), and (e), this Ordinance may be enforced by an appropriate equitable remedy issuing from a court of competent jurisdiction or by injunction and order of abatement.
- C. The Person County Planner shall be responsible for enforcing the provisions of this Ordinance and may take informal measures to procure compliance from any person deemed by the planner or his representative to be in violation. If such informal measures fail to cause compliance, the planner shall be responsible for obtaining warrants or instigating civil remedies for violations of this Ordinance.
- D. This Ordinance may be enforced by an appropriate equitable remedy, including temporary restraining order, preliminary injunction and permanent injunction was issued by a court of competent jurisdiction.
- E. Pursuant to NCGS §153A-140.2, the County Planning Director may issue annual notice to chronic violators. The County may notify a chronic violator of the County's public nuisance ordinance that, if the violator's property is found to be in violation of the ordinance, the county shall, without further notice in the calendar year in which notice is given, take action to remedy the violation, and the expense of the action shall become a lien upon the property and shall be collected as unpaid taxes.
- F. **Appeals**
  - 1.) Unless the owner is a chronic violator, an owner who has received a violation notice under this section may appeal from the order to the Board of Commissioners by giving written notice of appeal to the Planning Department and to the clerk within 10 days following the day the order is issued. In the absence of an appeal, the order of the Planning Director is final.

- 2.) Without exception, the County may notify a chronic violator of the county's public nuisance ordinance that, if the violator's property is found to be in violation of the ordinance, the county shall, without further notice in the calendar year in which notice is given, take action to remedy the violation, and the expense of the action shall become a lien upon the property and shall be collected as unpaid taxes. The notice shall be sent by certified mail.

#### **SECTION NINE. LICENSING**

Any person, firm, corporation, or other organization desiring to operate, or continue to operate a junkyard or automobile graveyard after the adoption of this Ordinance shall be required to obtain a license to operate same from the Person County Planner. The application for license shall be in writing and contain such information that, in the discretion of the County Planner, is needed to guarantee that the operation is, or shall be, in compliance with the provisions of this Ordinance.

The County Planner shall issue a license to operate to each applicant, upon payment of a license fee of \$50.00, unless it appears that said operation is or shall be in violation of this Ordinance.

The County Planner shall have the authority to revoke the license or any person, firm, corporation, or other organization who fails to comply with the provisions of this Ordinance.

#### **SECTION TEN. SIGNAGE**

All commercial junkyards and automobile graveyards operated and maintained in Person County shall be identified at the entrance to said facility by a sign not less than fifteen (15) square feet in area.

#### **SECTION ELEVEN. PROCESS**

Complaints shall be submitted by residents and investigated by the Planning Department; upon determining that a violation of this ordinance exists, the Planning Department shall issue written notice to the registered owner, lessee, or person(s) entitled to the land. The notice shall be provided by registered or certified mail. The notice shall:

1. Identify the property and describe the violation located thereon to be removed, abated, or remedied;
2. State that the costs incurred by the county for chronic offenders to remove, abate, or remedy the violation, if not paid by the violator(s), shall be subject to NCGS §153A-140.2 for chronic offenses.
3. If the violation is not removed, abated or remedied within thirty (30) days of the initial notice, and an appeal has not been filed, a second notice shall be issued. The notice shall:
4. Direct that the violation be removed, abated or remedied;

5. Advise that the property must comply by a specific date thirty (30) days from the certified mailing date of the second notice;
6. Advise that civil penalties, are being assessed daily as of the date of the second notice; and,
7. Advise that in addition to any and remedies above, the Person County Board of Commissioners may request criminal penalties in accordance with this Ordinance.

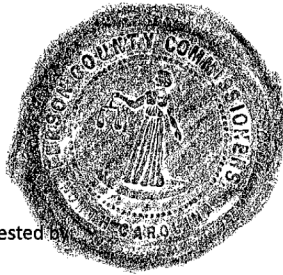
**SECTION TWELVE. EFFECTIVE DATE**

This ordinance shall become effective the 6th day of April 2015 and supersedes any previous versions of the ordinance.

Adopted, this, the 6<sup>th</sup> day of April 2015.

  
\_\_\_\_\_  
Kyle Puryear, Chairman  
Person County Board of Commissioners

4/6/2015  
\_\_\_\_\_  
Date



Attested by

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

## REVIEW OF THE SENIOR CENTER SITE OPTIONS:

Heidi York, County Manager reminded the Board at its March 16, 2015 meeting Brockwell Associates presented four options for the Board's consideration for the construction of a senior center. These options included:

- Option 1: Hotel Lot new construction of 12,000 sq. ft. on existing vacant hotel lot  
\$2.35M
- Option 1a: Hotel Lot new construction of 12,000 sq. ft. designed to mimic old hotel  
\$2.35M
- Option 2: Renovate Existing Senior Building (2 Story, 12,000 sq. ft.)  
\$2.52M
- Option 3: New Construction on Existing Senior Lot (2 Story, 12,000 sq. ft.)  
\$2.61M
- Option 4: New Construction of an Addition plus Renovation of 6,000 sq. ft. of  
existing: \$2.27M for 12,000 sq. ft.  
\$2.51M for 14,000 sq. ft.  
\$3.11M for 18,000 sq. ft.

Commissioners Clayton and Jeffers asked the Board to look at the option of acquiring property to connect and tie in the parcels that the City of Roxboro plans to convey to the County for the senior center project. Commissioners Clayton and Jeffers asked Mr. Brent Davis of Brockwell Associates about the possibility of the Oakley property near the site of the former senior center to be used as part of the construction process. Mr. Davis stated he had only seen the building from outside noting it has approximately 7,800 sq. ft. in space; the Oakley property abuts the Rock City Gun Shop building. Mr. Davis stated there is currently basement access on the Oakley property into the gun shop building. Ms. York told the Board that a Closed Session would be appropriate if the Board would like to further discuss acquisition of property, including the property's tax and appraised values.

Commissioner Kendrick stated his support to move forward with the previously presented Option 4 noting Option 4 was probably the best overall option with the most potential. Chairman Puryear stated his first priority was to create a suitable space for the seniors and he agreed with Commissioner Kendrick favoring Option 4 with 12,000 sq. ft.

Commissioner Jeffers requested Board consideration to check on the possibility of obtaining the Oakley building prior to the Board's April 20, 2015 meeting and delay a decision on the senior center construction option until the Board's next meeting.

A **motion** was made by Commissioner Jeffers and **carried 3-2** to delay review of the Senior Center site options to the Board's April 20, 2015 meeting with direction to staff to review the Oakley property for suitable use as well as to obtain a purchase price.

**April 6, 2015**

## **NEW BUSINESS:**

### **REGION K COMMUNITY ASSISTANCE CORPORATION'S REQUEST FOR CONTINUED FINANCIAL ASSISTANCE TOWARDS THE SENIOR CENTER RENT:**

County Manager, Heidi York said the Region K Community Assistance Corporation (the non-profit arm of the Kerr Tar Regional Council of Government) has requested continued assistance from the County towards the Senior Center rent at The Perfect Venue for the new rental lease period of April 1, 2015 – March 31, 2017. Ms. York stated Person County Government has contributed \$600 per month towards the monthly rent of \$1700 during the past year noting the City of Roxboro also contributed \$600 per month and the Region K Community Assistance Corporation contributing \$500 per month through the lease period that ended in March 2015.

The renewal lease, according to Maynell Harper, Aging Services Interim Director is a period of 24-months for the same monthly rental fee of \$1,700 and included a 30-day walk-away notice should a new senior center location be ready prior to the end of March 2017.

Ms. York stated this same request was also presented to the City and they agreed to fund rental assistance through the end of June with intentions of discussing the funding during their budget deliberations for FY16.

Ms. York reminded the Board that the County also provides an annual appropriation of \$100,000 towards operating expenses for the Senior Center.

A **motion** was made by Commissioner Clayton and **carried 3-2** to approve the request from the Region K Community Assistance Corporation for Person County to continue financial assistance toward the Senior Center monthly rent in the amount of \$600 from April 1, 2015-March 31, 2017. Chairman Puryear and Commissioners Clayton and Jeffers voted in support of the motion. Vice Chairman Newell and Commissioner Kendrick opposed the motion.

## **CONSIDERATION TO ABOLISH THE SPECIAL BOARD OF EQUALIZATION AND REVIEW FOR 2015 AND FORWARD:**

Chairman Puryear and Russell Jones, Tax Administrator stated the Person County Board of County Commissioners adopted a resolution establishing a special Board of Equalization and Review on January 7, 2013, and amended the resolution on January 22, 2013 (adding 3 alternate members). Both resolutions were passed by a unanimous vote and members were appointed for 4-year terms. Mr. Jones said that Person County joined the majority of counties when this special board was created (62 counties out of 100 are currently utilizing a special Board of Equalization and Review).

Mr. Jones noted that after the creation of the special Board of Equalization and Review, the Person County Tax Office and the North Carolina Department of Revenue held a training session for all members. The meeting was held on April 11, 2013 and was recorded by Person County Information Technology. The training is available on-line at <http://www.personcounty.net> for review.

The newly created Board of Equalization and Review began meeting on April 22, 2013 with 100% attendance. This board had 23 meetings in 2013, amounting to over 80 hours in meeting time alone, and heard over 500 appeals. Their final meeting for 2013 was completed on July 18, 2013.

Mr. Jones stated the appeals for 2014 were much less, with only 26 appeals. This was to be expected, since most appeals occur during a revaluation year. Mr. Jones summarized that approximately 50 appeals advanced past the local board of equalization and review to the state level for appeal noting 2 have yet to be heard and all other appeals with the exception of 1 were supported by the same vote as the special Board of Equalization and Review of Person County. Vice Chairman Newell stated his experience had been if relief was not gained from the local equalization and review board that citizens could not justify the expense to appeal to the state level.

North Carolina General Statute 105-322(a) allows for the creation of a special Board of Equalization and Review if a resolution is adopted by the Board of County Commissioners on or before the first Monday in March. While there is a specific deadline for establishing the special Board of Equalization and Review, there is no deadline for abolishing the special board; this can be done at any time, with the adoption of a new resolution. Mr. Jones stated the only way the current board members could be terminated at this time would be to abolish the board with a new resolution.

Mr. Jones presented reasons to consider abolishing this special Board of Equalization and Review:

1. Fewer Appeals. There could be fewer appeals since this is non-revaluation year.
2. Consistency. There could be more consistency since there will not be alternate members involved (same 5 commissioners will hear all appeals).
3. Savings. Since the special Board of Equalization and Review members were reimbursed either \$50 or \$150 per meeting, this expense can be eliminated from the tax office budget. The member reimbursement for 2013 was \$12,800 and for 2014 was \$1,150.

Mr. Jones informed the Board that if a Resolution to Abolish the Special Board of Equalization and Review is adopted, the following points should be addressed:

- a. First meeting date. This meeting must be advertised at least 10 days prior to the first meeting date, according to NCGS 105-322(f). If determined tonight, the opening meeting must be no earlier than April 20th and must be no later than May 4th. At best, there is only a 14 day window remaining to have the opening meeting for the Board of Equalization and Review.
- b. Date to adjourn for accepting new appeals. The Board must set a date to adjourn for accepting new appeals. It is recommended that the appeal window be open for 2 weeks in a non-revaluation year, and the Board must be in session in order to adjourn for the acceptance of new appeals. This will need to be a set time and date and must also be advertised. It would be acceptable to hear appeals at that time also.
- c. Hearing Dates. After adjourning for the acceptance of new appeals, the Board may need to set up times for all timely filed appeals to be heard. The adjournment under item b is only for the filing of the appeals. Appeals that were timely filed can be heard at a later date, but should be finished by July 1st in a non-revaluation year.
- e. Scheduling. The Board will need to determine the time allotment for each taxpayer for scheduling purposes. The special Board of Equalization and Review allowed 15 minutes per taxpayer, with 5 additional minutes if the taxpayer appealed additional parcels. This is not a requirement, but this is much more taxpayer friendly than having all appeals scheduled at the same time and having taxpayers waiting for hours. The tax office will notify the taxpayers of their designated time and accept 7 copies of all evidence from the taxpayer, along with their appeal form, and have these available for the meeting.
- f. Location. The Board will need to determine where the meetings will be held. Before the special Board of Equalization and Review was established, the meetings were held in the Commissioner's Board Room, the meetings were streamed live, and also posted to the county website. If held at this location, taxpayers that appeal without an appointment may have to be rescheduled, since the tax office records will be located at a different location. An alternate location would be the tax office conference room, which was utilized by the special Board of Equalization and Review for 2013 and 2014.

Chairman Puryear advocated to adopt a Resolution to Abolish the Special Board of Equalization and Review as he feels the process is an elected duty. Vice Chairman Newell agreed with Chairman Puryear that the process should revert back to the Board of Commissioners.

Commissioner Jeffers stated that with the exception of the one alternate member, Faye Boyd, all members were either current or former commissioners and he was not aware if the members were willing to continue to serve or had notice that the special Board of Equalization and Review was proposed to be abolished.

Mr. Jones stated as a Board of Equalization and Review, each member takes an oath much like the oath for a commissioner that also disallows political obligations nor could personal friendships influence decisions.

Commissioner Kendrick asked if the Board of Commissioners could attend and/or comment along with the Board of Equalization and Review so not to disband the current members. Mr. Jones stated the Board of Equalization and Review meets in open session and hears evidence from the tax payer and/or their attorney as well as the County Tax Office. The board will then deliberate and make a decision in open session. Mr. Jones stated a commissioner attending a Board of Equalization and Review meeting will be doing so as a citizen without decision making capability or a time to comment. Mr. Jones clarified the Board's resolution in 2013 had criteria to be eligible for appointment which was a) property ownership and b) be in good standing with their property taxes.

Mr. Jones outlined the three options for Board consideration:

- 1) To leave the special Board of Equalization and Review as in,
- 2) To abolish the special Board of Equalization and Review and revert back to the Board of Commissioners to serve in this capacity, or
- 3) Wait to make a change in 2017 when the Board members' term have expired.

Commissioner Kendrick stated the outcome of the 2014 appeals as described by Mr. Jones reflected the special Board of Equalization and Review members' knowledge of the process. Mr. Jones added the current members of the Board of Equalization and Review are very dedicated, attended the meetings, prepared for the meetings noting alternates were only used at 8 of 23 meetings in a member's absence.

Commissioner Jeffers noted his opposition to abolish the current members from the special Board of Equalization and Review.

A **motion** was made by Vice Chairman Newell and **failed 2-3** to abolish the special Board of Equalization and Review and revert the responsibilities of the Board of Equalization and Review back to the Board of Commissioners. Vice Chairman Newell and Chairman Puryear voted in support of the motion. Commissioners Kendrick, Clayton and Jeffers voted in opposition to the motion.

**April 6, 2015**



**RECOMMENDED CAPITAL IMPROVEMENT PLAN FOR FY 2016-2020:**

Heidi York, County Manager presented the Recommended Capital Improvement Plan (CIP) for FY 2016-2020 noting the CIP is a planning tool for implementing large, capital projects. The CIP includes projects costing \$50,000 or greater from county departments, Piedmont Community College and Person County Schools.

Ms. York stated the CIP paves the way for the Recommended Budget as it will provide an estimate of funding needed for capital projects and projects impacts on operating costs as well. These capital projects span the next five fiscal years with the upcoming fiscal year (FY16) being the only year funded.

Ms. York gave the Board copies of a presentation highlighting the recommended capital project for each FY16, FY17, and FY18. Ms. York stated the CIP is scheduled to be adopted at the Board's meeting on April 20, 2015.

Commissioners Jeffers noted the new voting equipment (FY16 appropriation of \$247,400) is an unfunded mandate from the state.

The Recommended CIP as delivered to the Board follows:

# **Person County Capital Improvement Plan FY 2016-2020**

**Recommended**



Heidi York, County Manager  
Sybil Tate, Assistant County Manager  
Amy Wehrenberg, Finance Director

April 6, 2015

**Person County, North Carolina  
Capital Improvement Plan**

**Table of Contents**

Manager's Letter to the Board of Commissioners .....	1-2
Objectives and Procedures for the CIP .....	3
Criteria for Project Priority .....	4
Summary of Completed Projects for FY 2015 .....	5
Status of Ongoing Projects for FY 2015 .....	6
Recommended Projects (By Year) .....	7-8
Projects Not Recommended .....	9-10
Funding Schedule .....	11-13
Set Aside Funds for Future Years .....	14
Graph-Revenue Sources .....	15
Graph-Projects by Function .....	16
Graph-Projects by Type .....	17
Person County's Debt Service .....	18-20
Future Debt Service Payments .....	21



## PERSON COUNTY

OFFICE OF THE COUNTY MANAGER  
304 South Morgan Street, Room 212  
Roxboro, NC 27573-5245  
336-597-1720  
Fax 336-599-1609

April 6, 2015

Dear Person County Board of Commissioners:

I am pleased to present Person County's Fiscal Years 2016-2020 Capital Improvement Plan (CIP). The CIP is an important planning tool for our County and is intended to reflect the priorities of the Board of County Commissioners in terms of capital needs and spending over the next five years. In addition to projects for Person County Government, this Plan also incorporates the needs of our partner agencies- both Person County Schools and Piedmont Community College (PCC) - given that counties are statutorily responsible for the provision of educational facilities. To that end, we have taken a proactive approach towards managing both the costs and timing of maintenance projects; namely roofs and windows. We are in our fifth year of implementing a comprehensive roofing assessment for all three entities and our third year of a windows replacement plan primarily for the Person County Schools.

The development of this Plan takes into account many factors including the current economic and fiscal climate, the logistical and financial constraints, as well as competing demands and priorities for county funds. The most critical capital needs are those that address a life, safety issue. Once those are known, we work towards a balance of needs and priorities within our logistical and financial constraints. This Plan identifies the anticipated funding sources needed to meet these priorities. Although the projects in this Plan span the next five years, the fiscal effects extend far beyond, particularly projects that will be financed for which the County will incur debt service payments typically over a fifteen to twenty year period. Therefore, the full array of funding sources needed to support the projects, as well as potential impacts to future operating budgets are also presented. The Board of Commissioners reviews the five year CIP every year, but only funds the projects on an annual fiscal year basis.

County Fund Balance is a typical and appropriate funding source for the CIP. However, the Board of Commissioners has prioritized a reduction in the use of Fund Balance as that resource has become constrained through its use of operating and recurring expenses over the past several years. The Board has also prioritized several large capital projects to finance in FY15-16 including the construction of a new senior center at an estimated cost of \$2.9M and the purchase and up-fit of the Roxboro Little League ballpark projected to cost \$560,000. I am recommending that most other major capital needs be deferred into future years to allow the Board to maintain and in some cases increase operations funding, which has been expressed as a priority by the Board as well.

The projects recommended to be funded for FY16 total \$5.73M. Of this amount, \$5.12M will be financed and supported by debt proceeds including General Obligation Bonds for the proposed Senior Center. This updated FY 2016-2020 CIP includes new roofing projects to be financed: Huck Sansbury (\$285,189); South Elementary (\$268,991); Woodland Elementary (\$149,156); Oak Lane Elementary (\$207,532); as well as a chiller replacement for Southern Middle School (\$300,000) and window replacements at North End Elementary (\$329,643) which are also included as part of the financing



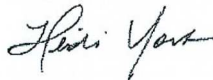
package. Lottery funds will fund a new roof for the Alternative School (\$69,781). In addition, other projects proposed for next Fiscal Year 2016 are a chiller replacement for the Law Enforcement Center at \$150,000; mandated voting equipment at a cost of \$247,400; the second of three payments on a telephone system for county operations for \$70,000. Piedmont Community College has an update to their master plan (\$50,000) and dining facility equipment upgrades (\$20,000).

An important element of this CIP is a debt analysis summary, as well as a table and graph showing the future debt service levels for Person County Government. Comparing Person County's debt service levels with counties benchmarked with our population size indicate that our debt is well below those averages. The spreadsheets and graph illustrate Person County's ability to take on additional debt payments in the future. Debt Service take a precipitous drop in the upcoming Fiscal Year 2016 even with the proposed financings planned. This sharp drop in debt service is not viewed favorably by financial analysts and bond rating agencies who recommend a steady level of debt with little deviation in either direction. Sharp changes can signal poor planning on a county's behalf and suggest inefficient use of financing tools. This is something that needs to be considered as projects are evaluated within this CIP.

Please keep in mind that this Capital Improvement Plan is just that- a plan, and while a great deal of effort and analysis have gone into this, it offers a starting point for annual comparisons, fiscal changes, unforeseen needs, and a place where public discussion can begin. The CIP will continue to be reviewed throughout the year, presenting any recommended changes to the Board for consideration. This review is critical as new information about our capital needs, our fiscal health, financing tools, and existing project scheduling arises.

Person County Government takes great care and pride in being fiscally responsible in providing services. This Capital Improvement Plan is indicative of our commitment to provide residents with not only sustainable infrastructure, but improvements and enhancements to our community and quality of life. County staff looks forward to working with the Board of County Commissioners and our community as we implement the Fiscal Year 2016-2020 Capital Improvement Plan.

Sincerely,



Heidi N. York  
County Manager

## Person County, North Carolina Capital Improvement Plan



### Objectives of a CIP:

- Create a plan to organize long term capital needs in a manner to promote discussion regarding priority, feasibility, timing, potential costs, financing options and future budgetary effect.
- Limit projects to those costing \$50,000 and over in the plan.
- Present an overview of requests submitted by Person County departments, Piedmont Community College and Public Schools.
- Facilitate the exchange of information and coordination between the County, the community college and the schools on capital planning.

### Steps in developing a CIP:

- Determine capital needs for all departments and certain County-funded agencies.
- Review priorities and assess proposed capital projects in relationship to these priorities.
- Make recommendations to the Board of County Commissioners on a project's timing, priority and possible financing options.

### Categories of projects:

*Person County Government  
Piedmont Community College  
Public Schools*

- Each project includes a description, a timeline for construction and operating costs, and the current status.
- Also included are graphs that summarize revenue sources, projects by function, projects by type, and outstanding debt.

## Person County, North Carolina Capital Improvement Plan



### Criteria in determining project status:

#### **Safety**

- Is public health or safety a critical factor with regard to this project?
- What are the consequences if not approved?

#### **Mandate**

- Is the project required by legal mandates?
- Is the project needed to bring the County into compliance with any laws or regulations?

#### **Timing and Linkages**

- What is the relationship to other projects, either ongoing or requested?
- Does the project relate to a County-adopted plan or policy?

#### **Economic Impact**

- Will this project promote economic development or otherwise raise the standard of living for our citizens?

#### **Efficiencies**

- Will this project increase productivity or service quality, or respond to a demand for service?
- Are there any project alternatives?

#### **Service Impact**

- Will this project provide a critical service or improve the quality of life for our citizens?
- How will this project improve services to citizens and other service clients?
- How would delays in starting the project affect County services?

#### **Operating Budget Impact**

- What is the possibility of cost escalation over time?
- Will this project reduce annual operating costs in some manner?
- What would be the impact upon the annual operating budget and future operating budgets?

#### **Debt Management**

- What types of funding sources are available?
- How reliable is the funding source recommended for the project?
- How would any proposed debt impact the County's debt capacity?
- Does the timing of the proposed construction correspond to the availability of funding?



## **Person County, North Carolina Capital Improvement Plan**

Summary of Completed Projects for FY 2015

**Person County:**

**Financing issuance cost: PCRC Purchase & Various Roofing Project - \$60,606**

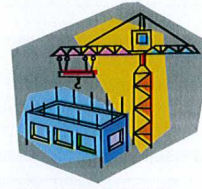
**Public Schools:**

**Window Replacements: Oak Lane Elementary - \$83,582**



**Person County, North Carolina  
Capital Improvement Plan**

Status of Ongoing Projects for FY 2015



**Person County Government:**

**New Telephone System (\$90,000)** – This project spans three years. The final payment on the lease agreement will be made in 2017. The total project's cost is \$235,229.

**New Roof – Kirby Civic Auditorium (\$335,562)** – Completion is set for the end of March 2015. Project is estimated to come in under budget.

**Upgrade Controls System at LEC (\$200,000)** – The last bid has been received and the project will be awarded to a vendor soon. This project is scheduled for completion by July 1, 2015.

**Voting Equipment (\$56,795)** – IT and Elections staff are gathering quotes for the new voting equipment. The purchase will be made by July 2015.

**Purchase and Renovation of PCRC (\$1,417,050)** – The purchase has been completed and renovations are 60% complete. Roof is 95% complete. This project is scheduled for completion by Sept. 1, 2015.

**Contingency for PCRC renovation (\$30,000)** – Staff is uncertain at this time if contingency funds will be needed to complete these projects.

**PCC:**

**Campus Sidewalks Upgrade (\$80,000)** – This project is 55% complete and anticipated to be completed in April 2015.

**Public Schools:**

**New Roof - Earl Bradsher (\$547,388)** – A vendor has been selected and will begin in April; should be complete by July 2015.

**Person County  
Capital Improvement Plan  
FY 2016-2020  
Recommended Projects**

YEAR	DEPT	PROJECT TITLE	TOTAL COST	PROJECT DESCRIPTION
2016	IT	Telephone System	70,000	The County's phone system is outdated and the vendor no longer provides maintenance or repair for this type of system. Payments span over a three year period; total cost is \$217,000.
	General Services	New roof - Huck Sansbury	285,189	As recommended in the Roofing Study.
	General Services	Issuance Costs - various re-roofing & equipment upgrades; Roxplex Acquisition/ Improvmts	59,989	Financing costs associated with various roofing projects, equipment upgrades and the Roxplex acquisition and improvements.
	General Services	Chiller replacement - LEC	150,000	Replacement of the Law Enforcement Center's chiller system.
	Elections	Voting equipment	247,400	Includes purchasing tabulators and AutoMark machines. The tabulators and the AutoMark machines are needed for 2016.
	Rec, Arts & Parks	Senior Center	2,900,000	Construction of a new Senior Center in Uptown Roxboro. Includes architectural and engineering costs.
	Rec, Arts & Parks	Issuance costs - Senior Center	60,000	Financing costs associated with the Senior Center project.
	Rec, Arts & Parks	Roxplex Acquisition/Improvement	559,500	Purchase and upgrades to the Roxplex Little League facility.
	PCC	Master Plan Update/Feasibility Study	50,000	The Master Plan was last updated in 2008 and needs to be updated to reflect economic changes. Once the master plan is updated, a feasibility study will be conducted for the Allied Health Building and an additional access route.
	PCC	Dining Facility Equipment Upgrades	20,000	Dining facility equipment does not allow for expanded food service. Payments span a three year period; total cost is \$60,000.
	Public Schools	New roof - VFW	69,781	As recommended in the Roofing Study.
	Public Schools	New roof - South Elementary	268,991	As recommended in the Roofing Study.
	Public Schools	New roof - Woodland Elementary	149,156	As recommended in the Roofing Study.
	Public Schools	New roof - Oak Lane Elementary	207,532	As recommended in the Roofing Study.
	Public Schools	Chiller replacement- SMS	300,000	Chiller is 20 years old and in need of major repairs. Cost of repair is not justifiable, considering the age of the chiller.
	Public Schools	Window Replacements - North End	329,643	As recommended in the Window Study.
	IT	Telephone System	75,229	The County's phone system is outdated and the vendor no longer provides maintenance or repair for this type of system. Payments span over a three year period; total cost is \$217,000.
	Public Safety	Public Safety Communication System	3,587,350	Construct 3 towers to provide 95% coverage for public safety departments.
	Public Safety	Broadband equipment	88,650	Broadband equipment to provide service to unserved areas.
2017	PI/PCRC	PCRC/PI Merger	683,500	Merge PI and PCRC into one building. Includes moving costs and upgrades to the interior of the facility to increase efficiencies. Construction of roof for outside storage and 5,000 sq ft of conditioned space for PI employees.
	PCC	New roof - Building D and walkways	226,156	As recommended in the Roofing Study.
	PCC	Upgrade campus-wide HVAC	100,000	Controls are outdated and it is difficult to maintain/replace parts.
	PCC	Dining Facility Equipment Upgrades	20,000	Dining facility equipment does not allow for expanded food service. Payments span a three year period; total cost is \$60,000.
	PCC	New Allied Health Building (infrastructure)	100,000	PCC will grow in the areas of Allied Health and Workforce training. New buildings need to be built for these programs. Roads, water, and sewer need to be extended to this property. Payments span a four year period; total cost is \$1.25M.
	Public Schools	New roof- North Elementary	223,925	As recommended in the Roofing Study.



**Person County  
Capital Improvement Plan  
FY 2016-2020  
Recommended Projects**

YEAR	DEPT	PROJECT TITLE	TOTAL COST	PROJECT DESCRIPTION
2018	General Services	New roof- EMS	147,419	As recommended in the Roofing Study.
	General Services	New roof- Elections/IT	100,479	As recommended in the Roofing Study.
	General Services	New roof - Library	72,986	As recommended in the Roofing Study.
	Library	Southern Satellite at Helena	368,500	Renovate FFA building on Old Helena School campus to create a new library branch.
	Rec, Arts & Parks	Recreation Center	3,040,000	Construct a Recreation Center.
	Rec, Arts & Parks	Light Replacement	100,000	This project spans three years; total cost is \$300K. Current system is 25+ yrs old.
	Airport	Hangar Construction	800,000	The Airport Commission has recommended construction of a new hangar.
	PCC	New roof- Bldg. L	110,642	As recommended in the Roofing Study.
	PCC	Upgrade campus-wide HVAC	100,000	Controls are outdated and it is difficult to maintain/replace parts.
	PCC	Dining Facility Equipment Upgrades	20,000	Dining facility equipment does not allow for expanded food service. Payments span a three year period; total cost is \$60,000.
	PCC	New Allied Health Building (infrastructure)	100,000	PCC will grow in the areas of Allied Health and Workforce training. New buildings need to be built for these programs. Roads, water, and sewer need to be extended to this property. Payments span a four year period; total cost is \$1.25M.
	Public Schools	Valve Replacement - South Elementary	105,000	Valves are failing, causing heating and cooling issues in the school.
2019	Rec, Arts & Parks	ADA Accessibility for Park Facilities	60,000	Improve ADA accessible parking and routes to access park amenities.
	Rec, Arts & Parks	Light Replacement- Bushy Fork Park	52,490	Replace Bushy Fork's ball field lights. Current lighting system uses oil-based transformers and poses safety problems.
	Rec, Arts & Parks	Kirby Auditorium- seating replacement	85,000	Current seating at the Kirby is very outdated and in some cases pose a hazard for the patrons visiting to watch shows. The current theater seating was last replaced in the late 70's.
	Rec, Arts & Parks	Light Replacement	100,000	This project spans three years; total cost is \$300K. Current system is 25+ yrs. old.
	PCC	Upgrade campus-wide HVAC	100,000	Controls are outdated and it is difficult to maintain/replace parts.
	PCC	New Allied Health Building (infrastructure)	400,000	PCC will grow in the areas of Allied Health and Workforce training. New buildings need to be built for these programs. Roads, water, and sewer need to be extended to this property. Payments span a four year period; total cost is \$1.25M.
	Public Schools	Chiller Replacement- PHS	325,000	Chiller is 23+ years old and is coming to the end of life for this unit.
2020	General Services	New Roof- Courthouse	120,471	As recommended in the Roofing Study.
	General Services	New Roof - Museum complex and assoc. buildings	327,306	As recommended in the Roofing Study.
	Rec, Arts & Parks	Light Replacement	100,000	This project spans three years; total cost is \$300K. Current system is 25+ yrs. old.
	PCC	New Allied Health Building (infrastructure)	650,000	PCC will grow in the areas of Allied Health and Workforce training. New buildings need to be built for these programs. Roads, water, and sewer need to be extended to this property. Payments span a four year period; total cost is \$1.25M.
	Public Schools	New roof - Southern Middle	52,033	As recommended in the Roofing Study.
	Public Schools	New roof - Early Intervention	188,164	As recommended in the Roofing Study.

**Person County  
Capital Improvement Plan  
FY 2016-2020  
Projects Not Recommended**

DEPT	PROJECT TITLE	TOTAL COST	PROJECT DESCRIPTION/REASON FOR NOT RECOMMENDING
General Services	New Roof - Museum, concession stands	64,764	As recommended in the roofing study. <b>Not recommended at this time due to more critical needs.</b>
General Services	New Roof - Misc. small roofs (airport, Mayo, Museum, etc)	217,639	As recommended in the roofing study. <b>Not recommended at this time due to more critical needs.</b>
General Services	New Roof - Animal Services	199,255	As recommended in the roofing study. <b>Not recommended at this time due to more critical needs.</b>
General Services	New Roof - Grounds maintenance, concessions	77,144	As recommended in the roofing study. <b>Not recommended at this time due to more critical needs.</b>
General Services	New Roof - Inspections	117,614	As recommended in the roofing study. <b>Not recommended at this time due to more critical needs.</b>
General Services	Replace carpet & tile (PCOB)	124,350	Replace BOE carpet and first floor tile in PCOB. <b>First floor tile replacement incorporated into operating budget.</b>
General Services	New Roof - Helena School Complex	1,076,099	As recommended in the roofing study. <b>Not recommended at this time due to more critical needs.</b>
Rec, Arts & Parks	Olive Hill Restroom Project	55,000	Includes construction of outdoor restrooms at Olive Hill. <b>Not recommended at this time.</b>
Rec, Arts & Parks	Outdoor Multi-Purpose Courts	60,000	Includes additional multi-use courts at Olive Hill, Allensville, Hurdle Mills, Bushy Fork and Bethel Hill. <b>The Roxplex will provide additional recreational opportunities, so this project is not needed at this time.</b>
Rec, Arts & Parks	Gym renovations (Huck Sansbury, O.H., Helena)	65,000	Includes painting, floor restoration, new fixtures, and bathroom upgrades to meet ADA standards. <b>These are ongoing maintenance costs and have been moved to the operating budget.</b>
Rec, Arts & Parks	Score Board Replacements and Repairs	65,000	Includes replacing and upgrading scoreboards at all recreational locations. <b>These are ongoing maintenance costs and have been moved to the operating budget.</b>
PCC	Architectural Plans for Building A Upgrade	75,000	This study would include renovation and expansion of Building A that would allow for additional office and meeting space. <b>The results of the Master Plan may impact this project, so it is not recommended at this time.</b>
PCC	Architectural Plans for Building D Upgrade (Barnette Auditorium)	75,000	Includes updated lighting, HVAC, seating, desks and new finishes. <b>The results of the Master Plan may impact this project, so it is not recommended at this time.</b>
PCC	Architectural Plans for Upgrade of BDEC	75,000	Includes renovation of the upstairs of the BDEC building to incorporate the Work Force Development Training Center. <b>The results of the Master Plan may impact this project, so it is not recommended at this time.</b>
PCC	Construct covered walkways	205,000	Construct a covered walkway from Building A to Building S. <b>Not recommended at this time.</b>
PCC	Building A Upgrades	250,000	Includes improvements to offices and meeting spaces. <b>The results of the Master Plan may impact this project, so it is not recommended at this time.</b>
PCC	Building D Upgrades	250,000	Includes improvements to the auditorium, classrooms, bathrooms and office areas. <b>The results of the Master Plan may impact this project, so it is not recommended at this time.</b>
PCC	BDEC Upgrades	250,000	Includes installing an elevator, staircase and improvements to upstairs. <b>The results of the Master Plan may impact this project, so it is not recommended at this time.</b>

**Person County  
Capital Improvement Plan  
FY 2016-2020  
Projects Not Recommended**

DEPT	PROJECT TITLE	TOTAL COST	PROJECT DESCRIPTION/REASON FOR NOT RECOMMENDING
Public Schools	New Roof - Helena Elementary	1,644,232	As recommended in the roofing study. <b>Not recommended at this time due to more critical needs.</b>
Public Schools	New Roof - School Maintenance	296,358	As recommended in the roofing study. <b>Not recommended at this time due to more critical needs.</b>
Public Schools	New Roof - School Bus Garage	269,826	As recommended in the roofing study. <b>Not recommended at this time due to more critical needs.</b>
Public Schools	Window Replacements - North End Elementary	329,643	As recommended in the window study. <b>Not recommended at this time due to more critical needs.</b>
Public Schools	Upper Tennis Courts-PHS	200,000	Replace upper tennis courts. <b>Not recommended at this time due to more critical needs.</b>
Public Schools	Artificial Turf- PHS	165,000	Replace football field turf with artificial surface. <b>Not recommended at this time due to more critical needs.</b>



**Person County  
Capital Improvement Plan (CIP)  
2016-2020  
Recommended - Funding Schedule**

<b>Sources of Revenue for Project Costs:</b>	<b>Current Year 2014-15</b>	<b>Budget Year 2015-16</b>	<b>Planning Year 2016-17</b>	<b>Planning Year 2017-18</b>	<b>Planning Year 2018-19</b>	<b>Planning Year 2019-20</b>	<b>TOTAL REVENUE SOURCES</b>
<b>Revenues:</b>							
County Contribution	202,975	237,400	1,328,810	1,246,026	1,272,490	1,202,244	5,489,945
CIP Project Fund Balance	438,820	300,000	100,000	65,000		236,000	1,139,820
Airport Construction Fund Balance				800,000			800,000
Debt Proceeds - PCRC Acquisition/Improvements and Various Re-roofing	2,360,000						2,360,000
Debt Proceeds - Senior Center Project		2,960,000					2,960,000
Debt Proceeds - Various Re-roofing and Equipment Upgrades; Roxplex Acquisition/Improvements		2,160,000					2,160,000
Debt Proceeds - Public Safety Cell Towers			3,676,000				3,676,000
Debt Proceeds - Recreation Center Project				3,040,000			3,040,000
Lottery proceeds-VFW Roofing		69,781					69,781
<b>Total Sources of Revenue:</b>	<b>3,001,795</b>	<b>5,727,181</b>	<b>5,104,810</b>	<b>5,151,026</b>	<b>1,272,490</b>	<b>1,438,244</b>	<b>21,695,546</b>
<b>Project Costs for County:</b>	<b>Current Year 2014-15</b>	<b>Budget Year 2015-16</b>	<b>Planning Year 2016-17</b>	<b>Planning Year 2017-18</b>	<b>Planning Year 2018-19</b>	<b>Planning Year 2019-20</b>	<b>TOTAL PROJECT COSTS</b>
<b>Information Technology:</b>							
Telephone System	90,000	70,000	75,229				235,229
<b>General Services:</b>							
New roof-Kirby Civic Auditorium	335,562						335,562
Upgrade controls system at LEC	200,000						200,000
New roof-Huck Sansbury (Annex & Workforce)		285,189					285,189
Issuance Costs-Variouss Re-roofing and Equipment Upgrades; Roxplex Acquisition/Improvements		59,989					59,989
Chiller replacement - LEC		150,000					150,000
New roof-Emergency Medical Services				147,419			147,419
New roof-Board of Elections/IT				100,479			100,479
New roof - Library				72,986			72,986
New roof- Courthouse						120,741	120,741
New roof - Museum complex & associated buildings						327,306	327,306
<b>Elections</b>							
Voting Equipment	56,795	247,400					304,195
<b>Emergency Management Services:</b>							
Public Safety Towers			3,587,350				3,587,350
Broadband Equipment			88,650				88,650
<b>Library</b>							
Southern Satellite Library				368,500			368,500
<b>Recreation, Arts &amp; Parks:</b>							
Senior Center Project		2,900,000					2,900,000
Issuance Costs-Senior Center Project		60,000					60,000
Roxplex Acquisition/Improvements		559,500					559,500
ADA Accessibility for Park facilities					60,000		60,000
Light Replacement - Bushy Fork Park					52,490		52,490
Recreation Center Project				3,040,000			3,040,000
Kirby Auditorium: seating replacements					85,000		85,000
Light Replacement - all parks				100,000	100,000	100,000	300,000
<b>Person Industries/Material Recycling Center:</b>							
PCRC Acquisition/Improvements	1,417,050						1,417,050
Issuance Costs-PCRC Acquisition/Improvements and Various Re-roofing	60,000						60,000
Contingency-PCRC Renovation	30,000						30,000
PCRC/PI Merger			683,500				683,500

**Person County  
Capital Improvement Plan (CIP)  
2016-2020  
Recommended - Funding Schedule**

<b>Airport Construction Projects:</b>							
Hangar construction				800,000			800,000
Set -asides for future projects	100,000			86,000	150,000		336,000
<b>Total County Projects</b>	<b>2,289,407</b>	<b>4,332,078</b>	<b>4,434,729</b>	<b>4,715,384</b>	<b>447,490</b>	<b>548,047</b>	<b>16,767,135</b>
<b>Project Costs for PCC:</b>							
	<b>Current Year 2014-15</b>	<b>Budget Year 2015-16</b>	<b>Planning Year 2016-17</b>	<b>Planning Year 2017-18</b>	<b>Planning Year 2018-19</b>	<b>Planning Year 2019-20</b>	<b>TOTAL PROJECT COSTS</b>
<b>Piedmont Community College (PCC):</b>							
Campus Sidewalks Upgrade	80,000						80,000
New roof-Bldg. D and walkways			226,156				226,156
New roof-L Building				110,642			110,642
Master Plan Update/Feasibility Study		50,000					50,000
Upgrade campus-wide HVAC			100,000	100,000	100,000		300,000
Dining Facility equipment upgrades		20,000	20,000	20,000			60,000
New Allied Health Building (Infrastructure)			100,000	100,000	400,000	650,000	1,250,000
Set -asides for future projects							-
<b>Total PCC</b>	<b>80,000</b>	<b>70,000</b>	<b>446,156</b>	<b>330,642</b>	<b>500,000</b>	<b>650,000</b>	<b>2,076,798</b>
<b>Project Costs for Public Schools:</b>							
	<b>Current Year 2014-15</b>	<b>Budget Year 2015-16</b>	<b>Planning Year 2016-17</b>	<b>Planning Year 2017-18</b>	<b>Planning Year 2018-19</b>	<b>Planning Year 2019-20</b>	<b>TOTAL PROJECT COSTS</b>
<b>Public Schools:</b>							
New roof-Earl Bradsher Preschool	547,388						547,388
Window replacements-Oak Lane Elementary	85,000						85,000
New roof-VFW (Alternative School)		69,781					69,781
New roof-South Elementary		268,991					268,991
New roof-Woodland Elementary		149,156					149,156
New roof-Oak Lane Elementary		207,532					207,532
Chiller replacement-Southern Middle School		300,000					300,000
Window replacements-North End Elementary		329,643					329,643
New Roof-North Elementary			223,925				223,925
Valve Replacement-South Elementary				105,000			105,000
Chiller replacement-PHS					325,000		325,000
New roof-Southern Middle School						52,033	52,033
New roof-Early Intervention						188,164	188,164
Set -asides for future projects							-
<b>Total Public Schools Projects:</b>	<b>632,388</b>	<b>1,325,103</b>	<b>223,925</b>	<b>105,000</b>	<b>325,000</b>	<b>240,197</b>	<b>2,851,613</b>
<b>Total Project Costs:</b>	<b>3,001,795</b>	<b>5,727,181</b>	<b>5,104,810</b>	<b>5,151,026</b>	<b>1,272,490</b>	<b>1,438,244</b>	<b>21,695,546</b>



**Person County  
Capital Improvement Plan (CIP)  
2016-2020  
Recommended - Funding Schedule**

Sources of Revenue for Operating Impact Costs:	Current Year 2014-15	Budget Year 2015-16	Planning Year 2016-17	Planning Year 2017-18	Planning Year 2018-19	Planning Year 2019-20	TOTAL REVENUE SOURCES
General Fund Contribution	110,878	784,886	754,227	1,113,012	1,027,132	975,712	4,765,847
Fees (Southern Satellite Library)					10,000	10,000	20,000
Fees (Roxplex Center)			73,902	73,902	73,902	73,902	295,608
Fees (Recreation Center)					100,000	100,000	200,000
Increase in PCRC/PI program revenues				52,000	52,000	52,000	156,000
<b>Total Sources of Revenue for Operating Impact Costs</b>	<b>110,878</b>	<b>784,886</b>	<b>828,129</b>	<b>1,238,914</b>	<b>1,263,034</b>	<b>1,211,614</b>	<b>5,437,455</b>

Operating Impact Costs:	Current Year 2014-15	Budget Year 2015-16	Planning Year 2016-17	Planning Year 2017-18	Planning Year 2018-19	Planning Year 2019-20	TOTAL PROJECT COSTS
Public Safety Tower Project				3,385	3,385	3,385	10,155
Broadband Equipment			23,550	49,810	23,550		96,910
Southern Satellite Library					75,100	75,100	150,200
Roxplex Center Project		806	80,919	80,919	80,919	80,919	324,482
PCRC building rent	(26,751)	(107,000)	(107,000)	(107,000)	(107,000)	(107,000)	(561,751)
PCRC/PI Merger efficiencies			(40,000)	(40,000)	(40,000)	(40,000)	(160,000)
Airport hangar construction					1,500	1,500	3,000
Debt Service impacts with proposed debt	137,629	891,080	870,660	1,251,800	1,225,580	1,197,710	5,574,459
<b>Total Operating Impact Costs</b>	<b>110,878</b>	<b>784,886</b>	<b>828,129</b>	<b>1,238,914</b>	<b>1,263,034</b>	<b>1,211,614</b>	<b>5,437,455</b>

**Note: Items highlighted in blue and red are projects associated with a debt financing.**

**2014-15 PCRC Acquisition/Improvements and Various Re-roofing**

The County entered into an installment purchase contract for \$2.36 million on November 6, 2014 with BB&T to finance a portion of the cost of acquisition and land improvement of the Person County Recycling Center (PCRC); the re-roofing of Earl Bradsher Preschool; and the re-roofing of the Kirby Civic Auditorium.

**2015-16 Senior Center Project**

The Board of Commissioners are in negotiations with the City of Roxboro on several property options for the future location of the Senior Center. Final decisions about the scope of this project have not been made. Until further determined, the CIP grid above assumes a General Obligation Bond Issue to finance \$2.96 million which would cover property acquisition, construction, and renovation for the purposes of providing improved Senior Center facilities. Since another financing is proposed in the same year for roofing and the Roxplex acquisition and improvements, other loan recommendations may be forthcoming to minimize the County's debt cost. The timing of when these two projects become "shovel-ready" will have a significant impact on the financing method recommended.

**2015-16 Various Re-roofing and Equipment Upgrades; Roxplex Acquisition/Improvements**

Due to the large amount of roofing to be completed in accordance with the County's Roofing Study and the current condition of these roofs, a recommendation is included to finance this cost, as well as window replacements at North End Elementary, a boiler replacement at Southern Middle School, and the acquisition and improvements to the Roxplex property for \$2.16 million. As stated above for the Senior Center financing, which is also proposed for 2015-16, determinations associated with this financing may be altered in an attempt to minimize the County's debt cost.

**2016-17 Public Safety Tower Project**

Hired consultants conducted a feasibility study which resulted in the recommendation to construct three, 300 foot towers and installing Simulcast public safety communication equipment. It also included the cost of providing grant funds to a private broadband provider to hang broadband equipment on the towers for a total project cost of approximately \$4M. The Commissioners approved \$100,000 in the FY15 budget to pay for environmental studies to be conducted at the three potential tower locations. Currently, the environmental studies are underway and should be completed by the end of FY15. The project is scheduled to be completed in December 2016. Loan terms and amounts are to be determined.

**2017-18 Recreation Center**

Until more decisions are made, this project has been placed in the CIP to finance in FY 2017-18. The location and scope of this project is undetermined. The recommendation above assumes the use of the remaining GO Bond Issue of \$3.04M. An extension of the G.O. Bond authority will be necessary if the Board of Commissioners wish to finance this project with the issuance of bonds. The extension will provide for 3 more years from November 8, 2015 to issue bonds for this purpose.



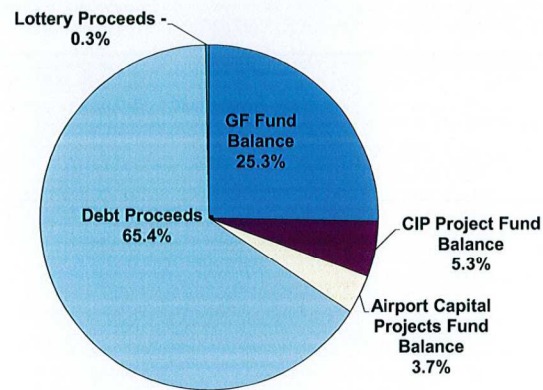
## Set-Aside Funds for Future Years

Note: The County implements a best practice approach for distributing the costs of capital projects to minimize the impact in any one fiscal year. This is accomplished by incrementally funding expensive projects over multiple fiscal years. The projects listed below are funded through set-aside funds leading up to the year in which the project will be completed, thus reducing the burden in that year. This is a proactive approach to planning and funding future capital needs as well as maximizing cash flow capacity.

	Set-Aside Amount	Fiscal Year that project is recommended to take place	Remaining Cost
<b>Current &amp; Prior Years</b>			
Chiller replacement - LEC	\$ 100,000	2016	\$ 50,000
Upgrade campus-wide HVAC	100,000	2017	200,000
New roof-Board of Elections/IT	65,000	2018	35,479
Total	\$ 265,000		
<b>Planning Year 2015-2016</b>			
(No set asides proposed in this year)	\$ -		
<b>Planning Year 2016-2017</b>			
(No set asides proposed in this year)	\$ -		
<b>Planning Year 2017-2018</b>			
New roof - Museum complex & associated buildings	\$ 86,000	2020	\$ 241,306
<b>Planning Year 2018-2019</b>			
New roof - Museum complex & associated buildings	\$ 100,000	2020	\$ 141,306
New roof- Courthouse	50,000	2020	70,741
	\$ 150,000		
<b>Planning Year 2019-2020</b>			
(No set asides proposed in this year)	\$ -		

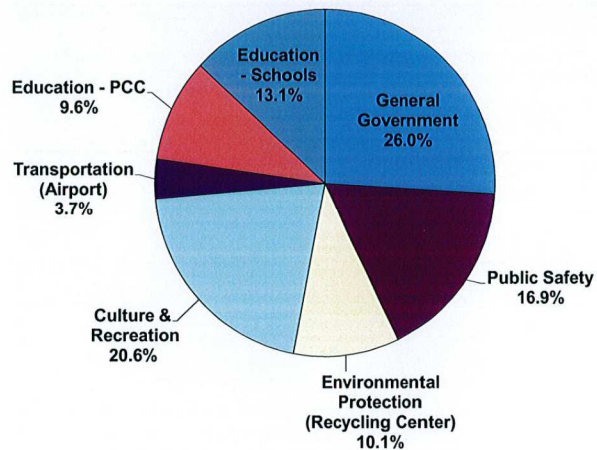
**Person County Capital Improvement Plan  
Recommended - Revenue Sources  
FY 2016 - 2020**

<b>Total % Revenue Sources</b>								
<b>Description</b>	<b>Current Year</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>Totals</b>	<b>% of Total</b>
GF Fund Balance	202,975	237,400	1,328,810	1,246,026	1,272,490	1,202,244	5,489,945	25.3%
CIP Project Fund Balance	438,820	300,000	100,000	65,000	-	236,000	1,139,820	5.3%
Airport Capital Projects Fund Balance	-	-	-	800,000	-	-	800,000	3.7%
Debt Proceeds	2,360,000	5,120,000	3,676,000	3,040,000	-	-	14,196,000	65.4%
Lottery Proceeds	-	69,781	-	-	-	-	69,781	0.3%
<b>Totals</b>	<b>3,001,795</b>	<b>5,727,181</b>	<b>5,104,810</b>	<b>5,151,026</b>	<b>1,272,490</b>	<b>1,438,244</b>	<b>21,695,546</b>	<b>100.0%</b>



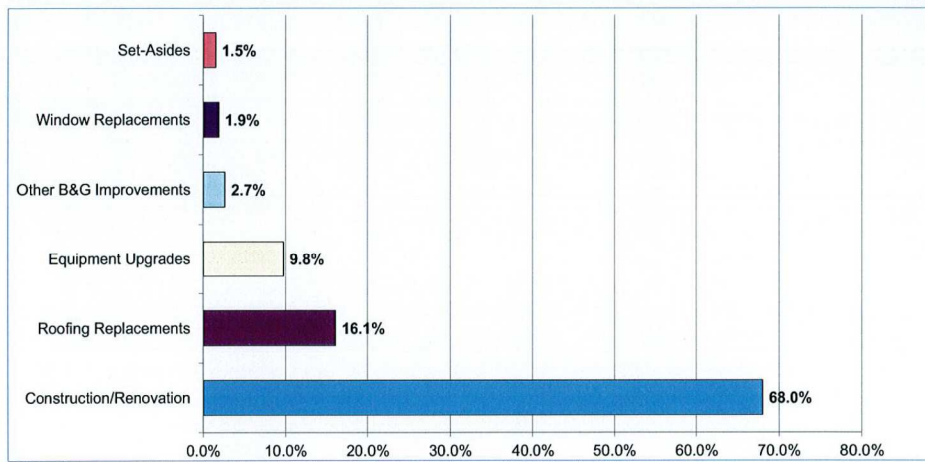
**Person County Capital Improvement Plan  
Recommended - by Function  
FY 2016 - 2020**

<b>Total % CIP Projects by Function</b>								
<b>Description</b>	<b>Current Year</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>Totals</b>	<b>% of Total</b>
General Government	782,357	3,772,578	75,229	406,884	150,000	448,047	5,635,095	26.0%
Public Safety	-	-	3,676,000	-	-	-	3,676,000	16.9%
Environmental Protection (Recycling Center)	1,507,050	-	683,500	-	-	-	2,190,550	10.1%
Culture & Recreation	-	559,500	-	3,508,500	297,490	100,000	4,465,490	20.6%
Transportation (Airport)	-	-	-	800,000	-	-	800,000	3.7%
Education - PCC	80,000	70,000	446,156	330,642	500,000	650,000	2,076,798	9.6%
Education - Schools	632,388	1,325,103	223,925	105,000	325,000	240,197	2,851,613	13.1%
<b>Totals</b>	<b>3,001,795</b>	<b>5,727,181</b>	<b>5,104,810</b>	<b>5,151,026</b>	<b>1,272,490</b>	<b>1,438,244</b>	<b>21,695,546</b>	<b>100.0%</b>



**Person County Capital Improvement Plan  
Recommended - by Type  
FY 2016 - 2020**

<b>Total % CIP Projects by Type</b>								
<b>Description</b>	<b>Current Year</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>Totals</b>	<b>% of Total</b>
Construction/Renovation	1,507,050	3,519,500	4,370,850	4,308,500	400,000	650,000	14,755,900	68.0%
Roofing Replacements	882,950	1,040,638	450,081	431,526	-	688,244	3,493,439	16.1%
Equipment Upgrades	346,795	787,400	183,879	225,000	477,490	100,000	2,120,564	9.8%
Other B&G Improvements	80,000	50,000	100,000	100,000	245,000	-	575,000	2.7%
Window Replacements	85,000	329,643	-	-	-	-	414,643	1.9%
Set-Asides	100,000	-	-	86,000	150,000	-	336,000	1.5%
<b>Totals</b>	<b>3,001,795</b>	<b>5,727,181</b>	<b>5,104,810</b>	<b>5,151,026</b>	<b>1,272,490</b>	<b>1,438,244</b>	<b>21,695,546</b>	<b>100.0%</b>





## Person County's Debt Service

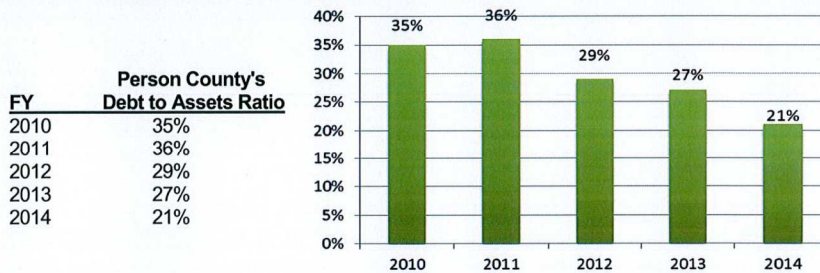
### Current Debt Service

Project	Description	Term	Int Rate %	Outstanding Balance	Last Pyt Fiscal Year
<b>2006 Various Roofing/Paving</b>	Re-roofing, paving and repaving certain school, community college and other public facilities; re-floor the gymnasium; construct new tennis courts at Person High School	15 years	3.86%	\$2,414,590	2021
<b>2010 Courthouse Renovation &amp; Various Roofing (BAB's)</b>	Engineering and construction costs associated with the renovation of the Courthouse and some various re-roofing for certain school, community college and other public facilities; financed through Build America Bonds (BAB's) yielding a 35% refund of the interest payments	10 years	4.08%	2,902,960	2021
<b>2012 SMS &amp; portion of PHS Re-roofing (QSCB)</b>	Re-roofing construction for Southern Middle School and a portion of Person High School; financed through a Qualified School Construction Bond (QSCB) yielding a 100% refund of the interest payments	15 years	3.93%	3,277,287	2028
<b>2014 Capital Equipment Lease (Telephone Equipment)</b>	Replacement of primary phone system; financed as a capital equipment lease for a 3 year term	3 years	4.55%	145,229	2017
<b>2015 PCRC Purchase/ Renovation &amp; Various Roofing Projects</b>	Purchase, renovation and re-roofing of the existing Person County Recycling Facility, and re-roofing construction for the Kirby Civic Auditorium and Earl Bradsher Preschool	15 years	2.80%	2,639,540	2029
<b>TOTAL DEBT SERVICE OUTSTANDING</b>				<b><u>\$11,379,606</u></b>	

## Current Debt Analysis

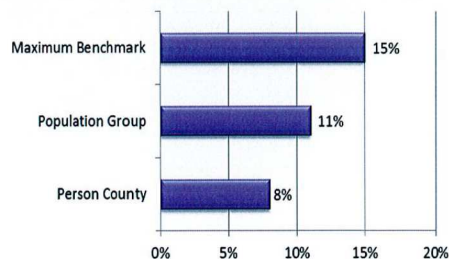
There are two standard ratios that measure debt service levels and the capacity for taking on additional debt. These ratios and their meaning for Person County are described below:

- Debt to Assets Ratio:** Measures leverage, the extent to which total assets are financed with long-term debt. The debt-to-assets ratio is calculated as long-term debt divided by total assets. A high debt to assets ratio may indicate an over-reliance on debt for financing assets, and a low ratio may indicate a weak management of reserves. At FY 2013, the debt to assets ratio for Person County was 27%, while counties with similar populations were at 51%. Although Person County was at the mid-range for the amount of total assets reported in comparison to these other counties, Person County had the 3<sup>rd</sup> lowest Debt to Assets Ratio, as well as the 5th lowest long term debt amount. A more applicable comparison may be to view the debt to assets ratio for Person County since FY 2010. As displayed in the following chart, Person County's debt to assets ratio has declined from 35% in FY 2010 to 21% in FY 2014. This reduction can likely be attributed to conservative spending in uncertain economic conditions and the attempt to build-up of reserves during this five year period. This increase in the County's cash reserves (assets) causes a decrease in this ratio. Another variable causing this downward trend is the large \$2M yearly pay down of the 2008 Refinanced Debt for the 1999 & 2000 Elementary School Construction and Law Enforcement Center debt. Even though the County has issued new debt since 2008, the historically low interest rates have generated significantly lower debt payments than the previous years' debt financings. This decreasing trend is likely to continue until the 2008 debt ceases with the last payment in 2015. After this debt is defeased and new debt is issued, it is likely that this percentage will begin moving slowly upwards again, indicating to credit agencies a more strategic approach to the management of the County's assets.



- Debt Service Ratio:** Measures financing obligations, provides feedback on service flexibility with the amount of expenditures committed to annual debt service. The debt service ratio is calculated as annual debt service divided by total expenses. General accounting guidance discourages this ratio from being higher than 15% for a maximum benchmark. Any percentage higher than this can severely hamper the County's service flexibility. Person County's debt service ratio of 8% is well below the population group of 11% for FY 2013 (Person County's ratio stays flat at 8% for FY 2014). Due to the expected debt reductions in fiscal years 2015 and 2016, it is anticipated that Person County's debt service ratio will substantially decrease unless additional debt is acquired to support the leveling out of this ratio. A consistent debt ratio level would indicate a stronger management of financing resources in relation to the amount that is available for other services.

FY 2013	Debt Service Ratio
Person County	8%
Population Group	11%
Maximum Benchmark	15%





## **New Debt Service**

The four proposed financings in Person County's 2016-2020 plan are recommended below:

➤ **FY 2016 Senior Center Project**

A General Obligation (G.O.) Bond issue is proposed to cover the construction and renovation of properties recently acquired from the City of Roxboro to provide improved facilities for the County's senior citizens that have been previously displaced from the current Senior Center location. Five plan options were presented to the Board of Commissioners on March 16, 2015 by contracted engineers for consideration. The costs ranged from \$2.2M to \$3.1M. Until further determined, the total proposed debt amount for these projects is \$2,960,000 and is comprised of the following:

Construction and Renovation: Senior Center	\$ 2,900,000
Issuance costs	<u>60,000</u>
Total	\$ <u>2,960,000</u>

➤ **FY 2016 Various Re-roofing and Equipment Upgrades; Roxplex Acquisition /Improvements**

A debt borrowing is proposed to cover the roof replacements for Huck Sansbury Workforce building and various school buildings, window replacements for North End Elementary, a boiler replacement at Southern Middle School, and the acquisition and improvements to the Roxplex property. The total proposed debt amount for these projects is \$2,160,000 and is comprised of the following:

Re-roofing: Huck Sansbury Complex	\$ 285,189
Re-roofing: South Elementary	268,991
Re-roofing: Woodland Elementary	149,156
Re-roofing: Oak Lane Elementary	207,532
Window Replacements: North End Elementary	329,643
Chiller Replacement: Southern Middle School	300,000
Acquisition/Improvements: Roxplex Center	559,500
Issuance costs	<u>59,989</u>
Total	\$ <u>2,160,000</u>

➤ **FY 2017 Public Safety Towers and Broadband Equipment**

A debt borrowing is proposed to cover the construction of three, 300 foot towers and installing Simulcast public safety communication equipment. Also included is the cost of providing grant funds to a private broadband provider to hang broadband equipment on the towers. Currently, the environmental studies are underway and should be completed by the end of FY 2015. Until further determined, the total proposed debt amount for this project is \$3,676,000 and is comprised of the following:

Construction/Engineering: cell towers	\$ 3,587,350
Broadband Equipment Installation	<u>88,650</u>
Total	\$ <u>3,676,000</u>

➤ **FY 2016 Recreation Center Project**

A G.O. Bond issue is proposed to cover the possible construction of a Recreation Center for improved recreational facilities. The location and scope of this project is undetermined. The recommendation assumes the use of the remaining G.O. Bond Issuance after the costs of the Senior Center Project have been applied. Until further determined, the total proposed debt amount for these projects is \$3,040,000 and is comprised of the following:

Construction and Renovation: Senior Center	\$ <u>3,040,000</u>
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## Future Debt Service Payments for Person County

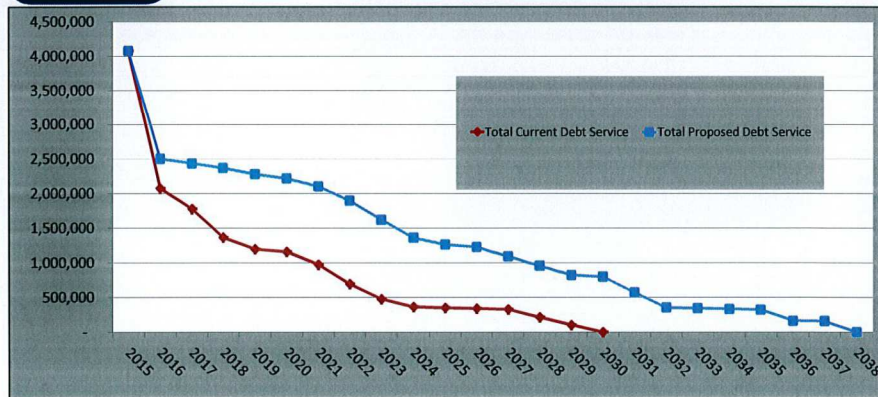
Fiscal Year Ending June 30	2006 Various roofing/paving projects	2008 Refinancing of 1999 & 2000 Schools/LEC Bldg	2010 Courthouse Renovation & Various Roofing Projects	2012 School Roofing Projects for SMS & PHS (QSCB)	2014 Capital Equipment Lease (Teleph Equip)	2015 PCRC Purchase/ Renovation & Various Roofing Projects	Total Current Debt Service	Year to Year Change in Current Debt Service
2015	313,545	2,286,356	932,600	317,582	90,000	137,629	4,077,712	(129,997)
2016	329,831	-	899,960	309,375	70,000	460,480	2,069,646	(2,008,066)
2017	319,969	-	867,320	301,167	75,229	210,960	1,774,645	(295,001)
2018	483,635	-	339,780	292,960	-	246,200	1,362,575	(412,070)
2019	442,471	-	327,540	284,753	-	141,300	1,196,064	(166,511)
2020	427,094	-	315,300	276,546	-	138,500	1,157,440	(38,624)
2021	411,591	-	153,060	268,338	-	135,700	968,689	(188,751)
2022	-	-	-	260,131	-	430,800	690,931	(277,758)
2023	-	-	-	251,924	-	221,000	472,924	(218,007)
2024	-	-	-	243,717	-	116,100	359,817	(113,107)
2025	-	-	-	235,509	-	113,300	348,809	(11,008)
2026	-	-	-	227,302	-	110,500	337,802	(11,007)
2027	-	-	-	219,095	-	107,700	326,795	(11,007)
2028	-	-	-	106,470	-	104,900	211,370	(115,425)
2029	-	-	-	-	-	102,100	102,100	(109,270)
2030	-	-	-	-	-	-	-	(102,100)
<b>Totals</b>	<b>\$ 2,728,135</b>	<b>\$ 2,286,356</b>	<b>\$ 3,835,560</b>	<b>\$ 3,594,869</b>	<b>\$ 235,229</b>	<b>\$ 2,777,169</b>	<b>\$ 15,457,318</b>	<b>\$ (4,207,709)</b>

The above chart displays Person County's current debt service schedule. A large amount of debt drops off in fiscal year 2016 for \$2.0M.

The sharp decline in debt obligations and the availability of low interest rates creates an environment that is suitable for taking on additional debt as proposed in the chart to the right.

The blue line in the graph below includes the new proposed debt and indicates a more gradual dropoff of debt compared to the red line showing our current debt service schedule.

Fiscal Year Ending June 30	Total Current Debt Service	2016 Proposed - Senior Center Project (assumptions: 3.5%, 20 yrs)	2016 Proposed - Roofing & Equipment Upgrades; Roxplex Acquisition & Improvements (assumptions: 3.5%, 15 yrs)	2017 Proposed - Public Safety Cell Towers (assumptions: 3.75%, 15 yrs)	2018 Proposed - Recreation Center Project (assumptions: 3.5%, 20 yrs)	Total Proposed Debt Service	Adjusted Year to Year Change with Proposed Debt Service
2015	4,077,712	-	-	-	-	4,077,712	(129,997)
2016	2,069,646	255,000	175,600	-	-	2,500,246	(1,577,466)
2017	1,774,645	249,750	172,100	237,850	-	2,434,345	(65,901)
2018	1,362,575	244,500	268,600	234,100	258,400	2,368,175	(66,170)
2019	1,196,064	239,250	261,600	330,350	253,080	2,280,344	(87,831)
2020	1,157,440	234,000	154,600	422,850	247,760	2,216,650	(63,694)
2021	968,689	228,750	251,100	411,600	242,440	2,102,579	(114,071)
2022	690,931	223,500	344,100	400,350	237,120	1,896,001	(206,578)
2023	472,924	218,250	233,600	465,100	231,800	1,621,674	(274,327)
2024	359,817	213,000	186,600	375,000	226,480	1,360,897	(260,777)
2025	348,809	207,750	121,000	363,750	221,160	1,262,469	(98,428)
2026	337,802	202,500	117,500	352,500	215,840	1,226,142	(36,327)
2027	326,795	197,250	114,000	241,250	210,520	1,089,815	(136,327)
2028	211,370	192,000	110,500	233,750	205,200	952,820	(136,995)
2029	102,100	186,750	107,000	226,250	199,880	821,980	(130,840)
2030	-	181,500	103,500	318,750	194,560	798,310	(23,670)
2031	-	176,250	-	207,500	189,240	572,990	(225,320)
2032	-	171,000	-	-	183,920	354,920	(218,070)
2033	-	165,750	-	-	178,600	344,350	(10,570)
2034	-	160,500	-	-	173,280	333,780	(10,570)
2035	-	155,250	-	-	167,960	323,210	(10,570)
2036	-	-	-	-	162,640	162,640	(160,570)
2037	-	-	-	-	157,320	157,320	(5,320)
2038	-	-	-	-	-	-	(157,320)
<b>Totals</b>	<b>\$ 15,457,318</b>	<b>\$ 4,102,500</b>	<b>\$ 2,721,400</b>	<b>\$ 4,820,950</b>	<b>\$ 4,157,200</b>	<b>\$ 31,259,368</b>	<b>\$ (4,207,709)</b>





**PIERCE GROUP BENEFITS:**


Mr. Chris Pierce of Pierce Group Benefits introduced Mr. Glenn Pierce and Ms. Donna Dixon, Director of Group Benefits. Mr. Pierce asked the Board to consider authorizing the County Manager to sign an agent of record with Pierce Group Benefits to allow them the opportunity to prepare a strategy plan for county employee's benefits using their buying power for substantial savings for better rates and programs to change employee health behaviors. Mr. Pierce and Ms. Dixon told the Board their Group could save Person County \$50,000 immediately with potential for more savings for employee health benefits. Mr. Pierce noted Pierce Benefits Group has worked with Person County Schools the last eight years and with the City of Roxboro the last three years.


Mr. Pierce confirmed the immediate \$50,000 savings would be in the form of a decrease of agent commission. Person County's current broker's commission is currently presented at \$81,000.

Mr. Pierce noted that Alamance County signed on with Pierce Benefits Group this date which resulted in a 40% reduction in costs for their vision benefits plan.

Mr. Pierce and Ms. Dixon gave the Board the following presentation:

**Person County Government**

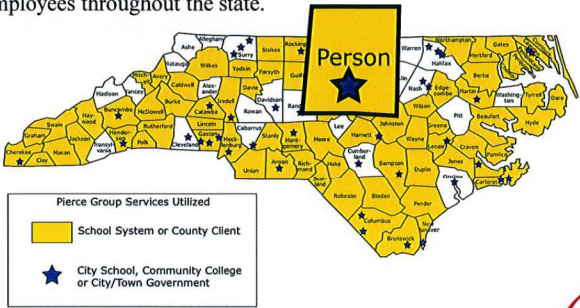
  
PIERCE GROUP BENEFITS




**Superior Benefits. Personal Service.**

**Pierce Group Benefits Service Area**


Pierce Group Benefits is a brokerage firm created to design employee benefit solutions. Pierce Group currently provides benefits for over 130 employer clients within North Carolina and serves over 150,000 employees throughout the state.




  
PIERCE GROUP BENEFITS



## Our Goals



1. To use our Buying Power and Leverage to deliver Comprehensive & Superior **Benefits at the Lowest Costs.**
2. To institute **Cost Saving Measures** throughout the Benefit Program to manage future costs
3. To make **Benefit Administration Easy** for County Staff by providing Exceptional Service



PIERCE GROUP BENEFITS



### Plan Administrative Assistance



Plan Administrator Kit



Data Management



Customized Enrollment Materials



Account Management



Compliance and Wellness Newsletters



PIERCE GROUP BENEFITS

### Employee Education, Engagement & Satisfaction



Personalized Benefits Videos



On-Site Assistance



Comprehensive Benefits Booklets

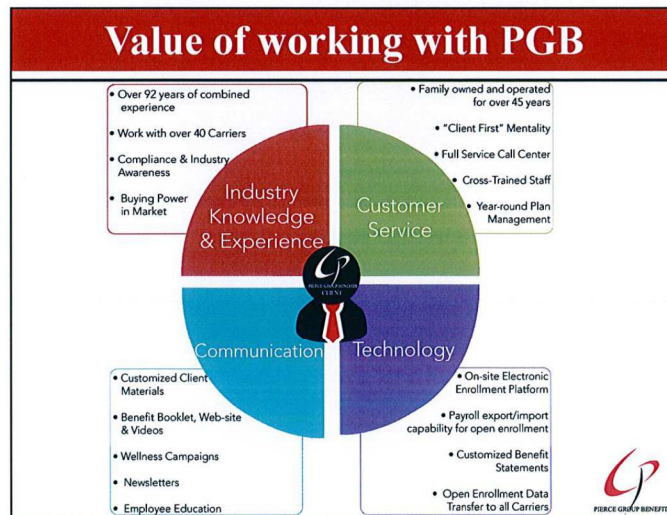
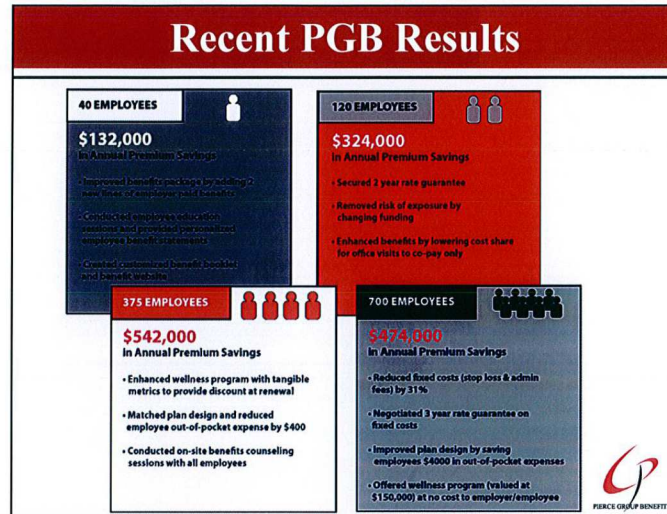


Service Center



Custom Benefits Website





**CHAIRMAN'S REPORT:**

Chairman Puryear reported the following:

- Person County Partnership for Children will hold a Child Abuse Prevention awareness event to plant a pinwheel on April 10, 2015 at 10:00 am at Union Bank,
- He participated in recent ribbon cuttings at the Roxboro Country Club and at Palace Pointe, and
- He would like to meet with Commissioner Jeffers regarding the Strategic Plan update committee member list.

**MANAGER'S REPORT:**

County Manager, Heidi York reported the following:

- Some of the past Strategic Plan members have been contacted and she has some informal quotes for a consultant if the Board is interested, and
- The Airport Commission will be meeting on April 9, 2015 at 10:00 am at the Airport.

**COMMISSIONER REPORT/COMMENTS:**

Commissioner Jeffers reported on the following:

- 4-H Advisory Council meeting noting upcoming 4-H events to support; donate at Tractor Supply, Livestock Auction, Golf Tournament, and
- the volunteer fire departments and rescue discussed the term of the contract and are fine with keeping as a two-year contract as long as the funding amount is included.

Commissioner Clayton reported the General Assembly is currently considering legislation that may impact the reorganization of sales tax and economic development incentives. Commissioner Jeffers added that changes may be forthcoming with the Medicaid Swap.

Commissioner Kendrick had no report.

**April 6, 2015**

Vice Chairman Newell commented he would like to have a firm rate from Pierce Group Benefits for a price comparison. Mr. Pierce of Pierce Group Benefits stated a letter for an agent of record would need to be authorized in order to review claim data and go out to the market for competitive bids. Mr. Pierce requested the Board to allow them to have 30 days to submit a proposal.

It was the consensus of the Board to allow Person County's current broker, Mr. Phillip Allen to address the Board. Mr. Allen stated that Vice Chairman Newell had requested to negotiate the agent commission as well as Commissioner Clayton had requested plan benefit changes to which he was in the process of revising his proposal for the County and he asked the Board to allow him the opportunity to complete his proposal and to deliver to staff in the next few days.

Chairman Puryear asked the Board if the desire was to place employee benefits on the Board's April 20, 2015 agenda. Staff members noted in the essence of time, a decision was needed prior to April 20, 2015. Chairman Puryear stated the Board took unanimous action at the last meeting to remain with the current broker and Coventry. It was the consensus of the Board to allow Mr. Allen to complete his revised proposal for Person County.

#### **ADJOURNMENT:**

A **motion** was made by Commissioner Kendrick and **carried 5-0** to adjourn the meeting at 9:11 pm.

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Brenda B. Reaves  
Clerk to the Board

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Kyle W. Puryear  
Chairman

**April 6, 2015**