

**PASQUOTANK COUNTY, NORTH CAROLINA
NOVEMBER 13, 2009**

The Pasquotank County Board of Commissioners met today in a special meeting on Friday, November 13, 2009 in the Commissioners Board Room in the Pasquotank County Courthouse.

MEMBERS PRESENT: Marshall H. Stevenson, Jr., Chairman
Lloyd E. Griffin, III, Vice-Chairman (*Arrived at 10:50 AM*)
Bill Trueblood
Cecil Perry
Jeff Dixon

MEMBERS ABSENT: Matt Wood (*Present by Conference Call*)
Jimmie Harris (*Due to Illness*)

OTHERS PRESENT: Randy Keaton, County Manager
Rodney Bunch, Assistant County Manager
R. Michael Cox, County Attorney
Michael Etheridge, Solid Waste Director
Shelley Cox, Planning Director
Karen Jennings, Clerk to the Board

The meeting was called to order at 10:00 AM by Chairman Marshall Stevenson.

**1. APPROVAL OF CONTRACT FOR OPERATION OF SOLID WASTE
ACTIVITIES AT THE PASQUOTANK COUNTY LANDFILL:**

County Attorney Mike Cox explained that he, the County Manager and the Solid Waste Director met with representatives from Whaley Contractors, Inc., Albemarle Equipment Service, Inc., and Attorney Tom Nash to review the proposed contract for operation of the C&D, LCID, and transfer station areas at the landfill. He said they negotiated roughly seventeen items in the proposed contract and have agreed on all areas with the exception of the default provision. The county has proposed language stating if there is a default the contractor or the county has seven days to cure that default. Any three defaults within a 12-month period are grounds for termination of the contract whether they are cured or not. Mr. Cox said the contractor has countered with language stating that any such default by either party shall provide good cause for termination if not cured within ten days, and the three strikes clause is deleted.

Commissioner Matt Wood suggested that the county's original language remain, but that the word "shall" be changed to "may" in the termination clause. He said this might address some of the contractor's concerns.

County Manager Randy Keaton advised that Solid Waste Director Mike Etheridge will be responsible for administering the contract.

After lengthy discussion and explanation by staff;

Motion was made by Bill Trueblood, seconded by Cecil Perry to approve the county's version of the landfill contract with Whaley Contractors, Inc. and in Section 9.3 to change the word "shall" to "may" in the first two sentences; the word "shall" will remain in the last sentence. The motion carried by a three to one margin with Commissioner Dixon voting against the motion.

2. CHILD SUPPORT ENFORCEMENT:

The County Manager advised that he needs to be excused from the meeting in order to attend a regional county managers' meeting regarding child support enforcement. He said they are trying to finalize a Request for Proposals to be sent out to private contractors. He stated that the managers are planning to send out RFP's in order to get proposals from private companies and then compare their costs with the cost of administering it in-house.

3. REVIEW OF PLANNING AND DEVELOPMENT ISSUES:

The Board reviewed a list of issues that have been considered by the Special Projects Committee. The committee had requested that the Board discuss these issues and reach a consensus on which ones to pursue.

Dog Kennels – The Special Projects Committee has discussed limiting the number of dogs allowed per lot within a residential subdivision to three. An exception would be made for puppies up to 16 weeks old and existing kennels would be grandfathered. The Board agreed to move forward on this issue. Staff will draft language for review by the Special Projects Committee.

Singlewide Mobile Home Standards – At the last meeting the Board approved text amendments to eliminate the 10 year age limitation on singlewide mobile homes from the Zoning Ordinance as a result of a Court of Appeals ruling that the county's 10 year limitation is invalid. The Special Projects Committee had discussed possibly implementing appearance standards or other restrictions to address concerns regarding safe housing standards. The Board agreed to not pursue this matter any further.

Subdivision Street Design Standards and Street Maintenance Guarantees – Assistant County Manager Rodney Bunch explained that some subdivisions constructed in the county have well-constructed roads, while others have roads falling apart before residential home construction is complete. He explained that the county's current regulations provide that all road construction with the exception of asphalt must be completed at final plat approval, and the asphalt can be bonded and completed within twelve months. He said staff would like to see the street design standards strengthened and he has received input and ideas from DOT officials on how to improve the roads. The county's current regulations require six inches of stone base and two inches of asphalt, and in some subdivisions the roads have had potholes and cave-ins when built to these standards. Mr. Bunch said DOT has advised that poor soil conditions in various locations in the county will not provide a stable road using the standard pavement design. He said staff is recommending that the county require the developer's engineer to do soil testing to determine the soil subgrade quality, and then perform an actual pavement design based on the soil type, California Bearing Ratio, and traffic projections. He added that this will require more engineer review and will probably require in some situations undercutting and use of fabric which will increase road construction costs, but the results will be improved long term durability of the pavement structure. The Board agreed with staff's recommendation and also requested that staff look at requiring road widths in subdivisions to be 20 feet rather than 18 feet.

Mr. Bunch explained that currently developers are required to provide a guarantee in an amount equal to 30% of the cost of all improvements relating to road construction. There is normally an extended time period between road construction and the completion of enough homes to qualify for acceptance by DOT. DOT does a thorough investigation when requested to accept the roads and in most cases multiple repairs are needed. If the developer does not make the necessary repairs, staff is concerned that the current 30% guarantee is not sufficient to hire a contractor to make the repairs. Planning Director Shelley Cox advised that the Planning Department is having a lot of problems getting developers to renew road maintenance bonds every year. Because some bonds are 15 years old the amount is no longer sufficient to make the repairs. Mr. Bunch stated that staff would like to see the bond amounts increased from 30% to 50% and they would like for new bonds to be either an automatically renewable letter of credit or cash. The Board discussed possibly requiring a 5% increase in the bond each year it is renewed up to a maximum of 50%. Staff will work on drafting language to include these changes in the subdivision regulations for the Board's review.

Subdivision Phasing – Ms. Cox stated that the Board had previously expressed concerns regarding subdivisions being developed with multiple phases that consist of only a few lots. She said the Special Projects Committee discussed the possibility of phasing 25% of the lots in a subdivision at a time so as to have a maximum of four phases. She stated that some counties require that a subdivision be a certain size such as 10 lots before considering phasing. The Board suggested that staff draft language for the subdivision regulations allowing phasing of subdivisions with more than 10 lots. The phases would consist of a minimum of 10 lots or at least 25% of the total number of lots.

Wind Turbines – The Special Projects Committee has discussed wind turbines and decided to seek input from the entire Board to determine whether to proceed with developing a wind turbine ordinance. Ms. Cox explained that there has been some interest expressed in wind turbines for individual use. She said she has recently been contacted by a company that is interested in putting a wind energy farm in this area. She stated that the county does not have any regulations to allow wind turbines. She advised that the company wants to put up a test tower in order to test wind speeds before they commit. The test tower would be just under 200 feet tall and would not have any permanent foundation or electricity hooked to it and is strictly to test wind speeds. Ms. Cox stated that there is nothing in the county’s ordinance to allow a wind turbine for energy generation and she asked for guidance from the Board. The Board suggested that staff come back with a recommendation. The Board also asked that staff continue to research ordinances that other counties have and other resources that may be available.

Minimum Housing for Animals – The Special Projects Committee has discussed issues relating to the county’s lack of minimum housing standards for animals. Ms. Cox said this issue came up because of a house in the county that has three horses within its less than an acre yard. Also, the county has no requirements that dogs be provided shelter away from the sun. The Board requested that staff research the acreage per horse recommended by N.C. State University.

Grass Maintenance Standards – Ms. Cox explained that the Planning Department has received many complaints within the last few weeks regarding tall grass. This is particularly a problem within subdivisions where there are houses close together. A contributing factor has been the number of foreclosures that are occurring in the county. Ms. Cox said she has been writing letters to the property owners which have been effective, however there is no ordinance to require that grass be mowed. The Board requested that Ms. Cox continue to send letters when she receives complaints.

Subdivision Recreation Fees – The Special Projects Committee had suggested that staff do more research and give the Board some numbers as to what adjacent counties and municipalities are assessing. Ms. Cox explained that the city requires a developer to provide either land or a payment in lieu of land for recreational purposes when a development is created. The Board asked staff to continue to research what the city and other counties throughout the state charge as recreational fees, while the city and county are working on an agreement for merger of recreation departments.

Panhandling – County Attorney Mike Cox stated that the Sheriff’s Department has requested that the Board consider adopting an ordinance prohibiting panhandling as a result of events that occurred recently in Pasquotank and Camden Counties. The ordinance would require some type of permit before individuals are allowed to go door-to-door. Mr. Cox advised that Camden County has an ordinance that allows soliciting between the hours of 9:00 AM and 6:00 PM during the summer and 9:00 AM and 5:00 PM during the winter. Mr. Cox stated that he would email a copy of Camden County’s ordinance to the members of the Board to review.

Internet Sweepstakes Cafes – Ms. Cox advised that there has recently been some interest in internet sweepstakes cafes. She said she told the gentlemen inquiring that the county does not currently have an ordinance that permits that use. She gave him an application for a zoning text amendment and this may be coming to the Board at some point for consideration.

At the absence of further business;

Motion was made by Cecil Perry, seconded by Lloyd Griffin to adjourn the meeting. The motion carried and the meeting was adjourned at 12:20 PM.

CHAIRMAN

CLERK

**PASQUOTANK COUNTY, NORTH CAROLINA
NOVEMBER 16, 2009**

The Pasquotank County Board of Commissioners met today in a special meeting on Monday, November 16, 2009 in the Commissioners Board Room in the Pasquotank County Courthouse.

MEMBERS PRESENT: Marshall H. Stevenson, Jr., Chairman
Lloyd E. Griffin, III, Vice-Chairman
Matt Wood
Bill Trueblood
Cecil Perry
Jeff Dixon
Jimmie Harris

MEMBERS ABSENT: None

OTHERS PRESENT: R. Michael Cox, County Attorney

The meeting was called to order at 2:30 PM by Chairman Marshall Stevenson who asked for a motion that the Board enter Closed Session to discuss a personnel matter.

Motion was made by Bill Trueblood, seconded by Cecil Perry that the Board enter Closed Session to discuss a personnel matter. The motion carried.

Upon the end of Closed Session;

Motion was made by Matt Wood, seconded by Lloyd Griffin that the Board return to Regular Session. The motion carried.

The meeting was adjourned at 4:00 PM.

CHAIRMAN

CLERK

**PASQUOTANK COUNTY, NORTH CAROLINA
NOVEMBER 16, 2009**

The Pasquotank County Board of Commissioners met today in a regular meeting on Monday, November 16, 2009 in Courtroom C in the Pasquotank County Courthouse.

MEMBERS PRESENT: Marshall H. Stevenson, Jr., Chairman
Lloyd E. Griffin, III, Vice-Chairman
Matt Wood
Bill Trueblood
Cecil Perry
Jeff Dixon
Jimmie Harris

MEMBERS ABSENT: None

OTHERS PRESENT: Randy Keaton, County Manager
Rodney Bunch, Assistant County Manager
R. Michael Cox, County Attorney
Karen Jennings, Clerk to the Board

The meeting was called to order at 7:00 PM by Chairman Marshall Stevenson. Pastor Reginald Edlow, Highland Fellowship Church, gave the invocation and Vice-Chairman Lloyd Griffin led in the Pledge of Allegiance to the American Flag.

1. INTRODUCTION OF YOUTH COUNCIL MEMBERS:

Chairman Stevenson recognized several members of the Pasquotank County Youth Council and asked them to introduce themselves. The students were Francie Jenkins, Jinger Russell and Jessica Barclift from Northeastern High School.

2. AMENDMENTS TO THE AGENDA:

Chairman Stevenson asked if there were any amendments to the agenda. Commissioner Wood requested that the agenda be amended to add to the consent agenda a recommendation from the Finance Committee to approve a request from Social Services to fill a vacant clerical position; and to add to new business recommendations from the Finance Committee to approve the revised landfill contract, and to approve salary adjustments for the County Manager and the County Attorney.

Motion was made by Matt Wood, seconded by Lloyd Griffin to amend the agenda to add the three items recommended by the Finance Committee to the consent agenda and to new business. The motion carried unanimously.

3. APPROVAL OF CONSENT AGENDA:

The Board considered the following consent agenda:

a. Approval of Minutes of November 2, 2009 Commissioner Meetings

b. Approval of Tax Releases and Solid Waste Fee Releases

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

Releases:

		County	City
1.	James Bryan Vernon	145.86	
2.	Frances Perry Spruill	131.45	112.55
3.	Brenda R. & Joseph G. Chambers	181.94	
4.	Zeth Merritt Devore	170.41	131.09
5.	Gary Joseph Siatkowski	326.92	
6.	Beau LLC	400.22	215.55
7.	William Arlo Temple, III	202.46	
8.	Eric James Kramer	101.98	

Refunds:

1.	William Shane Cahrier	116.44	
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Solid Waste Fees:

	Owners Name	Parcel ID Number	
1.	Melba Bridgeman	P7-16	120.00
2.	Linda Bridgeman etal.	P6-26	120.00

c. Approval of Untimely Disabled Veterans Exclusion Applications for Surviving Spouses

The Finance Committee has recommended approval of two applications for property tax exclusion from the surviving spouses of deceased disabled veterans. The applications, the exclusion amount, and the tax reduction are as follows:

Applicant	Exclusion	Tax Reduction
Jeanette L. Wesner	\$45,000	\$263.25
Brenda J. Brown	\$ 5,580	\$ 25.11

d. Approval of Dues for Highway 17 Association

The Finance Committee has recommended approval of a request to join the Highway 17 Association with dues in the amount of \$500 to come from tourism funds. The Board needs to approve an application to the Tourism Board to pay for the dues.

e. Approval of Request from Social Services to Fill Vacant Position

The Finance Committee has recommended approval of a request from the Social Services Department to fill a vacant clerical position.

Motion was made by Matt Wood, seconded by Lloyd Griffin to approve the consent agenda as amended. The motion carried unanimously.

The following tax releases have been approved by the Finance Officer:

Releases:

		County	City
1.	David Ross Disbennett	12.93	10.58
2.	Michael Anthony Leis	41.13	31.64
3.	James Jeffrey Ford	2.20	
4.	Robert Mitchell Chauncey, Jr.	27.44	
5.	Joseph Ray Hyder, Jr.	3.36	2.75
6.	Kymerli Reynolds Bradshaw	9.77	
7.	Juanita Russell Williams	5.50	4.50
8.	Paul Kechere Nwamara	31.85	26.06
9.	Paul Kechere Nwamara	19.62	16.07
10.	Harold William Winkelman	10.04	8.22
11.	Rebecca Lisa Sweatman	4.13	3.38
12.	General Electric Capital Corp	19.07	
13.	Brenda Sue Norris	9.33	7.63
14.	Thomas Gary Knotts III	28.00	22.91
15.	Peter Lawrence Beavis	65.07	
16.	Edgardo Mateo	81.51	71.69
17.	Randall Thoma Campbell	68.80	54.60
18.	Gayle Joan Gison	22.83	18.68
19.	Francisco Vincente Morales	56.63	
20.	Jeffrey Ray Hollingsworth	28.93	
21.	Kristopher Cameron Filion	82.00	72.24
22.	Victiburcio Galvez Castillo	82.37	
23.	Edgbert Lemuel Liverman, Jr.	36.13	
24.	Tina Renee Combs	1.85	1.51
25.	Chabra Cleophus Mercer	12.10	
26.	Trisha Ann Nelson	19.54	
27.	Aaron Gene Nelson	73.07	
28.	Leroy Walker	4.54	
29.	Leroy Walker	6.59	
30.	Michael Patrick Gormley	40.54	
31.	Sandra Joyner Swanner	77.58	59.67
32.	Felicia Helen Flis	40.14	
33.	Lauffenburger Revocable Lvg	19.05	

34.	Joshua Adam Tidey	71.90	60.31
35.	H&M Welding	28.96	
36.	Eduardo Avila Garcia	9.42	7.24
37.	Alan Joseph Larkin	34.23	26.33
38.	Agnes Anna Guydan	14.57	
39.	Roy G. Kidd		82.02
40.	James A. Bray	7.72	

4. APPROVAL OF INTERLOCAL AGREEMENT WITH ELIZABETH CITY AND THE AIRPORT AUTHORITY:

The Board considered a revised interlocal agreement between the City of Elizabeth City, the Airport Authority and Pasquotank County in regard to the Aviation Park. The agreement incorporates the changes that were requested by the county and includes actual expenses as Exhibit C.

Motion was made by Lloyd Griffin, seconded by Cecil Perry to approve the interlocal agreement with the city and the Airport Authority for the Aviation Park. The motion carried unanimously.

5. APPROVAL OF JOINT OLF LETTER:

The Board reviewed a proposed joint letter drafted by Attorney John Morrison to the Secretary of the Navy from Pasquotank County, Camden County and Currituck County in regard to the OLF. Commissioner Matt Wood suggested that the sentence on page 4 in the next to the last paragraph be reworded to state, "There is no support from the elected officials who represent this region, only intense opposition to an OLF." He also suggested that the last sentence in the last paragraph on page 4 state, "We do not overstate our position when we conclude the political sovereignty of North Carolina should be respected".

Motion was made by Lloyd Griffin, seconded by Matt Wood to authorize the Chairman to sign the joint OLF letter with the changes recommended. The motion carried unanimously.

6. APPROVAL OF CHANGE IN JANUARY MEETING SCHEDULE:

The Board considering changing the January meeting schedule due to the fact the second meeting would fall on Dr. Martin Luther King, Jr.'s Birthday. Staff has suggested that only one regular meeting be held in January on January 11.

Motion was made by Lloyd Griffin, seconded by Cecil Perry to hold only one regular meeting in January on Monday, January 11, 2010. The motion carried unanimously.

7. APPROVAL OF REVISED LANDFILL CONTRACT:

Commissioner Wood stated that the Finance Committee has recommended approval of a revision in Section 9.3 of the landfill contract with Whaley Contractors, Inc. The County Attorney provided a copy of the revision which outlines the cause for termination and removes the three strike provision during the initial 12 month period.

Motion was made by Matt Wood, seconded by Bill Trueblood to approve the revision to the landfill contract with Whaley Contractors, Inc. as presented by the County Attorney. The motion carried unanimously.

8. APPROVAL OF RETROACTIVE SALARY ADJUSTMENTS FOR COUNTY MANAGER AND COUNTY ATTORNEY:

Commissioner Wood explained that the Finance Committee has recommended salary adjustments for the County Manager and the County Attorney. He said the County Manager did not receive the 1% cost-of-living adjustment that other county employees received in the 2008-09 year and the Finance Committee has recommended that he receive the 1% cost-of-living increase retroactive to July 1, 2008. Chairman Stevenson noted that the reason the County Manager did not receive the increase is because no performance review was done that year.

Motion was made by Matt Wood, seconded by Lloyd Griffin to approve a 1% salary increase for the County Manager retroactive to July 1, 2008, increasing his base salary from \$101,166 to \$102,178. The motion carried unanimously.

Commissioner Wood stated that the Finance Committee has also recommended a 1% salary increase for the County Attorney retroactive to July 1, 2008 for the same reason. In addition it is recommended that the County Attorney be given a \$2,500 salary increase effective July 1, 2008 in order for his salary to be more competitive with neighboring counties.

Motion was made by Matt Wood, seconded by Bill Trueblood to approve a 1% salary increase for the County Attorney retroactive to July 1, 2008, and to approve an additional \$2,500 salary increase retroactive to July 1, 2008 bringing his new base salary to \$85,079. The motion carried unanimously.

9. APPROVAL OF CHANGE ORDER FOR JAIL PROJECT:

County Manager Randy Keaton asked that the Board consider a change order for the Jail Project. The change order would provide additional security equipment required by the state. He noted that the county is dealing directly with the subcontractor, Stanley Convergent Security Solutions, on this change order. The amount of the change order is \$77,395 and the Finance Committee has recommended approval.

Motion was made by Matt Wood, seconded by Lloyd Griffin to approve a change order in the amount of \$77,395 for the Albemarle District Jail project. The motion carried unanimously.

10. UPDATE ON CHILD SUPPORT ENFORCEMENT:

Mr. Keaton reported that a meeting of area county managers was held on Friday and a lot of the discussion was about the RFP for child support services. He stated that the RFP has been finalized and it was sent out to private contractors today. He said after the proposals are received on December 4, the managers and Social Services directors will meet and review the proposals and will have interviews with the private companies if necessary. He explained that this would provide a base figure to compare with the estimated cost for doing it in-house. He said the Social Services Board has recommended hiring a firm to help compare the costs and provide a third-party to look at the implications of administering the program in-house compared to hiring a private provider. He explained that there are many variables and they will need to look at it from a county perspective and a regional perspective. The RFP that has been sent out to private companies is asking for a price per county based on a regional approach. Mr. Keaton said he will update the Board once this information is available. He stated that the state wants counties to submit a preliminary plan by January 1, but there are still unanswered questions needed from the state before the counties can make an informed decision.

11. REPORTS FROM COMMISSIONERS:

Commissioner Jeff Dixon asked the County Manager if he could provide a report on the jail costs going forward. The County Manager said he will prepare an update.

Commissioner Dixon asked the status of the old jail and if any plans have been made for its future use once the new jail is occupied. Commissioner Perry stated that the Jail Commission discussed this matter today and has no interest in further use of the jail once the move to the new jail has taken place, and will turn it over to the county. Commissioner Dixon added that the Board needs to be discussing this issue.

Commissioner Dixon stated that the county is now several months into its fiscal year and he asked if the Board can receive information on revenues and expenditures. The County Manager said the Finance Officer has prepared this information for the first quarter and a copy will be provided to Commissioner Dixon.

Commissioner Bill Trueblood stated that after the rain last week he and Mr. Steve Harris toured the Knobbs Creek Basin, the upper Pasquotank and other areas to look at water levels. He said there are some new ideas on what may be causing some of the flood problems, and as chairman of the Stormwater Management Committee he would like to select a task force of knowledgeable people within the community, including the Stormwater Committee, to meet together and brainstorm regarding what may be happening to the north and see if there are avenues the county might take to help the situation. Chairman Stevenson advised Commissioner Trueblood to move forward with this project.

Commissioner Matt Wood stated that there is a wind turbine company that has met with local farmers and has expressed an interest in locating in the area. He said the company is the second largest of its kind in the United States. He advised that a meeting was held last week on wind

turbines and there are some implications for the county in regard to regulations. He stated that more information will be available later. Commissioner Dixon noted that this topic was addressed at the Board's work session last week and staff was directed to move forward to develop regulations.

Commissioner Cecil Perry stated that the opening of the new jail has been pushed back somewhat. He said as he mentioned earlier, the Jail Commission is not interested in using the old jail once the new one has opened.

Commissioner Perry said last week he received several phone calls from individuals who had been flooded out of their homes and did not have anywhere to go. He asked what the county's responsibility is in these types of instances and also for finding shelters for the homeless. The County Manager stated that the emergency operations center was partially activated last Thursday evening. He said normally when a number of calls are received a shelter will be opened, however while the EOC was activated virtually no calls came in and the EOC was deactivated after a couple of hours. He stated that normally shelters are opened when there are flooding situations or people are in danger. He said the difficulty with the homeless population is not actually knowing where to find them because they don't tend to be in the same place all the time. He stated that it is a challenge trying to locate them in the event of a storm to make them aware of available shelters.

Chairman Stevenson advised that he received a letter from the Governor requesting that a local government appoint a person to the Coastal Resources Commission to fill a vacancy in the wildlife and sports fishing position. He said Vice-Chairman Griffin is interested in filling this position.

Motion was made by Marshall Stevenson, seconded by Cecil Perry to nominate Vice-Chairman Lloyd Griffin to fill the wildlife and sports fishing position on the Coastal Resources Commission. The motion carried unanimously.

Chairman Stevenson stated that a joint city-county meeting is being planned for the fifth Monday which is November 30. He said there are a couple of items left over from the previous joint meeting, and if members of the Board want to suggest other items they should let him or the County Manager know. He added that the location has not yet been determined and will be selected when he, the Mayor and the two managers meet to finalize the agenda items.

Chairman Stevenson asked if there was any further business to come before the Board. There being no further business;

Motion was made by Jimmie Harris, seconded by Cecil Perry to adjourn the meeting. The motion carried and the meeting was adjourned at 7:40 PM.

CHAIRMAN

CLERK

**PASQUOTANK COUNTY, NORTH CAROLINA
NOVEMBER 30, 2009**

The Pasquotank County Board of Commissioners met today in a special joint meeting with the City Council of Elizabeth City on Monday, November 30, 2009 at the DRS Technical Services, Inc. Heavy Maintenance Facility.

MEMBERS PRESENT: Marshall Stevenson, Chairman
Lloyd E. Griffin, III, Vice-Chairman
Matt Wood
Bill Trueblood
Cecil Perry
Jeff Dixon

MEMBERS ABSENT: Jimmie Harris (*due to illness*)

OTHERS PRESENT: Randy Keaton, County Manager
Rodney Bunch, Assistant County Manager
R. Michael Cox, County Attorney
Lynn Scott, Assistant Clerk to the Board

Also present were the Mayor and City Council, the City Manager, City Clerk, Attorney, and city staff. The meeting was called to order at 7:00 PM by Chairman Marshall Stevenson and Mayor Steve Atkinson. Commissioner Wood gave the invocation and everyone recited the Pledge of Allegiance to the Flag. Chairman Stevenson and Mayor Atkinson welcomed everyone.

City Council briefly discussed an addition to the agenda. The commissioners were not involved in the discussion.

1. REPORT FROM CHARLOTTE UNDERWOOD ON ELIZABETH CITY AREA CONVENTION AND VISITORS BUREAU:

Charlotte Underwood stated that the purpose of the Elizabeth City Area Convention & Visitors Bureau is to increase travel to Pasquotank County, generating revenues and improving the economy of the county. This is achieved through aggressive advertising, tourism and public relations programs designed to increase awareness and generate travel to the Elizabeth City area for vacationers, leisure travelers, groups and meetings. The Bureau develops high quality literature for us in its fulfillment program and responds to telephone, mail, email and walk-in inquiries generated by its various programs. She said their theme is Discover the Good Life and this year they are pushing the Harbor of Hospitality theme.

She reported that tax collections thru October 2009 are down 9.3% from last year. They peaked in 2007-08 at \$508,823. Collections for 2008-09 were \$464,647 and their projected budget for 2009-10 is \$453,400. She noted that they have done a budget amendment to increase their contingency to address the decline in revenues and they also had to cut one of their full-time positions to part-time.

During the month of July the Elizabeth City Area Convention and Visitors Bureau had 631 walk ins, 316 boaters, 869 phone calls, 475 visitor guide requests, and 31 Rose Buddy Receptions. She thanked the Mayor for his participation in the Rose Buddy receptions and for welcoming many boaters.

She stated that their website is now offering automated hotel reservations. Also new this year is the Cruise the Carolina Loop, which is a self-guided excursion of one-to-four days along the waterways surrounding Elizabeth City. She said this has been a great success. They receive calls everyday inquiring about the trip. At least two large groups have come to Elizabeth City for the excursion and several smaller groups. She noted that the boaters stayed at various bed and breakfasts around the City. Another promotion they did in the spring and fall was the Take 15, Save 15. She said it was on their website and explained how it worked. If someone came to Elizabeth City and did 15 fun things, 15% would be taken off their motel room and they could register for a free weekend in Elizabeth City. She said the fall couple and the spring couple that won loved our city and said they will be back. She stated that they now offer an online shopping guide, which offers items exclusive to Elizabeth City.

She noted that multiple magazines and media stations will feature Elizabeth City and Pasquotank County in them in the coming year. One of the boats that came through had a writer and photographer from *Sounding Magazine* on it and she took them around the City. She said we will have an article in the magazine sometime next year. UNC TV did a wonderful Tar Heel Towns production on Elizabeth City in November. *Our State Magazine* has agreed to do a nice article in their magazine next year. Pasquotank County and Camden County currently have an exhibit in the lobby of the Raleigh State Tourism Office. She said they were told that it is one of the best exhibits that they have had in a long time so they are very pleased. She said they have also talked with WVEC and WAVY TV.

She said on a day-to-day basis they meet with people moving to Elizabeth City and boaters visiting our area and tell them about the Museum of the Albemarle, the Arts of the Albemarle, Port Discover, Farmer's Market, Music on the Green, Movies on the Green, the Potato Festival, the Juneteenth Festival and La Fiesta.

Commissioner Perry asked if there is a way of tracking how many individuals stay at local hotels for family reunions. Mrs. Underwood said it will be difficult, but she will try. Commissioner Dixon said as a past chairman of the Tourism Board it has always been his wish that the Chamber, AEDC, and the Elizabeth City Convention and Visitors Center form a partnership under one roof. Jennifer Palestrant, Director of the Chamber of Commerce said the door is completely open and the only hold up is finding a location.

County Manager Randy Keaton said he was at the waterfront recently and had the opportunity to speak with some boaters from Switzerland. They informed him that our town is shown prominently in their cruising guides as being one of the best places to stop.

Councilman Rivers asked if she would elaborate on the fireworks display for the Fourth of July. She said the tourism office will support and help out if there are fireworks, but they will not be organizing them due to budget constraints.

2. UPDATE ON AVIATION PARK – WAYNE HARRIS:

Commissioner Stevenson introduced Economic Developer Wayne Harris. Mr. Harris provided an update on Phase II of the Aviation Park. He said currently approximately 300 people are employed at DRS. He said the County has given conditional approval for the DRS site plan which shows the construction of four additional hangars on the property they leased from the City. The City has deeded 15.11 acres over to Elizabeth City State University for the School of Aviation Science and the COA FAA Certified A&P Program. He added that COA has recently opened a sheet metal program. He noted that it is fully booked and there are eighty people on the waiting list to take the course. Golden Leaf recently released a study that indicates that the educational infrastructure has not quite caught up to the opportunities in aviation in our region and in the state. There are only three community colleges in the state that have FAA Certified A&P Programs. He stated that we would like to be one of them. We are moving in that direction, but the State's budget shortfall has slowed that down. With the help of the Coast Guard, contractors on the base, and COA we are looking at existing programs and gathering information on how we can gear them up for aviation. He noted that they see the upcoming flight event on December 5th as one way to create the culture of aviation that Golden Leaf was talking about by bringing children in and showing them what they do.

Mr. Harris said they have been working on making children aware that there are career opportunities in aviation. He commended Commissioner Griffin for his efforts. The School Board and Albemarle Commission have both had tours of DRS and Camden County School Board will have a tour at a later date. Chowan, Gates, and Perquimans Counties have all been notified as well. The idea is to make all of the educators in the region, the work force people in the region and all the students in the region aware of the opportunities available. He stated that over 6,000 fliers for the Elizabeth City First in Flight Festival have been distributed to local children and they hope that the children will come and have a great time and leave with the idea that they would like to have a career in aviation.

He noted that to be successful we will need a larger aviation park to accommodate the expansion. He said through the efforts of Congressman Butterfield we received a \$196,514 earmark which has enabled them to do the site planning, an appraisal, and to secure options on the remaining

property for Phase II. Two options were presented for Phase II of the project. How much land we acquire depends on the final disposition of a court mediated inheritance. Option I would be for 48 acres, which would add five additional hangar sites increasing the overall total of hangar sites to eleven. Option II is for 73 acres, which would allow for the construction of nine additional hangers increasing the overall total of hangar sites to fifteen. He stated that he and City Manager Rich Olson have spoken with the property owners and they are confident that they will be able to acquire at least the 48 acres. Commissioner Wood asked if there is a business purpose for the expansion. Mr. Harris said it is very difficult to sell a concept to a company that wants to relocate and they typically will not consider a property unless it is pretty much "shovel ready". Therefore, it would be helpful in marketing to secure Phase II. He said he personally would like to have the opportunity to bring in some other companies. Telephonics has been brought in and other companies have made site visits.

He went on to say that the synergy that makes DRS work is their interaction with the Coast Guard. In fact, Coast Guard personnel are imbedded in the process. They handle the logistics and sign off on every decision that is made. What is very unique about DRS's operation is that under their contract they basically look at a C130 and catalog everything that could possibly need to be fixed on it and pre-negotiate a price for each of those repairs. There is no incentive on the part of the contractor to skip on some repairs and there is no incentive to go overboard because the Coast Guard decision makers are there to look for the physical evidence that the piece needs replacing. DRS has rolled out every plane that they have overhauled so far within a 160 day window.

City Manager Rich Olson said what we are trying to accomplish is having a site that is basically ready to be constructed. He noted that if a company locates here and they hire 100 people we can generate roughly \$3-4 million worth of grants and go ahead and build the infrastructure associated with the park itself.

Commissioner Griffin said the key component is training workers and keeping them in our community. He said an 18-year-old COA graduate can come out of the sheet metal class or an apprentice program making about \$35,000 per year. He said he has heard new council members state over and over that one of their overall goals is to create jobs and create opportunities for children in our community and this is one of the best opportunities in the State of North Carolina. He noted that Golden Leaf has targeted 4,000 jobs in aviation in the next five years of which 1,200 are for Northeastern North Carolina.

Commissioner Trueblood said he would like to see the area high schools bring back vocational education. He stated that there are children that are not able to attend a four year college and they should be given equal opportunity.

Commissioner Wood said one of the things that he thinks is really good about this project is how holistic it is. It involves workforce development, inspiring young people, finding people jobs, the Coast Guard, acquiring land, pouring concrete, getting grants, etc. and when you look at all the pieces it is really an amazing project in terms of the holistic nature of it and how it has the potential to reach everyone in the community. Wayne Harris noted that each hanger represents a \$50,000 tax base.

Anthony Sharp, Director of the Aviation Science Program at ECSU said it is good to know that the elected officials are interested in working with younger people, because they need to be informed of the opportunities available prior to entering high school. He agreed that we need to keep our graduate students in North Carolina. He reported that the university currently has 50+ students in their aviation program and two years ago they had only 17. Most of the students are from North Carolina he added.

Wayne Harris invited everyone to attend the First in Flight Festival on Saturday, December 5th. He thanked Scott Hinton for his help in organizing the event.

3. DISCUSSION ON PARKS AND RECREATION CONSOLIDATION

City Manager Rich Olson stated that during the last City/County meeting each of the respective governing bodies requested that both the City Manager and the County Manager and our recreation staffs get together and look at a possible consolidation of the two entities into one. He said they have met several times to discuss the overall operation of the consolidation and how it

can take place. County Manager Randy Keaton said the current funding formula has the County funding 55% and the City funding 45%. He said they are proposing that the same funding ratios be maintained in the future. Mr. Olson stated that if the two governing bodies want to go forward with this it would necessitate an inter-local agreement very similar to some of the inter-local agreements that we have in place currently. He noted that there will be a challenge in combining assets. He said they are not recommending that either entity gives up their assets. Basically, the assets of the County will continue to be assets of the County and likewise the assets of the City will remain assets of the City. He explained that once equipment, such as mowers and trucks become obsolete the entity that has the fixed asset would basically be responsible for getting rid of the asset. When the item needs to be replaced it then becomes a part of the overall parks and recreation budget. Commissioner Griffin asked if this would be creating an enterprise fund. Both Mr. Keaton and Mr. Olson informed him that it would not because it would not generate enough revenue to be self supporting.

Mr. Keaton said currently the County has only two full-time personnel and a number of temporary, part-time, summer helpers whereas the City has many more employees. He explained that our employees will basically be absorbed into the City pay and classification system. They will receive the same benefits as other city employees. Mr. Olson stated that the new parks and recreation director for the City is Bobbi White. He said under the new operational system she will be in charge of the overall operation of the parks and recreation department and she will have three operating divisions beneath her, which will include a recreation division, a parks division, and an athletic division. The recreational superintendent will be in charge of the programming of the different recreational activities, the park superintendent will be responsible for the upkeep of the various parks and the athletic superintendent will be responsible for making sure that all of the fields are maintained.

Mr. Olson and Mr. Keaton advised that although a parks and recreation advisory board currently exists, staff would like to change the structure of the board and see it more active. He explained that it would include a County Commissioner, a City Councilor, and two County citizens and two City citizens that would basically provide feedback to the director. Mr. Keaton pointed out that as we get these new facilities in place there is a tremendous tourism opportunity. He noted that our director received calls from individuals wanting to schedule AYSO tournaments before we even broke ground on the soccer complex. He noted that baseball and softball tournaments can bring in 30 to 40 of teams on a regular basis, which can fill our hotels and restaurants.

Mr. Olson and Mr. Keaton noted there are some unresolved issues such as what to do with Meads Pool, when the consolidation should take place, and the former Elizabeth City Middle School. Commissioner Griffin said there are three milestones that we need to overcome. We need an inter-local agreement, a soft start date, and a reconsolidation of the Boards. He noted that March 29th is the next month with five Mondays, which is when another joint meeting should take place. Commissioner Wood said he feels that by that time we should have an agreement that both bodies can look at. He stated that he feels Meads Pool is a County asset that should be dealt with at a later date. Commissioner Dixon asked where we would be saving money in the consolidation. Mr. Keaton and Mr. Olson both stated that they do not believe there will be significant cost savings for either the City or County if the recreation departments are consolidated, however consolidation may allow the City and County to offer a higher level of service at the same cost. Commissioner Perry asked if emphasis will be placed on sports other than softball, baseball, soccer and swimming. He said the reason he is asking is because there are schools that have gymnasiums available in the afternoons that may perhaps be utilized to give some of the inner city children a place to go and play. Mr. Keaton stated that the old middle school gymnasium is being utilized by PAL for basketball and other indoor sports. Mr. Olson said it is his understanding that the school district does not allow us to use their facilities. Mr. Keaton advised that it would require a separate inter-local agreement with the school system.

Motion was made by Lloyd Griffin, seconded by Matt Wood that we move forward with an inter-local agreement to be drafted for our January respective meetings for the discussion of consolidation of parks and recreation activities between the City and County and to have a final draft by March 29, 2009 for the budget year of 2010. The motion carried.

City Council passed an identical motion.

4. COMMENTS FROM COMMISSIONERS AND CITY COUNCIL MEMBERS:

Chairman Marshall Stevenson thanked Mayor Atkinson for the outstanding job he has performed over the past two years. He asked if any members of the Board of Commissioners would like to make comments. Commissioner Trueblood said he would like to call everyone's attention to next Saturday's events, including the First Flight event and the Christmas parade. He said it will be a fun day for everyone. Commissioner Griffin asked that Greg Johnson come down for our next meeting to discuss our stormwater issues and how they are being addressed. He thanked outgoing Councilmen Rivers and Evans for their service and welcomed the incoming council members. Commissioner Wood said he would also like to thank the outgoing council members.

Motion was made by Lloyd Griffin, seconded by Cecil Perry to adjourn the meeting. The motion carried

The meeting was adjourned at 8:34 PM.

CHAIRMAN

ASSISTANT CLERK