The Washington County Board of Commissioners met in a recessed meeting on Monday, May 16, 2022 at 6:00 PM in person and by using ZOOM—virtual meeting software (due to the COVID-19 pandemic) for Facebook Live Streaming in the Cooperative Extension Conference Room, 128 E. Water Street, Plymouth, NC. Commissioners Ann C. Keyes, Carol V. Phelps, William R. "Bill" Sexton, Jr. and Julius Walker, Jr. were present in the room. Also present were County Manager/County Attorney Curtis Potter, Clerk to the Board Julie J. Bennett and County Finance Officer Missy Dixon. Chair Tracey A. Johnson was unable to attend.

Vice-Chair Walker called the meeting to order.

### **CONSENT AGENDA:**

Items listed under Consent are generally of a routine nature. The Board may take action to approve/disapprove all items in a single vote. Any item may be withheld from a general action, to be discussed and voted upon separately at the discretion of the Board.

a) Proclamation 2022-020 EMS Week

### <u>Commissioner Sexton made a motion to approve the Consent Agenda.</u> <u>Commissioner Phelps seconded. Motion carried unanimously.</u>

Vice-Chair Walker said the Commissioners really appreciate our EMS Staff.

<u>DAVENPORT FINANCIAL ENGAGEMENT LETTER:</u> Mr. Potter, CM/CA, gave some background information on this subject. (See below.)

### COUNTY OF WASHINGTON BOARD OF COMMISSIONERS

COMMISSIONERS: TRACEY A. JOHNSON, CHAIR JULIUS WALKER, JR., VICE-CHAIR ANN C. KEYES CAROL V. PHELPS WILLIAM "BILL" R. SEXTON, JR.



ADMINISTRATION STAFF: CURTIS S. POTTER COUNTY MANAGER/COUNTY ATTORNEY cootter@washconc.org

> CATHERINE 'MISSY' DIXON FINANCE OFFICER mdixon@washconc.org

JULIE J. BENNETT, CMC, NCMCC CLERK TO THE BOARD ibennett@washconc.org

POST OFFICE BOX 1007 PLYMOUTH, NORTH CAROLINA 27962 OFFICE (252) 793-5823 FAX (252) 793-1183

### AGENDA ITEM MEMO

MEETING DATE:	May 16, 2022 MEMO Date: May 13, 2022 ITEM:
SUBJECT:	Davenport Financial Engagement Letter - School Facilities Financing
DEPARTMENT:	Finance
FROM:	Curtis S. Potter, County Manager/County Attorney (CM/CA)
ATTACHMENTS:	
A- May 11th, 202	2 Engagement Letter from Davenport Public Finance – 6pgs

<u>PURPOSE</u>: To review & approve the attached engagement letter authorizing Davenport Public Finance to begin working with staff to analyze and administer financing options for a new public school facilities.

#### BACKGROUND:

The Board has been working with the Washington County School Board to review various options for renovating/replacing public school facilities in Washington County for some time. Most recently, the two boards received a facilities report with field observations and potential facility reconfiguration options to consider from the NC Department of Public Instruction (DPI) in the fall of 2021.

Around this same time, the State Budget was adopted which included a new Needs Based Public School Facilities (NBPSF) Grant Program. The boards jointly agreed to pursue and apply for NBPSF grant funds, and selected SFL+A as an architectural firm to provide preliminary estimates and assist in the NBPSF application process.

In early May, DPI announced Washington County was awarded \$40M based on its proposed project to replace most of the current school facilities with a single PreK-12 facility. The current projected construction costs for Phase I of the proposed facility (which includes all the essential components for public education) is estimated to range somewhere between the mid \$50Ms and mid \$60Ms depending on the inclusion of one or more gyms/auditoriums in the final project scope. Phase II of the project consists primarily of additional costs associated with improved outdoor athletic facilities, optional furniture, and other non-essential components which additional funding is being sought in order to fund at a later date.

The County is being asked to contribute a certain amount of funding (the difference between available funds and the total project cost) to the project in order to fully fund the anticipated cost. The current estimated cost is anticipated to be around \$20M for Phase I. The next step in this process is for the County to formally engage a financial advisor to assist it in analyzing the financial terms and estimates of the proposed project, to review financing options to borrow funds necessary to fund the difference in the project, to apply for approval of those terms from the LGC, and to facilitate the closing of the proposed financing which is anticipated to take the form of one of three primary alternatives (direct, bond, or USDA).

Agenda Item Memo Page 1 of 2

<u>FINANCIAL IMPACTS</u>: Approval of the engagement letter itself will start the clock on billable services to be rendered as needed by Davenport Public Finance. The last provision of the engagement letter stipulates that in the event of early termination, the parties agree that the only amount due to Davenport will be for services provided and expenses incurred through the date of termination.

Depending on the amount of work required to reach a decision on which financing option to pursue, and the actual choice made, the terms of the engagement letter indicate the following as the estimated fees to be incurred for the financial advisory services:

	Pre-Financing Services Est.	Financing Fee Est.	Total Fee Est.
Pre-Financing	<\$25k	n/a	<\$25k
Option 1: Direct Loan	<\$25k	<\$50k	<\$75k
Option 2: Public Financing/Bond	<\$25k	<\$75k	<\$100k
Option 3: USDA	<\$25k	<\$60k	<\$85k

STAFF RECOMMENDATION(S): Review the attached contracts and if satisfactory:

 Approve the attached engagement letter; and authorize its execution by the County Manager and/or County Finance Officer.

Mr. Potter mentioned that this will be paid out of Fund 21.

Commissioner Keyes made a motion to approve the Davenport Financial Engagement letter and authorize its execution by the County Manager and/or County Finance Officer. Commissioner Phelps seconded. Motion carried unanimously.

### BOARD OF EQUALIZATION AND REVIEW:

<u>Commissioner Sexton made a motion to re-convene as the Board of Equalization</u> and Review. Commissioner Keves seconded, motion carried unanimously.

Ms. Sherri Wilkins, Tax Administrator, spoke to the Board and said she had received two appeals and they were in the Commissioners' Agenda package.

The first application to be discussed was from Cross Coalition LTD. Commissioner Sexton asked who they were. Ms. Wilkins stated that they are a group that helps citizens in the area with small house repairs. They want an exemption for their personal equipment.

## RECEIVED

Form AV-10 (Rev. 03-14)

COUNTY: Washington

APPLICATION for TAX YEAR 2022

## MAR 1 4 2022

## Property Tax Exemption or Exclusion

WASHINGTON COUNTY

rade Name of Business:_	DBA Carolina Rebuil	dine Ministry	
		Merry ILH N	22052
Phone Numbers: Home:	: 1122 Blackrock Road 252-356-2137 Work:	more min, is	C = 1437
Discount of the Parket of the	TVOIN		Calli
Property ID #	ation Numbers and addresses/locations for t	he properties included in	n this application (attach list if people
Property ID #;	Address/Location: 303	4 US Hwy 61	4 E Plumanth NC 230
			1 1100011 110 2711
Property ID #:	Address/Location:		
Non-Deferment Exam	entlana - J.E. I		
These exemptions or exclu-	ptions and Exclusions—Check or write in sions do not result in the creation of deferred ater determined that the property did not act	n the exemption or exclu	ision for which this application is made
may be recoverable if it is I	ater determined that the property did not act  Pollution abatement/recycling	taxes. However, taxes f	or prior years of exemption or exclusion
[ ] G.S. 105-275(8)		, to an enteringer	on or exclusion for those prior years.
[ ] G.S. 105-275(17)	Pollution abatement/recycling Veterans organizations	[ ] G.S. 105-278.5	Religious educational assemblies
[ ] G.S. 105-275(18),(19)	Lodges, fraternal & civic purposes	[ ] G.S. 105-278.6	Home for the aged, sick, or infirm
[ ] G.S. 105-275(20)	Goodwill Industries	[ ] G.S. 105-278.6	Low- or moderate-income housing
G.S. 105-275(45)	Solar energy electric system	[ ] G.S. 105-278.6	YMCA, SPCA, VFD, orphanage
G.S. 105-275(46)	Charter school property	[ ] G.S. 105-278.6A	CCRC-Attach Form AV-11
] G.S. 105-277.13	Brownfields-Attach brownfields agreement	G.S. 105-278.7	Other charitable, educational, etc.
G.S. 105-278.3	Palialaus augreentent	[ ] G.S. 105-278.8	Charitable hospital purposes
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The next application was from Centennial Housing. Commissioner Sexton asked where the land was that is referenced in the Centennial Housing application. Ms. Wilkins said it's all the land around and behind the hospital and then all the buildings on that property. Commissioner Sexton asked has it always been this way (that the hospital was exempt from paying taxes). Mr. Potter said no, it hasn't always been this way and he did not know that it all had been conveyed from Affinity to Centennial. Commissioner Sexton stated that part of the reason for selling the hospital was to be able to receive personal property tax from whoever bought it. Commissioner Sexton asked Ms. Wilkins if the application has to be approved [meaning can it be denied]. Ms. Wilkins said no, the Commissioners do not have to give their approval, and they can deny the request. Ms. Wilkins said Centennial turned their request in late. She also mentioned that Centennial is a non-profit. Mr. Potter asked what the deadline was. Ms. Wilkins said the deadline was the end of January. Commissioner Sexton asked how much does Centennial Housing owe. Ms. Wilkins said she will get the numbers to the Board.

Form AV-10 (Rev. 10-09)

## APPLICATION FOR TAX YEAR 2022

ANDSMALE	ALLENOYO I I I I I I I I I I I I I I I I I I		
	for county		MUNICIPALITY:
Before applying, please r	read the statute at the end of this application, and	the specific exemption/ex	rclusion statute online at www.ncleg.net.
	F 44 1	e & Commien	4
Mailing Address of Owner	100	ressure si	by services con
hone Numbers: Home: (			Cell: ( )
st the Property Identifica	ation Numbers and addresses/locations for ti	he properties included is	n this application (attach list if needed
sperty ID #:	Address/Location: U.S.	HWY 641	rear)
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on-Deferment Exem	uptions and Exclusions—Check or write in	the everentian or sink	referrife to the Art
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G.S. 105-275(18),(19)	Lodges, fraternal & civic purposes	[ ] G.S. 105-278.6	Home for the aged, sick, or infirm
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] G.S. 105-277.13	Brownfields-Attach brownfields agreement.	[ ] G.S. 105-278 64	YMCA, SPCA, VFD, orphanage CCRC-Attach Form AV-11.
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Form AV-10 (Rev. 10-09)

### APPLICATION FOR TAX YEAR 2022

10 100 00	Property Tax Exempt		
COUNTY: Washin	7)		MUNICIPALITY:
Before applying, please re	and the statute at the end of this application, and	the specific exemption/ex	clusion statute online at www.ncleg.net.
Full Name of Owner(s): Mailing Address of Owner: Phone Numbers: Home: (1)	Centennia e Housing 500 M Central Exp 214,502-9624 Work: 1252	3 7 Commu 25 May 8 273-4135	myty services core
	ntion Numbers and addresses/locations for the Control of the Contr	the properties included in 2 US HWY	
Property ID #: [8-19	Address/Locations W>	HWY LHE	
rnese exemptions or exclu-	ptions and Exclusions—Check or write. In sions do not result in the creation of deferred ater determined that the property did not act Veterans organizations Lodges, fraternal & dvic purposes Goodwill Industries Brownfields-Attach brownfields agreement Religious educational assemblies	taxes. However, taxes finally qualify for exempti [ ] G.S. 105-278.6 [ ] G.S. 105-278.6 [ ] G.S. 105-278.6	or prior years of exemption or exclusion on or exclusion for those prior years. Home for the aged, sick, or infirm Low- or moderate-income housing YMCA, SPCA, VFD, or phanage
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<u>Commissioner Sexton made a motion to approve the 2022 Late Application for CROSS Coalition LTD. Commissioner Keyes seconded. Motion carried unanimously.</u>

<u>Commissioner Sexton made a motion to (deny) disapprove the 2022 Late</u>
<u>Application for Centennial Housing Community Services. Commissioner Phelps seconded.</u>
Motion carried unanimously.

Commissioner Keyes made a motion to recess the Board of Equalization & Review until June 6, 2022 at 6:00 PM in the Cooperative Extension Conference Room, 128 E.

Water Street, Plymouth, NC and a virtual ZOOM meeting livestreamed on the County's Facebook page. Commissioner Sexton seconded. Motion carried unanimously.

<u>PUBLIC HEARING: WASHINGTON COUNTY FY23 BUDGET</u> <u>RECOMMENDATION:</u>

<u>Commissioner Keyes made a motion to open the public hearing on the Washington County FY23 Budget Recommendation. Commissioner Phelps seconded, motion carried unanimously.</u>

No one signed up to speak during the public forum on the Washington County FY23 Budget Recommendation.

Mr. Potter gave a brief update. Finance has been able to begin coding the recommended budget. There was \$300 found in the Landfill fund so the revenues are overstated in that fund by \$300.

Commissioner Keyes said that the work presented on the budget was helpful. All the Commissioners agreed with Commissioner Keyes and thanked Mr. Potter, Ms. Dixon and staff for all their hard work on this year's budget.

Commissioner Phelps made a motion to close the public hearing on the Washington County FY23 Budget Recommendation. Commissioner Sexton seconded, motion carried unanimously.

### WASHINGTON COUNTY FY23 BUDGET RECOMMENDATION DISCUSSION:

Mr. Potter asked the Board if they had any questions regarding the recommended budget for FY23. The Commissioners did not have any questions.

Mr. Potter said he has nothing to add. However, he is looking for the opioid funds that will be forthcoming--possibly \$18,000 in May. He met with the Martin and Tyrrell County Managers to see where MTW Health Department can best use the funds. Mr. Potter said he will likely bring a project ordinance to the June 6 meeting regarding the opioid funds for receiving and spending those amounts.

# OTHER ITEMS BY CHAIR, COMMISSIONERS, COUNTY MANAGER/ COUNTY ATTORNEY OR CLERK:

a) ABC License Request—Mr. Potter said checks have been done and sees no reason for not moving forward with it.

# NORTH CAROLINA ALCOHOLIC BEVERAGE CONTROL COMMISSION

4307 Mail Service Center Raleigh, NC 27699-4307 (919)779-0700 FAX: (919)662-3583

#### LOCAL GOVERNMENT OPINION for ALCOHOLIC BEVERAGE PERMITS

APPLICANT SHOULD COMPLETE THIS SECTION	ONLY
Applicant's Name JATIMDER KAUS	2
Corporate or LLC Name (if applicable) Rea Ridge Foodmart LL	
Trade Name of Business	The second secon
Former Trade Name (fam) Pea Ridge Food and Fuel Inc	
Business Address 16756 NC HWY32 N RC	050 4/6 220
0 0 = -	PER NC 279
City/State ROPER NC	27970
Date of Birth	
NC Driver's License #	
Last 4 of Social Security #	
TYPE OF ABC PERMIT(S) BEING APPLIED FOR:	
The or Transferred in specific	On Premise
Indicate Type (if any)  Mait Beverage / Unfortified Wine / Fortified Wine	Off Premise

#### REMAINDER OF FORM FOR OFFICIAL USE ONLY

Date Form 001 Mailed or Delivered	
Designated Official's Name	112
Title	or Tourse Tourse
City/County	den in the state and a state of the state of
Address	
Contact Telephone #	6 Br. 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1
	e.

NOTICE: The Alcoholic Beverage Control Commission shall give notice of a permit application to the Governing body of a city or county prior to issuing a retail ABC permit. Designated Officials are expected to process this form within 15 days of receipt. The applicant will be required to provide proof of mandatory compliance with all applicable building and fire codes. The Inspection/Zoning Compliance form (Form 002) is for this purpose and will be completed by the appropriate local agencies.

FACTORS IN ISSUING A PERMIT: Pursuant to N.C.G.S. 18B-901(c), before issuing a permit, the ABC Commission shall be satisfied the applicant is a suitable person and that the location is a suitable place.

### PLEASE INDICATE YOUR ANSWER TO THE FOLLOWING:

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them to be tru	ed before me this:		
are true to his		s to matters stated on information and belief,	and as to those matter(s) ne/sne
		Being duly sworn says that the conter	nts of the foregoing Local Governmen
	County		
f North Car	olina		
		Title of Designated Official	DATES ATTIEV
		10 3	
		Signature of Designated Official	Date
		3358	
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answering "1 18B-901(c) or records and/o	NO", please explain your rea on the attached page. Use e or documents used to arrive a	ason(s) based on the factors outlined in Nextra sheets if additional space is require at your decision. The mere indication of sjection and cannot be considered by the	N.C.G.S. d and attach all ""NO" without an
Disapproval:	: Pursuant to N.C.G.S. 18	B-901 (b), to be considered by the ABC ch it is based. If you have indicated disc	Commission, the
	Location	Location	on
	Location	NO Applic	

upset bid was received. Triple Waves had the final bid at \$552,000. They will be at the June 6th Commissioners meeting to explain what they will be doing with the building and employee numbers.

The Planning Board Meeting will be held at the Town Hall in Creswell on Thursday, May 19<sup>th</sup> and the main focus will be flood maps.

Commissioner Keyes said that she has received several calls asking where the polling places are for voting tomorrow. They are as follows:

Lees Mill	Roper Annex Building
Plymouth (P1)	First Christian Church
Plymouth (P2)	Plymouth Housing Authority
D1	Wistom Christian Fallarrahin

Plymouth (P3) Victory Christian Fellowship
Scuppernong Creswell High School
Skinnersville Mid-County Volunteer Fire D Mid-County Volunteer Fire Department

Commissioner Phelps thanked Mr. Potter for getting the work done for the sale of the Veterans Field to PCS. Commissioner Phelps publicly thanked Senator Steinburg for his assistance with this.

Ms. Bennett, Clerk to the Board, noted that she received her Master Municipal Clerk (MMC) Designation from the International Institute of Municipal Clerks (IIMC). She stated it is the highest designation a Clerk can receive. She received here Certified Municipal Clerk (CMC) designation in 2012. It took her 10 years to achieve the MMC.

Ms. Bennett also reminded the Commissioners of the upcoming Assembly Day at the Legislature in Raleigh on June 14. Ms. Bennett said she will register the Commissioners once they let her know they would like to attend.

Vice-Chair Walker commended Ms. Bennett on her accomplishment.

Ms. Bennett also noted that the new Lapel Pins with the new County logo have arrived. She will bring them to the next meeting.

Commissioner Keyes made a motion to go into Closed Session pursuant to NCGS §143-318.11(a)(6) (personnel). Commissioner Sexton seconded. Motion passed unanimously.

Back in Open Session, at 6:50 PM with no further business to discuss, **Commissioner** Keyes made a motion to adjourn the meeting. Commissioner Phelps seconded. Motion carried unanimously.

Julius Walker, Jr.	Julie J. Bennett, CMC, NCMCC
Vice-Chair	Clerk to the Board