

November 4, 2024

The Washington County Board of Commissioners met in a regular meeting on Monday, November 4, 2024, at 6:00 PM in the Commissioners' Room, 116 Adams Street, Plymouth, NC. Commissioners Tracey A. Johnson, Ann C. Keyes, Carol V. Phelps, John C. Spruill and Julius Walker, Jr. were in attendance. Also, present were County Manager/ County Attorney Curtis S. Potter, Assistant County Manager, Jason Squires, and County Finance Officer Missy Dixon. Clerk to the Board Julie J. Bennett was unable to attend the meeting.

Chair Keyes called the meeting to order. Mr. Lloyd Jones gave the invocation. Mr. Leon Pringle led the Pledge of Allegiance.

ADDITIONS/DELETIONS:

Commissioner Phelps made a motion to approve tonight's Agenda. Commissioner Walker seconded; motion carried unanimously.

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) Approval of Minutes of October 7, 2024 & Closed Session Minutes for the meetings of April 1, May 6, June 3, July 1, August 5, and September 9, 2024
- b) Tax Refunds, Releases & Insolvents
- c) RESO 2024-030 Authorizing Sale of Real Property, 310 E. Fourth St., Plymouth
- d) RESO 2024-035 PROCLAMATION Supporting Operation Green Light For Active Military Service Members In Transition To Civilian Life (Veteran Status)
- e) North Carolina Education Lottery Public School Fund—Network Installation at new PreK-12 school = \$186,000

Commissioner Phelps spoke in support of the Green Light Initiative for military service members.

Commissioner Walker made a motion to approve the Consent Agenda. Commissioner Phelps seconded; motion carried unanimously.

PUBLIC FORUM: None.

DEPARTMENTAL INFORMATION UPDATE— COOPERATIVE EXTENSION'S "REPORT TO THE PEOPLE": Ms. Rebecca Liverman, Cooperative Extension Director & Staff gave an update to the Board on things going on in their office.

Commissioner Johnson asked for more info on the Walk on Water event. Ms. Sonana Jefferson explained it will occur every Monday, Wednesday, and Friday from 12:15 PM to 2:45 PM

Commissioner Spruill thanked Cooperative Extension for their efforts.

Commissioner Keyes thanked Rebecca Liverman for her work with the SHIP program.

AMERICA 250TH ANNIVERSARY: Ms. Chris Barber with help of Mr. Tom Harrison, TTA, spoke to the Board on the abovementioned topic. Mr. Potter went over the following information.

COUNTY OF WASHINGTON

BOARD OF COMMISSIONERS:

ANN C. KEYES, CHAIR

CAROL V. PHELPS, VICE-CHAIR

TRACEY A. JOHNSON

JOHN C. SPRULL

JULIUS WALKER, JR.



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CLERK TO THE BOARD
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AGENDA ITEM MEMO

MEMO Date: October 29, 2024 **MEETING DATE:** November 4th, 2024 **ITEM:** 4

SUBJECT: America 250th Anniversary Celebration Plans & Marker Placement Request

DEPARTMENT: America 250th Anniversary Committee & Travel & Tourism Authority (TTA)

FROM: Curtis S. Potter, County Manager/County Attorney

ATTACHMENTS:

- A- Committee Membership List as of 10/25/24 (1pg)
- B- Example Historical Marker Overview (1pg)

PURPOSE: To hear an update from Chris Barber on the current celebration plans being discussed by the America 250th Anniversary Committee and to consider a request by the Committee to place a 24"x36" historical wayside marker on county owned property located at 100 NC Hwy 32N in Roper, NC known as the BCCC WCC Building (formerly Windows on the World).

BACKGROUND & STAFF ANALYSIS:

- **June 2024** Chris Barber of Roper, NC reached out to public officials throughout Washington County in June of 2024 about the upcoming 250th anniversary celebrations of the Revolutionary War and provided basic background information and resources primary available through www.america250.nc.gov.
- **July 2024** The Board approved Resolution 2024-24 Recognizing and Approving the Official Washington County America 250 NC Committee which officially established this local committee to plan and facilitate related events in Washington County.
- **Sept 2024** Ms. Barber contacted county staff about the local 250th Committee's intent to pursue grant funding to produce several wayside markers to be placed throughout the county including one in Roper about a local Colonel Buncombe who fought in the Philadelphia Campaign in 1777, and who requested the freedom of his slave named Charles upon his death in 1778.
Ms. Barber shared a sample of other similar size way markers for visual information, and requested information about how to obtain the County's consent to place the marker on its own property in Roper currently known as the BCCC WCC and formerly known as the Windows on the World.

- Oct 2024 Staff attended several meetings (TTA & with members of the 250th Committee) to discuss the evolving grant application process. Currently it appears there are 2 primary grants the 250th Committee plans to target to help facilitate celebration activities. As information and discussions about the planned celebrations and the potential grants have evolved in recent weeks, Tom Harrison has indicated the TTA will take primary responsibility for applying for and administering both grants (with oversight by the Finance Office) summarized as follows:
 - \$10,000 grant to purchase and install 3 24"x36" interpretive Wayside Markers (one intended for each municipality)
 - \$30,000 to purchase materials and items related to facilitating 250th anniversary educational and celebratory events. This grant requires a 10% local match with the 250th Committee was previously working on raising. According to Tom Harrison at the last TTA meeting, these funds would be used across 3 specific events (one for each municipality) including the Bear Festival for Plymouth and the Peanut Festival for Roper both of which would contain some elements of 250th anniversary celebration components in their larger programs.
- The grant application deadline has been extended due to western NC flood events to December 16th, 2024
- Both Chris Barber and TTA Director Tom Harrison will be on hand at the 11/4/24 board meeting to answer additional questions

FINANCIAL IMPACTS:

- \$0 current anticipated direct impact
- Indirectly, several hundred/thousand dollars may be incurred in staff resources within the Finance Office over the full grant cycle depending largely on the procurement and reporting complexity and the initial compliance therewith by the TTA.
- Temporary loss of use of a small portion of county owned property.

RECOMMENDATION(S):

1. **VOTE:** To grant the County Manager the authority to approve the placement of a historical wayside marker at an exact location to be determined by the County Manager in consultation with the Facilities Director on county property located at 100 NC Hwy 32N in Roper, NC, provided however, the Board shall retain the right to:
 - a. approve the actual text, message, pictures, or other materials to be included within the marker itself prior to its placement; and to
 - b. remove or relocate the marker to an appropriate alternative location if deemed necessary or advisable by the board in the future.

Washington County NC 250th Committee

Sergeant Major Arnold

Bill Barber

Chris Barber

Dennie Biggs

Bobby Brown

Rosa Brown

Joy Davenport

Diana Davis

Terry Gallop

Tom Harrison

Hooker, Ulysses

Denise Jones

Ann Keyes

Rebecca Liverman

Jill Manning

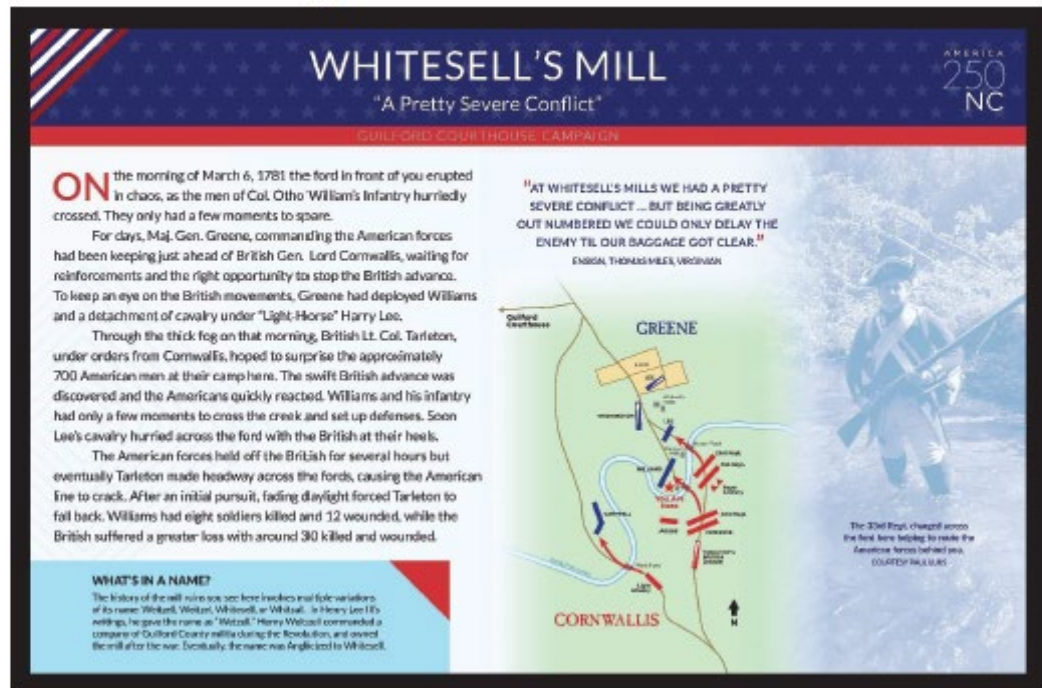
Mark Pardue

Brian Roth

Jim Sawyer

Walker, Julius

Waysides will be 24" x 36" interpretive panels of UV resistant acrylic panels, powder coated brown dual leg pedestals constructed for installation in earth.



A motion will be needed to grant the County Manager the authority to approve the placement of a historical wayside marker at an exact location to be determined by the County Manager in consultation with the Facilities Director on county property located at 100 NC Hwy 32N in Roper, NC, provided however, the Board shall retain the right to:

- a. approve the actual text, message, pictures, or other materials to be included within the marker itself prior to its placement; and to
- b. remove or relocate the marker to an appropriate alternative location if deemed necessary or advisable by the board in the future.

Commissioner Keyes spoke on serving on the Committee with Commissioner Walker.

Commissioner Phelps made a motion to grant the County Manager the above listed authority. Commissioner Spruill seconded; Motion carried unanimously.

ECONOMIC DEVELOPMENT: Mr. Kelly Chesson, NCACC Strategic Management Coordinator spoke to the Board.

County Manager Potter described the Economic Development task force as a small 5-6 person group of County Employees that would advise the larger Economic Development Council.

Commissioner Keyes mentioned that a similar group had existed in the past.

Commissioner Spruill thanked Kelly Chesson for his work and asked that the Commissioners be given a copy of the PowerPoint and additional information.

TTA UPDATE: Mr. Tom Harrison, TTA Director gave the Board an update on the 2024 Bear Festival.

BOARDS & COMMITTEES: Mr. Jason Squires, Deputy Clerk to the Board spoke to the Board about the following requests.

Planning Board

At their meeting on October 17, 2024, the Washington County Planning Board recommended the re-appointment of Mary Barnes to the Planning Board to serve the three-year term ending December 31, 2027.

Mrs. Barnes's current term expires December 31, 2024. She serves as the Plymouth township representative. She has agreed to serve if re-appointed.

Commissioner Spruill made a motion to re-appoint Mrs. Barnes to the Planning Board. Commissioner Phelps seconded; motion carried unanimously.

Voting Delegate for the NCACC Legislative Goals Conference

The [NCACC Legislative Goals Conference](#) will be held Nov. 14-15, 2024, in Wake County at the Marriott Raleigh Crabtree Valley. Each county will be entitled to vote on legislative goal proposal submissions brought before the membership. Voting will take place Nov. 14-15.

To facilitate the voting process, each county is asked to designate one voting delegate (and optional alternate voting delegate).

Chair Keyes and Commissioner Johnson are registered for the conference. The Board needs to appoint one as the voting delegate and the other as the optional alternate.

Commissioner Spruill made a motion to appoint Commissioner Keyes as the voting delegate and for Commissioner Johnson to serve as the alternate. Commissioner Walker seconded; motion carried unanimously.

FINANCE OFFICER'S REPORT: Ms. Dixon went over the budget transfers and budget amendments that were in the Commissioners' package. Please see below.

Washington County
BUDGET TRANSFER

To: Board of Commissioners
From: Curtis Potter, County Manager
Missy Dixon, Finance Officer
Date: October 24, 2024
RE: Emergency Management/DSS

BT #: 2025 - 029

Please authorize the finance officer to make the following budgetary adjustments:

Account Code	Description	Old	+ or (-)	New
10-4330-260	Emergency Management-Departmental Supplies	5,000.00	(1,800.00)	3,200.00
10-4330-540	Emergency Management-Capital Outlay-Vehicles	16,000.00	1,800.00	17,800.00
Emergency Management				
10-5380-409	SS Economic Support-State Program Returns	12,500.00	(108.00)	12,392.00
10-5310-550	SS Admin - Capital Outlay-Equipment	38,000.00	108.00	38,108.00
Social Services				
		71,500.00	-	71,500.00

Justification:

To transfer monies within the Emergency Management Budget from Departmental Supplies to Capital Outlay Vehicles to pay for the tax, tags, and registration for the boat/trailer that is being purchased with Grant Funds. The grant will not cover these expenses. To transfer monies within the DSS Budget from State Program Returns to Capital Outlay Equipment to pay for the tax and tags on the new Nissan. The cost of the car was a little higher than budgeted so there was not enough funds in the line to cover these expenses.

Budget Officer's Initials CPD

Approval Date: 10/24/24

Initials:	fm
Batch #:	2025-029
Date:	10/24/2024

Washington County
BUDGET TRANSFER

To: Board of Commissioners
From: Curtis Potter, County Manager
Missy Dixon, Finance Officer
Date: October 25, 2024
RE: Sheriff/Transport

BT #: 2025 - 030

Please authorize the finance officer to make the following budgetary adjustments:

Account Code	Description	Old	+ or (-)	New
10-4310-010	Sheriff - Salaries & Wages - Regular	866,383.00	(2,404.00)	863,979.00
10-4310-031	Sheriff - Salaries & Wages - Overtime	2,371.00	2,404.00	4,775.00
Sheriff				
37-4376-010	Transport - Salaries & Wages - Regular	110,998.00	(646.00)	110,352.00
37-4376-030	Transport - Salaries & Wages - Overtime	15,000.00	646.00	15,646.00
Transport				
		994,752.00	-	994,752.00

Justification:

This transfer is to move monies from Regular Salaries to Overtime in both the Sheriff's Office Budget and the EMS Transport Budget. Monies are being moved in the Sheriff's Office due to the requirement to pay a Deputy for Comp Time Earned in excess of the 480 hour cap. This is due to staffing shortages and time away from the job for several deputies attending BLET. Monies are being moved in EMS Transport due to staffing shortages - it has been historically difficult to keep all positions fully staffed in this division.

Budget Officer's Initials CSB

Approval Date: 10/25/24

Initials:	<u>CSB</u>
Batch #:	<u>2025-030</u>
Date:	<u>10/25/2024</u>

Washington County
BUDGET TRANSFER

To: Board of Commissioners

BT #: 2025 - 031

From: Curtis Potter, County Manager
Missy Dixon, Finance Officer

Date: October 25, 2024

RE: DSS

Please authorize the finance officer to make the following budgetary adjustments:

Account Code	Description	Old	+ or (-)	New
10-5310-310	SS Admin - Travel	16,000.00	(5,000.00)	11,000.00
10-5310-260	SS Admin - Departmental Supplies	30,000.00	5,000.00	35,000.00
SS Admin		46,000.00	-	46,000.00

Justification:

This transfer is to move monies within DSS from Travel to Departmental Supplies. With all of the construction/renovations completed at the end of FYE 2024, DSS was unable to purchase the furniture for the Family Visitation Room as well as some of the Supervisor's Offices until this fiscal year. In conjunction, the cost of the laptops and equipment budgeted for purchase this fiscal year rose in costs and exceeded the estimates used to create the budget. Since the hurricane is impacting travel for meetings, there are funds available to be transferred to maintain the agency. Both lines are reimbursable at the same rate therefore there is no impact on revenues.

Budget Officer's Initials CDP

Approval Date: 10/25/24

Initials:	<u>CDP</u>
Batch #:	<u>2025-031</u>
Date:	<u>10/25/2024</u>

Washington County
BUDGET TRANSFER

To: Board of Commissioners

BT #: 2025 - 032

From: Curtis Potter, County Manager
Missy Dixon, Finance Officer

Date: October 25, 2024

RE: TTA

Please authorize the finance officer to make the following budgetary adjustments:

Account Code	Description	Old	+ or (-)	New
63-4970-370	TTA - Marketing & Advertising-Admin	71,880.00	(1,583.00)	70,297.00
63-4970-190	TTA - Legal Services	-	1,583.00	1,583.00
TTA		71,880.00	-	71,880.00

Justification:

This transfer is to move monies within the TTA Budget to allow them to reimburse the County for legal expenses related to an Occupancy Tax Enforcement Issue. This transfer was approved by the TTA Board at their 10/22/24 Meeting.

Budget Officer's Initials CDP

Approval Date: 10/25/24

Initials:	<u>CDP</u>
Batch #:	<u>2025-032</u>
Date:	<u>10/25/2024</u>

Washington County
BUDGET TRANSFER

To: Board of Commissioners

BT #: 2025 - 033

From: Curtis Potter, County Manager
Missy Dixon, Finance Officer

Date: October 28, 2024

RE: Projects/Grants Fund

Please authorize the finance officer to make the following budgetary adjustments:

Account Code	Description	Old	+ or (-)	New
58-4260-556	Cap Reserves Roof Repairs/Replacements	160,000.00	(112,500.00)	47,500.00
58-4260-557	Cap Outlay Roof Repairs/Replacements	-	112,500.00	112,500.00
Projects/Grant Fund		160,000.00	-	160,000.00

Justification:

This transfer is to move monies within the Projects/Grants Fund from Capital Reserves Roof Repair/Replacements to Capital Outlay Roof Repairs/Replacements in order to put a contract in place for the repair to the Courthouse Roof.

Budget Officer's Initials MSD

Approval Date: 10/28/24

Initials:	<u>MSD</u>
Batch #:	<u>2025-033</u>
Date:	<u>10/28/2024</u>

Washington County
BUDGET AMENDMENT

To: Board of Commissioners

BA #: 2025- 034

From: Curtis Potter, County Manager
Missy Dixon, Finance Officer

Date: November 4, 2024

RE: Sheriff/Senior Center/DSS/School Cap Outlay/Drainage/EMS/Projects and Grants Fund

Please authorize the finance officer to make the following budgetary adjustments:

Account Code	Description	Old	+ or (-)	New
10-3540-020	Gun Permits Discretionary-County Portion	(1,045.00)	(245.00)	(1,290.00)
10-4310-611	Gun Permits Discretionary-County Portion	49,510.00	245.00	49,755.00
10-3540-030	Gun Permits-State Portion	(1,190.00)	(290.00)	(1,480.00)
10-4310-612	Gun Permits-State Portion	2,200.00	290.00	2,490.00
10-3540-040	Finger Printing	(325.00)	(40.00)	(365.00)
10-4310-613	Finger Printing	7,237.00	40.00	7,277.00
Sheriff				
10-3509-010	Senior Center Trips	(6,106.00)	(874.00)	(6,980.00)
10-5150-380	Senior Center Trips	6,106.00	874.00	6,980.00
10-3509-020	Senior Center Donations	(2,572.00)	(21.00)	(2,593.00)
10-5150-650	Senior Center Donations	2,820.00	21.00	2,841.00
Senior Center				
10-3500-081	DSS Community Donations-Christmas	(94.00)	(8.00)	(102.00)
10-5310-258	DSS Community Donations-Christmas	1,077.00	8.00	1,085.00
DSS				
21-3230-402	Truist PK-12 Financing-Earned Income	(34,055.73)	(67,306.80)	(101,362.53)
21-5912-701	Truist PK-12 Financing-Earned Income	519,551.47	67,306.80	586,858.27
School Capital Outlay				
30-3951-002	Streamflow Rehab Assistance Prog (StRAP)	(214,286.00)	(45,000.00)	(259,286.00)
30-8000-352	Streamflow Rehab Assistance Prog (StRAP)	214,286.00	45,000.00	259,286.00
Drainage				
37-3490-020	EMS - DUKE Race-Cars Grant	-	(2,900.00)	(2,900.00)
37-4330-652	EMS - DUKE Race-Cars Grant	3,050.00	2,900.00	5,950.00
EMS				
58-3290-000	Interest Earned	(1,481.73)	(674.64)	(2,156.37)
58-4100-001	Expenditure of Interest Earned	14,112.54	674.64	14,787.18
Projects and Grants Fund				
Balanced:		558,794.55	-	558,794.55

Justification:

This amendment is being done for the following: to place additional revenues into budget that have been received for gun permitting and finger printing in the Sheriff's Office, Senior Center Trips, Senior Center Donations, DSS Christmas Donations, Interest Earned on the Truist PK Loan, additional monies awarded for the StRAP Grant in Drainage, DUKE Race Cars Revenue in EMS, and Interest Earned on the Projects and Grants SCIF Funds.

Approval Date: _____

Bd. Clerk's Init: _____

Initials:	
Batch #:	
Date:	

Commissioner Spruill made a motion to approve the budget transfers/ amendments as presented. Commissioner Phelps seconded; motion carried unanimously.

OTHER ITEMS BY COMMISSIONERS OR STAFF:

County Manager Potter spoke on the following topics:

- Flood Plain Ordinance will be going before the Planning Board in December and should be presented to the Commissioners in January.
- Budget Workshop calendar will be going before the Board in December for adoption. CM Potter listed prospective dates as 1/15/25-1/17/25 or 1/21/25-1/25/25. Commissioner Johnson was not available to attend 1/15-1/17.
- Veterans Day will be recognized on 11/11. Commissioner Phelps spoke on the Creswell Veterans Day event.
- The lease agreement for the new Washington County School building will be coming before the Board in December for approval.
- The updated YORE table will be coming before the Board in December for approval as well. The purpose of the update is to provide employees on the latter stages of the YORE table an annual salary increase as opposed to the current bi-annual frequency.

Commissioner Phelps spoke on the Mid County Fire Department parade and BBQ chicken plate sale. He gave parade details.

Commissioner Spruill spoke on Roper Fire Department shrimp plate sale. He also attended the WCS construction update meeting and is pleased with the results.

Commissioner Johnson will be attending the NCACC Legislative Goals meetings. Goals will be whittled down to 5-7 ideas to lobby NC Congress.

Commissioner Keyes will be attending the Legislative Goals meeting as well. She also addressed a recent news article featured in the Roanoke Beacon that discussed the Board's accomplishments during her tenure as a Commissioner.

Commissioner Spruill made a motion to go into Closed Session pursuant to NCGS§143-318.11(a)(3) (attorney-client privilege), and NCGS §143-318.11(a)(6) (personnel). Commissioner Phelps seconded; motion carried unanimously.

Commissioner Phelps made a motion to come out of Closed Session. Commissioner Spruill seconded; motion carried unanimously.

Commissioner Johnson made a motion to authorize the County Manager to execute a letter extending the deadline for substantial completion of the PK12 school to December 30th if necessary, and to negotiate with Metcon and settle in the County's best interest regarding the payment of any applicable costs incurred as a result of the extension. Commissioner Phelps seconded; motion carried unanimously.

Commissioner Spruill made a motion to reapprove RESO 2024-035 PROCLAMATION Supporting Operation Green Light with the provision that the incorrect date of "November 7,

2022 through November 14, 2022” be amended to read November 7, 2024 through November 14, 2024. Commissioner Johnson seconded; motion carried unanimously.

Commissioner Walker made a motion to adjourn the meeting. Commissioner Phelps seconded; motion carried unanimously.

Jason Squires, ACM
Deputy Clerk to the Board

Ann C. Keyes
Chair