

**PASQUOTANK COUNTY, NORTH CAROLINA**  
**APRIL 1, 2019**

The Pasquotank County Board of Commissioners met today in a work session on Monday, April 1, 2019 in the WC Witherspoon Memorial Library Community Room.

**MEMBERS PRESENT:** Jeff Dixon, Chairman  
Lloyd Griffin, Vice-Chairman  
Cecil Perry  
Frankie Meads  
Charles H. Jordan  
Sean Lavin  
Barry Overman

**MEMBERS ABSENT:** None

**OTHERS PRESENT:** Sparty Hammett, County Manager  
R. Michael Cox, County Attorney  
Sheri Small, Finance Officer  
Shelley Cox, Planning Director  
David Smithson, Water Superintendent  
Lynn Scott, Clerk to the Board

The meeting was called to order at 3:15 PM by Chairman Dixon.

**1. RETREAT FOLLOW-UP – PROPOSED GOALS FOR FY2019-20**

County Manager Sparty Hammett reviewed the following proposed goals for FY2019-20 that were developed based on information presented, and feedback from Commissioners during the recent Board Retreat:

**FY19-20 Budget**

- Review the County's fees to determine if the fees cover costs.
- Develop a no tax increase budget.
- Develop a phased Compensation Study Implementation Plan based on state averages and lateral increases for employees using their current pay step.

**Planning and Inspections**

- Amend the following subdivision ordinances:
  - Family subdivision definition and procedure
  - Expedited subdivision standards
  - Street and stormwater bonding requirements
- Conduct street assessments and notify property owners/developers of their subdivision's status and maintenance options.
- Adopt the International Property Maintenance Code to address nuisance complaints.

**Fire Services**

- Reclassify a vacant Building Inspector position to serve as Pasquotank County Fire Marshal.
- Identify a recommended means of Fire Services delivery for the Fiscal Year 2020-21 Budget.
- Change the Fire Fleet Management policy to require the sale of replaced fire trucks, unless an operational need is identified to retain the old truck.

**Information Technology**

- Identify funding in the FY2019-20 Budget to expand GPS tracking for all non-Public Safety vehicles.
- Expand the use of new technology based on cost versus benefits and funding availability.

**Water Department**

- Move forward with the plan to address the wellfield issues.

- Increase water rates from \$4.55 to \$6.00/thousand to address rate consistency in four identified areas within Elizabeth City.
- Develop a Request for Proposal to retain a consultant to conduct a Water and Sewer Master Plan.

#### **Sheriff's Office**

- Continue to work with the newly elected Sheriff to help achieve his goals for the future direction of the department.

#### **Countywide Drainage**

- Establish a Drainage Advisory Committee to address countywide drainage and water quality issues.
- Identify funding in the FY2019-20 budget to conduct a pilot project for addressing public drainage concerns.

#### **Economic Development** (presented by Christian Lockamy, Economic Development Director)

- Pursue industrial site certification for the Pasquotank County Commerce Park through Electricities and the North Carolina Department of Commerce.
- Promote available land in the Pasquotank County Commerce Park via the commercial real estate website, LoopNet.
- Research, collect, and analyze shell/spec building development to identify the appropriate parameters (size, ceiling height, etc.) and potential private development partners to position the County for future economic development projects.
- Gain site control of all, or a portion of the Tanglewood Megasite through a public-private partnership to promote the site for economic development purposes.

#### **Lobbyist/Legislative**

- Follow-up monthly with our Lobbyist to ensure support of both the NCACC's legislative goals and Pasquotank County's local goals.
- Schedule two Board presentations for our Lobbyist to provide legislative updates and updates on their efforts in pursuing the County's legislative goals.

#### **2020 Census**

- Form a Complete Count Committee to use local knowledge, influence, and resources to educate and promote the 2020 Census through targeted outreach efforts to help provide an opportunity for everyone in Pasquotank County to be counted.

#### **County Vision**

- Mission:  
To serve the people of the County in a fiscally responsible manner.
- Vision:  
To grow as a regional destination through innovative economic development, job creation and enhancements to the overall quality of life.
- Core Values:
  - Excellent customer service
  - Integrity with accountability
  - Professionalism
  - Business friendly
  - Respect

Commissioner Meads stated that he would like the County to be debt free.

Commissioner Perry requested the Board revisit restructuring to provide a fair opportunity for additional African Americans to serve on the Board.

Chairman Dixon said he would like the County to revamp its branding.

There was a unanimous consensus to approve the FY2019-20 Goals as presented. The Board agreed to add branding (Logo/Seal) as an additional goal.

Motion was made by Sean Lavin, seconded by Charles Jordan to adjourn the meeting. The motion carried and the meeting was adjourned at 3:55 PM.

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CHAIRMAN

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CLERK TO THE BOARD