

December 2, 2024

The Washington County Board of Commissioners met in a regular meeting on Monday, December 2, 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. Also, present were County Manager/ County Attorney Curtis S. Potter, Jason Squires, ACM, Clerk to the Board Julie J. Bennett and County Finance Officer Missy Dixon.

Current Board Chair, Commissioner Keyes called the December 2, 2024, meeting to order and stated that this is the Board's annual organizational meeting.

Chair Keyes welcomed everyone and thanked the Board for entrusting her as the Chair during the past year.

ELECTION OF CHAIR: Current Chair Keyes called for nominations for a new Chair of the Washington County Board of Commissioners for 2024 – 2025.

**Current Chair Keyes made a motion to nominate Commissioner Phelps as Chair. There were no other nominations. Current Chair Keyes called for the vote on the motion for Commissioner Phelps to be the Chair for 2024-2025; motion carried unanimously.**

Current Chair Keyes handed over the gavel and congratulated Commissioner Phelps as the Chair for 2024-2025. Chair Phelps presided over the remainder of the meeting.

ELECTION OF VICE-CHAIR: Chair Phelps called for nominations for Vice-Chair of the Washington County Board of Commissioners for 2024-2025.

**Commissioner Walker made a motion to nominate Commissioner Spruill as Vice-Chair. Commissioner Keyes seconded. There were no other nominations. Chair Phelps called for the vote on the motion for Commissioner Spruill to be the Vice-Chair for 2024-2025; motion carried unanimously.**

Commissioner Spruill gave the invocation and Chair Phelps led the pledge of allegiance.

ADDITIONS/DELETIONS: None.

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 Meeting Minutes for November 4, 2024
- b) Tax Refunds & Releases and Insolvent Accounts
- c) 2025 County Commissioners' Regular Meeting Schedule
- d) 2025 County Holiday Schedule
- e) Revised Pay Tables Effective 12/16/2024
- f) FY2025-26 Budget Calendar

g) Mark Bardill Tax Foreclosures Contract Renewal

**Commissioner Spruill made a motion to approve the Consent Agenda.  
Commissioner Keyes seconded; motion carried unanimously.**

PUBLIC FORUM: None.

BOB STEINBURG CY25-26 LOBBYIST CONTRACT; Mr. Potter sent out 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.



## ADMINISTRATIVE STAFF:

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## AGENDA ITEM MEMO

**MEMO Date:** November 24<sup>th</sup>, 2024      **MEETING DATE:** December 2<sup>nd</sup>, 2024      **ITEM:**  
**SUBJECT:** Lobbyist Update and Contract Renewal For 2025/2026  
**DEPARTMENT:** Board of Commissioners  
**FROM:** Curtis S. Potter, County Manager/County Attorney

### ATTACHMENTS:

- A- Draft Lobbyist Representation Agreement w/ The WolfeStein Group, LLC (2pgs)
- B- Draft Lobbyist Representation Agreement w/ Jones Street Consulting, LLC (2pgs)

**PURPOSE:** To receive an update on recent and potential upcoming lobbying activities at the general assembly, and to consider renewing the soon to expire lobbying contracts of The WolfeStein Group (Bob Steinburg) and Jones Street Consulting (Jackson Stancil).

### BACKGROUND & ANALYSIS:

- **2023-2024** Along with other surrounding counties, Washington County entered into a two separate two-year lobbying contracts with two separate lobbyists (former NC Sen. Bob Steinburg and Jackson Stancil) to work together in tandem to lobby on behalf of the County's legislative interests at the General Assembly during its 2003-2004 session. The County Manager worked with the lobbyists on several occasions to advance the County's interests particularly related to ongoing efforts to secure additional funding for school capital outlay projects, as well as to attempt to correct harmfully written legislation.
- **2005-2006** A dedicated lobbying team would be well worth the direct financial costs described below if they are successful at securing additional funding, or blocking additional unfunded mandates, the combined values of which exceeded their direct contract costs.

### FINANCIAL IMPACTS:

- **Direct Cost:** \$19,006 per agreement per year = \$38,012 per year (with cancellation option after 1<sup>st</sup> year)
- **Indirect Benefit:** Potential for substantial cost savings and/or additional revenues/returns on investment depending on contract performance, legislative funding availability, and policy outcomes.
- **Other:** A budget amendment of \$19,006 would be required in the current FY25 budget to pay for the first half of both contracts as well as the applicable annual lobbyist registration fees.

**RECOMMENDATION(S):**

Based on the current political climate and dynamics facing Washington County over the next two years, and the relative small amount of the direct financial costs compared to the relative large scale of the indirect financial benefits, it is recommended that the lobbyist contracts be continued for an additional two years, with a cost/benefit evaluation to be conducted prior to the expiration of the option to cancel the contracts after their first year.

1. **VOTE:** To renew the lobbying agreements with WolfeStein Group, LLC and Jones Street Consulting, LLC as presented, and to authorize the County Manager to execute the agreements with any modifications to be made in the County's best interests by the County Attorney, once a budget transfer or amendment has been approved.

## AGREEMENT

This AGREEMENT, made and entered into by and between Washington County, North Carolina, North Carolina, and The WolfeStein Group.

1. WHEREAS, Washington County, North Carolina, North Carolina desires to hire a contract Government relations professional (a.k.a. Lobbyist) to represent its interest in the budgeting process of the 2025-2026 biennial North Carolina State operating budget.

a. Lobbying is defined herein as the advocacy for Washington County, North Carolina as it relates to state funding requests for various Washington County initiatives, including infrastructure, historic preservation and tourism, but not limited to same; also tracking legislation that could have a positive or negative impact on Washington County, North Carolina.

b. The WolfeStein Group will report to the County manager on at least a monthly basis to provide updates and answer questions while the North Carolina General Assembly is in session.

c. The WolfeStein Group will not engage in any illegal activities like bribes, payoffs or making promises on behalf of Washington County.

2. WHEREAS, The WolfeStein Group (Bob Steinburg) is desirous of performing said government relations work for Washington County, North Carolina, North Carolina.

3. NOW THEREFORE, in consideration of mutual promises and Covenants of the parties hereafter set forth, the parties agree as follows:

a. TERM. This Agreement shall commence January 1, 2025 and Terminate on December 31, 2026. Washington County, North Carolina shall have the right to cancel this contract before the end of year one with 30-days notice to The WolfeStein Group.

b. SERVICES. During the term of this Agreement, The WolfeStein Group (Bob Steinburg) agrees to lobby the North Carolina General Assembly on all issues concerning Washington County, North Carolina with regular monthly reports to the County Manager while the General Assembly is in session. The WolfeStein Group (Bob Steinburg) agrees to meet with the County manager and/or the Washington County Board of Commissioners at any time requested with at least a 48 hour advance notice.

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c. COMPENSATION. Washington County, North Carolina will compensate The WolfeStein Group, LLC for the aforementioned services and payments will be made to The WolfeStein Group, LLC pursuant to this agreement as follows:

1) \$1500.00 per month for the entire contract agreement, payable to The WolfeStein Group, LLC, 103 South Granville Street, Edenton, North Carolina 27932-1831.

4. COMPLIANCE. In connection with the performance of services under this Agreement, The WolfeStein Group, LLC, at all times, will comply with the letter and intent of all applicable Federal, State and local laws and regulations, including those applicable to lobbying and political contributions. If at any time during the term of this Agreement The WolfeStein Group, LLC intentionally and materially violates applicable Federal, State or local Laws and regulations this Agreement immediately becomes null and void.

5. LOBBYIST REGISTRATION. The Lobbyists will register as a Lobbyist in the State of North Carolina for Washington County, North Carolina, North Carolina when lawfully required to do so and will comply with all rules and regulations of N.C. Lobbying Law.

A. Washington County, North Carolina will pay the \$500.00 Lobbyist Registration fee, made payable to the North Carolina Office of Secretary of State to lobby the North Carolina General Assembly and Executive branch.

6. ENTIRE AGREEMENT. This shall be the entire agreement between the parties.

7. CHOICE OF LAW. If any dispute arises under this contract, the Laws of Chowan County and the State of North Carolina shall apply.

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Bob Steinburg  
President of The WolfeStein Group, LLC  
**Date**

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Representative of the Washington County, North Carolina  
**Date**

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## AGREEMENT

This AGREEMENT, made and entered into by and between Washington County, North Carolina, North Carolina, and Jones Street Consulting.

1. WHEREAS, Washington County, North Carolina, North Carolina desires to hire a contract Government relations professional (a.k.a. Lobbyist) to represent its interest in the budgeting process of the 2025-2026 biennial North Carolina State operating budget.

a. Lobbying is defined herein as the advocacy for Washington County, North Carolina as it relates to state funding requests for various Washington County initiatives, including infrastructure, historic preservation and tourism, but not limited to same; also tracking legislation that could have a positive or negative impact on Washington County, North Carolina.

b. Jones Street Consulting will report to the County Manager on at least a monthly basis to provide updates and answer questions while the North Carolina General Assembly is in session.

c. Jones Street Consulting will not engage in any illegal activities like bribes, payoffs or making promises on behalf of Washington County.

2. WHEREAS, Jones Street Consulting (Jackson Stancil) is desirous of performing said government relations work for the Washington County, North Carolina, North Carolina.

3. NOW THEREFORE, in consideration of mutual promises and Covenants of the parties hereafter set forth, the parties agree as follows:

a. TERM. This Agreement shall commence January 1, 2025 and Terminate on December 31, 2026. Washington County, North Carolina shall have the right to cancel this contract before the end of year one with 30-days notice to Jones Street Consulting.

b. SERVICES. During the term of this Agreement, Jones Street Consulting (Jackson Stancil) agrees to lobby the North Carolina General Assembly on all issues concerning Washington County, North Carolina with regular monthly reports to the County Manager while the General Assembly is in session. Jones Street Consulting (Jackson Stancil) agrees to meet with the County Manager and/or the Washington County Board of Commissioners at any time requested with at least a 48 hour advance notice.

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c. COMPENSATION. Washington County, North Carolina will compensate Jones Street Consulting, LLC for the aforementioned services and payments will be made to Jones Street Consulting, LLC pursuant to this agreement as follows:

1) \$1500.00 per month for the entire contract agreement, payable to Jones Street Consulting, LLC, 150 Fayetteville Street, Suite 1130, Raleigh NC 27601 .

4. COMPLIANCE. In connection with the performance of services under this Agreement, Jones Street Consulting, LLC, at all times, will comply with the letter and intent of all applicable Federal, State and local laws and regulations, including those applicable to lobbying and political contributions. If at any time during the term of this Agreement Jones Street Consulting, LLC intentionally and materially violates applicable Federal, State or local Laws and regulations this Agreement immediately becomes null and void.

5. LOBBYIST REGISTRATION. The Lobbyists will register as a Lobbyist in the State of North Carolina for Washington County, North Carolina, North Carolina when lawfully required to do so and will comply with all rules and regulations of N.C. Lobbying Law.

A. Washington County, North Carolina will pay the \$500.00 Lobbyist Registration fee, made payable to the North Carolina Office of Secretary of State to lobby the North Carolina General Assembly and Executive branch.

6. ENTIRE AGREEMENT. This shall be the entire agreement between the parties.

7. CHOICE OF LAW. If any dispute arises under this contract, the Laws of Chowan County and the State of North Carolina shall apply.

\_\_\_\_\_  
Jackson Stancil  
President of Jones Street Consulting, LLC  
**Date**

\_\_\_\_\_  
Representative of the Washington County, North Carolina  
**Date**

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Mr. Steinburg was in attendance and spoke to the Board tonight on what he and Jackson Stancil can do for Washington County and their availability to the Board. He thanked the Board for trusting them over the last two years and he is before the Board tonight to ask for another two-year contact. The contract remains basically the same.



Commissioner Walker asked what they have the lobbyist been doing for us. Mr. Potter said they have been trying to get money for the PK12 school to no avail.

Mr. Potter went on to say that \$1M is earmarked to come to the County for opioid crisis intervention. They are trying to get us money for last-minute items that come into the budget for the County. Mr. Steinburg said five (5) of the eleven (11) clients he has are ones that he represented when he was in the General Assembly for 10 years. He said the House is in session today, and the Senate next week. Mr. Steinburg said Washington County is getting two (2) lobbyist for the price of one! Mr. Potter said one change in the contract is a one-year cancellation clause which means the County is committing to one year but if we do not want to go into the 2<sup>nd</sup> year, with a 60-day notice, it could be cancelled. There were two errors in memo which were Mr. Potters regarding the years mentioned in the memo.

Commissioner Johnson asked if the fee was separate from the contract. Mr. Potter said yes and there is also an electronic filing fee for each lobbyist.

Commissioner Keyes said she wants the next time the County hears from Mr. Steinburg it will be for him to tell the County about the money he is getting for Washington County! Mr. Steinburg said he hopes so. He sees a lot of opportunities.

Mr. Potter said one example of a legislative goal that the County is asking the lobbyist to carry to the General Assembly is in regard to solar farms. The County wants the 80% tax exemption to be changed.

Commissioner Spruill made a motion to approve the lobbyist contract. Commissioner Keyes seconded; motion passed unanimously.

RESO 2024-036 TO FORM ECONOMIC DEVELOPMENT ADVISORY COUNCIL:  
Mr. Kelly Chesson spoke to the Board regarding the following information sent to the Board from Mr. Potter.

# COUNTY OF WASHINGTON

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CLERK TO THE BOARD  
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## AGENDA ITEM MEMO

<b>MEMO Date:</b>	November 25 <sup>th</sup> , 2024	<b>MEETING DATE:</b>	December 2 <sup>nd</sup> , 2024	<b>ITEM:</b>
<b>SUBJECT:</b>	Formation of Economic Development Council			
<b>DEPARTMENT:</b>	Economic Development			
<b>FROM:</b>	Curtis S. Potter, County Manager/County Attorney			
<b>ATTACHMENTS:</b>	A- Resolution Establishing an Economic Development Advisory Council (1-2pgs) B- Proposed Draft Bylaws of the Economic Development Council (5pgs)			

**PURPOSE:** To discuss the potential formation of a new Economic Development Council consisting of a wide range of representatives who will collaborate with and provide feedback and input on the County's Economic Development program.

### BACKGROUND:

- "Sustainable Economic Growth & Development" was identified as one of the four primary goals of the Strategic Plan adopted earlier this year.
  - o The first action item of that goal was to "Re-establish an Economic Development Committee or other similar body to meet regularly and begin developing and coordinating a more formalized county economic development program."
  - o The third action item of that goal was to: "Hold recurring collaborative discussions with municipal partners to identify and pursue mutually beneficial economic development strategies and opportunities including community development."
- Mr. Kelly Chesson (NCACC Strategic Management Coordinator) has been working with management on economic development matters including the development of the economic portion of the strategic plan and on managing specific action items within it, as well as obtaining additional general economic development knowledge, resources, and regional contacts in preparation for launching a more formal economic development program within the county.
- Attached are a draft Resolution and Bylaws establishing a 19 member Economic Development Advisory Council (EDC) administered by a smaller and more flexible 5 member Executive Committee consisting of:
  - 2-Commissioners, 1-County Manager, 1-Finance Officer, and 1-Economic Developer or other designee.

- The Board of Commissioners retains full authority over the EDC, and may modify or disband it at any point in the future.
- If the Bylaws are approved in early December, the Board could also make initial appointments of its own 2 members the same night, meaning the full Executive Committee would be formed to go ahead and begin its planning work for the administration of the larger full EDC sometime in early 2025. Otherwise the 2 Commissioner members may be appointed any time after approving the formation and initial Bylaws of the EDC.
- Board Appointments of the 5 private sector members could be made at the next regular meeting, which would also provide time for the listed partner agencies with independent appointment powers to be notified of the new EDC and to make their appointments to its membership.
- Initial two-year terms are proposed to begin effective January 1<sup>st</sup>, 2025.
- Staff expects to recommend that the EDC begin working under a quarterly regular meeting schedule to be more effectively set once most of the members are appointed to the full EDC.
- The Manager plans to designate Mr. Kelly Chesson as the designee in place of an Economic Developer pending further review and discussions with the Board about potentially establishing a full-time Economic Development position.

**FINANCIAL IMPACT & ANALYSIS:** No immediate direct costs.

Future indirect (lost opportunity) costs are anticipated to accumulate as existing staff devote time and resources toward administering the EDC and other economic development pursuits. These costs are expected to be outweighed/justified in the long term by the potentially substantial gains to be received throughout the community from a successfully operating economic development program.

In the short term, management anticipates offsetting these indirect (lost opportunity) costs by assigning most of the new administrative work to temporarily available staff including a NCACC SMS Project Coordinator and/or LFNC Fellow, while management conducts a cost/benefit analysis of proposing some combination of a possible departmental restructuring and/or additional personnel costs to hire a full time Economic Developer to carry out the additional administrative and departmental work on a permanent long term basis.

**RECOMMENDATION:**

1. Review and discuss any questions or concerns with the proposed Bylaws.
2. **VOTE:** to approve the proposed Resolution and Bylaws to establish a new Economic Development Advisory Council.

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## **RESOLUTION 2024-036**

### **ESTABLISHING AN ECONOMIC DEVELOPMENT ADVISORY COUNCIL**

**WHEREAS**, the Washington County Board of Commissioners approved a Strategic Plan on April 1<sup>st</sup>, 2024, containing "Sustainable Economic Growth & Development" as one of its four key goals; and

**WHEREAS**, the first and potentially most critical action item for that goal was to "*Re-establish an Economic Development Committee or other similar body to meet regularly and begin developing and coordinating a more formalized county economic development program.*"; and

**WHEREAS**, county staff made an economic development program update to the Board at its November 4<sup>th</sup>, 2024, meeting and recommended that the Board consider the creation of a formal economic development advisory body; and

**WHEREAS**, county staff have proposed the creation of a new Economic Development Advisory Council more particularly described within and to be governed by an instrument entitled certain "Bylaws of The Washington County Economic Development Advisory Council (EDC).

**NOW, THEREFORE, BE IT RESOLVED** as follows: An Economic Development Advisory Council is hereby formed and authorized for the purposes described within, and to be governed by that instrument entitled "Bylaws of The Washington County Economic Development Advisory Council (EDC)" which is attached, incorporated by reference, and hereby approved.

ATTEST:

\_\_\_\_\_  
Chair, Board of Commissioners

\_\_\_\_\_  
Julie J. Bennett, MMC, NCMCC  
Clerk to the Board

**Bylaws**  
of  
**The Washington County**  
**Economic Development Advisory Council (EDC)**

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**Article I: Purpose**

The purpose of the Washington County Economic Development Advisory Council (sometimes hereinafter referred to as the "EDC") is to serve as an advisory body to the Board of County Commissioners related to economic development policies.

The Council will also support the County's efforts in promoting sustainable economic growth, attracting new businesses, retaining or expanding existing businesses, creating employment opportunities, and improving the overall quality of life for all residents.

The Council will coordinate and utilize collaborative efforts to focus on developing a strategic vision and plan for economic development consistent with the County's official mission/vision statements and its other relevant approved plans and policies, including without limitation any broader countywide strategic or land use development plans.

**Article II: Partners**

The EDC shall collaborate with local, regional and statewide partners, including without limitation:

- Municipal governments
- Travel & Tourism Authority
- Local Chambers of Commerce
- Regional economic development agencies
- Educational institutions
- State and federal economic development organizations
- Planning Board
- Public Utilities Departments
- Community Development Partners
- Private sector partners, including local businesses, financial institutions, and real estate agencies

Partners will provide expertise, resources, and support to achieve the EDC's objectives.

### Article III: Membership

1. **Composition:** The EDC shall initially consist of 19 members, including representation from governmental and partner organizations as follows:
  - 5 Executive Committee Members consisting of the following:
    - a. 2 County Commissioners (appointed by the Board of Commissioners)
    - b. The County Economic Developer (or County Manager's Econ Dev designee)
    - c. The County Manager (or designee)
    - d. The County Finance Officer (or designee)
  - 3 Municipal Government Members (one appointed by each county municipality)
  - 5 Private Sector Partner Members (appointed by the Board of Commissioners)
  - 1 TTA Member (the TTA Director or their designee)
  - 1 Local School System Member (the Superintendent's designee)
  - 1 Community College Member (the College President's designee)
  - 1 COG/Workforce Development Member (the COG Director's designee)
  - 1 Planning Board Member (appointed by the Planning Board)
  - 1 The County Utilities Director or their designee
  - ? Other members as appointed from time to time by the Board of Commissioners
2. **Selection:** Members shall be appointed by the designated appointing authority, or otherwise by the County Board of Commissioners, based on their expertise, commitment to economic development, and alignment with the official strategic plan and/or goals officially approved by the County.
3. **Term:** Members will serve two-year terms, with a maximum of three consecutive terms, unless no other qualified or interested persons are available to fill a membership seat, or unless otherwise approved by the County Board of Commissioners.
4. **Vacancies:** Any vacancy shall be filled for the remainder of any applicable term by the designated appointing authority, or otherwise by the County Board of Commissioners.

### Article IV: Roles and Responsibilities

1. **Executive Committee:** The Executive Committee shall be a subset of the EDC, consisting of the members specifically identified above.
  - a. **Purpose:** The Executive Committee will be responsible for: ensuring the efficient administration and governance of the EDC, overseeing the implementation of strategic economic development initiatives and projects, and may act on behalf of the full Council in urgent matters between scheduled meetings.
  - b. **Authority:** The Executive Committee is vested with full authority to develop meeting agendas, coordinate subcommittee activities, make all time-sensitive EDC decisions, and address all issues requiring prompt EDC action.

- c. **Mandate:** The Executive Committee shall make regular reports to the EDC and Board of County Commissioners regarding its ongoing activities, and the status of any major ongoing economic development initiatives or specific projects.
  - d. **Good Faith:** In exercising its authority, the Executive Committee shall exercise good faith efforts to use sound discretion and to defer and delay using its unilateral decision making authority (especially with respect to major non-time-sensitive planning, policy making, or project decisions) until after a reasonable opportunity arises to discuss and receive relevant input on such matters from the full EDC. The Executive Committee shall also take pains to ensure that any public recommendations or major decisions made unilaterally on behalf of the EDC without prior EDC discussion or endorsement are designated as such, and are not misrepresented as recommendations or decisions of the full EDC.
2. **Chairperson:** The Chairperson shall lead all EDC meetings, set agendas, and represent the body in public forums. The Chairperson shall be elected by the EDC members for a one-year term for up to three successive terms.
3. **Vice Chairperson:** The Vice-Chairperson shall assist the Chairperson, assume leadership responsibilities in the Chairperson's absence. The Vice-Chairperson shall be elected by the EDC members for a one-year term for up to three successive terms.
4. **Secretary:** The Secretary shall keep accurate records of both EDC and Executive Committee meetings, distribute meeting minutes, and handle committee correspondence. The Secretary shall be appointed by the County Manager or their designee.
5. **Members:** Members are expected to actively participate in meetings, contribute ideas and expertise, engage with stakeholders, and participate in assigned subcommittees or project groups as necessary. Failure to attend two or more successive meetings without good cause shown in the discretion of the Executive Committee shall be considered grounds for removal by the Executive Committee.
6. **Subcommittees:** The EDC may form subcommittees focused on specific areas or projects, such as workforce development, infrastructure planning, small business support, downtown revitalization, and specific industry sectors. Each subcommittee will report progress to the Executive Committee, which will then relay updates to the full EDC.

#### **Article V: Expectations and Standards of Conduct**

1. **Meeting Attendance:** Members are expected to attend at least 75% of all scheduled meetings annually. Regular attendance is critical to maintain consistency and effectiveness of the EDC and economic development progress within the county.
2. **Participation:** Members should actively contribute ideas, complete assigned tasks, and engage with stakeholders. Each member is expected to support the committee's purpose and mission professionally and respectfully.
3. **Open Meetings:** Full official EDC meetings shall be considered and treated as meetings of a "public body" pursuant to applicable state law. Executive Committee meetings shall not be considered as an official meeting of a public body.

4. **Conflicts of Interest:** Members must disclose any conflicts of interest regarding matters before the EDC. Members with conflicts must recuse themselves from discussions and decisions in which they have a financial or personal interest.

#### **Article VI: Performance Standards**

To assess the effectiveness of the EDC, the following performance standards shall be established and reviewed annually:

1. **Goal Achievement:** The EDC will set measurable economic development goals each year (e.g., new businesses attracted, job creation targets). Progress will be documented and reviewed by the County Board of Commissioners.
2. **Stakeholder Engagement:** The EDC shall maintain active relationships with key stakeholders and ensure consistent communication with partner organizations.
3. **Project Execution:** The EDC must successfully initiate and complete any fully funded economic development project within a reasonably swift period of time. As projects arise, specific performance measures will be discussed, established, and tracked to monitor the overall efficiency and effectiveness of project execution and delivery. The purpose of such measures shall be non-punitive but are intended rather to aide in pre-planning, ongoing monitoring, and strategic after-action reviews and improvements to recurring project cycles.
4. **Community Impact:** The EDC will assess its impact on job creation, increased investment, and improvements in community infrastructure or other similar resources and report its relevant findings and conclusions to the Board of County Commissioners annually.

#### **Article VII: Other Terms and Conditions**

1. **Member Accountability:** Members who fail to meet attendance requirements or engage in disruptive behavior may receive a warning from the Chairperson. Continued issues may result in the member's removal by a majority vote of the EDC or Executive Committee.
2. **Conflict of Interest Violations:** Member who fail to disclose a conflict of interest may be subject to disciplinary action, including removal by a majority vote of the EDC or Executive Committee.
3. **Ethical Violations:** Any member discovered to be engaging in unethical or illegal activity shall be reported immediately to the County Manager, may be removed immediately by the Executive Committee, and may be subject to further legal action if appropriate.
4. **Performance Shortfalls:** If the EDC fails to meet its performance standards for two consecutive years, a review will be conducted by the County Manager and reported to the EDC and Board of County Commissioners. The review may result in restructuring, leadership changes, or dissolution of the committee if deemed necessary. If practicable, the County Board of Commissioners shall solicit and consider the input of the EDC prior to making any major substantive changes following any such review.



5. **Retention of Authority:** The Board of County Commissioners retains its full authority over the EDC which is formed by the Board strictly as an advisory body, including the Board's right to suspend, modify, or dissolve these Bylaws or the EDC itself at any time and without prior notice by majority vote of the Board.
6. **Amendment:** These bylaws may only be amended by the Board of County Commissioners which may make such amendments unilaterally at any time and without notice. The EDC may recommend amendments from time to time by a two-thirds majority vote of the EDC membership present at any EDC meeting where such matter is properly considered. Before considering any such matter, all EDC members shall be provided at least 30 days prior notice to such a meeting including a clear statement about the intent to vote on proposing a bylaw amendment, and including a copy of the proposed amendment itself.

ADOPTED this \_\_\_ day of \_\_\_\_\_ 2024 by the Washington County Board of Commissioners.

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Chair, County Board of Commissioners

ATTEST:

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Julie J. Bennett, MMC, NCMCC  
Clerk to the Board

**Commissioner Johson made a motion to approve RESO 2024-036 and the bylaws for establishing a new Economic Development Advisory Council. Commissioner Keyes seconded; motion carried unanimously.**

SKINNERSVILLE CIVIC CENTER UPDATE: Mr. Potter went over the following information.

## COUNTY OF WASHINGTON

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### ADMINISTRATIVE STAFF:

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## AGENDA ITEM MEMO

<b>MEMO Date:</b>	November 26 <sup>th</sup> , 2024	<b>MEETING DATE:</b>	December 2 <sup>nd</sup> , 2024	<b>ITEM:</b>
<b>SUBJECT:</b>	Skiddersville Civic Center, Inc. Request for Land			
<b>DEPARTMENT:</b>	CMO			
<b>FROM:</b>	Curtis S. Potter, County Manager/County Attorney			
<b>ATTACHMENTS:</b>	A- Survey for Washington County & Skiddersville Civic Center, Inc. Revised 11/15/2024 (1pg) B- SCC letter to Board dated 2/20/23 (6pgs)			

**PURPOSE:** To discuss and consider approval of the Skiddersville Civic Center, Inc. (SCC) request to transfer about 3.55 additional acres of county owned real property located at the Pea Ridge Recreational Area (NCPIN 7830746763) to the SCC for its use in providing for more realistic setbacks, renovation/expansion activities, and future growth and development as a community center.

**BACKGROUND & STAFF ANALYSIS:** The SCC owns and operates a community building commonly known as the Skiddersville Civic Center which is believed to be eligible for inclusion as a state historical property. The building is situated on a very small lot consisting of approximately 0.32 acres shown as Lots C1 and C2 in the attached survey dated April 18, 2024 (revised November 15, 2024) by Hood Richardson, P.A. and for informational purposes known as NCPIN 7830747435.

The SCC building is used for a wide variety of community events and activities including without limitation arts, crafts, and various educational and economic improvement classes. Over the years the building has served as a polling station and a wide variety of other purposes to serve the public interests of the Skiddersville community at large.

The Skiddersville Civic Center mission statement reads as follows: *"to provide opportunities for social, educational, health, and moral development with a special emphasis on this disadvantaged community in a high poverty and rural neighborhood within Washington County. We, the community are committed to enhancing, inspiring, supporting, and providing opportunities for our community center to flourish. Our goal is to improve community involvement, build a stronger sense of self-worth, social skills, and the ability to work as a part of a team by employing best modeling and community involvement skills."*

A wide variety of County staff have worked extensively with the SCC for over two years starting when a Rural Transformation Grant (RTG) was initially targeted by both the County and SCC in the fall of 2022.

The SCC submitted the attached letter dated February 20<sup>th</sup>, 2023 requesting certain land be transferred back to the SCC from the County to help facilitate the SCC's current and future building maintenance and expansion projects as well as to potentially help the SCC independently apply for and better compete to receive additional grant funding from other sources for its ongoing development and mission. The requested land equates to about 3.55 acres.

Included in that letter are references to some historical context which is helpful to understand as follows:

- In 1964 Roughton conveyed 2 tracts of land to the SCC. The 1<sup>st</sup> Tract consisted of about 16 acres and was the original property from which the County's current recreational property (NCPIN 7830746763) and the SCC's current property (NCPIN 7830747435) originated. This deed contained a 50 year Right of Reverter that the property be used for community purposes and betterment.
- In 1978 the SCC conveyed Tract 1 to Washington County except for the small 0.32 acres shown as Lots C1 and C2 in the attached survey which the SCC retained and still owns, and subject to the Right of Reverter.
- In 1979 Roughton and the SCC reconveyed Tract 1 except for the small 0.32 acres shown as Lots C1 and C2 in the attached survey which the SCC retained and still owns, to the County along with any interests they previously held in the Right of Reverter thereby effectively destroying it.

During the fall of 2022 County staff determined and confirmed that the SCC was not actually eligible to apply for the RTG (because it only permitted funds to be used on publicly owned infrastructure) but staff continued to meet with and discuss possible mutually beneficial ways for the County to apply for and use some of the RTG funds to upgrade the county owned recreational property which surrounds the SCC in a way that would accomplish some of their original RTG goals. An RTG application was approved by the Board and submitted in the summer of 2023, but ultimately was not awarded.

Since the fall of 2023 County staff has continued to work with the SCC to discuss their land transfer request and to try to develop the terms of a potential compromise solution that could be recommended to the Board to transfer some, but not all, of the requested property to the SCC without monetary consideration, but subject to certain legally required restrictive covenants.

The County commissioned and paid for the attached survey which has been revised multiple times at the SCC's request during this process, and shows their 0.32 acres as Lots C1 and C2. The existing SCC building does not have adequate side setbacks from the county owned property surrounding it which includes Lot B and D, and staff agree the SCC need additional property to expand or even to adequately maintain the existing SCC building.

Despite repeated efforts to reach a compromise solution in which the County would convey an additional 0.88 acres (Lots B and D) to the SCC, those efforts appear to have stalled primarily over the SCC's continuing demand to also have the County convey Lot A (another 2.67 acres) to the SCC in addition to Lots B and D.

It appears some SCC members or affiliated parties believe the surrounding county property which they are requesting be transferred back to the SCC (including specifically but without limitation Lot A shown on the survey) was conveyed to the County in error, or was otherwise somehow not properly conveyed and rightfully still belongs to the SCC rather than the County. Recent communications indicate that the SCC intends to seek an investigation into the circumstances surrounding the property transfer during the 1970s.

Staff continues to recommend the Board it consider conveying only Lots B and D to the SCC (to combine with Lot C1 and C2 which the SCC already owns) in exchange for the SCC conveying Lot C2 to the County, and making the transferred property subject to certain restrictive covenants which the County would be legally required to attach if the property is conveyed to a nonprofit without monetary consideration. In substance those covenants would permanently require the SCC to use the transferred property for the same type of public purposes for which the County could use it, and would be substantially similar to the covenants placed on the recreational property purchased several years ago from the County by Picosin Innovative Charter in Creswell, NC.

- This would increase the SCC property from 0.32 acres to 1.18 acres providing adequate side setbacks to the actual building and room for reasonable expansion, and would also straighten the existing property boundary between the parties respective parcels running along an existing ditch as shown in the survey.
- Staff would also recommend the County retain ownership of Lot A consisting of 2.67 acres to the west of the SCC property for the foreseeable future based on several factors including:
  - o Most of Parcel A lies within the 500-year flood plane (see survey), and there is a legitimate flood resiliency/hazard mitigation planning interest in limiting its further development.
  - o Lot A's location is immediately adjacent to a critical transportation infrastructure crossroad located in the very heart of the areas of Washington County projected and anticipated to develop fastest in terms of future residential growth. Maintaining control over this property may prove valuable to future utility, recreation, or other public purposes. Not doing so may jeopardize or impact in unforeseen ways the continuing and future use of both this specific Lot A in question, as well as the larger tract of recreational property of which it is a part situated to the north of the ditch shown within the attached survey.
    - Staff anticipates recommending Lot A be included as part of an in-kind match to be counted toward a future PARTF grant application. This will require permanently restricting the future development of this Lot except for limited recreational purposes. This use of the property would address the first points above while still keeping the use of this Lot consistent with its originally intended recreational purposes.
  - o The County could still potentially permit the SCC to make certain uses of Lot A through easements or licenses (even if it is used in a PARTF project) if deemed necessary and desirable by the Board to aide the SCC in accomplishing its objectives.
    - Staff is uncertain exactly what the SCC's objectives are, particularly with respect to Lot A but believes the SCC does have specific objectives and plans for Lot A. Despite requests for the SCC to outline those plans in writing so they can be evaluated as a potential justification for transferring Lot A, no such plans have been received for further discussion or review beyond verbally describing the possibility of building an outdoor covered shelter of some kind.
    - Staff believes the current recommendation to transfer only Lots B and D adequately addresses the SCC's stated desire to increase their parking area, potentially expand their existing building's footprint, and construct an outdoor shelter for community/membership use.

- If an outdoor shelter is the goal for Lot A's development, staff would advise that the County should consider developing the shelter itself, for potential use by both the SCC and larger public as part of the larger recreational property owned by the County. This is based on staff receiving feedback during recent budget years to pursue the potential construction of additional recreational shelters throughout the county. It would also accomplish that goal in a manner that would take into fuller consideration some of the concerns outlined above.

Staff believes that if at some point in the future, the potential plans of the SCC expand beyond the recommended footprint of the property recommended to be conveyed at this time, the County could consider an additional transfer or an easement depending upon the circumstances. Regardless staff also recommends the County continue in perpetuity to consider in good faith, mutually beneficial ways to cooperate in the future development of any county owned property immediately adjacent to the SCC property.

**RELEVANT AUTHORITY:** NCGS § 160A-279(a) Sale of property to entities carrying out a public purpose; procedure. provides in relevant part: *"(a) Whenever a city or county is authorized to appropriate funds to any public or private entity which carries out a public purpose, the city or county may, in lieu of or in addition to the appropriation of funds, convey by private sale to such an entity any real or personal property which it owns..." "provided that no such conveyance may be made to a for-profit corporation. The city or county shall attach to any such conveyance covenants or conditions which assure that the property will be put to a public use by the recipient entity. The procedural provisions of G.S. 160A-267 shall apply."...*

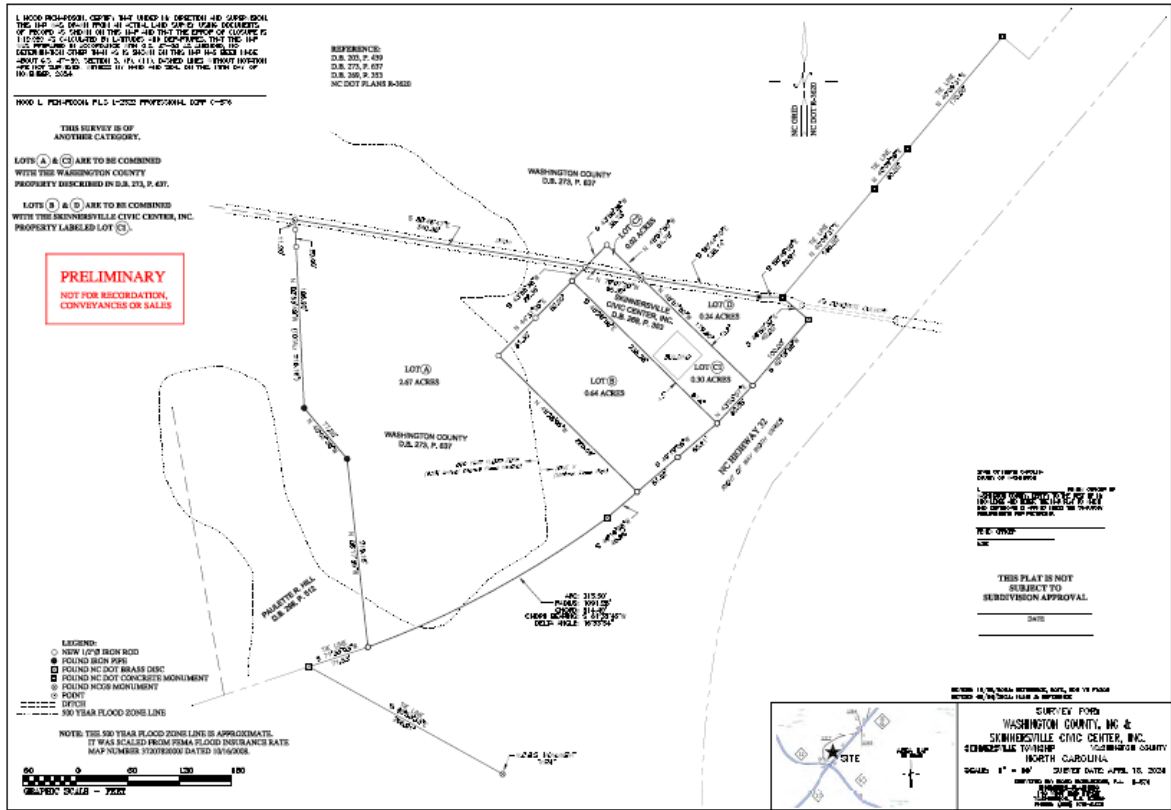
**§ 160A-267. Private sale.** provides in relevant part: *"When the council proposes to dispose of property by private sale, it shall at a regular council meeting adopt a resolution or order authorizing an appropriate city official to dispose of the property by private sale at a negotiated price. The resolution or order shall identify the property to be sold and may, but need not, specify a minimum price. A notice summarizing the contents of the resolution or order shall be published once after its adoption, and no sale shall be consummated thereunder until 10 days after its publication."*

**FINANCIAL IMPACTS:**

- Presently the County has invested substantial indirect/lost opportunity costs via staff time incurred on this project and \$1,950 for surveying. If approved, the County would be investing further resources to facilitate a deed exchange and would lose the value of at least 0.88 acres without monetary consideration.

**RECOMMENDATION(S):**

1. Thoroughly review the background/staff analysis section of this Memo including all attachments.
2. Hear any SCC representatives regarding their ongoing concerns and requests.
3. Consult with legal counsel regarding any legal questions or concerns in closed session.
4. Direct staff how to proceed or respond to the SCC with respect to answering any specific concerns or requests made by the SCC.



Skinersville Civic Center  
P.O. Box 265  
Roper, N.C. 27970

Date: February 20, 2023

To: County Commissioner Chris Person, Mr. Julius Walker  
County Manager, Mr. Curtis Foster  
On-Line GIS, Mr. Richard Livingston

From: The Skinersville Civic Center Board of Directors

Subject: Land Transfer to The Skinersville Community Civic Center Corporation

The Skinersville Civic Board of Directors and committee members are in the process of trying to secure grant funding to renovate and update the Skinersville Civic Center to provide educational/after-school services, health care services, mental health services, substance abuse services, and other social program services to the residents of Skinersville and other surrounding communities.

However, in our investigations, we found that the civic center has no real property attached to undergo renovations or improvements (See Map 1, Map 2). Property Deed dated 12/1/1964, Book 203, Page 439, Property Deed dated 8/12/1978, Book 286 - Page 253; and Property Deed dated 6/17/1979, Book 273 - Page 637 shows that all properties surrounding the Skinersville Civic Center are owned by Washington County. The maps prove that there are only about four parking spaces allotted in front of the building and absolutely no access to the back of the building on either side of the building. We pay the monthly water bill but access to the water main on/off valve is on county property. We have maintained the grounds east and west of the civic center for the county since 12/1/1964 or before. Recently, a county tree limb fell on the roof causing extensive damage which was repaired by and at the cost of Skinersville community members. As a result, the community members cut down the county tree to preserve and prevent further damages to the civic center. At this time, board members and community members were under the impression that the tree was on civic center property, we apologize for the error.

It is highly improbable that funding sources of any kind will ever award the Skinersville Civic Center with funding because the civic center has no real land or property in order to expand or renovate the center. Please be mindful that the Deed of 1964, Book No. 203, Page No. 439 awarded all properties to the Skinersville Civic Center and the Deed of 1978, Book No. 269, Page No. 354 transferred the property to Washington County. Therefore, we are requesting that









Mr. Potter turned the meeting over to the Skannersville Civic Center Board (SCC) personnel who were in attendance.

Mr. Chester McDowell, 694 Jones White Road, Roper, spoke to the Board. A handout was given to the Board and shown below.

**DECEMBER 2, 2024 WASHINGTON COUNTY COMMISSIONERS BOARD MEETING**

**AGENDA: SKANNERSVILLE CIVIC CENTER, INC**

**REQUEST FOR COUNTY COMMISSIONERS BOARD INVESTIGATION**

**PURPOSE: ADDRESS COMMUNITY CONCERNS**

**1. TO CONFIRM VALIDATION OF 1978 D.B.269, P. 353 AND 1979 D.B. 273, P.**

**637**

**2. RECORD OF SKANNERSVILLE CIVIC CENTER, INC. LISTED AS GRANTEE AFTER 1964 ON COUNTY RECORDS**

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**FIRST PAGE: BRIEF OF SKANNERSVILLE COMMUNITY CONCERNS**

**NEXT THREE PAGES: EMAILS BETWEEN SCC, INC BOARD AND COUNTY MANAGER**

**NEXT SIX PAGES: LABEL D-1, 2, 3, 4, 5 & 6- COPIES OF COUNTY GOVERNMENT RECORDS**

TO THE COMMISSIONERS BOARD DEC 2 2024

FOR THE PAST 45 YEARS SKINNERSVILLE COMMUNITY WAS CONVINCED THAT THE COMMUNITY OWNED THE SKINNERSVILLE CIVIC CENTER BUILDING AND 2 ACRES OF LAND IN WHICH WAS TO BE RETAINED FROM THE 1978 DEED TRANSACTION BETWEEN SKINNERSVILLE CIVIC CENTER, INC. (SCC. INC.) AND THE COUNTY OF WASHINGTON. HOWEVER; WHEN SCC. INC APPLIED FOR GRANTS IT WAS REVEALED THAT AFTER THE 1978 LAND TRANSFER TRANSACTION, THE COUNTY OF WASHINGTON WAS THE GRANTEE OF ALL THE LAND (APPROX 16 ACES), LEAVING THE COMMUNITY WITH NO DEEDED PROPERTY.

THE PRESENT COUNTY COMMISSIONERS BOARD GRANTED THE TASK TO THE COUNTY MANAGER TO WORK WITH THE SCC.INC. BOARD TO AGREE TO ENOUGH LAND ADDITIONS FOR THE CIVIC CENTER BUILDING EXTENSION. HOWEVER: AT EVERY COMMUNITY MEETING THE SAME CONCERNS AS TO HOW DID THE COMMUNITY END UP WITH NO DEED PROPERTY AFTER THE 1978 DEED TRANSACTION?

THE COMMUNITY INSTRUCTED THE SCC. INC BOARD TO ACQUIRE RESEARCH FOR ANY POSSIBLE DOCUMENTED ANSWERS AND LET THE COUNTY MANAGER AND COMMISSIONERS KNOW THE RESULT. ON NOV 11, 2024 OUR BOARD EMAILED THE COMMUNITY CONCERNS. THE RESULTS OF THAT RESEARCH ARE AS FOLLOWS:

NO DOCUMENTATION WAS FOUND IN THE COUNTY ORDINANCE OR RESOLUTION RECORDS OF 1978 AND 1979 WHERE THE COUNTY BOARD OF COMMISSIONERS MADE A RESOLUTION TO PURCHASE PROPERTY FROM SKINNERSVILLE CIVIC CENTER, INC. THESE NON-STATUTORY PROPERTY PURCHASES LISTED ON 1978 DEED, D.B.269, P.353 AND 1979 DEED, D.B.273, P.637 ARE IN VIOLATION OF NC G-S 153A,12. EXERCISE OF CORPORATE POWER.

NO DOCUMENTATION WAS FOUND IN THE COUNTY REGISTER OF DEEDS RECORD WHICH VERIFIES SKINNERSVILLE CIVIC CENTER, INC RETAINED ANY PROPERTY FROM THE 1978 PROPERTY TRANSACTION (D.B.269,P.353) BETWEEN SKINNERSVILLE CIVIC CENTER,INC AND THE COUNTY OF WASHINGTON. ACCORDING TO THE COUNTY LAND INDEX, DOC 018507, THE COUNTY OF WASHINGTON IS THE GRANTEE OF THE RETAINED PARCEL OF LAND MENTIONED ON THE SECOND PAGE OF THE 1978 DEED.

ALSO, NOTE ON THE SAME PAGE, FIRST PARAGRAPH "THERE IS EXPRESSLY EXCLUDED FROM THIS CONVEYANCE"/"WHICH IS RETAINED" MEANING THAT THE GRANTOR, SKINNERSVILLE CIVIC CENTER, INC WAS TO KEEP A PARCEL OF LAND. NO DOCUMENTS WERE FOUND TO VERIFY SUCH RETENTION, INDICATING A POSSIBLE VIOLATION NC GS 78A-8. (SEE DOCUMENT D-1, 2,3 &4)

NO DOCUMENTATION WAS FOUND IN THE COUNTY REGISTER OF DEEDS RECORD WHICH VERIFIES SKINNERSVILLE CIVIC CENTER, INC IS A GRANTEE TO ANY PROPERTY IN WASHINGTON COUNTY OTHER THAN THE PROPERTY LISTED IN THE 1964 DEED, D.B.203, P.439. (SEE DOCUMENT D-5)

CONCERNING THE SURVEY MAPS INFORMATION

SCC, INC BOARD AGREED TO HAVE A SURVEY MAP MADE OF THE POTENTIAL LAND ADDITIONS SUGGESTED BY THE COUNTY MANAGER. HOWEVER THE CERTIFY MAPS CONFLICTING DATA WERE NOT ACCORDING TO WASHINGTON COUNTY REGISTER OF DEED RECORDS.

NO DOCUMENTS OF RECORD EXIST FOR THE SURVEYOR TO CERTIFY WASHINGTON COUNTY AS GRANTEE ON DOCUMENT D.B.203, P.439 ON A SURVEY MAP. (SEE DOCUMENT D-5&6)

NO DOCUMENTS OF RECORD EXIST FOR THE SURVEYOR TO CERTIFY SKINNERSVILLE CIVIC CENTER, INC AS GRANTEE ON DOCUMENT D.B.273, P.637 NOR D.B. 269, P 353 ON A SURVEY MAP.(SEE DOCUMENT D-6)

NO NC GENERAL STATUTE WAS FOUND TO GRANT AUTHORITY TO THE SURVEYOR OR TO THE COUNTY MANAGER TO CHANGE GRANTOR, GRANTEE OR REASSIGN DEED BOOK NUMBERS FOR A SURVEY MAP.

NOW, BEFORE ANY FUTURE SCC. INC. BOARD AND COUNTY MANAGER MEETING ABOUT THE LAND ADDITIONS, WE ARE REQUESTING THE COMMISSIONERS BOARD TO ACQUIRE AN INVESTIGATION OF THE COMMUNITY CONCERNS. PLEASE MAKE AVAILABLE DOCUMENTATION AND/OR DOCUMENTS WHICH CONFIRM VALIDATIONS OF THE 1978-1979 DEEDS. ALSO, MAKE AVAILABLE THE DEED LISTING SKINNERSVILLE CIVIC CENTER, INC., A GRANTEE AFTER 1964 IN ORDER TO MAKE GRANTING ADDITIONAL LAND POSSIBLE. A REPLY BEFORE OR DURING JAN. 2025 COUNTY COMMISSIONERS MONTHLY MEETING WOULD BE APPRECIATED.

Commissioner Spruill asked what exactly the SCC Board wants. Mr. McDowell said there has always been a problem with not having a deed in SCC's name. The SCC Board wants everything squared away from the 1978 deed. They want clearance of the retaining land on the 1978 deed.

Discussion ensued.

Commissioner Spruill said the county has spent a lot of time on this in creating a survey map. Is the SCC Board satisfied with this? Mr. McDowell said they were, until the deed/map numbers were changed.

Commissioner Keyes asked Mr. McDowell what the SCC Board is looking for tonight. Mr. McDowell said the SCC Board is looking for the listing as SCC as the owner/grantee on the 1978 deed.

Commissioner Spruill asked Mr. Potter if with this map can a clear deed be made. Mr. Potter said the County could do a quitclaim deed for lots b, c1, and d.

Commissioner Spruill asked Mr. McDowell if the County does that, would that satisfy the SCC Board. Mr. McDowell said the SCC Board wants the County to look into the issues in their memo.

Mr. Potter said he can see this going on and on and on. If the Board votes tonight to do the quitclaim deed on lots b c1 and d, will that satisfy the SCC Board.

Mr. McDowell said he wants the BoCC to do an investigation on the SCC Board concerns.

Commissioner Spruill said he feels this Board is prepared to get the SCC Board what they want so that they can move forward with getting grants, etc. for the SCC. Commissioner Spruill said he does not know who the SCC Board wants the Commissioners to talk to.

Commissioner Keyes asked if there is a possibility of Mr. McDowell going back to the community with what the Board is offering tonight? Mr. McDowell said he could, but when the map came and a different deed number it raised questions.

Chair Phelps said the Commissioners cannot keep going on and on with this. Mr. McDowell said Skinnersville is a part of the County and that Chair Phelps should come talk to their community.

Commissioner Johnson said is what the SCC Board is saying is that the County does not own the property in question. Mr. McDowell said the 1978 deed was not carried out properly from the transaction.

Commissioner Spruill asked to continue this in Closed Session and Mr. McDowell said the SCC Board wanted to attend Closed Session also.

Mr. Potter commended Mr. McDowell on what he had prepared. Mr. Potter also said no one from the SCC Board can attend the Closed Session and that the County Manager will send a letter on the outcome to the SCC Board.

No action was taken tonight on this matter.

REGIONAL DETENTION CENTER STUDY: Mr. Squires went over the following information.

Chowan County has asked Gates and Washington to join in commissioning a study (attached) to analyze the future projected needs and cost/benefits of a regional Chowan, Gates, Washington Detention Center. If we choose to participate Washington County's estimated initial cost in the study (pro-rated by population) would be around \$11,625.

The Sheriff attended an initial project discussion meeting and after due consideration believes that a regional detention center is not a necessity at this time and will most likely be cost prohibitive. He does not support moving forward with the study.

From a management analysis standpoint, the primary advantage of utilizing a regional jail would be potential shared cost savings derived from centralizing staffing and feeding plans to

reduce unnecessary competition between the current individual jails for staff. The Washington County detention center perpetually faces short staffing challenges. The primary risk in not regionalizing would be if we became unable to recruit sufficient staff to actually keep our detention center open. However, management concurs that a regional detention center model will likely prove and be considered cost prohibitive in the short term based on and compared with current and historical detention center expenses. It is the longer-term needs and risks that a regional detention center and study to evaluate it would more likely help us to better understand and plan for.

If the study is structured to provide usable projection data for each county, it could be potentially useful to our own longer-term jail/detention planning processes even if we do not decide to participate in this particular regional jail opportunity. That would become even more important if any other long range courthouse capital project plans were developed in the upcoming CIP or in future CIPs.

Recommendation: Discuss this request and potential participation in the study and direct staff how to proceed.

**Commissioner Johnson made a motion to move forward with participation in the study. Commissioner Spruill seconded; motion carried unanimously.**

PK 12 PROJECT & FUNDING AGREEMENT/LEASE UPDATE: Mr. Potter gave an update to the Board. The school continues to make very fast progress. A CO was issued last Wednesday. Some school mtgs were rescheduled to Dec 11 (from last week). There is a lot of work left to be done, on all parties. Mr. Potter said he has meetings set up with the school staff and their finance staff.

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

Washington County  
**BUDGET TRANSFER**

**To:** Board of Commissioners

**BT #: 2025 - 036**

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

**Date:** October 31, 2024

**RE:** Recreation

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

Account Code	Description	Old	+ or (-)	New
10-6120-350	Recreation - Maintenance & Repair-Buildings	20,000.00	(160.00)	19,840.00
10-6120-325	Recreation - Postage	100.00	160.00	260.00
<b>Recreation</b>		<b>20,100.00</b>	<b>-</b>	<b>20,100.00</b>

**Justification:**

This transfer is to move monies within the Recreation Budget from Building Repair & Maintenance to Postage to pay the costs of shipping for a piece of equipment. A part on our Scoreboard went bad and had to be shipped out for repair. There were games scheduled for Saturday and the only way that the piece could be gotten back to us in time for the game was to overnight it. The Recreation Director considered this an emergency since there was approximately 15 teams coming to play that Saturday and the Scoreboard was needed.

Budget Officer's Initials CSF

Approval Date: 11/4/24

Initials: CSF  
Batch #: 2025-036  
Date: 11/5/2024

Washington County  
**BUDGET TRANSFER**

**To:** Board of Commissioners

**BT #: 2025 - 037**

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

**Date:** November 18, 2024

**RE:** SS Admin

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

Account Code	Description	Old	+ or (-)	New
10-5310-011	SS Admin - Salaries & Wages - Regular	2,105,821.00	(26,500.00)	2,079,321.00
10-5310-181	SS Admin - Group Insurance	494,344.00	(15,000.00)	479,344.00
10-5310-600	SS Admin - Contracted Services	166,120.00	41,500.00	207,620.00
<b>SS Admin</b>		<b>2,766,285.00</b>	<b>-</b>	<b>2,766,285.00</b>

**Justification:**

This transfer is to move monies within the Department of Social Services Budget from the regular salary line and the group insurance line to the contracted services line. Due to the amount of vacancies in the Child Protective Services Units, we are using contracted workers with experience to cover the multiple cases that DSS currently has. With 30+/- children in custody and that many more in investigations, our staff cannot cover all the demands of the unit. Currently DSS has only one full time Investigator and two Permanency Planning Workers. DSS has not been successful in filling the open Social Worker Positions in several months. Without the contracted staff, the agency would not be able to fulfill protection of children services requirements. As a result, our expenditure lines for these contracted services are in need of additional funding to be able to maintain the requirements of the state and the caseloads in general. All lines are reimbursed at approximately 50% and are not budget impactful.

Budget Officer's Initials CBP

Approval Date: 11/18/24

Initials: MD  
 Batch #: 2024-037  
 Date: 11/18/2024

Washington County  
**BUDGET TRANSFER**

**To:** Board of Commissioners  
**From:** Curtis Potter, County Manager  
Missy Dixon, Finance Officer  
**Date:** November 18, 2024  
**RE:** School Capital Outlay Fund

**BT #: 2025 - 038**

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

Account Code	Description	Old	+ or (-)	New
21-8000-600	Designated for Future Appropriation	1,169,041.00	(2,000.00)	1,167,041.00
21-5912-693	Cap Outlay-Architect, Planning, Surveying, Eng	12,338.00	2,000.00	14,338.00
<b>School Capital Outlay Fund</b>		<b>1,181,379.00</b>	<b>-</b>	<b>1,181,379.00</b>

**Justification:**

This transfer is to move monies within the School Capital Outlay Fund (21) from Designated for Future Appropriations to the Capital Outlay Architect, Planning, Surveying and Engineering line to cover additional work needed by Terracon on the New PK12 School Project in regards to evaluation of ABC Subbase and Asphalt along with a Special Inspections Summary Report.

**Budget Officer's Initials** CSF

**Approval Date:** 11/18/24

<b>Initials:</b>	<u>CSF</u>
<b>Batch #:</b>	<u>2025-038</u>
<b>Date:</b>	<u>11/18/2024</u>



Washington County  
**BUDGET TRANSFER**

**To:** Board of Commissioners

**BT #: 2025 - 039**

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

**Date:** November 26, 2024

**RE:** Sheriff/Detention/SS Admin/Water Operations/Water Treatment/EMS/Transport/Airport

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

Account Code	Description	Old	+ or (-)	New
10-4310-010	Sheriff - Salaries & Wages-Regular	863,979.00	(1,930.00)	862,049.00
10-4310-031	Sheriff - Salaries & Wages-Overtime	4,775.00	1,930.00	6,705.00
<b>Sheriff</b>				
10-4320-010	Detention - Salaries & Wages-Regular	428,129.00	(5,500.00)	422,629.00
10-4320-030	Detention - Salaries & Wages-Overtime	50,000.00	5,500.00	55,500.00
<b>Detention</b>				
10-5310-010	SS Admin - Salaries & Wages-Board	1,500.00	(305.00)	1,195.00
10-5310-270	SS Admin - Service Awards	145.00	305.00	450.00
<b>SS Admin</b>				
35-7130-100	Water Operations - Retirement Expense	50,974.00	(76.00)	50,898.00
35-7130-050	Water Operations - Salaries & Wages-Longevity	1,875.00	76.00	1,951.00
<b>Water Operations</b>				
35-7135-100	Water Treatment - Retirement Expense	9,465.00	(22.00)	9,443.00
35-7135-040	Water Treatment - Salaries & Wages-Longevity	424.00	22.00	446.00
<b>Water Treatment</b>				
37-4330-010	EMS - Salaries & Wages-Regular	829,492.00	(364.00)	829,128.00
37-4330-050	EMS - Salaries & Wages-Longevity	5,461.00	364.00	5,825.00
<b>EMS</b>				
37-4376-010	Transport - Salaries & Wages-Regular	110,352.00	(1,700.00)	108,652.00
37-4376-030	Transport - Salaries & Wages-Overtime	15,646.00	1,700.00	17,346.00
<b>Transport</b>				
39-4530-100	Airport Operations - Retirement	9,362.00	(21.00)	9,341.00
39-4530-030	Airport Operations - Longevity	841.00	21.00	862.00
<b>Airport</b>				
		<b>2,382,420.00</b>	<b>-</b>	<b>2,382,420.00</b>

**Justification:**

This transfer is to move monies within the Sheriff, Detention, Social Services, Water Operations, Water Treatment, EMS, Transport and Airport Budgets to cover payroll related expense overages. For the Sheriff's Office, Detention and Transport budgets, the transfer is to cover overages in the Overtime lines due to being short staffed. For the Social Services, Water Operations, Water Treatment, EMS and Airport budgets, the transfer will cover overexpenditures in the service award lines and longevity lines due to the COLA which was approved by the Board and budgeted in the Central Services line - instead of pulling these from the Central Services line, these departments are able to absorb the overages within their existing budget lines.

Budget Officer's Initials CSF

Approval Date: 11/26/24

Initials:	
Batch #:	
Date:	

Washington County  
**BUDGET TRANSFER**

**To:** Board of Commissioners

**BT #: 2025 - 039**

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

**Date:** November 26, 2024

**RE:** Sheriff/Detention/SS Admin/Water Operations/Water Treatment/EMS/Transport/Airport

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

Account Code	Description	Old	+ or (-)	New
10-4310-010	Sheriff - Salaries & Wages-Regular	863,979.00	(1,930.00)	862,049.00
10-4310-031	Sheriff - Salaries & Wages-Overtime	4,775.00	1,930.00	6,705.00
<b>Sheriff</b>				
10-4320-010	Detention - Salaries & Wages-Regular	428,129.00	(5,500.00)	422,629.00
10-4320-030	Detention - Salaries & Wages-Overtime	50,000.00	5,500.00	55,500.00
<b>Detention</b>				
10-5310-010	SS Admin - Salaries & Wages-Board	1,500.00	(305.00)	1,195.00
10-5310-270	SS Admin - Service Awards	145.00	305.00	450.00
<b>SS Admin</b>				
35-7130-100	Water Operations - Retirement Expense	50,974.00	(76.00)	50,898.00
35-7130-050	Water Operations - Salaries & Wages-Longevity	1,875.00	76.00	1,951.00
<b>Water Operations</b>				
35-7135-100	Water Treatment - Retirement Expense	9,465.00	(22.00)	9,443.00
35-7135-040	Water Treatment - Salaries & Wages-Longevity	424.00	22.00	446.00
<b>Water Treatment</b>				
37-4330-010	EMS - Salaries & Wages-Regular	829,492.00	(364.00)	829,128.00
37-4330-050	EMS - Salaries & Wages-Longevity	5,461.00	364.00	5,825.00
<b>EMS</b>				
37-4376-010	Transport - Salaries & Wages-Regular	110,352.00	(1,700.00)	108,652.00
37-4376-030	Transport - Salaries & Wages-Overtime	15,646.00	1,700.00	17,346.00
<b>Transport</b>				
39-4530-100	Airport Operations - Retirement	9,362.00	(21.00)	9,341.00
39-4530-030	Airport Operations - Longevity	841.00	21.00	862.00
<b>Airport</b>				
		<b>2,382,420.00</b>	<b>-</b>	<b>2,382,420.00</b>

**Justification:**

This transfer is to move monies within the Sheriff, Detention, Social Services, Water Operations, Water Treatment, EMS, Transport and Airport Budgets to cover payroll related expense overages. For the Sheriff's Office, Detention and Transport budgets, the transfer is to cover overages in the Overtime lines due to being short staffed. For the Social Services, Water Operations, Water Treatment, EMS and Airport budgets, the transfer will cover overexpenditures in the service award lines and longevity lines due to the COLA which was approved by the Board and budgeted in the Central Services line - instead of pulling these from the Central Services line, these departments are able to absorb the overages within their existing budget lines.

Budget Officer's Initials CSF

Approval Date: 11/26/24

Initials:	
Batch #:	
Date:	

Washington County  
**BUDGET AMENDMENT**

**To:** Board of Commissioners

**BA #: 2025- 041**

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

**Date:** December 2, 2024

**RE:** Various Departments

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

Account Code	Description	Old	+ or (-)	New
10-8300-120	Central Services - Additional SalaryBenefit Exp-Comp Study	260,000.00	(1,796.00)	258,204.00
10-4120-040	County Manager - Salaries & Wages-Longevity	1,925.00	1,016.00	2,941.00
10-4130-040	Finance - Salaries & Wages-Longevity	2,626.00	129.00	2,755.00
10-4170-040	Elections - Salaries & Wages - Longevity	945.00	337.00	1,282.00
10-4210-040	IT - Salaries & Wages-Longevity	1,658.00	42.00	1,700.00
10-4320-040	Detention - Salaries & Wages - Longevity	3,172.00	80.00	3,252.00
10-4350-127	Inspections & Planning - Salaries & Wages - Longevity	725.00	19.00	744.00
10-5150-040	Senior Center - Salaries & Wages - Longevity	1,020.00	45.00	1,065.00
10-6120-040	Recreation - Salaries & Wages - Longevity	1,391.00	128.00	1,519.00
<b>Various Departments</b>				
		<b>Balanced:</b>	<b>273,462.00</b>	<b>-</b>
				<b>273,462.00</b>

**Justification:**

This amendment is to transfer budgeted dollars from the Central Services Department to various Departments throughout the General Fund. This transfer is needed due to the COLA that was given during the budget process. The additional funds needed to cover the increased salary and benefits were budgeted in the Central Services Department, therefore I am having to move monies from that department to cover the overages in individual departments longevity lines.

**Approval Date:** \_\_\_\_\_

**Bd. Clerk's Init:** \_\_\_\_\_

<b>Initials:</b>	
<b>Batch #:</b>	
<b>Date:</b>	

Washington County  
**BUDGET AMENDMENT**

**To:** Board of Commissioners

**BA #: 2025- 042**

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

**Date:** December 2, 2024

**RE:** Contingency/Board of Commissioners/Elections

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

Account Code	Description	Old	+ or (-)	New
10-9990-000	Contingency	49,000.00	(20,707.00)	28,293.00
10-4110-443	Commissioners - Contracted Services - Lobbying	18,000.00	19,006.00	37,006.00
10-4170-031	Elections - Salaries & Wages - Overtime	5,320.00	1,701.00	7,021.00
<b>Contingency/Board of Commissioners/Elections</b>				
<b>Balanced:</b>		<b>72,320.00</b>	<b>-</b>	<b>72,320.00</b>

**Justification:**

This amendment is to transfer budgeted dollars from Contingency to the Commissioners budget to cover the cost to renew the Lobbying contracts that terminate at the end of December and to the Elections budget to cover an overage in the Overtime line due to the time required by staff to carry out all requirements passed down by the state to oversee and conduct the most recent election.

**Approval Date:** \_\_\_\_\_

**Bd. Clerk's Init:** \_\_\_\_\_

**Initials:**

**Batch #:**

**Date:**

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

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

Ms. Bennett mentioned the following reports were in the Board's Agenda Package:

- DSS Annual Report for the Community Child Protection Team (CCPT)  
DSS is required to submit this report to the Commissioners. This is for info only. No budget impact and no action to be taken. *(The documents referenced herein will be attached and become a part of these minutes.)*
  
- MTW Annual Report for the Child Fatality Protection Team (CFPT).  
MTW is required to submit this report to the Commissioners. This is for info only. No budget impact and no action to be taken. *(The documents referenced herein will be attached and become a part of these minutes.)*

Commissioner Spruill asked if there would be any advertising of the office closing for the Employee Christmas Breakfast. Mr. Potter stated that a notice has been sent to the Beacon for printing.

Commissioner Johnson mentioned that the Albemarle Commission has an interim Director: Mr. David Whitmer.

Ms. Dixon had a request for the Board. The Water Dept. down to one staff member again. Would the Commissioners consider closing that office at 4:00 PM each day because it is extremely difficult to do the end of day duties while trying to assist customers at the window? This will not be a permanent thing--just until they hire a new person. They will notify the public in advance. They will also have forms on their door to help them. They will not close early on the 4<sup>th</sup>/15<sup>th</sup> days that are penalty assessment day and cutoff days. This would begin January 6, 2025.

**Commissioner Keyes made a motion to approve the request to close the Water Dept. at 4:00 PM (except on days that are penalty assessment day and cutoff days, beginning January 6, 2025. Commissioner Spruill seconded.** Commissioner Walker asked how long this would be in effect. Mr. Potter said until June. The position is currently being advertised. **Motion carried unanimously.**

Ms. Bennett mentioned the upcoming employee Christmas breakfast on Friday, December 20, 2024, at 9:30 AM at the Plymouth Church of Christ, Family Learning Center on Hwy 32, Plymouth and encouraged the Commissioners to attend.

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

Back in Open Session, **Commissioner Keyes made a motion to grant a performance based inc\$2,500 to Ms. Dixon. Commissioner Spruill seconded; motion carried unanimously.**

Commissioner Spruill stated he would like to be a Commissioner on the Economic Development Advisory Council Member. The Board can bring back possible names of other members.

With no further business to discuss, **Commissioner Keyes made a motion to adjourn the meeting. Commissioner Spruill seconded; motion carried unanimously.**

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Julie J. Bennett, MMC, NCMC  
Clerk to the Board

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Carol V. Phelps  
Chair